Employee Self Service -
Updating 401(a) Basic Retirement Plan Vendor Selections

If you need help accessing your Employee Self-Service account, please contact Tufts Technology Services at (617) 627-3376, Monday through Friday 9:00 a.m. to 5:00 p.m., or via email at it@tufts.edu.

Employee Self Service users can change the percent of their 401(a) contribution allocated to Fidelity or TIAA/CREF through Employee Self Service. Changes can be made to the 401(a) as frequently as you like. Changes will always be effective on the first of the following month.

1. Log into Employee Self Service at http://hr.tufts.edu/erserve/ to change your 401(a) Basic Retirement Plan Vendor Selections.
2. On the Self Service menu, select Benefits.
3. Select Benefits Information.
4. From the Benefits Information page, select Savings Summary.

5. On the Savings Summary page, select Change your 401(a) Vendor.
6. Select your Investment Vendor allocations.
7. After you have made your 401(a) vendor allocation changes, click on the **Save** button to view the confirmation page.
8. Print the confirmation page for your records.
POP UP WARNING: If you receive a message stating you do not have a valid Investment Fund election at TIAA-CREF, 100% of your 401(a) contributions will be sent to the Plan default, an age-appropriate Fidelity Lifecycle fund, until you contact TIAA-CREF to invest 100% of your future contributions between the TIAA Traditional and/or CREF Stock Fund options.