

## ENROLL IN 403(B) BENEFITS USING EMPLOYEE SELF SERVICE

The 403(b) Program is a voluntary retirement benefit sponsored by the University of South Carolina to help you meet your personal retirement goals. You can invest your money with one or more of the participating [annuity providers](#).

To enroll you will need to sign up with **both** the university **and** your selected provider.

To sign up with the university:

First, log into [Employee Self Service](#) using your university user name and password. Then, follow these steps:

Step	Action
1.	<p>From the Employee Self Service homepage use the dropdown menu at the top center of the page to navigate to the <b>My Workplace</b> page.</p> <ul style="list-style-type: none"> <li>Click the arrow next to <b>Employee Self Service</b> on the black bar at the top of the page to display the dropdown menu</li> <li>Choose <b>My Workplace</b></li> </ul>
2.	Select the <b>Benefits Enrollment Homepage</b> tile.
3.	Using the navigation options on the left-hand side of the page select the <b>Submit 403(b) eForm</b> link to open the enrollment form.
4.	<p>The enrollment form will list all the providers that are available to you. You can enroll in one or more annuity plans.</p> <p>If you are currently enrolled in a plan, the enrollment information for that plan will display in the form to make changes or stop the deduction.</p> <p>If you are not enrolled in a plan the plan will be marked as <b>NO</b>.</p> <p>Click on each plan you want to enroll in to change the selection to <b>YES</b>.</p>
5.	When you change a selection to <b>YES</b> , a new field will appear in that section of the form asking you for the amount you want to contribute to the plan each pay period.

	For each plan that you want to enroll in, click in the <b>PER PAY PERIOD DEDUCTION</b> field and enter the amount you want to contribute.
6.	<p>After you identify each of the plans you want to participate in and specify the amount you want to contribute, scroll down to the section of the form marked <b>DEDUCTION AGREEMENT</b>.</p> <p>Read the Deduction Agreement section carefully.</p> <p>If you agree to the terms, click on the <b>I AGREE TO THE TERMS ABOVE</b> field to change the selection from <b>NO</b> to <b>YES</b>.</p> <p>If you do not agree to the terms, you will not be able to submit your selections.</p>
7.	<p>You can enter additional comments if desired. <u>Additional comments are not required.</u></p> <p>Expand the Comments section by clicking on the arrow to the left of <b>COMMENTS</b> and enter your comments in the field.</p>
8.	<p>When you have selected your plans, agreed to the terms, and added any comments, you are ready to submit your form.</p> <p>To submit your form, click the <b>SUBMIT</b> button.</p>

Once you have submitted your form your elections are sent to the UofSC Benefits Team for approval. Once this review is complete your benefits records will be updated in Employee Self Service.

Payroll deductions tied to your elections will begin after the Employee Self Service update. You can review your 403(b) elections on your **Benefits Summary** page in [Employee Self Service](#).

You can change your contributions at any time by using the **403(b) eform**, however, you may only submit this form once per day.

Don't forget to contact each of your selected [annuity providers](#) directly to complete paperwork to allocate investment funds and designate a beneficiary, etc.

**If you do not contact the annuity provider, your account will not be setup appropriately. Depending on the vendor, your contribution may be applied to a designated default account or even returned to UofSC.**