



**Together we can build  
the future you deserve.**

The KBOR Retirement Program





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## The Kansas Board of Regents (KBOR) Retirement Program Guide

This guide provides an overview of the KBOR Retirement Program, steps to follow to enroll in the plan, and the investment options you can use to build your retirement savings. Spend some time with this guide to review the Program's features and benefits, and learn how you can take full advantage of the tools and resources it offers.

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# The KBOR Retirement Program at a glance

## The KBOR Retirement Program is built with you in mind

Investing for retirement is one of your most important financial goals. At KBOR, we're dedicated to offering you a high-quality retirement program to help you pursue your long-term investment needs. This includes providing investment options that offer the opportunity for guaranteed lifetime income so you won't outlive your retirement savings. The tools and resources available through the Program can help you plan and invest for the retirement you envision.



Select plan features		
	KBOR Mandatory Retirement Plan*	KBOR Voluntary Retirement Plan
Contributions	<ul style="list-style-type: none"><li>8.5% employer contribution</li><li>5.5% employee contribution (pretax)</li></ul>	<ul style="list-style-type: none"><li>Employee contributions only (pretax or Roth)</li></ul>
Eligibility	<ul style="list-style-type: none"><li>After completing one year of service. New employees may, under certain circumstances, be qualified to participate immediately.</li></ul>	<ul style="list-style-type: none"><li>Immediately upon employment</li></ul>
Enrollment	<ul style="list-style-type: none"><li>If enrollment is not completed, employees are defaulted into an age-appropriate lifecycle fund with TIAA.</li></ul>	
	<ul style="list-style-type: none"><li>Requires completion of the Investment Agreement. This is available through your HR/Benefits Office.</li></ul>	

Additional plan features and details are described in this guide.

## The KBOR Retirement Program providers

TIAA	<a href="https://www.tiaa.org/kbor">TIAA.org/kbor</a> 800-842-2252
Voya Financial	<a href="https://kbor.beready2retire.com">kbor.beready2retire.com</a> 800-814-1643

\*To view quarterly comparison charts for the Mandatory Plan visit [kansasregents.org/about/regents\\_retirement\\_plans](https://kansasregents.org/about/regents_retirement_plans).

# The KBOR Retirement Program details



## Eligibility

<b>KBOR Mandatory Retirement Plan</b>	Benefits eligible faculty and unclassified professional staff at the Kansas Board of Regents Office or at a state university are required to participate in the KBOR Mandatory Retirement Plan after completing one year of service. New employees may, under certain circumstances, be qualified to participate immediately.
<b>KBOR Voluntary Retirement Plan</b>	Benefits-eligible employees can begin making voluntary contributions immediately upon employment.

## Enrollment

Enrollment in the KBOR Mandatory Retirement Plan is required by completing the Investment Agreement available through your HR/Benefits Office. If enrollment is not completed, employees will be defaulted into an age-appropriate lifecycle fund with TIAA.

Although eligibility is immediate, enrollment in the KBOR Voluntary Retirement Plan is not automatic: You must complete the Investment Agreement available through your HR/Benefits Office. Participating in the Voluntary Retirement Plan offers the opportunity to set aside additional pretax or Roth savings to help you pursue your goals and income needs in retirement. The sooner you start, the more time your money has to potentially grow through the power of compounding interest.



### Visit

- To enroll with TIAA, go to **TIAA.org/kbor**
- To enroll with Voya, go to **kbor.beready2retire.com**

## Contributions

**KBOR Mandatory Retirement Plan.** As a participant in this defined contribution plan, you contribute 5.5% of your annual gross salary through pretax contributions. Your employer also contributes 8.5% of your annual gross salary. These amounts are remitted each pay period to the investment provider you select, not to exceed the annual IRS allowable limits.

**KBOR Voluntary Retirement Plan.** Whether you are a participant in KPERS or the KBOR Mandatory Retirement Plan, you can systematically invest pretax or Roth dollars. These amounts are remitted each pay period to the investment provider you select, not to exceed the annual IRS allowable limits.

## Loans and hardship withdrawals

The primary purpose of the KBOR Retirement Program is to help you save for—and plan for income in—retirement. However, as situations arise, it may be necessary for you to take a loan or hardship withdrawal from your retirement plan. Loans and hardship withdrawals are only available through the Voluntary Plan. Although loans are not advised, the loan is funded from your eligible accumulations in the Voluntary Retirement Plan and you may borrow up to 50% of your vested balance, not to exceed \$50,000. A loan origination fee may be assessed by the plan provider. You'll want to take this fee into account when deciding how much to borrow. Please contact your provider before requesting a loan or hardship withdrawal.

continued





## The KBOR Retirement Program details continued

### **Expense charges**

#### **KBOR works hard to keep participant fees and expenses low**

Each plan provider's investment options charge different fees for administration and management. These expenses are deducted from your account balance. Prior to selecting your provider, be sure to request and carefully review information regarding investment fees from the plan providers with which you invest.

### **Enrolling in the KBOR Voluntary Retirement Plan**

Benefits-eligible KBOR employees are immediately eligible for the KBOR Voluntary Retirement Plan as part of your overall benefits package. Important decisions come with this eligibility, such as selecting your retirement plan provider. To get started, complete the Investment Agreement which can be obtained by contacting your HR/Benefits Office. You are free to change or stop your contribution amount at any time by submitting a new Investment Agreement.

### **Creating your retirement investment strategy**

Before selecting which accounts or funds to invest in, be sure to compare the investment offerings of the KBOR Retirement Program's two plan providers. On the following pages, we'll describe each provider's investment philosophy, and how you can contact the providers to learn more about their options or to set up a one-on-one session.



# The KBOR Retirement Program investment options

## What should I consider when building my own portfolio?

Your investment strategy should be based on your retirement goals, the number of years until you retire, your financial circumstances, and your tolerance for investment risk. It is important that you regularly review your investment choices and take advantage of investment advice available to you through the providers online, by phone or during a one-on-one consultation.

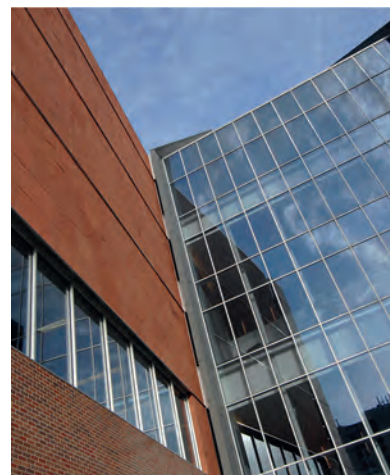
You may invest your retirement contributions among a variety of investment options offered by or through either of the companies designated as investment providers for the Plan. These companies have been selected by the Board of Regents to give you flexibility in your retirement planning. Your employer will remit your funds to your selected investment provider with each payroll deduction. Once each calendar year, you can elect to have future contributions deposited with the other investment provider. Subject to the investment providers' policies, accumulated funds may be transferred between the investment providers at any time. For more information, visit [kansasregents.org/about/regents\\_retirement\\_plans](https://kansasregents.org/about/regents_retirement_plans).

## Lifecycle or target-date funds

Lifecycle or target-date funds are professionally managed mutual funds designed for investors who want a simple yet diversified approach to investing. With these funds, you select the fund that's closest to your expected retirement date. The fund managers then adjust the fund's underlying investments from more aggressive to more conservative as the target retirement date approaches. You may want to consider this option if you prefer a "hands free" approach to investing and want to leave the portfolio allocation decisions to the fund's professional management team.

## Core investment options

The funds in this tier represent an array of investment choices, including stocks, bonds and short-term investments, for investors with varying risk tolerances. You may want to consider selecting these options if you are comfortable diversifying your investments on your own or with the assistance of an investment advisor and online asset allocation tools.





# The KBOR Retirement Program highlights

Plan features	KBOR Mandatory Retirement Plan	KBOR Voluntary Retirement Plan
Contribution types allowed	Employer and mandatory employee contributions, rollovers	Employee contributions, pretax/Roth, age 50 catch-up contributions, rollovers
Eligibility and participation	Benefits-eligible employees are required to participate after completing one year of service. New employees may, under certain circumstances, be qualified to participate immediately.	Benefits-eligible employees generally able to participate <sup>1</sup>
Vesting	100% immediately vested (you own this portion of your retirement account balance) in your contributions and earnings. All employer amounts 100% vested.	100% immediately vested (you own this portion of your retirement account balance) in your contributions and earnings.
Taxability	Taxable in the year distributed.	Taxable in the year distributed. Roth contributions not taxed for eligible withdrawals.
	Income derived from the KBOR 403(b) Mandatory & Voluntary Plan contributions and earnings are currently exempt from State of Kansas income tax.	
Contribution limits <sup>2</sup>	Limited to the annual limits as defined by the IRS.	Limited to the annual limits as defined by the IRS.
Additional catch-up amounts <sup>3</sup>	Not allowed	<ul style="list-style-type: none"> <li>• If age 50 or over, save more in elective salary deferral limited to the annual limits as defined by the IRS</li> <li>• 15 years of service catch-up amounts &amp; up to \$3,000 per year for five years</li> </ul>





Plan features	KBOR Mandatory Retirement Plan	KBOR Voluntary Retirement Plan
<b>Loans<sup>4</sup></b>	Not allowed	Yes.
<b>Withdrawals during employment with KBOR<sup>4</sup></b>	Limited: Allowed for those under Phased Retirement Agreements to access up to 99% of account balance. Could be limited because of mutual fund contributions and/or type of funds. Contact your HR/Benefits Office for more information.	Withdrawals available with 10% penalty prior to age 59½ if you encounter a financial “hardship” or without penalty at age 59½ or older.
<b>Distributions<sup>4</sup></b>	Available when you leave your job or at death.	Available when you reach age 59½, leave your job, become disabled as defined in the IRC Section 72(m)(7), encounter financial “hardship,” or at death. <sup>5</sup>

<sup>1</sup> Consult plan document for rules on eligibility and enrollment.

<sup>2</sup> Governed by Internal Revenue Code Section 402(g).

<sup>3</sup> Governed by Internal Revenue Code Section 414(v).

<sup>4</sup> Your employer has selected **planwithease.com** as the website to be used to request approval for certain distributions (e.g., loans, hardship withdrawals, transfers) from your retirement plan. While **planwithease.com** provides approval for distribution transactions, the actual distribution of assets from your account must be processed by the investment provider(s) you have elected for your retirement plan. The Participant User Guide in **planwithease.com** provides further explanation and an overview of each screen. The Guide can be found on the top menu once logged into **planwithease.com**.

<sup>5</sup> In the case of hardship, Internal Revenue Code Section 403(b) generally requires that any earnings credited after December 31, 1988, and any contributions paid after December 31, 1988, to a custodial account agreement will not be available for distribution.

Any request for an early withdrawal due to disability, hardship, or severance from employment must be submitted with evidence of the disability, hardship, or severance from employment on forms satisfactory to TIAA or Voya Financial and must not be inconsistent with applicable law.



# About TIAA



For more information about the complete menu of TIAA investment options available to you through the KBOR Retirement Program, visit [TIAA.org/kbor](https://TIAA.org/kbor) or call **800-842-2252**, weekdays, 7 a.m. to 9 p.m. (CT).

Since 1962, TIAA has been a trusted partner with KBOR to provide retirement plan services to help meet your retirement planning needs, such as plan recordkeeping, advice and guidance, and communication and education. Millions of people who work at academic, research, medical, government and cultural organizations have chosen our wide range of financial products and services to help support their financial well-being. Your retirement plan offers an array of investment options that focus on long-term outcomes, including lifetime income.

## TIAA offers advantages including:

- **Personalized advice.** TIAA financial consultants offer participants personalized one-on-one advice and education based on the Plan's investment options—by phone, in person and online.
- **Financial education.** TIAA engages employees with relevant savings messages tailored to their life stages and communication preferences.
- **Income options for every need.** Annuities give employees choices, including lifetime income<sup>1</sup> and other flexible options.

## Personalized help from TIAA

To schedule an appointment with a TIAA financial consultant, visit [TIAA.org/schedulenow](https://TIAA.org/schedulenow) or call **800-732-8353**, weekdays, 7 a.m. to 7 p.m. (CT). For information about how to enroll or to discuss your account, call **800-842-2252**, weekdays, 7 a.m. to 9 p.m. (CT).

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<sup>1</sup> Any guarantees under annuities issued by TIAA are subject to TIAA's claims-paying ability. Payments from the variable accounts will rise or fall based on investment performance.

**You should consider the investment objectives, risks, charges, and expenses carefully before investing. Please call 877-518-9161, or go to [TIAA.org/kbor](https://TIAA.org/kbor) for current product and fund prospectuses that contain this and other information. Please read the prospectuses carefully before investing.**

**Investment, insurance, and annuity products are not FDIC insured, are not bank guaranteed, are not deposits, are not insured by any federal government agency, are not a condition to any banking service or activity, and may lose value.**

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## About Voya

Since 1973, Voya Financial® (Voya®) and its predecessor companies have helped KBOR employees get ready for the future through employer-sponsored retirement plans and other financial solutions. With Voya, you have retirement expertise and experience on your side, along with dedicated local representatives, easy-to-use online tools and clear, informative educational materials to help you work toward your retirement goals.

### One-on-one service from your representative

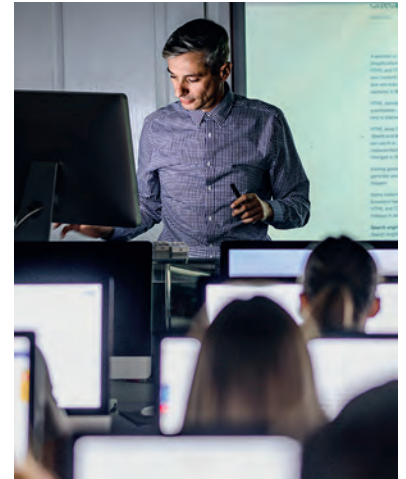
To help you plan your retirement strategy and enroll in the plan, we have Investment Advisor Representatives who are available to meet with you one-on-one. The local service team here in Kansas has one objective: to learn more about your needs, wants, and wishes. We will help prioritize them and establish specific steps to help you reach each objective. We also want to make sure you take an active role towards learning more about reaching retirement objectives; we can meet with you whenever you would like. We will walk you through different asset allocation strategies and help you determine how your retirement assets should be allocated based upon your risk tolerance and objectives.

### The Investment Advisor Representative<sup>1</sup> can help you:

- Review your plans for the future and compare them to how (and how much) you save.
- Design a financial analysis and follow it.
- Create action steps based on your personal goals.
- Provide ongoing assistance to help you as you work toward reaching your goals.
- Help you develop a budget for today's expenses and for living in retirement.

You can also learn more about your retirement distribution options and your retirement income potential, or schedule a no obligation review of your overall retirement plan.<sup>2</sup>

**Visit [kbor.beready2retire.com/contact-information/contact-us](https://kbor.beready2retire.com/contact-information/contact-us) for a list of Voya representatives by campus, and use your representative's online scheduling tool to make an appointment.**



To learn more about the KBOR Retirement Programs with Voya, please visit [kbor.beready2retire.com](https://kbor.beready2retire.com)

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# About Voya continued

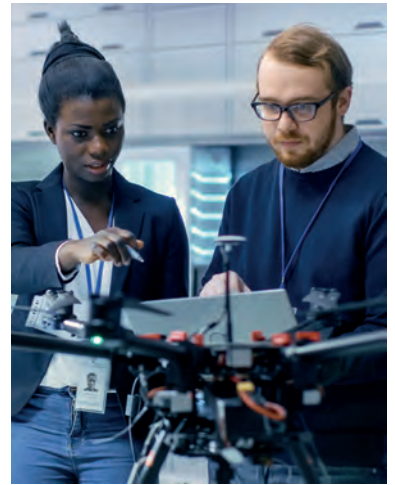
<sup>1</sup>Investment Advisor Representative and Registered Representative of, and securities and investment advisory services offered through, Voya Financial Advisors, Inc. (member SIPC).

<sup>2</sup>Distributions are taxed as ordinary income when distributed and will be subject to any applicable tax penalties.




***You should consider the investment objectives, risks, charges, and expenses of the mutual funds offered through a retirement plan carefully before investing. The fund prospectuses and information booklet containing this and other information can be obtained by contacting your local representative. Please read the information carefully before investing.***

**Not FDIC/NCUA/NCUSIF Insured | Not a Deposit of a Bank/Credit Union | May Lose Value | Not Bank/Credit Union Guaranteed | Not Insured by Any Federal Government Agency**

Insurance products, annuities, and retirement plan funding issued by (third-party administrative services may also be provided by) Voya Retirement Insurance and Annuity Company ("VRIAC"), Windsor, CT. VRIAC is solely responsible for its own financial condition and contractual obligations. Plan administrative services provided by VRIAC or Voya Institutional Plan Services LLC ("VIPS"). VIPS does not engage in the sale or solicitation of securities. All companies are members of the Voya® family of companies. **Securities distributed by Voya Financial Partners LLC (Member SIPC) or third parties with which it has a selling agreement.** Custodial account agreements or trust agreements are provided by Voya Institutional Trust Company. All products and services may not be available in all states.







# Learn about asset classes

Asset class	Description
 <b>Guaranteed</b>	Offerings within this class protect an individual’s principal and guarantee a minimum interest rate.
 <b>Money Market</b>	These are short-term debt instruments and government securities that carry little risk. Investment in a money market fund is not insured or guaranteed by the Federal Deposit Insurance Corporation or any other government agency, and may lose money.
 <b>Fixed Income</b>	This category includes bonds and the value fluctuates in response to interest and inflation rates. With traditional bonds, returns vary based on interest income and price changes in the bond market. Funds that invest in fixed-income securities are not guaranteed and are subject to interest rate, inflation, and credit risks.

continued

# Learn about asset classes continued

Asset class	Description
 <b>Real Estate</b>	<p>These investments are ideal for diversification, providing a low correlation with other asset classes, a hedge against inflation and long-term growth potential. As a distinct asset class, real estate performance has specific risks but has shown less volatility over time.</p>
 <b>Equities</b>	<p>This category includes stocks, which represent shares of ownership in companies. Equities tend to be the most volatile in the short term, which means fluctuating account values and a wide variation in response to economic and market conditions.</p> <ul style="list-style-type: none"> <li>• <b>U.S. Large-Cap Equities</b>—large and well-established companies that have a strong market presence.</li> <li>• <b>U.S. Mid- and Small-Cap Equities</b>—limited marketability and may be subject to more abrupt or erratic market movements.</li> <li>• <b>International Equities</b>—subject to currency fluctuation and political and economic instability; investing in various classes of stock is important to build diversification into your retirement portfolio.</li> </ul>
 <b>Market Capitalization</b>	<p>Market capitalization (or “cap”) is important as it relates to risk.</p> <ul style="list-style-type: none"> <li>• Large-cap companies are generally considered less risky.</li> <li>• A mid-cap company may be considered more risky than companies with large capitalizations, but less risky than small-cap companies.</li> <li>• Small-cap companies are more risky.</li> </ul>
 <b>International</b>	<p>Foreign securities are those of non-U.S. companies. They provide additional opportunities for portfolio diversification and may help manage overall risk or volatility. Investing in foreign securities presents certain unique risks not associated with domestic investments, such as currency fluctuation and political and economic changes.</p>





# Who can I contact for more information?

The KBOR Retirement Program offers you a broad range of diversified investment options through TIAA and Voya that you can use to create your retirement portfolio.

## **TIAA**

- **Website:** [TIAA.org/kbor](https://www.tiaa.org/kbor)
- **By phone:** Call **800-842-2252**, weekdays, 7 a.m. to 9 p.m. (CT)

**For individual advice sessions, make an appointment:**

- **By phone:** Call **800-732-8353**, weekdays, 7 a.m. to 7 p.m. (CT)
- **Online:** [TIAA.org/schedulenow](https://www.tiaa.org/schedulenow)

## **Voya**

- **Website:** [kbor.beready2retire.com](https://kbor.beready2retire.com)
- **By phone:** Call **800-814-1643**, weekdays, 8 a.m. to 4:30 p.m. (CT)

**Schedule a personal account review with an Investment Advisor Representative:**

- **By phone:** Call **800-814-1643**, weekdays, 8 a.m. to 4:30 p.m. (CT)
- **Online:** [kbor.beready2retire.com/contact-information/contact-us](https://kbor.beready2retire.com/contact-information/contact-us)

## **Your HR/Benefits Office**

- **Emporia State University:** [humres@emporia.edu](mailto:humres@emporia.edu)
- **Fort Hays State University:** [HR\\_Office@fhsu.edu](mailto:HR_Office@fhsu.edu)
- **Kansas Board of Regents Office:** [561hr@ksbor.org](mailto:561hr@ksbor.org)
- **Kansas State University:** [benefits@ksu.edu](mailto:benefits@ksu.edu)
- **Pittsburg State University:** [payroll@pittstate.edu](mailto:payroll@pittstate.edu)
- **University of Kansas:** [benefits@ku.edu](mailto:benefits@ku.edu)
- **University of Kansas Medical Center:** [Benefits-university@kumc.edu](mailto:Benefits-university@kumc.edu)
- **Wichita State University:** [totalrewards@wichita.edu](mailto:totalrewards@wichita.edu)

# Together we can build the future you deserve.

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