MyTFFR Office Hours: Navigating Enrollments

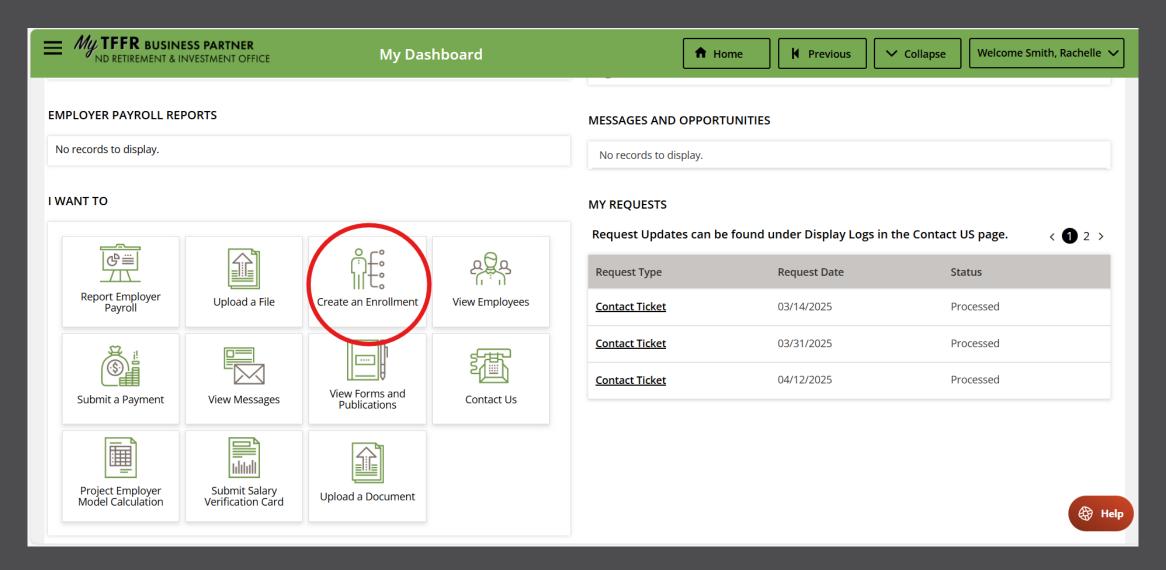
Aug. 6, 2025, at 2:00 p.m., CT

WHAT IS THE TEACHERS' FUND FOR RETIREMENT?

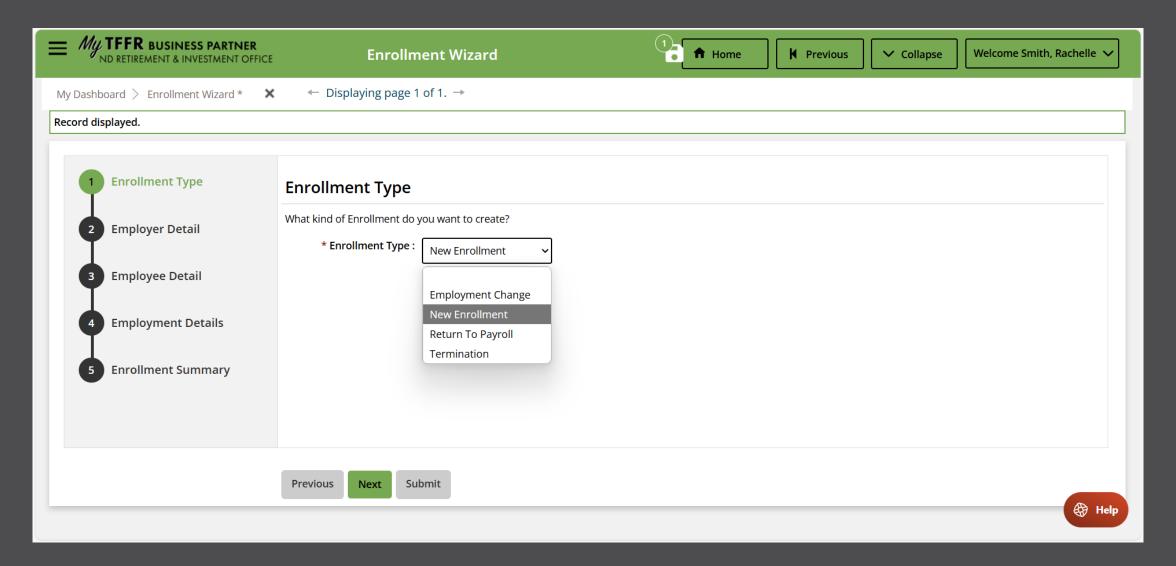
The Teachers' Fund for Retirement (TFFR) is a qualified defined benefit public pension plan.

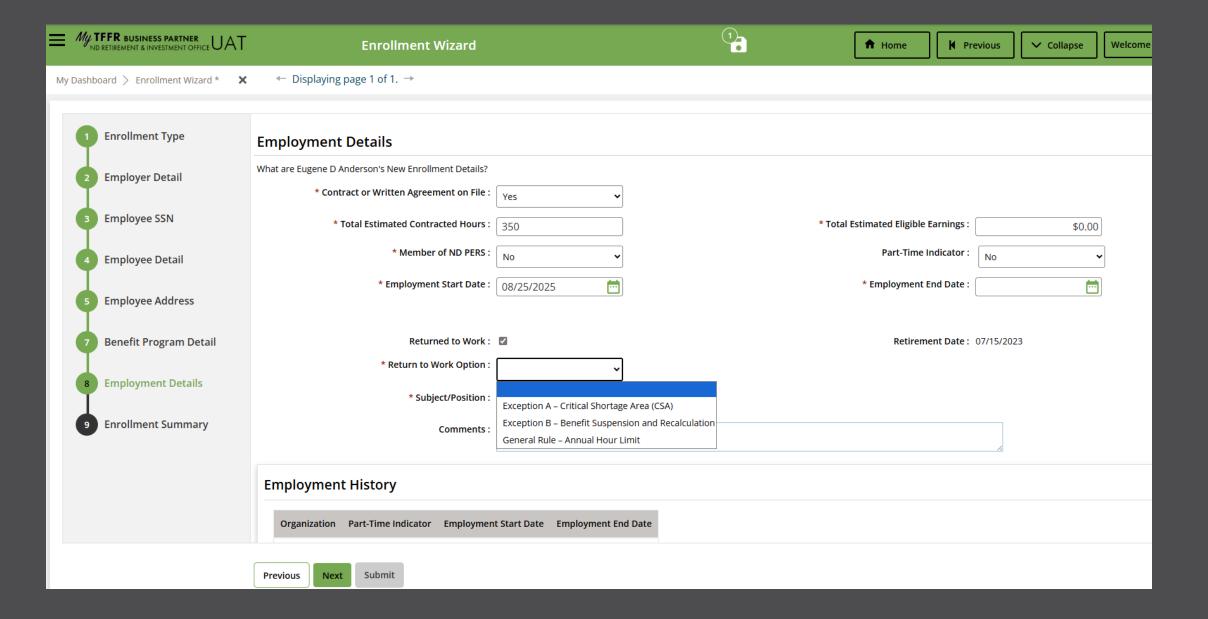
- The North Dakota Retirement and Investment Office is the program administrator.
- Licensed teachers employed by a public school or state institution for teaching, supervisory, administrative or extracurricular services are required to participate.
- More than 25,000 Members
 - 11,945 Active Members
 - 9,693 Retired Members
 - 4,025 Inactive Members
- 204 Employers

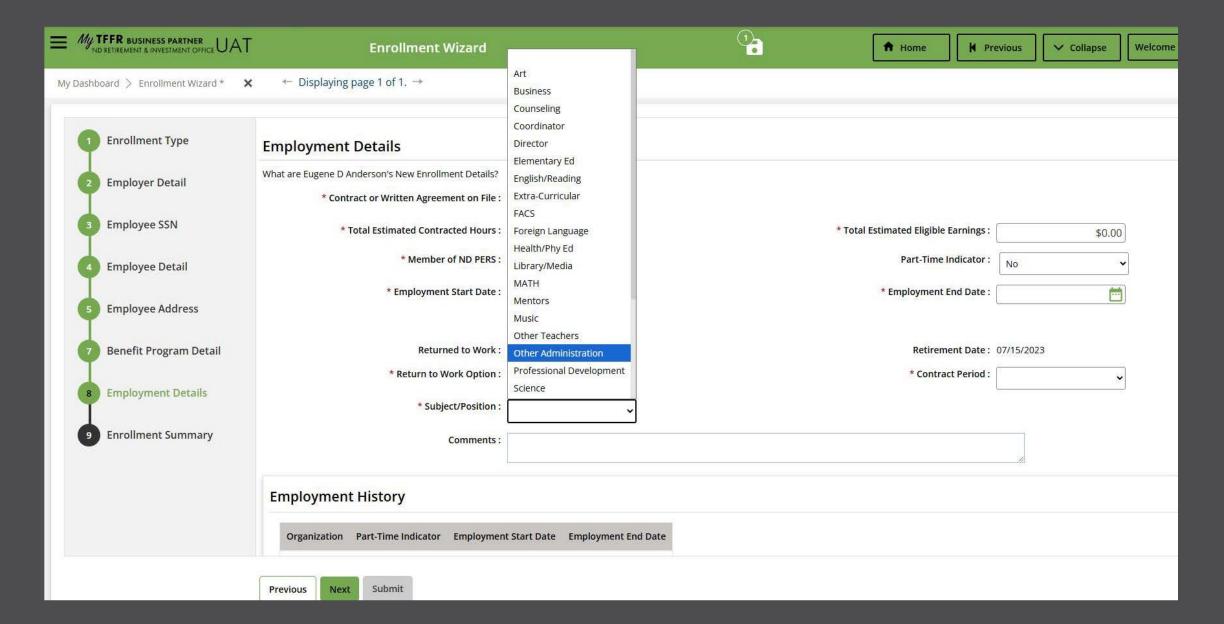
ENROLLMENT: NEW OR RETURNING MEMBERS AND RETIREE RETURN TO WORK

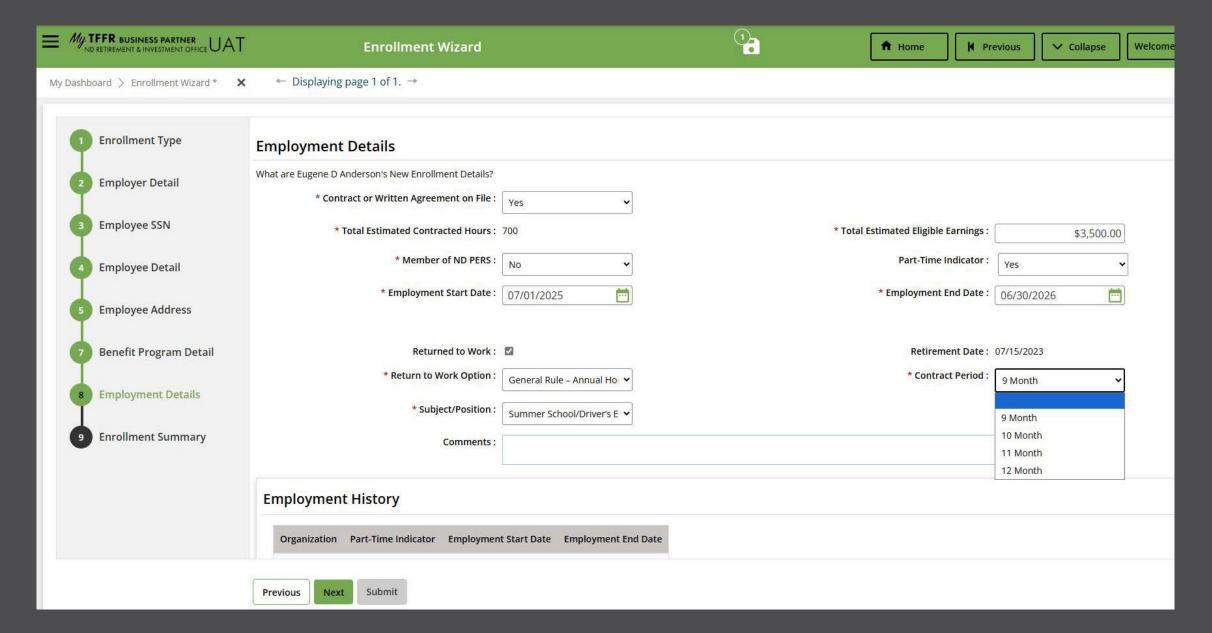


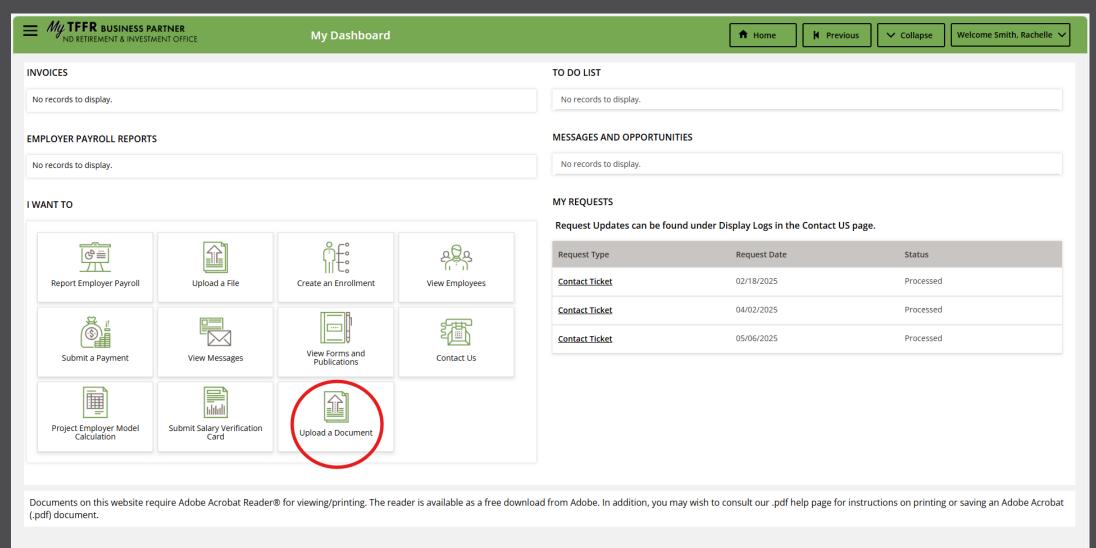
ENROLLMENT: NEW OR RETURNING MEMBERS AND RETIREE RETURN TO WORK











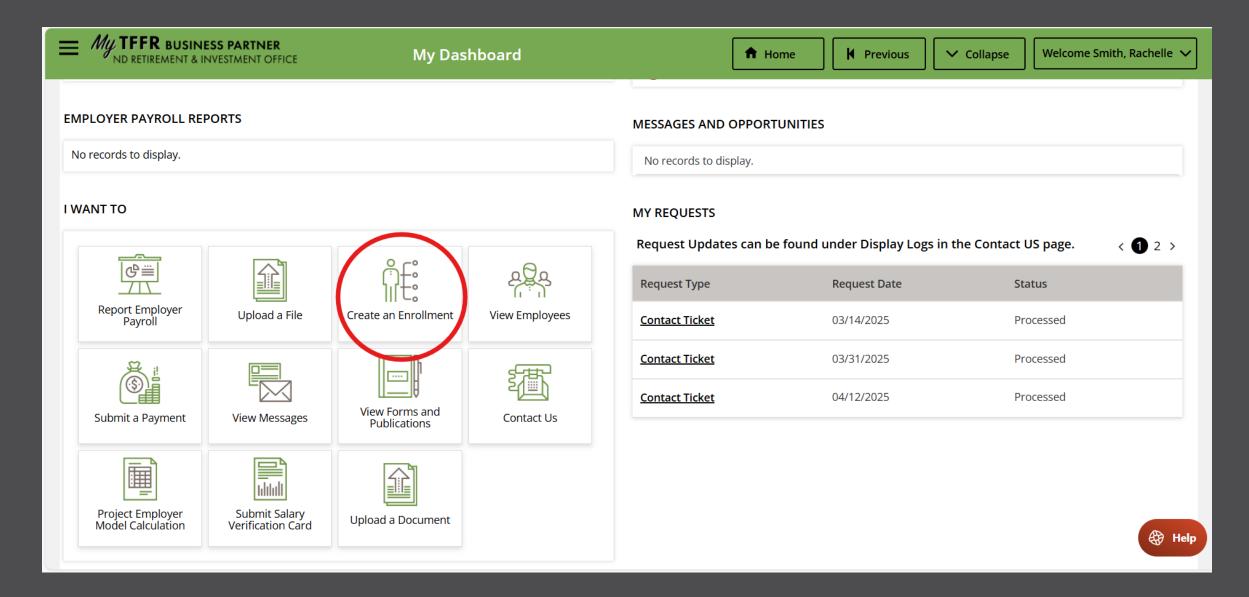


ENROLLMENT: NEW OR RETURNING MEMBERS AND RETIREE RETURN TO WORK

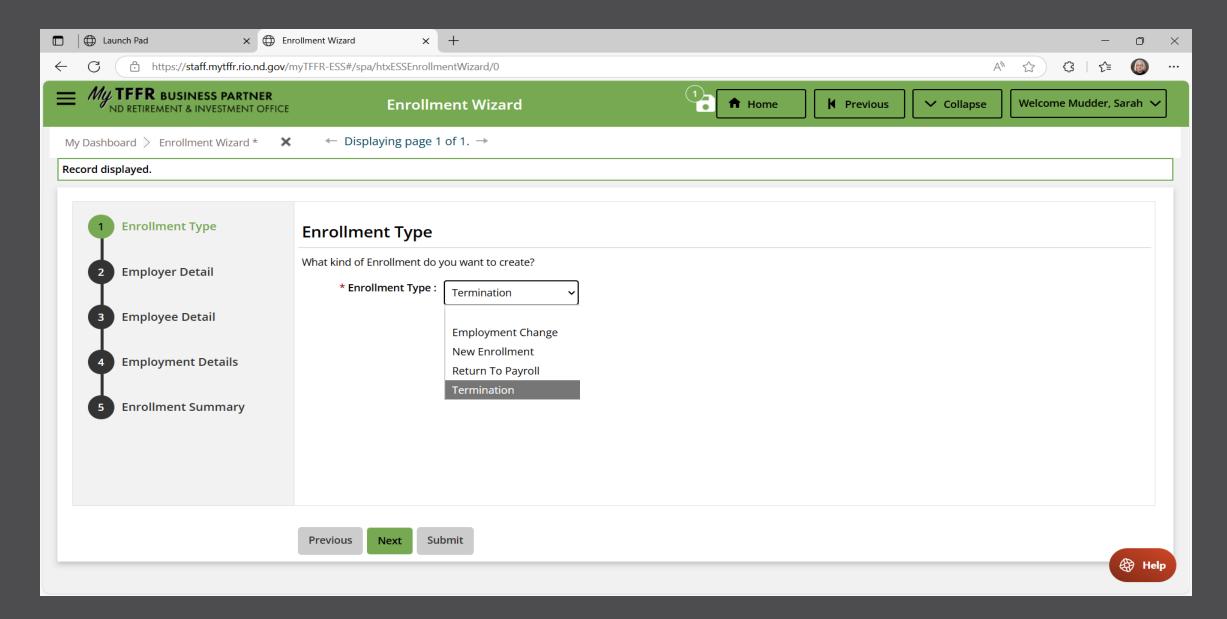
Step-by-step guidance is available online:

- MyTFFR Employer Self Service Handbook
 - On RIO's website, <u>www.rio.nd.gov</u>, select TFFR Employer and then *My*TFFR Employer Self-Service Handbook
 - See page 54, "Upload and Review Enrollment Files"
 - See page 75, "Manually Add New Employment Event"
- RIO's YouTube Channel
 - On RIO's website, <u>www.rio.nd.gov</u>, select YouTube icon and then the *My*TFFR Employer Training Playlist
 - View "Upload Enrollment Files and Manually Create an Enrollment" video
- MyTFFR Dashboard
 - Select "Help" button and search for "New Employee Enrollment"

ENROLLMENT: TERMINATION



ENROLLMENT: TERMINATION



ENROLLMENT: TERMINATION

Step-by-step guidance is available online:

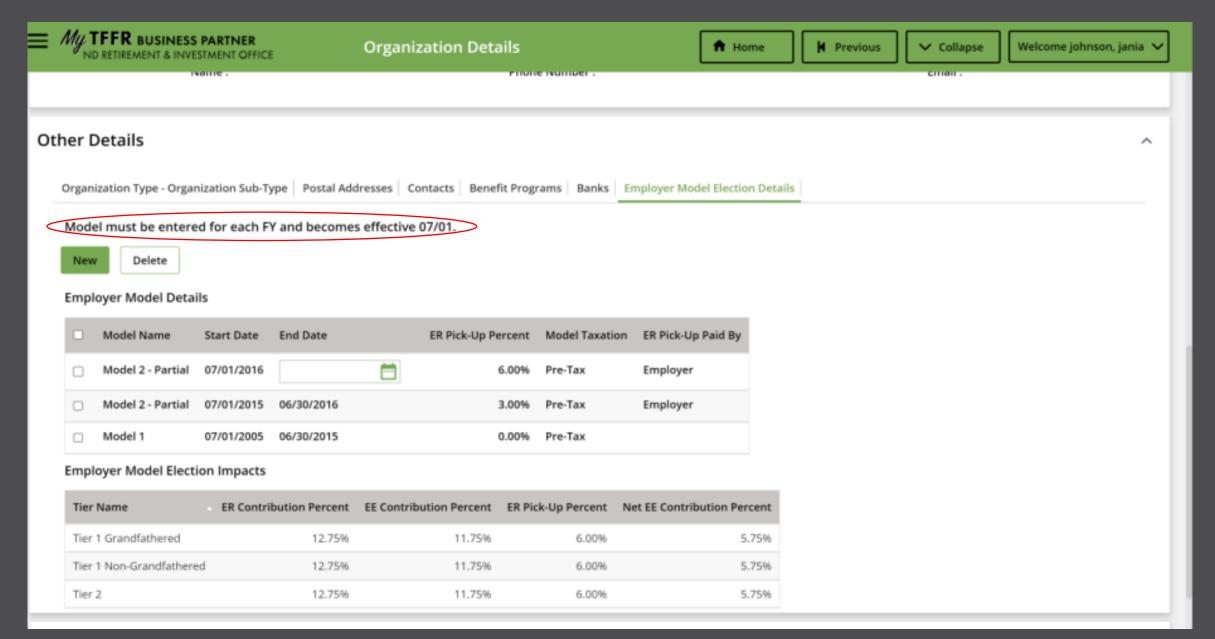
- MyTFFR Employer Self Service Handbook
 - On RIO's website, <u>www.rio.nd.gov</u>, select TFFR Employer and then MyTFFR Employer Self-Service Handbook
 - See page 116, "Manually Add New Employment Event, Task 5: Termination"
- YouTube Channel
 - On RIO's website, <u>www.rio.nd.gov</u>, select YouTube icon and then the *My*TFFR Employer Training Playlist
 - View "Upload Enrollment Files and Manually Create an Enrollment" video
- MyTFFR Dashboard
 - Select the "Help" button and search for "New Employee Enrollment"

EMPLOYER PAYMENT PLAN MODEL

Before submitting FY2026 reports, employers must update or affirm their Employer Payment Plan in *My*TFFR.

- MyTFFR will not accept reports or payments until your FY2026 payment plan is confirmed. Paper forms are no longer accepted.
- If your contribution model changes, be sure to update your payroll software accordingly.
- All employees covered under your plan (teachers, administrators, full-time and part-time staff) must follow the same contribution model.

EMPLOYER PAYMENT PLAN MODEL

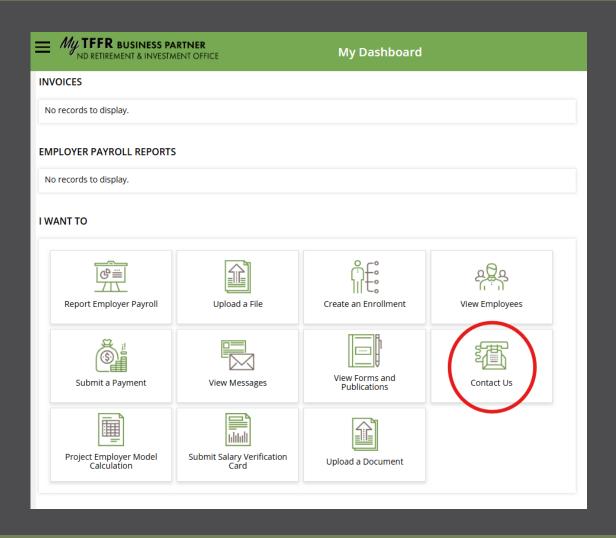


EMPLOYER PAYMENT PLAN MODEL

Step-by-step guidance is available online:

- MyTFFR Employer Self-Service Handbook
 - On RIO's website, <u>www.rio.nd.gov</u>, select TFFR Employer and then MyTFFR Employer Self-Service Handbook
 - See page 168, "Project Model Data"
- RIO's YouTube Channel
 - On RIO's website, <u>www.rio.nd.gov</u>, select YouTube icon and then the *My*TFFR Employer Training Playlist
 - View "Project Model Data" video
- MyTFFR Dashboard
 - Select the "Help" button and search for "Model Election"

MyTFFR CONTACT TICKETS



If after referencing the available resources you still need assistance, submit a ticket using the "Contact Us" tile on your *My*TFFR dashboard.

This method ensures your request is properly tracked and addressed in the order received.



