

ENROLLMENT

If an employee is hired or transferred into an ORP eligible position the following will occur:

1. The employee will receive an email, as shown below, from the Benefits Office (Ruth Heath) notifying them of eligibility and further instructions. The ORP Information Acknowledgment Statement will be attached to the email for signature.

Hello –

*You recently entered a position that allows you to participate in the **Optional Retirement Program (ORP)** offered by the Texas A&M University System. This retirement program is an alternative to the **Teacher's Retirement System (TRS)**. Eligible employees in full-time faculty or faculty-equivalent positions are given the opportunity to elect ORP in lieu of TRS. Beginning **June 01, 2018** you will have **90 days** to decide whether to enroll into ORP or default into TRS. Your ORP election period will end on **August 30, 2018** and you will remain in TRS if you don't elect ORP before the deadline. You will be given only one ORP election period during your career in Texas Public Higher Education.*

*Please fill out the attached form and submit back to me **as soon as possible**. This form will be filed in your payroll file acknowledging you have been offered ORP regardless if you choose ORP or stay in TRS. If the form is not submitted back to me it will hold up the benefits process in Workday.*

If you would like to enroll in ORP before your deadline date, please follow the instructions below:

- *Sign, date and submit the attached form back to me*
- *Complete a TRS-28 election form, available at https://www.trs.texas.gov/TRS%20Documents/form_28.pdf
 - o *Submit the notarized ORIGINAL form back to me at the address below. The TRS 28 form cannot be accepted via email or fax as we must have the original.**
- *Select the vendor of your choice and open an ORP account with that vendor. The vendor contact information is located here along with website information <https://www.tamus.edu/business/benefits-administration/retirement-programs/orpnda-approved-vendors/>
 - o *You can click on the vendors name and it will take you directly to their website to open an ORP account**
- *Log into Workday via sso.tamus.edu*
- *Click the Benefit Change – ORP task located in your Workday inbox*
- *Waive TRS if you would like to enroll in ORP (Waive ORP if you would like to stay in TRS)*
- *Select the ORP vendor of your choice and the percentage 6.65*
- *Continue, review your changes and submit*

We highly recommend you complete this before your deadline date listed above. For more information about TRS and ORP visit this website <https://www.tamus.edu/business/benefits-administration/retirement-programs/trs-and-orp-mandatory-programs/>

- Workday Passive Event will run overnight and the employee will receive the below task in their inbox called "Benefit Change – ORP: Employee name on xx/xx/xxxx"
Instructions at the top of the task are very similar to the instructions in the email.

NOTE: They SHOULD NOT waive both TRS and ORP. They will need to elect one or the other.

Change Benefit Elections ORP for Karisa Cherry - Step 1 of 2 Actions

Total Cost: \$0.00 Monthly Cost
 Total Credits: \$0.00 Monthly Credit
 Total Employee Net Cost/Credit: \$0.00 Monthly Cost

Event Date: 05/02/2018
 Initiated On: 05/02/2018
 Submit Elections By: 07/29/2018
 11 hour(s) ago - Due 05/04/2018; Effective 05/02/2018

You must complete the TRS28 form in order to enroll in ORP. It can be found [here](#). This form must be notarized, signed and returned to your HR Office within 90 days from your date of hire or date of initial eligibility for ORP. If the form is not received by the 90th day, you will remain in TRS. You will not be given another opportunity to enroll in ORP throughout your career at any Texas higher educational institution.

If you wish to stay in TRS, all selections are pre-waived. Simply click continue, check that box "I Agree", and submit.

In addition to choosing a vendor and amount for your ORP, you must contact a representative at the vendor to enroll with them and choose your investment options (money market funds, target date funds, etc.).

If you do not enroll with the vendor before your first deductions are taken, an account will be created and your contributions will be placed in the default investment option by your chosen vendor, typically a target-date or lifestyle fund.

> Retirement Savings Plan Dependencies

Retirement Savings Elections 7 items

Benefit Plan	*Elect / Waive	Employee Contribution	Allowed Employee Contribution	Provider Website
Teacher Retirement System - Teacher Retirement System	<input checked="" type="radio"/> Elect <input type="radio"/> Waive	Percent <input type="text" value="7.7"/>	Percentage Minimum 7.7 Percentage Maximum 7.7	TRS
Optional Retirement Program - Fidelity Investments	<input type="radio"/> Elect <input checked="" type="radio"/> Waive	Percent <input type="text" value="0"/>	Percentage Minimum 6.65 Percentage Maximum	Fidelity

The screen shot below is an example of an employee who elected ORP. Please notice that TRS is waived and ORP is elected.

If you do not enroll with the vendor before your first deductions are taken, an account will be created and your contributions will be placed in the default investment option by your chosen vendor, typically a target-date or lifestyle fund.

> Retirement Savings Plan Dependencies

Retirement Savings Elections 7 items

Benefit Plan	*Elect / Waive	Employee Contribution	Allowed Employee Contribution	Provider Website
Teacher Retirement System - Teacher Retirement System	<input type="radio"/> Elect <input checked="" type="radio"/> Waive	Percent 0	Percentage Minimum 7.7 Percentage Maximum 7.7	TRS
Optional Retirement Program - Fidelity Investments	<input checked="" type="radio"/> Elect <input type="radio"/> Waive	Percent 6.65	Percentage Minimum 6.65 Percentage Maximum 6.65	Fidelity
Optional Retirement Program - Lincoln Financial Group	<input type="radio"/> Elect <input checked="" type="radio"/> Waive	Percent 0	Percentage Minimum 6.65 Percentage Maximum 6.65	Lincoln Financial
Optional Retirement Program - Pentegra	<input type="radio"/> Elect <input checked="" type="radio"/> Waive	Percent 0	Percentage Minimum 6.65 Percentage Maximum 6.65	Pentegra
Optional Retirement Program - TIAA	<input type="radio"/> Elect	Percent 0	Percentage Minimum 6.65	TIAA

- Once the employee selects the option of their choice and hits continue they will receive a 2nd step as shown below. They will review their elections before clicking the "I agree" box and submit button at the bottom. (No attachment is needed)

Change Benefit Elections Benefit Elections Review for ORP - Step 2 of 2 Actions

Total Cost
\$0.00 Monthly Cost
Total Credits
\$0.00 Monthly Credit
Total Employee Net Cost/Credit
\$0.00 Monthly Cost

> Details

Please review your elections before clicking the "I Agree" checkbox and on the Submit button below that.

IMPORTANT: Do not upload your dependent documentation here. Your documents should have been uploaded through HRConnect. The documentation will be approved and your dependents will be verified after you click Submit.

Elected Coverages 1 item 🔍 📄 ↻

Benefit Plan	Coverage Begin Date	Deduction Begin Date	Coverage	Beneficiaries	Benefit Credit (Monthly)
Teacher Retirement System - Teacher Retirement System	07/21/2008	07/21/2008	7.7%		
Total:					

Waived Coverages 1 item 🔍 📄 ↻

Plan Type
Optional Retirement Program

Attachments

Submit
Go Back
Cancel

Drop files here

Attachments

Drop files here

or

Select files

Electronic Signature

Payroll Deduction/Pretax Premium/Billing Agreement: I authorize The Texas A&M University System to deduct from my earnings the amount required to cover my share of the premiums for these coverages. I authorize the A&M System to reduce my taxable income by an amount equal to my health/dental/vision/AD&D premiums.

Waiver Agreement: After my 60-day enrollment period, I understand that in order to enroll in the future I may be required to provide evidence of insurability, and I may enroll in some plans only during enrollment periods and/or be subject to pre-existing condition limitations.

Release of Information: I understand that certain information collected by the A&M System must be sent to the carriers of the plans in which I have enrolled. The A&M System and the insurance carriers will treat this information as confidential.

Tobacco User Agreement: I understand that if I have indicated that I am not a tobacco user and this proves to have been a false statement, my coverage and any associated dependent benefit coverage may be cancelled.

Certification and signature: I understand that I may be required to provide additional documentation to certify the change I that I am claiming in order to make changes to my benefits. I further understand that should it be found that I have made a false statement in connection to my benefit change, my benefit coverage will be canceled and I may be prosecuted to the full extent of the law.

Insurance Cancellation Agreement: If cancelling any insurance coverage, I understand that in order to participate in the future I may be required to furnish evidence of insurability at my own expense. Coverage is subject to the carrier's approval and is not guaranteed. In addition, I may enroll in some plans only during specified enrollment periods. Benefits will be paid based on coverage records in my insurance file and in accordance with the terms of the applicable group policy.

I Agree

 enter your comment

Process History

Submit Go Back Cancel Due 05/04/2018

4. Once submitted, the screen shot below will appear notifying the employee they have successfully submitted the enrollment. They may print the summary for their own records if they wish. If not, they will select done.

Initiated On 05/02/2018
 Submit Elections By 07/29/2018
 Event Date 05/02/2018
 11 hour(s) ago - Due 05/04/2018; Effective 05/02/2018

You have successfully submitted your benefits enrollment. Select Print to launch a printable version of this summary for your records.

You should print a confirmation of your elections by clicking the Print button at the bottom of the page.

Elected Coverages 1 item

Benefit Plan	Coverage Begin Date	Deduction Begin Date	Coverage	Beneficiaries	Benefit Credit (Monthly)
Teacher Retirement System - Teacher Retirement System	07/21/2008	07/21/2008	7.7%		
					Total:

Waived Coverages 1 item

Plan Type
Optional Retirement Program

Signature

X _____
 Employee Signature Required

Electronic Signature

Payroll Deduction/Pretax Premium/Billing Agreement: I authorize The Texas A&M University System to deduct from my earnings the amount required to cover my share of the premiums for these coverages. I authorize the A&M System to reduce my taxable income by an amount equal to my health/dental/vision/AD&D premiums.

Print Done

5. The Benefits Partner (Ruth Heath) will get a task to confirm the TRS 28 form regardless of whether the employee enrolls in ORP or waives ORP.
 - a. If they elect ORP, the Benefits Partner cannot submit the task until the original notarized TRS 28 form has been received. The form cannot be accepted via email or fax as TRS requires the original.
 - b. ORP deductions will not begin until this task is submitted.

The screenshot shows a task confirmation window with the following details:

- Title:** Complete To Do Confirm TRS 28 is received (with an Actions button)
- Time:** 2 minute(s) ago - Effective 05/02/2018
- For:** Karisa Cherry
- Overall Process:** Passive Event: Karisa Cherry on 05/02/2018
- Overall Status:** Successfully Completed
- Due Date:** 05/04/2018
- Instructions:** You should click the Submit button if and only if you've received the Form TRS 28, signed by the employee and notarized. **This is required by TRS in order for the employee to enroll in ORP**

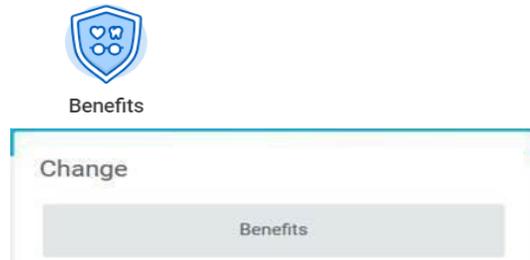
Below the instructions is a text input field with a placeholder "enter your comment" and a small icon to its left. At the bottom of the window are three buttons: "Submit" (green), "Save for Later", and "Close".

VENDOR CHANGE

1. Select the vendor of your choice and **open a TAMU ORP account with that vendor**. Vendor contact information: <https://www.tamus.edu/business/benefits-administration/retirement-programs/orptda-approved-vendors/>

2. Log into Workday

- Click on your Benefits worklet and choose Benefits



- The benefit Event Type selection will be "ORP Vendor Change"
- Enter today's date as the Event Date and click submit. (The change will begin the first of the month following the event date.)

Benefit Event Type *

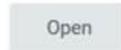
Benefit Event Date *

Submit Elections By (empty)

Enrollment Offering Types (empty)

- Click on Open the change Benefits section or go to your workday inbox and click on the "Benefit Change – ORP" task

Change Benefit Elections
Due Date 06/01/2018



> Details and Process

- Select the vendor of your choice and the percentage 6.65
- Continue, review your changes and then click on the "I agree" box and submit. (No form, attachment or print out is required.)