**VERY IMPORTANT INFORMATION REGARDING RETIREMENT**

* All employees hired on or after July 1, 2014 who have never participated in TN Consolidated Retirement System or lost membership in TCRS must participate in the state’s retirement plan.
* New employees participating in the Hybrid plan will automatically contribute 5% of salary to TCRS (defined benefit plan) and 2% of salary to the 401(k) (defined contribution plan). Contact Empower Retirement at (615) 244-1030 within 30 days to see if you are eligible to opt out of the 2% defined contribution plan.
* Only part time employees can completely opt out of being in retirement plan. Employee must put in writing to HR within 30 days so it can be coded correctly. If ever go from part to full time position, must go into Hybrid plan. First check may have monies taken out due to payroll timing. Notify HR and you can apply for that money from Empower Retirement less taxes and possible penalty.
* Employees hired after July 1, 2014 who previously participated in TCRS as a state employee and did not lose membership will continue to participate in the Legacy Plan.
* Employee may increase or decrease his or her contribution to the defined contribution plan (401K).
* If employee was not vested in TCRS and separated from employment for 7 years or more must go on Hybrid plan and previous service under TCRS will not count toward service time.
* Employee will receive letter from Empower regarding investment options and fill out form if employee does not fill out 401k enrollment form at orientation.
* Upon separation of service, you may apply for a refund of **your accumulated contributions and interest**. Employer contributions to the **Defined Benefit** portion of the Hybrid Plan **are not refundable**. Before a refund can be processed, you must file a completed Application for Refund with TCRS. This money will be taxed when refunded unless rolled over to another eligible plan.

|  |  |  |  |
| --- | --- | --- | --- |
|  | TCRS Defined Benefit Plan | State of TN 401K Contribution Plan | Total Retirement Contributions |
| Employer | 4% Mandatory | 5% Mandatory | 9% Mandatory |
| Employee | 5% Mandatory | 2% Automatic  \*Enrollment Voluntary | 7% with 5% to TCRS Mandatory |
| TOTAL | 9% | 7% | 16% |

Contact Empower Retirement Services at (615) 244-1030 to opt out of the 2% defined contribution plan within 30 days of hire.

Contact Jacqui Humphrey at 741-5385 or [Jacqulyn.Humphrey@tn.gov](mailto:Jacqulyn.Humphrey@tn.gov) for all Retirement and Payroll questions.

For further information contact [www.tresaury.tn.gov/tcrs](http://www.tresaury.tn.gov/tcrs).

I am a newly hired part-time employee and have been told of the Hybrid Retirement Plan and the 5% of my gross salary that will be coming out of my check each pay period towards the Defined Benefit retirement and the 2% towards the 401(k) Contribution plan. As a part-time employee I have the choice not to participate in the Hybrid plan. I also understand that if I opt out of the Hybrid Plan as a part-time employee and later go into a full–time position, I will have to participate in the Hybrid plan. I also understand that I will not get any service credit with TCRS for my part-time work if I opt out of the Hybrid retirement plan when first hired.

I choose to participate in the Hybrid plan: \_\_\_\_\_\_\_\_\_\_\_\_

I choose to NOT participate in the Hybrid plan: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

As a full time employee, I do have the option to not participate in having 2% taken from each paycheck for the Hybrid 401(k) contribution plan and I understand that I must participate in having 5% taken for the defined benefit plan. If I wish to opt out of the 2% taken from each check, I will need to contact Empower Retirement at (615) 244-1030 within 30 days of my hire date.

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sign Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please return with your orientation forms to Jacqui Humphrey in Human Resources when completed.