RETIREMENT@work

Quick Start Guide

Everything for your Community College of Philadelphia Retirement Plan. In one location.

Welcome to Retirement@Work®, where you can:

- Enroll in your retirement plan
- Change your voluntary contribution amount at any time
- Choose your preferred retirement plan provider(s)
- View retirement plan balances across investment providers
- Access tools and resources for planning





1. Access Retirement@Work

Click here to gain access to Retirement@Work. If prompted, log in or register for access.

2. Set up and manage your contributions

First time users: Click Set Up Contributions.



Returning users: You will be taken to the *Balances* tab where you can view your total balance in the Plan, regardless of provider. To change your contributions, go to the *Contributions* tab and click *Manage Contributions*.

	BALANCES	CONTRIBUTIONS	HISTORY	EDUCATION & TOOLS	
E	Balances				
	Total balance* for all COMMUNITY COI As of 08/30/2024 **	plans at: LEGE OF PHILADELPHIA		\$23,790.49	
	Balance informa				
	Plan balances				
			100.00% COMMUNITY COLLEGE OF PHILADELPHIA RETIREMENT PLAN		
		COLLEGE OF PHILADELP	HIA RETIREMEN	T \$23,790.49** Balance as of 08/30/2024	

BALANCES	CONTRIBUTIONS	HISTORY	EDUCATION & TOOLS					
Contributio	Contributions							
(i) If you have not opened	 If you have not opened an account with an investment provider, please select the following provider's link to enroll: <u>TIAA</u> Welcome to the Community College of Philadelphia Online Salary Deferral and Enrollment site. It's easier than ever for you to start proparing for your retirement. Through your individualized dashboard, you can change contribution amounts, change investment providers, or et up an automatic increase. <u>Enter any contributions</u> you made this year through a different employer to ensure you don't exceed the maximum amount allowed per year. 							
preparing for your retirement								
(i) View your payroll calen	dar: <u>Payroll Schedules</u>							
Summary		Stop voluntary contribution	S MANAGE CONTRIBUTIONS					

On the next page, enter the amount you want to contribute to the plan per pay period and when you want contributions to start.

Click the indicated button to split your contributions between pretax and Roth.

- If you enter a percentage, you'll see an estimate of your dollar contribution per pay period.
- If you enter a dollar amount, you'll see an estimate of your percentage contribution per pay period.

3. Select investment provider(s)

Decide if you want to direct all of your contributions to the same investment provider(s).

If you choose Yes, all will be directed to the same investment provider.

If you choose No, you will then make your choices for each provider.

Enter the percentage you wish to allocate to each provider. Ensure your total equals 100 percent.

CONTRIBUTIO	NS HI	STORY	EDUCATION & TOOLS					
SET UP CONTRIBUTIONS								
Who would	Who would you like to handle your retirement investments?							
Once your elections are confirmed	Once your elections are confirmed, you must open an account with the provider(s) to make your investment allocations and name your beneficiaries. A link to each provider's website will be provided once your elections are confirmed.							
	Which provider fits you best?							
	Research these investment providers							
Direct all co	Direct all contribution types to the same investment provider(s)?							
(Contribution types may vary by pl	(Contribution types may vary by plan and can include various employee and employer contributions.) Choosing 'No' allows you to direct each contribution type separately.							
	Ves Yes							
	O No							
	w do you want to ercentage you would like to c TIAA Fidelity							
	TOTAL (must equal 100%): 0%							
	BACK	NEXT						

4. Review your contributions

Check to be sure your desired selections are reflected in the summary.

If they are not, click the *Edit* button to make changes.

Once your selections are shown, review the "Terms and Conditions," check the box, then click Confirm. The next page will confirm that your elections were submitted.

5. Open your investment account(s) and select investments

Click the name of each provider you selected to open an account with them (if you do not have one already) and select your investments. You will exit Retirement@Work and be taken to each provider's website to complete this task. If you selected more than one provider, you must return to this page to click each provider's name to complete the process.

enrollment.

CONTRIBUTIONS	HISTORY	EDUCATION & TOOLS		
SET UP CONTRIBUTIONS Confirmation: Your elections were submitted You have successfully set up how much you will be contributing to the following retirement plan(s). Please continue in order to complete your enrollment.				- Ç- If you choose Fidelity
NEXT STEP: Open Your Investment Accound the buttons below to do so. TIAA ROBELITY	nts			Investments, you will be required to enter plan number 62179 once on Fidelity's site
You have successfully set up your retirement contributions.				to continue enrollm

Need help? We've got you covered.

Site support

Call Retirement@Work at 844-567-9090, weekdays, 8 a.m. to 10 p.m. (ET).

Advice and education

You can get help deciding how to create the right investment mix with your chosen investment provider(s), over the phone or in person.

- TIAA: 800-842-2252
- Fidelity Investments: 800-343-0860

General plan questions

Contact the Benefits Department at benefits@ccp.edu.

Learn more

This short video provides a step-by-step visual guide to using Retirement@Work. Watch the video here.

