UNIVERSITY SYSTEM OF GEORGIA

Mandatory Retirement Plan Election Job Aid

BEN003.02: Mandatory Retirement Plan Election using Retirement@Work Revised Date 12/4/2019

Mandatory Retirement Plan Election using Retirement@Work

Navigation

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

- 1. Log into OneUSG Connect at oneusgconnect.usg.edu. Select the OneUSG Connect button in the Active Employees section.
- 2. Choose Benefits desktop.





 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.

	▼ Benefits		
Manage My Benefits	MANDATORY Retirement Election	Voluntary Plan Enrollment	
University System of Georgia Benefits	ORP vs. TRS MANDATORY Must be completed within 60 days of hire	403(b)/457(b) OPTIONAL You must still complete the ORP vs. TRS election	

 Once the Retirement at Work page opens it will display an Enroll in Your Benefits information box. After reading the information provided, Click the View/Change button.

< Benefits	Retirement at Work	â	Q	1
	05/15/2019			
Enroll In Your Benefits				
You have the option of selecting your Re Georgia Institution. Note that this election of your hire date, you will be automatical The University System of Georgia has tw Retirement Plan (ORP). Both the TRS and personal savings and Social Security be in either the ORP or the TRS. With the T your plan. However, with the ORP plan, y after you retire.	tirement Plan within the first 60 calendar days of employment with a University System of n is irrevocable on the date of election. If you do not make an election within 60 calendar days lly enrolled with the Teachers Retirement System of Georgia (TRS). wo retirement plan options: the Teachers Retirement System of Georgia (TRS) and the Optional nd the ORP are designed to help you build retirement savings that you can combine with your nefits to meet your financial needs in retirement. Based on eligibility, you can elect to participate TRS and ORP options, both you and the University System of Georgia make contributions to you are responsible for choosing how to invest the contributions and how to receive money			



5. The Enroll in Your Retirement page will populate with information regarding both the Teachers Retirement System of Georgia (TRS) and the Optional Retirement Plan (OPR). Choose the plan of your choice by clicking the Radio button associated with that plan. 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 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 USC, you have the option of leaving your contributions with your retirement plan vendor, roll over your contributions to another qualified plan or 1RA 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 toans allowed 4. No hardship or unforeseen emergency withdrawals 5. No in-service distributions Optional Retirement Program ORP Start Date: 07/01/2019	
Continue	Cancel



6. An acknowledgement message will populate. To confirm you understand the message, 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 local HR/Benefits representative or via retirement.usg.edu.

< Benefits		Re	etirement at Work
Enroll In Your Retirement	05/15/20	19	
Teacher's Retirement System of Georgia (TRS)			
TRS is a Defined Benefit Plan. In this type of plan, your referement benefit is "defi predetermined designated formula. You are required to make a mandatory pre- your employer contributes a matching contribution on your behafit. Your Referement Benefit is calculated based upon 2% times your length of servic salary derived from your highest consecutive 24 months of earnings. You do not nor do you assume the risks associated with investment decisions. You become 100% visited after 10 years of calculate service. If you leave emplo becoming vested, you have the option of leaving your contributions with TRS (ac over your contributions to another qualified plant or IRA or request a lump-sum apply). You should carefully consider the implications of the 10 year vesting schedule in election, for example positions with immed term assignments. There are 5 key plan provisions to the TRS plant. 1. Mandator; 6% employee contributions and matching 21.14% employer contri and are subject to change)	hed" based on a ax combution to the plan and e and your average monthly make investment decisions yment with the USG prior to trues interest for 4 years), roll stitution (tax penalties may making your retirement plan utilions (Affective 07.01.0010) Message		
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	Acknowledgment (28521,814)		
Teacher's Retirement System TRS Start Date: 05/0	I understand that this selection is irrevocable	during the tenure of my employr	nent in a covered position with the University System of Georgia.
	If you have questions regarding this election, (please contact your local Huma	n Resources team or visit retirement.usg.edu.
Optional Retirement Plan (ORP)	OK Cancel		
ORP is a 401(a) Defined Contribution Plan. In this type of plan, the employer and contributions to the plan on a regular basis. You are required to make a mandata plan and your employer contributes a matching contribution on your behalf. Your account balance is based upon EEER contributions and accumulated ear vested immediately You are responsible for making investment decisions and a with investment decisions. You can divide your investments between 3 retiremer and VALLOARG.	ny pre-tax contribution to the ings. You become 100% ssume the risks associated it plan vendors: TIAA, Fidelity		
If you leave employment with USG, you have the option of leaving your contribution vendor, roll over your contributions to another qualified plan or IRA or request a lupenalities may apply). This plan doesn't accept rollovers into the plan.	ns with your retirement plan imp-sum distribution (tax		
There are 5 key plan provisions to the ORP plan: 1. Mandatory 6% employee contributions and matching 9.24% employer contribu- 2. 100% vectod (upon enrollment in the plan) 3. No locans allowed 4. No hardship or unforeseen emergency withdrawals 5. No in-service distributions	tions (subject to change)		
O Optional Retirement Program ORP Start Date: 07/01	/2019		
Continue		Cancel	

Enhanced Image of message:

Message
.cknowledgment (28521,814)
understand that this selection is irrevocable during the tenure of my employment in a covered position with the Iniversity System of Georgia.
you have questions regarding this election, please contact your local Human Resources team or visit etirement.usg.edu.
OK Cancel

Job Aid

Revised Date 12/4/2019



 If you elected Teachers Retirement System (TRS), a Teachers Retirement System acknowledgement signature panel will load. Acknowledge your enrollment in Teachers Retirement System by Typing Your Full Name in the box provided. Click Save.

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

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	Benefits	Те	acher's Retirement System
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			05/15/2019
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	knowledgement		
I understand that this selection is irrevocable during the tenure of my employment in a covered position with the University System of Georgia.	You have elected: Teache	s Retirement System	
I do hereby certify that I have read and fully understand the above statements regarding the	I understand that this selection is irrevoca covered position with the University Syste	e during the tenure of my employment in a of Georgia.	
University System of Georgia retirement plans.	I do hereby certify that I have read and fu University System of Georgia retirement p	understand the above statements regarding the ns.	
			-
Acknowledgement Required by Typing Your Full Name Below	Acknowledgement Required by Typ	ig Your Full Name Below	
Save	Save		

 The following Retirement@Work link will populate. Click the Retirement@Work button to access the website for enrollment in voluntary savings plans (403(b), 403(b) Roth, 457(b), 457(b) Roth) if desired.
 NOTE: This is an optional, additional retirement savings plan.

 ✓ Benefits 	Retirement at Work
	06/10/2019
Thank you for making your TRS Election! You are also eligible to contribute to a voluntary plan, i those plans. To learn more about these plans and optic access the Retirement@Work system Retirement@Work	ncluding 403(b), 457(b) or Roth versions of onally enroll, click the button below to



acknowledgement signature panel will load. 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.

< Benefits	Optional Retirement Plan
06	01/2019
Acknowledgement	
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.	
Acknowledgement Required by Typing Your Full Name Below Save Cancel	

10. The following Retirement@Work link will populate.

NOTE: You are NOT finished – with ORP. You must continue to the **Retirement@Work** site to choose your investment providers. If you do not complete this step, your investments will default to TIAA into the Vanguard Retirement Date fund based on your age. Even if you intend to select those options, please complete this step in **Retirement@Work**.

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10. Click the **Retirement@Work** button to access the website and allocate your retirement funds to your desired vendor(s), and to enroll in voluntary savings plans (403(b), 403(b) Roth, 457(b), 457(b) Roth) if desired.

Please note: You must wait 24 hours from the date of your retirement plan election in order to access Retirement@work to make your vendor selections.

You must still complete your enrollment by choosing your investment providers and allocations

on the Retirement@Work site via the button below

Retirement@Work