New Hires: You will be able to submit a supplemental 403(b) request one business day after you completed all of your initial benefit enrollments.

Visit [www.hr.virginia.edu](http://www.hr.virginia.edu) and select the Benefits button.

Login into the Integrated System to access your Employee Self-Service account. [http://its.virginia.edu/integratedsystem/](http://its.virginia.edu/integratedsystem/)

Open the UVA Employee Self-Service Menu and select Benefits.
Read the Legal Disclaimer. Select **Accept**, then click **Continue** to proceed.

Click **Continue** to move past the **Dependents and Beneficiaries** page. This page is **not** required for updating your 403(b) supplemental retirement plan. You will have the opportunity to name beneficiaries for this benefit through the vendor’s website.

Select **Update Supplemental 403(b)** and then select **Continue**.
Select **Continue** to move past the 403(b) Benefits Preview to reach the enrollment form.

Check the box to enroll in any of the **Pre Tax** or **After Tax** benefits and to select which vendors, **TIAA**, or **Fidelity**, that you want to contribute to. In the Coverage column, fill in the dollar amount you want to contribute **each paycheck**. Select the **Continue** button until you reach the confirmation page, or your request will not be submitted. **TIP**: Select the **Recalculate** button to update your annual cost and to see an estimate how much you would contribute for the year.
Press **Submit** to reach the confirmation page.

Note: Attachments are not required on this page for a 403(b) enrollment.

Once you reach this **Confirmation** page your elections will begin to process.

Select the **Proof of Coverage PDF** to review your 403(b) enrollments.

**Tip:** Select the Back button if you want to make any other 403(b) benefit changes before you exit self-service.

To return to the Employee Self Service Homepage click the **Home icon** or click the **Door icon**, and then close your browser to completely exit Integrated System Employee Self-Service.