

THE LATEST WORD FOR IPERS EMPLOYERS



Iowa Public Employees' Retirement System | Fall 2017

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NEWS & ANNOUNCEMENTS

Employer Relations Team Welcomes Monica McAninch

Monica McAninch is IPERS' newest senior compliance officer on the employer relations team. After 13 years in our finance department, Monica started her new role in September. She looks forward to helping reporting officials with IPERS reporting duties.



COMPLIANCE TIPS

How to Protect Confidential Information

We're working hard to give you secure ways to send us confidential information.

In today's digital environment, it's essential to be vigilant about keeping members' data safe. Email is a convenient and easy way to communicate with IPERS, but it is not secure. Attaching a form containing Social Security numbers, member ID numbers, or other sensitive data puts that information at risk of falling into the wrong hands.

Anytime you need to send an SSN, an IPERS member ID number, or other confidential information, use a secure method, as detailed here.

SECURE METHOD: Securemail

How to use: IPERS compliance officers can create a secure email exchange for you to use. **You must request a secure exchange before sending any confidential information.** You can request it by emailing a compliance officer or employerrelations@ipers.org. Wait for a reply email letting you know the email exchange is secure.

Works for:

- Messages containing confidential information
- Attaching small files containing confidential information

SECURE METHOD: ShareFile

How to use: Access your ShareFile account at <https://ipers.sharefile.com>. If you don't have an account, we can help you get one. Note: Messages and files in ShareFile expire after 30 days – so save them to your computer if you need to access them after 30 days.

Works for:

- Messages containing confidential information
- Attaching small files containing confidential information
- Large files containing confidential information

Examples of confidential information that must be kept secure:

Social Security numbers
IPERS member ID numbers
Dates of birth
Beneficiary designations

Continue using [I-Que](#) to do routine business such as wage reports, wage adjustments, and employee information updates. I-Que is secure.

If you provide *Enrollment/Beneficiary Designation* forms to employees, remind them not to send completed forms as an email attachment. The simplest way for a member to securely submit these forms is to mail them. You can also offer to securely email the form to IPERS, using one of the methods listed above.

We appreciate your commitment to protecting employees from identity theft!

TRAINING & EDUCATION

Training Registration Is Open

Fall is upon us, and with it comes [training](#) for new reporting officials. If you are new to IPERS reporting duties or are looking for a refresher, register for one of our half-day sessions in Des Moines. See you in November!

LEGISLATIVE

Fall Legislative Update

The Reason Foundation, a libertarian think tank that has studied IPERS' funding, was invited to present to IPERS' Benefits Advisory Committee in September, as a follow-up to the presentation made to some legislators at the Capitol in July. If you would like to see it, the [presentation](#) is available at [ipers.org](#).

The [Public Retirement Systems Committee](#) is expected to meet this fall. This committee of legislators is charged with reviewing all four of Iowa's public retirement systems. Visit the [legislative pages](#) of [ipers.org](#) to keep up to date on legislative happenings now and after the session starts in January.

Have a question? We want to hear from you!

Call our Employer HelpDesk to talk through your question with one of our compliance officers. We're here weekdays, 8 a.m. – 4:30 p.m.

1-877-IPERS-99