Important retirement election information:

- You have **60 days** from your benefits eligibility date to make a decision by completing and submitting enrollment forms to the Georgia Tech Benefits Department.
- Your **TRS** election is retroactive to your benefits eligibility date and your missed monthly contributions will be combined and deducted from your next paycheck.
- Your **ORP** election is effective the month in which you elect and submit complete paperwork prior to monthly payroll processing.
- It is your responsibility to ensure your paperwork is submitted by the deadline.
- If a decision is not made within this time period, you will be defaulted into the TRS plan.

Monthly compensated Faculty and Staff can choose between the two retirement options below.
Both plans employee contributions are fixed @6% and cannot be changed. (Please Choose One)

- Teachers Retirement System (TRS) defined benefit plan

- Optional Retirement Plan (ORP) defined contribution plan

* ORP Participants are responsible for setting up an account and making investment option elections with their vendor(s) of choice. Vendor elections and account creations are done via the Retirement@Work link in the OneUSG Connect system. (Please allow up to five business days to see the ORP vendor options in the portal).

*If no ORP account is created in the plan portal with one of vendors, your retirement vendor will default to a **Vanguard Target Date fund with TIAA** until the employee makes the appropriate selection. Vendor changes can be made at any time prior to payroll processing for the effective paycheck.

I do hereby certify that I have read and fully understand the above statements regarding the University System of Georgia retirement plans and the implications of my election. In making this election, I understand that under current law, my decision is irrevocable.

Print Name

Date

Signature

Rev. 12.2015