



## *Employers' Edge*

Employer news from the  
Alaska Division of  
Retirement and Benefits

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## Payment processing moves to Great-West for DCR, DCP and SBS-AP Plans

As of December 1, 2009, Great-West Retirement Services (GWRS) began processing payments for the Supplemental Annuity Plan (SBS-AP), Deferred Compensation Plan (DCP), and Defined Contribution Retirement (DCR) Plan (PERS Tier IV and TRS Tier III).

As part of this change, GWRS has revised the plans' Benefit Payment Election forms. Now called "Distribution/Direct Rollover Request," these are now available under the appropriate plan name on the [forms page](#) on the Division's website; for example, [DCP Distribution/Direct Rollover Request](#). Please discard the former PERS Tier IV/TRS Tier III Distribution Election, Annuity Benefit Election (SBS), and Deferred Compensation Benefit Payment Election (DCP) forms and provide your employees with the new, revised forms. Once completed, they should be sent directly to GWRS at the address or fax number shown on the forms.



SBS-AP and DCP apply only to employers who participate.

The change in processing procedures will enable participants to receive faster payments than before. It eliminates the Division as the "middleman" and will allow daily processing of payments. Additionally, prior to December 1, SBS-AP and DCP participants were limited to two payments per calendar year with a minimum required amount of \$1,000. Now, SBS-AP and DCP participants are no longer limited to two payments per calendar year nor are they required to take a minimum payment amount. Also, DCP participants receiving periodic payments will no longer be limited to two changes per calendar year.

If you or your employees have questions, please contact Great-West Customer Service at 1-800-232-0859.

## 'Get Rin' Feature Added to myRnB

**MyRnB requires new users to identify themselves with their SSN and Retirement Identification**

Number (RIN). But what if a user doesn't know his/her RIN? The 'Get RIN' feature was recently added to myRnB to help users find their RIN without having to call DRB. Users who have a DRB *PIN* (Personal Identification Number) can enter their SSN and *PIN* into myRnB to obtain their RIN. Here are [screen prints showing how the "Get Rin" feature works](#).

For further information about myRnB and the new login process, please see the [myRnB Rollout link](#) under "Headlines" on the [Division's home page](#).

## FY2011 Employer Contribution Rates Available

**The Alaska Retirement Management Board (ARMB) has established Fiscal Year 2011 (FY11) employer contribution rates for the PERS/TRS Defined Benefit (DB) and Defined Contribution Retirement (DCR) Plans.**

Please refer to the [FY11 Employer Contribution Rates](#) page on our website for complete information. The link to the PERS and TRS FY11 Rates is under **Quick Links** on the [Employer Services](#) web page.

The Division will be sending rate letters to each employer electronically, as we did with FY10 rates, in April 2010 when the HRA rates are available. The rates will be effective for pay period end dates between July 1, 2010, and June 30, 2011.

For additional information regarding the actuarial determined rates, please refer to the June 30, 2008 PERS and TRS actuarial valuations which determined the fiscal year 2011 rates:

PERS - [../pers/actuarial-valuation.html](#)

TRS - [../trs/actuarial-valuation.html](#)

For questions about employer contribution rates, please contact Christina Maiquis at (907) 465-1845 or via email at [Christina.Maiquis@alaska.gov](mailto:Christina.Maiquis@alaska.gov).

## IronPort Secure E-mail Server Now in Use

**Any e-mail messages sent by the Division to addresses *outside* the State of Alaska e-mail system (outside of *alaska.gov*) are now *automatically* encrypted if they contain personal identifiable information (PII) such as a social security number. This new security process began on November 9, 2009. Messages that contain other personal information such as benefit projections, salary, service, and health information**

may also be encrypted by the sender.

If an employer outside the State of Alaska e-mail system sends the Division a message containing PII, and the person replying includes the original message in the reply, the e-mail the employer receives will be encrypted.

If you receive an encrypted e-mail from the Division, it will look like this and it will have an attachment labeled "securedoc.html." Please follow the instructions to read the secure e-mail:



State of Alaska Official Correspondence

**PLEASE DO NOT DELETE**

Barb@danceoflight.com, you have received a secure Email from Kelly, Barbara A (DOA) with the State of Alaska Government

**Read your secure e-mail by opening the above attachment, securedoc.html.** You will be prompted to open (view) the file or save (download) it to your computer. For best results, save the file first, then open it in a Web browser. To access from a mobile device, forward this message to mobile@res.cisco.com to receive a mobile login URL.

If you have concerns about the validity of this message, contact the sender directly.

**First time users** -will need to register after opening the attachment.

**Get the User Guide here** -<http://www.state.ak.us/local/akpages/ADMIN/info/SecureEmail/UserGuide.pdf>

**About IronPort Encryption** -<https://securemail.alaska.gov/websafe/about>

**Help** -<https://securemail.alaska.gov/websafe/help?topic=RegEnvelope>

**IF YOU'D PREFER TO RECEIVE THESE COMMUNICATIONS UN-ENCRYPTED** please contact the State of Alaska Service Center at <http://www.state.ak.us/local/akpages/ADMIN/info/contactservicecenter.shtml> and request "that a TLS connection be configured for your Email domain." You'll need to provide the Service Center with the domain information for which you receive Email, such as yourname@yourdomain.com.

## Remember to Submit Termination Dates

**It is extremely important to submit employee termination dates to the Division of Retirement and Benefits** in a timely manner. Employees who terminate have the option to take a refund of their account balance. A refund to an employee can only be issued *60 days from his/her termination date*. We have employees requesting a refund of their account balance for whom we cannot process a refund because we have not received their termination date.

## Refer Employees to Division for Counseling

**Please refer your employees directly to the Division of Retirement and Benefits for counseling on financial issues** such as refunds and indebtedness. Our retirement technicians are trained experts with the knowledge to provide individual counseling for each employee's needs.



## PERS and TRS Publications Available Online

The following PERS and TRS publications are available at the "[Publications](#)" link on the [Division of Retirement and Benefits website](#):

### PERS Publications:

- [PERS Comprehensive Annual Financial Report](#)
- [Actuarial Valuation Reports and Supplemental to the Valuation Reports](#)
- [Financial Statements](#)

### TRS Publications:

- [TRS Comprehensive Annual Financial Report](#)
- [Actuarial Valuation Reports](#)
- [Financial Statements](#)

**To navigate to any division reports, follow these steps:**

1. Go to the division's website at [www.doa.alaska.gov/drb/](http://www.doa.alaska.gov/drb/)
2. In the "Quick Links" column on the right, click on "[Publications](#)"
3. Click on the appropriate system, plan or fund.
4. Select the report you want to view.

If you prefer a hard copy of these reports, please contact the Division of Retirement and Benefits at (907) 465-5711.

## Updated Forms and Brochures

The following forms and brochures have been updated since the last newsletter. Please be sure to use only the updated forms. Printing from the [Forms & Brochures page](#) on the division website will assure you always have the most current version.

| Form No. | Description   |
|----------|---|
| NA       | <a href="#">DCP Benefit Payment Election</a>                |
| NA       | <a href="#">PERS Tier IV DCR Plan Distribution Election</a> |
| NA       | <a href="#">SBS-AP Benefit Payment Election</a>             |
| NA       | <a href="#">TRS Tier III DCR Plan Distribution Election</a> |

We hope you find this employer newsletter helpful. If you have any questions or suggestions please feel free to contact us. Any feedback from you will be greatly appreciated. Click here for [past issues](#) back to 2008. Email any comments to the editor, [Barbara Kelly](#).

|   |   |
|---|---|
| <a href="#">Accounting Section</a> (907) 465-1444             | <a href="#">Pension Adjustments Unit</a> (907) 465-1400                 |
| <a href="#">Audit Section</a> (907) 465-5707                  | <a href="#">Pre-Retirement Services Unit</a> (907) 465-5700             |
| <a href="#">Deferred Compensation Plan</a> (907) 465-5700     | <a href="#">Retiree Payroll Section</a> (907) 465-1447                  |
| <a href="#">Dependent Care Assistance Plan</a> (907) 465-4464 | <a href="#">Retirement Processing Unit</a> (907) 465-1477               |
| <a href="#">Disability Unit</a> (907) 465-1153                | <a href="#">Supplemental Annuity Plan</a> (907) 465-1600                |
| <a href="#">Divorce/Dissolution Unit</a> (907) 465-5699       | <a href="#">Survivor Benefits Unit</a> (907) 465-5695 or (907) 465-3369 |
| <a href="#">Insurance Benefits Section</a> (907) 465-8600     |   |

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