



FRS EMPLOYER Newsletter

YOUR Money YOUR Choice

• April 2015 •

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FRS New Hire Reminder Emails Began in March

In March, the Florida Retirement System (FRS) began distributing email reminders monthly to new employees in their fourth month of employment who have not actively enrolled in an FRS retirement plan. This helpful reminder is part of our ongoing effort to minimize the number of employees who make no retirement plan election by their retirement plan deadline, resulting in a default enrollment in the FRS Pension Plan.

Please Help These Important Reminders Reach Your Employees at Work

The reminders are sent to the email addresses employees provided at their time of hire. These sometimes include work email addresses. You can help ensure these important reminders reach employees' work inboxes by providing your IT department the information in the box below.

Important: For Your IT Department!

White Listing

Florida Retirement System employers email administrators will need to add this domain and IP addresses to their "not spam" list or "white list" so the emails are not blocked or routed to a spam, junk or quarantined folder when received.

Application server: aonbenefitemail.com

- All emails will be sent from the application server aonbenefitemail.com using our outbound SMTP servers: 204.152.235.220 (198upmt3.hewitt.com) and 204.152.239.220 (14dupmt4.hewitt.com).
- We also suggest including the domain used in the Envelope:
Return-Path: <aonhewittbounce@aon.com>

TXT Record

In addition to white listing the domain and/or IP, it may be necessary to add a TXT record for the domain with the following: "v=spf1 include:spf.aon.net ~all". This will cover the two SMTP servers we use plus the application server used to send mail from our Exchange environment and will "soft fail" (allow, but not trust) any other servers. If a hard fail (flat out reject) of any other server is required, change "~all" to "-all". If it's preferred to allow only the mailgate servers, then the record should be "v=spf1 ipv4:204.152.235.220 ipv4:204.152.239.220 ~all" or "-all".

Did You Know?

Young people entering the workforce today are usually not overly concerned with saving for retirement. Even though retirement may be a long way off, it is more beneficial for them to start saving now than later. Just a small amount saved each month will reap big rewards. Many helpful tools are available on MyFRS.com, and speaking with an EY planner will help them get started. Encourage them to call today — it's never too soon!

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FRS New Hire Reminder Emails Began in March, continued

Active Enrollment Is the Right Move

An active enrollment is a sign the employee has taken time to consider which retirement plan is best for his or her own situation. This can lead to greater awareness of FRS resources, a better understanding of FRS Plans, and a higher appreciation of available benefits. Maximizing active enrollments has always been a goal of the FRS, and there are many resources available on *MyFRS.com* to help employees make this important decision. This new email reminder is one more way the FRS strives to provide the guidance and support employees need.

New Investment Plan Distribution Feature to Help Members Avoid Delays

Investment Plan members can now request a distribution from their Investment Plan account **prior** to the date they are eligible to take a distribution. These “pended” distribution requests will help members avoid long wait times that sometimes occur on the first business day of each month.

We are rolling out this feature in two phases. In the first phase, members will be able to request a distribution two weeks prior to eligibility. In the second phase, members will be able to request a distribution one and a half months prior to eligibility. The request can be made no earlier than the 15th calendar day of the month. The distribution will be held and processed on the member’s eligibility date. See the table below for details and examples.

Phase	Pended Request Available	Example		
		Date Terminated	Eligible for Distribution	Eligible to Make Pended Request
Phase 1 Jan. 15, 2015	Two weeks prior to eligibility*	November 10, 2014	First business day of March 2015	February 16, 2015
Phase 2 Apr. 15, 2015	One and a half months prior to eligibility*	April 20, 2015	First business day of August 2015	June 15, 2015

* No earlier than the 15th calendar day of the month.

Pended distribution requests can be made **only** by calling the Investment Plan Administrator at 1-866-446-9377, Option 4 (this feature not currently available on *MyFRS.com*), and the member will need to provide the Investment Plan Administrator his/her PIN. A member can make changes to the pending distribution up until 4:00 p.m. ET on the pending distribution date.

If a member returns to employment with an FRS participating employer during the pending distribution period, he/she must notify the Investment Plan Administrator to cancel the distribution. Also, if a member’s employment status changes on the FRS database from “Terminated” to “Active” during this period, the pending distribution will be canceled.

REMINDER: Investment Plan members who meet the normal retirement requirements of the FRS Investment Plan can receive a one-time distribution of up to 10% of their account balance after they have been off all FRS-covered employer payrolls for 1 calendar month; they can receive the remainder after 3 calendar months. All other members must be off all FRS-covered employer payrolls for 3 full calendar months before receiving any distribution. Members with questions should call the Investment Plan Administrator at 1-866-446-9377, Option 4 (or TRS 711).

Do you know a co-worker who should receive this newsletter?

If so, send an email to walter.kelleher@sbafla.com with the co-worker’s name, title, agency name, mailing address, and email address.

Keep Up With 2015 Legislation

You and your employees can keep up with the status of all proposed retirement bills by clicking on *2015 Legislation* in the “Alerts & Hot Topics” box on the *MyFRS.com* home page (see screenshot below).



Schedule an FRS Retirement Planning Workshop

To help your employees adequately plan for their financial future, schedule 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* and click the workshop button in the top portion of the screen.

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

2015 Workshop Schedule

Employer Training Workshop Webcasts

Investment Plan Dates

Location: SBA

September 8, October 7

To register for Investment Plan training, call the toll-free FRS Employer Assistance Line (1-866-377-2121, Option 1) and ask for Marc Mancuso, Angela Ko, or Scott Jennings.

Pension Plan Dates

Location: Division of Retirement

September 10, October 8

To register for Pension Plan training, email the Division of Retirement at retirement@dms.myflorida.com or call 1-844-377-1888 (toll-free) or 850-907-6500 (local).

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).

2015 Dates	10:00 a.m. to Noon ET	1:00 to 3:00 p.m. ET
April 20	Using the FRS to Plan for Retirement	FRS Investment Plan: Understanding Your Benefits
April 21	Nearing Retirement in the FRS	Nearing Retirement in the FRS (SPANISH)
July 21	Using the FRS to Plan for Retirement	Cash and Debt Management: Smart Spending and Saving for Retirement
July 22	Nearing Retirement in the FRS	Education Planning: Funding the Future
October 20	Using the FRS to Plan for Retirement	Investment Planning for Everyone – The Basics
October 21	Nearing Retirement in the FRS	New Employee Retirement Plan Choice

“Nearing Retirement” Spanish Webcast

The “Nearing Retirement in the FRS” webcast that will be conducted on April 21 at 1:00 p.m. ET will be broadcast in Spanish. The workshop slides will also be translated into Spanish. If you have any employees that would be more comfortable with a workshop in Spanish, please let them know and have them register by calling 1-866-446-9377, Option 2. Spanish-speaking planners are available to take their call. We will also record the workshop and post it online.

Keep Employees' Names and Addresses Current

Encourage your employees to report any changes to their names or mailing addresses to ensure they continue to receive important information from you and the FRS.

Active FRS Pension Plan and Investment Plan members' information is updated in the FRS database after you submit your agency's monthly payroll report.

Inactive or retired Investment Plan members can:

Make address changes online. For instructions, visit MyFRS.com, click the "?" icon on the home page, then "Retirees" in the gray column, then "How can I change my name or mailing address if retired or terminated from the Investment Plan?" The "Click here for further details" link in the FAQ opens a PDF with the online instructions.

Make name changes by submitting a signed form or letter. The form or letter must be accompanied by a copy of the court order, marriage certificate, or driver license reflecting the member's new name. Name change requests can be mailed (P.O. Box 785027, Orlando, FL 32878-5027) or faxed (1-888-310-5559) to Aon Hewitt.

- *To request a name change form*, call the toll-free MyFRS Financial Guidance Line at 1-866-446-9377 and select Option 4 (Aon Hewitt).
- *If sending a letter*, the letter must include the member's old name, new name, and last four digits of their Social Security number.

Inactive Pension Plan members can:

Make address changes by mailing an address change form to P.O. Box 9000, Tallahassee, FL 32315-9000 or by contacting the Division of Retirement's Calculations Section at 1-888-738-2252 (toll-free) or 850-488-6491 (in the Tallahassee area).

Retired Pension Plan members can:

Make address changes from their FRS Online account or by contacting the Division's Retired Payroll Section at 1-888-377-7687 (toll-free) or 850-488-4742 (in the 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. 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 Benefit Comparison Statement or by calling the MyFRS 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 ...
November 2014	April 30, 2015
December 2014	May 29, 2015
January 2015	June 30, 2015
February 2015	July 31, 2015
March 2015	August 31, 2015
April 2015	September 30, 2015
May 2015	October 30, 2015
June 2015	November 30, 2015
July 2015	December 31, 2015
August 2015	January 29, 2016
September 2015	February 29, 2016
October 2015	March 31, 2016

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.