

How to Enroll in the 401(k) Plan

* Note: you will only be able to enroll once you have started employment and have access to PeopleSoft HR.

1. Login to PeopleSoft HR* and go to: Employee Self Service, Benefits, Enroll In or Update My 401(k). Enter your salary reduction percentage for the 401(k) Plan. If applicable, you will see a Catch-up Contributions (age 50 or over this year) section which you must complete if you want to elect the coverage.
2. Click on the Submit button at the bottom of the screen. A pop up screen will ask you to confirm that you want to update your Salary Reduction Agreement. Click Yes.
3. After you click Yes, a Validate User screen will appear and ask you to enter in the last 4 digits of your social security number, then click the Submit button.
4. A submit confirmation will validate that your submission of enrollment was successful. The message will reflect the reduction percent you have elected and prompt you to click OK.
5. The next screen will direct you to click on the TIAA link so that you can select your investment fund allocation and beneficiary(ies) designation.

On the TIAA website, you will click on the plan name at the bottom of the page called Brookhaven Science Associates, LLC 401(k) Plan where you will land on the Welcome page.

- If you are a first-time user: Click Register with TIAA to set up your User ID and password.
- Follow the on-screen directions to complete your enrollment application. Note: At the allocation screen, click on any investment choice to view its fact sheet.
- Print a confirmation page from the Thank You screen.
- If you have questions or need assistance while registering for online access, please contact TIAA directly at (800) 842-2776.

If you do not want to make designations at this time, click EXIT. If you do not select an investment fund(s), your contributions will be invested in the Default Investment Option applicable to your date of birth. Currently, the TIAA-CREF Lifecycle Fund is the Default Investment Option, so your investments will be defaulted into the TIAA-CREF Lifecycle Fund. You will receive information on the Lifecycle Fund from TIAA. If you do not select a beneficiary(ies) at this time, "Your Estate" will be designated as your beneficiary. You may change these designations after your first contribution has been received by TIAA.

Note: If you do not have access to a computer or are unable to enroll online, please contact the Benefits Office at ext. 2881.

*If you do not have a login ID and/or password for PeopleSoft HR, contact the ITD Helpdesk at ext. 5522.