

Reminder

A monthly guide about IMRF topics of interest.

Route to:

- Authorized Agent
- Asst. to AA
- Personnel/HR
- Data Processing
- Payroll Dept.
- Accounting/Finance
- Other

Authorized Agent Certification Workshops

What are AA Certification workshops?

Authorized Agent Certification Workshops offer Authorized Agents and other staff who perform IMRF duties for an employer the opportunity to learn about new and existing IMRF procedures, changes to the Illinois Pension Code, and various other topics that can impact a member's benefits, such as hourly standards, service credit, and wage reporting. IMRF offers both a "Basic Training" Authorized Agent Certification workshop and an Advanced Authorized Agent Certification workshop.

The Advanced Authorized Agent Certification Workshops incorporate several specific topics related to the duties of the Authorized Agent in more detail. The Advanced workshops put an emphasis on wage reporting, purchase of service, and disability processing issues.

Who should attend?

You do not have to be your employer's Authorized Agent to attend a workshop. **In fact, anyone who performs IMRF-related duties should attend at least one "Basic Training" workshop.**

If it's been a few years since you've attended a workshop, you might think about attending another. Recent audits and compliance reviews indicate that many employers could benefit from a greater understanding of IMRF rules and regulations. Even employers who have been administering IMRF for many years walk out of our workshops with new information that they can use immediately.

Attend both workshops in a single day

We know that you have many responsibilities and time is at a premium, and being out of the office for multiple training opportunities is difficult to coordinate. IMRF Field Services is now offering one-day combination training sessions. All Authorized Agent "Basic Training" classes will be offered in the morning. On the same day, at the same location, you can stay for the afternoon Advanced Authorized Agent class. We'll provide continental breakfast and/or lunch for the sessions you attend.

How can I register?

You can register for workshops through the "Employer Workshops" link at www.imrf.org, or you can register by fax or mail with the registration form included in the workshop invitation sent to all employers. **Note that if you would like to attend both sessions, you must register separately for morning and afternoon.** If you register and later find that you are unable to attend, please provide us with at least three days notice.

For more information, or to register by phone, contact Donna Cesario, IMRF's Field Services Meeting Planner, at 630-706-4536.

