

Sent: Friday, December 9, 2016 1:45 PM

Subject: REMINDER - New Online 403(b) and 457(b) Process - Effective Jan. 2, 2017

Sent on behalf of Ellie Winter, Director of Payroll & Benefits

Please email ellie.winter@twinriversusd.org if you have any questions

To All District Employees:

Twin Rivers Unified School District is pleased to announce that enhancements are being made to the 403(b) and 457(b) Salary Reduction Agreement (SRA) process as of Jan. 2, 2017. On this date, new enrollment and changes to 403(b) and 457(b) Salary Reduction requests will be submitted online through our 403(b) / 457(b) Plan Administrator's (TSA Consulting Group) website at www.tsacg.com. Current Salary Reduction Agreements will remain in place unless you go online to make a change.

The CalPERS 457 plan will continue with a paper process turned into the Payroll Department. All other 457 plans will ONLY be accepted using the new online process. There are many benefits to the new enrollment process:

- Effective Jan. 2, 2017 the online system may be accessed.
- Eliminates the need for paper SRA's after this date as **changes will only be accepted online.**
- The deadline for making changes to your SRA will be the 5th of each month. A calendar showing deadlines and pay dates will be available online.
- Visit www.tsacg.com to log-in and access the online ART system.
- The system can be accessed 24 hours a day, 7 days a week.
- Employees can start, change, or stop a 403(b) Salary Reduction or 457(b) Participation Agreement online at their convenience.
- Employees receive immediate online confirmation that their request has been submitted. The employee can print it out for their records or keep it in their online private document vault.
- Authorized Investment Provider Agents/Representatives can assist employees with this process.
- A list of authorized Investment Providers is available on our plan sponsor page at www.tsacg.com.

The SRA Service Team at our plan administrator (TSA Consulting Group) is available to help you from 5 a.m. to 5 p.m. (PST). Questions regarding the online process, resetting passwords, payroll effective dates, vendors, etc. should be directed to the SRA Team at 888-796-3786, option 5 or sraprocessing@tsacg.com. We will provide detailed instructions with screen shots on how to use the system closer to the effective date.

We are excited to make the SRA process more efficient and provide a dedicated SRA team member from TSA Consulting Group to answer your questions.