



**THE UNIVERSITY OF CHICAGO**  
**RETIREMENT INCOME PLAN**  
**FOR EMPLOYEES DEFINED**  
**CONTRIBUTION PLAN (ERIP)**



THE UNIVERSITY OF  
**CHICAGO**

Human  
Resources

The University of Chicago is committed to helping you build financial security for retirement. The Retirement Program is made up of several components, including the Employee Retirement Income Plan (ERIP).

We encourage you to take some time to read this brochure to learn more about the ERIP and how it can help you build future retirement income with generous contributions from the University.

You can learn more about the other Plans that make up the University of Chicago retirement program by visiting **[humanresources.uchicago.edu/benefits](https://humanresources.uchicago.edu/benefits)**.



## HOW THE ERIP WORKS

The Retirement Income Plan for Employees (ERIP) is a 403(b) defined contribution plan that provides benefits through a retirement savings account. You are eligible (and required) to participate in the ERIP if you are a regular non-academic employee of the University who is not otherwise excluded\* and you:

- Have completed one year of service or 1,000 hours of service with the University, and
- Are age 21 or older.

Under the ERIP after one year of eligible service, the University establishes an account into which both you and the University contribute a percentage of your pay each pay period:

- **Mandatory contributions.** You are required to contribute 3% of your pay to the ERIP, and the University will contribute an amount equal to 4% of your pay.
- **Voluntary contributions.** You also have the option to make additional voluntary contributions to the ERIP, up to 2% of your pay.
- **University matching contributions.** When you make voluntary contributions to this Plan, the University will match your contributions at 200%, up to 4% of pay.

By taking advantage of the voluntary contributions, you can more than double your contributions each pay period with the additional University matching contributions:



### What you need to know

You are automatically enrolled in the ERIP once you satisfy the eligibility requirements.

- Both you and the University make mandatory contributions each pay period.
- You may choose to make additional voluntary contributions of 1% or 2% of your pay to the ERIP. When you make voluntary contributions, the University matches those voluntary contributions at 200%.
- You choose how the funds in your account are invested.
- You are always 100% vested in your contributions to the ERIP, plus any earnings on them.
- You are 100% vested in the University contributions and any earnings on them after three years of eligible service.

\* If you are unsure if you are eligible for ERIP, please contact the Benefits Office at **773.702.9634** or **benefits@uchicago.edu**.

## GETTING STARTED

### Your mandatory contributions

When your ERIP participation is about to begin, you will receive a message in your Workday inbox to notify you of when your mandatory contributions will begin. You are automatically enrolled in the mandatory portion of the ERIP as a condition of your employment once you have satisfied the eligibility requirements. You can also elect to make voluntary contributions.

You are responsible for directing the investment of your contributions among the investment options available under the Plan. You may choose to invest your contributions in one fund or spread them among several funds. For more information regarding your choice of investment funds, please see **page 7**. If you do not make an election, your contributions will be directed to the age-appropriate retirement age target date fund.

We encourage you to designate your beneficiary directly with TIAA once your participation begins. Your beneficiary is the person (or persons) who will receive benefits in the event of your death. If you die before receiving the entire value of your ERIP account, your beneficiary will receive the remainder of your benefit, so designating your beneficiaries ensures your benefits will be distributed as you would like. If you do not designate a beneficiary, your beneficiary will be your spouse (if you are married) or your estate (if you are not married) until you make a change by logging in to your account at [tiaa.org/public/tcm/uchicago](https://tiaa.org/public/tcm/uchicago) or calling TIAA at **800.842.2252**.



## Voluntary contributions — matched by the University

In addition to your mandatory contributions, you can also make voluntary contributions to the ERIP, up to 2% of your pay. When you make voluntary contributions to the ERIP, the University matches your contributions at 200%. This means:

- If you contribute an additional **1%** of pay, the University will contribute **2%**.
- If you contribute an additional **2%** of pay, the University will contribute **4%**.

You can start, change, or stop your voluntary contributions at any time during the year by logging in to Workday with your CNetID and password. Your elections will be effective the next available paycheck.

## Contribution Limits

The IRS sets limits on how much you can voluntarily contribute to a 403(b) account each calendar year, including additional catch-up contributions if you are age 50 or older. Your voluntary contributions to the ERIP (and the Supplemental Retirement Plan (SRP), if you participate) cannot exceed these limits. **Neither your 3% mandatory contribution, the University contributions, nor any rollover amounts count toward this IRS limit.** Visit [www.irs.gov](http://www.irs.gov) for more information on the annual deferral limits.



## Additional limitations on contributions

For purposes of the IRS limits, contributions to all 403(b) accounts are combined — including any plans you may participate in outside of the University. As you plan your contributions, keep in mind the sum of the following cannot exceed the lesser of 100% of your annual compensation or the IRS 415(c) limit, which is:

- The University’s mandatory and matching contributions to your ERIP account,
- Your mandatory and voluntary contributions to your ERIP account, and
- Any voluntary contributions to the SRP, but
- Excluding the additional SRP catch-up contributions you may be eligible to make under the special catch-up provision if you are age 50 or older.

Federal tax laws also limit your tax-deferred contributions to employer plans outside the University.

- If you participate in a tax-deferred retirement plan sponsored by another employer in addition to participating in one or more plans sponsored by the University, your contributions are combined for purposes of the IRS limits (including the catch-up contributions).
- If you also set aside earnings from your self-employment into an account balance tax-deferred retirement plan, the amount contributed under that plan is counted toward the IRS 415(c) limit and may reduce the amount you can contribute to the SRP. **Because of this, you must notify the Benefits Office if a company controlled by you makes contributions on your behalf to a retirement plan.**

You should consult with your tax or financial advisor to ensure that your retirement contributions based on employment outside of your University employment are properly coordinated with the University retirement Plans for tax purposes.

### Save more with the Supplemental Retirement Plan (SRP)

Under the ERIP, you can save up to 5% of your eligible pay for retirement when you take advantage of the additional voluntary contributions. If you would like to save even more for retirement, you may participate in the Supplemental Retirement Plan (SRP). You are immediately eligible to save additional pre-tax dollars, up to the IRS limit, in the SRP as of your hire date. Your voluntary ERIP contributions plus your SRP contributions (if any) count toward the IRS limit; your mandatory ERIP contribution does not count toward the limit. See The University of Chicago Supplemental Retirement Plan brochure posted at [humanresources.uchicago.edu/benefits](https://humanresources.uchicago.edu/benefits) for more information.



## INVESTING YOUR ERIP FUNDS

How you invest your money is almost as important as how much you save, so make the most of it. You may choose to invest your contributions in one fund or spread them among several funds. Investment options available under the Plan include target-date funds, index funds, actively managed investments and/or the TIAA Brokerage Option. Visit [tiaa.org/public/tcm/uchicago](https://tiaa.org/public/tcm/uchicago) to review the investment fund lineup.

If your application to open a Retirement Choice (RC) account is not received before the first ERIP contribution is deducted from your pay, an RC account will be opened for you under the Plan's default procedures and your contributions will be invested 100% in the age-appropriate retirement age target date fund. Whether your RC account is opened by application or by default, TIAA will notify you in writing when it is established.

You may change your investment allocation at any time by logging in to your account at [tiaa.org/public/tcm/uchicago](https://tiaa.org/public/tcm/uchicago) or contacting TIAA at **800.842.2252**.

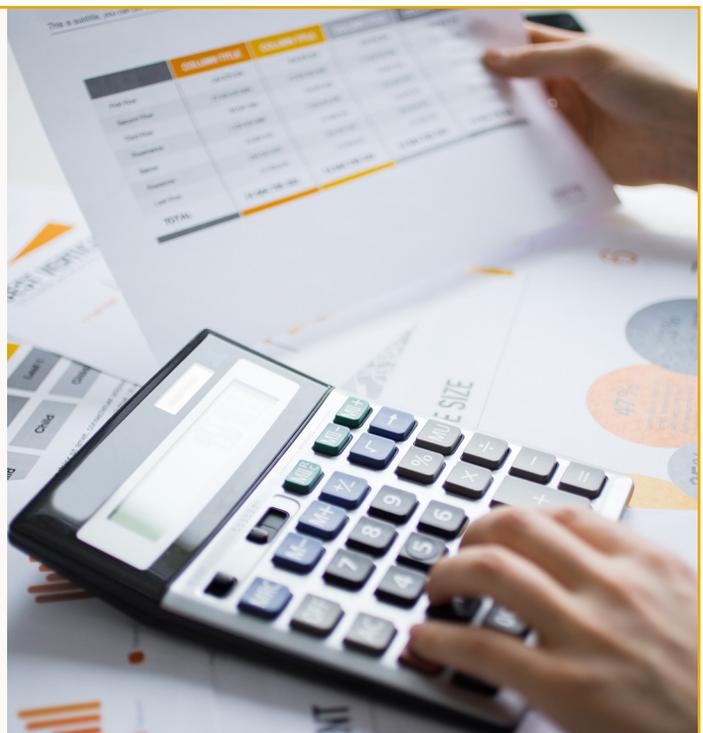
## VESTING

Vesting is the amount of time before you “own” your account balance.

- You are always 100% vested in **your mandatory and voluntary contributions** to the ERIP, as well as any investment earnings.
- You are 100% vested in the **University contributions** to the ERIP, and any investment earnings on them, after you complete three years of eligible service.

### The importance of diversification

No matter what type of retirement/savings account(s) you maintain, the concept of diversification is important. Diversifying — or spreading your savings out appropriately across different types of investments — helps minimize your risk of big losses. Diversifying your investments allows you to take a balanced approach, helping your retirement savings grow steadily over time rather than savings that swing drastically from high to low as the economy goes up and down. Keep in mind, the funds that are less risky are also usually those with lower returns. Funds with higher risk have the potential for greater return but are more volatile.



## RECEIVING YOUR BENEFITS

You can begin receiving benefit payments from the vested portion of your ERIP at any time after your employment with the University ends or, under the following circumstances, while you're still employed by the University:

- You are age 59½ or older,
- You are employed by the University, working no more than 19½ hours per week or for a fixed term at forty percent (40%) effort or less, and
- You do not have a tenured position or continuing term appointment with the University, or have relinquished your tenure or similar rights.

You may elect to receive your ERIP benefit in any of the following forms:

- A tax-deferred rollover to an IRA or another employer's retirement plan,
- A lump-sum distribution,
- Installment payments, or
- An annuity.

When you are ready to begin receiving payments, contact the Benefits Office for the appropriate distribution application.

### Loans

While the ERIP is intended for long-term savings, we recognize that there may be times when you need to access your funds. Loans are available from your ERIP assets while you are employed with the University.

All loans are subject to an interest rate determined by the market at the time the loan is taken. You generally have up to five years in which to repay your loan, or up to 10 years if you use the loan to purchase your home.

**All loans are subject to the rules and requirements set forth by TIAA.** Contact TIAA for more information. Please see **page 9** for contact information.

### Taxes on your ERIP benefit

Money you withdraw from your ERIP is taxed the same as ordinary income. In addition, the IRS imposes a 10% penalty tax for early payments from the Plan that are not rolled over to an IRA or another employer's retirement plan.

There are certain exceptions to this penalty tax, including if you:

- Are age 59½ or older,
- Become disabled,
- Take an in-service withdrawal, or
- Terminate University employment at or after age 55.

Lump-sum distributions are subject to a mandatory federal income tax withholding rate of 20% (in addition to the 10% penalty mentioned above if you withdraw the money before age 59½).

Please consult your personal tax advisor to ensure you understand the tax consequences.

## RESOURCES

Contact:	For...
<p><b>TIAA</b>  <b>800.842.2252</b>  <b>tiaa.org/public/tcm/uchicago</b></p>	<ul style="list-style-type: none"> <li>• Information about rolling over funds from a previous qualified retirement plan</li> <li>• Information about investment options under the Plan</li> <li>• Assistance changing your investment allocations</li> <li>• Access to retirement planning tools</li> </ul>
<p><b>The University of Chicago Benefits Office</b>  <b>773.702.9634</b>  <b>benefits@uchicago.edu</b></p>	<ul style="list-style-type: none"> <li>• General questions about the ERIP</li> <li>• Changes to your voluntary contributions to ERIP</li> <li>• ERIP Summary Plan Description</li> </ul>

*In keeping with its long-standing traditions and policies, the University of Chicago considers students, employees, applicants for admission or employment, and those seeking access to University programs on the basis of individual merit. The University does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, national or ethnic origin, age, status as an individual with a disability, protected veteran status, genetic information, or other protected classes under the law (including Title IX of the Education Amendments of 1972). For additional information regarding the University of Chicago's Policy on Harassment, Discrimination, and Sexual Misconduct, please see: [harassmentpolicy.uchicago.edu/page/policy](https://harassmentpolicy.uchicago.edu/page/policy).*

*The University official responsible for coordinating compliance with this Notice of Nondiscrimination is Bridget Collier, Associate Provost for Equal Opportunity Programs. Ms. Collier also serves as the University's Title IX Coordinator, Affirmative Action Officer and Section 504/ADA Coordinator. You may contact Ms. Collier by emailing [bcollier@uchicago.edu](mailto:bcollier@uchicago.edu), by calling **773.702.5671**, or by writing to Bridget Collier, Office of the Provost, The University of Chicago, 5801 S. Ellis Ave., Suite 510, Chicago, IL 60637.*

*This brochure provides an overview of the University of Chicago ERIP. It is for informational purposes only. It is not intended to be an agreement for continued employment, nor is it a legal Plan document. If there is a discrepancy between this brochure and the Plan documents, the Plan documents will govern. In addition, the Plan described in this brochure is subject to change. Continuation of benefits is at the University's discretion.*