Salary Reduction Agreement (SRA) steps to make a change to a current contribution or to set up a new contribution:

403(b) plans, often referred to a TSA, is a tax-sheltered retirement savings plan. Omni is our third-party administrator of this program.

These steps must be done on the OMNI website, not sent to the RAC offices to be completed, or the change/enrollment will not be initiated.

You must first have an account with an approved service provider (list is on the OMNI website, on the USD 489 Plan Detail Page).

If you are requesting the Employer Match – please print off the Employer Match form (available on the USD 489 website), complete the top portion and send it to the Payroll Office. NOTE: DO NOT add the employer match amount on Omni as a Salary Reduction Agreement (SRA). Submit to Payroll a completed Match form and a copy of your account information only.

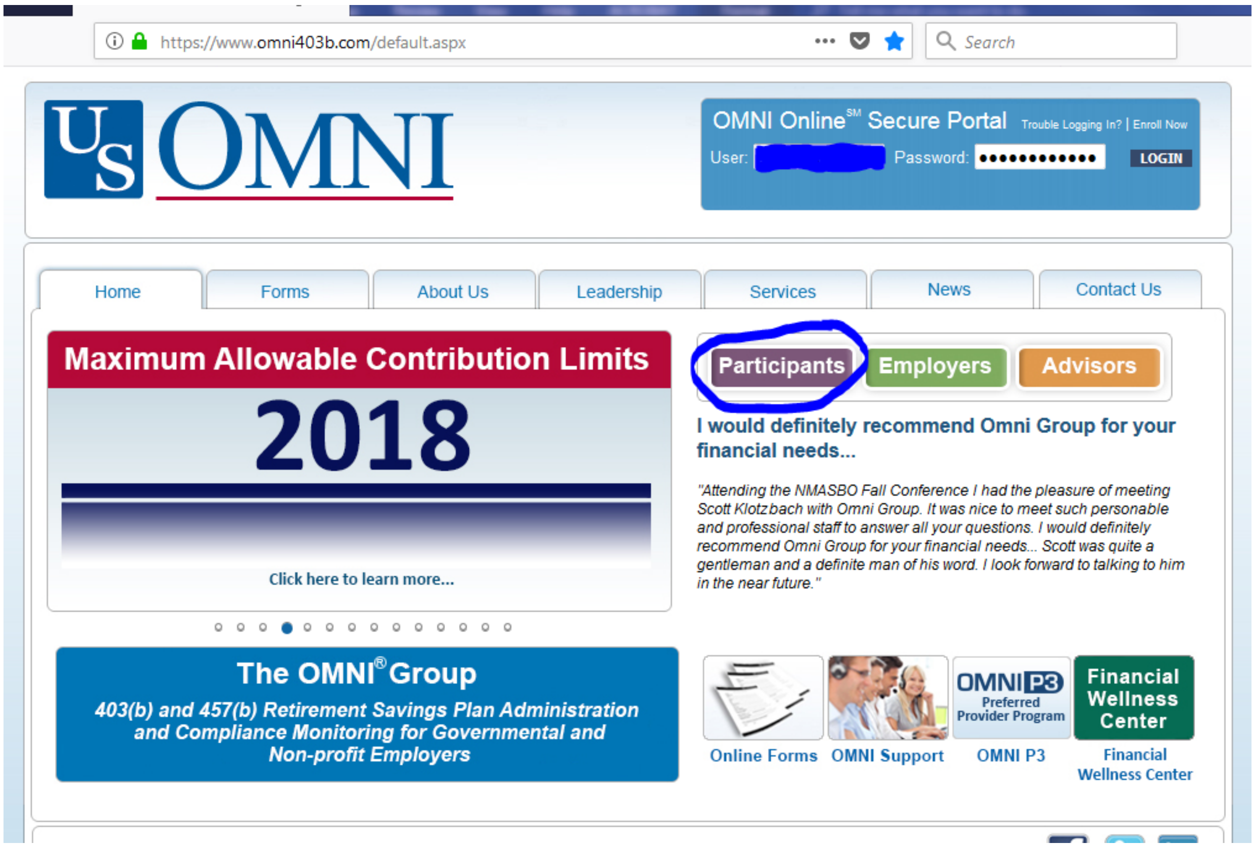
Our Organization Page on the website explains our Plan Details which includes Participating Service Providers and Forms.

No one at USD 489 can sign any form that is authorizing a disbursement or withdrawal of your 403B money. This request MUST go thru OMNI, to make sure all compliance issues are addressed properly.

OMNI's Customer Service Number 1-877-544-6664

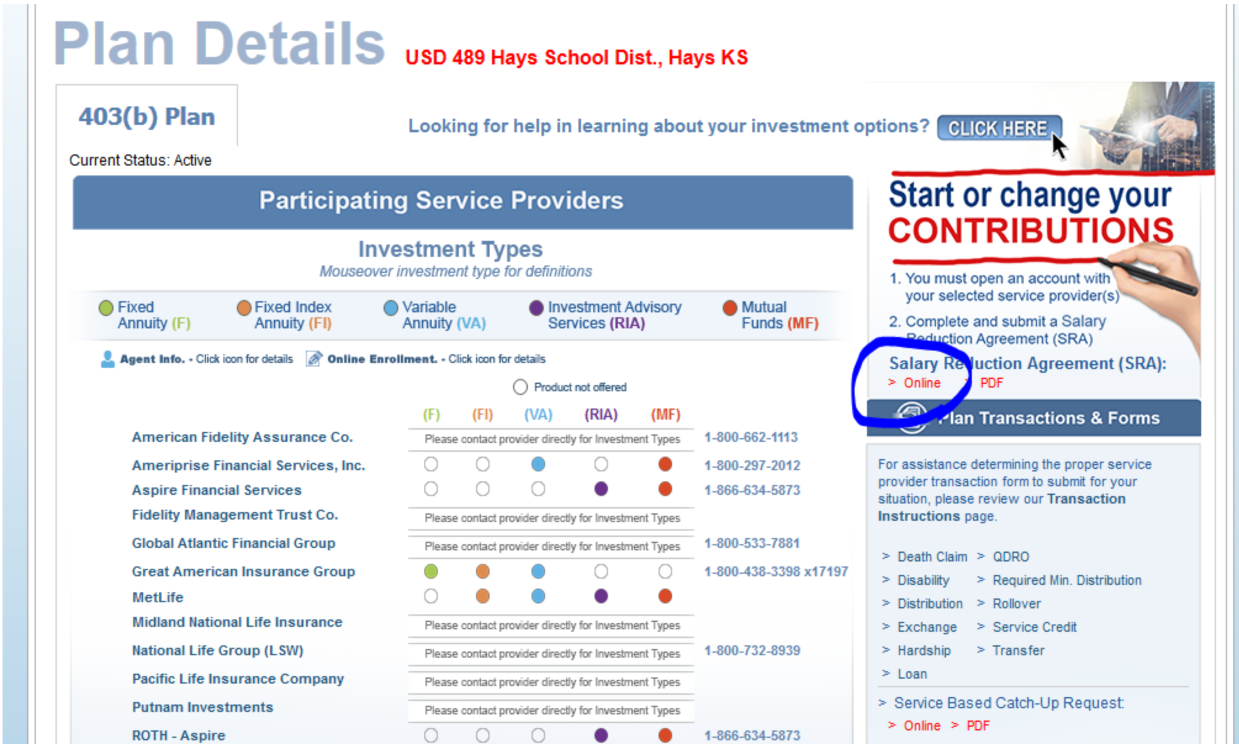
OMNI's website www.omni403b.com

1. First go to www.omni403b.com
2. Click on the Purple – Participants button - on the right-hand side of the page. You do not have user name or password to login, so ignore the top right-hand corner for the OMNI Online Secure Portal, that is for administrators only.

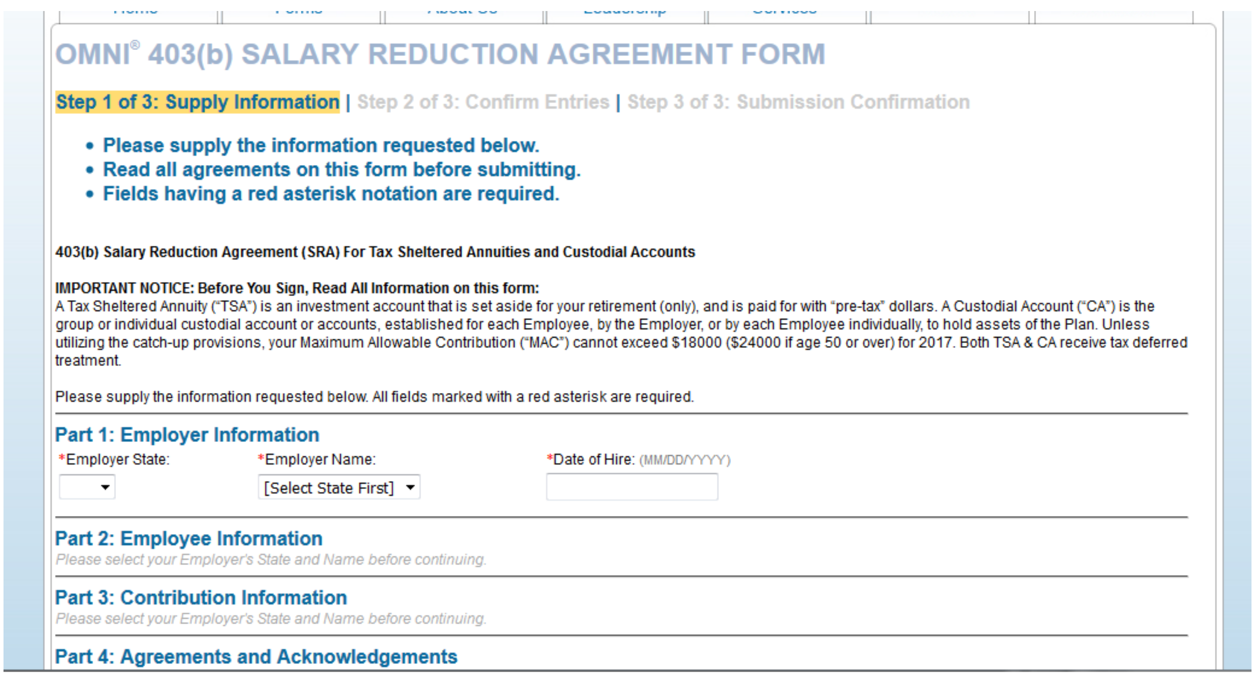


It will bring you to this screen:

3. Click on the EMP State drop down and **SELECT KANSAS**
4. Click on the EMP Name – start typing US – it will give you 4 choices – USD 489 is the last one – select it
5. Click Show Details and it will take you to the next screen.



6. On the top right-hand side – under the forms Section – Salary Reduction Agreement (SRA) Click on **ONLINE.** It will bring you to the following screen:



7. You will need to fill out each of the 4 parts – Employer Information, Employee Information, Contribution Information, and Agreements and Acknowledgements. The next section can't be accessed until the previous one is completed.
8. Omni will then let Payroll know when the changes or account is approved and will be effective.