

EMPLOYER REMINDER

Information and tips to aid administrators in standard IMRF procedures.

ROUTE TO:

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|---|---|
| <input type="checkbox"/> Director | <input type="checkbox"/> Personnel/HR |
| <input type="checkbox"/> Manager | <input type="checkbox"/> Data Processing |
| <input type="checkbox"/> Department Head(s) | <input type="checkbox"/> Payroll Dept. |
| <input type="checkbox"/> Authorized Agent | <input type="checkbox"/> Accounting/Finance |
| <input type="checkbox"/> Assistant to AA | <input type="checkbox"/> Other |
| <input type="checkbox"/> Web Assistant | |

Make plans to attend an Authorized Agent Certification Workshop

IMRF's Authorized Agent Certification Workshops provide attendees with an opportunity to learn more about fund procedures, changes to the Illinois Pension Code, tasks necessary for the local administration of IMRF, and other topics that impact member benefits. Held in various locations across the state, the workshops are designed for Authorized Agents and other employer representatives (including Web Assistants and Security Administrators) who assist with daily IMRF issues and processes, including enrollment, wage reporting, benefit applications, and various member inquiries.

For previous attendees

IMRF's procedures and processes adjust over time, often in response to legislative changes. Authorized Agent Certification Workshop attendees will learn about these updates and new processes so they may do their jobs more efficiently. Workshop attendees will review such topics as:

- Enrollment and wage reporting issues, including how to apply the hourly standard to seasonal and part-time positions
- Reporting cafeteria plan earnings
- Expense allowances
- Health and other insurance issues
- Retirees returning to work
- An overview of benefits

Continental breakfast and a light lunch will be served at each session. Upon completion, attendees may immediately apply the information presented during a workshop to their positions and responsibilities.

Registration information

A complete list of Authorized Agent Certification Workshop dates, times, and locations is available online at www.imrf.org under the "Register for Workshops" section of the home page. Authorized Agents may self-register for a workshop through [Employer Access](#). You may also use Employer Access to create a "Web Assistant" account for employer representatives who assist with IMRF duties so they may self-register for a workshop.

Visit www.imrf.org for publications, forms, booklets, legislative updates, video tutorials, and Employer Access login.

Main Office: 2211 York Road, Suite 500, Oak Brook, IL 60523-2337

Member-only Phone Number: 1-800-ASK-IMRF (275-4673) Monday - Friday, 7:30 AM—5:30 PM (CST)

Employer-only Phone Number: 1-800-728-7971

