



North East Independent School District

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OFFICE OF
RISK MANAGEMENT
&
EMPLOYEE BENEFITS

Date: September 30, 2011

To: NEISD Employees

From: Steve Tovar, Assistant Director, Employee Benefits/Risk Management

Through: Dan Villarreal, CPA, RTSBA, CSRM, Chief Financial Officer

Subject: 403(b) plan benefit enhancements. Effective on October 12, 2011.

NEISD 403(b) has a new enrollment process –“Retirement Manager” is a secure online enrollment program with an interactive individual method for managing employee retirement funds through our **new** third party administrator, VRSCO.

A new method for enrolling and managing your NEISD 403(b) plan through Retirement Manager, administered by VRSCO, will be effective October 12, 2011.

The Retirement Manager is a single, convenient and secure web-based access point from which you may manage your 403(b) retirement plan accounts. You may access the program by visiting <https://www.myretirementmanager.com/?neisd>. You may manage your retirement plan account for certain transactions available under the NEISD 403(b) plan to include enrollment and changes such as increasing, decreasing or stopping your contributions.

Additionally, the Retirement Manager gives you ready access to a set of financial resources and tools to assist you in planning for your retirement: a set of easy-to-use, financial calculators and generic educational financial material .The program provides a toll free live customer service number to assist you and/or your authorized representative about the program. This service is available M-F from 7AM to 6PM Central time, with the exception of holidays. The toll-free number is 1-866-294-7950. The web based program provides you with 24 hour access to manage your account.

The last day to submit Salary Reduction Agreements (SRA) or any other changes to our current third party administrator, TSA Consulting Group, will be October 4, 2011. After this date, all changes will need to be made through Retirement Manager. Any SRA received prior to Retirement Manager becoming effective will be processed for the November paycheck.