



## *Employers' Edge*

Employer news from the  
Alaska Division of  
Retirement and Benefits

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## "Planning for Your Future" Workshop Offered November 12-14 at Mat-Su College

The division is offering a series of educational workshops designed to help employees plan for their future retirement security. These workshops are *in addition* to the retirement seminars available to employees on a regular basis. The workshop series started in October in Juneau. A [workshop at Matanuska-Susitna College](#) is being held November 12-14.

[Workshop presentations](#) will provide valuable information for **all** employees, from those newly hired through those planning for retirement. Please encourage your employees to attend.

Workshops are also scheduled for Fairbanks in April 2010 and for the Kenai Peninsula in May 2010. Look for further details about these workshops in a future issue of the Employers' Edge.



Anchorage/Mat-Su employers: Please post this [workshop flyer](#) in a visible place.

## Employer Workshop Offered in December

Gary Petersen from the Internal Revenue Service (IRS), Tim Beard from the Social Security Administration (SSA), and Kay Gouyton with the Division of Retirement and Benefits Audit Section will present an [educational workshop for employers](#) in December in both Anchorage and Juneau.

[Workshop classes](#) will cover such topics as reporting, hiring issues, fringe benefits and more. The classes will be held December 10 at the Captain Cook Hotel in Anchorage and December 11 at the State Office Building in Juneau. Classes are free, but attendees are responsible for their own travel and lodging. Seating will be on a first-come, first-seated basis.

If you haven't already registered for the workshop and would like to attend, please send an email to [Kay Gouyton](#) with the following information:

- Workshop location (Anchorage or Juneau)
- How many people will attend
- Name(s) of attendee(s)

## Division Converts to *IronPort* Secure E-mail Server

As of November 9, 2009, any e-mail messages sent by the Division to addresses *outside* the State of Alaska e-mail system (outside of *alaska.gov*) will be *automatically* encrypted if they contain personal identifiable information (PII) such as a social security number. 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](mailto: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](mailto:yourname@yourdomain.com).

## 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](http://www.armb.alaska.gov/pers/actuarial-valuation.html)

TRS - [../trs/actuarial-valuation.html](http://www.armb.alaska.gov/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).

## FY2009 Contribution True-up to End

**Contribution true-up for FY2009 (and all prior years) should have been submitted by now. Please submit** your true-up for FY2009 and all prior years if you have not already done so. The following will be adjusted in the true-up process:

- DCR Occupational Death & Disability (ODD)
- DCR Retiree Medical Plan (RMP)
- DCR Health Reimbursement Arrangement (HRA)
- Defined Benefits Unfunded Liability (DBUL)

If you have not completed your true-up, the accounts for your DCR employees may not be accurate. If you have questions about true-up, please contact your [division employer representative](#).

## 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	No forms or brochures have been updated since the October newsletter.

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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