

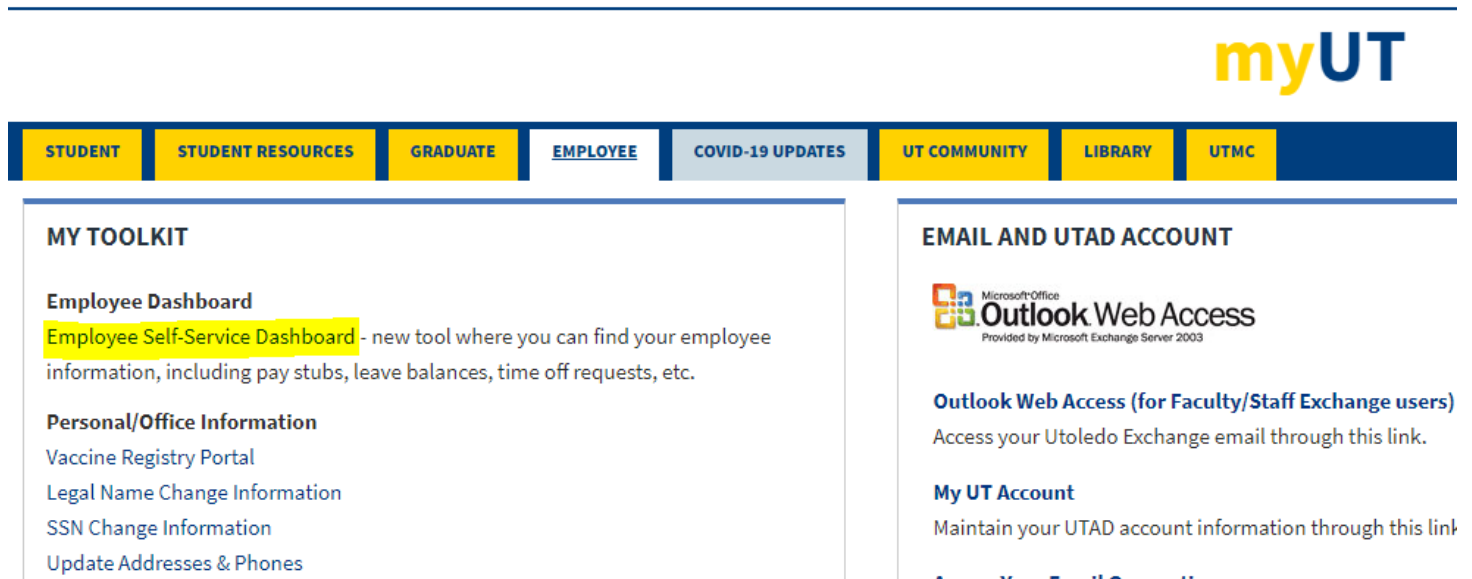
## Can You Rollover Your Sick/Vacation Pay to your 403b or 457b when you retire?

Yes, you may rollover these funds into a 403b or 457b account. You will need to ensure you have the account set up with one of our approved vendors. This addition is subject to the yearly total maximum contribution. In order to ensure this rolls over properly, please enter the contribution amount you want rolled over into Retirement@Work or through Ohio Deferred Compensation, the day after your last regular pay. This will ensure it goes on your final vacation payout which is estimated to be around a month after your last regular pay.

### Estimating Your Amount of Vacation/Sick Pay you will Receive

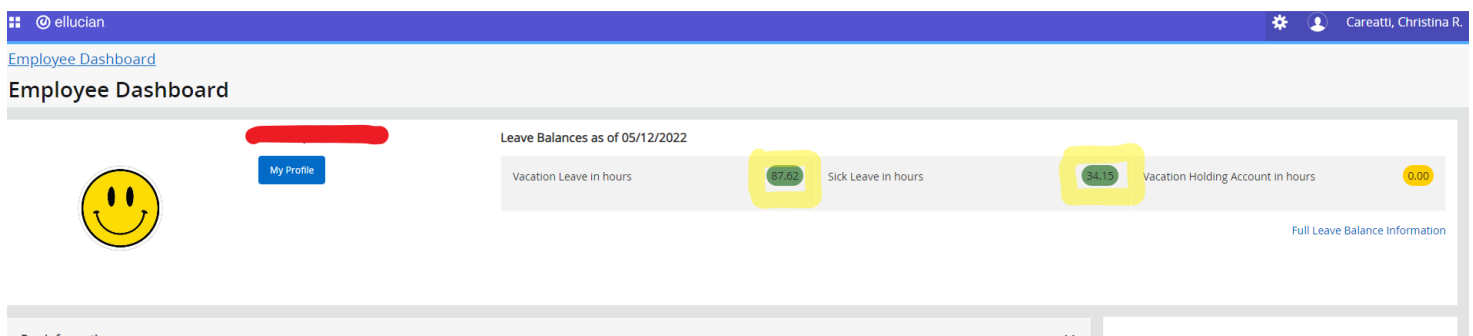
You can find this information by logging into MYUT's Employee Self-Service Dashboard.

UToledo | UTMC



The screenshot shows the myUT Employee Self-Service Dashboard. At the top right is the myUT logo. Below it is a navigation bar with tabs: STUDENT, STUDENT RESOURCES, GRADUATE, **EMPLOYEE**, COVID-19 UPDATES, UT COMMUNITY, LIBRARY, and UTMC. The main content area is divided into two columns. The left column is titled 'MY TOOLKIT' and includes an 'Employee Dashboard' section with a highlighted 'Employee Self-Service Dashboard' link, and a 'Personal/Office Information' section with links for Vaccine Registry Portal, Legal Name Change Information, SSN Change Information, and Update Addresses & Phones. The right column is titled 'EMAIL AND UTAD ACCOUNT' and includes 'Outlook Web Access' (with a Microsoft Office logo and 'Provided by Microsoft Exchange Server 2003'), 'Outlook Web Access (for Faculty/Staff Exchange users)', and 'My UT Account'.

The Employee dashboard will have vacation and sick leave. Please refer to the sick leave policy on how many hours payable you will have. Calculate from here your hourly rate times the amount of hours to get your total that you will be getting paid.



The screenshot shows the Employee Dashboard for user ellucian. The top bar shows the user's name and a settings icon. Below the navigation bar, the dashboard title is 'Employee Dashboard'. On the left is a smiley face icon and a 'My Profile' button. The main section is titled 'Leave Balances as of 05/12/2022' and contains three items: 'Vacation Leave in hours' with a value of 87.62, 'Sick Leave in hours' with a value of 34.13, and 'Vacation Holding Account in hours' with a value of 0.00. A 'Full Leave Balance Information' link is located at the bottom right of this section. At the bottom of the page, there is a 'Pay Information' section.

**403b**

Log into your Retirement@Work login and click on the set up contributions tab. If you do not have this set up navigate to our [Retirement Systems](#) webpage and click on the voluntary 403b & 457b tab.




CONTRIBUTIONS
HISTORY
EDUCATION & TOOLS

## Welcome!

### You are eligible to enroll.

You are eligible to enroll in the following retirement plan(s). You will be eligible for contributions starting the next payroll date.



[SET UP CONTRIBUTIONS](#)

AVAILABLE PLANS

+ **University of Toledo Tax Deferred Annuity Plan 403(b)**

TOOLS & RESOURCES

Place the \$ amount you calculated into the box. The Roth source can be chosen at this point.

**How much do you want to contribute to your retirement?**

A dollar amount

AMOUNT PER PAY PERIOD:

= 0%

! ERROR: Please enter an amount that is greater than or equal to \$1.00.

Allocate between Pre-Tax and/or Roth contributions

Choose when you will like to contribute. This is vitally important on timing. We suggest you enter this the day after your Last Regular Pay. If you would like to enter a future date, now is the time to click that.

**When would you like to start making contributions?**

First available paycheck

Future date

[403\(b\) Payroll Calendar \(PDF\)](#)

CANCEL
NEXT

Ensure you place the percentage with the vendor you wish to contribute to.

University of Toledo Tax Deferred Annuity Plan 403(b)

Employee Pre-Tax

TIAA	100	%
AIG Retirement Services		%
Fidelity		%
VOYA Financial		%

TOTAL (must equal 100%): **100%**

On the final page make sure you click you have read and accepted the terms and conditions and then confirm your request at the bottom. **DO NOT MISS THIS STEP.**

**YOUR CONTRIBUTIONS** \$1.00 per pay period

**University of Toledo Tax Deferred Annuity Plan 403(b)**

**EMPLOYEE PRE-TAX** \$1.00

100.00% TIAA

**EFFECTIVE DATE** First available paycheck

I have read and accept these [Terms and Conditions](#)

**BACK** **CONFIRM**

**457b**  
Call Ohio Deferred Compensation to get everything set up 877-644-6457. \*Reminder\* timing is important.