

Retirement Plan Enrollment Instructions

As a full-time employee of HACC, it is mandatory to participate in the TIAA matching retirement plan. It is very important that you follow these instructions within **10 days** of your date of employment.

NOTE: If you are already a vested member of the State Employees Retirement System (SERS) or the Public School Employees Retirement System (PSERS), please do not enroll in TIAA, and instead contact the College benefits coordinator at 717-736-4124.

Enrollment Instructions for the Mandatory Matching TIAA Defined Contribution 403(b) Plan:

- Log into www.tiaa.org/HACC.
- Click on “Ready to Enroll” at the top of the page.
- Choose the first option, “Harrisburg Area Community College Defined Contribution Retirement Plan.” This plan includes the HACC matching contribution.
- Click the “Next” button.
- Click the “Begin Enrollment” button.
- Click “Register with TIAA” to create an online account and complete your enrollment. The access code is 150611.

Additional Retirement Plan Options:

HACC also offers a TIAA Supplemental 403(b) Retirement Plan so you may set aside additional pre-tax funds of your own. You must first open the mandatory account (above). This supplemental account is entirely optional. You may open this additional account and/or adjust your contributions to this account at any time during your employment with HACC:

Step 1:

- Log into www.tiaa.org/HACC.
- Click on “Ready to Enroll” at the top of the page.
- Choose the second option, “Harrisburg Area Community College Tax Deferred Annuity Plan.” Then click the “Next” button.
- Click “Harrisburg Area Community College Tax-Deferred Annuity Plan – Salary Reduction Agreement.” This will open a special HACC form Print the form, then exit out of the form to return to the tiaa.org/hacc site. Complete and submit the form to Payroll in TL204C so they can set up the additional deductions from your pay.
- Click the “Begin Enrollment” button.
- Click “Register with TIAA” to create an online account and complete your enrollment. If you already have an account, log in using your userid and password. The access code is 150620.

If you elect to make the maximum annual contributions to this account, we also offer a Deferred Compensation 457(b) Retirement Plan. To enroll, follow the instructions above using access code 150646.

Step 2: Complete a [Salary Reduction Agreement](#) found on MyHACC, and submit it to the payroll office