How To Access Medical Center Benefits Self Service
To update 403b Supplemental Retirement

Visit the Health System website: http://www.healthsystem.virginia.edu/

Select KnowledgeLink to access employee self-service

Go to Main Menu, Self Service, Benefits, Savings Plan Election
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Scroll to the bottom of the page and click the button next to Flat Amount or next to Percentage of Gross salary, then click the Continue button.

Note: This page informs you of important information about your 403b benefits. Page also displays additional information if you want to request enrollment in a state 457 Plan in the state vendor system.

- Your available options are listed below in the YEAR TO DATE CONTRIBUTIONS column for your 403(b) Savings Plan and Employer Match elections. Each available option listed in this box will appear after you select the continue button, until you reach the Employer Match Election option. You may have up to 7 different plans to consider.

- You will be prompted to specify either a percentage of your earnings or a flat dollar amount at the bottom of the page as a first step.

- For each plan, you must specify a vendor or vendors to manage your contributions. For each plan, the sum of your vendor allocations must equal 100%

The below is only relevant if you are participating in the 457 plan.
IF YOU ARE CURRENTLY ENROLLED IN THE STATE SPONSORED 457 SAVINGS PLAN:

1. You must visit the Commonwealth of Virginia 457 Deferred Compensation Plan page to learn more about the 457 Plan, create an account login, and to make changes to your deferral amount or fund line-up.

NOTE: Changes to the 457 Savings Plan take longer to put into effect than changes to 403(b) plans.

AND

2. You will NOT be able to make 403(b) or Employer Match elections based upon a percent of your gross salary.

You will only be able to make specific dollar amount elections for the 403(b) or Employer Match plans.

Press Continue to See Your Plans →
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You will have 3 different benefits with multiple options to select from, displayed in this order. If you don’t want to contribute, select the Waive radial button. You must select a Vendor in the right column and the total to all vendors must equal 100% per benefit.

- 403(b) Savings Plan [pretax]
- 403(b) Roth Savings Plan [after tax]
- Employer Match

403(b) Savings Plan

403(b) Roth Savings Plan

Employer Match
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After you complete the 3 forms, the last page will display all of your elected benefits. Click Start Over if you want to make more changes. Click Submit when you are done. Changes will update with your next payroll.

### Important Items for You to Know

<table>
<thead>
<tr>
<th>Effective Date of Change</th>
<th>403 (b) Savings Plans</th>
<th>403(b)/Roth Plan Contribution Limit</th>
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</thead>
<tbody>
<tr>
<td>Remaining # of Pay Periods</td>
<td>403(b) Roth Savings Plan</td>
<td>403(b)/Roth Age 50 Plan Contribution Limit</td>
</tr>
<tr>
<td>Age 50 Plan Eligibility Date</td>
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<td></td>
</tr>
<tr>
<td>Annual Salary</td>
<td></td>
<td>Your Maximum Yearly Contribution</td>
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</table>

### Projected Future Contributions by Plan

<table>
<thead>
<tr>
<th>Plan</th>
<th>Fixed Value</th>
<th>New Amt</th>
<th>Vendor Election</th>
<th>Vendor Allocation</th>
</tr>
</thead>
<tbody>
<tr>
<td>403 (b) Savings Plans</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>403(b) Roth Savings Plan</td>
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<tr>
<td>Employer Match</td>
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Submit Confirmation

☑️ The Submit was successful.

OK