Welcome to Retirement@Work®, where you can:

• Enroll in your Voluntary Individual 403(b) Retirement Plan
• Change your voluntary contribution amount at any time
• Choose your preferred voluntary retirement plan provider(s)
• View retirement plan balances across plans and providers
• Access tools and resources for planning
1. Access the State System Retirement@Work

Visit passhe.edu/enrollTSA and go to the Retirement@Work link location. Select Retirement@Work. If prompted, log in or register for access.

**Note:** If this is your first time using the site, you will need to register for access. Click Register and follow the prompts to enter your personal and security information. Once registered, you can take advantage of all the site has to offer.

2. Set up and manage your contributions

**First time users:** Click Set Up Contributions.

![Set Up Contributions](image)

Click the + next to **PA State System Voluntary Individual 403(b) Retirement Plan** to read more information and review available investment providers. First time users can also research the investment options offered at both TIAA and Fidelity when the plan details are expanded.

**Note:**

If you have more than one employee personnel number because you are employed in more than one position, the summary will show each position separately. For example, each position will be listed as:

- State System Voluntary TSA Personnel #1
- State System Voluntary TSA Personnel #2
- State System Voluntary TSA Personnel #3
On the next page, enter the amount you want to contribute to the voluntary plan per pay period and when you want contributions to start. You have the option to contribute a percentage or dollar amount.

3. Select investment providers

Enter the percentage you wish to allocate to each provider. Ensure your total equals 100 percent.

4. Review your contributions

Check to be sure your desired selections are reflected in the summary. If they are not, click the Edit button to make changes. Once your selections are shown, review the “Terms and Conditions,” check the box, then click Confirm. The next page will confirm that your elections were submitted.
5. Open your investment account(s) and select investments

Click the name of each provider you selected to open an account with them (if you do not have one already) and select your investments by plan. You will exit Retirement@Work and be taken to each provider’s website to complete your enrollment. If you selected more than one provider, you must return to this page to click each provider’s name to complete the process.

Need help? We’ve got you covered.

Site support
Call Retirement@Work at 844-567-9090, weekdays, 8 a.m. to 10 p.m., and Saturday, 9 a.m. to 6 p.m. (ET).

Advice and education
You can get help deciding how to create the right investment mix with your chosen investment provider(s), over the phone or in person.

- TIAA: 800-842-2252
- Fidelity Investments: 800-343-0860

General plan questions
Contact your University Human Resources office.

Learn more
Visit passhe.edu/enrollTSA.