

*****Important information regarding your Yale University Retirement Account Plan (YURAP) *****

Last month we sent you an annual notice outlining important information about YURAP rules, including YURAP's automatic escalation feature, University contributions, and default investment fund. You may access a copy of the notice [here](#).

Please note: If you are currently contributing 10% or more of your eligible pay or the IRS maximum to your YURAP account, no action is required and the automatic escalation feature will not change your contribution level or your July 31 paycheck.

If you are contributing below 10% of your eligible pay, the automatic escalation feature will change your contribution level and your July 31 paycheck will reflect an increased payroll deduction.

Effective with your July 31 paycheck, employee contributions will increase as set forth in the table below:

If you are currently contributing this amount as of June 23, 2011:	Then you will see this increase appear on your YURAP record July 1, 2011:
Zero to 4.5% of eligible pay	Increase to 5%
5%- 9.5% of eligible pay	1% increase to a maximum of 6%-10%
10% or more of eligible pay or IRS maximum	No change

For example, if your current YURAP contribution is 6% of your eligible pay, your July YURAP contribution will be increased by 1% to 7%.

Please note:

How to change your 403(b) contribution

- Go to www.yale.edu/portal, and click "Login to the portal"
- At the CAS screen, log in with your NetID and password
- Click on "My Benefits" on the right side of screen
- Click on "Manage My 403(b) savings" then click on the "Online Enrollment System"
- Click on "Enroll Online" (upper left side of screen), then click on "Start Enrollment" (upper left side of screen)
- Click on "Select Benefits"
- Begin with Step 1 and follow all steps to complete your transaction

Don't forget to print a copy of the Benefits Summary at the end of your transaction and be sure to complete all steps in the process to ensure your record is updated correctly.

You may also download a Retirement Quick Guide for added instruction- click [here](#) for a copy of the guide.

Frequently Asked Questions

Q1: *Do I have to participate in the automatic increase?*

Your contribution increase will automatically be reflected on your July 31 paycheck if you do nothing. If you do not want the automatic increase reflected on your July 31 paycheck or wish to terminate, increase, or decrease your contribution percentage, see Q2 below. **Please note that your contribution percentage as adjusted under the automatic escalation feature will not be reflected in your plan record until July 1, 2011.**

Q2: *When can I make a change so my July 31 paycheck is not impacted?*

You must change your contribution election during the period beginning on **July 1, 2011 and no later than the payroll deadline date of July 19, 2011** if you do not want the automatic increase reflected in your July 31 paycheck. Changes made after this deadline will be reflected on your next paycheck if administratively practicable but in no event later than the second paycheck following the date your contribution election is submitted.

Q3: *Can I withdraw contributions made under the automatic escalation feature?*

You can suspend or reduce your contributions at any time; however, you will not be able to get a refund of contributions made as part of the automatic escalation feature. All contributions will remain in your account.

Q4: *I recently took a hardship withdrawal and my contributions were suspended for a period of 6 months, am I subject to the automatic contribution increase?*

Yes, your contribution percentage will be increased as set forth in the table above upon reinstatement of your contribution election if your suspension ends on or after July 1. However, you may elect to terminate, increase or decrease your contribution percentage as described in above in Q2.

Q5: *If I go on an unpaid leave of absence, am I subject to the automatic contribution increase?*

Yes, your contribution percentage will be increased as set forth in the table above upon reinstatement of your contribution election if you return from your unpaid leave of absence on or after July 1. However, you may elect to terminate, increase or decrease your contribution percentage as described above.

If you have any questions, please call the Employee Service Center at (203) 432-5552 or via e-mail at employee.services@yale.edu.

If you are unable to access the link to the YURAP notice referenced above, please click on the link below or copy and paste it into your browser:

YURAP Annual Notice: <http://www.yale.edu/hronline/benefits/documents/2011-2112-yurap-annual-notice.pdf>