



Introducing

THE NEW YORK STATE VOLUNTARY
DEFINED CONTRIBUTION PROGRAM



New York State
Voluntary Defined Contribution Program



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ABOUT THE PROGRAM

The New York State Voluntary Defined Contribution Program (VDC) is a defined contribution Retirement Plan and is an alternative option to the defined benefit plans including the Employee Retirement System (ERS) and Teachers Retirement System (TRS). You only have 30 days after your hire date into a position with mandatory Retirement System participation to enroll in the VDC Program. If you do not enroll within 30 days of hire, you will default into the State's Defined Benefit plan (ERS or TRS) and will not have the option to enroll in the VDC program in the future. Your election is retroactive to the date of full-time employment and your election to participate cannot be changed during your New York State employment.

A defined contribution plan is a type of retirement plan in which the amount of the employer's annual contribution is specified. Individual accounts are set up for participants and benefits are based on the amounts credited to these accounts (through employer contributions and employee pretax contributions) plus any investment earnings on the money in the account. The VDC Program was created to help employees build retirement plan accumulations that will provide lifetime retirement income that you cannot outlive plus other withdrawal options. The State University of New York (SUNY) Optional Retirement Plan ORP will act as the plan sponsor of the NYS VDC Program and TIAA-CREF is the third-party administrator.

The VDC Program includes an employee and employer contribution. The employee contribution rate varies based on your salary (currently 3% – 6%). The employer contribution rate currently is 8% of your gross salary.¹ Your retirement benefits will depend on the value of individually owned retirement contracts purchased and issued by one or more of the authorized investment providers, including TIAA-CREF, ING, MetLife and VALIC.

Eligibility

Eligibility for the NYS VDC Program is limited to unrepresented employees of the New York State public agencies hired on or after July 1, 2013 with an estimated annual salary rate of \$75,000 or greater. For more information about the program, please visit www.vdc.ny.gov.

Note: If you are a NY State employee whose immediate preceding employment was with another department, division or agency of NY State or if you participated in a NY State defined benefit plan (e.g., ERS, TRS), you are not eligible for the NYS VDC option.

Vesting

Vesting occurs after 366 days of active service. All contributions will become the property of, and all investments will be directed by, the participant upon vesting.

Enroll Today

To start your enrollment process, visit www.vdc.ny.gov. Click ENROLL ONLINE. The enrollment process will take you to the Retirement@Work website.

To enroll in the NYS Voluntary Defined Contribution Program, visit www.vdc.ny.gov, click on the ENROLL ONLINE link and follow the steps on the following pages.

¹ The above contribution rates are subject to change by legislation passed by the State of NY.

INTRODUCING RETIREMENT@WORK®

Your retirement savings website

Retirement@Work is the online retirement plan enrollment and management system for the NYS VDC Program. Through the Retirement@Work site, you can enroll and manage your Voluntary Defined Contribution Plan account at your convenience.

With just a few clicks, you can:

- Enroll in the Voluntary Defined Contribution Program
- Select your investment provider(s) and complete contribution allocation for each
- Link directly to the enrollment page for each investment provider to learn more about the investment menu offered and open an account with each

Enroll in three steps

It's easy to use Retirement@Work.

Visit www.vdc.ny.gov. Click **ENROLL ONLINE**.



Step 1: Set up your retirement account

You will be asked for personal information to help us maintain your account including name and address, date of birth, email and Social Security Number. Then you will be directed to create your credentials for secure access including your online ID, password and security questions.

Complete the process by selecting your agency from the listing provided. If you don't see your agency on the list, please contact your agency's benefits representative.

Step 2: Tell us where to send the money

Choose your investment provider(s) and designate allocation percentages to each.

You must choose one or multiple investment providers to receive your employer and employee contributions. The authorized investment providers are TIAA-CREF, ING, MetLife and VALIC.

Step 3: Open an account with your investment provider(s)

After you choose your investment provider(s), you will need to open an account with each provider selected to complete the enrollment process. Just click on the name of each investment provider and you will be taken directly to the provider's website. You will need to complete an enrollment application and choose your specific investment choices from the investment menu offered by that provider. If you have any questions regarding an Investment Provider menu, please contact them directly at the number shown on page 4.

If you do not choose an investment provider, contributions remitted on your behalf will default to an investment provider selected by the plan sponsor for the VDC Program.



NEED TO UPDATE YOUR NYS VDC RETIREMENT ACCOUNT?

It's easy.

After you enroll, you may need to make changes to your retirement plan account. Return to Retirement@Work to modify your investment provider elections, contribution allocation splits, and profile information. Access the *History* tab to review your historical transactions.

Remember to save the Retirement@Work link to your favorites list for easy access when you need to manage your account in the future. You may also return to www.vdc.ny.gov and click the *Account Management* link.

IF YOU NEED ASSISTANCE WITH RETIREMENT@WORK,
CALL 866 271-0960.

You will be connected with one of our experienced Retirement@Work consultants. They are available Monday to Friday, 8 a.m. to 10 p.m. and Saturday, 9 a.m. to 6 p.m. (ET).

Program Administrator:
David M. Morrell
David.Morrell@suny.edu
518 320-1430
www.vdc.ny.gov

Plan services provided by:
TIAA-CREF

Investment questions?

If you have questions about investment options and expenses, call your investment provider of choice at the number shown below:

TIAA-CREF	866 662-7945
ING	800 677-4636
MetLife	800 560-5001
VALIC	800 448-2542

Note: The Program sponsor of the New York State VDC Program is The State University of New York (SUNY). The retirement vehicle is the SUNY Optional Retirement Plan.

DEFINED BENEFIT OR DEFINED CONTRIBUTION? A COMPARISON OF YOUR RETIREMENT PLAN CHOICES

You have to make a very important retirement decision within 30 days of your hire date. You must choose between the Defined Benefit (DB) plan and the Voluntary Defined Contribution (VDC) Program for your retirement savings. What is the difference between the two? Which one should you choose?

Both defined benefit and the defined contribution plan are sound methods of providing for income needs in retirement. However, there are differences between the two plans, and which one is best for you likely depends on your individual circumstance. Choosing a retirement plan is a very important decision. Your decision is irrevocable. For a complete comparison of the two options, please refer to your plan documents located at www.vdc.ny.gov.

Retirement plan features	The ERS/TRS Defined Benefit Plan	The New York State Voluntary Defined Contribution Program
Plan type	The defined benefit plan, or DB plan, provides a fixed, predictable lifetime monthly income at retirement.	The defined contribution plan, or VDC program, provides benefits that are based on the amounts contributed by your employer and you, and the success of the investments. Your contributions are made on a tax-deferred basis, which means you don't pay taxes until you take the money out. The VDC plan allows participant-directed investments and vest (or allow employees to receive benefits) sooner.
Benefit	DB plan could provide smaller benefit/ advantage for participants who are employed with the institution for a shorter time period. Tax savings might be viewed as limited (e.g., no pretax deductions from salary)	VDC benefits are also portable, which is becoming more important for workers in today's evolving marketplace where the average worker may switch jobs and even careers multiple times over the course of a lifetime. Contributions deposited into the plan continue to accrue interest and experience investment earnings even after you cease contributions into the plan. Once vested, the account is yours to keep.
Portability of employer contributions	If you leave before reaching the ten-year vesting period, your contributions are refunded— employer contributions will be forfeited.	Subject to plan rules, employee and employer contributions plus applicable earnings are yours to keep after 366 days regardless of where your career takes you.
Tax Savings	Tax savings might be viewed as limited (e.g., no pretax deductions from salary)	Employee contributions are pretax.
Control	Your funds are managed for you by ERS/TRS to meet current and future liabilities.	You have the flexibility to manage the investment of your funds and set up a portfolio that's right for you based on the investment options in your plan. Education-participant must be able to understand investment choices and assess which options work best for your circumstances. Consultants are available to offer you guidance and advice.
Vesting	Typically longer vesting horizon. 10 years of full-time service credit. Part-time service is pro-rated. (For example: if working part-time at 50%, vesting will occur after attaining 20 years of service.)	You are immediately vested after 366 days of service. This means that you own the employer contributions plus applicable earnings. You will be immediately vested if you owned employer-funded retirement contracts with any of the four vendors (TIAA-CREF, ING, MetLife and VALIC) through a previous employer; or if you have 366 days of prior service in ERS/TRS.
Expected income	Your income is determined by a formula, regardless of investment performance. The amount of the retirement benefit depends on length of service, earnings, tier and age at retirement. Benefits are guaranteed by the State. Monies are pooled together and professionally managed and the employer or government bears funding and investment risk. You will receive a fixed monthly payment with annual cost-of-living adjustments.	Your income is determined by your account balance — you have the opportunity for higher or lower retirement income based on your investment decisions and the performance of the underlying investment options which includes securities. Investing in securities involves risk including loss of principal. The amount of future accumulations available upon retirement varies according to investment selection and performance. The retirement income benefit will depend on several factors, including salary level, duration of contributions, investment earnings and age at retirement. Benefits are not guaranteed, but a fixed annuity option can also supply guaranteed lifetime income for you and a partner that you will never outlive. Additional withdrawal options are available as well. You can design a payment stream based on your individual needs.
Convenience	You don't need to think about your account — all decisions are handled by ERS/TRS.	You have the flexibility to allocate your funds among the investment options under the program. You have a choice of various investment options provided by the authorized investment providers of the plan. The investment providers may also provide advice regarding allocation of your contributions among the program investment options they offer.
Guaranteed income for life	The defined benefit plan provides a guaranteed monthly payment during retirement.	The plan offers you the ability to invest your dollars in an annuity account, which offers a payment option of guaranteed income for life. You also have the option of choosing guaranteed income for you and a partner under a joint life income option as well as additional withdrawal options. In short, you have the flexibility to design a payment stream that is right for you.



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