

Auto Increase FAQ's

General Information

Q1. What is Auto Increase?

- A. Auto Increase is the option to automatically increase your contribution amount annually on a date that you elect.

Q2. Can I use Auto Increase to increase my contributions by either a dollar amount or a percentage of my income?

- A. Yes, you can elect your contribution to automatically increase each year by a dollar amount if you are currently contributing a dollar amount. If you are contributing based on a percentage of your gross salary, you can elect to automatically increase your contribution by a percentage.

Q3. Can I use Auto Increase to increase my contributions to both my pre-tax and Roth after-tax accounts?

- A. Yes, you can select one or both types of contributions.

Q4. Is there a cutoff for making a change or to cancel my Auto Increase? How do I know when my Auto Increase will begin?

- A. When electing to use, or cancel the Auto Increase feature, the timing is different depending upon the plan. Please contact the service center to obtain information specific to the 401(k) and the 457(b) plan at (866) 616-4776.

Q5. Is a reminder notification sent prior to the effective pay period? For instance, if I select the June 2018 pay period, am I notified prior to the increase taking effect?

- A. No, you will not receive a reminder that you elected Auto Increase; however, you will receive a contribution change letter after the Auto Increase has gone into effect each year.

Q6. What will happen if the Automatic Increase over time is greater than my paycheck, will I be notified?

- A. No, you are not notified if your elected contribution amount is not deducted from your paycheck. However, payroll will continue to try to deduct your contribution each pay period. This is a great reminder to always check your paycheck to make sure the correct contribution was deducted from your paycheck and transmitted to your Savings Plus account(s).

Q7. If I reach the IRS annual contribution limit(s), will the deduction automatically stop?

- A. No, the system will not stop your contributions once you reach the maximum IRS contribution limits for the calendar year. It is your responsibility to ensure you do not exceed the annual IRS contribution limit.

Q8. Is there a minimum amount that I can elect to automatically increase each year?

- A. No, there is no minimum dollar amount or percentage required.

Options to Auto Increase

Q9. Is there a maximum contribution amount?

The maximum contribution will vary by person depending on the deductions in your paycheck, but cannot exceed the [annual maximum limit](#) allowed by the IRS. The contribution you elect will be calculated based upon your gross pay amount. The contribution will not be deducted until after all your other withholdings, such as taxes, social security, and your benefits are withheld. If your calculated contribution exceeds the remaining amount in your check, no contribution will be deducted for that pay period.

Q10. What happens if the increase is stopped because of an unforeseeable emergency or a hardship?

- A. If the annual increase date occurs after your contributions are canceled due to an unforeseeable emergency or a hardship, your Auto Increase will also be canceled. When you restart your contributions, you will need to reelect Auto Increase.

Q11. What happens to my Auto Increase during an unpaid leave of absence? When will the increase take affect?

- A. In the case of an unpaid leave of absence or military leave, the system takes into account the year(s) missed. For instance, in the case of military leave and you had been contributing 3% to your account, if you missed two Auto Increase dates and you had enrolled to increase your contribution amount each year by 1%, your contributions will resume at 5% and continue to increase your contribution by 1% each year following unless you stopped or changed your Auto Increase. The same will apply for specific dollar increases.

Auto Increase Considerations

Q12. If I choose to increase my contributions using a percentage, will the increase be a percentage of my gross pay or a percentage of my current contribution?

- A.** When electing to increase your contribution by a percentage, the total contribution taken from your pay will equal the current contribution plus the increased contribution you elect.

Example: Current contribution = 5% Auto Increase = 2%
Total contribution after increase = 7%