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.
2. Choose Benefits desktop.
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.

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

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

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.
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.

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