

# ELON UNIVERSITY

*Office of*

## HUMAN RESOURCES

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### Memorandum

**To:** Part-time Faculty/Staff and Temporary Employees of Elon University

**From:** Office of Human Resources

**Re:** Supplemental Retirement Eligibility

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All part-time faculty/staff and temporary employees are eligible to participate in the Retirement Choice Plus (RCP) Plan offered through TIAA (also referred to as the “Elon University Tax Deferred Annuity Plan” or the “Tax Deferred Annuity Plan”). **Please note that this is a voluntary benefit.**

If you are interested in participating and you have access to a computer, please visit <https://www.tiaa.org/public/tcm/elon>. In the middle section of the page, you will find “Enroll Online”. Click on the **Tax-Deferred Annuity Plan** hyperlink. You must first register with TIAA before you can enroll on-line. Once you have registered, complete the application for the Retirement Choice Plus (RCP) Plan. Upon completion of the application, print the confirmation page for your records and bring a copy of the confirmation, along with your completed TIAA Agreement for Salary Reduction for Retirement Choice Plus (RCP) Plan form, to the Office of Human Resources to finalize your enrollment.

If we do not get confirmation that you are enrolled in the Retirement Choice Plus (RCP) Plan, we cannot begin payroll deductions and you will not be officially participating in the supplemental retirement plan. An **Election Not to Make Voluntary Pre-Tax Contributions to the Elon University Tax-Deferred Annuity Plan** (attached) will need to be completed if you choose not to enroll in this voluntary benefit.

**Note:** Part-time faculty/staff and temporary employees (whether full-time or part-time) are also eligible to make voluntary pre-tax contributions to the Elon University Defined Contribution Plan (the “Defined Contribution Plan”). Part-time faculty/staff and part-time temporary employees who have completed at least 1,000 hours of service during a 12-month eligibility computation period are eligible to receive employer matching contributions if they elect to contribute at least 4 percent of their compensation to the Defined Contribution Plan. Full-time temporary employees who have completed at least 1,000 hours of service during a 12-month eligibility computation period are **required** to contribute 4 percent of their compensation to the Defined Contribution Plan and are eligible to receive matching contributions under that Plan. Employees who meet this criteria will be notified by the Office of Human Resources once they meet this eligibility requirement.

For those that do not have computer access, you may stop by our office to enroll. If you have any questions, please contact Brenda Hudson, [bhudson@elon.edu](mailto:bhudson@elon.edu) Office of Human Resources at 278-5560.