

Texas Tech Retirement Manager System Guide

Retirement Manager is a secure website that enables you to select the retirement plans, providers and the amount you wish to contribute to save for your future.

www.myretirementmanager.com/?ttu

1. Access must be initiated by the employee. Go to the website listed above.



2. After clicking the "I'm a new User" the system will take you through the setup process. It will be a series of several screens. You will enter your personal information, as well as pick a User ID and password. You will also pick a security image and security questions.
3. To complete the set-up, you will be prompted to "Accept" the terms of use for the website.

4. Once inside the website, there are several links.
 - a. My Savings Manager – Start, change, and view Contributions. Request loan/withdrawal and print certificates.
 - b. Plan Information – Plan and balance information. Benefits and Investment company contacts.
 - c. Financial Tools-Financial calculators, terms glossary and educational material.

		
MY SAVINGS MANAGER <i>I would like to...</i> Start or Change my Contributions View my Contribution Changes Request a Loan Request a Withdrawal	PLAN INFORMATION <i>View details on...</i> My Balances My Plan Information My Benefits Office Contacts My Investment Provider Contacts	FINANCIAL TOOLS <i>Show me more about...</i> Financial Education Glossary of Terms Am I On Target Financial Calculators Financial Seminars

5. **Enrollment for ORP will be handled through the Retirement Manager System.**
 - a. Under the “My Savings Manager” section, choose Start or Change my Contributions (There are instructions on each screen to guide you)
 - b. Select a plan, Optional Retirement Plan
 - c. Select a date to begin. Should select first available. (The dates available for employees to choose are pre-determined by the number of months receiving a paycheck)The system has pre-determined cut-off dates to automatically integrate with the Texas Tech Payroll system.
 - d. Choose a provider. 100% of the Employee and Employer contribution must be with one vendor. Enter 100% in the vendor chosen for the Employee and Employer portions.
 - e. A salary Reduction agreement will appear to confirm you have elected to participate.
 - f. You will receive a confirmation number of your transaction; you will also have the opportunity to print the page with all the details of the transaction.
 - g. Don’t forget you will need to set up the account with the provider.

6. **Enrollment for a Tax Deferred Account will be as follows:**
 - a. Under the “My Savings Manager” section, choose Start or Change my Contributions (There are instructions on each screen to guide you)
 - b. Select a plan, 403(b)
 - c. Select a date to begin. Should select first available. (The dates available for employees to choose are pre-determined by the number of months receiving a paycheck) The system has pre-determined cut-off dates to automatically integrate with the Texas Tech payroll system.
 - d. Choose a provider and enter the dollar amount to contribute on a per pay period basis.
 - e. A Salary Reduction agreement will appear to confirm you have elected to participate.

- f. You will receive a confirmation number of your transaction; you will also have the opportunity to print the page with all the details of the transaction
 - g. Don't forget you will need to set up the account with the provider.
7. Contribution changes can be viewed and/or changed under the My Savings Manager, by clicking on "View my Contribution Changes". Select the date, and the scheduled changes will be displayed. **Note: the transactions may be deleted or changed from this area, only as long as the payroll cut-off date has not passed.**
8. The Retirement Manager system facilitates the loan process, hardship withdrawals and transfers.
- a. The desired selection should be chosen from the home page. Follow the instructions on the pages. Once the transaction is complete, you will get a option to print a certificate. The certificate is what you will need to give to the provider in order to complete the transaction.

Should you need assistance with Retirement Manager, please contact Human Resources at 806-742-3851 or e-mail at hrs.employee.services@ttu.edu