

Benefits Department FAQs -Supplemental Retirement Plans

Q: What is the difference between the state retirement plans and supplemental retirement plans MUSC offers?

The state retirement plans are administered by the Public Employee Benefit Authority (PEBA) and include both an employer and employee portion. Nine percent (9%) is taken pre-tax from the employee's paycheck for state retirement. For ORP participants, MUSC provides a five percent (5%) match to contributions and employees are immediately vested. For SCRS (pension plan) participants, employer contribution rates are set by a statutory schedule, subject to additional increases to meet certain funding requirements. For more information regarding state retirement, please review the Benefits Department FAQs-Retirement document.

[Supplemental retirement plans](#) can be set up any time throughout the year and there is no MUSC match, only an employee contribution. Employees choose a dollar amount to come out of their paycheck either pre or post tax and which supplemental retirement plan they would like. They can change contributions- increase, decrease or stop anytime throughout the year.

Q: What are the features of the SC Deferred Compensation program?

Please review [Deferred Compensation's website](#) for additional information.

Q: What is the difference between the 401(k) and 457(b) plan?

Please review the [SC Deferred Compensation's website](#) for additional information.

Q: Which supplemental retirement plans does MUSC offer?

Please review MUSC's [supplemental retirement webpage](#) for information on the 401(k), 457(b) and 403(b) plans.

Q: Where can I find the supplemental retirement plan MUSC representatives' contact information?

You can find vendor contact information on the [Benefit Contacts webpage](#). Scroll down to the Supplemental Retirement Plans section.

Q: Does MUSC endorse one specific supplemental retirement plan over another?

Legally MUSC cannot endorse one specific supplemental retirement plan for employees.

Q: How does MUSC decide which supplemental retirement plans they will offer and through which vendors?

PEBA, the Public Employee Benefit Authority manages the state retirement system and corresponding supplemental retirement account offerings. They determine which vendors and types of plans will be offered to state employees.

Q: How can I enroll in a supplemental retirement account?

To open a 401(k) or 457(b) account, please complete the [enrollment form](#) and email form to SCDCP@empower-retirement.com. On the enrollment form, the employer is MUSC University and the Payroll Center number is **1265**. Once your 401(k) or 457(b) account is set up with Empower, you can register for an online account with [Empower](#).

To set up a 403(b) account, you must contact the vendor first to establish your account. Once the account has been established, then you will need to create an account with [Retirement Manager](#) by clicking “I’m a new user” to establish contributions online.

Please allow 1-2 pay cycles for enrollment/contributions changes to take effect on your paycheck. The minimum contribution to setup the account is \$10 per pay period.

Q: How can I determine which supplemental retirement plan is right for me or if I’m saving enough for retirement?

You are welcome to meet with any of the supplemental retirement vendors throughout the year to review your retirement accounts. The meetings are free and most of the vendors are local in Charleston. Some meetings are virtual and others are in person.

Q: How can I change or stop my supplemental retirement plan contribution?

Please login to your Empower Retirement [online account](#) to update your 401(k) or 457(b) contributions. If you do not remember your login click login help or call Empower at 1855-756-4738.

If you wish to change your contributions for the 403(b) account, please login to [Retirement Manager](#).

You can increase, decrease or stop contributions to any MUSC supplemental retirement account anytime throughout the year.

Please allow 1-2 pay cycles for enrollment/contributions changes to take effect on your paycheck.

Q: Can I have multiple supplemental retirement plans concurrently with MUSC?

Yes, you can. Often dual employees who are employed with MUSC University and MUSC Physicians will have one supplemental retirement plan with University and another with Physicians.

You can also set up multiple supplemental retirement accounts just within MUSC University if you would like. Please be cognizant of the IRS maximum contribution limits however to each account.

Q: What are the IRS maximum contribution limits for the supplemental retirement plans?

The IRS max contribution limits for 2023 for 401(k) and/or 403(b) (combined) is \$25,500 for those under age 50. Employees age 50 or older can contribute an additional \$7,500. The max limit for the 457-standalone account is \$22,500 for those under age 50 and an additional \$7,500 for those age 50 and older. The IRS issues the limits for the upcoming year each November. Therefore, the information in this FAQ is subject to change.

Q: Does HR or payroll audit to be sure I'm not over the limit for the year for one or multiple supplemental retirement accounts?

It is the employee's responsibility to monitor their account contributions to make sure they do not exceed the IRS limits for the plan year. However, the Benefits Team receives reports and notifications from the vendors towards the end of the calendar year regarding employees who are close to the max contribution amount. The Benefits team will then notify you to your MUSC email regarding this. We will then coordinate with University payroll to reduce or stop deductions for the remainder of the year as appropriate. Please also review your account(s) throughout the year as a proactive step to ensure you are not over the limit for the year.

Q: How can I determine the maximum contribution I can make towards a supplemental retirement account?

The easiest way to figure out the max you can take is to look at your current net pay. Payroll requires we have at least \$100 in the net pay so if you take your current net pay, and subtract \$100; this is the max you can contribute. The only caveat to consider is the \$22,500 and \$30,000 yearly limit mentioned above.

Q: Can I take a loan out of my supplemental retirement plan due to a financial hardship?

Yes, certain supplemental retirement accounts will allow you to take a loan out once your account has a certain contribution minimum. For the 401(k) or 457(b) plan you can take one loan out across both accounts. If your balance is less than \$20,000 your maximum loan amount can be 95% of your vested balance or \$10,000 (whichever is less). The minimum loan amount is \$2,500. If your vested account balance is more than \$20,000 your max loan amount can be half of your vested balance or up to \$50,000 (whichever is less). Please contact the vendors directly for more information regarding the logistics/feasibility of loans against your supplemental retirement accounts. Please review [account reduction loan FAQ](#) for information regarding loans on 401(k) and/or 45(7) plan. For information regarding loans from your 403(b), please contact your vendor.

Q: Is it possible to roll outside funds (prior to MUSC) into an MUSC supplemental retirement account?

Please contact the supplemental retirement account vendors directly for more information regarding rolling outside funds/assets into your current supplemental retirement account with MUSC.

Q: If I leave employment, how can I access my funds?

Please contact the supplemental retirement account vendor whom you have an account set up with for next steps regarding accessing your funds. They will need MUSC to authorize your termination date and or have MUSC Benefits team sign off on distribution/rollover forms.

Please ask the vendor for the appropriate forms/process and email any forms requiring a Plan Administrator sign off to benefits@musc.edu. The MUSC University Benefits Team are the Plan Administrators.

Q: If I leave employment, can I roll my annual leave balance into a supplemental retirement plan?

Employees can be paid out up to 360 hours of unused annual leave when they either retire or leave employment. There are two options for the payout, see below for details.

1. Cash payout – a direct deposit into the employee’s current bank account (s) on file. This option is automatic if the employee does not take any action.
2. A pre-tax deferral to a supplemental retirement account to the IRS annual max contribution limits. The supplemental retirement account must be a 401k, 457 or 403b set up with MUSC prior to leaving MUSC.

Please contact benefits@musc.edu if you would like to defer your annual leave into a supplemental retirement account. The MUSC University Benefits team will then provide you with next steps. The annual leave payout takes approximately 4-6 weeks after employee is termed from the payroll system. For additional questions regarding annual leave payout, please contact Payroll at (843)792-2191.