Updating 403(b) Voluntary Retirement Plan Information in Employee Self Service

When logging into Employee Self Service use the same User ID and Password used to log into other university systems such as email, VPN, SIS, etc. Please contact Tufts Technology Services at (617) 627-3376, or via email at it@tufts.edu for any assistance.

You can increase or decrease a current 403(b) plan contribution, begin a 403(b) plan contribution, or discontinue (waive) a 403(b) plan contribution through Employee Self Service. You can also change the percent of your 403(b) plan contribution allocated to Fidelity or TIAA/CREF. Changes can be made to the 403(b) plan as frequently as you like. Changes will always be effective on the first of the following month.

Log into Employee Self Service at http://eserve.hr.tufts.edu/ to submit a 403(b) Voluntary Retirement Plan Life Event. On the Self Service menu, select Benefits Information and then Enrollment/403(b) Elections.

On the below Life Events page, select Enroll in or change my 403(b) Voluntary Retirement Plan.
On the **Change Status Date** page, click **OK** to proceed to the next step.

![Change Status Date](image)

On the **Change Status Date** page, click “OK” to proceed to the next step. The date will automatically populate to the current date.

On the **Welcome to Life Events** page, click **Next** or **Benefits Enrollment** to move to the next step in the process.

![Add or Edit 403b Election](image)

Click the **Select** button to open the page that you will use to make your changes.

Click the “Start My Enrollment” button to begin the enrollment process.
You IRS maximum contribution will be displayed on the next screen. Remember that the contribution amount you enter will reflect your contribution per pay period.

- If you are paid on a **weekly basis**, you will calculate your per pay period contribution amount by dividing the amount you want to contribute on an annual basis by 52 pay periods.
- If you are paid on a **semi-monthly basis**, you will need to calculate your per pay period contribution amount by dividing the amount you want to contribute on an annual basis by 24 pay periods.

To change or add a contribution, indicate a pay period amount, up to your maximum allowed, in the contribution section. If you want to discontinue your 403(b) plan contribution, select “Waive”. If you would like to change the percent of your contribution invested in Fidelity or
TIAA/CREF, indicate the change in the “Designate your fund allocations” section of this page. Finally, click **Store** to hold your choices until you are ready to finalize.

On the next screen you will have an opportunity to review your choices. Click **OK** to continue or **Cancel** to make additional changes.
Next click **Store** to save your changes and click **I Agree** on the Salary Reduction Agreement page to finalize your choices.
The system will display a screen indicating that the transaction was successful.

Once you select the **Event Completion and Exit** link in the left hand menu and then the **Completion** button on the following screen, your event will be finalized.

You will also receive an email message indicating that the event is now closed, your information has been successfully updated, and that changes will be effective on the first of the following month.