



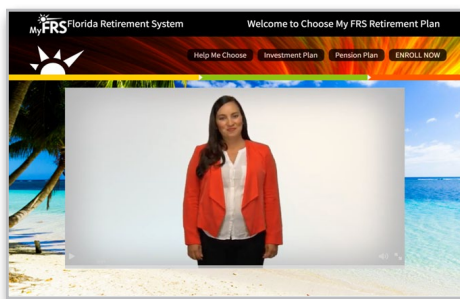
YOUR Money YOUR Choice



FRS EMPLOYER Newsletter

• October 2016 •

Reporting Information to the Division of Retirement	2
Joint Pension Plan and Investment Plan Employer Training Workshop	3
Employee Workshop Webcasts.....	3
Important New Hire Enrollment Deadlines	4



The new *ChooseMyFRSplan.com* website features an interactive video that helps match new hires to the FRS retirement plan that might make the most sense for them.



ChooseMyFRSplan.com Will Help Match New Hires to Plans

Meet Jill. You and your new hires will be meeting Jill on *ChooseMyFRSplan.com*. She knows a lot about retirement plans and will appear in a new interactive video that will help new hires choose a retirement plan. Jill will ask your new hires a few questions and then point out which FRS retirement plan might make the most sense for them.

The interactive video on the new *ChooseMyFRSplan.com* website will go live October 1. The website and video are the centerpieces of a revamped campaign designed to help your new hires choose an FRS retirement plan.

“One of our most important goals at the SBA is to help our new hires make an informed plan choice,” said Joan Haseman, Chief of Defined Contribution Programs, Office of Defined Contribution Programs, State Board of Administration of Florida. “When new hires make active plan elections, we know they are aware of their options and are not leaving their retirement to chance.”

When new hires arrive at *ChooseMyFRSplan.com* and launch the interactive video, Jill springs to life. She asks new hires to enter their age and estimate the number of years they expect to work for an FRS-participating employer. She also asks about their preferences regarding personal control over investments, risk tolerance, and benefit payment options. Jill then presents the retirement plan that might be the better match and explains how the plan aligns with their preferences.

“We’re using this interactive format to deliver more personalized help to new hires in a simple, friendly, convenient way,” said Walter Kelleher, Director of Educational Services, Office of Defined Contribution Programs, State Board of Administration of Florida. “We carefully modeled benefits under each plan and based the results on the answers as well as key assumptions about rates of return and inflation. It’s similar to the approach used by our online CHOICE SERVICE, but simplified.”

Join the Webcast October 12th

To familiarize employers with *ChooseMyFRSplan.com* and other new resources, the SBA will discuss these items during the Investment Plan employer training webcast on October 12th. See the “Joint Pension Plan and Investment Plan Employer Training Workshop” article on page 3 for information on registering for this webcast. In the meantime, beginning October 1st, employers are welcome to visit *ChooseMyFRSplan.com* and to direct their new hires there for help choosing their FRS retirement plan.



Reporting Information to the Division of Retirement

Make sure your Retirement Coordinator information is up to date and current with the Division of Retirement. If not, your agency may miss out on important retirement and benefits information from the FRS. If you are the Retirement Coordinator and don't have access, forgot your user name and/or password, or got locked out of your account, notify the Division of Retirement at 1-877-377-1266, Option 2 (or 850-907-6540 in the Tallahassee area) or by email at enrollment@dms.myflorida.com.

Retirement Coordinators can check to see if their user name has been assigned "Retirement Coordinator access" on the "Agency User" page of the "Agency Info" module. See screenshot below.

User Name	Email Address	Modules		
ADM12345	adm@youragency.com	AGENCY INFO, ELECTION INFO, INVOICES, MEMBER INFO, REPORTING, RETIREE INFO, SURVIVOR BENEFITS	View/Edit	Delete
HIS12345		HIS EXCLUSION	View/Edit	Delete
RC12345	rc@youragency.com	AGENCY INFO, ELECTION INFO, FINANCIAL SUMMARY, INVOICES, MEMBER INFO, PAYROLL ERRORS, REPORTING, RETIREE INFO, RETIREMENT COORDINATOR, SURVIVOR BENEFITS	View/Edit	
RET12345			View/Edit	Delete
Add New User				

Keep Your Co-Workers in the Loop

Do you have any co-workers who work with you on retirement issues and would benefit from receiving this newsletter and other retirement information? If so, send an email to walter.kelleher@sbafla.com with the co-worker's name, title, agency name, mailing address, and email address.

Schedule an FRS Retirement Planning Workshop

Help your employees adequately plan for their financial future by scheduling an FRS retirement planning workshop.

These workshops are conducted by experienced financial planners from EY and are free of charge to FRS members. They give you and your employees in-depth information on topics such as retirement, estate and insurance planning, spending and debt management, investment planning, and more.

For more information, a workshop calendar, and detailed descriptions of each workshop, visit MyFRS.com.

To schedule a workshop date for your employees, call the MyFRS Employer Assistance Line at 1-866-377-2121, Option 1.

Retirement Coordinators also have the ability to grant or deny access to other users within their agency and to reset their passwords if they get locked out or forget their password.

Update Personnel Authorized to Sign Forms

Your agency's Retirement Coordinator can make changes or additions on the "Authorized Signers" tab under the "Agency Info" module of the Division of Retirement's Online Services.

Update Employee's Termination Date

Remember that the employee's termination date must be included in the monthly retirement payroll report for the month in which the termination occurs. If the termination date is not reported in the proper payroll report, you can still enter it online either by using an individual Social Security number or by uploading a data file. (See screenshot on the next page.) However, the termination date cannot be uploaded until the month following the date the appropriate payroll report is submitted.

For example, a termination in November should be included in the November payroll report, which is due by the 5th working day of December. If the termination date is not included in that report, it cannot be uploaded through Online Services until January.

Continues on page 3

Reporting Information to the Division of Retirement, continued

This online feature should not be used as the primary method for reporting members' termination dates. It was designed primarily to assist agencies that did not provide termination information on the final payroll for Investment Plan members who are eligible for distributions.

Please contact the Division of Retirement at 1-877-377-1266, Option 2 (or 850-907-6540 in the Tallahassee area) or at contributions@dms.myflorida.com if assistance is needed.

Are You Using Outdated Forms?

FRS forms are routinely updated throughout the year, so be sure you print forms from MyFRS.com only when you need them. If you stockpile forms, you could end up with out-of-date forms and wasted paper!

Excessive Fund Trading Policy

How much fund trading is too much? To find out, review the Excessive Fund Trading Policy available in the "Investment Funds" section on MyFRS.com.

Joint Pension Plan and Investment Plan Employer Training Workshop

On October 12th we will be conducting a joint Pension Plan and Investment Plan employer training workshop both in person in Tallahassee and by live broadcast over the internet. The morning session will cover the Pension Plan, while 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, contact information, date and time of the workshop you want to attend, and the number of people from your agency who will be attending.

The workshop will be presented by representatives from the Division of Retirement and the State Board of Administration. This workshop is 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

October 12

Pension Plan

Investment Plan

Annual Fee Disclosure Statement Notice

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).

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 select "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

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 ...
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
January 2017	June 30, 2017
February 2017	July 31, 2017
March 2017	August 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.