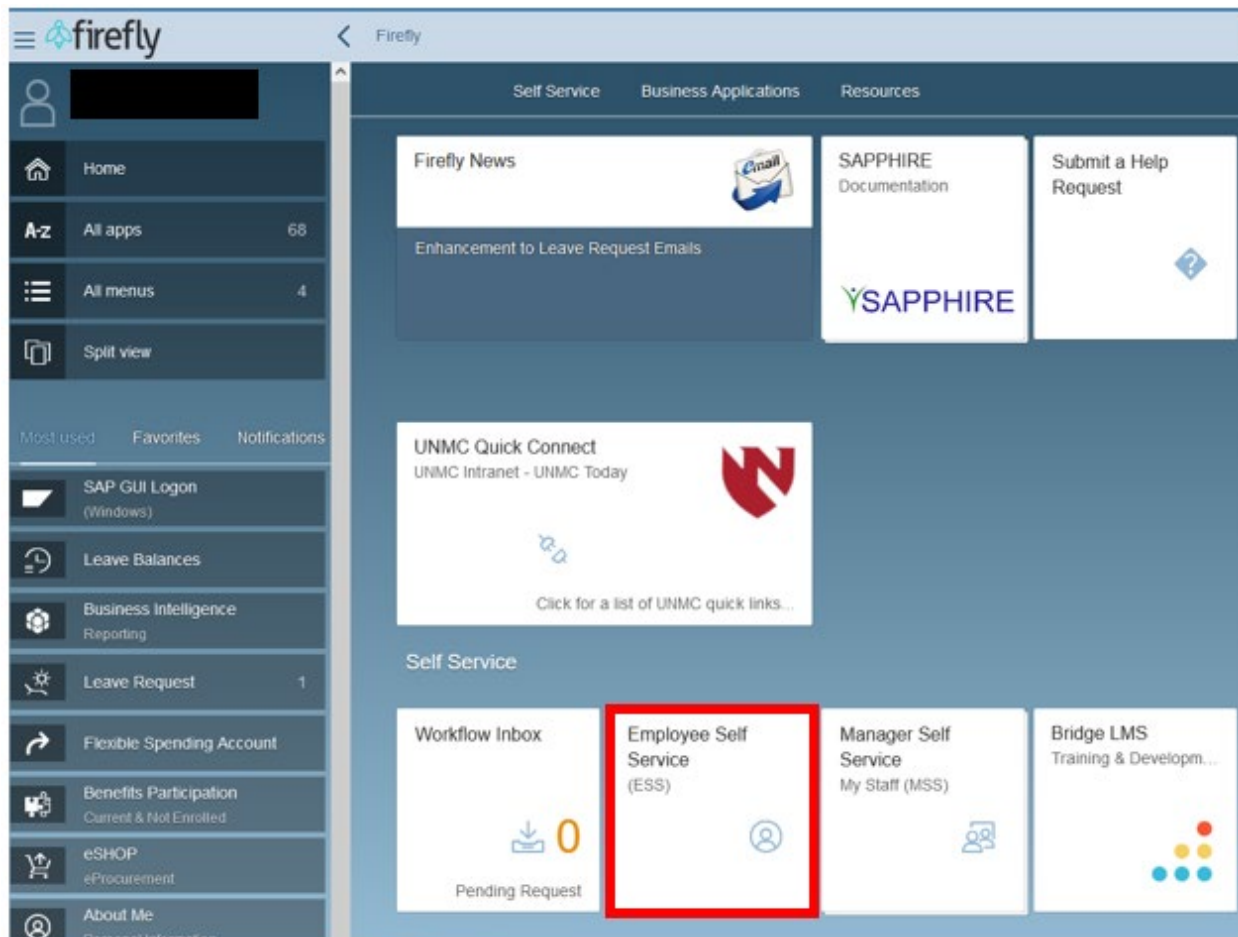


401(a) Allocation Change – Electronic Form Submission

1. Log into Firefly and click on the Employee Self Service tile.



2. Under the ESS Benefit Form header, click on the Basic Retirement Allocation Change Form.



3. Step 1 - On this form use the drop down to elect the effective date of the change. Step 2 - Put the percentage by each retirement company that you would like allocated. For example, 50% Fidelity and 50% TIAA. The percentages must equal 100%. Step 3 - Click the submit button.

****Please ensure you have a University of Nebraska 401(a) Basic Retirement Account set up with the vendor(s) elected on your allocation change request. ****

Basic Retirement Plan 401(a) Allocation Change Form

Employee Information

Employee Name	Personnel#	NUID	Email
[Redacted]	[Redacted]	[Redacted]	[Redacted]
Pay Cycle	Campus	Department	
[Redacted]	[Redacted]	[Redacted]	
Work Address	Work Phone	Work Zip	
[Redacted]	[Redacted]	[Redacted]	

I designate the following allocation for contributions in connection with my participation in the University of Nebraska Basic Retirement 401(a) Plan. As of the effective date indicated below, I revoke any previous allocation.

Allocation Election

Effective Date* 04/01/2022 1

Allocations must be in whole percentages and must total 100%.

TIAA % [Redacted]

Fidelity % [Redacted] 2

Total* 100

3 Submit Cancel