

Employer Cheat Sheet

State Agencies

PERA SmartSave
Deferred Compensation Plan 

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| New Plan Website: | PERASmartSave.voya.com |
| New Participant Call Center: | 1-833-424-SAVE (7283) (TDD: 800-579-5708) |
| New! Mobile App: | search “Voya Retire” in your app store |
| Local Outreach Reps for Group Presentations: | |
| - Northern NM | Chris Day Christopher.Day@voyacom |
| - Central NM | Paul Lium Paul.Lium@voyacom |
| - Southern NM | Linda Miller Linda.Miller@voyacom |
| Local Office Support: | Phyllis Gurule Phyllis.Gurule@voyacom 33 Plaza La Prensa in Santa Fe |

New! How to Enroll:

Participants are encouraged to enroll online at the new Plan website. However, online enrollment may not work for everyone, so the paper enrollment is still available.

New! How to Change a Contribution Amount:

Participants can log into their online account and change their contribution amount there. Participants can also use the “Voya Retire” mobile app to change their contribution amount and/or complete other general transactions.

New! New Enrollments and/or Contribution Change Effective Date:

The IRS only allows new enrollments and/or contribution changes to become effective after the 1st of the following month of initiating the enrollment or contribution change. Your employees should understand that their new or updated contribution may take effect in one or two pay periods, depending on when they initiated the transaction, and they should plan accordingly, ie: if they’re maxing out for the calendar year.

New! No More Payroll Entries in SHARE!

Voya and Dolt have established a file sharing system so HR/Payroll staff will no longer be responsible for entering contribution changes in SHARE. When employees enroll or change their contribution via their online account or the mobile app, Voya will send Dolt the payroll file and Dolt will automatically apply the updates to SHARE. This will also include all employee demographic updates that you would normally complete for your employees, like: address changes, hire dates, and termination dates. This will enable employees to utilize the online tools and request distributions online – no more hunting you down for signatures!

Accrual Deferrals for Unused Annual Leave:

This process remains unchanged, except Voya does NOT need a copy of the accrual deferral form. This form exists as a method for your employees to direct the employer to move their unused annual leave to their Deferred Comp Account. After you’ve verified the year-to-date deferrals, you’ll indicate the allowable amount and submit the form to DFA for processing like normal. This will be the only exception to the *1st of the following month* IRS rule since it’s a one-time lump sum deferral at the time of termination.

New! Outreach Material Requests:

As HR staff, you may now request your own copies of the PERA SmartSave Enrollment Guide for your new hires! You’ll simply send an email request to Voya’s Theresa Paul at Theresa.Paul@voyacom. Please remember to copy your local Outreach Rep or Phyllis—this helps us keep track of our outreach efforts for your area.