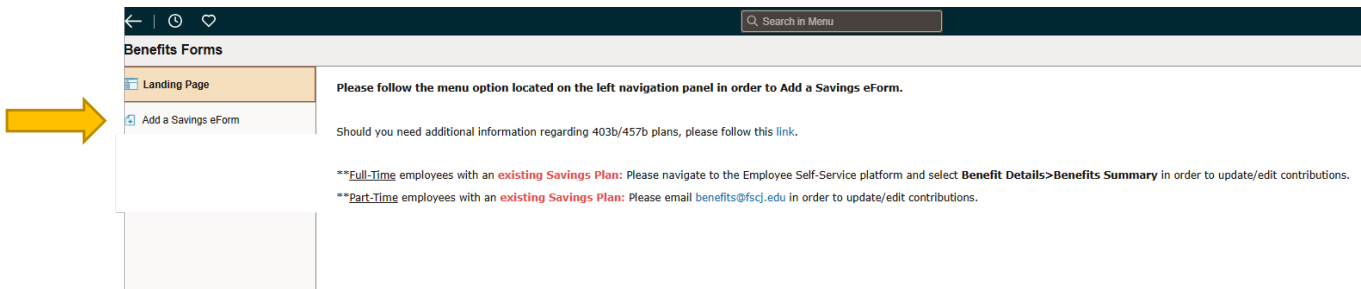
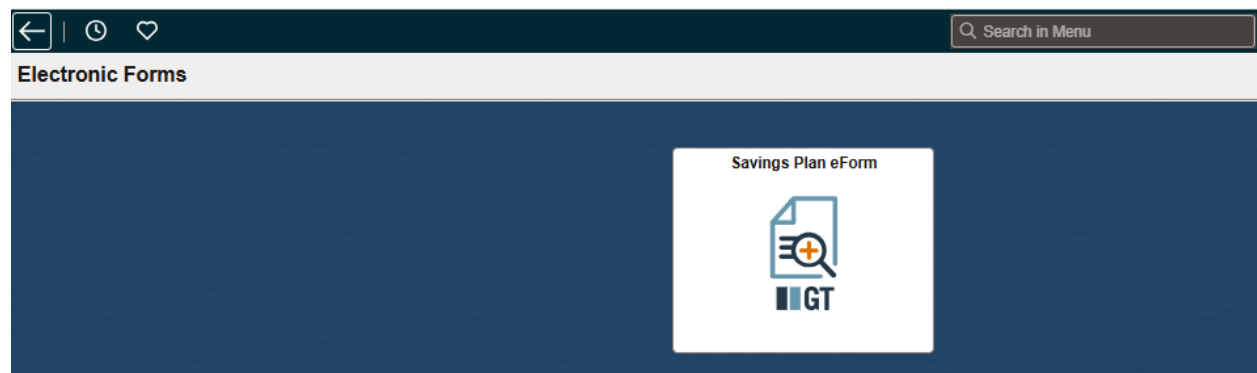
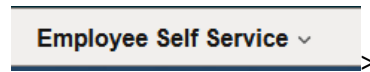


How to Submit a NEW Employee Savings Plan eForm

Navigate to: Employee Self-Service>Electronic Forms>Savings Plan eForm>Add a Savings eForm



Select from the menu options in order to add a **NEW Savings Plan**. Should you want to add additional contributions for 403b and/or 457b, please select the **+** icon.

457b Plan

To enroll in the 457(b) plan, please select a menu option below and enter the amount.

Benefit Plan ?:	Benefit Plan Name ?:	Deduction Type ?:	
1	<input type="text"/>	<input type="text"/>	<input type="button" value="+"/> <input type="button" value="-"/>

Form Action Items

Once you've selected your **Benefit Plan type**, select the **Deduction Type**, and enter the **Flat Deduction Amount** or **Percent of Gross**, for the amount you want deducted per pay-period.

Business Process

403b Plan

To enroll in the 403(b) plan, please select a menu option below and enter the amount:

Benefit Plan ^{1:}	Benefit Plan Name ^{1:}	*Deduction Type ^{1:}	Flat Deduction Amount ^{1:}
1 AIG403 <input type="text"/>	AIG Tax-Deferred	Flat Amount \$ <input type="text"/>	\$200.00 <input type="text"/> + <input type="text"/> - <input type="text"/>

457b Plan

To enroll in the 457(b) plan, please select a menu option below and enter the amount:

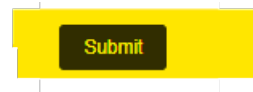
Benefit Plan ^{1:}	Benefit Plan Name ^{1:}	*Deduction Type ^{1:}	Percent of Gross ^{1:}
1 AIG457 <input type="text"/>	AIG Tax-Deferred	Percentage % <input type="text"/>	5.000000 <input type="text"/> + <input type="text"/> - <input type="text"/>

Once selections have been made, click on each acknowledgement to populate “yes” agreement.

Form Action Items

Acknowledgement	
1	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No I am aware that I can make changes to my 403(b)/457(b) contributions at any time during the year through myFSCJ.
2	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No This amount, together with any amounts previously or subsequently contributed during this calendar year through Agreements with FSCJ, or any other employer must produce a total contribution that does not exceed the limitations of Internal Revenue Service (IRS) Code Section 415 or Section 402(g), whichever is least. Please be advised a Maximum Annual Calculation is available to you from your investment provider.

Finally, click **Submit**.

A yellow rectangular button with the word "Submit" in black text.

An email will generate notifying that the form has been submitted for approval by the Benefits Administrator. Once the form has been approved, a secondary approval email will generate back to the employee.

Should a form be denied for any reason, a new savings eForm will have to be submitted, as denied forms are removed from the system.

Current active plans will reflect on the screen and are not editable. Should you wish to update or view a current savings plan contribution, navigate to **Benefit Details>Benefits Summary** page in **Employee Self-Service**

Please email benefits@fscj.edu with any additional questions.