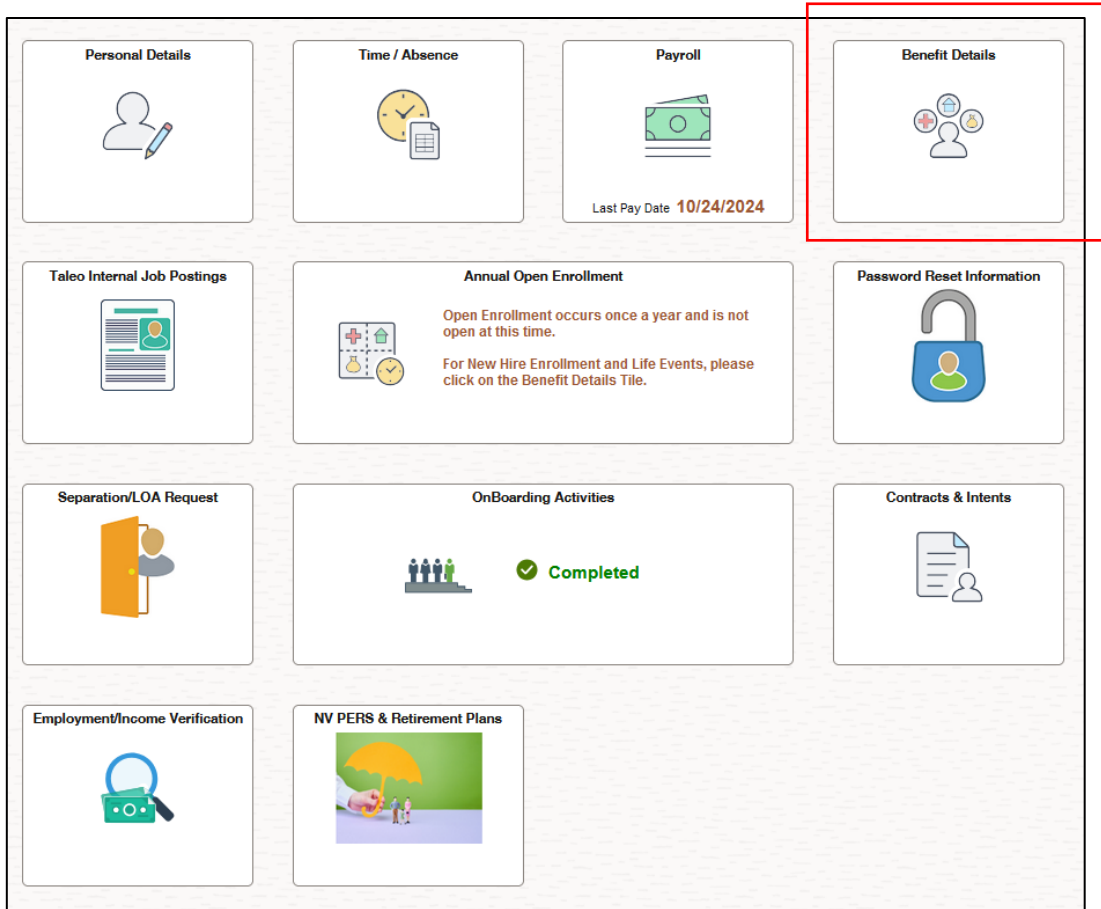


Clark County School District

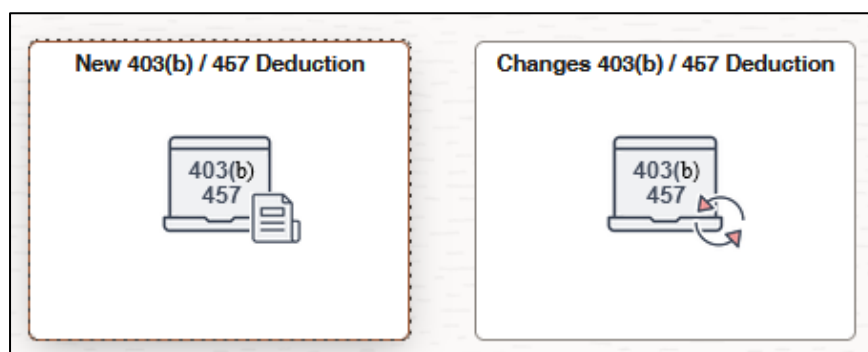
Add or Change 403(b) or 457(b) Deductions

1. Log in to HCM: hcm.ccsd.net
2. Select the Benefit Details tile.



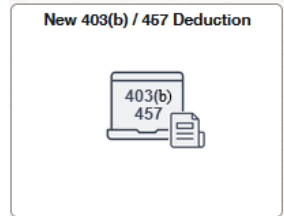
3. From the Benefit Details Tile, click on one of the following:

- **New** 403(b) / 457(b) Deduction
- **Changes** 403(b) / 457(b) Deduction

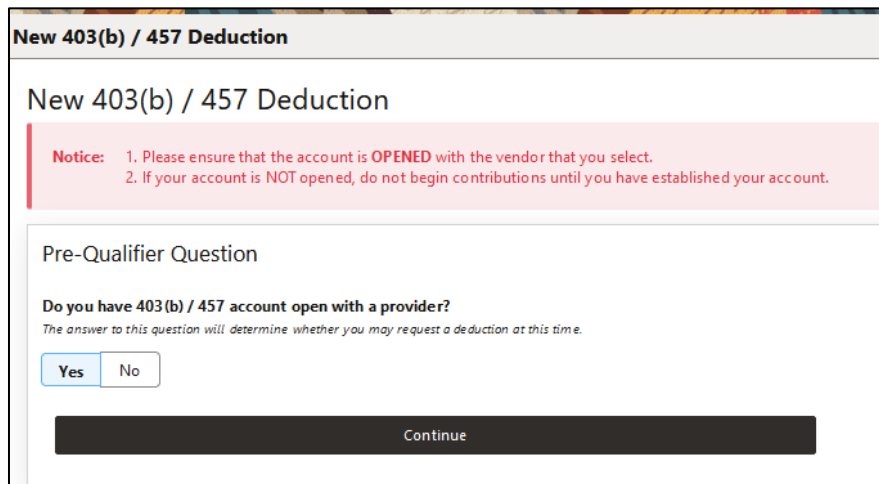


New 403(b)/457 Deduction

The **New 403(b)/457 Deduction** option allows employees to add new accounts and deduction amounts to their benefits. These plans are pre or post-tax contributions to individual retirement/ deferred compensation savings accounts.



1. After selecting the **Benefit Details** tile, and clicking the **New 403(b)/457 Deduction** box, answer the Pre-Qualifier Question.
 - a. If the answer is YES, click **Continue**.
 - b. If the answer is NO, do not continue with this process until you have opened an account with a CCSD-Approved Partner.



New 403(b) / 457 Deduction

New 403(b) / 457 Deduction

Notice: 1. Please ensure that the account is **OPENED** with the vendor that you select.
2. If your account is **NOT** opened, do not begin contributions until you have established your account.

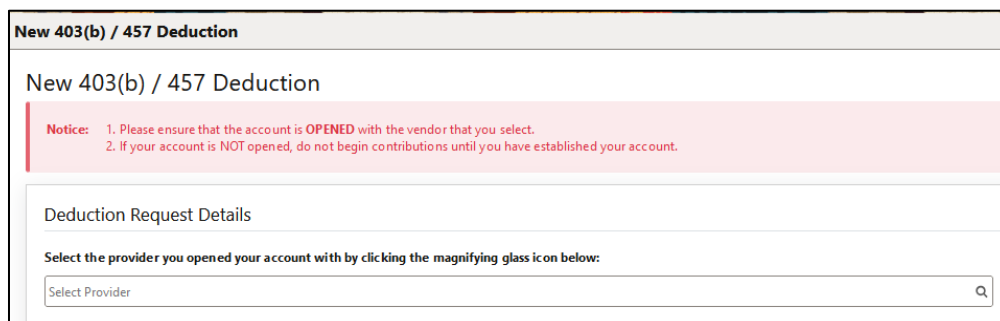
Pre-Qualifier Question

Do you have 403(b) / 457 account open with a provider?
The answer to this question will determine whether you may request a deduction at this time.

Yes No

Continue

2. Find the provider you opened your account with by clicking the magnifying glass icon.



New 403(b) / 457 Deduction

New 403(b) / 457 Deduction

Notice: 1. Please ensure that the account is **OPENED** with the vendor that you select.
2. If your account is **NOT** opened, do not begin contributions until you have established your account.

Deduction Request Details

Select the provider you opened your account with by clicking the magnifying glass icon below:

Select Provider

3. Select the **Vendor Deduction Code** for the new 403(b)/457(b) plan by clicking on the magnifying glass, and then clicking on the code.

Important: There are 403(b), 457(b), pre-tax and post-tax deduction codes. CCSD will deduct as directed. Please select carefully.

4. Enter the Plan Number provided by the investment company.
5. Choose a dollar or percentage you would like deducted from EVERY paycheck.
6. Select the date to begin deductions by clicking on the magnifying glass icon clicking on the date in the drop-down menu. Do not type in a date.
7. Click the **Submit** button at the bottom of the page to confirm your deduction.

New 403(b) / 457 Deduction

Notice: 1. Please ensure that the account is **OPENED** with the vendor that you select.
2. If your account is **NOT** opened, do not begin contributions until you have established your account.

Deduction Request Details

Select the provider you opened your account with by clicking the magnifying glass icon below:

Q

Plan / Provider Selected: 403(b) American Fidelity

Please enter the Plan number provided by the investment company:

Would you like to contribute a dollar amount or percentage?

Dollar Amount

Percentage

Notice: With respect to services rendered by the Employee hereafter, the Employer and the Employee hereby agree the Employee's compensation for such services shall be reduced by the **Dollar Amount** entered

Enter the dollar amount you would like deducted from every pay check:

Select the date which you would like to begin deductions by clicking the magnifying glass icon below:

Q

8. As a security measure, and to protect your privacy, please verify your identity by entering the year of your birth followed by the last 4 digits of your social security number (YYYYnnnn) as the passcode.

Update Beneficiary Designation

To protect your privacy, verify your identity by entering the year of your birth followed by the last 4 digits of your social security number (YYYYnnnn) as the passcode. If you are not this user, click Cancel.

Enter Birth Year + SSN

User ID

Verification Passcode (Birth Year + SSN)

9. Click **OK**.

10. Your new deduction is now saved and can be viewed on the Deduction Summary that appears.

New 403(b) / 457 Deduction

New 403(b) / 457 Deduction

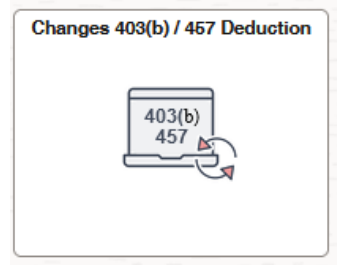
403(b) / 457 Deduction Summary

- Plan Provider**
403(b) American Fidelity
- Your Plan / Provider Identifying Plan/Account/ID Number**
1234567687
- Deduction Type**
Dollar Amount
- Deduction Amount**
\$10.00 per paycheck
- Deduction Begin Date**
Sun, December 01, 2024
- Datetime Submitted**
Fri, November 15, 2024 @ 11:55 AM

11. **Return Home** to make changes or to begin a new deduction.

Changes to 403(b)/457 Deduction

The **Changes 403(b) / 457 Deduction** option gives employees the ability to adjust the voluntary benefit deduction amounts for 403(b) and/or 457 accounts. Any current accounts will be listed with the option to edit the existing information. Such changes can include amounts or percentages to be deducted, and when these changes should take effect.



1. After selecting the **Benefit Details** tile, and clicking the **Changes 403(b)/457 Deduction** box, locate the Deduction you would like to change and click the **Edit** button.

In this example, the **403(b) American Fidelity** deduction amount will change from **\$100** to **\$50**.

	Deduction	Start Date	Stop Date	Status	Deduction	Goal Amount	Goal Balance	Edit
1	403(b) American Fidelity	11/01/2024		Currently	\$100	\$0.00	0.00	Edit

2. The Deduction Calculation Routine can be a Flat Dollar Amount or Percentage of Total Gross.

3. Enter an amount to be withheld. Do not use a \$ or % sign.
4. Select the Start Date to update the deduction by clicking on the magnifying glass icon and clicking on the date in the drop-down menu. Do not type in a date.

Edit Benefit Deduction

View Voluntary Benefit

Clark County School District

Deduction Description 403(b) American Fidelity

*Deduction Calculation Routine Flat Amount

Enter Amount or Percent to be deducted 50.00

*Enter Deduction Start Date 11/16/2024

Current Balance 0.00

[Verify Identity](#)

Disclaimer: CCSD will withhold deductions as directed. It is your responsibility to make sure the combined total of any pre and post tax contributions don't exceed the [IRS Annual Limits](#).

5. Click the **Verify Identity** button. The authentication page will be displayed.

Update Beneficiary Designation

To protect your privacy, verify your identity by entering the year of your birth followed by the last 4 digits of your social security number (YYYYnnnn) as the passcode. If you are not this user, click Cancel.

Enter Birth Year + SSN

User ID

Verification Passcode (Birth Year + SSN)

YYYYnnnn

[Cancel](#) [OK](#)

6. [Save](#).

7. A successful change will appear as an "In Future" Status.

	Deduction	Start Date	Stop Date	Status	Deduction	Goal Amount	Goal Balance	Edit
1	403(b) American Fidelity	11/01/2024		Currently	\$100	\$0.00	0.00	Edit
2	403(b) American Fidelity	11/16/2024		In Future	\$50	\$0.00	0.00	Edit

8. Return to the by clicking the Home Icon in the upper right corner.

