

University of Rochester Retirement Program

TAR Staff Eligibility

403(b) Retirement Program

Eligibility for University's Direct Contribution

TAR staff are eligible for the University Contribution if they satisfy the two-year service requirement and work a minimum of 1,000 hours in the Plan Year (July 1 - June 30). The University contribution is 6.2% of eligible compensation, up to the breakpoint, then 10.5% of eligible compensation in excess of the breakpoint, up to the IRS limit. Please note, both the breakpoint and the IRS limit are updated annually on the Retirement Program Website.

Service Requirement for University's Direct Contribution

Two years of service

- A year of service means a 12-month period starting with the date the staff member commences employment and any anniversary date thereof during which the staff member completes 1,000 or more hours of service.
- Service completed at any higher educational institution, teaching hospital, not-for-profit research foundation, or not-for-profit support organization for higher educational institutions as well as service at a member of the controlled group of the University will count towards the two-year service requirement. To receive credit for service at another eligible institution, you must complete the retirement service credit form that is in myURHR Workday. In order to complete the form, you will need to type in the search bar "Create Request" and click the "Create Request" result. You will then be prompted for a Request Type, select "All", then select "UR 403b Service Credit Request Form" and click "OK". Complete the form entirely and click "Submit".

Examples

TAR staff member has met the two year service requirement

If the staff member has already met the two year service requirement, their hours worked will be counted during the Plan Year (July 1 - June 30). If the staff member reaches 1,000 hours worked in the Plan Year, they will receive a lump sum contribution for their hours worked, retroactive to the start of the Plan Year (July 1). Going forward, the staff member will receive the University's contribution each pay period through the end of the Plan Year (June 30). At the start of the next Plan Year (July 1), the staff member will again need to reach 1,000 hours before receiving the University's contribution.

Pay Period (Monthly)	Hours Worked Per Pay Period	Hours Worked in Current Plan Year	Eligible Earnings Per Pay Period	University's Contribution
July	160	160	6,000	0
August	200	360	7,500	0
September	160	520	6,000	0
October	160	680	6,000	0
November	160	840	6,000	0
December	160	1,000	6,000	\$2,325*
January	160		6,000	\$372
February	160		6,000	\$372
March	200		7,500	\$465
April	160		6,000	\$372
May	160		6,000	\$625.70**
June	160		6,000	\$630

*The staff member reached 1,000 hours worked in the Plan Year and became eligible for the University's contribution. The University's contribution calculation is based on the total eligible earnings for the Plan Year: \$37,500 in eligible earnings *6.2% = \$2,325

**The staff member's eligible earnings reached and exceeded the \$63,100 breakpoint, therefore, of the \$6,000 paycheck, \$100 was needed to meet the breakpoint and was calculated at 6.2% for a contribution of \$6.20. The remaining \$5,900 from the paycheck was eligible for 10.5% of earnings, for a contribution of \$619.50. The total contribution for the pay period was \$625.70, moving forward the staff member will be eligible for a 10.5% University contribution each pay period.

TAR staff member has not met the two year service requirement

If the staff member has not met the two year requirement, their hours worked would be counted on a 12-month period based on the anniversary of their hire date. If a staff member's hire date is February 15, their hours from 2/15/23-2/15/24 will be counted. Upon completion of their anniversary year, on 2/15/24, if they worked at least 1,000 hours, the staff member will be credited with one year of service. Regardless of whether or not the staff member reached 1,000 hours in an anniversary year, the tracking of hours will restart at the beginning of each anniversary year.