



ALASKA DIVISION OF

Retirement and Benefits



POLITICAL SUBDIVISION EMPLOYEES

DEFINED CONTRIBUTION RETIREMENT PLAN New Employee Benefit Checklist

Recommended Handouts for All Defined Contribution Employees

- Online Account Registration Guide
- Select Your Beneficiary
- Better Together (Helping Put You on the Path to Financial Readiness)
- Empower Retirement Advisory Services
- Fee Comparison Worksheet

Employers:

Check all boxes that apply to your employee, based on which plans you participate in. Provide your employee with the handouts listed for each checked box. (If you are unsure of which plan you are participating in, reach out to your Retirement and Benefits counselor by visiting Alaska.gov/drb/reps/counselors.html.)

Plans Administered by the State of Alaska

- State of Alaska Public Employees' Defined Contribution Retirement Plan (PERS DCR)**
Handouts to include:
 - PERS DCR Features and Highlights
 - PERS DCR Overview

- State of Alaska Teachers' Defined Contribution Retirement Plan (TRS DCR)**
Handouts to include:
 - TRS DCR Features and Highlights
 - TRS DCR Overview

- State of Alaska Supplemental Benefits System Annuity Plan (SBS-AP)**
Handouts to include:
 - SBS-AP Features and Highlights
(SBS-AP participants may also enroll in Voluntary Supplemental Benefits)



■ State of Alaska Deferred Compensation Plan (DCP)

Handouts to include:

- 457 Deferred Compensation Plan Features and Highlights

■ State of Alaska Voluntary Supplemental Benefits (VSB)

Employees may elect to enroll within 30 days of hire or during an open enrollment period. VSB options include Life Insurance starting at \$10,000 and up to \$300,000, Accidental Death & Dismemberment (AD&D), Short and Long-Term Disability, and Critical Illness. Learn more about these options by visiting [Alaska.gov/drb/benefits/employee/VSBs/index.html](https://alaska.gov/drb/benefits/employee/VSBs/index.html).

- To enroll visit BENEFITFOCUS at secure3-enroll.com/go/bfi

■ State of Alaska Political Subdivision Group Health and Life Plan

Eligible employees wishing to participate must complete enrollment to elect coverage. Employees must contact their employer regarding enrollment into the plan. Basic Life is provided by the employer for eligible employees. Employees may choose to elect Select Life up to \$60,000 for a premium.

Handouts to include:

- Group Life Insurance Plan flyer
- To enroll in Select Life, visit BENEFITFOCUS at secure3-enroll.com/go/bfi

Recommended Follow-Up Tasks for Employees

- After the first payroll has processed, log in to the Empower website at akdrb.com to complete a beneficiary form for each account you have with Empower, including the State of Alaska PERS or TRS DCR, SBS-AP, and DCP.
- View online orientation videos that apply to you at [Alaska.gov/drb](https://alaska.gov/drb). Go to Employer Services > Political Subdivisions > New Employee Orientation. [Alaska.gov/drb/employer/polisubs/polysub_training.html](https://alaska.gov/drb/employer/polisubs/polysub_training.html).
- Learn more about your benefits by scheduling an appointment (by phone or in-person) with a Retirement Benefit Counselor at [Alaska.gov/drb/reps/makeAppointment.html](https://alaska.gov/drb/reps/makeAppointment.html) or by calling toll-free at (800) 821-2251.
- Learn more about your investments and the tools to help you manage your funds by scheduling an appointment with an Empower Retirement Plan Advisor by calling (800) 526-0560 or by emailing anchorage-empower-office@empower-retirement.com.
- To stay on track for retirement, make an appointment with an Empower representative both annually and when you experience any major life event, such as marriage, divorce, birth, loss of spouse, job promotion, or inheritance.
- For more information on enrollments of VSB or Select Life insurance or to change your beneficiary designations, email SOA.benefits@benefitfocus.com or call (844) 939-0543, Monday-Friday 8 a.m.-8 p.m. EST.