Supplemental Retirement Plans at UNC Chapel Hill
How to Enroll or Change Contribution Amounts

Log into ConnectCarolina and click on the Self Service in the top menu bar:

Click on My Benefits

Look to the left and click on Benefits Enrollment and then select Supplemental Retirement Plans
Once you are in the Supplement Retirement Plans area, you will see an information page that explains the different supplemental retirement plans that UNC offers. After reviewing this information, scroll to the bottom of the page and click on Continue to Enrollment.

Click OK to move into the Enrollment Page, then you will select a plan. Keep in mind that you can only enroll in the UNC 403b (Fidelity or TIAA) and the UNC 457 (Fidelity or TIAA) plans in this system.

For help contact the Benefits and Leave Administration Support Center at 919-962-3071 or benefits@unc.edu
Select which plan you want. Next, you will see a question asking if you contribute to the State 401k plan or the State 457b plans. These are other supplemental plans offered through Prudential. If no, then leave the slide bar as is and then click on Next.

Select a plan type below and click Next to make your changes at choice for you please go to the previous page for information abx

*Select a Plan  UNC System 403b

State 401k Plan

An aggregation of 403(b) and 401(k) plan contributions must be in addition to the 403(b) plan, the combined amount of the contri the 401(k) program.

Contributions to a 457(b) deferred compensation plan are not ag.

The mandatory retirement plans are not included in these limits.

Check if applicable: I make contributions through payroll deduc

Check if currently contributing to the State 401(k) or another 401(k) in this calendar year.

Need Help?

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Next, you will select when you want the retirement plan deductions to start. You can select Next Available Pay Date and it will show you that date. Keep in mind that payrolls may be in process and the actual next payroll date may be later than you would expect. You can also select your own custom pay date to start the deductions. Finally, you can select One Time Deduction. This is used mainly for large leave payouts when employees leave UNC or retire. It can also be used if you want only one deduction for one payroll.

Next Available Pay Date  No

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Previous  Next  Cancel
On the next page, you will see the contribution limits and as you scroll down, you will see where you can change or start your deductions for the 403b or 457 plans.

You can select which vendor and which type of plan. You will use the drop down menu to select: No Change, Cancel Enrollment or New Enrollment/Change. If you select New Enrollment/Change, it will show you what deduction you currently have, if any, then allow you to enroll or change the deduction amount.

Next, you can click on the Catch-Up Contributions if you are over age 50. Simply change the drop down to yes. Then click on Next to continue.

You will now review your changes, e-sign the document AND review the terms and conditions. Once you do this, you will then click on submit to finalize your enrollment or changes.