



## New York City Deferred Compensation Plan Payroll Deadline Information for Employees Interested in Deferring their Retroactive Payment in the November 26, 2021 Paycheck

**To Join the Plan:** Enrollment in either the 457 or 401(k) Plan can be done online at [nyc.gov/deferredcomp](http://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. If you are enrolling through the website, you must select an ongoing contribution. (You may change this amount beginning October 27, 2021 for all pay dates after November 26, 2021.) Please submit enrollment form via email to [NEWYRK@voyaplans.com](mailto:NEWYRK@voyaplans.com) or by fax to 844-299-2362. We cannot accept forms via regular mail or express delivery. Enrollment Forms must be received by October 26, 2021 in order to be effective for the November 26, 2021 payroll.

**If You Are Already a Participant:** Deferral percentage changes must be done electronically. Access your account online at [nyc.gov/deferredcomp](http://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). Using the website: From the "Account" drop down menu, select "Contributions" and then "Future Payday Contribution." Select "One-Time Contribution" for your retro check. Participants can select specific pay dates when changing their deferrals, only if they access their account online through [nyc.gov/deferredcomp](http://nyc.gov/deferredcomp).

The calendars below were prepared to assist you in timing your transactions in order to take advantage of the Deferred Compensation Plan for your retrocheck.

The 2021 contribution limit for the 457 and 401(k) is \$19,500 for each plan, or \$26,000 for each plan if you are age 50 or older. 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 2021. However, deductions will reoccur on the first check in 2022. Please review your deferral election after your retro check to ensure that you can still afford to have that amount deducted per paycheck next year.

OCTOBER 2021						
S	M	T	W	T	F	S
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						
NOVEMBER 2021						
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				
DECEMBER 2021						
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	

**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	Pay Date
October 26, 2021	November 26, 2021 (retro pay)
November 9, 2021	December 10, 2021 (regular pay)



**Website:** From the "Account" dropdown menu, select "Contributions."

To select a specific deferral percentage for one paycheck only, select **"Future Payday Contribution"** and then select **"One-Time Contribution"** for the type of deferral change **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.

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 paydate indicated.

-  MUST ACT BY THIS DATE (PAYROLL CUT OFF DATE)
-  RETRO PAYCHECK

Please contact the Plan's Client Service Department at 212-306-7760, if you have any questions or require assistance, or visit the Plan online at [nyc.gov/deferredcomp](http://nyc.gov/deferredcomp).