Subject: Contribution Amount Changes Must Be Completed by February 5th!

Dear CSU Tax Sheltered Annuity Plan Participant:

As part of our transition to Fidelity Investments in April, there are certain deadlines dates that are required to be met in order to ensure a smooth transition. One of those dates is fast approaching.

To ensure the timely and accurate transfer of information from other vendors, it will be necessary to freeze contribution amount changes after February 5, 2016. Contribution changes made by February 5, 2016, will be applied to the February, and March pay periods. If you are currently contributing to the TSA Program, your same payroll deduction(s) will continue and post to Fidelity if no changes are made (i.e., employee is currently contributing $100.00 to TIAA-CREF and $100.00 to Voya; future contributions will be $200.00 to Fidelity).

Here is what you need to do:

- Review your current contribution amount.
- If you would like to change your contribution amount, please log on to www.myretirementmanager.com by February 5, 2016.

Please note that you will not be able to make changes to your contribution until March 7, 2016. Also, on March 7th the “Early Choice” window for investment selections, and enrolling/reenrolling begins. Contribution changes and/or investment selections, enrolling/reenrolling on or after March 7, 2016, will apply to your April pay period. “Early Choice” closes March 28, 2016 (dates are subject to change; detailed information will be provided in the Transition Guide as noted below).

During this “Early Choice” period, you will have the opportunity to choose your investment options in the new investment lineup at Fidelity which can be viewed at www.netbenefits.com/calstate. The selections you make during this window will apply to your future contributions to the TSA as well as any eligible account balances transferring from MetLife, TIAA-CREF, Valic and Voya. Any balances held at Fidelity will also be transferred to the new investment lineup.

If you do not elect your investment options during this time, your eligible account balances will automatically transfer and default to one of the Vanguard Target Retirement Fund that most closely aligns with the year you will turn age 65.

There will be a “Blackout Period” when you will not be able to direct or diversify investments, obtain a loan or distribution from your TSA. It is important that you review and consider your investments options prior to the “Blackout”.

A dedicated website www.netbenefits.com/calstate is currently available and will be updated as information is obtained. Important dates will be outlined in the Transition Guide that will be mailed to your home within the next few weeks. Content topics in the guide will include:

- What’s Changing
- Key Actions Participants Should Take
- New Investment Options
- What’s Not Changing
- Key Dates to Remember
- Participant Fees and Expenses

Should you have any questions, please call HRM at (562) 951-4411.

Evelyn Nazario
Associate Vice Chancellor, Human Resource Management
California State University
Chancellor’s Office