



Pajaro Valley Unified School District

Fringe Benefits

294 Green Valley Road, 4th Floor

Watsonville, California 95076

Office: (831) 786-2317 Fax: (831) 728-6996

[Kristina Carrillo@pvusd.net](mailto:Kristina_Carrillo@pvusd.net)

[Mark Bernhardt@pvusd.net](mailto:Mark_Bernhardt@pvusd.net)

Starting and Maintaining 403b Payroll Deductions

All new 403b accounts must be set up with an approved vendor. A list of approved vendors can be found at www.403bcompare.com. On right hand side you must select Find my employer. Click on the letter P and select Pajaro Valley Unified and Set as My Employer. This step is crucial to make sure you are accessing the correct list of approved vendors.

How to get started.

1. Pick a vendor from the approved 403b list.
2. Contact that vendor or a financial advisor to complete the necessary paperwork to open an account with that vendor.
3. Once you received confirmation from the vendor that your account is open and ready to receive funds, you must send a copy of that confirmation letter to the Benefits Department. You cannot begin the process to set up payroll deductions for a 403b until the Benefits department receives this letter.
4. Once the confirmation letter is received by the Benefits Department, we will set you up as a User on the Retirement Manager System. You will receive an e-mail from the Benefits department letting you know you can go online to set up your Payroll contribution.
5. Go to www.myretirementmanager.com. You need to use Firefox as your browser for this. Select I'm a New User to set up your User ID and Password. You will use these any time you want to make a change to or stop your 403b amounts so be sure to keep your User ID and Password.
6. On the Home page under Savings Manager select Start or Change Employee Contributions and follow the steps to set up your contributions.
7. If you have any questions or issues call or email the Benefits department.

When you want to change or stop the amount of your 403b contribution, Login to the Retirement Manager System and begin from number 6 above.

It is important that you remember to pick the pay date at the end of the month for the start or change date of your contribution amount if your regular pay is at the end of the month. If your regular pay is on the 10th of the month you must choose the 10th of the month date.

Any changes must be completed in the Retirement Manager System by the 10th of the month for the month the change or stop is to happen. (i.e.: November 10th is the last day to go into the Retirement Manager System to make changes for the November 30th pay check.)