How to Change Your 457 Contributions in PeopleSoft

Follow the below instructions on how to properly change your 457 contributions:

1. click on Main Menu -> Self Service -> Benefits -> Benefit Events

2. Once in Benefit Events, click on the 457 Enrollment.
3. You will then be asked to choose a date that you would like the contributions to take into effect.
4. Enter in the current date.

5. From the 457 Landing page, click next.
6. From the enrollment page -> Select Benefit Enrollment (highlighted in Blue)
7. You will see the Savings Benefit Enrollment -> choose Select

8. Click on the Edit Button from the Section 457
9. Using the Drop-down box, choose Flat Amount or Percentage.

10. Enter the updated bi-weekly contribution Flat Amount or the Percentage.
11. Click Update and Continue.
12. Click Submit.