



Adding a New Employee to Empower

The following information is needed from your employee to add them to the Church Benefits Board Retirement Plan in the Empower system.

If you have questions, please contact Church Benefits Board by emailing helpdesk@churchbenefits.org or call (770) 220-1672

EMPLOYEE INFORMATION

First Name:	Middle Name:	Last Name:	Date of Birth:
SSN:	Gender: Male ☐ Female ☐	Job Title:	Date of Hire:
Marital Status Single ☐ Married ☐	Work Email:	Personal Email:	Benefits Participation Date:
Mailing Street Address:	City, State:	Zip Code:	Cell Phone Number:
Preferred Language:	Annual Salary (Taxable Income + Housing Allowance):		

This form is for your records. You do not need to submit to CBB. The following pages provide you with step-by-step instructions on how to create your employee's account in Empower.

Step-by-Step instructions to Add/Enroll Employee into CBB 403(b)9 Plan

Screen 1

1. Log in to the [Empower Plan Service Center](#).
2. From the left-hand menu, select **Participants**.
3. Select **Add Employee**.
4. Enter the employee's:
 - Social Security Number
 - Confirm Social Security Number
 - Date of Birth
 - Last Name
5. Click **Continue**.

Video help (1) Print

Add employee

SSN *	Confirm SSN *	Birth date *	Last name *
010-02-3333	010-02-3333	12/12/1991	Boppity

Continue

Screen 2

Complete **all applicable fields** with the employee's information.

Important items to note:

- **Contact Information:** Please provide both **personal and work phone numbers and email addresses** when available. Accurate contact information is important for employee communications.
- **Salary:** Enter the employee's **annual salary**, including taxable income, housing allowance, and SECA offset (if applicable).
- **Frequency:** Select **Annual**.
- **Participation Date:** The date the employee was eligible to receive benefits with CBB.
- **Division:** If you have access to more than one division, be sure to select the **correct division** for the employee.

Add employee

Profile information

First name *	Middle name	Last name *	Suffix
Bibbity	Enter middle name	Boppity	Enter suffix
SSN *	Birth date *	Gender	Marital status
XXX-XX-3333	12/12/1991	Female	Select
Language	Non-resident alien indicator		
English	☐ Yes ☒ No		

Contact Information

Address 1 *		Address 2	
123 Cinderella Lane		Enter Address 2	
Country *	City *	State *	Zip code *
UNITED STATES	Fairyrville	VIRGINIA	23236
Home Phone	Mobile Phone	Personal Email	
(804) 222-3333	(804) 333-4444	bibbityboppity@gmail.com	

Employment information

Hire date *	Salary *	Salary frequency *	Term date	Term reason
09/28/2026	\$50,000.00	ANNUAL * 1	MM/DD/YYYY	Select

Eligibility will be calculated automatically. Select Yes to proceed with the automatic calculation or No to enter information manually. *

☐ Yes ☒ No

Eligibility code *	Participation date *	Ineligibility reason	FT/PT Employee
Yes	09/28/2026	Select	Full Time

Employee ID	Work email	Work number	Extension
Enter ID	bibbity@church.org	(804) 555-6666	Enter extension

Highly compensated	Ownership %	Trade monitoring indicator
Select	%	Select

Officer	Super officer	Insider	Overseas employee	Overseas date
Select	Select	Select	Select	MM/DD/YYYY

YTD hours worked	YTD total comp	YTD plan comp	YTD pre-entry

Subset information

Division *
D 5000 5000 GPP Training Division

Back

Continue

Screen 3

1. Click **Select plan default allocation**.
2. Scroll to the bottom of the screen and click **Continue**.

Important: Do **not** enter any percentages in the allocation fields.

Add employee

SSN: XXX-XX-3333 Name: Bibbity Boppity

 **Employee successfully added.** We've added this employee to the plan. To finish enrollment, enter their investment allocations and deferral rate elections. If you cancel now, you'll need to complete enrollment later through the Edit employee option.

Manual Allocation Entry



☒ **Select plan default allocation**

Manually assign percentages to each investment option in the grid below. Your total allocation must equal 100% before saving. Allocations are optional. Select Continue to skip this step.

Cancel

Continue

Screen 4

1. Click **Submit**.

Add employee

SSN: XXX-XX-3333 Name: Bibbity Boppity

 **Employee successfully added.** We've added this employee to the plan. To finish enrollment, enter their investment allocations and deferral rate elections. If you cancel now, you'll need to complete enrollment later through the Edit employee option.

Deferral Information

 Currently, the participant is not allowed to change the deferrals.

 All deferral types are setup as view only and cannot be changed at this time.

Cancel

Submit

You're Done!

Once the enrollment is submitted, the system will return you to the first screen.

Important Notes:**Existing Employee Error**

If an employee has an account within the CBB 403(b)9 plan but is associated with another employer, you will not be able to get through this entire process. You will receive an error that says this individual already exists in the system. If that happens, email our team at helpdesk@churchbenefits.org and we will assist.

Employee Deferrals

Deferrals or Employee Voluntary Contributions should be managed by the administrator/billing contact.

Employees are required to complete [a Salary Reduction Agreement](#) and submit to the employer's financial administrator.