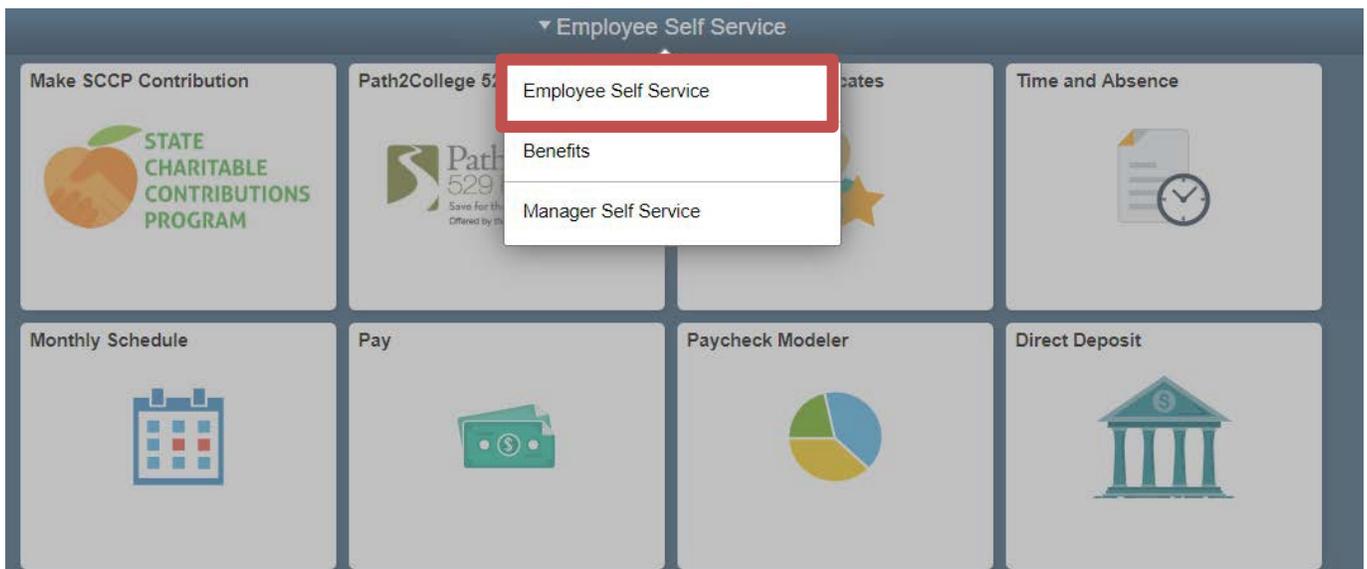


## Navigation

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. Your TRS election is retroactive to your date of hire or eligibility.**

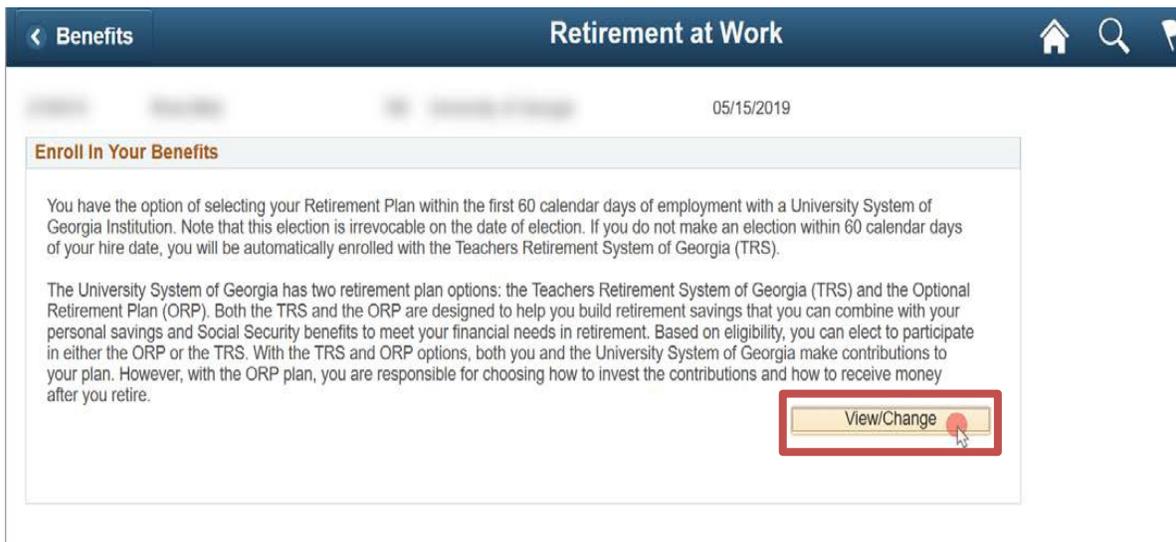
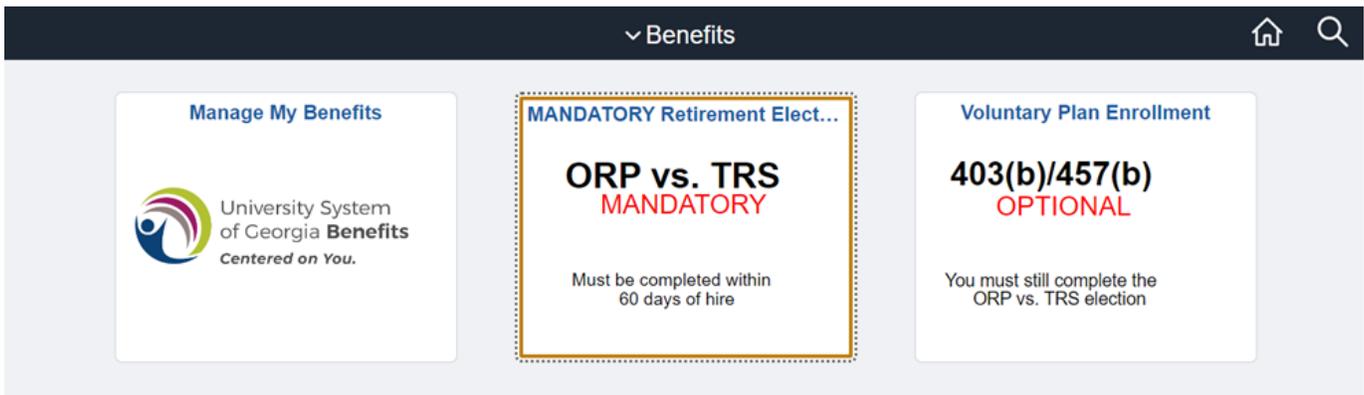
1. Log into OneUSG Connect at [oneusgconnect.usg.edu](https://oneusgconnect.usg.edu). Select the **OneUSG Connect** button in the Active Employees section.
2. Choose **Benefits**.



## New Hire TRS Mandatory Retirement Plan Election/Enrollment

- 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.



## New Hire TRS Mandatory Retirement Plan Election/Enrollment

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.

← Benefits
Retirement at Work

05/15/2019

**Enroll In Your Retirement**

**Teacher's Retirement System of Georgia (TRS)**

TRS is a Defined Benefit Plan. In this type of plan, your retirement benefit is "defined" based on a predetermined designated formula. You are required to make a mandatory pre-tax contribution to the plan and your employer contributes a matching contribution on your behalf.  
Your Retirement Benefit is calculated based upon 2% times your length of service and your average monthly salary derived from your highest consecutive 24 months of earnings. You do not make investment decisions nor do you assume the risks associated with investment decisions.  
You become 100% vested after 10 years of creditable service. If you leave employment with the USG prior to becoming vested, you have the option of leaving your contributions with TRS (accrues interest for 4 years), roll over your contributions to another qualified plan or IRA or request a lump-sum distribution (tax penalties may apply).  
You should carefully consider the implications of the 10 year vesting schedule in making your retirement plan election, for example positions with limited term assignments.  
There are 5 key plan provisions to the TRS plan:  
1. Mandatory 6% employee contributions and matching 21.14% employer contributions (effective 07-01-2019 and are subject to change)  
2. 100% vested after 10 years of creditable service  
3. No loans allowed  
4. No hardship or unforeseen emergency withdrawals  
5. No in-service distributions

**Teacher's Retirement System**
TRS Start Date: 05/01/2019

**Optional Retirement Plan (ORP)**

ORP is a 401(a) Defined Contribution Plan. In this type of plan, the employer and employee make contributions to the plan on a regular basis. You are required to make a mandatory pre-tax contribution to the plan and your employer contributes a matching contribution on your behalf.  
Your account balance is based upon EE/ER contributions and accumulated earnings. You become 100% vested immediately. You are responsible for making investment decisions and assume the risks associated with investment decisions. You can divide your investments between 3 retirement plan vendors: TIAA, Fidelity and VALIC/AIG.  
If you leave employment with USG, you have the option of leaving your contributions with your retirement plan vendor, roll over your contributions to another qualified plan or IRA or request a lump-sum distribution (tax penalties may apply). This plan doesn't accept rollovers into the plan.  
There are 5 key plan provisions to the ORP plan:  
1. Mandatory 6% employee contributions and matching 9.24% employer contributions (subject to change)  
2. 100% vested (upon enrollment in the plan)  
3. No loans allowed  
4. No hardship or unforeseen emergency withdrawals  
5. No in-service distributions

**Optional Retirement Program**
ORP Start Date: 07/01/2019

Continue

Cancel

## New Hire TRS Mandatory Retirement Plan Election/Enrollment

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 CAN NOT 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](#).

The screenshot shows the 'Retirement at Work' enrollment interface. At the top, it says 'Benefits' and 'Retirement at Work' with a date of 05/15/2019. The main section is titled 'Enroll In Your Retirement' and contains two options: 'Teacher's Retirement System of Georgia (TRS)' and 'Optional Retirement Plan (ORP)'. The TRS option is selected with a radio button. Below the TRS description, there are 'OK' and 'Cancel' buttons. The 'OK' button is highlighted with a red box. The ORP option is also visible with its own 'OK' and 'Cancel' buttons. At the bottom of the page, there are 'Continue' and 'Cancel' buttons.

This is a close-up of the 'Message' dialog box. The text inside reads: 'Acknowledgment (28521,814)', 'I understand that this selection is irrevocable during the tenure of my employment in a covered position with the University System of Georgia.', and 'If you have questions regarding this election, please contact your local Human Resources team or visit retirement.usg.edu.'. At the bottom, there are 'OK' and 'Cancel' buttons. The 'OK' button is highlighted with a red box.



## New Hire TRS Mandatory Retirement Plan Election/Enrollment

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.**

**Teacher's Retirement System**

05/15/2019

**Acknowledgement**

You have elected: **Teacher's Retirement System**

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.

**Acknowledgement Required by Typing Your Full Name Below**

Save Cancel

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)}** for additional retirement savings.

**Retirement at Work**

06/10/2019

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

Retirement@Work

**CONGRATULATIONS! You have now completed your enrollment in TRS.**