

Overview

This Quick Reference Guide (QRG) describes how existing employees can stop contributions to the Nuffield Health Retirement Savings AE Plan via Workday.

An eligible employee is automatically enrolled into the Retirement Savings AE Plan on a default contribution basis of 5% Employee and 3% Employer.

If you are newly enrolled into the Plan and wish to opt out whilst in your 30 day opt out period, you must do so via Aviva, who is the Plan Administrator, you **cannot** opt out via Workday. To find out more, please visit our [Retirement Savings](#) page.

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


Need to Know Before Starting!

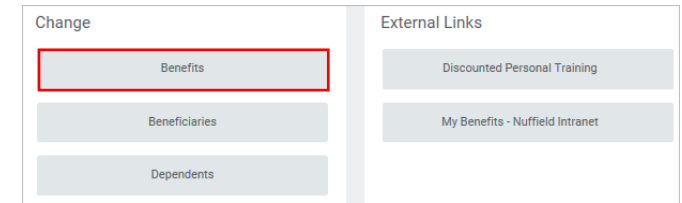
Your Retirement Savings Plan changes will be applicable from the 1st of the month following your change request.

To stop contributions in the Retirement Savings AE Plan, you must also enter 0% in the Retirement Savings Plan.

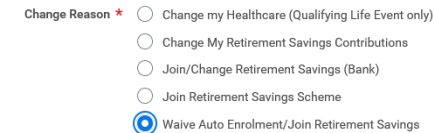
Waive Auto Enrolment Scheme


1. Click on **View All Apps** on your home page.

2. Scroll down and then Click on **Benefits** 



3. Click **Waive Auto Enrolment/Join Retirement Savings Scheme**

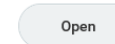


4. Click on **Benefit Event Date** calendar icon  and select today's or future date. The contribution rate change will apply from the 1st of the following month.

5. Click **Submit**



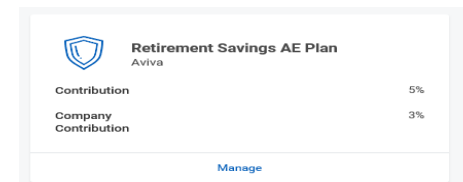
6. Click **Open**



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



8. Click **Manage**

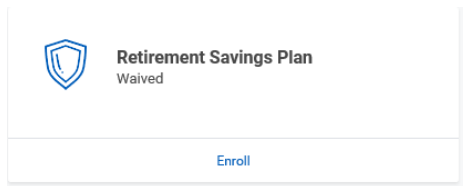


9. Click **Waive**, then **Confirm and Continue**

☐ Select
☒ Waive

Confirm and Continue

10. Click **Enroll** Retirement Savings Plan



Retirement Savings Plan
Waived

Enroll

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

☒ Select
☐ Waive

Confirm and Continue

12. Enter **contribution percentage as 0%**, then click **Save**

Contribution Type Percentage

Contribution (%)

6

Save

Maximum Percentage: 100

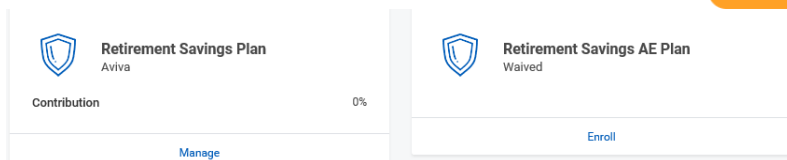
13. A message will pop up to prompt you to make further changes, or submit your changes if you have finished updating your selections

✓ **Your Retirement Savings Plan changes have been updated, but not submitted**

Next steps: Update another plan, or click Review and Sign once you're ready to submit your changes.

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

Review and Sign



Retirement Savings Plan
Aviva
Contribution 0%

Manage

Retirement Savings AE Plan
Waived

Enroll

15. Review your changes with Retirement Savings Plan showing nothing in the Coverage column and the Retirement Savings AE Plan showing **Waived** and click **Submit**

Selected Benefits 1 item

Plan	Coverage Begin Date	Deduction Begin Date	Coverage	Dependents	Beneficiaries	Cost
Retirement Savings Plan	01/03/2021	01/03/2021				Included

Aviva

Waived Benefits 1 item

Retirement Savings AE Plan	Waived
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Submit

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

View 2021 Benefits Statement

17. Click Done

Done

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

Print

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