



## **HOW TO ENROLL ONLINE: PENNSYLVANIA STATE EMPLOYEES' RETIREMENT SYSTEM DEFERRED COMP PLAN**

[www.SERS.pa.gov](http://www.SERS.pa.gov)

Your Pennsylvania State Employees' Deferred Compensation Plan is a great way to save for your retirement. Let's walk through the benefits of enrolling and how you can get started today.

## WHAT IS THE DEFERRED COMPENSATION PLAN?

The deferred comp plan is a voluntary supplemental investment plan that offers tax-advantaged savings and is available to most SERS employees.\*

### BENEFITS OF ENROLLING

- Save as little as \$5 per pay period
- Catch-up contributions
- Wide variety of investment options
- Leave payout contributions\*
- No early withdrawal penalty
- Before-tax or Roth contributions

[CLICK HERE TO LEARN MORE](#)

\*Contact your HR office to learn if you are eligible.

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Employees for most SERS-participating employers have access to the Pennsylvania State Employees' Deferred Compensation Plan, however exclusions do apply. Please contact your HR office to confirm if you are eligible to participate. Eligible employees may enroll immediately after joining SERS but can enroll at any time during their employment.

The deferred comp plan is a voluntary supplemental investment plan with tax-deferred benefits, making it easy to set aside more money for retirement.

If you participate in the Defined Contribution Plan and make contributions in addition to the mandatory amount withheld each pay period, the deferred comp plan offers an alternative opportunity to save with tax advantages over the voluntary contributions made to your Defined Contribution Plan.

You can click the button on the screen to learn more.

**DO YOU ALREADY CONTRIBUTE TO THE DEFINED CONTRIBUTION PLAN – EITHER AS A MEMBER OF THE HYBRID PLAN (A-5 OR A-6 CLASSES OF SERVICE) OR THE STRAIGHT DEFINED CONTRIBUTION PLAN?**

*In most cases, if you were first hired by a SERS-participating employer on or after Jan. 1, 2019, and you are not in an exempt law enforcement or security position\* you already contribute to the Defined Contribution Plan.*

**YES, I CONTRIBUTE TO THE DEFINED CONTRIBUTION PLAN**

CLICK PLAY (▶) TO CONTINUE

**NO, I DO NOT CONTRIBUTE TO THE DEFINED CONTRIBUTION PLAN**

CLICK HERE

\*Exempt positions: Sworn Police Officers, Enforcement Officers, Wildlife Conservation Officers (Not Deputy Wildlife Conservation Officers), Delaware River Port Authority Policemen, Park Rangers, Capitol Police Officers, SSHE Campus Police Officers, Community College Campus Police Officers, Penn State University Campus Police Officers, Police Officers at Fort Indiantown Gap, Corrections Officers, all other positions currently with age 50 or 55 retirement except members of the General Assembly

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The process for enrolling in the deferred comp plan will vary depending on whether or not you contribute to the Defined Contribution Plan.

If you were employed by a SERS-participating employer on or after Jan. 1, 2019, in most cases, you are a member of the SERS hybrid retirement plan in the A-5 class of service, or the optional A-6 class of service, and therefore you contribute to the Defined Contribution Plan.

**Please note:** there are a few exceptions related to law enforcement or security positions, like State Police or Corrections. Please refer to the list of exempt positions on the screen.

If you contribute to the Defined Contribution Plan, click the play button in the control center at the bottom of the screen to continue.

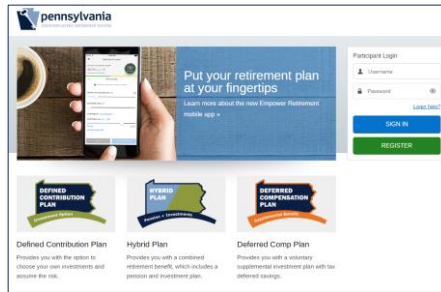
If you were hired before January 1, 2019, or are a member of the exempt law enforcement or security positions listed on the screen, please click the blue button on the screen to continue.

## HAVE YOU PREVIOUSLY REGISTERED YOUR ONLINE ACCOUNT?

Do you have a Username and Password established to log in and view your account online?

YES – CLICK PLAY (▶) TO  
CONTINUE

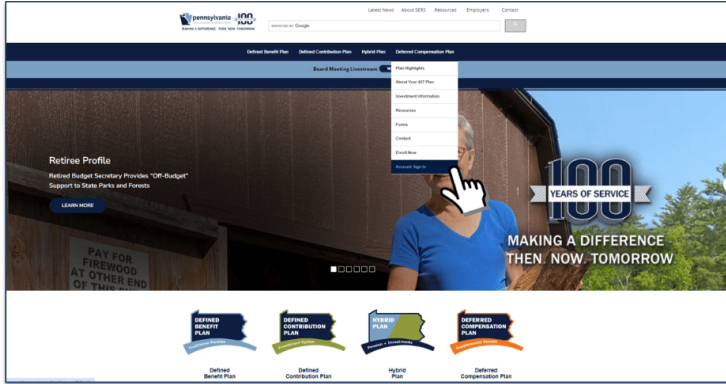
NO – CLICK HERE



If you contribute to the Defined Contribution Plan, have you registered your online account? If you have a username and password and have previously logged into your Defined Contribution Plan account, please click the play button in the control center at the bottom of the screen to continue.

If you have not created a username or password for your online account, please click the blue button on the screen to continue.

## ENROLLING IN THE DEFERRED COMP PLAN



The screenshot displays the SERS website interface. At the top, there is a navigation bar with links for "Home", "About SERS", "Resources", "Employees", and "Contact". Below this, a dropdown menu is open, showing options: "My Highlights", "Account Information", "My Profile", "My Plan", "My Contributions", "My Loans", and "My Investments". A hand cursor is pointing at the "Account Information" option. The main content area features a "Retiree Profile" section with a "Learn More" button. Below this, there are four icons representing different plans: "DEFERRED BENEFIT PLAN", "DEFERRED CONTRIBUTION PLAN", "HYBRID PLAN", and "DEFERRED COMPENSATION PLAN". The "DEFERRED COMPENSATION PLAN" icon is highlighted. At the bottom of the page, there is a footer with the text "FOR ILLUSTRATIVE PURPOSES ONLY." and the contact information "1.866.737.7457 | www.SERS.pa.gov".

Ready to get started? Enrolling is simple! Go to [www.SERS.pa.gov](http://www.SERS.pa.gov) and under the Deferred Compensation Plan drop-down menu, click *Account Sign In*, enter your username and password and click *Sign In*.

Upon logging in to your account, you will see the Pennsylvania State Employees' Deferred Compensation Plan listed in the left menu under Empower accounts. Click the *Enroll now* button then select *Get Started* to customize your enrollment.

Next you will select your contribution rate, you have the option to choose a dollar amount or percentage to be deducted from your paycheck each period. As a reminder, the minimum contribution amount is \$5 or 0.5% of pay each pay period. Once you have selected your contribution amount, you have the option to make that contribution on a before tax or after tax, also known as Roth, basis. You can also select to split your contribution between the two as shown on the screen. Next you will confirm your contribution amount per pay period and the contribution type. You can also change either at any time after enrollment.

Next, you will choose how you would like to invest your contributions. For illustrative purposes, we will select a target date fund, however the deferred comp plan offers a wide array of investment options as well as services to assist you with your investment strategy and management. Talk to your deferred comp specialist to learn more.

Select *Continue & Confirm*, review your plan details to verify your contribution rate and fund selection is correct, then click *I Agree, Enroll now* to complete enrollment.

## CRITICAL ACCOUNT SETUP STEPS

### ADD YOUR EMAIL ADDRESS

- Keep your account more secure
- Get plan notifications on time



### NAME A BENEFICIARY

- You must name a beneficiary for each plan you are enrolled in
- You can choose to name both primary and contingent (secondary) beneficiaries, such as a spouse, parents, siblings, or other loved ones
- You can even designate a trust or favorite charity



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Once you have enrolled in the deferred comp plan, it is important to make sure you have a valid email address on file and have selected a beneficiary for your account.

We use strict account security measures to ensure your account information stays safe. Having an email address on file, especially a personal email address, helps ensure that we can reach you quickly if there is any unusual activity on your account. It also ensures that you receive plan notifications in a secure, timely manner.

Selecting a beneficiary for your plan is another crucial step, as this tells us who you want to inherit your account, and avoids the potentially costly and frustrating probate process for your loved ones. This is separate from any designations you may have made for your Defined Contribution Plan. It takes just a few moments to add a beneficiary online, and you can change your designation later if your circumstances change. You can choose to name both primary and contingent (secondary) beneficiaries, such as a spouse, parents, siblings, or other loved ones, you can even designate a trust or favorite charity.

## THANK YOU

### MEET WITH A DEFERRED COMP SPECIALIST

Deferred comp specialists are located across the state. If you would like to learn more or have questions, you can [schedule a meeting by clicking here](#).<sup>1</sup>

<sup>1</sup> The Retirement Readiness Review is provided by an Empower representative registered with Empower Financial Services, Inc. and may provide recommendations at no additional cost to participants. There is no guarantee provided by any party that use of the review will result in a profit. Investing involves risk, including possible loss of principal.

IMPORTANT: The projections, or other information generated on the website by the investment analysis tool regarding the likelihood of various investment outcomes, are hypothetical in nature, do not reflect actual investment results and are not guarantees of future results. The results may vary with each use and over time.

The charts, graphs and screen prints shown are for ILLUSTRATIVE PURPOSES ONLY.

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For more information about the deferred comp plan, visit [www.SERS.pa.gov](http://www.SERS.pa.gov) or call 1-866-737-7457.

You also have access to deferred comp specialists who are located throughout the state and available to meet with you one-on-one.

Click the screen to schedule a meeting today.