






# Employers' quick reference guide

Welcome to PERSI Choice 401(k) Plan serviced by Empower.

Most of the administrative responsibility for this plan is outsourced to Public Employee Retirement System of Idaho, but there are valuable steps you can take to help your participants achieve the retirement they imagine. This quick reference guide is here to help. It answers frequently asked questions and walks you through some basic tasks.

What you need	Where to find it	How to do it
 <p>How can I help employees contribute to the plan?</p>	<p>Download a Paycheck Contribution Election form off the <a href="http://mypersi401k.com">mypersi401k.com</a> website.</p>	<p>Once the employee has completed the PERSI Choice 401(k) Plan Paycheck Contribution Election form, they give it to their employer's HR or payroll department.</p>
 <p>How do employees make changes to their accounts, like increasing payroll contributions?</p>	<p>Download a Paycheck Contribution Election form off the <a href="http://mypersi401k.com">mypersi401k.com</a> website.</p>	<p>Once the employee has completed the PERSI Choice 401(k) Plan Paycheck Contribution Election form, they give it to their employer's HR or payroll department.</p>
 <p>How do employees change their beneficiary designations?</p>	<p>The change can be made online, via <a href="http://mypersi401k.com">mypersi401k.com</a> or the employee can download the beneficiary form from the <a href="http://mypersi401k.com">mypersi401k.com</a></p>	<p>After logging in, employees can make or change their beneficiary election by clicking on the <i>Account</i> dropdown and selecting <i>Overview</i>. On the left navigation, they'll then select <i>Beneficiaries</i>. Paper form: employee completes the form, that can be found on <a href="http://mypersi401k.com">mypersi401k.com</a>, prints and mails a copy to the address listed on the form.</p>
 <p>How do I submit employee contributions and/or loan payments to PERSI?</p>	<p>Employer Service Center staff, via email or phone.</p>	<p>Submit these with your regular transmittals to PERSI.</p>
 <p>Who does my employee call for questions about a PERSI Base Plan Purchase of Service?</p>	<p>PERSI Answer Center, <b>208-334-3365</b> or <b>800-451-8221</b>, Monday - Friday 8 AM- 5:30 PM</p>	<p>PERSI Answer Center staff will assist.</p>

### What you need

### Where to find it

### How to do it



How does an employee request a loan from the plan?

Choice Plan website, [mypersi401k.com](http://mypersi401k.com), or Choice Plan Customer Care Center

After logging in, the employee can explore loan amounts and payment options and then submit the request or the employee can call the Choice Plan Customer Care Center instead.



If an employee with a loan wants to pay it off early, how can they get information about that?

Choice Plan website, [mypersi401k.com](http://mypersi401k.com), or Choice Plan Customer Care Center

After logging in, the employee can request a loan payoff quote. Or the employee can call the Choice Plan Customer Care Center to request that.

## Help at your fingertips

Your assigned retirement plan counselor can provide group informational meetings and one-on-one counseling sessions in person or virtually.

During individual meetings, the counselor will help each participant review their personal financial situation (including all outside assets) so they can establish retirement income goals and consider next steps. Counselors can also help participants understand how they might use their assets to generate income in retirement.

### What you need

### Where to find it

### How to do it



How do I schedule meetings or individual appointments?

Call, email or visit the Choice Plan website, [mypersi401k.com](http://mypersi401k.com)

Bruce Singkhaophet  
Email: [bruce.singkhaophet@empower.com](mailto:bruce.singkhaophet@empower.com)  
Call Bruce: 208-345-1120

Participants can set up one-on-one appointments, by visiting [https://persi\\_choice\\_401k.empowermytime.com/#/](https://persi_choice_401k.empowermytime.com/#/)

## Still have questions?

If you or a participant can't find needed information, please access one of the following PERSI Choice 401(k) Plan resources.

### Employer resources

### Employee resources



PERSI website, [persi.idaho.gov](http://persi.idaho.gov), "Employer" tab

Choice Plan - Customer Care Center **866-437-3774**  
Monday-Friday 6 AM - 8 PM MT Saturday 7 AM - 3:30 PM MT



PERSI Employer Service Center  
**208-287-9525**  
**866-887-9525**

PERSI Answer Center, **208-334-3365**, or **800-451-8221**. Monday - Friday, 8 AM - 5:30 PM

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