Interim Retirement Plan Election Process

Beginning March 1 through April 3, all retirement plan elections for eligible monthly (exempt) employees will be made utilizing a paper form.

How to Make Your Election

1. Download the USG Retirement Election Form at hr.gatech.edu/retirement-benefits. Note: Employees have 60 days from the date of hire to make their election.

2. Complete the form by electing either the ORP or TRS option.

3. Submit the form in person at the Georgia Tech Human Resources Customer Service Center, located at 500 Tech Parkway, N.W. Atlanta, GA 30332. You can also email Jim Wallace at james.wallace@ohr.gatech.edu or Michelle Jordan-Dumas at michelle.dumas@ohr.gatech.edu or call 404-385-0609.

4. If TRS is elected, no further steps are needed.

5. If ORP is elected, please allow five business before beginning the next step of selecting a provider.

6. To select a provider(s) access the Retirement@Work portal through TechWorks.

7. To access TechWorks go to techworks.gatech.edu.

8. Login using your Georgia Tech credentials.

9. Select the Benefits tile located under the “Applications and Resources Header” to the right.

10. Select Benefits Summary.

11. Select Retirement @ Work, then follow the enrollment prompts.

Note: After our conversion to OneUSG Connect on April 3 all future retirement elections will be done through the Retirement@Work

This change only affects the ORP/TRS election for eligible monthly (exempt) employees and does not affect enrollment in either of the supplemental plans, i.e. 403b or 457b. All non-student employees are eligible for the supplemental savings plans and the enrollment process remains the same. Please go to the Retirement@Work portal for more information regarding the 403b and 457b supplemental plans and enrollment.