

Percentage of Pay FAQ

Q1. What is percentage of pay?

A. Percentage of pay is the option of contributing a percentage of your gross salary directly from your paycheck into a Savings Plus 401(k) and/or 457(b) account.

Q2. Where does the contribution amount come from?

A. The percentage of pay (pre-tax and Roth after-tax) is calculated from your gross salary.

Q3. Can contributions be made pre-tax or Roth after-tax?

A. Yes, both can be made. Pre-tax contributions are taken from your paycheck before federal and state taxes are deducted. Roth after-tax contributions are taken from your paycheck after federal and state taxes are deducted.

Q4. How is the contribution amount determined using the percentage rate?

A. The amount is determined by multiplying your gross annual salary by the percentage rate you choose, then dividing that amount by number of pay periods in a year.

Gross Annual Salary x Percentage Rate/number of pay periods in a year = Contribution Amount

For example: $\$36,000 \times 5\% / 12 = \150

Note: When initiating a percentage of pay contribution online, the estimated paycheck impact calculation displayed on the website is based on the gross annual income amount you enter. The calculation does not use your actual gross salary amount; therefore, it represents an estimated contribution value.

Q5. Can I select a fixed dollar amount and a percentage of pay in the same plan?

A. Yes, you can make both a percentage of pay contribution and a fixed dollar amount contribution in each plan; however, you can only select one method per money type.

For example:

- You can make a 5% pre-tax contribution and make a \$100 Roth contribution to your 401(k).
- You can make a 5% pre-tax contribution and make a \$100 Roth contribution to your 457(b).

Q6. If I receive a raise, when will the percentage of pay adjustment be reflected on my paycheck?

A. The change will appear on the paycheck, the same month your raise goes into effect.

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Q7. What is the last day to make a change so it will be reflected on the following pay period?

- A. You have until the last calendar day of the month to make a change that will affect the following pay period.

For example: If you make a change during the month of June, your July pay period (August 1 paycheck) is affected.

Q8. Is a confirmation letter or email sent out when percentage of pay is selected?

- A. A confirmation notice is mailed to you when you make your election through a Customer Service Representative (CSR) or when you submit the Contribution Change Form.

If you are enrolled in paperless delivery, you will receive an email confirmation.

For online changes, you receive an immediate confirmation on the website.

Q9. If I elect percentage of pay, can I change it back to a flat dollar amount?

- A. Yes. Log in to your account to change your contribution. Step 1 displays your current percentage amount. From the drop down menu, select Dollars and input the amount you want to contribute. Additionally, you can call the Savings Plus Service Center at (855) 616-4776 or complete a Contribution Change form located under Forms on the savingsplusnow.com website.

Q10. If I select a percentage rate that results in a dollar amount that exceeds my net pay, will the contribution be taken from my paycheck?

- A. No action will be taken if the paycheck does not have enough funds available to cover the entire contribution amount.

Q11. If my paycheck is not large enough to cover my contribution amount, will I be notified?

- A. No, you will not be notified if the requested contribution amount is not deducted.

Q12. Will the money come out at a later date?

- A. Payroll will continue to try each pay period to take the percentage you elected from your paycheck. It does not make up the missed amounts or take partial amounts. You need to change your contribution to a lower amount that your paycheck can cover.

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Q13. If I reach my annual contribution limit, will the deduction automatically stop?

A. No, the system will not stop contributions once you reach the maximum [contribution limits](#) for the year. It is your responsibility to ensure you do not exceed your annual contribution limit. Exceeding contribution limits may have adverse tax consequences.

Q14. Is there a minimum and a maximum contribution amount or percentage?

A. Currently, the minimum contribution amount is \$25 per month and the maximum is the [IRS annual limit](#). However, on an individual basis when contributing a percentage of your pay you must consider that mandatory deductions are taken out prior to your Savings Plus deduction.