To all faculty and staff:

We wish to remind you about a new full service supplemental retirement planning site, called Retirement Manager, which is now available on The Department of Human Resources Website. This new full service retirement planning site is a secure website where you can in most cases initiate and access your supplemental retirement account(s) information 24 hours a day 7 days a week.

The IRS issued new regulations for all 403(b) plans effective with plan years beginning on or after January 1, 2009. The new final regulations require the plan sponsor, in our case Wright State University, to ensure that all loans, hardship withdrawals, in-service withdrawals, and normal distributions are properly made, with all of the pertinent rules followed without exception.

Retirement Manager will ensure compliance with the IRS new regulations by collecting data from all WSU approved vendors in order to properly perform the non- discrimination (and contribution limits) tests as well as to ensure that all loans and distributions follow the regulations.

Below you will find a partial listing of the features that are included within Wright State University's new Retirement Manager Website:

- On-line enrollment and **salary deferral changes** for both 403(b) and 457(b) plans. *For questions and enrollment into the Ohio Deferred Compensation 457(b) program, you will need to continue to contact Ohio Deferred Compensation directly.*
- Distribution certificates that can be used with your provider for release of funds for IRS approved distributions-*no longer necessary to request Wright State University's approval and signature.*
- Electronic remittance of employee deferrals and ARP contributions to facilitate more timely deposits to employee retirement accounts and their selected provider.
- Retirement and Financial Planning Tools.
- One-site data feeds from all Wright State University approved 403(b), 457(b) and ARP providers that permit one-site planning account information.
- May change contribution allocations to vendors without having to request forms. *Only for 403(b) and 457(b) plans.*

Please view the following link for an on-line demonstration of Wright State University's Retirement Manager Website at http://www.brainshark.com/valic/vu?pi=zILzZoYtnzlSxz0&dm=5&pause=1&nrs=1.

You can access Wright State University's Retirement Manager Website at https://www.myretirementmanager.com/?wsu.

If you are a first time user, you will need to create an account. For a step-by-step reference guide, click the following link. Quick Reference Guide for Website. Setting up your account for the first time should take you approximately 10 minutes. Should you need assistance with this process, please contact Retirement Manager Customer Support at 1-866-294-7950 available Monday through Friday 7am – 6pm Central Time.

Wright State University is pleased to make Retirement Manager available as a more efficient and user friendly environment that permits access 24/7 to the site and tools.

Additional information is available on the Wright State University Website to include a frequently asked questions and complete listing of all approved 403(b) and 457(b) providers at http://www.wright.edu/hr/benefits/ret_tda.html.

After January 3, 2012, faculty and staff will be required to make salary deferral changes for 403b and 457b plans though Wright State University's Retirement Manager Website. Due to compliance regulations, paper form can no longer be accepted. Questions about this information can be directed to HR_benefits@wright.edu.