



Office of Human Resources Memorandum

To: All Employees
From: Susan Corbett, Benefits Manager
Date: April 21, 2011
Re: Retirement Manager Update

Austin Community College District (ACC) is currently utilizing the Retirement Manager system administered by VALIC Retirement Services Company (VRSCO). This system allows employees to manage and track their retirement online.

As of April 27, 2011 all ACC participants seeking to access Retirement Manager will use the new customized URL address:
www.myretirementmanager.com/?AUCC

Employees who have accessed Retirement Manager previously will be required to create a new user ID and password when logging into the system using the new customized URL address. If you have previously bookmarked the old Retirement Manager site, please update it with the new address. Participants who are accessing Retirement Manager for the first time as of April 27th will be required to create a user ID and password.

Employees who currently have a pending approved loan, hardship, in-service exchange, or severance of employment certificate that will expire on 4/30/11 or 5/31/11 will not have to request a new eligibility certificate for the same amount after 4/27/11. But, you will need to access Retirement Manager using the customized URL address.

Participants must access Retirement Manager if they need to request the following:

- Initial Salary Reduction Agreement for 403(b) & 457(b);
- Contribution or vendor changes;
- Cancellation of contributions, and
- Obtaining pre-eligibility for loans, hardships, in-service exchanges and severance of employment transactions

Lastly, Retirement Manager will undergo site maintenance on **Tuesday, April 26, 2011**. Participants will be unable to access the system to view participant data, complete online enrollment or request eligibility certificates on this date. The new site will be available on **Wednesday, April 27th**.

If you have any questions please call Kelly Grant at (512) 223-7230 or Susan Corbett at (512) 223-7617.