The administration of all tax sheltered annuity programs has been moved from the individual Human Resource Offices (all 64 campuses) to the State University of New York Human Resource Office (SUNY Central). All employees who currently have annuity accounts must register with the new system, titled Retirement@Work.

The directions below outline the steps needed to register for the program. Questions about enrolling in the Retirement@Work program can be directed to dedicated Retirement@Work consultants available at 866-271-0960, Monday – Friday from 8 a.m. to 10 p.m. and Saturday, 9 a.m. to 6 p.m.

**To enroll and/or change your Tax Shelter Annuity**

You must register in the SUNY system to obtain a user name and password within the Retirement Program Election System.

https://www.retirementatwork.org/suny
Enter your Social Security Number and Date of Birth

When everything is entered Click on Continue
This screen appears and should be completed with your information

The User Name and password can be anything you like.

When everything is entered Click on **Continue**
When you are done entering information

Click on Continue
This will bring up this screen

Select Hudson Valley Community College from the drop down menu
Enter the HVCC campus phone number and the Title of your position
You will have to complete the Retirement program history

Check Yes for participation in the Tax Deferred Annuity Plan

Click on Submit
Click on the **check box** and click on **Accept**
Now the information will be sent to Hudson Valley Community College when the next update occurs. When Hudson Valley Community College has approved your enrollment you will be notified by email from the system.
To check if the enrollment has been approved go to SUNY’s Retirement@Work and sign in

It will ask for your password and security question.
Select Hudson Valley Community College from the list

Click Get Started
If everything was received and approved this is the message you will see.

After the file is submitted and run by Payroll to TIAA (after payroll)

- You will get an email telling you that you have been approved
- Email will provide a link to enter selection of company and allocation
- Selection will then take you to provider’s website for beneficiary, allocation and deduction request

After you complete the allocation requests the process is complete. Deductions can begin on the following pay date.