

Why enroll in LEARN's 403(b) or 457(b) Retirement Savings Plan?

If you are a non-certified part-time or full-time LEARN employee who works 24 or more hours per week, you may be eligible for this fantastic benefit. LEARN will contribute 4% of your annual base salary into your established 403(b) account in FY2025-2026. You do not need to contribute to get this benefit; but you must open up an account.

What do I need to do to enroll?

First, review the approved providers list via this link: [403\(b\) LEARN Approved Providers \(OMNI Platform\)](#). You can choose one or more of these approved providers to open your 403(b) account to be eligible for the LEARN 4.0% employer contribution into your account. At this time, you can also enroll in any of the approved providers that offer the 457 option as well, although IRS rules exclude LEARN from providing any employer contributions into any 457 accounts. Be sure to complete the paperwork with your approved provider. The OMNI steps are outlined below, and Step 1 includes the direct link to the OMNI Platform.

Who is eligible?

To be eligible for this employer benefit, you must be a current **Non-Certified** active employee who works twenty-four (24) or more hours per week and also be a current active employee as of June 30, 2026. You may not receive cash in lieu of or as an alternative to the employer non-elective contribution.

Optional opportunity to make bi-weekly payroll deductions.

There is also an opportunity for you to make voluntary biweekly payroll deductions to your 403(b) as well. Please see the handout that is included in the link above that lists LEARN's Preferred Providers together with their contract information.

In addition to the representatives that are approved providers for LEARN's retirement plan, you may want to work with a financial planning professional for guidance about where to place your funds, i.e., low-risk, high-risk, etc. Contacting a financial planner is an optional step that many find helpful.

After you determine the approved provider(s) with whom you want to open account(s), please follow the steps listed below.

STEPS TO ENROLL IN A RETIREMENT SAVINGS PLAN 403(b) or 457(b)

1. After you have reviewed and completed the paperwork with your provider, then go to the OMNI & TSACG Compliance Service Website:
 - a. [U.S. OMNI Home Page](#) (quick link) OR
 - b. <https://www.omni403b.com> (full URL address)
2. On the banner, hover over the word "Employees" and when the dropdown menu appears, choose the "Start | Change Contributions" option
3. The next page takes you to the Salary Reduction Agreement Forms and you will be prompted to:
 - a. select from a pulldown menu "Select Employer State" = **Choose CT**
 - b. after selecting CT, you need to enter the "Employer Name" – Enter **LEARN Regional Educational Service Center**
 - c. Hit **"GO"**

4. Choose whether you wish to open a 403(b) or a 457(b) retirement savings account. You can do this by clicking on the account type you prefer. The account type you have chosen will appear in red font. In the example below (see image), the user has opted to create a 403(b) account because it appears in red font.

The screenshot shows two buttons at the top: "403(b)" in red text and "457(b)" in black text. Below them is a blue-bordered box containing the following text:

Definitions:

- A 403(b) is a retirement plan available for employees in health care, education, and other tax-exempt organizations. 403(b)s also provide tax benefits. You can contribute pre-tax dollars directly from your paycheck, and your investments can grow tax deferred until you withdraw the money in retirement. Employers are permitted to make contributions to this type of account.
- A 457(b) is a type of tax-advantaged retirement savings account offered to employees of tax-exempt organizations, such as colleges or other nonprofits. When you open a 457(b), typically you set aside pre-tax dollars in the account, and that reduces your taxable income. Employers **are not** permitted to make contributions to this type of account.

5. a. If you are choosing a **single investment account** (i.e. if you have chosen one approved provider from the list of approved providers) click to fill the radio button and opt to complete the **Express Shortened Online Form**. If you are choosing *more than one investment account*, you will need to click fill the radio button for the 403(b) Online SRA Submission and follow the step to complete the SRA form. In the example below, the user has opted to invest in a single investment account.

The screenshot shows a text box with the following text:

A Tax Sheltered Annuity ("TSA") is an investment account that is set aside for your retirement (only), and is paid for with "pre-tax" dollars. A Custodial Account ("CA") is the group or individual custodial account or accounts, established for each Employee, by the Employer, or by each Employee individually, to hold assets of the Plan. Unless utilizing the catch-up provision, your Maximum Allowable Contribution ("MAC") cannot exceed \$23,500 (\$31,000 if age 50 or over) for 2025. Both TSA & CA receive tax deferred treatment.

Below this is a radio button that is selected, followed by the text: **!!New!! 403(b) SRA Express Shortened Online Form**

Below that is a paragraph of red text: **This Salary Reduction Agreement Short Form is being offered by OMNI to streamline the process by which new participants may begin making recurring payroll deductions INTO A SINGLE INVESTMENT ACCOUNT.**

At the bottom is another radio button, followed by the text: **403(b) Online SRA Submission**

b. When finished with Step 5, Click **Let's Begin**

6. a. You will click the box following the 403(b) explanation at the top of the page only **IF** you have contributed to another 403(b), 401(a), or 401(k) plan offered by another employer in the last year. Please be sure to read the reason to check this box carefully and then take the appropriate action.

b. Enter your full first name

c. Enter your full last name

d. Enter your Birth Date

e. Check the box if you are NOT a full-time employee

f. Click Next

7.
 - a. Select the Plan Type from the pulldown menu and choose either 403(b) or 403(b) Roth
 - b. Select the Investment Provider from the pulldown menu (select fund)
 - c. Enter the amount you wish to contribute per pay period. Note: You do not have to contribute to receive the LEARN contribution, however, you must place a zero (0) in "amount (per pay) text box. Note: You may also add another amount if you do wish to contribute to your retirement savings plan.
 - d. When to expect the LEARN contribution: LEARN's fiscal year ends on June 30th. The LEARN Non-Certified Staff, who are eligible to receive the LEARN employer contribution, and who are employed as of June 30th will receive the LEARN contribution. The employer contribution will be paid to all eligible employees by the second payroll in July. Example: The fiscal year 25-26 LEARN contribution will be paid to all employees who are still active on June 30, as LEARN's fiscal year ends on that date.
8.
 - a. Enter the email that you want to be associated with your OMNI account. It is recommended that you use a personal email address
 - b. Enter your Social Security Number
 - c. Click Submit to Omni
9. You will receive a tracking number for your request. You will need to re-enter your Social Security Number to confirm your submission. Please retain this information for your records.

Should you need any assistance, please contact LEARN Human Resources at LEARNHRDepartment@learn.k12.ct.us or by calling ext. 1164.

Thank you!