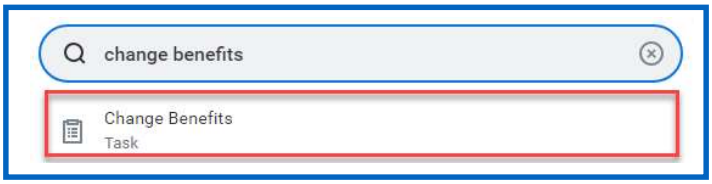
457/Roth IRA Deferral for New and Existing Enrollments

New enrollments must be submitted by the Friday before a check date in order for contribution elections to be included on the following check.

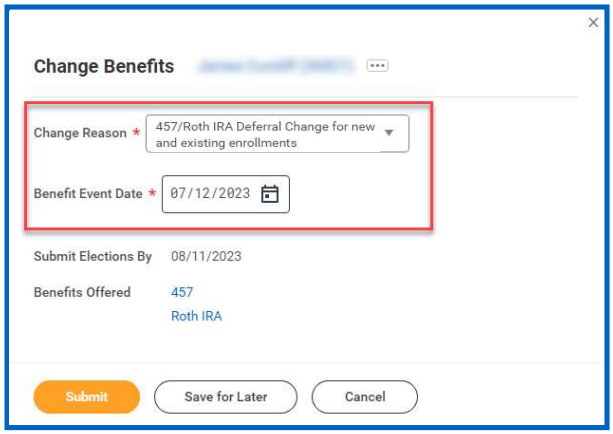
For questions or additional assistance, please contact the City of Orlando's Retirement Plan Enrollment Specialist at 407.246.2832

1. In Workday, search '**Change Benefits**'.

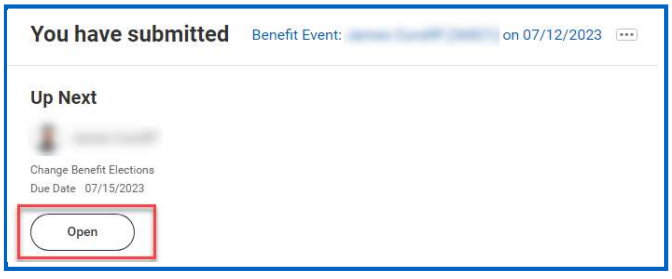


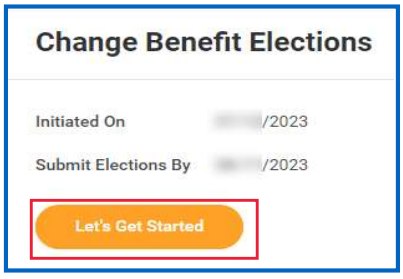
2. From the '**Change Reason'** drop-down menu, select '**457/Roth IRADeferral Change for New and Existing Enrollments**'

   Today's date should be entered as the '**Benefit Event Date**' for the election to take effect on the following check. No '**Attachments**' are required. Click '**Submit**' to continue.

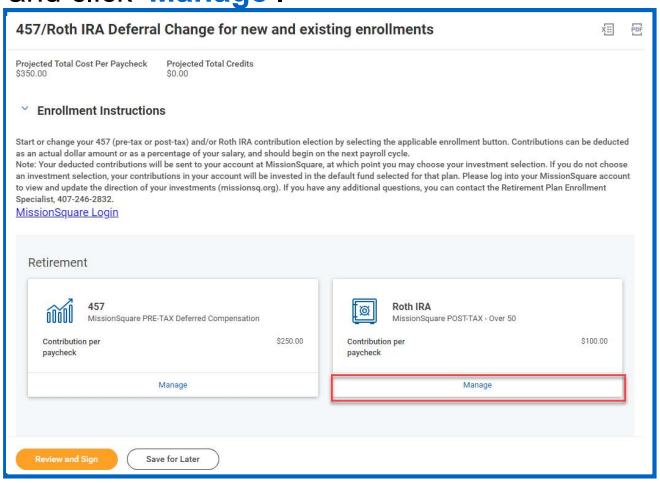


3. Click '**Open**' and '**Let's Get Started**' to elect contribution changes.



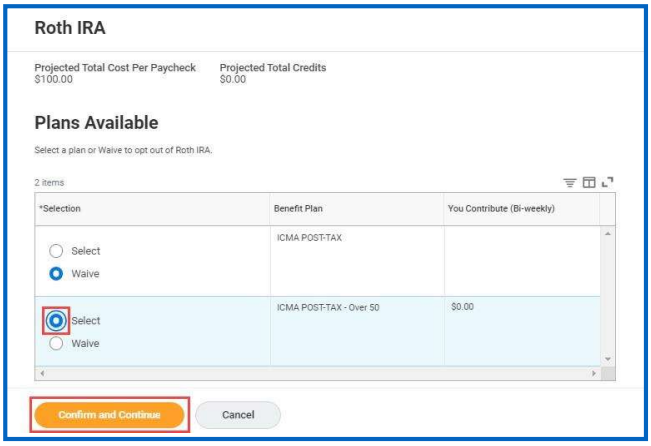


4. Choose a plan and click '**Manage**'.



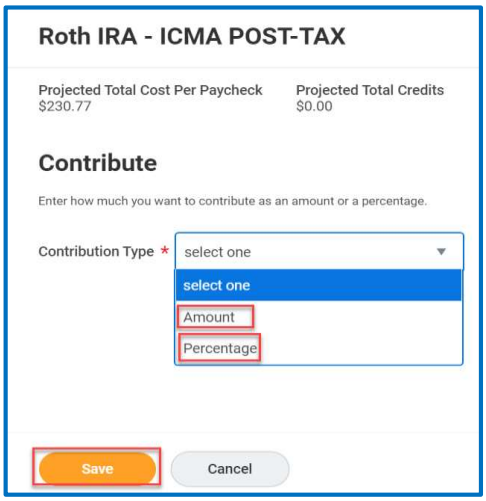
5. Make a selection and click '**Confirm and Continue**'.

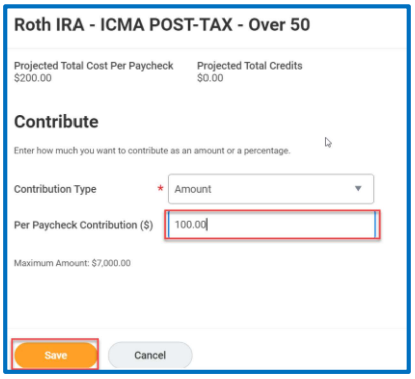
   Note: It is necessary to confirm all elected allocations to the 457 Plan.

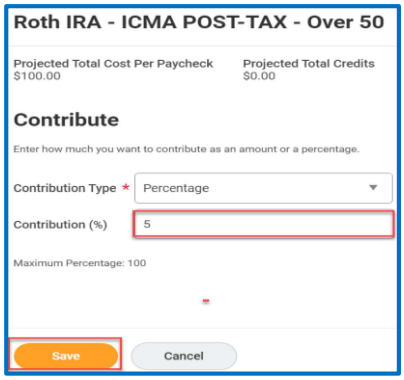


6. Select the Contribution Type '**Amount**' or **Percentage**' and enter an amount for '**Per Paycheck Contribution ($)**' or a '**Contribution (%)**' to contribute and '**Save**'.

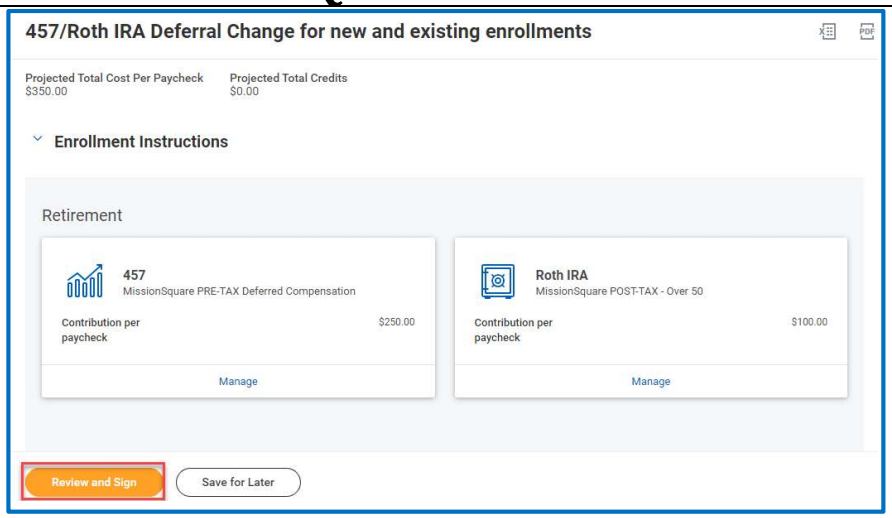
   Note: the general instructions can provide some guidance on how to estimate the contribution.







The '**Projected Total Cost Per Paycheck**' will update if you have selected 'Amount'. Click '**Review and Sign**' to move forward.



7. Review summary which will show all **457 Roth IRA** elections. Click '**I Agree**' and '**Submit**' at the bottom of the page to finalize the process.

