

# 403(b) Universal Availability Notice 2024

This is your annual notice regarding your right to participate in the Greenville University Retirement Plan.

Greenville University ("GU") provides employees with the opportunity to save for their retirement through the Greenville University Retirement Plan (the "Plan"). Eligible employees can voluntarily elect to defer a portion of their compensation to the Plan to supplement their retirement savings.

## Eligibility

Generally, all common law employees of GU who receive compensation reportable on a Form W-2 are eligible to participate in the Plan. The only employees not eligible to participate in the Plan are non-resident aliens with no U.S. source income and student workers.

## Employer Match

Under the discretionary match program (excludes adjuncts), GU may match a percentage of your elective deferral after you have completed 1,000 hours of service.

## Contributions

An employee can elect to defer a portion of his or her compensation to the Plan on a pre-tax and/or Roth (after-tax) basis.

**Pre-tax Contributions** - Both Federal and State income taxes are deferred on the contributions and any earnings thereon until distributed from the Plan.

**Roth (after-tax) Contributions** - Federal and State income taxes are withheld from Roth contributions at the time that they are contributed to the Plan. However, contributions and any earnings thereon are not subject to Federal and State income taxes upon distribution if a five-year period has passed since Roth contributions were first made to the Plan **and** the distribution is a "qualified distribution".

**A specified combination** – you can contribute a specified percentage toward each of the above options.

All contributions are made through payroll deduction. TIAA has a wide choice of investment options, including stock, bond, and guaranteed funds. The following Plan and Investment Provider is available to you.

Employee contributions to the Plan can be allocated among the investment options offered by any approved vendor under the Plan. Employees are 100% vested in their accounts under the Plan on the first day of their election.

## Plan Recordkeeper and Advisory Services

The Plan uses the following approved vendors under the plan:

### Recordkeeper

Teachers Insurance Annuity Associate (TIAA) - 1-800-842-2252, [www.tiaa.org/greenville](http://www.tiaa.org/greenville)

## Investment Advisory

CBIZ Investment Advisory Services, LLC - 1-314-692-5822/mobile (314) 368-7796/[cbiz.com/retirement](https://cbiz.com/retirement)

## Maximum Annual Contributions

For 2024 you can contribute up to **\$23,000** per year.

If you are **age 50 or older** anytime in 2024, you can contribute an additional **\$7,500**, for a maximum of **\$30,500**.

## To Enroll

Please take a moment to review the plan materials before enrolling, which are available at <https://www.tiaa.org/greenville>. To enroll, complete the [Retirement Plan Contribution Form](#).

The exact date your investment allocations will take effect may vary depending upon the Investment Provider's policies managing the investment options you chose for Plan contributions.

## To Modify a Deferral Election

Once you are enrolled, you can change the amount of your contributions as often as once per pay-period by completing a new [Retirement Plan Contribution Form](#).

## Questions?

Contact [benefits@greenville.edu](mailto:benefits@greenville.edu), or one of the approved vendors directly with questions or for help enrolling in the Plan. A paper copy of this notice is also available at **UPB**.

### University Payroll & Benefits

Create a service ticket: [benefits@greenville.edu](mailto:benefits@greenville.edu)  
618 664-7010

### Approved Vendors

Teachers Insurance Annuity Associate (TIAA) - 1-800-842-2252, [www.tiaa.org/greenville](https://www.tiaa.org/greenville)  
CBIZ Investment Advisory Services, LLC - 1-314-692-5822/[cbiz.com/retirement](https://cbiz.com/retirement)

*This notice is provided as a source of information and does not constitute legal, tax, or other professional advice. If legal advice, tax advice, or other professional assistance is required, the services of a professional advisor should be sought. Every effort has been made to make this notice as thorough and accurate as possible. However, there are other legal documents, laws, and regulations that govern the operation of the Plan. It is understood that in the event of any conflict, the terms of the Plan document, applicable laws, and regulations will govern.*