



New York City Deferred Compensation Plan Payroll Deadline Information for Employees Interested in Deferring their Retroactive Payment in the March 18, 2022 Paycheck

To Join the Plan: Enrollment in either the 457 or 401(k) Plan can be done online at nyc.gov/deferredcomp or by submitting an Enrollment Form which can be obtained online or by calling the Plan's telephone voice response system at (212) 306-7760. Please submit your enrollment form via email to NEWYRK@voyaplans.com or by fax to 844-299-2362. **Enrollment Forms must be received by February 17, 2022, in order to be effective for the March 18, 2022 payroll.**

If You Are Already a Participant: Deferral percentage changes must be done electronically. Access your account online at nyc.gov/deferredcomp or through the Plan's telephone voice response system by calling 212-306-7760 and pressing "1". You will need your Personal Identification Number (PIN). Participants can select specific pay dates when changing their deferrals online through the Plan's website at nyc.gov/deferredcomp. See instructions below.

The calendars below were prepared to assist you in timing your transactions in order to take advantage of the Deferred Compensation Plan for your retro check. You can make pre-tax and/or Roth 457 contributions, as well as pre-tax and/or Roth 401(k) contributions. Roth contributions are calculated based on your adjusted gross salary, but are made with after-tax dollars.

Important: If you will reach the annual maximum contribution limit on your retro check, no further deductions will occur in that year. However, deductions will reoccur on the first check in the following year. Please review your deferral election after your retro check to ensure that you can still afford to have that amount deducted per paycheck the following year.

The 2022 contribution limit is \$20,500 for each plan, or \$27,000 for each plan if you are age 50 or older.

FEBRUARY 2022						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

MARCH 2022						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

APRIL 2022						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

MUST ACT BY THIS DATE (PAYROLL CUT OFF DATE)

RETRO PAYCHECK

REGULAR PAY DATE

Instructions:

Please use the calendar and see the chart below in order to effect a deferral change for the pay date indicated. The **"MUST ACT BY THIS DATE"** is the payroll processing **CUT OFF DATE**.

DCP Payroll Processing Cut off Date (by 4:00 pm EST)	Pay Date
Deferral changes must be made no later than February 17, 2022	March 18, 2022 (retro pay)
You may make deferral changes beginning February 19 through March 1, 2022*	April 1, 2022 (regular pay)

Changing Your Deferral Percentage Online through the Plan's Website is easy: Log into your account at nyc.gov/deferredcomp.

- Select either the 457 or 401(k) plan from the Account List.
- From the **"Contributions & Savings"** tab, select **"Manage Contributions."**
- At the bottom of the page under **"Other Contribution Options,"** select schedule a **"Future Payday Contribution."**
- To select a specific deferral percentage for one paycheck only, select **"One-Time Contribution"** and enter your **"Total New Contribution"** percentage.
- Next, select the **"Effective New Contribution Date"** from the calendar pop-up. Choose a date that is **no later than the "PAYROLL PROCESSING CUT OFF DATE."** Your deferral percentage amount will revert to your prior selection with the next paycheck.

To maintain the same deferral percentage going forward, select **"Ongoing Contribution"** as the type of deferral change you would like to make.

***All deferral change requests must be submitted by 4:00 pm EST. DO NOT INITIATE ANY DEFERRAL CHANGES ON FEBRUARY 18, 2022.**

Note: It is the employee's responsibility to ensure that changes are made in a timely fashion. For employees paid on a weekly basis, please note that your deferral change will go into affect one week earlier than the pay date indicated.