



FERRIS STATE UNIVERSITY

HUMAN RESOURCES

HR Related Policies & Procedures

Effective Date: October 22, 2004

FSU-HRPP 2005:49

Tax Sheltered Annuities

COVERED EMPLOYEES

- All employees.

BOT POLICY

Sec. 6-1401. The University offers a tax-sheltered annuity program to eligible employees. Eligible employees who elect to participate may make voluntary monetary contributions on a pre-tax basis through the payroll process.

HR PROCEDURES/DESCRIPTION/DEFINITIONS

- I. Human Resources (HR) maintains a list of companies who participate in the University's voluntary 403(b) tax sheltered annuity plan. Employees may choose one of these companies.
- II. Process to participate in a tax sheltered annuity plan:
 - A. Employee elects to use one of the approved companies.
 - B. Employee must complete the application form (either available from the company representative or from HR) and a payroll deduction form.
 - C. All contributions must comply with the IRS guidelines for 403(b) plans.
 - D. Payroll deduction normally begins the first full pay period after the employee completes and Payroll has received all necessary forms.
- III. The employee may change or terminate the amount of his/her payroll deduction at any time during the year.
- IV. HR maintains the plan documents relating to the 403(b) voluntary tax sheltered annuity plan.

- A. Employee may not elect a salary deduction amount which normally exceeds the anticipated paycheck amount.

RESPONSIBILITY

Employee: Complete all necessary forms.

Refer Questions To: *Human Resources*