Support Staff Retirement Choice
Frequently Asked Questions (FAQs)—March 2011

This summary covers what we anticipate will be the most commonly asked questions about Retirement Choice. If you have a question that you don’t see answered here, please contact the Benefits Service Center at 410-516-2000. Or, you may email your questions to: retirementchoice@jhu.edu. Frequently Asked Questions will be updated regularly and posted online at benefits.jhu.edu/mychoices.

These questions and answers have been grouped into the following categories for easy access:
- Eligibility
- Choice Period
- Using the Online Retirement Choice Tool
- What Happens Next

**Eligibility**

**Who is eligible for Retirement Choice?**
In general, you are eligible for Retirement Choice if you are a full-time or part-time member of the university’s support staff and you were hired prior to July 1, 2009. If you left Johns Hopkins University and have been rehired after this date, you may be eligible for Retirement Choice. For more details on eligibility for rehired support staff members, contact the Benefits Service Center at 410-516-2000.

**I will be on an approved leave of absence during the Retirement Choice election period. Will I still be eligible to make a choice?**
Yes, you will be eligible to make a choice.

**I will be on long-term disability during the Retirement Choice election period. Will I still be eligible to make a choice?**
No, you will not be eligible to make a choice.

**What effect will Retirement Choice have on me if I retire or terminate before July 1, 2011?**
None. Retirement Choice will not affect you because any election you make would not take effect until July 1, 2011. If you plan on retiring or leaving Johns Hopkins University before July 1, 2011, you will continue to participate in the Support Staff Pension Plan until the day you leave. If you return to employment with Johns Hopkins University after July 1, 2011, you will keep the vested benefit you have earned under the Support Staff Pension Plan and become eligible for the new 403(b) Plan upon your return.
Choice Period

When do I have to make my Retirement Choice decision?
The Retirement Choice period is March 18 – April 15, 2011. You should go online and make your election during this time period using the Retirement Choice Tool, which is accessible on the myChoices Retirement page at benefits.jhu.edu/mychoices. You may use the Retirement Choice Tool as often as you like, but the choice that is recorded in the online system at 11:59pm on April 15 is the choice that will take effect on July 1, 2011.

What will happen if I do not make a choice?
You are encouraged to go online, look at your personal data and then decide which plan is right for you. If you choose not to make a choice, you will remain in your current plans (the Support Staff Pension Plan and Staff Voluntary 403(b) Retirement Plan, if contributing) and will not have another opportunity to make this choice in the future.

When will my choice take effect?
Your choice will go into effect on July 1, 2011. If you choose the Support Staff Pension Plan, nothing will change. You will keep earning a pension benefit. You may also contribute to the Staff Voluntary 403(b) Retirement Plan and receive a matching contribution from Johns Hopkins University. If you choose the new Johns Hopkins University 403(b) Plan, you will stop earning benefits under the Support Staff Pension Plan; you will, however, retain the benefit you’ve accrued under the Plan through June 30, 2011, which will be paid to you when you retire. You will also begin receiving university contributions to the new 403(b) Plan starting in July 2011, and be able to make your own before-tax contributions to the Plan beginning with the first pay period in July 2011.

Can I change my mind about which Retirement Choice option I want?
You cannot make changes to your choice election after the choice period has closed on April 15 at midnight. However, you can change your election as often as you wish during the Choice period, from March 18 to April 15, 2011. The last election you make will be considered your final one. After April 15, it cannot be changed. Your final election will take effect on July 1, 2011.

That’s why it’s very important that you carefully consider each plan based on your personal and financial situation. Because your choice is final, Johns Hopkins University is providing you with a variety of resources and tools to help you make your decision.
Using the Online Retirement Choice Tool

Why should I use the Retirement Choice Tool?
The Retirement Choice Tool projects your future retirement benefits under each of your options using your personal data. Option 1 is the Support Staff Pension Plan and Staff Voluntary 403(b) Retirement Plan; Option 2 is the new Johns Hopkins University 403(b) Plan. The tool allows you to model different retirement scenarios to see how they impact a projected future retirement benefit. The Retirement Choice Tool is the only way for you to submit your one-time retirement plan election during the Choice period.

How do I access the Retirement Choice Tool?
Here’s how to access the Retirement Choice Tool:

1. From any computer with Internet access, go to the myChoices website at benefits.jhu.edu/mychoices. Then click on Retirement.
2. Look under Related Links and click on the Retirement Choice Tool.
3. Input your Johns Hopkins University JHED ID and password.
4. Once logged into the Retirement Choice Tool, follow the three steps — Explore, Compare, Choose — to elect your choice. Remember, you must make your final choice online by April 15, 2011.

What if I have difficulty getting access to my account on the Retirement Choice Tool?
If you have technical difficulty entering the Retirement Choice Tool, please contact the Benefits Service Center at 410-516-2000 or email the Benefits Team at retirementchoice@jhu.edu.

What should I do if my personal data does not seem to be correct?
If you have a question about your personal data, please contact the Benefits Service Center at 410-516-2000 or email the Benefits Team at retirementchoice@jhu.edu.

Can I model different scenarios using the Retirement Choice Tool?
Yes, the Retirement Choice Tool gives you the ability to change the underlying assumptions for salary increases and investment earnings and see how these assumptions impact your personal results. Of course, these are only assumptions and in no way do they guarantee future salary increases or investment earnings. Looking at your estimated results at different points in the future will help you to better understand how choosing one retirement plan over the other may ultimately impact you.

If I select the Support Staff Pension Plan, can I make or change my Staff Voluntary 403(b) Retirement Plan contributions using the Retirement Choice Tool?
No, if you elect the Support Staff Pension Plan, you cannot use the Retirement Choice Tool to make or change your contributions to the Staff Voluntary 403(b) Retirement Plan. Here’s how you can enroll in the Voluntary Plan or change your contributions:
1. Visit the “Enrollment” page on the myChoices website at benefits.jhu.edu/mychoices.
2. Follow the instructions to complete and submit the Salary Reduction Agreement for the Staff Voluntary 403(b) Retirement Plan. This is the form that tells the university how much you want to withhold from your paycheck for deposit into the Plan.
3. Follow the instructions to complete and submit the application form for the investment company (or multiple investment companies) of your choosing. Please note that each investment company requires their own form.

If I select the new Johns Hopkins University 403(b) Plan, can I use the Retirement Choice Tool to elect my personal contributions to the Plan (or to change what I’m currently contributing to the Staff Voluntary 403(b) Retirement Plan)?
Using the Retirement Choice Tool, you will have the opportunity to select the amount you would like to contribute to the new 403(b) Plan effective July 1, 2011. If you are currently contributing to the Staff Voluntary 403(b) Retirement Plan, your current balance will be automatically reflected in your new 403(b) account.

Will I receive written confirmation of my choice?
Yes, in addition to the online confirmation you will see (and can print), you will receive by mail a statement confirming your choice within a month after the Choice period closes. If you feel there is an error on your confirmation statement, please contact the Benefits Service Center immediately at 410-516-2000 or email the Benefits Team at retirementchoice@jhu.edu.

Do I make my 403(b) investment decisions using the Retirement Choice Tool?
That depends on which option you select. If you elect the Support Staff Pension Plan, you cannot use the Retirement Choice Tool to make or change your Staff Voluntary 403(b) Retirement Plan investment decisions. Here’s how you can enroll in that plan, change your contributions and make your investment decisions:
1. Visit the “Enrollment” page on the myChoices website at benefits.jhu.edu/mychoices.
2. Follow the instructions to complete and submit the Salary Reduction Agreement for the Staff Voluntary 403(b) Retirement Plan. This is the form that tells the university how much you want to withhold from your paycheck for deposit into the Plan.
3. Follow the instructions to complete and submit the application form for the investment company (or multiple investment companies) of your choosing. Please note that each investment company requires their own form.

If you elect the new Johns Hopkins University 403(b) Plan, you will use the Retirement Choice Tool to select your desired investment company(ies) for your contributions and the university’s contributions. You may choose one investment company or several investment companies. After you make this election in the Retirement Choice Tool, you must complete an application form and select from the variety of fund(s) the company offers.
If you do not select your investment mix, your contributions will automatically default into that investment company’s Target Date Fund (available for Fidelity, TIAA-CREF and Vanguard). If you choose an investment company that does not offer a Target Date Fund, you will be contacted to select your investment mix.

The contact information for our investment companies is posted at benefits.jhu.edu/mychoices.

Do I get to choose how to invest the Johns Hopkins University contributions made to the new 403(b) Plan?
Yes, you will have the opportunity to select how you want the university’s contributions to your account invested by selecting from among several investment companies. You may select one investment company or multiple investment companies.

What Happens Next

Can someone at JHU offer me advice?
No. This decision is your choice. We want you to feel supported and confident in your decision, but the university is not able to give you advice on choosing one plan over another. Because of this, if you need additional help, the best option is to seek advice from an independent financial advisor.

Once I make my choice, am I guaranteed that there won’t be additional changes to the plan I chose as my primary retirement plan?
While we don’t foresee any immediate changes to either retirement plan, we cannot guarantee that there won’t be plan or formula changes in the future. The estimates and information provided in your Retirement Choice communications are based only on the current plan provisions, and they do not account for any future plan changes that may occur. Of course, Johns Hopkins University reserves the right to amend, modify and terminate the plans at any time.

Whom should I contact if I have questions?
Please contact the Benefits Service Center at 410-516-2000 or email the Benefits Team at retirementchoice@jhu.edu.