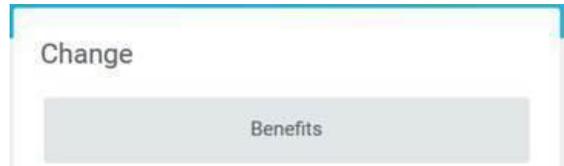


1. Select the vendor of your choice and **open a TAMU TDA account with that vendor**. Vendor contact information: <https://www.tamus.edu/business/benefits-administration/retirement-programs/orptda-approved-vendors/>

2. Log into Workday

- Click on your Benefits worklet and choose Benefits



- The benefit Event Type selection will be “TDA Plan Change”

Benefit Event Type \* TDA Plan Change

Benefit Event Date \* MM / DD / YYYY

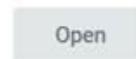
Submit Elections By (empty)

Enrollment Offering Types (empty)

- Enter today’s date as the Event Date and click submit. (The deduction will begin the first of the month following the event date.)

- Click on Open the change Benefits section or go your workday inbox and click on the “Benefit Change – TDA” task

Change Benefit Elections  
Due Date 06/01/2018



to

> Details and Process

- Enter the percentage or amount you would like deducted from your paycheck

Retirement Savings Elections by Coverage Type

Benefit Coverage Type Tax Deferred Account

Employee Contribution - Percent 0

Employee Contribution - Amount (Monthly) 250.00

- Select the vendor of your choice and the percentage (Ex: 100 for Tax Deferred Account – TIAA Roth)
- Continue, review your changes and then click on the “I agree” box and submit. (No form, attachment or print out is required.)