

# REMINDER

A monthly guide about IMRF topics of interest.

## ROUTE TO:

## Plan to attend an Authorized Agent Certification Workshop

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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      |   |

Authorized Agent Certification Workshops provide opportunities to learn more about IMRF procedures, changes to the Illinois Pension Code, employer tasks necessary to administer 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 who assist with day-to-day IMRF issues and processes, including enrollment, wage reporting, benefit applications, and various member inquiries.

### If you've previously attended

IMRF's procedures and processes aren't stationary; they adjust over time, often in response to legislative changes. Authorized Agent Certification Workshop attendees have the opportunity to learn about these updates and new processes so they may do their jobs more efficiently.

Workshop attendees will consider 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
- Overview of benefits

Attendees may immediately apply the information presented during a workshop to their positions and responsibilities.

### Register online

A complete list of Authorized Agent Certification Workshop dates, times, and locations is available online at [www.imrf.org](http://www.imrf.org) under the "Register for Workshops" section of the home page. Authorized Agents may self-register for a workshop through [Employer Access](#). 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.



Employer Access, current forms, booklets, legislative information, and more is available at [www.imrf.org](http://www.imrf.org).

**Mailing Address:** 2211 York Road, Suite 500, Oak Brook, IL 60523-2337

**Member-only Phone Number:** 1-800-ASK-IMRF (275-4673)

**Employer-only Phone Number:** 1-800-728-7971 *Monday - Friday, 7:30 AM—5:30 PM (CST)*