User Guide

Everything for your Penn Retirement Savings Plans. In one location.
Connect & Simplify

Retirement@Work® makes managing your retirement plan account simpler.

Not a participant yet? You can enroll through Retirement@Work. See the Enrolling in your plan(s) section for details.

This guide provides step-by-step instructions and tips to help you make the most of Retirement@Work. We encourage you to keep it close at hand as you familiarize yourself with the different features.

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Logging in to Retirement@Work

Using Retirement@Work starts with these two steps. Once you’ve logged in with your PennKey and password, follow the instructions in this guide for the action you want to take.

Step 1: Visit www.hr.upenn.edu/retirement

Step 2: Select Enroll or Make Changes from the options listed on the left side of the page.

Screenshots are provided for illustration only and are not intended to depict specific results.
Enrolling in your plan(s)

Joining the plan(s) is the first step to building your financial future. You can use the information on the Retirement@Work home page to help you make informed decisions during the enrollment process. Here you can:

- See the plans in which you’re eligible to enroll.
- Review important plan documents.
- View the list of available investment choices.
- Link to the investment providers’ websites.
- Access calculators and other retirement planning tools.

After you’ve reviewed the above information, follow these steps to enroll:

**Step 1:**
Click Enroll Now on the Retirement@Work home page.

**Quick Tips**
- Based on the percentage you enter, you’ll see an estimate of your dollar contribution per pay period.
- If eligible, check out the University’s matching contribution. Consider contributing enough to receive the full match.

**Step 2:**
Choose how much you’d like to contribute per pay period and when you want contributions to start. Click Continue to proceed.

Screenshots are provided for illustration only and are not intended to depict specific results.

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Enrolling in your plan(s) (Continued)

Step 3:
Choose if you want to direct all contribution types (e.g., employer and employee) to the same investment provider. Then, enter the amount that should go to each provider. Click Continue.

Step 4:
Review your elections. If no changes are needed, click Confirm Elections.

Step 5:
Review the Terms and Conditions. If you agree with the terms, mark the box and click I Agree. A confirmation will appear stating that your elections were successfully submitted.

Step 6:
You now need to open an account with the investment provider(s) you selected and choose your investments to complete the enrollment process.

Important note: If you’ve selected more than one provider, you’ll need to come back to this section of Retirement@Work to access the other provider’s websites.

For instructions on how to open an account with:
- TIAA: Go to page 10.
- Vanguard: Go to page 11.

Quick Tips
- Choose No if you want to direct each contribution type separately.
- Fractional percentages up to two decimal places are permitted, but the total must equal 100%.
- Click Research these investment providers to learn more about TIAA and Vanguard.
Reviewing your account

Once enrolled, Your Plan Summary on the Retirement@Work home page is the starting point for managing your account and tracking your progress.

Here you can:

1. Get a snapshot of your account, including:
   - Your consolidated balance across investment providers and by plan
   - Your contribution amount for each provider
   - Recent transactions

2. Learn more about your retirement plan:
   - Review important plan documents
   - View the list of available investment choices
   - Link to the investment providers’ websites

3. Access calculators and retirement planning tools, such as:
   - Informative articles about budgeting and other financial topics
   - Retirement Advisor, which provides personalized action plans with savings and investment recommendations
   - 360° Financial View, which helps you monitor all of your finances and set goals

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Making changes to your account

It’s important to review your contribution amount and investment choices periodically to make sure they continue to reflect your financial situation and goals.

Follow these steps if you want to make a change:

**Step 1:**
Click Review & Make Changes on the Your Plan Summary page. This will bring you to a summary of your current elections.

**Step 2:**
Click Manage Elections to change your contribution amount and/or investment providers.

**Step 3:**
Review your existing contribution amount. Decide if you’re going to change it.

- If no, click Continue and move on to Step 4.
- If yes, enter the new contribution amount as a percentage of your per pay compensation and the effective date. Click Continue to proceed.

**Quick Tips**
- Based on the percentage, you’ll see an estimate of your dollar contribution per pay period.
- If eligible, check out the University’s matching contribution. Consider contributing enough to receive the full match.

Screenshots are provided for illustration only and are not intended to depict specific results.

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Making changes to your account (Continued)

Step 4:
Review your existing investment providers and how much of your contribution is going to each one. Decide if you’re going to make any changes.

• If no, click Continue and move on to Step 5.
• If yes, choose if you want to direct all contribution types (e.g., employer and employee) to the same investment provider(s). Then, enter the amount that should go to each provider. Click Continue.

Quick Tips
• Choose No if you want to direct each contribution type separately.
• Percentages need to total 100%.
• Click Research these investment providers to learn more. Clicking this link will help you access the TIAA and Vanguard websites where you can find the most up-to-date information about these providers.
Making changes to your account  

(Continued)

Step 5:
Review your elections. If no changes are needed, click Confirm Elections.

Step 6:
Review the Terms and Conditions. If you agree with the terms, mark the box and click I Agree. A confirmation will appear stating that your elections were successfully submitted.

Step 7:
If you’ve selected a new provider or investment, you now need to visit that provider’s website to either open an account or update your investment choices. Click the applicable provider button to go to its website.

**Important note:** If you’ve chosen investments from more than one provider, you’ll need to come back to this section of Retirement@Work to access each provider’s website.

For instructions on how to open an account with:
- TIAA: Go to page 10.
- Vanguard: Go to page 11.
Opening an investment account with TIAA

Clicking the TIAA button on Retirement@Work will take you directly to TIAA’s participant website. You have selected your contribution amount, but you will need to choose your investment options. Once on the site, follow these steps to open an investment account:

Step 1:
Confirm and update your personal information as needed.

Step 2:
Choose one of these three options to make your investment choices:

- **Choose for me.** Your contributions will be invested in the lifecycle mutual fund with the year closest to the year you turn 65. For example, if you will turn 65 in 2044, contributions will be directed to the Lifecycle 2045 Fund. Of course, you can choose a fund with an earlier or later date based on your needs.

- **Help me choose.** With this option, you’ll select your tolerance for investment risk along a scale. Then a mix of investments will be suggested based on your selection. Note: You’ll still choose the individual investments.

- **Choose my own.** You’ll make your selection from the list of available investments.

Whichever option you choose, follow the instructions in the orange buttons to complete the selection process.

Step 3:
Enter your beneficiary information. Then, click Review and Continue.

Step 4:
Review the information you’ve entered and the Terms and Conditions. If you agree with the terms, mark the box and click Finish Enrollment.

A confirmation page will appear stating you’ve successfully enrolled in the plan. You’re now on your way to saving for your financial future.

Quick Tips
If you’re married, your spouse must be your primary beneficiary unless he or she completes a spousal waiver form.
Opening an investment account with Vanguard

Clicking the Vanguard button on Retirement@Work will take you directly to Vanguard’s participant website. You have selected your contribution amount, but you will need to choose your investment options. Once on the site, follow these steps to open an investment account:

**Step 1:**
Make a note of your appropriate plan numbers:
- 092293  Supplemental Retirement Annuity Plan of the University of Pennsylvania
- 090869  University of Pennsylvania Basic Plan
- 090578  University of Pennsylvania Matching Plan

Click Enroll in Your Retirement Plan.

**Step 2:**
Enter the appropriate plan number (you can only enroll in one plan at a time) and click Next. You will need to enter your birth date, Zip code, and full Social Security number in order to begin the enrollment process.

**Step 3:**
Select your investments—you may choose the target-date fund aligned with your date of birth or choose funds to create your own investment mix.

Once you select Submit, the confirmation page will give you the option to enroll in another plan.

**Step 4:**
Choose how much of your investment you wish to go to each fund you selected.

**Step 5:**
Review your investment elections. If correct, click Submit to complete the enrollment process.

**Step 6:**
Go to the Profile tab and enter your beneficiary information.

**Quick Tip**
If you’re married, your spouse must be your primary beneficiary unless he or she completes a spousal waiver form.

A confirmation page will appear stating you’ve successfully enrolled in the plan and will give you the option to web register. You’re now on your way to saving for your financial future.

**Important note:**
If you’ve selected TIAA as well, return to Retirement@Work to open an account or update your investments and beneficiary information with TIAA.

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Need help? We’ve got you covered.

**Personalized advice and education**
You can get help deciding how to create the right investment mix with your chosen investment providers, over the phone or in person.

- TIAA: 877-736-6738
- Vanguard: 800-523-1188

**Site support**
Call Retirement@Work at 877-736-6738, weekdays, 8 a.m. to 5 p.m. (ET).

**General plan questions**
Contact the Benefits Department at 215-898-7282, weekdays, 8 a.m. to 5 p.m. (ET).

**Learn more**
Visit www.hr.upenn.edu