



Office of Human Resources Memorandum

To: All ACC Employees

From: Susan M. Corbett, Benefits Manager

Date: February 9, 2009

Re: Online Retirement Manager

The College is pleased to announce the new online resource for retirement information and planning, Retirement Manager. Through this program you will be able to start, stop, and make changes to your 403(b) tax sheltered annuity, Optional Retirement Program (ORP) and 457 deferred compensation retirement accounts.

All ACC employees now have access to this valuable 24-hour a day online tool at <https://www.aigretco.com/retireman/> (this link is also available from the HR Benefits Retirement section at www.austincc.edu/hr/benefits/retirement.php). On your first visit to the site, select the "I'm a new user" link to set up your password and get started.

For employees with existing accounts, you can view account balances, change your contribution amounts, and transfer funds between vendors. In the future you will also be able to request hardship loans and disbursements. Instead of submitting the ACC Salary Reduction Agreement form to HR Benefits to make changes, you will now make changes online through Retirement Manager, eliminating paperwork and delays.

Even if you don't have an existing 403(b) or 457 accounts, Retirement Manager is for you, too! Not only can you use Retirement Manager to set up a retirement account, the website has several useful financial planning tools, calculators and articles to assist you in your financial planning, whether you establish a retirement account or not.

While the website is very user-friendly, we're hosting an informational workshop within the upcoming weeks to acquaint our employees with the site. Representatives from our approved retirement vendors will be on-hand to also answer questions. Further information about the training sessions will be communicated through HR Connections, email and campus posters.

For additional questions, please refer to the frequently asked questions on the HR Benefits site, or call Kelly Grant at 223-7230 or Susan Corbett at 223-7617.