New Hire TRS Mandatory Retirement Plan Election/Enrollment

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](http://oneusgconnect.usg.edu). Select the OneUSG Connect button in the Active Employees section.

2. Choose **Benefits**.

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**Navigation**

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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.
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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)} for additional retirement savings.

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