

Overview

This Quick Reference Guide (QRG) describes how employees can change their current pension contribution rate via Workday.

This is for employees who are paying contributions into the Nuffield Health Retirement Savings Plan.

You can change your contribution rates at any time.

You can elect to pay higher contributions and contribute any percentage of your pensionable pay to the Plan (subject to HMRC limits) and the Company will match contributions up to a maximum of 6%.

Whilst employed by Nuffield Health employees are automatically covered for 1 x annual base salary in the event of their death.

Members of the Nuffield Health Retirement Savings Plan who elect a pension contribution rate of 6% or more, will be covered for 3 x annual base salary.

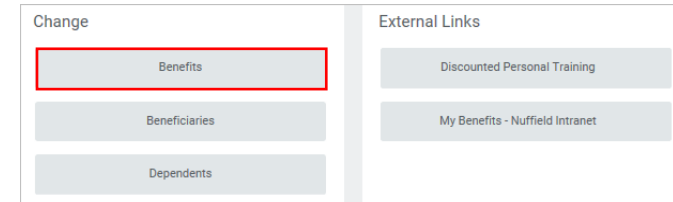
Need to Know Before Starting!

Your Retirement Savings Plan changes will be applicable from the 1st of the month following your change request.

Change Retirement Savings Contributions

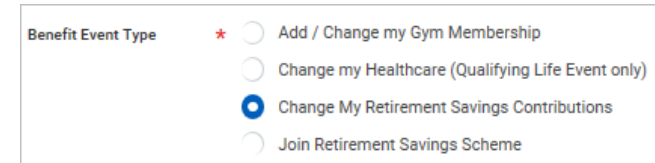
1. Click **on view all apps** on your home page.

2. scroll down and Click on **Benefits**




Change	External Links
Benefits	Discounted Personal Training
Beneficiaries	My Benefits - Nuffield Intranet
Dependents	

3. Click **Change Retirement Savings Scheme**



Benefit Event Type
<input type="radio"/> Add / Change my Gym Membership
<input type="radio"/> Change my Healthcare (Qualifying Life Event only)
<input checked="" type="radio"/> Change My Retirement Savings Contributions
<input type="radio"/> Join Retirement Savings Scheme

4. Click on **Benefit Event Date** calendar icon  and select today's or future date. The contribution rate change will apply from the 1st of the following month.

Note: An error box will appear if you are not already enrolled in a Retirement Saving Plan. You will need to revise and select **Change My Retirement Savings Contributions** to make changes to your contributions.

5. Click **Submit**

Submit

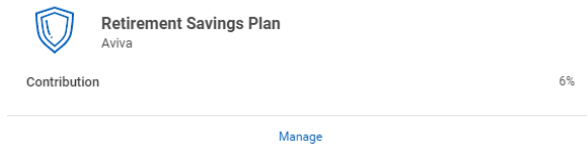
6. Click **Open**

Open

7. Click **Let's Get Started**

Let's Get Started

8. Click **Manage**



Retirement Savings Plan
Aviva

Contribution 6%

Manage

9. Click **Select**, then **Confirm and Continue**



☒ Select ☐ Waive

Confirm and Continue

10. Enter **contribution percentage**, then click **Save**



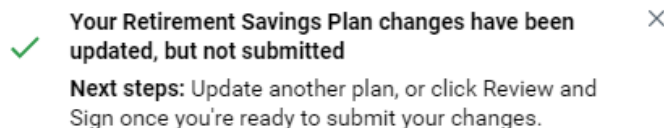
Contribution Type Percentage

Contribution (%) 6

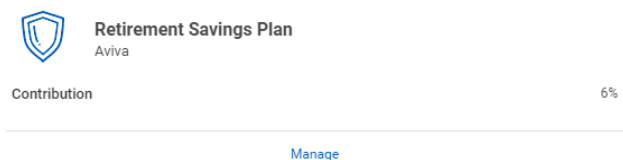
Save

Maximum Percentage: 100

11. A message will pop up to prompt you to make further changes, or submit your changes if you have finished updating your selections



12. Click on **Manage** to make further changes (if applicable)



Retirement Savings Plan
Aviva

Contribution 6%

Manage

13. Click on **Review and Sign** to complete your selections

Review and Sign

14. View your changes and click **Submit**

Submit

15. You can view your selections by clicking **View 2021 Benefits Statement**

View 2021 Benefits Statement

16. Select **Print** to launch a printable version of this summary for your records.

Print

Note: The default contribution rate is set to 0%, so you will need to insert a contribution rate for deductions to take effect.

END OF PROCESS

Useful Information:

Aviva can be contacted by email at mymoney.questions@aviva.com

or by phone at 0345 600 6303

The scheme reference for the Nuffield Health Retirement Savings Plan is N10027