

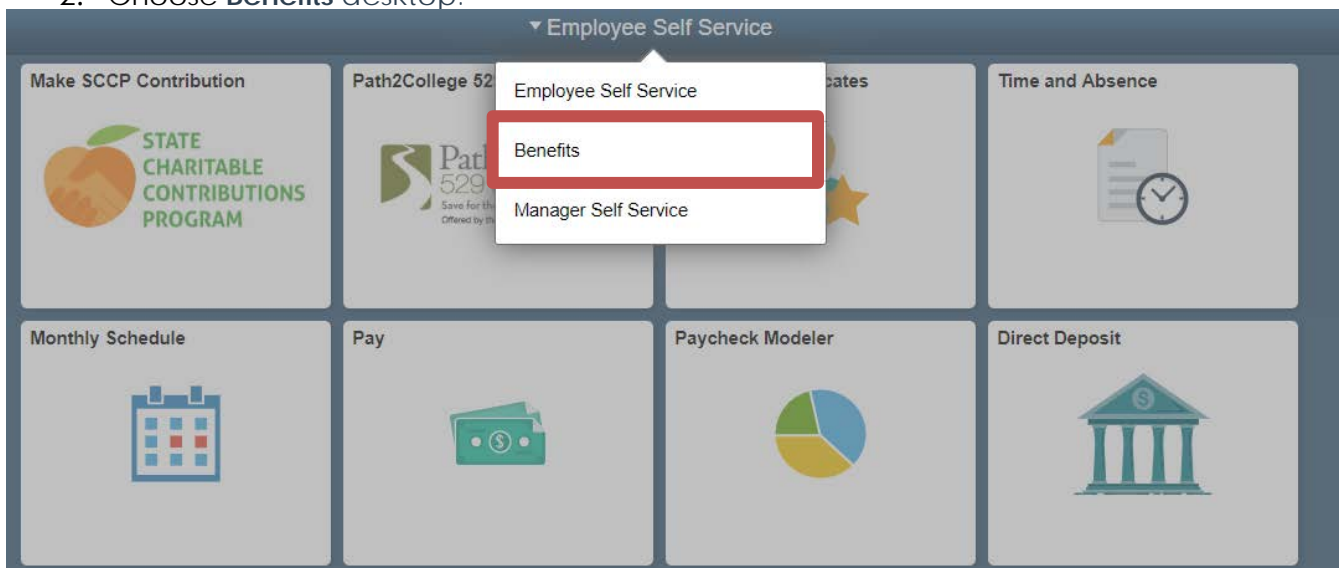


Mandatory Retirement Plan Election using Retirement@Work

Navigation

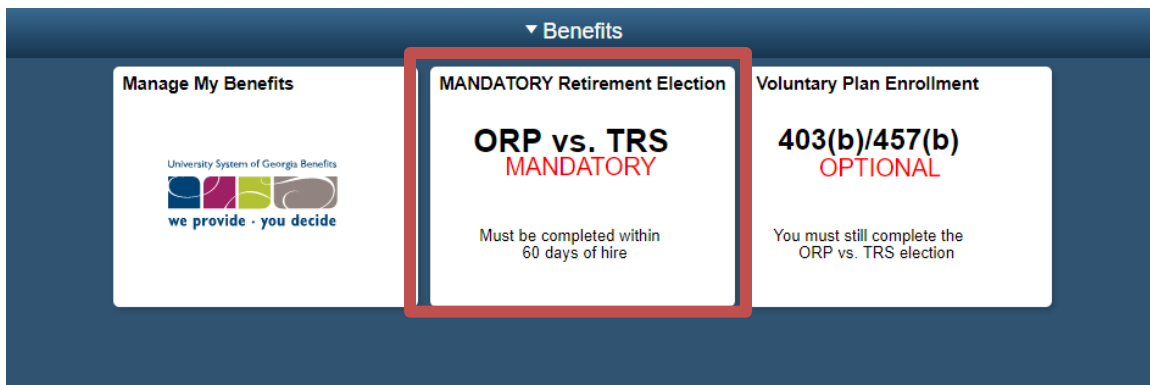
After receiving the email notification indicating that you have to make a mandatory retirement plan election, follow the steps below.

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

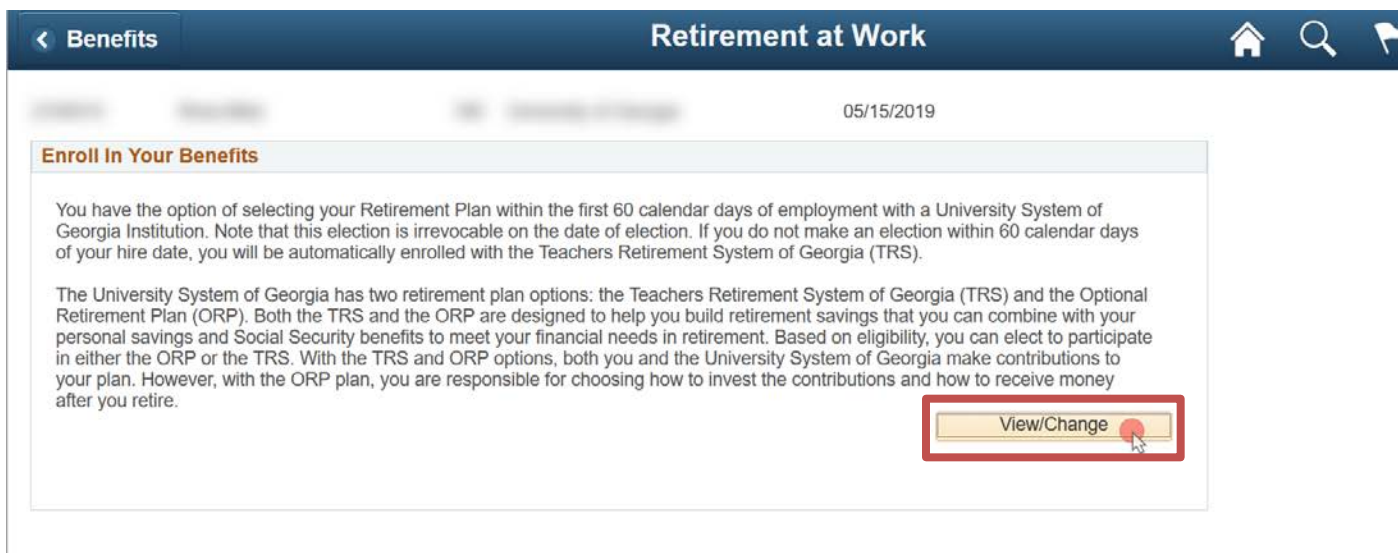




- From Benefits Desktop, click the **MANDATORY Retirement Election** tile.
NOTE: These tiles will only be displayed if you have an open election window. The tiles will be removed from your Self Service desktop the day after you complete your election.



- 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.





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 (ORP). 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.

The screenshot shows the "Enroll In Your Retirement" page in the Retirement@Work system. The page has a blue header with "Benefits" on the left and "Retirement at Work" on the right. The date "05/15/2019" is displayed in the top right. The main content area is titled "Enroll In Your Retirement" and contains two sections: "Teacher's Retirement System of Georgia (TRS)" and "Optional Retirement Plan (ORP)".

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

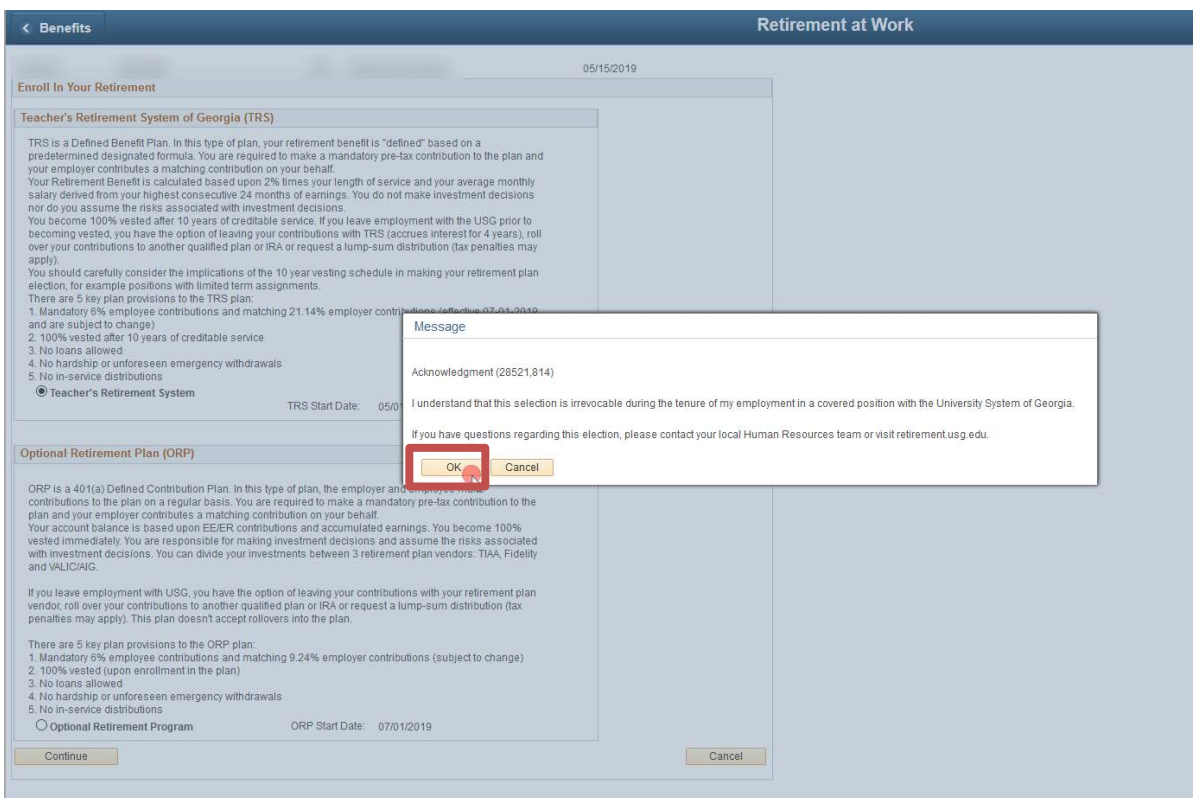
Optional Retirement Program ORP Start Date: 07/01/2019

At the bottom of the form, there are two buttons: "Continue" (highlighted with a red box) and "Cancel".

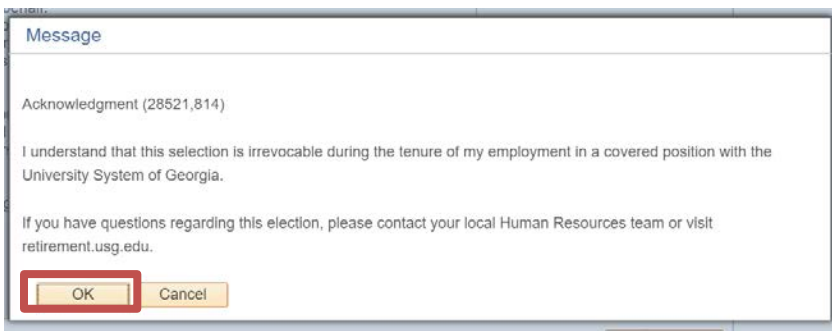


- An acknowledgement message will populate. To confirm you understand the message, click **OK**.

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.



Enhanced Image of message:





7. 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.

Benefits **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

8. 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, 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



9. If you elected the **Optional Retirement Plan**, an Optional Retirement Plan 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.

The screenshot shows a web interface for the 'Optional Retirement Plan'. At the top, there is a navigation bar with a back arrow and the word 'Benefits' on the left, and 'Optional Retirement Plan' on the right. Below this, the date '06/01/2019' is displayed. The main content area is titled 'Acknowledgement' and contains the following 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.', and '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 red-bordered box containing the heading 'Acknowledgement Required by Typing Your Full Name Below' and a text input field. At the bottom of the box are two buttons: 'Save' and '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**.



< Benefits

Retirement at Work

06/01/2019

Thank you for making your ORP Election! Contributions and deductions will begin with your payroll next month. If today is 1st of the month, then they will begin this month.

You must still complete your enrollment by choosing your investment providers and allocations on the Retirement@Work site via the button below

Retirement@Work

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.