After receiving the email notification indicating that you have to make a mandatory retirement plan election, follow the steps below.

**Note:** Your mandatory plan election must be made within 60 days of your hire date or you will default to TRS.

1. Log into OneUSG Connect at [oneusgconnect.usg.edu](http://oneusgconnect.usg.edu). Select the OneUSG Connect button in the Active Employees section.

2. Choose Benefits.
3. From Benefits Desktop, click the **MANDATORY Retirement Election** tile.

**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.
5. The Enroll in Your Retirement page will populate with information regarding both the Teacher Retirement System of Georgia (TRS) and the Optional Retirement Plan (ORP). Choose the plan that you would like to enroll in by clicking the button associated with that plan. Once selected, you cannot change your election. 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.
6. 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. **NOTE:** You cannot change this election once it has been made. If you have questions, cancel out of this page and get more information from your HR/Benefits representative or through the USG Benefits website.
7. If you elected **Teacher Retirement System (TRS)**, a Teacher Retirement System acknowledgement signature panel will be shown. Acknowledge your enrollment in the Teacher’s Retirement System by **Typing Your Full Name** in the box provided. Then click **Save**.

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

You will then receive the following message with a link to Retirement@Work. Click the **Retirement@Work** button if you would like to enroll in the voluntary savings plans (403(b) and/or 457(b) plans) for additional retirement savings.

**You have now completed your enrollment in TRS.**
8. If you elected the **Optional Retirement Plan**, the Optional Retirement Plan acknowledgement signature panel will be shown. Acknowledge your enrollment in the Optional Retirement Plan by **Typing Your Full Name** in the box provided. Click **Save**.

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

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 to send your contributions sent to and select your investment fund allocation. You have the choice of 3 vendors: TIAA, Fidelity or AIG.

**Important Note:** If you do not complete this step, you will default to TIAA and your contributions will be sent to TIAA and invested in the Vanguard Retirement Date fund 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 vendor selections.
You may also enroll in voluntary savings plans (403(b) and/or 457(b) plans) for additional retirement plan savings.