The University System of New Hampshire (USNH) offers its eligible faculty and staff members the opportunity to participate in a 403(b) voluntary defined contribution retirement plan (Plan). The Plan is a voluntary plan that allows eligible employees to make pre-tax, after-tax, or Roth contributions for retirement savings. An eligible employee may elect to contribute at the standard, mid-level\(^1\) or alternate contribution level of allowable compensation to the Plan. Plan participants electing the standard contribution level may also make additional elective contributions (referred to as Supplemental Contributions). The additional elective Supplemental Contribution must be a fixed dollar amount.

The USNH 403(b) Summary of Plan Provisions describes Plan information, including, but not limited to eligibility, enrollment, contribution levels, vesting (including breaks in service), beneficiaries, withdrawals, involuntary termination, additional retirement contributions, and annual limits. The Plan is subject to federal laws, such as the Internal Revenue Code (IRS) and other federal and state laws. The provisions of the Plan are subject to revision by the Plan Sponsor, USNH, changes in laws, or pronouncement(s) by the IRS.

Eligibility
You are eligible to participate in the Plan if you are:

- a status employee of USNH
- an adjunct employee of USNH

You are not eligible to participate in the Plan if any of the following apply:

- you are a USNH student who works for USNH in a student appointment according to USNH policy
- you are a non-resident alien who has no earned income from sources within the United States
- you are a leased employee or an independent contractor

Enrollment
Status Employees
Employees may log onto MyUSNHBenefits.net and complete the Enroll in or Change Retirement Benefits Event along with the appropriate vendor enrollment materials. Retirement contributions begin on the first day of the month following successful enrollment and Campus Human Resources approval. Employees without internet access should contact their Campus Human Resources Office for enrollment assistance.

Adjunct Employees
Employees should contact their Campus Human Resources Office for enrollment assistance. Adjunct employees would complete a 403(b) Salary Reduction Agreement and appropriate vendor enrollment materials. Retirement contributions begin on the first day of the month following successful enrollment and Campus Human Resources approval.

Contribution Changes
Employees can elect to make changes and/or terminate their contribution once a month. The change will take effect the following month after the approval of the Campus Human Resources Office.

Contributions (Allowable Compensation)
Status Employees
Compensation is defined as base salary paid as regular budgeted earnings. Both USNH and the participant contribute a fixed percentage of regular budgeted salary.

Adjunct Employees
Compensation is defined as remuneration for services performed during a specific appointment period. Adjunct employees contribute a fixed percentage of remuneration. There is no employer contribution.

Contribution Limits
The Internal Revenue Service limits the amount one may defer under this and other plans in any tax year. In 2013, the limit will increase to $17,500. If the participant is age 50 or older in the calendar year, they may contribute an additional $5,500. Each participant only gets one annual limit for contributions to all 403(b) plans. If an employee participates in more than one 403(b) plan, the employee is responsible for tracking and reporting the amount of all of their contributions to the plans so that the total amount of all contributions to all plans in which they participate does not exceed the allowable IRS limit.

Approved Vendors
The approved vendors under the Plan are Fidelity Investments and TIAA-CREF. Employees should contact each vendor for information about the Plan investment options it offers.

More Information
For further details or questions, please contact your Campus Human Resources Office or visit the USNH Retirement webpage at www.usnh.edu/hr/benefits/retirement for information on the Plan and links to the vendors’ website.

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\(^1\) This option is available to eligible non-union faculty/staff and eligible UNH Police Department Teamster union members.