

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 | |

Register for an Authorized Agent Certification Workshop

IMRF's Authorized Agent Certification Workshops provide an opportunity for new and veteran Authorized Agents to learn and stay up-to-date on Fund procedures, changes to the Illinois Pension Code, tasks necessary for the local administration of IMRF, and other topics that impact member benefits and employer processes.

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.

Now open for registration, the complete Authorized Agent Certification Workshop schedule is available online at www.imrf.org, under the "Register for Workshops" section of the home page. A continental breakfast and a light lunch will be served at each session. Upcoming dates and locations include:

April 3, 9AM to 2PM, Hoffman Estates

April 5, 9AM to 2PM, Rockford

April 10, 10AM to 3PM, Joliet

April 13, 9AM to 2PM, Springfield

April 17, 9AM to 2PM, Carol Stream

April 17, 9AM to 2PM, Naperville

May 8, 9AM to 2PM, Mt. Vernon

May 10, 9AM to 2PM, Bloomington

May 10, 9AM to 2PM, Crystal Lake

May 16, 9AM to 2PM, Utica

May 21, 9AM to 2PM, Collinsville

May 24, 9AM to 2PM, Effingham

On the agenda

All Authorized Agent Certification Workshop attendees will learn about updates to IMRF procedures and review processes so they may do their jobs more efficiently. Topics include:

- Enrollment and wage reporting, including applying 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

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. Authorized Agents and Web Assistants may self-register for a workshop through [Employer Access](#). Those without an Employer Access account may contact IMRF to register using the *exclusive, employer-only phone number, 1-800-728-7971*, Monday through Friday, 7:30 AM to 5:30 PM (CST).

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

