

FRS EMPLOYER Newsletter

Fourth Quarter, October 2018



State of Florida to Hold Member Focus Groups in November

In early November, the State of Florida will conduct two online focus groups with FRS members. The purpose of these focus groups is to identify ways to help members make an informed retirement plan enrollment choice.

In October, approximately 2,200 FRS members will receive focus group invitations from Alight Solutions. These members have a 1st Election deadline of September 28, 2018 and are the first employees to complete an eight-month election period. It is expected that approximately 15% of invited members will agree to participate in a focus group.

Two focus group sessions will be held: one for members who made an active election and one for those who defaulted. Each session will last about an hour. Members will be asked for their opinions about the communications they received from the FRS during the election period. These materials include the new hire video, reminders, a welcome brochure, ChooseMyFRSplan.com, and MyFRS.com. Participants will also be asked about their experiences with the 1st Election Choice Service.

Focus group sessions will be held after business hours to reduce the impact on your operations. And, because the focus groups will be conducted online, members can participate from anywhere they have internet access, eliminating the need for travel. To encourage participation, all participants who complete the focus group will be entered in a drawing for a prize.

Before invitations are distributed, employers will receive a reminder email from the State of Florida. If you have any questions about the focus groups, please contact [Walter Kelleher](#).

Member Focus Groups Move Online

Previous member focus groups have been held in person in various locations across the state. This year, we're using an *online* focus group technology that offers several advantages and greater flexibility.

- Members can participate from anywhere they have *internet* access
- No travel is required
- Some members may feel more comfortable speaking up in a more anonymous setting
- Results can be compiled and analyzed more quickly



What Your Members Need to Know Before Using Their 2nd Election

The 2nd Election gives members one opportunity during their career to change from one FRS retirement plan to the other. This gives members flexibility, but it is a complex decision with important financial implications.

One of the most important things a member should consider is the vesting requirements of both plans, and how those requirements will affect the benefit available to them.

Read the next page for a few more important details your members should consider before using their 2nd Election.

For Help and Information

For All Members

- Call the MyFRS Financial Guidance Line: 1-866-446-9377, Option 2
- Download this flyer: [Is a 2nd Election Right for You?](#)

For Employees

Consult the [2nd Election section of the FRS Investment Plan Employer Handbook](#).

The Pension Plan Has a Higher Vesting Requirement

	When Member Initially Enrolled in the FRS	Vesting Requirement
Investment Plan	N/A	1 year of service
Pension Plan	Prior to July 1, 2011	6 years
	On or after July 1, 2011	8 years



What Your Members Need to Know Before Using Their 2nd Election — *continued*

Changing from the Pension Plan to the Investment Plan

What's the opening balance in the Investment Plan?

The present value of the Pension Plan. This is an actuarial determination of the member's service credit; it is not the total of the employee and employer contributions paid into the Pension Plan. The member can get an estimate of the present value from the Division of Retirement or by logging in to MyFRS.com and selecting the 2nd Election Choice Service.

What if the member takes a distribution within one year of the 2nd Election?

Money contributed to the member's Investment Plan account after the 2nd Election will vest once the member has earned one year of combined service credit. Members who take a distribution sooner are eligible to receive only a distribution of their Investment Plan employee contributions, plus earnings, paid after the 2nd Election. The benefit transferred from the Pension Plan could be forfeited.

Members who completed one year of service before making their 2nd Election will be 100% vested in new Investment Plan contributions.

What happens to any unvested, transferred Pension Plan benefit at termination?

This benefit will be placed in a suspense account. If the member never returns to FRS-covered employment or if they return to FRS-covered employment more than five years after their termination date, they will forfeit their unvested Pension Plan benefit and the associated service credit.

Changing from the Investment Plan to the Pension Plan

Is there an out-of-pocket cost to the member?

There could be! To change to the Pension Plan, members have to "buy in" using their Investment Plan balance. If the Investment Plan balance is not enough to satisfy the buy-in cost, the member will need to make up the difference with their own money from another source.

Any Investment Plan balance that exceeds the buy-in cost will remain in the Investment Plan. This amount will not be available for a distribution until the member retires from the Pension Plan and begins receiving their Pension Plan benefit.

Will completed service apply to the Pension Plan's higher vesting requirements?

Yes. The years of service the member completed while in the Investment Plan will count toward their Pension Plan vesting requirements. Members who terminate employment prior to meeting the Pension Plan vesting requirements will only be eligible to receive a refund of employee contributions (without interest) paid into the Pension Plan after the 2nd Election transfer was completed.

Once the Pension Plan's vesting requirements are met, the member is entitled to the benefits offered by that plan.

New Division of Retirement Contact Type Now Available

You can use the new “Approved Caller” designation to allow specific representatives from your agency to contact the Division of Retirement to inquire about issues regarding the agency and its employees. Approved Callers are different from Authorized Signers, Agency Users, and specific agency personnel whom the Division contacts to request member information. Approved Callers will not be authorized to sign documents, they will not be able to log in to the [FRS Online website](#), nor will the Division contact them to request documents or conduct other types of follow-up activities.

To add an Approved Caller:

- Log in to the [FRS Online website](#).
- Select “Agency Info” from the menu on the navigation bar.
- Select “Agency Contact Info.”
- Click “Add a new contact person” on the bottom left side of the page.
- Enter the new Approved Caller’s name and contact information.
- Under Contact Type, click in the box and select “Approved Caller.”
- Select the address where the new Approved Caller is located.
- Click “Add Contact.”

Retirement Coordinator Training Coming This Fall

The Division of Retirement will begin retirement coordinator orientation training in the fall. This training will help new retirement coordinators to understand the responsibilities of their role. Agencies will be notified by email. Veteran retirement coordinators who may want a refresher are welcome to attend.

What the Training Covers

- Navigating the [FRS Online website](#)
- A Monthly Employer Reporting Checklist
- The importance of the FRS Employer Handbook
- Useful links and facts about the FRS

Quick Facts About Direct Deposit for Pension Plan Benefits

- Florida law requires all Pension Plan members to enroll in direct deposit for their monthly Pension Plan payments.
- Pension Plan members who work for non-State of Florida agencies must enroll for direct deposit of their pension payment even if they already use direct deposit for their salary.
- Enrolling for direct deposit online is safer and faster than sending hard copy forms with confidential information through the mail.
- The online Direct Deposit Authorization feature becomes available when the Division of Retirement acknowledges the member’s service retirement application OR when the member’s Deferred Retirement Option Program (DROP) termination packet is generated for mailing — about three months prior to the scheduled DROP termination date.
- Once an online enrollment is submitted, direct deposit will be ready within 8 to 10 business days.

To enroll online for direct deposit of Pension Plan benefits, members must log in to their FRS Online account at www.FRS.MyFlorida.com. Members may be prompted to enter or request their personal identification number (PIN).

Monitoring IRS Contribution Limits for Investment Plan Members

Employee and employer contributions to the Investment Plan are limited by Internal Revenue Code (IRC), Section 415. Did you know that these limits also apply to any other eligible employer-sponsored plans in which the member participates?

The Investment Plan Administrator (Alight Solutions) performs testing on a semiannual basis to ensure compliance with the IRS limit. This monitoring is an important part of maintaining the FRS' special tax status.

To properly monitor the contribution limit, Alight Solutions must receive accurate, up-to-date reports from employers. An important way you can help is by ensuring that all attributes of your regular monthly retirement report are updated timely and are accurate, including the 415 Eligible Compensation field and retirement plan code.

The 415 Eligible Compensation Field

The 415 Eligible Compensation field is a mandatory reporting requirement on your monthly retirement report for Investment Plan members. Correct limit tests cannot be performed if the plan code is reported incorrectly or if data in this field is missing or inaccurate.

If an Investment Plan member is incorrectly reported with a Pension Plan retirement plan code, that member will not be monitored regardless of data present in the 415 Eligible Compensation field.

Contributions to Other Plans

If employees are making additional contributions to other employer-sponsored defined contribution accounts, such as 457(b), 403(b), and 401(k) accounts, the contributions for these plans should also be reported to the Division of Retirement as part of your regular monthly retirement report so that they can be included in the limit tests.

Questions About Contribution Limits?

Review the following pages in the [FRS Pension Plan Employer Handbook](#):

- Chapter 3, pages 3-15 through 3-18
- Chapter 4, pages 4-5 through 4-6

Not sure which contributions are reportable?

Call the FRS Employer Assistance Line (1-866-377-2121, Option 3).

Not sure how to complete your retirement report?

Call the FRS Employer Assistance Line (1-866-377-2121, Option 2).



First Deadline of the Extended Election Period Approaches

Employees hired in January 2018 are the first to have an eight-month election period. Their plan choice deadline is September 28, 2018 at 4:00 p.m. ET. Here are important reminders about the 1st Election.

What happens if an active plan election is not received by the deadline?

Members in the Special Risk Class will default into the Pension Plan. Members in all other classes will default into the Investment Plan.

How should employees be reported before their election (active or default) is made?

Through the month of their election (active or default), the employee should be reported under the Pension Plan.

Beginning the month after the election, the employee should be reported under the plan elected or defaulted to.

Where do employer and employee contributions go before an election is made?

Before an election (active or default) is made, the member's employer and employee contributions are made to the Pension Plan.

What happens to those contributions if the member defaults to the Investment Plan?

Employee and employer contributions paid through the date of default will be transferred to the Investment Plan and placed in an age-appropriate Retirement Date Fund. Anytime after their account is activated, the member can change to any of the plan's available investment options.

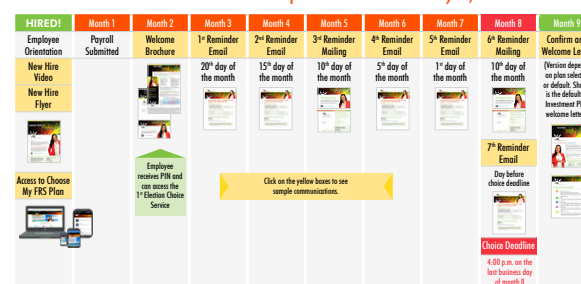


Mark Your Calendar! Upcoming plan choice deadlines are on page 9.

See What Your Employees See!

The **New Hire Communication Road Map** shows you the materials your employees will receive during their 1st Election period.

New Hire Communication Road Map — Effective January 1, 2018



FRS Employer Training Workshops

Pension Plan and Investment Plan employer training workshops are offered both in person in Tallahassee and by live broadcast over the internet. Videos of the latest **Pension Plan** and **Investment Plan** workshops are available online.

These workshops are presented by representatives from the Division of Retirement and the State Board of Administration. They are an excellent opportunity for you and your staff to receive an overview of the FRS plans and the various areas, functions, and processes that involve your agency and its employees.

To register for a workshop:

By phone:

1-866-377-2121, Option 1

Be ready to provide your name, contact information, the date and time of the workshop you want to attend, and the number of people from your agency who will be attending.

Online:

- Log in to the **workshop registration page**.
- Select “Attend a Workshop.”
- Click “County.”
- In the drop-down menu, select either “EMPLOYER Webcast – Live Stream” (online) or “EMPLOYER Workshop” (in person). **DO NOT SELECT THE COUNTY YOU LIVE/WORK IN.**
- Click “Workshop.”
- In the drop-down menu, select “FRS Investment Plan – Employer Training” or “FRS Pension Plan – Employer Training.”
- Click “Next.”
- Select the date you want to attend.

You must register separately for each workshop you wish to attend.

Upcoming Workshops November 7, 2018

8:30 to 11:30 a.m. ET

Pension Plan

1:00 to 4:00 p.m. ET

Investment Plan



Free Financial Planning Workshops for Employees After Regular Work Hours

Workshops are free and unlimited for FRS members. Employees can attend in person in Tallahassee or from anywhere by webcast.

October 2	Using the FRS to Plan for Retirement	4:30 to 6:30 p.m.
October 2	Investment Planning ¹	7:00 to 9:00 p.m.
October 3	Nearing Retirement in the FRS	4:30 to 6:30 p.m.
October 3	Protecting Yourself and Your Loved Ones ²	7:00 to 9:00 p.m.

ALL TIMES ARE ET

¹ Combines "Investment Planning for Everyone — The Basics/The Details."

² Combines "Insurance Planning" and "Estate Planning."

To register for a workshop:

By phone:

1-866-446-9377, Option 2 (TRS 711)

Online:

- Log in to the [workshop registration page](#).
- Select "Attend a Workshop."
- Click "County."
- In the drop-down menu, select either "EMPLOYEE Webcast — Live Stream" (online) or "EMPLOYEE Workshop" (in person).
DO NOT SELECT THE COUNTY YOU LIVE/WORK IN.
- Click "Workshop."
- In the drop-down menu, select the workshop you want to attend.
- Click "Next."
- Select the date you want to attend.

You must register separately for each workshop you wish to attend.



Financial Planning Workshops in Spanish

We offer three employee workshops that are led by an experienced EY financial planner who speaks fluent Spanish. Workshop slides are also in Spanish.

- Using the FRS to Plan for Retirement ([watch video](#))
- New Employee Retirement Plan Choice ([watch video](#))
- Nearing Retirement in the FRS ([watch video](#))

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

Upcoming 1st Election Deadlines

Deadline dates and times apply to all members, no matter how they submit their retirement plan choice. To confirm a new hire's deadline, call the FRS Employer Assistance Line at 1-866-377-2121, Option 3, or refer to the member's Benefit Comparison Statement.

Month of Hire	Enrollment Deadline at 4:00 p.m. ET
January 2018	September 28, 2018
February 2018	October 31, 2018
March 2018	November 30, 2018
April 2018	December 31, 2018
May 2018	January 31, 2019
June 2018	February 28, 2019
July 2018	March 29, 2019
August 2018	April 30, 2019
September 2018	May 31, 2019
October 2018	June 28, 2019
November 2018	July 31, 2019
December 2018	August 30, 2019

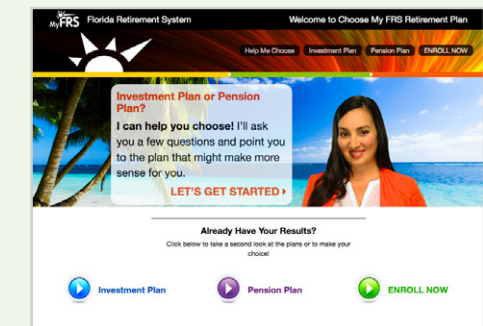
If a retirement plan choice is not received by the 1st Election deadline, members initially enrolled in the FRS on or after January 1, 2018 will default as follows:

Membership Class	Plan Default
Special Risk Class	Pension Plan
All classes (except Special Risk Class)	Investment Plan

Ways to Submit a Retirement Plan Choice

Fastest

Go to ChooseMyFRSplan.com.



Faster (especially if the employee has questions)
Call the MyFRS Financial Guidance Line at 1-866-446-9377, Option 4 (TRS 711).

Fast

Use the [online EZ Retirement Plan Enrollment Form](#).

Slower

Fax a form to 1-888-310-5559.

Slowest

Mail a form to:
Plan Choice Administrator
P.O. Box 785027
Orlando, FL 32878-5027

Forms are available on MyFRS.com.

Reminders

Help Keep All Members' Names and Addresses Current

Investment Plan Members

Active Employees

Names and addresses are automatically updated on the FRS database when you submit your agency's monthly payroll report.

Inactive or Retired

See the online FAQ "[How can I change my name or mailing address if retired or terminated from the Investment Plan?](#)"

Pension Plan Members

Active Employees

Names and addresses are automatically updated on the FRS database when you submit your agency's monthly payroll report.

Inactive – Not Currently Employed

Address Change — The member must call the Division of Retirement, or scan, mail, or fax a signed and dated letter to the Division of Retirement.

Retired and Receiving a Benefit

Address Change — The member can log in to their FRS Online account, call the Division of Retirement, or send a signed letter or [Form ADDCH-1](#) to the Division of Retirement by mail or fax.

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

How to Reach the Division of Retirement

Mail: 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 local calling area)

Are You Using Outdated FRS Forms?

FRS forms are routinely updated throughout the year. To use up-to-date forms and save paper, go [online](#) to download and print the forms as you need them.



Help Keep Your Co-Workers Informed

If you know a co-worker who should receive this newsletter, send an email to walter.kelleher@sbafla.com with the co-worker's name, title, agency name, and email address.

Resources

FRS Employer Assistance Line

1-866-377-2121 (toll-free)

EY and Alight Solutions 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).

MyFRS.com Resources

- **Alerts & Hot Topics** — Keep up with the latest legislation and more
- **Contribution Rates** — See "Retirement and Health Insurance Subsidy (HIS) Contribution Rates"
- **Employer Forms** — Current forms available to print on demand
- **Employer Handbooks** — Technical guides for retirement coordinators, payroll staff, and others who have FRS responsibilities
- **FAQs** — Frequently asked questions and glossary
- **Helpful Links** — Links to agencies, departments, and other resources
- **Laws & Rules** — Florida Statutes and Administrative Code governing the FRS
- **Order Materials** — Online catalog of printed materials that you can order free of charge
- **Public Records** — State Board of Administration and Division of Retirement Public Records Policy
- **Publications** — All available online publications
- **Request for Intervention/Final Orders** — Interventions may include unresolved customer service complaints, and allegations of misconduct or misrepresentation
- **Videos** — New hire, educational, and training videos

Online Employer Handbook Is Now Printable!

The updated **Employer Handbook** is available online and is now printable. You can print the full handbook or just the sections you need.

