How to Stop Contributions to a 403b/457b Plan

1. Login to OneUSG Connect with your UGA MyID and Password at https://onesource.uga.edu/resources/oneusg_connect_system/
2. Click on the Employee Self Service drop box at the top of the screen.
3. Click on Benefits.
4. Click on the My Retirement at Work tile.
5. Click on the Contributions button.
6. Look at the Summary section in the middle of the screen.
7. Click on the Stop Voluntary Contributions link.
8. A page will open. Check the Accept Terms and Conditions box at the bottom of the page.
9. Click the yellow button that says Stop Contributions.
10. You should receive a confirmation email from Retirement@Work

Contributions will stop in the current month if the request is entered on or before the payroll cutoff date for that month. Payroll cutoff dates follow:

June 22, 2020

July 21, 2020

Contributions that are received after the payroll cutoff date will be stopped the following month.

How to Restart Contributions to a 403b/457b Plan

1. Login to OneUSG Connect with your UGA MyID and Password at https://onesource.uga.edu/resources/oneusg_connect_system/
2. Click on the Employee Self Service drop box at the top of the screen.
3. Click on Benefits.
4. Click on the My Retirement at Work tile.
5. Click on the Contributions button.
6. Click on the yellow Manage Contributions button.
7. Follow the prompts to restart the contribution.
8. Make sure you hit the Confirm button on the last screen.
9. You should receive a Salary confirmation email from Retirement@Work

For 403b plans, contributions will start in the current month if the request is entered on or before the payroll cutoff date for that month. The payroll cutoff date for August is August 18, 2020. Contributions that are received after the payroll cutoff date will be started the following month. For 457b plans, all contributions will start in the month after the request has been made.

Additional information on 403b/457b plans may be found at the link below:

https://www.usg.edu/hr/benefits/retirement