IMPORTANT CHANGES TO YOUR RETIREMENT PROGRAM

At Harvard, we’re committed to providing a retirement program that helps you build long-term financial security. To that end, we’ll be introducing two changes in April: a streamlined investment lineup and a single online platform that provides a complete overview of your account. The amount Harvard contributes to your retirement is not changing.

New investment lineup
The new investment lineup is aimed at simplifying retirement investing by reducing fund duplication while continuing to let you create a well-diversified investment portfolio. You can learn more about your options on HARVie, in the Transition Guide mailed to your home last month, or by attending an upcoming info session in person or via webinar.

Information sessions

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
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<tbody>
<tr>
<td>Tuesday, March 3</td>
<td>2:00 p.m. – 3:00 p.m.</td>
<td>HMS, Countway Library, Ballard Room</td>
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<td>Tuesday, March 10</td>
<td>1:30 p.m. – 2:30 p.m.</td>
<td>HBS, Aldrich Hall, Room 012</td>
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<td>Tuesday, March 17</td>
<td>1:00 p.m. – 2:00 p.m.</td>
<td>Barker Center, Thompson Room</td>
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<td>Thursday, March 19</td>
<td>12:00 p.m. – 1:00 p.m.</td>
<td>Harvard Business Publishing, 20 Guest St., Room 410</td>
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<tr>
<td>Tuesday, March 24</td>
<td>9:00 a.m. – 10:00 a.m.</td>
<td>HGSE Gutman Conference Center, 6 Appian Way</td>
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Your current balances and future contributions will automatically transfer to the investment(s) closest to your current election(s). (In many cases, your investments won’t change if your current option is in the new lineup, though your account will be on the new platform.)

Consolidated online platform
With our new consolidated online platform from TIAA, you can view and manage all your Harvard retirement plan accounts, make changes to your investments, update your beneficiaries, and more—all in one place. You’ll also receive a consolidated quarterly statement from TIAA.

To learn more, check out the retirement plan change information on our website.

DON’T MISS THESE DEADLINES

From fitness reimbursements to spending accounts, many of your benefits require that you take action by specific dates. Here are a few important deadlines to keep in mind:

March 15: Deadline for spending any remaining money in your 2019 Flexible Spending Account (FSA). Note: Unspent funds will be forfeited.

March 31: Deadline for submitting claims for several types of reimbursements for 2019. Here’s what you need to know:

- Copayment reimbursement: If you use the Copayment Reimbursement Program (union members) or the Reimbursement Program (faculty and nonunion staff), submit your 2019 claims and receipts to Benefit Strategies.
- Fitness or weight-loss reimbursement: Submit a claim to be reimbursed up to $150 for qualifying gym or weight-loss programs through your Harvard health plan.
- FSA reimbursement: Have out-of-pocket FSA expenses? Submit receipts to Benefit Strategies to get reimbursed. If Benefit Strategies has requested a receipt for a 2019 expense for which you used your FSA debit card, you must submit by March 31.
- April 1: Transportation benefits will transition to Edenred, and WageWorks cards will be deactivated. You can drop off your pass for recycling at any of these Harvard CommuterChoice locations. Remember: If you add cash to your WageWorks card, it cannot be recovered once it is deactivated.
**LIVING AND WORKING**

The Office of Work/Life is always here to help you take care of the ones you love—including yourself.

- Skip the elevator—competitively! Gather some friends and sign up for [Take the Stairs](https://hr.harvard.edu/wellbeing).
- Get an efficient total workout when you alternate cardiovascular work with strength training. Find a [Row & Sculpt class](https://hr.harvard.edu/wellbeing) at the Malkin Athletic Center that fits your schedule.
- Try the toughest workout on campus: join the faithful regulars who run the steps at Harvard Stadium and earn bragging rights.

**LEARNING AND GROWTH**

Mark the coming of spring—always a good time to start fresh!

- If you’re considering or actively looking for a new job, you’ll want to attend [Interviewing Skills for Candidates](https://hr.harvard.edu/wellbeing) (HarvardKey required), where you can practice and learn strategies for interviewing.
- Have an idea for shaping the future of work at Harvard? If so, consider attending the [President’s Administrative Innovation Fund (PAIF) Open House](https://hr.harvard.edu/wellbeing), March 3, 12:00 p.m. – 2:00 p.m.—where you’ll enjoy a panel discussion, an overview of current projects, and dessert—as you learn how to make your idea a reality.
- Volunteer at the [Harvard Bridge Program](https://hr.harvard.edu/wellbeing) teaching adult learners math, civics, ESL, business writing, or basic computer skills. Materials and support are provided, and prior teaching experience is not required. For more information, contact Niki Radvany at 617-384-7627.

**MIND AND BODY**

Make your workouts fun, fit them into your daily routine, and feel good about yourself.

- Take advantage of the [Senior Care Planning Program](https://hr.harvard.edu/wellbeing), where the staff will connect you with a licensed geriatric social worker who can help you navigate the ins and outs of caring for elders and other adults in your life.
- Get an efficient total workout when you alternate cardiovascular work with strength training. Find a [Row & Sculpt class](https://hr.harvard.edu/wellbeing) at the Malkin Athletic Center that fits your schedule.
- Try the toughest workout on campus: join the faithful regulars who run the steps at Harvard Stadium and earn bragging rights.

**FINANCES AND SECURITY**

Don’t leave cash on the table—take advantage of these generous benefits.

- Get coupons for tax preparation from H&R Block through [Outings and Innings](https://hr.harvard.edu/wellbeing) (HarvardKey required); select All Anyday from the top menu and find the discount on the right.
- More than books: the Harvard Library allows staff to borrow laptops, 360 cameras, microphones, video equipment, tools—and more!
- Stay informed with free and discounted subscription options from the [Wall Street Journal](https://hr.harvard.edu/wellbeing), [New York Times](https://hr.harvard.edu/wellbeing), and [Washington Post](https://hr.harvard.edu/wellbeing).

To explore additional Harvard employee events, view the [full calendar](https://hr.harvard.edu/wellbeing) on HARVie.