

VOYA 403b Retirement Savings Plan Roman Catholic Diocese of Burlington

Employees of the Roman Catholic Diocese of Burlington and its Parishes and Schools, automatically become participants in our 403b Retirement Plan through VOYA Financial. Plan Membership is not determined by hours worked or the specific role of the employee.

- **How will my account be set up with VOYA?**

Enrollment happens automatically when you are set up in your Employer's Payroll System. The Diocesan Human Resources Office can verify your account is active. (HR contact information is below.)

- **How can I start saving for my retirement?**

Once you confirm your VOYA account is active, it is now time to set up your online access. To receive the link for VOYA Online access, please contact the Human Resources Office. You are now free to start saving for retirement by contributing a portion of your compensation directly into your account!

- **How do I go about setting up my personal contribution?**

Setting up your contribution is as easy as accessing your VOYA account online and updating your contribution preferences directly. Contributions can be a flat dollar amount or a percentage of your gross wages, each payroll. VOYA automatically updates ADP payroll with your changes.

- **Can contribution amounts be updated easily?**

Yes. Contribution amounts can be increased, decreased or even stopped by visiting your account online and updating your preferences. Again, VOYA will send automatic updates to ADP payroll with your changes.

- **Will my Employer also contribute?**

Not all Parishes or Schools of the Diocese of Burlington contribute to their employee's retirement plan. If you do work for a contributing entity, Employer Contributions will begin after you complete two (2) consecutive years of at least 1000 hours (each year) of employment.

- **How do I know if my Employer is a Contributing Employer?**

Your Payroll Administrator, Pastor or Principal should be able to tell you if they are a Contributing Employer. You can also reach out to the Diocesan Human Resources / Benefits Office to inquire about the status of your Employer.

- **I am having trouble accessing my account or I have questions, what should I do?**

At any time, you can contact the Diocesan Human Resources / Benefits Office with questions about your VOYA Account. Contact information is below.

- **Does VOYA have a Financial Advisor I could speak to for assistance?**

Yes. Connor O'Toole is an Investment Adviser Representative with VOYA who works directly with the Diocese of Burlington and its Entities. Employees can reach out to Connor at any time.

Connor O'Toole
Connor.otoole@voyafa.com
(508) 846-2148

Roman Catholic Diocese of Burlington – Human Resources / Benefits Office
(802) 846-5825 or HumanResources@vermontcatholic.org

Important: As you first access your VOYA account make sure to designate a Beneficiary, or two, to make sure your account is protected and taken care of.