



JUSTICE ADMINISTRATIVE
COMMISSION



Retirement

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JUSTICE ADMINISTRATIVE COMMISSION

Objectives

- Introduction to the JAC Retirement Section
- Get acquainted with the [JAC Website](#) for retirement
- Provide an overview of the resources available to you at [My FRS](#)
- Provide additional resources for Agency Administrators
- Questions



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JUSTICE ADMINISTRATIVE COMMISSION

JAC Human Resources

- Retirement Coordinator
 - Agency and Circuit Liaison
 - New Hires - FRS Re-employment Provisions
 - Application Process for Retirement
 - Continuation of Insurance at Retirement
 - Resolve retirement contribution variances
 - Agency and Circuit Resource

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COMMISSION

JAC Website

JUSTICE ADMINISTRATIVE COMMISSION

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 [My JAC LOGIN](#)

appointed by the President of the court to carry out the JAC's duties.

JAC's Vision: To be a model of efficiency and effectiveness.

JAC's Mission: To support the court in its mission.

JAC's Core Competencies:

Accounting

Budget

Financial Services

FLAIR Management Reporting & Training

Purchasing Card Administration

Resources for Grants

Year-End Information & Office Financial Statements

Human Resources

Americans with Disabilities Act (ADA)

Benefits

Payroll

Contacts

Deferred Compensation

Ethics and Financial Disclosure

FAQs

FLSA

Family Medical Leave Act (FMLA)

Forms

Job Postings

Memoranda

Quick Links - Human Resources

Reemployment Assistance & CONNECT

Retirement

JAC Conference

Operations

FLEET Manual / Fuel Card

Inventory

Risk Management

Claims Administration

Loss Prevention

Workers' Compensation

FAQs

Session V - Retirement - Presentation

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My FRS Login

Florida Retirement System

User ID Password LOGIN New User Register Now

Enter search here

Home > New Hires > First Time Login

Please Register a new MyFRS.com Profile Account

Step 1: Register for a new MyFRS.com Profile Account - Confirm Identity

Great care is taken to protect the confidentiality of your MyFRS.com account. Before accessing your account, you must confirm your identity by completing the form below and then clicking the "Submit" button. After your identity is confirmed, your MyFRS User ID and Password that will allow you to log in to this site in the future.

The PIN field refers to the 6-digit PIN that was provided to you in your New Hire Kit. This PIN is extremely important and should be saved in your files.

Last 4 digits of SSN * Last 4 digits of SSN must be numeric digits

PIN * PIN must be 6 numeric digits

mm/dd/yyyy * Date of Birth may be any valid date, entered as: mm/dd/yyyy

SUBMIT

Employees must have their personal PIN# to register for their online account access. This PIN# is mailed to all new employees within 60-90 days of hire or employees can request their PIN # by contacting My FRS at 1-866-446-9377.

My FRS Online Access

- Choice Service
 - Comparison Estimates
- 2nd Election Choice Service
 - Projected benefit estimates
 - Possible Pension buy-in cost
- Investment Plan Members
 - Manage account

FRS Online

Log In
Help ?

New user? [Click here](#) to create a User Profile and log in.

Not a new user? If you have already created a User Profile, please log in below.

* User Name:

* Password:

Data in this website is property of the State of Florida, Department of Management Services. All activity on this website is subject to being intercepted, recorded, read, copied and disclosed by, and to, authorized personnel for official purposes including criminal investigations. Access or use of this website by any person, whether authorized or unauthorized, constitutes consent to these terms.

* Required Fields

[Unable to log in?](#)

[Forgot your password or your user name?](#)

Employers or Insurance Provider Companies [click here](#) for help.

Active Pension Plan members can access their years of creditable service, beneficiary designations, MAS, and create retirement estimates via their online account

Retirees of the Pension Plan have access to their monthly Pension checks, insurance deductions, HIS payments, and their 1099R via their online account

Notice

REMINDER: Remember to update your FRS Online account if your e-mail address changes. If you use a work e-mail address, be sure to change your e-mail address when you retire or change employers.

After logging in to your account use the Profile Settings page of your account to change your e-mail address. The Profile Settings link is in the navigation bar on the left side of the screen. You will receive an e-mail that will contain an **email verification code** that you must enter on FRS Online to verify that the email address you provided is valid.

Use the Communication Preferences page of your account to establish or update your delivery preference for correspondence and documents from the Division of Retirement.

The FRS Financial Guidance Program provides free, unbiased financial advice to FRS members. Call toll free 866-446-9377 and select prompt 2 to speak with a financial planner about your financial planning needs.

FRS Workshops & Training

Justice Administrative Commission

- [Financial Planning Workshops
\(www.myfrs.com/Workshop\)](http://www.myfrs.com/Workshop)
- [FRS Employer Training Workshops
\(www.myfrs.com/Employer Workshops\)](http://www.myfrs.com/Employer_Workshops)

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Handouts - Conference Packet

- Administrator Resource Kit
- Retirement Checklists
 - Entering DROP
 - Service Retirement
 - Terminating from DROP
 - Investment Plan Retirement
- Retiree Insurance Fact Sheet
 - Guidelines and Timelines
 - Medicare



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Retirement Contacts

- Jennifer Henderson at (850) 488-2415, ext. 293 or at Jennifer.Henderson@justiceadmin.org
- Jessica Kranert at (850) 488-2415, ext. 303 or at Jessica.Kranert@justiceadmin.org
- You may also email us at Retirement.Coordinator@justiceadmin.org

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Questions?



Service Retirement - Pension Plan - Checklist

Employee Name _____ People First ID# _____

Agency/Circuit _____ Termination Date _____

Service Retirement Forms Packet

	<input type="checkbox"/>	Date
Processed FR-11 , Service Retirement Application	<input type="checkbox"/>	_____
Processed FRS-11o , Option Selection Form	<input type="checkbox"/>	_____
Processed SA-1 , Spousal Acknowledgement Form	<input type="checkbox"/>	_____
Processed Verification of Birth, Employee and/or Joint Annuitant	<input type="checkbox"/>	_____
Faxed to the Division of Retirement or submitted to JAC	<input type="checkbox"/>	_____

Payroll

	<input type="checkbox"/>	Date
Submitted Termination PAR to JAC, reason code "56" for "retirement"	<input type="checkbox"/>	_____
Submitted PAR for annual leave and/or sick leave payout*	<input type="checkbox"/>	_____

* Please indicate if the employee has elected to roll over a portion or all of their leave payout to their 457(b) Deferred Compensation account. This can be noted in the Comments Section of the PAR.

Notes:

Entering DROP Checklist

Employee Name _____ People First ID# _____

Agency/Circuit _____ DROP Entry Date _____

DROP Entry Application Package

	<input type="checkbox"/>	Date
Processed DP-ELE , DROP Participation Notification Form	<input type="checkbox"/>	_____
Processed DP-11 , DROP & Service Retirement Application Form	<input type="checkbox"/>	_____
Processed FRS-11o , Option Selection Form	<input type="checkbox"/>	_____
Processed SA-1 , Spousal Acknowledgement Form	<input type="checkbox"/>	_____
Processed Verification of Birth, Employee and/or Joint Annuitant	<input type="checkbox"/>	_____
Faxed to the Division of Retirement or submitted to JAC	<input type="checkbox"/>	_____

Payroll

	<input type="checkbox"/>	Date
Submitted PAR to JAC, reason code "91" for "Start DROP"	<input type="checkbox"/>	_____
Submitted Leave PAR to JAC or confirmed annual leave payout*	<input type="checkbox"/>	_____

* Please indicate if the employee has elected to roll over a portion or all of their leave payout to their 457(b) Deferred Compensation account. This can be noted in the Comments Section of the PAR.

Notes:

Ending DROP Retirement - Checklist

Employee Name _____ People First ID# _____

Agency/Circuit _____ DROP Term. Date _____

DROP Retirement Forms Packet

	<input type="checkbox"/>	Date
Processed DP-TERM, DROP Termination Form*	<input type="checkbox"/>	_____
Processed DP-PAYT, DROP Payout Form*	<input type="checkbox"/>	_____
Faxed to the Division of Retirement or submitted to JAC	<input type="checkbox"/>	_____

*The DP-TERM and DP-PAYT are not available electronically. The Division of Retirement mails the pre-populated forms directly to the employee's designated address on file.

Payroll

	<input type="checkbox"/>	Date
Submitted Termination PAR to JAC, reason code "56" for "Retirement"	<input type="checkbox"/>	_____
Submitted PAR to JAC for annual and/or sick leave payout*	<input type="checkbox"/>	_____

* Please indicate if the employee has elected to roll over a portion or all of their leave payout to their 457(b) Deferred Compensation account. This can be noted in the Comments Section of the PAR.

Notes:

Investment Plan Retirement – Checklist

Employee Name _____ People First ID# _____

Agency/Circuit _____ Termination Date _____

Payroll

☐ _____ Date

Submitted Termination PAR* to JAC, reason code "53" for "Other" ☐ _____

Submitted Leave PAR to JAC for annual and/or sick leave payout ☐ _____

* Please indicate this is an "Investment Plan Retirement" in the Comments Section of the PAR. This will ensure the PAR is appropriately routed to the Retirement Coordinator to process.

Distribution Eligibility*

☐ _____ Date

Employee has reviewed the [Investment Plan Termination Kit](#) ☐ _____

Employee has completed the [Investment Plan Distribution Acknowledgment Form](#) ☐ _____

* Investment Plan members may request a distribution by contacting the FRS Plan Administrator at 1-866-446-9377, option 4. Members are not required to complete any paper forms to request this distribution and also have the option of rolling over the funds to another qualified retirement account or taking periodic withdrawals.

Notes:

Retiree Insurance Fact Sheet

General Eligibility:

- Retirees have the option to continue their state group health and life insurance at retirement and have **60 days** from their last day on payroll to elect continuation of this coverage.
- Retirees will pay premiums for state retiree health coverage based on their eligibility for Medicare. Early retirees and their spouses (under age 65) will pay higher premiums for state health coverage until they become eligible to enroll in Medicare.
- Please see the following link for applicable premium rates: [Retiree Premium Rate Table - Effective February 1, 2017](#). These rates are subject to change each year by the Legislature.
- The state retiree health plan includes hospital, medical, and prescription drug coverage and is offered to retirees enrolled in the State PPO Plan as well as the state HMO plans through AVMED, United Healthcare, Aetna, Capital Health Plan, and Florida Healthcare¹.
- Retirees have the option of converting their \$25,000 basic state life insurance into one of two policies:
 - A \$10,000 life policy for \$19.33 per month, or
 - A \$2,500 life policy for \$4.83 per month
- Retirees interested in continuing their optional state life insurance will be required to contact Minnesota Life directly to convert to a private whole life policy at: 1-888-878-0038.
- Retirees may continue their state dental and vision coverage through COBRA and will automatically receive a COBRA packet from People First, if enrolled in the coverage at the time of retirement. People First is required to mail the COBRA packet **within 14 days** of the notice of termination (or the date the PAR is processed in the system). ***Retirees must ensure that their correct mailing addresses are in People First.***
- Any other pre-tax or post-tax supplemental policies will need to be continued by contacting the company directly to convert to a private policy. Contact information for Supplemental Provider Companies: [Pre-tax Supplemental Providers](#) and [Post-tax Supplemental Providers](#).

¹ This is a list of current state-contracted healthcare providers as of January 1, 2016. Please note that these providers are subject to change by the Legislature.

Retiree Insurance Fact Sheet

Pension Plan Retirees:

- Pension Plan members will **automatically** receive the [New Retiree Benefits Packet](#) from People First once the Personnel Action Request (PAR) has been processed by JAC.
- For the purposes of determining eligibility for the continuation of state benefits as a retiree, DMS will consider a Pension Plan member “retired”, upon termination of employment and the receipt of a monthly benefit.
- The PAR for a Pension Plan member should be coded as a “termination” with a reason code of “56” for “retirement”. See [DMS Management Advisory 14-005](#)
- Pension Plan retirees (including DROP retirees) may elect to have premiums deducted directly from their monthly Pension check. *Pension Plan retirees will still be required to submit a personal check, however, for the first month of retiree premiums. Thereafter, the Division of Retirement can set up an automatic deduction of premiums from the member’s monthly Pension check.*

Investment Plan Retirees:

- Investment Plan members are required to take a distribution before they are considered “retired” under the Florida Retirement System and thus eligible for continuation of state health and life insurance as a retiree.
- The PAR for an Investment Plan member should therefore be submitted to JAC as a “termination” with the reason code of “53” for “other”. See [DMS Management Advisory 14-005](#)
- Investment Plan members interested in continuing their state group coverage as a retiree should be advised of the following:
 - The Investment Plan retiree will need to elect to continue their state health insurance coverage under COBRA, immediately upon termination.
 - This will ensure the Investment Plan retiree has seamless health coverage as well as establish their eligibility to later enroll in state retiree coverage once they have taken a distribution.
 - The member will **automatically** receive a COBRA Packet from People First once JAC has processed the termination PAR. *Again, it is important that members have their correct mailing address listed in People First in order to receive this packet.*
 - The member may also contact People First for additional information regarding COBRA at 1-866-663-4735, option 2, for the Retiree/COBRA Section.

Retiree Insurance Fact Sheet

- The final step will be for the retiree to initiate a distribution or rollover from their Investment Plan account by contacting the FRS Plan Administrator at 1-866-446-9377.
- People First will receive notification of all distributions taken each month from the FRS Plan Administrator. Once notified of a member's distribution, People First will update the member's records to indicate they are officially "retired" and will mail the member the [New Retiree Benefits Packet](#).
- Investment Plan members may also contact the People First Service Center directly, once they have taken a distribution, to enroll in retiree health and life coverage at 1-866-663-4735.
- Investment Plan retirees will be required to submit their health and life premiums by personal check each month or they may submit payments up to six months in advance. No other payment options are available at this time.
- Investment Plan retirees will submit their personal check or money order, payable to **DSGI, to: The People First Service Center, P.O. Box 863477, Orlando, Florida 32886-3477**. Premiums are due by the **10th each month** prior to the month of coverage. *** For example, premiums for June 2017 retiree coverage must be received by the People First Service Center, no later than **May 10, 2017**.
- Investment Plan retirees do have the option of requesting payment coupons from People First as a helpful reminder of when premiums are due each month. Coupons can be requested by contacting the People First Service Center at 1-866-663-4735, option 2, for the Retiree/COBRA Section.
- **Medicare:**²
- Employees become eligible for Medicare at age 65, or upon receipt of disability benefits from Social Security. Employees have the following options for enrolling in Medicare:
 - Employees may visit their local Social Security Office,
 - Employees may contact the Social Security Administration to request forms at: 1-800-772-1213, or
 - Employees may enroll online at: [Apply for Medicare online](#)

² JAC staff cannot provide specific guidance with regard to Medicare or Social Security.

Retiree Insurance Fact Sheet

- The initial eligibility period to enroll in Medicare begins three months prior to your 65th birthday and ends three months after.
- Employees and their spouses who are covered under employer group coverage, have the option of deferring enrollment in Part B of Medicare, until a Special Enrollment Period. See the following [Special Enrollment Period](#) provisions.
- Employees and their spouses with active state group coverage, may defer enrolling in Part B of Medicare until **one** of two dates, **whichever occurs first**:
 - The date their active state group coverage ends or
 - The date they or their spouse elects to retire
- Medicare eligible employees electing to continue their state group health coverage as a retiree, should be aware of the following:
 - Part A is free for most people and provides inpatient care at a hospital, skilled nursing facility, and hospice care. See [Medicare Part A coverage](#)
 - Part B requires the payment of a monthly premium and covers doctor and health care provider services, outpatient care, and durable medical equipment. See [Medicare Part B costs](#).
 - Part D requires the payment of a monthly premium and the cost will vary based upon the drug plan chosen. See [Costs for Medicare Drug Coverage](#).
 - Employees continuing their state group health plan as a retiree will have prescription drug coverage as part of their health plan benefits. See [Special Notice about the Medicare D Drug Program](#).