University of Pittsburgh 403(b) Plan - UNIVERSAL AVAILABILITY NOTICE

The University of Pittsburgh provides you with the opportunity to save for your retirement through the 403(b) plan. The University would like you to know more about how you can participate in the Plan. Whether you want to enroll in the Plan, or you are already enrolled but wish to change the amount of your deferral, you can accomplish your goal by filling out a 403(b) Salary Reduction Agreement through the on-line enrollment system at my.pitt.edu. You can obtain information on the Plan from the Benefits Department, 320 Craig Hall, by calling 412-624-8160, or at www.hr.pitt.edu.

Eligibility

All employees of the University of Pittsburgh who receive compensation reportable on an IRS Form W-2 are eligible to participate in the plan. Employees with no US source income, students and fellows are not eligible for this plan. You are able to sign-up for the plan the first of the month following your first full month of employment. You are able to change the amount you contribute to the plan once a month.

Please take a moment to review the retirement section of the Human Resources website www.hr.pitt.edu before enrolling. Once you are enrolled, you can review and change the amount of your contributions and your investment allocations at any time. The exact date your investment allocations will take effect may vary depending upon the policies of the financial service firm providing the investment options you chose for plan contributions. Both TIAA-CREF and Vanguard investments are available for investment.

Also, please be aware that the law limits the amount you may defer under this and other plans in any tax year. For 2015, the limit under all plans of this type is generally $18,000 although larger limits may apply if you are age 50 or over or you have at least 15 years of service with the University of Pittsburgh. Each participant only gets one limit for contributions to all 403(b) plans and 401(k) plans, so if you are also a participant in a similar plan of another employer, your combined contributions to that plan and to the University of Pittsburgh 403(b) plan in 2015 are generally limited to $18,000. If you do participate in more than one 403(b) plan, you are responsible for tracking and reporting the total amount of all of your contributions for all plans in which you participate so you do not exceed the limit. Note also that the sum of all of your contributions, and those of your employers, to all 403(b) plans that you participate in are generally limited to the lesser of $53,000 or 100% of your compensation in 2015.

Please find enclose an Enrollment Guide for the University of Pittsburgh Supplemental Program. Enrollment can be done at any time, but must be submitted the month prior to the effective date. For example, if enrollment is submitted by July 31, it will be effective August 1. Prior to enrollment, please be prepared to select the following:

- The percentage of your pay that will be taken from your paycheck
- The funds in which you can invest in. The funds can be found at: www.tiaa-cref.org/pitt
- The name, Social Security Number, and Date of Birth of your Beneficiaries

You are able to make changes to the percentage you contribute on a monthly basis. You can make updates to the funds you have invested your money in on a daily basis directly with the investment company.

For further details on the retirement contribution plan available to you, please contact the Benefits Department at 412-624-8160.

If you have questions related to enrollment, or fund selection, please contact TIAA-CREF at 1-800-842-2776.