How to enroll in the State University of New York Voluntary Savings Retirement Plan

Employees not enrolled in the Optional Retirement Plan (ORP) but joining the SUNY Voluntary Savings Plan

If you are currently enrolled in a Defined Benefit Plan and not the ORP and would like to enroll in the SUNY Voluntary Savings Plan, you must initiate your enrollment process by completing the Retirement Program Election (RPE) Process.

To start, visit the SUNY Voluntary Savings Plan website at www.suny.edu/benefits/vsp and go to the Enrollment section. You will see the Retirement Program Election System link to initiate your enrollment.

During the RPE process, you will be asked to provide certain information including your name, Social Security number, date of birth, campus location, telephone number, title, retirement history information and to indicate you are interested in participating in the SUNY Voluntary Savings Plan (Tax-Deferred Annuity).

Once you have completed your RPE information, your Benefits Office will review your information and will take the next steps to enroll you in the TDA plan.

You will then receive an eligibility email and your next step will be to visit the new online SUNY retirement enrollment and management system called Retirement@Work® to complete the salary deferral process.

Save the Retirement@Work link to your favorites list for easier access when you need to revisit the system for future transactions.

Employees restarting contributions to the SUNY Voluntary Savings Plan

If you wish to restart contributions to the SUNY Voluntary Savings Plan but are unable to log on to Retirement@Work, you should contact your Benefits Office. The Benefits Office must first update your employee participation record. After this, you will be able to manage your Voluntary Savings Plan through Retirement@Work.
RETIREMENT@work

Retirement@Work makes it easier for you to enroll and manage your SUNY ORP and/or Voluntary Savings Plans. Retirement@Work is an easy-to-navigate online retirement tool that gives you everything you need to manage your retirement savings, all in one place and at your convenience.

- Learn more about your SUNY retirement plan and investment providers.
- Enroll in the Plans.
- Choose investment providers.
- Choose how much money you want to contribute to the Voluntary Savings Plan.
- Manage salary deferral elections online.
- Link to online enrollment sites for each investment provider.

Complete your enrollment using Retirement@Work.

You will need your user ID and password created during your Retirement Program Election step. If you have forgotten either your password or ID, you will be asked to answer the security questions you established during registration. If you need help when using the system, select the Help button for answers to your questions.

Here’s how to complete your enrollment process.

Step 1:
Enroll in the SUNY Voluntary Savings Plan (Tax-Deferred Annuity).
The Voluntary Savings Plan allows you to contribute to your retirement on a pre-tax basis with a SUNY Voluntary Savings Plan (Tax-Deferred Annuity). To complete this enrollment or change your existing contributions, you must first decide how much to contribute, complete the online Salary Deferral Agreement, and choose your provider(s) and how much of your contribution goes to each provider.

Step 2:
Select your investment provider(s).
Now that you have elected to participate in the SUNY Voluntary Savings Plan, your next step is to designate your investment provider. Participants may invest with any one or a combination of the currently authorized investment providers.

Step 3:
Open an account with your investment providers.
Your enrollment is not complete until you have opened an account with each investment provider you have selected for the ORP and SUNY Voluntary Savings Plan (Tax-Deferred Annuity). To complete this step, you should visit the retirement website for each provider.

Step 4:
Complete other activities.
Need to change your personal email and address information? It’s easy. Select the My Profile tab at the top of the page. View a history of recent plan changes. Through Retirement@Work, you can review a record of your previous elections. Simply select the History tab at the top of the page.

We are here to help.

If you need assistance with Retirement@Work, simply call 866 271-0960. You will be connected with one of our experienced Retirement@Work consultants. They are available Monday to Friday, 8 a.m. to 10 p.m. (ET), and Saturday, 9 a.m. to 6 p.m. (ET).

If you have questions regarding your retirement benefits, please contact your Campus Benefits Administration.