

## MSU 403(b) Base Retirement Program Eligibility Improvements

Effective January 1, 2023, there will be an improvement in the eligibility criteria for the MSU 403(b) Base Retirement Program (403(b) Base). Most employees have been immediately eligible to enroll in the 403(b) Base to contribute their 5% and then receive the university's matching contribution (currently 10% for most employees).

For some employees (for example a fixed-term Specialist, Instructor, Consultant, Research Associate, etc.) they have had to wait 24 or 36 Full Time Equivalent service months after being hired before becoming eligible to enroll in the 403(b) Base and receive the university's matching contribution.

**Starting January 1, every current employee and new hire will be immediately eligible to enroll in the 403(b) Base with voluntary participation\***. The [403\(b\) Base eligibility chart](#) also shows when employees become required to participate in the account as a condition of employment.

The employees that have not been eligible to enroll in the 403(b) Base will receive an HR/Payroll system generated email on January 1 or 2 with a "Voluntary BRP" link that will allow them to enroll in the 403(b) Base for a 30-day period and be retroactive to January 1. To enroll on or after January 1, 2023, log into the EBS Portal and click the Benefit/Retirement tile, then "Voluntary BRP" in the dropdown menu to then complete the process by also choosing a retirement vendor (Fidelity or TIAA). After the 30-day period has expired, employees can enroll in the 403(b) Base by accessing the EBS Portal, clicking the Benefit/Retirement tile, and then "Enroll/Change my Retirement/Health Savings Account Options" in the dropdown menu. Please review [Enroll in Retirement Plans](#) for more detailed instructions.

Individual emails will be sent to all employees who will be newly eligible to help them with getting enrolled in the 403(b) Base. Also, those employees who are already eligible but not enrolled, will receive an email as a reminder that they can enroll and receive the university's matching retirement contributions.

\*Note: Non-Resident Aliens earning non-U.S. income and student employees are excluded from the MSU 403(b) Retirement Plan.