



## New York City Deferred Compensation Plan Payroll Deadline Information for Employees Interested in Enrolling or Effecting a Deferral Change in Time for their May 2<sup>nd</sup> Bonus Paycheck and May 16<sup>th</sup> Retro Paycheck

**To Join the Plan:** Enrollment in either the 457 or 401(k) Plan can be done online at [nyc.gov/deferredcomp](http://nyc.gov/deferredcomp) or by submitting an Enrollment Form which can be obtained online or by calling (212) 306-7760. **If you are enrolling, your Enrollment Form must be received by April 17, 2024, in order to be effective for the May 2, 2024 payroll. (If you have changed agencies, please complete a Change Form.)**

**If You Are Already a Participant:** Deferral percentage changes must be done electronically. Access your account online at [nyc.gov/deferredcomp](http://nyc.gov/deferredcomp) or through the Plan's telephone voice response system by calling 212-306-7760 and pressing "1". You will need your Personal Identification Number (PIN). Participants can select specific pay dates when changing their deferrals online through the Plan's website at [nyc.gov/deferredcomp](http://nyc.gov/deferredcomp). All deferral change requests must be submitted no later than 4:00 pm EST on the cutoff date. See instructions below.

**2024 Contribution Limit:** \$23,000 for each plan, or \$30,500 for each plan, if you are age 50 or older.

**Important:** If you will reach the annual maximum contribution limit on your retro check, no further deductions will occur in the same calendar year. However, deductions will reoccur in the first check in the following year.

The calendars below were prepared to assist you in timing your transactions in order to take advantage of the Deferred Compensation Plan for your retro check. You can make pre-tax and/or Roth 457 contributions, as well as pre-tax and/or Roth 401(k) contributions. Roth contributions are calculated based on your adjusted gross salary, but are made with after-tax dollars.

### April 2024

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

### May 2024

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

MUST ACT BY THIS DATE (PAYROLL CUT OFF DATE)

BONUS PAYCHECK

RETRO PAYCHECK

REGULAR PAYDATE

Note: It is the employee's responsibility to ensure that changes are made in a timely fashion. **For employees paid on a weekly basis, please note that your deferral change will go into effect one week earlier than the pay date indicated.**

### Instructions:

Please see the calendars and deadline dates below for making deferral changes. The **"MUST ACT BY THIS DATE"** is the payroll processing **CUT OFF DATE**.

DCP Payroll Processing Cut off Date (by 4:00 pm EST)	Pay Date
April 17, 2024	May 2, 2024 (Bonus Pay)
May 1, 2024	May 16, 2024 (Retro Pay)
May 15, 2024	May 30, 2024 (Regular Pay)

### Access your Account Online to Change Your Deferral Percentage:

- Log into your account at [nyc.gov/deferredcomp](http://nyc.gov/deferredcomp)
- Select either the 457 or 401(k) plan from the Account List
- From the **"Contributions & Savings"** tab, select **"Manage Contributions"**
- At the bottom of the page under **"Other Contribution Options,"** select schedule a **"Future Payday Contribution"**

If you want a different deferral percentage for a particular paycheck, you must act after the cut off for the previous paycheck, but before the payroll processing cut-off date. For example, if you want to change your deferral percentage for the May 16, 2024 paycheck, you must act AFTER April 17, 2024, but before 4:00 pm on May 1, 2024. All deferral change requests must be submitted by 4:00 pm EST.

**If you are enrolling or have changed agencies, Enrollment and/or Change Forms must be received by April 17, 2024, in order to be effective for the May 2, 2024 payroll.**

**Submit form Electronically** (Please do not submit your form more than once. This will only delay processing.):

Email: [NEWYRK@VOYAPLANS.com](mailto:NEWYRK@VOYAPLANS.com). Please only include the last 4 digits of your Social Security number, along with your name and address on all forms. You will receive a confirmation email shortly after submitting your form.

Fax: 844-299-2362.

**Submit form via Regular Mail to:**

NYC Deferred Compensation Plan  
P.O. Box 93  
Bowling Green Station  
New York, NY 10274-0093

**Submit form via Express Mail to:**

NYC Deferred Compensation Plan  
22 Cortlandt Street, 28th Floor  
New York, NY 10007