The University of Alabama System 403(b) Plan

Universal Availability Notice

This notice provides important information regarding the 403(b) plan in which you are eligible to participate (the “plan”).

You may want to take this opportunity to either (1) begin making pre-tax and/or Roth (post tax) 403(b) elective deferral contributions or (2) review your current elections and decide if you want to make changes. Before making any initial elections or changes, you should be sure to consult TIAA (www.tiaa.org), the secure web-based access portal to learn about the retirement savings plans or review the general information about the plans that is posted on the Benefits webpage http://hr.ua.edu/benefits/retirement-benefits

When can I enroll?

You are eligible to enroll immediately upon your date of hire by logging into www.mybama.ua.edu, click the Employee Tab, then click the TIAA icon. Under “Actions”, choose “Contributions”, then select a plan. You may choose your initial elective deferral rate by completing the appropriate election box in “Manage My Contributions” and designating the funding vehicles and accounts to which your contributions will be made.

This contribution will continue unless it is modified or revoked in the future. The completed online screens are initiated and completed in the TIAA portal and will be processed via TIAA.

Can I change or stop my elective deferral contributions?

You may change your elective deferral contributions once per pay period during the plan year. You are permitted to revoke your election at any time during the plan year. This change must be made in the TIAA portal (www.tiaa.org) and must be completed in accordance with the designated pay period deadline date for the respective payroll check date of your choosing. The deadline dates can be viewed in the TIAA portal.

When are my elective deferral contributions effective?

After completing the enrollment/change requirements, your elective deferral contributions will begin on the next pay period in accordance with the designated pay period deadline dates. These dates can be viewed in the TIAA portal.
What is the maximum amount that I can contribute?

The Internal Revenue Code limits the annual contributions you can make to a 403(b) plan and the limits are adjusted each year. The 2021 limits are as follows:

- Elective deferral limit $19,500.00
- Age 50 catch-up $6,500.00

Will my employer make additional contributions?

In addition to your pre-tax and/or Roth 403(b) elective deferral contributions, the plan may allow for additional employer contributions for employees who are classified as “exempt” (professional level employee classifications).

Whom do I contact for additional information?

To learn more about 403(b) plans, please visit www.irs.gov and search for Publication 571. If you have any questions about how the plan works or your rights and obligations under the plan, please contact your plan administrator at:

**Contact Name:** Sandra Abrams, Asst. Director of Benefits  
**Address:** The University of Alabama Benefits Office  
Box 870174, HR Administration Building, 1670 Ruby Tyler Parkway  
**Phone:** (205) 348-5487  
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