

Not Certifying New Employees Could Cost You

Your organization and the member may be jointly liable for the repayment of any retirement benefits paid if you hire a retiree in violation of the termination requirements or reemployment after retirement provisions.

To certify that your new hires have not retired¹ from any State of Florida-administered retirement plan or concluded participation in the Deferred Retirement Option Program (DROP) within the preceding 12 calendar months,² you must require them to sign and date an **FRS Employment Certification Form**. Keep the signed form in the employee's personnel file. Do not send it to the FRS unless you are asked to do so.

If you have any questions, please call the MyFRS Financial Guidance Line toll-free at 1-866-446-9377, Option 2 (TRS 711).

¹ An employee is considered retired if they have received any benefits (other than a withdrawal of employee contributions) under the Pension Plan, including DROP, or if they have taken any distribution (including a rollover or refund of employee contributions) from the Investment Plan, or other state-administered retirement programs offered by state universities (SUSORP), state community colleges (SCCSORP), state government for senior managers (SMSOAP), or local governments for senior managers.

² See the following reemployment tables for specific reemployment dates: **Pension Plan Reemployment Table**, **Investment Plan Reemployment Table**, **DROP Reemployment Table**, **SUSORP, SMSOAP and SCCSORP Reemployment Table**.

How to Keep Up with Florida Legislation

To keep up with all proposed 2023 retirement bills, click "**Legislation**" in the "Recent News Articles" box on [MyFRS.com](https://www.myfrs.com). The current Florida Legislative Session began on March 7, 2023 and will end on May 5, 2023.



Not Certifying New Employees Could Cost You — continued

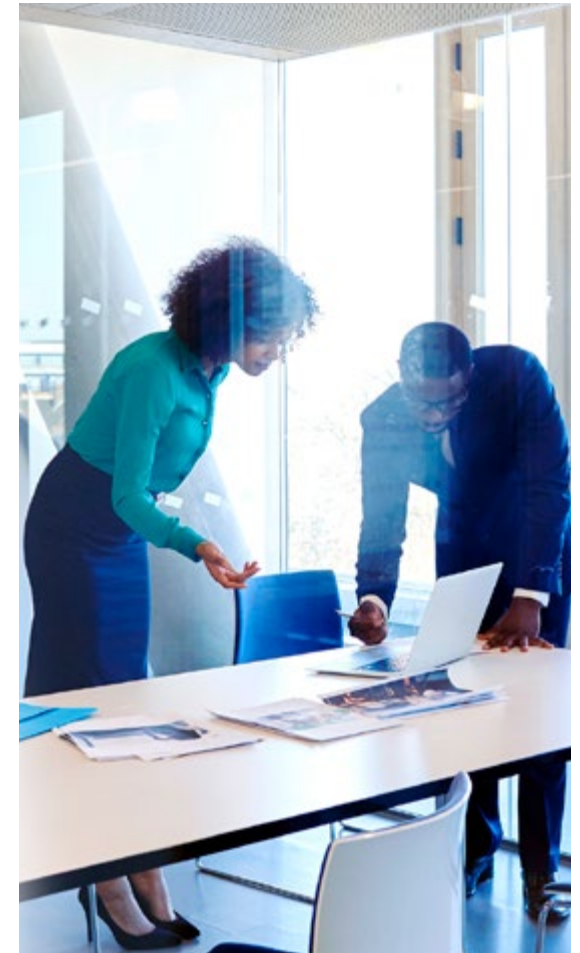
CERT Form Updated

The **FRS Employment Certification Form** (CERT Form) was updated due to an increase in FRS members with prior service who return to FRS employment and mistakenly believe they do not need to make a retirement plan election.

For example, Mary was an FRS employee from January 1998 to July 2001. She was enrolled in the Pension Plan (which was the only retirement plan available at that time). Mary returned to FRS employment in October 2021 and, because she never had an opportunity to choose between the Pension Plan and Investment Plan, she receives an election window, a new hire kit, and seven election deadline reminders. Since Mary was previously enrolled in the Pension Plan, she thinks this election does not apply to her. So, she ignores the reminders, does not make an election, and is defaulted into the Investment Plan. When Mary is notified that she is an Investment Plan member, she files a complaint, indicating she should not have had to make an election to remain in the Pension Plan.

New hires and rehires with no active retirement plan election on file will have an election period, even those who were FRS participants in the past. They will be sent a new hire kit and receive election reminder notifications. They must make an active election, or they will be defaulted into the Investment Plan (or Pension Plan, if they are in the Special Risk Class).

If you have an employee who reaches out to your office with any questions on whether an election is required, please have them call the MyFRS Financial Guidance Line toll-free at 1-866-446-9377, Option 2 to speak with an EY financial planner.



Procedures for Resolving Complaints from FRS Members

FRS members who are dissatisfied with the services of an Investment Plan or MyFRS Financial Guidance Program provider have the right to file an Investment Plan Request for Intervention.

Interventions may include unresolved customer service complaints involving services or transactions, allegations of misconduct, or allegations of misrepresentation. An investigation will be conducted and the State Board of Administration (SBA) will issue a final agency action letter detailing the SBA's findings, any proposed resolution, and information on the next steps in the dispute resolution process.

For more information, download [How to File a Complaint Procedure Under the FRS Investment Plan](#).

You Can View Prior Final Orders

If an FRS member disputes the SBA's final agency action letter, they have an opportunity to submit a Petition for Hearing where a Final Order is issued. You can view a list of [final orders](#) that have been issued by the SBA. The list is updated as new final orders are issued.

If you have any questions regarding the final orders, contact the SBA, as follows:



850-413-1499



DefinedContributionPrograms@sbafla.com



Investment Plan Complaint Resolution
Office of Defined Contribution Programs
State Board of Administration of Florida
P.O. Box 13300 Tallahassee, FL 32317-3300





850-413-1489



New Hire Communication Road Map Highlights 1st Election Reminders

The **New Hire Communication Road Map**, available online and below, shows the materials your employees will receive during their 1st Election period. Employees will continue to receive the reminder emails/letters until they make an active retirement plan election or until their election period ends. Explore the road map and click the links (yellow boxes) to access samples of each communication.

HIRED!	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9
Employee Orientation	Payroll Submitted	Welcome Brochure	1 st Reminder Email	2 nd Reminder Email	3 rd Reminder Mailing	4 th Reminder Email	5 th Reminder Email	6 th Reminder Mailing	Confirm Letter Welcome Letter
New Hire Video			20 th day of the month 	15 th day of the month 	10 th day of the month 	5 th day of the month 	1 st day of the month 	10 th day of the month 	(Version depends on plan selected or default. Shown are the default to Investment Plan confirmation and welcome letters.) 
New Hire Flyer 		 Employee receives PIN and can access the 1 st Election Choice Service						7 th Reminder Email Day before choice deadline 	
								Choice Deadline 4:00 p.m. on the last business day of month 8 	

Click on the yellow boxes to see sample communications.

Attend an FRS Employer Training Workshop

FRS employer training workshops are an excellent opportunity for you and your staff to get an overview of the FRS plans and the various areas, functions, and processes that involve your agency and its employees. View the online [workshop calendar](#) for a list of workshops being offered.

Upcoming Workshops

Pension Plan	Investment Plan
8:30 to 11:30 a.m. ET	1:00 to 4:00 p.m. ET
April 24, 2023	April 24, 2023
August 1, 2023	August 1, 2023
November 8, 2023	November 8, 2023



To register:

By phone:

1-866-377-2121, Option 1

Be ready to provide your name, your 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:

- Go to the [workshop calendar](#).
- Locate the employer workshop you want to attend (in-person or via Zoom), then register.
- You will receive a confirmation email after registration. Zoom registrants will receive a reminder email the day before the webinar.

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

Free Financial Planning Workshops for Employees

The following live workshops are free and unlimited for FRS members. To schedule an in-person workshop or live webinar for your FRS employees, please reach out to Angela Ko by email at Angela.Ko@ey.com or by telephone at 201-872-0176.

April 3	Using the FRS to Plan for Your Retirement	10:00 a.m. to Noon
April 3	Using the FRS to Plan for Your Retirement (SPANISH)	1:00 to 3:00 p.m.
April 4	Protecting Yourself and Your Loved Ones	10:00 a.m. to Noon
April 4	New Employee Retirement Plan Choice (SPANISH)	1:00 to 3:00 p.m.
July 6	Taking Control of Your Finances (60 minutes)	10:00 a.m. to Noon
July 6	Investment Planning	1:00 to 3:00 p.m.
July 7	Education Planning	10:00 a.m. to Noon
July 7	Understanding the FRS Investment Plan	1:00 to 3:00 p.m.
October 2	Social Security and Your Retirement	10:00 a.m. to Noon
October 2	Understanding Your Benefits under the FRS Pension Plan	1:00 to 3:00 p.m.
October 3	Nearing Retirement in the FRS	10:00 a.m. to Noon
October 3	Group Health Insurance (state employees only)	1:00 to 3:00 p.m.

ALL TIMES ARE ET

To register:

By phone:

1-866-446-9377, Option 2

Online:

- Go to the [workshop calendar](#).
- Locate the employee workshop you want to attend (in-person or via Zoom), then register.
- You will receive a confirmation email after registration. Zoom registrants will receive a reminder email the day before the webinar.

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



Upcoming 1st Election Deadlines

Making an active retirement plan choice by the election deadline is the best way for members to ensure they participate in their preferred plan. Members should be encouraged to make an active election even if their preferred plan is the default.

Receiving a new hire kit and election reminder means the member is in their retirement plan choice period and must make an active election or they will be defaulted into the Investment Plan (or Pension Plan, if they are in the Special Risk Class).

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.

What Happens If a Member Misses the Deadline?

A member whose retirement plan choice is not received by their 1st Election deadline will be enrolled in the default plan based on their membership class, as shown at right.

What About Members with Prior Pension Plan Service?

The plan defaults shown at right apply to any members who did not submit a retirement plan choice prior to January 1, 2018 or did not have a plan choice period – even if they were previously enrolled in the FRS. Here's an example:

- **April 1, 1999** – The member initially enrolls in the FRS. (At that time, the Pension Plan was the only retirement program available, so no retirement plan choice was made.)
- **May 2001** – The member terminates employment.
- **February 1, 2023** – The member returns to work. (The enrollment deadline based on the member's month of hire is October 31, 2023, by 4:00 p.m. ET.)
- **October 31, 2023** – No election is received for this member.
- **November 1, 2023** – The member will be enrolled in the default plan based on their membership class. If enrolled in the Investment Plan, the member's prior Pension Plan service will be transferred to the Investment Plan as an opening account balance, which is subject to the Pension Plan's vesting provisions.

Plan Default¹

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

1st Election Deadlines

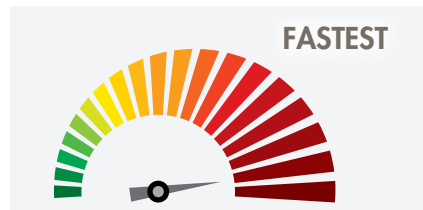
Month of Hire	Enrollment Deadline ²
July 2022	March 31, 2023
August 2022	April 28, 2023
September 2022	May 31, 2023
October 2022	June 30, 2023
November 2022	July 31, 2023
December 2022	August 31, 2023
January 2023	September 29, 2023
February 2023	October 31, 2023
March 2023	November 30, 2023
April 2023	December 29, 2023
May 2023	January 31, 2024
June 2023	February 29, 2024

¹ Applies to members initially enrolled in the FRS on or after January 1, 2018.

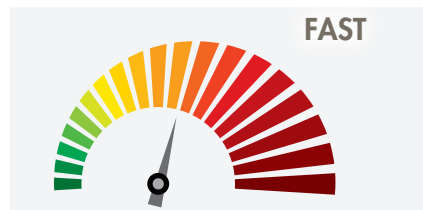
² By 4:00 p.m. ET.

ChooseMyFRSplan.com Is the Fastest Way to Submit a Retirement Plan Choice

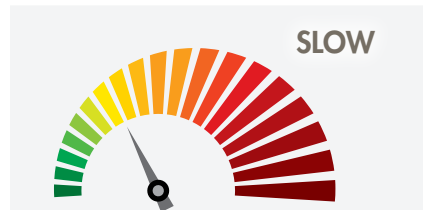
Here are some additional options from next fastest to slowest:



Call the MyFRS Financial Guidance Line at 1-866-446-9377, Option 4 (TRS 711).
This is a good option if the employee has questions.

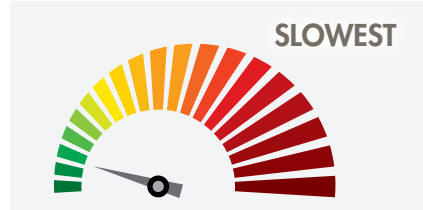


Submit the [online EZ Retirement Plan Enrollment Form](#).



Submit the hard copy form available on [MyFRS.com](#):

By Fax: 1-888-310-5559



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

EY Is Our Exclusive Financial Planning Partner

The FRS contracts with EY to provide FRS members with 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 Alight Financial Solutions, or by Alight Solutions, the Investment Plan Administrator.



Help Keep Members' Names and Addresses Current

Encourage your active, inactive and retired FRS members to keep their contact information current so they don't miss any important information from you or the FRS.

Investment Plan Members

Active Employees

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

Inactive (Not Currently Employed)

Address Change – Call the DMS, Division of Retirement.

Retired and Receiving a Benefit

Address Change – The retiree can log in to their FRS Online account at frs.fl.gov to update their address. If you have questions, call the DMS, Division of Retirement.

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

How to Reach the DMS, Division of Retirement



Department of Management
Services, Division of Retirement
P.O. Box 9000
Tallahassee, FL 32315-9000



850-410-2010



1-844-377-1888 (toll-free)
or 850-907-6500




Help Keep Members' Beneficiaries Current

Encourage your Investment Plan and Pension Plan members to keep their beneficiaries current so their benefits (if any) are passed to their named beneficiaries upon the member's death.

Investment Plan Members

Investment Plan members have four options for submitting their beneficiary information:

1. By using the online **FRS Investment Plan Beneficiary Designation form** on **MyFRS.com**. (Accessible without login)
2. By logging in to **MyFRS.com** and clicking Investment Plan, then clicking on the "profile"  icon on the top right of the page, then selecting "Beneficiaries" from the drop-down menu.
3. By mailing or faxing an **FRS Investment Plan Beneficiary Designation form (IPBEN-1)**, available online, to the Investment Plan Administrator.
4. By calling the MyFRS Financial Guidance Line at 1-866-446-9377, Option 4.

Pension Plan Members

Employers can access two reports on FRS Online that identify active Pension Plan members missing a beneficiary designation. Please review these reports regularly and direct those employees to name a beneficiary through their FRS Online account.

Active or Inactive Employees

The member can view or update their beneficiary designation at any time using their FRS Online account at frs.fl.gov.

Retired and Receiving a Benefit

The retiree can view their current beneficiary and learn how to change their beneficiary designation at any time using their FRS Online account at frs.fl.gov.

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 8:00 a.m. to 6:00 p.m. ET, Monday through Friday, except holidays.

DMS, 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

- [Recent News Articles](#) — Keep up with the latest legislation and more
- [Contribution Rates](#) — See “Retirement and Health Insurance Subsidy (HIS) Contribution Rates”
- [Employer Forms](#) and [General 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/Websites](#) — Links to agencies, departments, and other resources
- [Laws and 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 DMS, 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

Are You Using Outdated FRS Forms?

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

