Practitioner Assisted Employee Retirement Election (for GSEPS, ERS, or Opt Out cases)

Navigation

1. Log into OneUSG Connect.
2. From the Manager Self Service desktop, click on the NavBar icon.
3. Click the Navigator button.
4. Click the **BOR Customizations** menu.

5. Click the **Benefit Administration** menu.
6. Click the Retirement at Work menu.

7. Enter the Search Criteria on the Retirement at Work page.
   
   **NOTE:** The Company field will auto populate according to the security assigned to the practitioner currently signed into OneUSG Connect.
Leave the **Empl ID** field empty to search for all employees awaiting selection. To search for an individual employee, enter the appropriate **Empl ID**.

8. Click **Search**.

9. If there are multiple employees available, your search results will populate as seen below. From the search results, click the **Empl ID** or **Name** of the desired employee.
10. If you entered an Empl ID into the search criteria or if there is only one available employee, your search will take you directly to that employee’s Enrollment – Retirement Plan selection page.

11. Select the desired retirement plan by clicking the radio button that corresponds to that option. Eligibility for each plan is determined by the
criteria on the employee’s Job Data record and any prior participation in a state sponsored retirement plan.

12. Click **Continue**.

13. An election acknowledgement will open. **Type Your Full Name** in the box provided and click **Save** to acknowledge your enrollment choice.

**NOTE:** If the practitioner is going to be allowed to sign on behalf of the employee, the appearance and criteria of that acknowledgement will need to be agreed upon by the systems office and added to this aid at a later date.

Example: Betty Boop for Wile E. Coyote
14. The employee will receive an email acknowledging their selection.