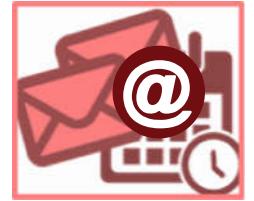


Florida Retirement System New Hire Process

Effective 10/1/16

HIRED!	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6
						
Employee Orientation Employer shows the New Hire Video and distributes the Orientation Flyer pointing employees to ChooseMyFRSplan.com , the new mobile-responsive microsite and guided experience. Employees can access public pages on MyFRS.com .	Payroll Submitted Employer submits payroll by 5 th day of month after hire or 5 th day of month 1. Employee may not receive anything during this month.	Welcome Brochure Employee receives personalized New Employee Welcome Brochure	Reminder Email #1 sent 1 st business day of month 3	Reminder Email #2 sent 15 th business day of month 4	Final Reminder mails the 10 th of the month with their PIN Reminder Email #3 sent 5 th business day before the choice deadline. Choice Deadline 4:00 p.m. ET on the last business day of month 5.	Confirmation Statements are sent throughout the process after an employee submits an election. Defaulters receive Pension Plan enrollment confirmation after the deadline. All new hires receive a new Welcome Flyer* with their confirmation statement.

*There are 4 versions

The emails link to ChooseMyFRSplan.com

