Quick Start Guide

Welcome to Retirement@Work®, where you can:

• **Track your progress:** Get a snapshot of all your investments, and view current and past transactions.

• **Make informed decisions:** Learn more about your retirement plan(s), and use calculators and other tools to help plan for the type of retirement you want.

• **Take action:** Change your contribution amount or how it’s split among your selected investment provider(s).
1. Access Retirement@Work

Visit The University of Akron Human Resources webpage and log in using your existing login to gain access to Retirement@Work.

2. Set up and manage your contributions

First-time users: Click Set Up Contributions.

Returning users: You will be taken to the Balances tab where you can view your total balance in the Plan, regardless of provider. To change your contributions, go to the Contributions tab and click Manage Contributions.

Click the + next to each plan to read more information and review available investment providers.
On the next page, enter the amount you want to contribute to the voluntary plan(s) per pay period and when you want contributions to start.

Click the indicated button to split your contributions between pretax and Roth.

- If you enter a percentage, you'll see an estimate of your dollar contribution per pay period.
- If you enter a dollar amount, you'll see an estimate of your percentage contribution per pay period.

3. Select investment providers

Decide if you want to direct all of your contributions to the same investment provider(s) and click Yes or No.

If you choose Yes, all plans in which you contribute and all contribution types—which, based on your plan(s), may include employee contributions, pretax, and Roth—will be directed to the same investment provider(s) in the same percentages.

If you choose No, you will then make your choices by individual plan and contribution type.

Enter the percentage you wish to allocate to each provider. Ensure your total equals 100 percent.
4. Review your contributions

Check to be sure your desired selections are reflected in the summary. If they are not, click the Edit button to make changes. Once your selections are shown, review the “Terms and Conditions,” check the box, then click Confirm. The next page will confirm that your elections were submitted.

5. Open your investment account(s) and select investments

Click the name of each provider you selected to open an account with them (if you do not have one already) and select your investments by plan. You will exit Retirement@Work and be taken to each provider’s website to complete this task. If you selected more than one provider, you must return to this page to click each provider’s name to complete the process.
Need help? We’ve got you covered.

**Site support**

Call Retirement@Work at 844-567-9090, weekdays, 8 a.m. to 10 p.m. (ET).

**Advice and education**

You can get help deciding how to create the right investment mix with your chosen investment provider(s), over the phone or in person.

- TIAA: 800-842-2252
- AIG: 800-448-2542 or James Musengo, CFP: 330-221-1899
- Equitable: equitable.com
- Voya: 216-447-3765

**General plan questions**

Contact the Office of Human Resources by email at benefits@uakron.edu.

**Learn more**

Visit The University of Akron Human Resources webpage.

This short video provides a step-by-step visual guide to using Retirement@Work. Watch the video here.