Overview/Description

As part of the Cohort 4 go-live, there are two new automatic features.

1. If non-exempt employees were not eligible for a retirement plan when they were originally hired, or if they were not keyed into the correct retirement plan, this new auto enrollment feature is configured to identify errors and automatically enroll them in the correct retirement plan.

2. There is a new auto-termination program that will terminate enrollments for ineligible employees based on their position and job data.

Prerequisite(s)

- For non-exempt employees only. Exempt employees are enrolled via the Alight portal.
  - Effective July 1, 2019, Exempt employees will enroll via the TIAA portal.

- For primary job records only. Secondary jobs do not drive eligibility.

- Regular (Reg) employees working 20 hours or more will be enrolled in TRS (Teachers Retirement System).

- Reg employees working less than 20 hours will be enrolled in GDCP (Georgia Defined Contribution Plan).

- Temporary (temp) employees (regardless of number of hours worked) will be enrolled in GDCP.

- The following paygroups are ineligible for retirement plans so they are excluded along with rehired retirees:
  - G - Graduate Assistants
  - T - Student Assistants
  - V - Student Assistantship Program
  - W - College Work Study are

Daily Batch Job

The auto enroll and termination programs run in update mode daily via a scheduled batch job. During this process, employees will be terminated or enrolled into the correct retirement plan based on the criteria above.

For active employees or rehired retirees who are exempt from participation in a retirement plan (TRS, ORP, or GDCP), refer to the following job aids for instructions on how to exclude from the auto enrollment process:

- **Active Employees**: HR_JA019, Excluding Employees from Retirement Plan Auto Enrollment

- **USG Rehired Retirees**: HR_JA023, Excluding USG Rehired Retirees from Retirement Plan Auto Enrollment