Logging in to Retirement@Work
Visit www.duq.edu/retirement
Click Log In or Enroll Now and log in using your MultiPass

Employees that are currently enrolled with the “Maximum Amount” election do not need to complete any updates to maintain their current contribution.

Below are instructions to replace the 5% employee mandatory contribution. If you have other questions or desire to make other changes, please feel free to contact the Benefits Office at benefits@duq.edu or a representative of Fidelity or TIAA. Contact information for Fidelity and TIAA is located on the benefits website at www.duq.edu/retirement.

Making Changes to Your Account

Select Contributions

Review the Summary of Your Contributions
This amount is the “total” per pay contributions, including the 5% contribution to receive the University Match, plus any additional voluntary contributions.

The example below illustrates an employee with only the 5% contribution.

The 5% contribution to receive the University 8% match is being suspended starting with the pay of July 17, 2020.

<table>
<thead>
<tr>
<th>YOUR CONTRIBUTIONS</th>
<th>5.00% per pay period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employees contributing more than 5% will need to subtract 5 from the number indicated to determine their current voluntary amount.</td>
<td></td>
</tr>
</tbody>
</table>
This screen indicates only the voluntary contribution.

The example below illustrates the employee is currently set up with only the 5% mandatory to receive the 8% University contribution. You must enter “5” to indicate you would like to begin a 5% voluntary contribution to replace the amount that is being suspended.

**How much do you want to contribute to your retirement?**

- The maximum amount
- A percentage
- No additional voluntary contributions

**AMOUNT PER PAY PERIOD:**

\[
\text{Amount} \times \% = \$0.00
\]

This example is for a 5% contribution. If you have more than a 5% contribution your current voluntary contribution will be indicated here.

This example is for a 5% contribution. Your current voluntary contribution indicated above must be increased by 5% to maintain your current contribution level. Enter your new total of current % + 5% here.

Select to indicate a split between Pre-Tax and Roth, otherwise leave blank.

- Split this amount between Pre-Tax and Roth

Indicate the start of this change. Review the payroll schedule to determine a future date.

**When would you like to start making contributions?**

- First available paycheck
- Future date

Payroll Schedule (PDF):

The next area is used to determine if the deductions are to be deposited with TIAA or Fidelity.

Type 100% in the box of the vendor of your choice, or split your contributions between the vendors as you prefer.
This example illustrates 100% of the voluntary pre-tax contribution being deposited with TIAA.

TIAA will also request a designation for the deposit of the employee pre-tax voluntary contribution. Select Retirement Choice to maintain deposits in the same account as your current 5% contribution. For more information about Retirement Choice Plus, speak to a TIAA representative. Note: you will not experience this step if you have selected Fidelity.

Continue to maintain the 100% in the remaining election boxes for the vendor of your choice.

Scroll to the bottom and select Next

Review your contributions. The total should indicate the 5% employee voluntary to obtain the University match, plus the 5% you would like to add to your contribution.

5% (Employee Voluntary being suspended) + 5% to replace the suspended amount = 10%. The Duquesne University pay process will suspend the 5% contribution indicated in your pay stub as “Retirement Cont Mandatory” or “Retirement With Match”.

10% Total – Minus the 5% suspension = 5%. This amount will be indicated in the “Retirement Vol no Match” deduction effective with the pay selected.

Scroll down to the bottom, review and indicate the election of the Terms and Conditions, select Confirm.

Confirmation will be sent via email

No need to follow “Next Steps” unless you need to open new accounts.

Remember to review your paystub on DORI for the selected pay to ensure your deductions are correct.

The example above is for a 5% contribution. Your summary area should indicate your original voluntary amount plus the 5% added in the “How much do you want to contribute to your retirement” box.