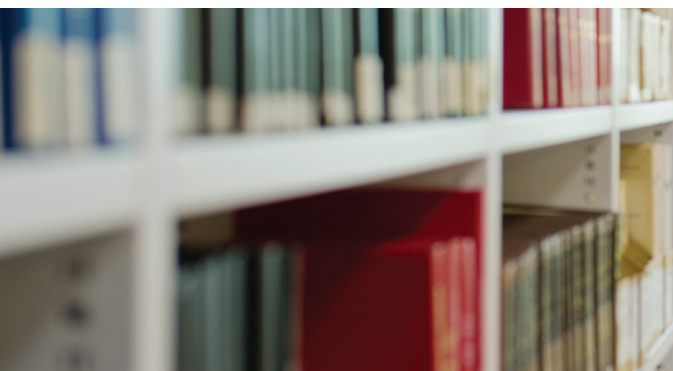




University System  
of Georgia **Benefits**



Centered  
on **YOU**



# Make the most of your Optional Retirement Plan (ORP)

Information to enroll and/or make changes to your existing account(s)

# The University System of Georgia (USG) Optional Retirement Plan (ORP) Enrollment Guide



This guide provides an overview of the USG Optional Retirement Plan (ORP), steps to enroll, investment lineup options and directions on making changes to your account.

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# Mandatory retirement plan options at USG

The University System of Georgia (USG) has two mandatory retirement plan options for exempt (salaried) employees: the Teachers Retirement System of Georgia (TRS) and the Optional Retirement Plan (ORP). Both the TRS and the ORP are designed to help you build retirement savings that you can combine with your personal savings and Social Security benefits to meet your financial needs in retirement. Based on eligibility, you can elect to participate in either the ORP or the TRS. With the ORP option, both you and USG make contributions to your plan. However, you're responsible for choosing how to invest the contributions and how to receive money after you retire. For more information, visit [retirement.usg.edu](https://retirement.usg.edu).

**Important note:** Your retirement decision must be made within 60 days of your hire date and is an irrevocable decision. Once you make your retirement plan election, you are unable to change it, even if you are within your 60-day election window. If you do not make an election within 60 days of your hire date, you will be defaulted into enrollment with TRS.

ORP	TRS
<ul style="list-style-type: none"><li>• The ORP is a defined contribution plan.</li><li>• Both you and USG make contributions to your plan.</li><li>• You choose how to allocate these contributions among the plan's investment lineup.</li><li>• Your account balance is based on contributions plus accumulated earnings.</li><li>• You are immediately 100% vested in both your contributions and USG's contributions (you retain immediate ownership interest).</li><li>• Once you retire, you choose among several options for receiving money from your account.</li></ul>	<ul style="list-style-type: none"><li>• TRS is a defined benefit plan.</li><li>• Both you and USG make contributions to your plan.</li><li>• Your retirement benefit is based upon a predetermined formula.</li><li>• You become vested after 10 years of service (you retain ownership interest in both your contributions and USG's contributions after 10 years of service). Sick leave credit can be added to your years of service upon retirement. Certain restrictions apply.</li><li>• The benefit is calculated based on your length of service and average monthly salary derived from your highest 24 months of earnings.* <b>Formula:</b> <b>Service credit × 2% × Average of 24 highest consecutive months' salary = monthly benefit</b>—Your initial monthly benefit payment (under Plan A Maximum)**</li></ul>

\*Benefit calculation is based on the two highest years that produce the highest benefit, which may not be your last year worked.

\*\*The salary used to calculate your benefit may be limited if increases in your salary are above what Georgia law and the General Assembly deem allowable.

# ORP details

## Eligibility

All exempt (salaried) employees working 20 hours or more can participate in the plan. Within 60 days of employment, eligible employees must make an irrevocable election to participate in the ORP or TRS. Employees who transition or transfer to an ORP-eligible position, with less than a 30-day break in service and previous enrollment in TRS, are not eligible to join the plan.

## Contribution rate

- Employer: 9.24%
- Employee: 6.00% (mandatory)

Note: The contribution rates above are for the remainder of 2022-2023 and are subject to change each year.

**You have the option to allocate your and your institution's contributions between the following three investment providers: Corebridge Financial (formerly AIG Retirement Services), Fidelity and TIAA.** The investment lineup between providers is standardized except for a few funds specific to each provider.

**Important note:** If you do not make a provider election, you will default to TIAA, and your future contributions will be directed to the Vanguard Target Date Institutional Fund that corresponds with your projected retirement date based on your age.

## Vesting

Vesting refers to an employee's right, usually earned over time, to receive some retirement benefits regardless of whether or not they remain with the employer. The ORP provides for full and immediate vesting of both employee and employer contributions. This means that every dollar contributed to your ORP account, by your institution for your benefit, remains in your account even if your employment is terminated.

## Account information

After you become an ORP participant, you'll receive account statements each calendar quarter from your retirement plan provider(s). The quarterly statement

reports how your retirement investments performed, how much money was contributed on your behalf during the quarter and the total accumulated value of your investments. If you have an existing account(s) with any of the three ORP providers, the account(s) will remain separate from your USG ORP account, and you will receive separate quarterly statements.

## Loans

The primary purpose of the ORP is to enable participating employees to accumulate assets for retirement. Consequently, the plan does not allow participants to borrow against or withdraw any funds.

## Plan fees

All ORP providers assess fees to cover the cost of plan recordkeeping and administration. Recordkeeping fees will be assessed based on a percentage of your account balance and will vary by provider. These fees and the investment expenses charged by the managers of the funds in the investment lineup are listed on the retirement plan providers' websites. Fees are deducted from your account on the last business day of the quarter and will be clearly displayed on your quarterly statement. Prior to selecting your provider, carefully review information regarding these charges. For more information, visit [retirement.usg.edu](https://retirement.usg.edu).

## Disability benefits

The ORP does not offer specific disability provisions. However, because the plan provides full and immediate vesting, you will never lose the value of your account if you are unable to work as a result of total and permanent disability. In the event you become totally and permanently disabled, and you are completely separated from service, you may request a distribution and then receive your account value in a lump sum or convert it into a retirement annuity.

## Death benefits

In the event of your death, your entire account will be payable to your designated beneficiary. In some cases, your beneficiary may elect to receive your account value in annuity or installment payments. Please be sure to review the death benefit options for the retirement plan provider you select.

For detailed information, visit [retirement.usg.edu](https://retirement.usg.edu).

# Enrolling in your retirement plan

## Joining the plan is the first step to building your financial future

**USG provides no-cost, unbiased, retirement and investment advisory services through its vendor partner, CAPTRUST**

- CAPTRUST can help you decide what plan to enroll in—TRS or ORP
- CAPTRUST can help you decide how much to contribute to the 403b or 457b plans
- CAPTRUST can help you decide which investment provider to choose—Corebridge Financial (formerly AIG Retirement Services), Fidelity or TIAA
- CAPTRUST can help you decide which investments may be right for you

To schedule an appointment, call CAPTRUST at **800-967-9948** or use the online scheduler at: <https://www.captrustadvice.com/scheduler/>.

For more information, visit [retirement.usg.edu](https://retirement.usg.edu).

Follow the steps beginning on **page 8** to enroll.

**Important note:** If you've selected more than one provider, you'll need to return to the **Retirement@Work** website to open an account with each provider.

### **For instructions on how to open an account with:**

- TIAA—Go to **page 10**
- Fidelity—Go to **page 11**
- Corebridge Financial (formerly AIG Retirement Services)—Go to **page 12**

# Creating your ORP investment strategy

You should review and compare the investments and fees from each of the three ORP providers before selecting the accounts and funds in which to invest. USG provides a standardized investment fund lineup with the exception of a few provider-specific funds.

## CAPTRUST

USG's vendor partner, CAPTRUST, provides unbiased financial, retirement and investment advice at no cost to you. To schedule an appointment, call CAPTRUST at **800-967-9948** or use the online scheduler online at: <https://www.captrustadvice.com/scheduler/>.

**You can review the investment options from each investment provider on their webpages below:**

## Corebridge Financial

Website: [usg.corebridgefinancial.com](https://usg.corebridgefinancial.com)

By phone: Call **888-569-7055**, 8 a.m. to 9 p.m. (ET)

**For confidential individual sessions, make an appointment:**

Online: Visit <https://www.corebridgefinancial.com/rs/usg/plan-details/appointment-scheduling> to schedule an appointment online

By phone: Call **800-448-2542**, weekdays, 8 a.m. to 9 p.m. (ET), to schedule an appointment

## Fidelity Investments®

Website: [netbenefits.com/usg](https://netbenefits.com/usg)

By phone: Call **800-343-0860**, weekdays, 8 a.m. to midnight (ET)

**For confidential individual sessions, make an appointment:**

Online: Visit **Fidelity.com/Schedule** to schedule an appointment. Enter University System of Georgia as your employer to be connected with a planner familiar with your USG benefits.

By phone: Call **800-642-7131**, weekdays, 8 a.m. to 8:30 p.m. (ET), to schedule an appointment

## TIAA

Website: [TIAA.org/usg](https://TIAA.org/usg)

By phone: Call **844-230-7524**, weekdays, 8 a.m. to 10 p.m. (ET)

**For confidential individual sessions, make an appointment:**

By phone: Call **800-732-8353**, weekdays, 8 a.m. to 8 p.m. (ET)

Online: [TIAA.org/schedulenow/USG](https://TIAA.org/schedulenow/USG)

**Important note:** If you do not make a provider election, you will default to TIAA, and your future contributions will be directed to the Vanguard Target Date Institutional Fund that corresponds with your projected retirement date based on your age.

# ORP investment options:

## A four-tiered approach

The ORP provides an enhanced, four-tiered investment menu to all participants through the three providers—Corebridge Financial (formerly AIG Retirement Services), Fidelity Investments® and TIAA. These providers offer a wide array of fund options, interactive financial planning tools and high-quality customer service to help you create a diversified retirement portfolio.

### Tier 1: Allocation tier<sup>1,2</sup> and stable value

The Allocation tier includes options that offer a diversified investment within a single fund. Many options in this tier are age-based target date funds. Selecting a target date fund may be a good choice if you prefer a hands-off approach to managing your retirement savings. Each of these investments creates a diversified portfolio within one fund, based on your expected retirement year.<sup>3</sup>

The “target date” indicates when you may plan to begin making withdrawals, and the fund’s investments become more conservative as the target date approaches. After the target date, the fund may be merged into a fund designed for investors already in retirement.

### Tier 2: Passively managed/index fund options

As a part of the core lineup, passively managed funds are offered for participants who would like to construct and manage their own investment portfolios to meet their specific objectives. Passive management is designed to provide consistency of returns relative to a benchmark, at relatively low cost.

### Tier 3: Actively managed fund options

As another part of the core lineup, actively managed funds are also offered for participants who would like to construct and manage their own investment portfolios to meet their specific objectives. Active strategies are designed to have the potential to generate above-market returns.

### Tier 4: Self-directed brokerage services

For experienced investors seeking maximum flexibility, USG offers a self-directed brokerage option that allows you to select from a wide array of mutual funds, individual stocks and ETFs. The self-directed brokerage options vary by plan and retirement plan provider, so be sure to inquire with the retirement plan provider that you select regarding available investment options. Investors may use this feature to add diversification above and beyond the core offerings. With a brokerage account,<sup>4</sup> investors can independently research and select from thousands of mutual funds, individual stocks and ETFs. Additional brokerage account fees apply.<sup>5</sup> However, please note that some investments offered through the self-directed brokerage window may have additional fees and expenses, and annual administrative fees may also apply. Please check with your provider prior to investing. It is your responsibility to determine if this option is appropriate for your goals. You are responsible for monitoring these investments over time and adjusting your portfolio when necessary.

It’s important to understand that USG will not monitor the performance of the funds offered through the brokerage account, and investment advice is not available for brokerage assets.

USG recommends that participants exercise caution and consider seeking professional guidance when investing through a brokerage account. **Please note** that you may only invest up to **90%** of your USG retirement plan account balance in a brokerage account.

See important disclosures for this section on back page.

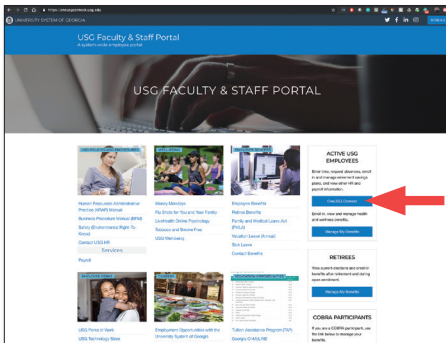
# How to enroll in the ORP

To make your mandatory retirement plan election, see the steps below.

As an eligible employee, you have *60 days from your date of employment to elect to enroll in the ORP*. During this period, you must select one or more of the ORP providers and complete the necessary enrollment.

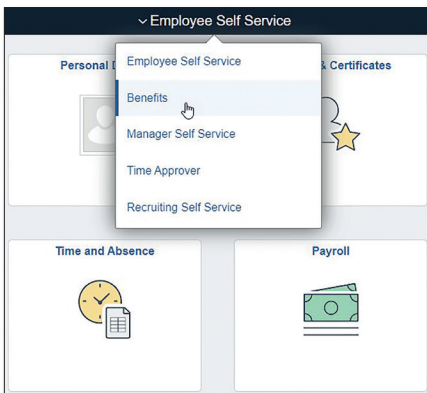
## Complete the two-step process below to enroll in the ORP

### 1. Elect to enroll in the ORP



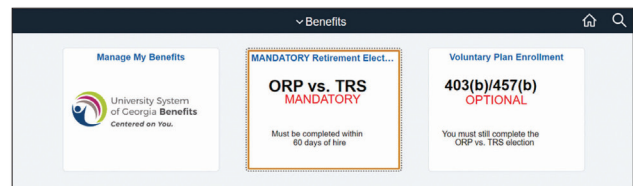
1. From **OneUSGConnect.usg.edu**, select the *OneUSGConnect* button in the *Active Employees* section.

Select *Benefits* from the *Employee Self Service* page.

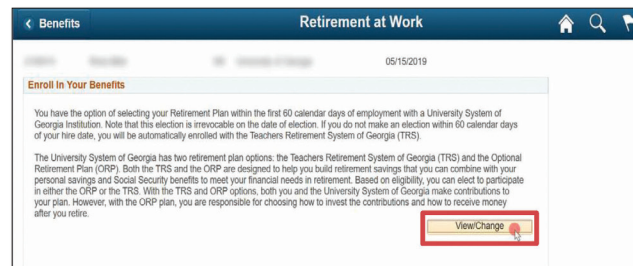


Choose the **Mandatory Retirement Election** tile to review the features of the ORP and TRS.

**NOTE:** These tiles will only be displayed if you have an open election window. The tiles will be removed from your Self Service desktop the day after you complete your election or 60 days after your hire date.

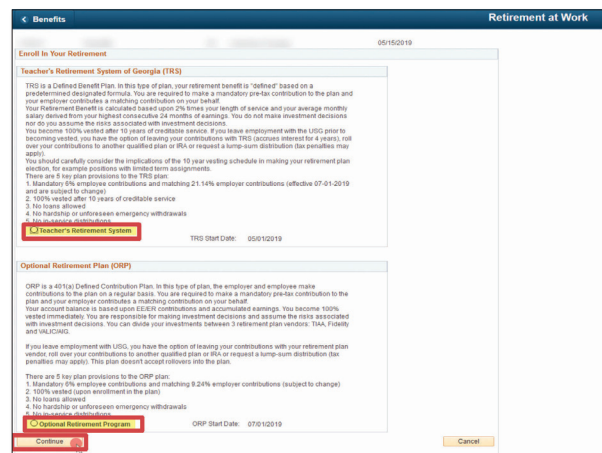


2. Click the **View/Change** button.



3. The *Enroll in Your Retirement* page will populate with information regarding both the TRS and the ORP. Choose the plan that you would like to enroll in by clicking the button associated with that plan. Once selected, this decision is irrevocable, and you cannot change this election, even if you are within your 60 day election window. If you have questions, cancel out of this page and get more information from your HR/Benefits representative or on the **USG Benefits website**. Click **Continue**.

**NOTE:** If you are eligible for ERS, GSEPS or need to make an election other than TRS or ORP for any other reason, you must contact your local institution's HR/Benefits office.





# How to enroll in the ORP *(Continued)*

4. You will receive an acknowledgement message after you have made your election. To acknowledge and confirm you understand your retirement plan election and that your election is irrevocable for as long as you are employed at the USG, click **OK**. If you have questions, cancel out of this page and get more information from your HR/Benefits representative or through the **USG Benefits website**.

The screenshot shows the 'Retirement at Work' enrollment interface. It displays two main options: 'Teacher's Retirement System of Georgia (TRS)' and 'Optional Retirement Plan (ORP)'. The TRS option is selected. Below the TRS option, there is a 'Message' box with the text: 'I understand that this selection is irrevocable during the tenure of my employment in a covered position with the University System of Georgia. If you have questions regarding this election, please contact your local Human Resources team or visit retirement.usg.edu.' The 'OK' button is highlighted with a red box.

The screenshot shows a 'Message' box titled 'Acknowledgment (28521,814)'. It contains the text: 'I understand that this selection is irrevocable during the tenure of my employment in a covered position with the University System of Georgia. If you have questions regarding this election, please contact your local Human Resources team or visit retirement.usg.edu.' The 'OK' button is highlighted with a red box.

If you elected the **Optional Retirement Plan**, the ORP acknowledgement signature panel will be shown. Acknowledge your enrollment in the ORP by **typing your full name** in the box provided. Click **Save**.

**NOTE: You should receive an email confirmation of your election.**

The screenshot shows the 'Optional Retirement Plan' Acknowledgment screen. It displays the text: 'You have elected: Optional Retirement Plan. I understand that this selection is irrevocable during the tenure of my employment in a covered position with the University System of Georgia. I do hereby certify that I have read and fully understand the above statements regarding the University System of Georgia retirement plans.' Below this text is a text input field labeled 'Acknowledgment Required by Typing Your Full Name Below'. The 'Save' button is highlighted with a red box.

## 2. Select your ORP provider(s) and allocations

You will then receive the following **Retirement@Work** link. You are NOT finished. You must continue to the **Retirement@Work** site to choose the investment provider that you would like your contributions sent to and select your investment fund allocation. You have the choice of three providers: Corebridge Financial (formerly AIG Retirement Services), Fidelity or TIAA.

**Important note:** If you do not make a provider election, you will default to TIAA, and your future contributions will be directed to the Vanguard Target Date Institutional Fund that corresponds with your projected retirement date based on your age.

You must wait 24-48 hours from the date of your retirement plan election in order to access **Retirement@Work** to make your provider selections.

The screenshot shows the 'Retirement at Work' confirmation screen. It displays the text: 'Thank you for making your TRS Election! You are also eligible to contribute to a voluntary plan, including 403(b), 457(b) or Roth versions of those plans. To learn more about these plans and optionally enroll, click the button below to access the Retirement@Work system.' The 'Retirement@Work' button is highlighted with a red box.

You may also enroll in voluntary savings plans (403(b) and/or 457(b) plans) for additional retirement plan savings. Please see the 403(b) and 457(b) Enrollment Guide at **retirement.usg.edu** for more information.

**Important note:** If you don't submit a retirement election within 60 days from your date of employment, you will no longer be eligible for the ORP and will automatically become a member of TRS.

# Opening an investment account with TIAA

Clicking the TIAA button on **Retirement@Work** will take you directly to TIAA's participant website. Once on the site, follow the steps below to open an investment account.

## Step 1:

Confirm and update your personal information as needed.

## Step 2:

Choose one of these three options to make your investment choices:

- *Choose for me.* Your contributions will be invested in the target date mutual fund with the year closest to when you turn 65. For example, if you will turn 65 in 2044, contributions will be directed to the target date 2045 fund. Of course, you can choose a fund with an earlier or later date based on your needs.
- *Help me choose.* With this option, you'll select your tolerance for investment risk along a scale. Then a mix of investments will be suggested based on your selection. Note: You'll still choose the individual investments.
- *Choose my own.* You'll make your selection from the list of available investments.

Whichever option you choose, follow the instructions in the orange buttons to complete the selection process.

## Step 3:

Enter your beneficiary information. Then click *Review and Continue*.

## Step 4:

Review the information you've entered and the *Terms and Conditions*. If you agree with the terms, mark the box and click *Finish Enrollment*.

A confirmation page will appear stating you've successfully enrolled in the plan. You're now on your way to saving for your financial future.

### **Important note:**

If you've selected another provider, return to **Retirement@Work** to open an account or update your investments and beneficiary information with that provider, as needed.

# Opening an investment account with Fidelity

Clicking the Fidelity button on **Retirement@Work** will take you directly to Fidelity's participant website, NetBenefits. Fill in the fields to create a NetBenefits username and password, then follow the steps below to select your investments and designate beneficiaries for your plan account(s). If you already have an account with Fidelity, you can use your existing username and password to access NetBenefits.

## Step 1:

On the NetBenefits home page, select *Retirement Savings* to see available plans, then select *Enroll* next to the plan in which you would like to make elections.

## Step 2:

Follow the prompts to make your investment choices in one of three ways:

- *Enroll in a managed account.* Investments will be selected for you according to the information provided, and adjustments will be made over time to stay aligned to your retirement goals. An advisory fee applies.
- *Go with a target date fund.* Target date funds help take the guesswork out of investing by automatically rebalancing your investments as you get closer to retirement.
- *Choose your own investments.* Build your own portfolio by reviewing your choices and deciding how you'd like to invest your money. Then monitor your portfolio regularly so it stays aligned with your financial goals.

Follow simple instructions to complete the selection process.

## Step 3:

When prompted, review and confirm your elections.

A *Confirmation Page* will appear from which you may print and save your new investment elections.

## Step 4:

To designate beneficiaries for any of your USG retirement plans, click *Profile* from the NetBenefits home page. Then click *Beneficiaries* and follow the prompts to designate your beneficiaries for each plan.

### Important note:

If you've selected another provider, return to **Retirement@Work** to open an account or update your investments and beneficiary information with that provider, as needed.

# Opening an investment account with Corebridge Financial (formerly AIG Retirement Services)

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Clicking the *Corebridge Financial* button on **Retirement@Work** will take you directly to Corebridge Financial's website. Once on the site, follow the steps below to open an investment account.

## Step 1:

Click *Enroll* and register for online account access.

## Step 2:

Choose the institution you work for.

## Step 3:

Review the instructions on how to enroll.

## Step 4:

Click on the plan in which you want to enroll.

## Step 5:

To continue the enrollment process, enter the required personal information (date of birth, marital status, hire date, address, etc.).

## Step 6:

Next, you will choose your own funds and will be taken to the Portfolio Allocation page.

## Step 7:

You will then designate your primary beneficiaries (and contingent beneficiaries, if you choose).

## Step 8:

Accept the Terms of Use and select *Continue*. Once the Terms of Use are accepted, you will be able to review and edit the information you entered. Clicking *Complete Enrollment* finalizes your enrollment and automatically generates a confirmation email.

### Important note:

If you've selected another provider, return to **Retirement@Work** to open an account or update your investments and beneficiary information with that provider, as needed.



# How to make changes to your account

## To return to your account any time after initial ORP enrollment

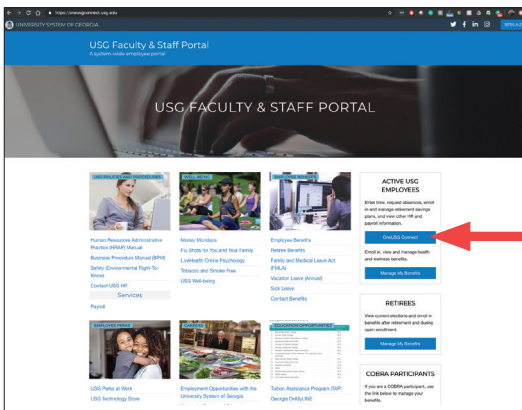
If you are a new employee who is newly enrolling, please finish your enrollment steps before reviewing the section below regarding how to access your account after initial enrollment.

It's important to review your investment choices periodically to make sure they continue to reflect your choices.

If you have questions or need assistance, please contact the **Retirement@Work** call center at **844-231-7917**.

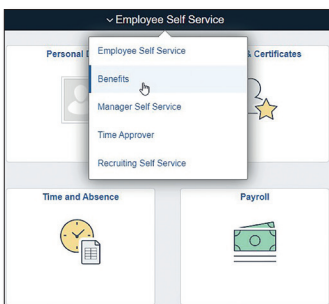
### Step 1:

From **OneUSGConnect.usg.edu**, the USG Faculty & Staff Portal, select the *OneUSGConnect* button in the *Active USG Employees* section.



### Step 2:

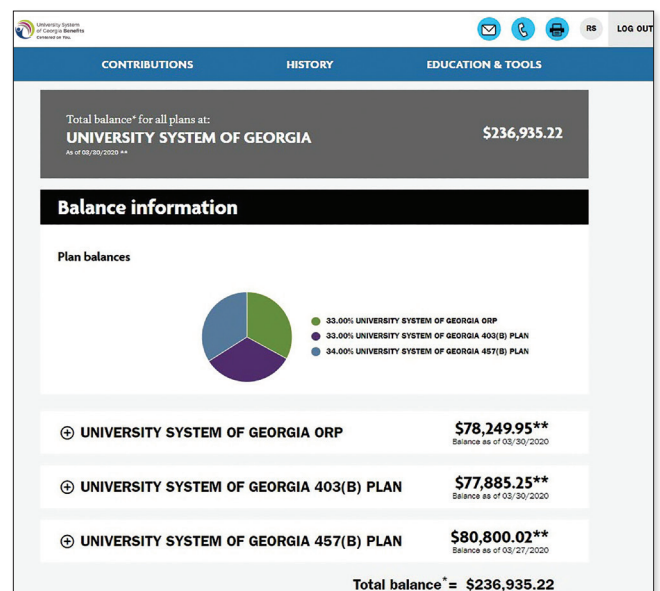
Select *Benefits* from the *Employee Self Service* page.



Choose the **My Retirement@Work** tile, then proceed to Step 3 on **page 14**.



Once enrolled, *BALANCES* on the **Retirement@Work** home page is the starting point for managing your account and tracking your progress.



Here you can:

#### 1. Get a snapshot of your account, including:

- Your consolidated balance across investment providers and by plan
- Your contribution amount for each provider
- Recent transactions

(Continued)

# How to make changes to your account *(Continued)*

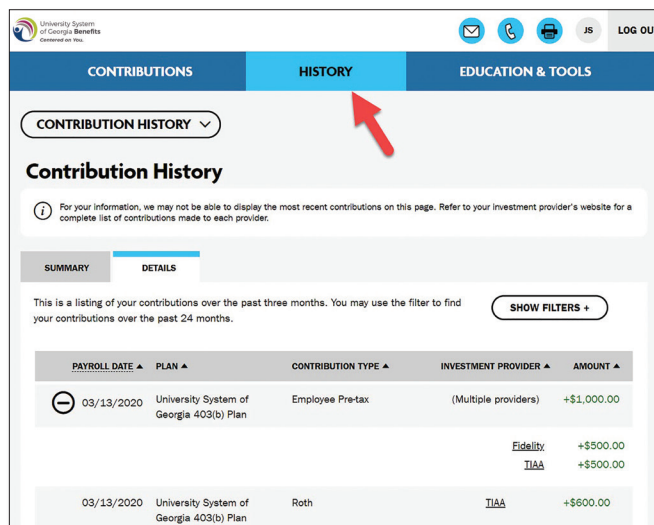
## 2. Learn more about your retirement plan:

- Review important plan information
- View the list of available investment choices
- Link to the investment providers' websites

## 3. Access calculators and retirement planning tools, such as:

- Informative articles about budgeting and other financial topics
- Retirement Advisor, which provides personalized action plans with savings and investment recommendations
- 360° Financial View, which helps you monitor all of your finances and set goals

To view your contribution history and the providers to which you've directed those contributions, click on the **HISTORY** tab, then *Contribution History* in the drop-down.



University System of Georgia Benefits

CONTRIBUTIONS HISTORY EDUCATION & TOOLS

CONTRIBUTION HISTORY

### Contribution History

For your information, we may not be able to display the most recent contributions on this page. Refer to your investment provider's website for a complete list of contributions made to each provider.

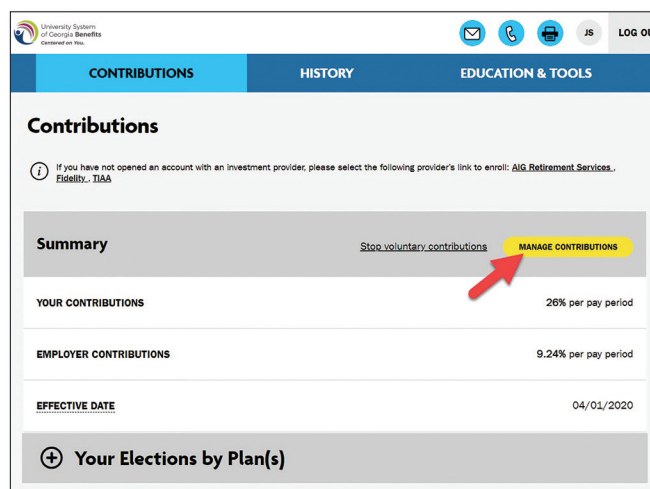
SUMMARY DETAILS

This is a listing of your contributions over the past three months. You may use the filter to find your contributions over the past 24 months. [SHOW FILTERS +](#)

PAYROLL DATE	PLAN	CONTRIBUTION TYPE	INVESTMENT PROVIDER	AMOUNT
03/13/2020	University System of Georgia 403(b) Plan	Employee Pre-tax	(Multiple providers)	+\$1,000.00
			Fidelity	+\$500.00
			TIAA	+\$500.00
03/13/2020	University System of Georgia 403(b) Plan	Roth	TIAA	+\$600.00

## Step 3:

Click *Manage Contributions* on the **CONTRIBUTIONS** page. This will bring you to a summary of your current elections.



University System of Georgia Benefits

CONTRIBUTIONS HISTORY EDUCATION & TOOLS

### Contributions

If you have not opened an account with an investment provider, please select the following provider's link to enroll: [AIG Retirement Services](#), [Fidelity](#), [TIAA](#)

Summary [Stop voluntary contributions](#) **MANAGE CONTRIBUTIONS**

YOUR CONTRIBUTIONS 26% per pay period

EMPLOYER CONTRIBUTIONS 9.24% per pay period

EFFECTIVE DATE 04/01/2020

[+ Your Elections by Plan\(s\)](#)

## Step 4:

Review your existing contribution amount(s).

You may also enroll in voluntary savings plans (403(b) and/or 457(b) plans) for additional retirement plan savings. Please see the 403(b) and 457(b) Enrollment Guide at [retirement.usg.edu](http://retirement.usg.edu) for more information.

**IMPORTANT:** If you enroll in the ORP and one or more voluntary plans at the same time, you must use the default start date for your voluntary plans.

# How to make changes to your account *(Continued)*

## Step 5:

Review your existing investment providers and how much of your contribution is going to each one. Decide if you're going to make any changes.

- If no, click *NEXT* and move on to Step 6.
- If yes, choose if you want to direct all contribution types (e.g., employer and employee) to the same investment provider(s). Then enter the amount that should go to each provider. Click *NEXT*.

**SET UP CONTRIBUTIONS**

**Who would you like to handle your retirement investments?**

You can choose one or more investment providers for your retirement accounts below. Keep in mind that each provider offers different options, features, plan fees and levels of support.

You will need to open an account with the providers you select on each provider's website. A link to each provider's website will be included once your elections are confirmed.

Which provider fits you best?  
[Research these investment providers](#)

**Direct all contribution types to the same investment provider(s)?**  
(Contribution types may vary by plan and can include various employee and employer contributions.) Choosing 'No' allows you to direct each contribution type separately.

☒ Yes  
☐ No

**How do you want to direct your contributions?**  
Enter the percentage you would like to contribute to each investment provider you select.

Corebridge Financial	33	%
Fidelity	33	%
TIAA	34	%

TOTAL (must equal 100%): **100%**

[BACK](#) [NEXT](#)

### Quick tips

- Choose *No* if you want to direct each contribution type separately.
- Percentages need to total 100%.
- Click *Research Your Investments* to research the available investments and get an idea of which ones you may choose in the future.

## Step 6:

Review your elections. If no changes are needed, click *CONFIRM*.

## Step 7:

Review the *Terms and Conditions*. If you agree with the terms, mark the box and click *CONFIRM*. A confirmation will appear stating that your elections were successfully submitted.

**SET UP CONTRIBUTIONS**

**Confirmation: Your elections were submitted**

You have successfully set up how much you will be contributing to the following retirement plan(s). Please continue in order to complete your enrollment. Please continue in order to complete your enrollment.

**NEXT STEP: Open Your Investment Accounts**  
If you have not done so already, visit each provider you selected to open your account and customize your investment strategy.

[AIG RETIREMENT SERVICES](#) [FIDELITY](#) [TIAA](#)

If you do not open investment accounts and select investment options, your contributions may not be invested in the manner that you intended. Your future contributions will be directed to the default fund for the plans - the Vanguard Target Date Institutional Fund that corresponds with your projected retirement date based on your age. Your beneficiary will be set to Estate.

The USG Payroll system calculates and prioritizes all payroll deductions including taxes, health and wellness benefit deductions, mandatory retirement contributions and voluntary savings plan contributions. There may be situations where your actual voluntary savings plan contribution is less than your election amount/%.

## Step 8:

If you've selected a new provider or investment, you now need to visit the provider's website to either open an account or update your investment choices. Click the applicable provider button to go to its website.

**Important note: If you've chosen investments from more than one provider, you'll need to come back to this section of Retirement@Work to access each provider's website.**

For instructions on how to open an account with:

- TIAA—Go to **page 10**
- Fidelity—Go to **page 11**
- Corebridge Financial—Go to **page 12**

If you have questions or need assistance, please contact the **Retirement@Work** call center at **844-231-7917**.



## University System of Georgia **Benefits**

- <sup>1</sup> Target date funds share the risks associated with the types of securities held by each of the underlying funds in which they invest. In addition to the fees and expenses associated with the target date funds, there is exposure to the fees and expenses associated with the underlying mutual funds. For more information about the target date fund applicable to your age, see the enclosed Guide to New Investments for each provider.
- <sup>2</sup> As with all mutual funds, the principal value of a target date fund isn't guaranteed at any time, even at the target date. The target date represents an approximate date when investors may choose to begin withdrawing from the fund.
- <sup>3</sup> Diversification is a technique to help reduce risk. It is not guaranteed to protect against loss.
- <sup>4</sup> The TIAA Brokerage account option is available to participants who maintain both a legitimate U.S. residential address and a legitimate U.S. mailing address. Certain securities may not be suitable for all investors. Securities are subject to investment risk, including possible loss of the principal amount invested.

Fidelity Investments BrokerageLink includes investments beyond those in your plan's lineup. BrokerageLink accounts are brokerage accounts established as part of an employee retirement plan and are subject to plan rules. The plan fiduciary neither evaluates nor monitors the investments available through BrokerageLink. Plan participants have trading authority over BrokerageLink accounts. It is your responsibility to ensure the investments you select are suitable for your situation, including your goals, time horizon, and risk tolerance. See the fact sheet and commission schedule for applicable fees and risks.

**The brokerage option offered through Corebridge Financial is a Schwab Personal Choice Retirement Account® (PCRA).** Investing involves risk, including the possible loss of principal. **Investors should consider carefully information contained in the prospectus, including investment objectives, risks, trading policies, charges, and expenses. You can request a prospectus by calling Schwab at 1-888-393-7272 or visiting [schwab.com](http://schwab.com). Please read the prospectus(es) carefully before investing.**

- <sup>5</sup> By opening a TIAA Brokerage account, you will be charged a commission only on applicable transactions and other account-related fees in accordance with the TIAA Commission and Fee Schedule. Please visit [TIAA.org/SDA\\_CAA](http://TIAA.org/SDA_CAA). Other fees and expenses apply to a continued investment in the funds and are described in the fund's current prospectus.

This material is for informational or educational purposes only and does not constitute fiduciary investment advice under ERISA, a securities recommendation under all securities laws or an insurance product recommendation under state insurance laws or regulations. This material does not take into account any specific objectives or circumstances of any particular investor, or suggest any specific course of action. Investment decisions should be made based on the investor's own objectives and circumstances.

Investment products may be subject to market and other risk factors. See the applicable product literature or visit your investment provider for details.

Distributions from tax-deferred plans before age 59½, severance from employment, death or disability may be prohibited, limited and/or subject to substantial tax penalties. Different restrictions may apply to other types of plans.

**Investment, insurance, and annuity products are not FDIC insured, are not bank guaranteed, are not bank deposits, are not insured by any federal government agency, are not a condition to any banking service or activity, and may lose value.**

**You should consider the investment objectives, risks, charges, and expenses carefully before investing. Please call your investment provider for current product and fund prospectuses that contain this and other information. Please read the prospectuses carefully before investing.**