YOUR Money YOUR Choice

FRS EMPLOYER Newsletter

• July 2016 •

Annual Fee Disclosure Statement Is Available on MyFRS.com

The Annual Fee Disclosure Statement for the FRS Investment Plan provides information concerning the Investment Plan's structure, administrative and individual expenses, and investment funds, including performance, benchmarks, fees, and expenses. This Statement is designed to set forth relevant information in simple terms to help Investment Plan members make better investment decisions. The Statement is available online in the "Investment Funds" section on *MyFRS.com*, or members can request a printed copy be mailed at no cost to them by calling the MyFRS Financial Guidance Line toll-free at 1-866-446-9377, Option 4 (TRS 711).

Caution: Members Grant SDBA Access at Their Own Risk!

Investment Plan members should be very cautious about providing access to their Self-Directed Brokerage Account (SDBA) to any investment advisor or to any other outside party. This access could include SDBA trading authorization, the member's PIN, and/or their *MyFRS.com* User ID and Password. Such agreements are permissible, but they are made directly between the member and the investment advisor.

If a member does grant someone access to their SDBA, they are encouraged to monitor their Investment Plan account closely and review any trades made on their behalf to ensure no unauthorized distributions have been made. Members should also be aware of any fees charged by their outside investment advisor to manage their Investment Plan account. If a member has any questions, have them call the MyFRS Financial Guidance Line at 1-866-446-9377, Option 2.

How to Identify an FRS Retiree

An employee is considered retired from the FRS once they've taken a distribution from the Investment Plan. Confirming retirement status is an important part of determining whether that employee is eligible for rehire or to continue their health insurance coverage with your agency. To learn how to confirm a person's retirement status, turn to the next page.

EY Is Our Exclusive Financial Planning Partner

The FRS has a contract with EY to provide all FRS members free, unbiased financial planning and counseling services. EY does not sell any investment or insurance products. No other financial planners, financial institutions, or firms are affiliated with or endorsed by the Florida Retirement System, by Hewitt Financial Services, or by Aon Hewitt, the Investment Plan Administrator.

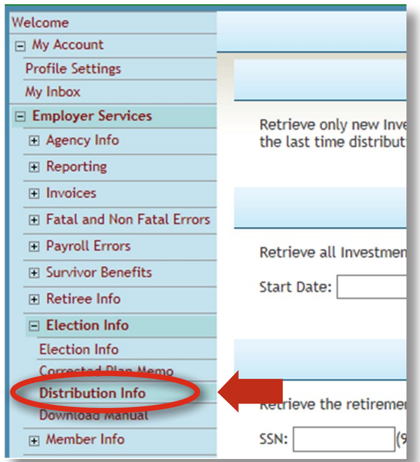
2016 Legislative Update

In the April 2016 issue of this newsletter, we indicated that several bills had passed that will affect the Florida Retirement System (FRS). All bills discussed in the April newsletter have now been signed into law. Additional information can be found on the "2016 Legislation" page in the "Alerts & Hot Topics" box on the *MyFRS.com* home page.



How to Confirm Retirement Status Online

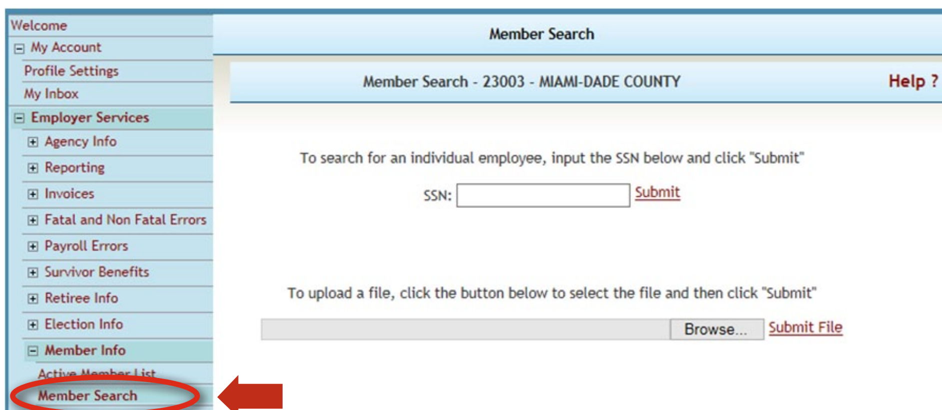
To find out whether an employee is considered retired from the FRS, log in to FRS Online (*MyFRS.com* > Employers > Online Payroll or directly at *www.rol.frs.state.fl.us/login.aspx* and choose "Distribution Info."



Once on the page, you can retrieve the information in three ways:

1. Review a list of employees who have received a distribution since the last time you ran the distribution report.
2. Review a list of employees who have received a distribution since a specific date.
3. Search by an employee's Social Security number. (This will search for all members, not just those that have worked in your agency.)

You can also determine a member's retirement date by choosing "Member Info," then "Member Search." See image below.



How to Confirm Retirement Status by Phone

Investment Plan Participant? Call the FRS Employer Assistance Line at 1-866-377-2121, Option 3. Identify yourself and your agency and provide the member's name and the last four digits of his or her Social Security number. The representative can only tell you whether the member took a distribution and the date of the distribution. They cannot tell you the payment type or amount or any other information.

Pension Plan Participant? Call the Division of Retirement at 1-877-377-1266, (toll-free) or 850-907-6540 (in the Tallahassee area). You will need the member's name and the last four digits of his or her Social Security number. The Division of Retirement can tell you whether the member has initiated their retirement benefit and the date their benefit started.

FRS Online Login Help

Your agency's Retirement Coordinator was assigned a user name by the Division of Retirement's Research and Education Section and is responsible for assigning/reassigning access to other employees in your agency. For assistance, call the Research and Education Section at 1-877-377-1737 (toll-free) or 850-488-5706 (in the Tallahassee area).

Investment Plan Fund Name Change

The FRS Retirement Income Fund (2000) has changed its name to "FRS Retirement Fund (2000)." The fund's benchmark has also changed its name from "Retirement Income Custom Index" to "Retirement Custom Index." Although the name has changed, there has been no change to the management company, fund objectives, investment strategy, or portfolio management team. Investment Plan members will be notified of this change in the July 2016 "Investment Plan Quarterly Newsletter."

Joint Pension Plan and Investment Plan Employer Training Workshops

This fall we will be conducting two joint Pension Plan and Investment Plan employer training workshops. Both will be conducted in person in Tallahassee and by live broadcast over the internet. The morning session will cover the Pension Plan, and the afternoon session will cover the Investment Plan. To register and receive login details, call the toll-free FRS Employer Assistance Line (1-866-377-2121, Option 1) and ask for Marc Mancuso, Angela Ko, or Scott Jennings. They will need your name and contact information, the date and time of the workshop you want to attend, and the number of people from your organization who will be attending.

The workshops will be presented by representatives from the Division of Retirement and the State Board of Administration. These workshops are a good opportunity for your staff to hear an overview of the FRS and the various areas, functions, and processes that involve your agency and its employees.

2016 Dates	8:30 to 11:30 a.m. ET	1:00 to 4:00 p.m. ET
September 9	Pension Plan	Investment Plan
October 12	Pension Plan	Investment Plan

Members' Social Security Numbers

All Investment Plan members are notified of the following in every quarterly Investment Plan newsletter:

"FRS Investment Plan member records are filed according to the member's Social Security number. The State Board of Administration of Florida (SBA) collects member Social Security numbers because it is imperative for the SBA to have the ability to identify Investment Plan members properly and definitively."

Because all FRS member records are filed by Social Security number, be sure to enter your employees' Social Security numbers accurately on the monthly retirement payroll report. The number entered must be identical to the number on the employee's Social Security ID card. Incorrect numbers can delay election processing and affect the accuracy of service credit and salary history.

Employee Workshop Webcasts

To register for any of the financial planning workshop webcasts listed below, FRS-covered employees should call 1-866-446-9377, Option 2 (TRS 711) or visit *tinyurl.com/zrsh8r6*. (After login, select "Attend a Workshop," then "WEBINAR" under the County drop-down box, and then select the workshop you would like to attend.)

2016 Dates	10:00 a.m. to Noon ET	1:00 to 3:00 p.m. ET
July 19	Using the FRS to Plan for Retirement	Estate Planning: Caring for Your Loved Ones
July 20	Nearing Retirement in the FRS	Insurance Planning: Protecting Your Loved Ones
October 5	Using the FRS to Plan for Retirement	FRS Investment Plan: Understanding Your Benefits
October 6	Nearing Retirement in the FRS	Investment Planning for Everyone - The Details

Keep Inactive and Retired Members' Names and Addresses Current

Encourage your inactive and retired FRS members to keep their names and addresses current so they won't miss any important information from you or the FRS. For active employees, this information is updated automatically on the FRS database when you submit your agency's monthly payroll report.

Investment Plan Members (Inactive or Retired)

Address Change: For instructions, visit *MyFRS.com*. In the blue column on the left, click the "Resources" button, then "FAQs," then "Retirees." Then click "How can I change my name or mailing address if retired or terminated from the Investment Plan?"

Name Change: The member must submit a signed form or letter to Aon Hewitt by mail or fax. The submission must be accompanied by a copy of the court order, marriage certificate, or driver license reflecting the member's new name. Letters must include the member's old name, new name, and last four digits of their Social Security number. Forms can be requested by calling the toll-free MyFRS Financial Guidance Line at 1-866-446-9377, Option 4.

Aon Hewitt
P.O. Box 785027, Orlando, FL 32878-5027
Fax: 1-888-310-5559

Pension Plan Members (Inactive)

Address Change: The member must submit a signed and dated letter to the Division of Retirement by mail or fax.

Pension Plan Members (Retired and Receiving a Benefit)

Address Change: The member can log in to their FRS Online account, call the Division, or send a signed letter or Form ADDCH-1 (available on *MyFRS.com*) to the Division by mail or fax.

Name Change: The member must submit a signed letter to the Division by mail or fax. The letter must be accompanied by a copy of the court order, marriage certificate, or driver license reflecting the member's new name.

Division of Retirement
P.O. Box 9000, Tallahassee, FL 32315-9000
Fax: 850-410-2010
Phone: 1-844-377-1888 (toll-free) or 850-907-6500 (Tallahassee area)

Important New Hire Enrollment Deadlines

Plan enrollment forms must be received by 4:00 p.m. ET on the last business day of an employee's enrollment deadline month. (See deadlines below.) Enrollment forms must be sent directly to Aon Hewitt, the FRS Plan Choice Administrator, in either of the following ways:

- **By mail:** P.O. Box 785027, Orlando, FL 32878-5027
- **By fax:** 1-888-310-5559

The 4:00 p.m. ET deadline is also applicable to Regular and Special Risk Class members who make their elections electronically on *MyFRS.com* or by calling the MyFRS Financial Guidance Line at 1-866-446-9377, Option 4 (TRS 711). You should confirm a member's deadline by reviewing the date on their personalized Benefit Comparison Statement or by calling the FRS Employer Assistance Line at 1-866-377-2121, Option 3.

Enrollment Deadlines

If Hired in This Month ...	Retirement Plan Choice Deadline Is 4:00 p.m. ET on ...
January 2016	June 30, 2016
February 2016	July 29, 2016
March 2016	August 31, 2016
April 2016	September 30, 2016
May 2016	October 31, 2016
June 2016	November 30, 2016
July 2016	December 30, 2016
August 2016	January 31, 2017
September 2016	February 28, 2017
October 2016	March 31, 2017
November 2016	April 28, 2017
December 2016	May 31, 2017

Employer Resources

- *MyFRS.com* website
- Toll-free FRS Employer Assistance Line at 1-866-377-2121
  - EY and Aon Hewitt representatives are available from 9:00 a.m. to 8:00 p.m. ET, Monday through Friday, except holidays.
  - Division of Retirement staff are available from 8:00 a.m. to 5:00 p.m. ET, Monday through Friday, except holidays.