# How to Enroll in UCF Retirement Plans

## Mandatory Retirement Plans

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| **FRS Pension Plan**                    | Last business day of the 5th month following date of hire | **USPS Employees:**  
- Not required to complete an enrollment form  
- **A&P & Faculty Employees:**  
  - Complete [ORP-ENROLL](#) form  
  - Return ORP-ENROLL form to HR Benefits Section via fax (407-823-1095) or password protected email attachment ([benefits@ucf.edu](mailto:benefits@ucf.edu)).  
  - Complete [EZ Retirement Plan Enrollment](#) form  
  - Fax or mail EZ Retirement Plan Enrollment form to FRS Plan Choice Administrator indicated on the form |
| Eligible:  
- ✓ A&P  
- ✓ Faculty  
- ✓ USPS  |                                                          |                                                                              |
| **FRS Investment Plan**                  | Last business day of the 5th month following date of hire | **USPS Employees:**  
- Complete [EZ Retirement Plan Enrollment](#) form  
- Fax or mail to FRS Plan Choice Administrator indicated on the form  
- **A&P & Faculty Employees:**  
  - Complete [ORP-ENROLL](#) form  
  - Return ORP-ENROLL form to HR Benefits Section.  
  - Complete [EZ Retirement Plan Enrollment](#) form  
  - Fax or mail EZ Retirement Plan Enrollment form to FRS Plan Choice Administrator indicated on the form |
| Eligible:  
- ✓ A&P  
- ✓ Faculty  
- ✓ USPS  |                                                          |                                                                              |
| **State University System Optional Retirement Program (SUSORP)** | 90 days from hire date  
*Note: If you do not elect the SUSORP within 3 months (90 days) and you default into the Pension Plan, you can either remain in the Pension Plan or elect the Investment Plan by the end of the 5th month after your month of hire.* | **ORP Contact information can be found here.**  
- Open SUSORP account with one of the five SUSORP companies:  
  - ✓ AXA  
  - ✓ Metlife  
  - ✓ TIAA-CREF  
  - ✓ VALIC Retirement  
  - ✓ VOYA  
- Complete [ORP-ENROLL](#) form  
*Note: College of Medicine Faculty members should complete the [ORP-MANDATORY](#) form in lieu of the ORP-ENROLL form.*  
- Return ORP-ENROLL form and confirmation of SUSORP account to HR Benefits Section via fax (407-823-1095) or password protected email attachment ([benefits@ucf.edu](mailto:benefits@ucf.edu)). |
| Eligible:  
- ✓ A&P  
- ✓ Faculty  |                                                          |                                                                              |