

Program Letter

United States
Railroad Retirement Board
Office of Programs



Quality Reporting Service Center

Phone: (312) 751-4992

Email: QRSC@RRB.GOV

Fax: (312) 751-7123

Letter No. 2018-04

Date: May 29, 2018

TO: **Certification Contact Officials**

SUBJECT: **National Rail Employer Training Seminar**

This letter provides all the information needed to register for the Tenth Triennial National Rail Employer Training Seminar (NRETS) to be held August 8, 9, and 10, 2018, at the Palmer House Hilton Hotel, in Chicago, Illinois. There is a registration fee of **\$30.00** to help cover the costs of refreshments and other incidentals. Seminar attendees are responsible for their own transportation, meals, and lodging expenses.

This seminar is designed for those persons who work in, or manage, the subject areas of service, compensation, and contributions reported to the Railroad Retirement Board (RRB), and related areas. This includes, but is not limited to, payroll personnel, accountants, controllers, claims agents, benefit administrators, auditors, and executives of employers covered under the Railroad Retirement Act (RRA).

Please share this information with all the appropriate parties within your organization.

The Seminar in Brief

The seminar begins with a general session for all attendees at 1:30 p.m. Wednesday and ends at 11:30 a.m. Friday. The Management Member of the Board, Steven J. Anthony, will open the seminar, followed by the Director of Policy and Systems, Ms. Kimberly A. Price. Also, the RRB's Senior Executive Officer, Mr. Daniel Fadden will discuss the agency's strategic plans and goals for the future. The topics include information on the agency's direction in this era of social media and automation, customer service improvements and new initiatives in the way we do business with our constituents in the rail industry.

The plenary session is followed by two breakout sessions. Six breakout sessions are scheduled for Thursday and three on Friday. Each attendee chooses the particular breakout sessions that meet his or her needs. We have two new sessions, including one covering the fundamentals of Internet reporting and the other on RRB debt collection matters.

Also a representative from the American Short Line and Regional Railroad Association will again host a discussion along with a representative from the RRB on changes that affect Short Line employers.

Breakout Sessions

A description of each breakout session is enclosed and we have a variety of topics from which to choose. This includes basic topics which provide general information in all areas of compensation reporting for attendees who are new; sessions covering advanced compensation and related tax issues; and sessions providing information on our automation efforts. Each attendees should sign up for the sessions they want to attend. Also, if there are any other topics you would like to see covered during our seminar, please let us know. Add your comments on the online registration form and we will try to insure that those topics get covered and let you know which session you should attend. If the classes you select fill to capacity, we will notify you of any changes we make to your schedule. So register early!

Luncheon General Session

In combination with the luncheon you will receive an informative presentation on an industry related issues (speaker to be announced).

How to Register

You have several options for registering and paying for the seminar. You can register and pay online at www.rrb.gov. The online link to the NRETS registration process will be available on the home page beginning May 29.

Or you can:

- Print a copy of your registration and fax it to the RRB to the number shown below. Please mail your payment separately;
- Print a copy of your registration and mail it to the RRB with your payment; or
- Use the printed form enclosed with this letter and mail it to the RRB with your payment.

A check or money order can also be sent to the address shown below. Please indicate when the original registration was faxed. Please complete one form for each person attending the seminar. Photocopies are acceptable.

Mail registration to:

U.S. Railroad Retirement Board
Quality Reporting Service Center
844 North Rush Street
Chicago, IL 60657-1275

FAX registration to:

(312) 751-7123

Please register as soon as possible but no later than, July 29, 2018. We will accommodate reservations received after that date, but we require a count of attendees by July 29th for meeting room and contract purposes. Confirmations of registration and payment will be sent to attendees

by email upon receipt. Confirmations will include directions to the hotel. If you do not receive your confirmation notice within two weeks of the seminar, contact the Quality Reporting Service Center by telephone at (312) 751-4992 or email to QRSC@RRB.GOV.

Hotel Reservations

The seminar is being held at the Palmer House Hilton Hotel, 17 East Monroe Street, Chicago, Illinois in the heart of Chicago's business, dining and shopping district with many activities available within walking distance. The guest rooms have dual-line telephones and internet access. Arrangements have been made with the hotel to give attendees a discounted government room rate of \$193 per day plus 17.4% tax (King Size Only). A limited number of rooms are being held for check-in the day before the seminar. If you plan to arrive on Tuesday, August 7, 2018, please make your reservations early.

To make reservations by phone, call the Palmer House Hilton Hotel at **1-877-865-5321** and reference the event group code "RRB". To make online reservations, click the following link <https://book.passkey.com/e/49694793> and from the guest type menu select "attendee". Enter your date preferences and click "Find" at the top of the page. **Reservations must be received by July 9th to receive the discounted rate.** Do not delay, register today!

Luncheon Session

Thursday's luncheon session starts at 12:30 p.m., and includes a cash bar lunch, and a general session. The cost of the luncheon is **\$57.00** and advance reservations and payment are required. Attendance at the luncheon is optional. Each entrée includes a Caesar Salad and Strawberry Pound Cake with Hersey's Chocolate Sauce & Strawberry Sweet Cream. The entrée is as follows:

A Duet of Petit Filet & Oven Basted Chicken Breast marinated in Rosemary and Garlic with the Chef's Choice of vegetable and side.

A vegetarian entrée of Rigatoni Primavera seasonal vegetables, garlic, basil roasted tomatoes, aged parmigiana-reggiano for individuals with special dietary restrictions.

If you choose to attend the luncheon, please complete **Part C** of the registration form.

Continuing Education Credit

Many licensing boards and professional organizations will grant Continuing Education credit for attendance at our workshops when you submit the course outline and a certificate of attendance. Contact your own board or organization to find out what is required. If you want a certificate of attendance, sign up at the registration table and your certificate should be available on Friday.

Questions

If you have any questions about the seminar or require a special lunch meal or accommodations, please address them to QRSC staff at (312) 751-4992. We are looking forward to seeing you in August.

Enclosures: Descriptions of Breakout Sessions
Schedule of Sessions
Seminar Registration Form

BREAKOUT SESSION DESCRIPTIONS 2018
(In alphabetical order by title.)

No.	Topic
1.	<p>Audits of Employers</p> <p>This session will address both audits conducted by the Internal Revenue Service (IRS) and the Audit and Compliance Division of the Railroad Retirement Board (RRB). You will receive advice on how to prepare for, and survive, an audit, as well as information on audit authority, objectives, and scope. Coordination of information between the RRB and IRS will be covered, along with disclosure, confidentiality considerations, and other issues which cross agency lines. The session will discuss some common findings and how you can be confident that you are in compliance.</p>
2.	<p>CT-1 Tax Issues</p> <p>This session will address Form CT-1 reporting issues and how to make corrections on Form CT-1X. The session will also discuss the year-end reconciliation of tax deposits. Common CT-1 questions and errors will also be addressed.</p>
3.	<p>Debt Collection Matters <i>(New)</i></p> <p>The Bureau of Fiscal Operations will provide information on the agency's debt collection initiatives and discuss unapplied cash resolution efforts.</p>
4.	<p>Employer Coverage Issues</p> <p>Do you wonder why some railroads are not covered under the Railroad Retirement Act (RRA) or why some employers segregate their railroad business from their non-railroad business? This session will provide the answers to these and many more coverage questions. The session will discuss what constitutes coverage under the RRA and RUIA for employers and individual employees, the use of contract services, and how decisions are coordinated between the RRB, the IRS, and SSA.</p>
5.	<p>Executive Session</p> <p>The Management Member of the Board along with his staff and the Director of Programs will share their perspectives on current issues facing the RRB.</p>
6.	<p>Experience Rating and Pre-Payment Verification</p> <p>This session will give you an overview of the Railroad Unemployment Insurance Act (RUIA) claims process and a complete look at the Experience Rating system from A to Z. You will learn how your contribution rate is calculated and how the payment and recovery of benefits impacts your rate. Finally, you will see what actions you can take to improve your contribution rate.</p>
7.	<p>Field Service Initiatives & RRB Internet for Employees</p> <p>This session will provide information on changes in the programs and services available to employees and employers through our Bureau of Field Service. This session will also provide an overview of employee applications and services currently available online. <i>Your input and ideas will be welcome!</i></p>

BREAKOUT SESSION DESCRIPTIONS 2018
(In alphabetical order by title.)

No.	Topic
8.	<p>Fundamentals of Internet Reporting for Employers <i>(New)</i> This session will cover the fundamentals needed to successfully perform internet reporting with the RRB using the Employer Reporting System (ERSNet). Specifically, the session will cover the benefits to electronic reporting, internet requirements, how to register, modify, and remove access for users, security responsibilities, where to find instructions, and a review existing and future services available to employers via the site.</p>
9.	<p>Master the Basics I - Creditable Compensation and Service “Master the Basics I” is for anyone who is getting started in the world of railroad retirement. This session will give you a working knowledge of railroad retirement terminology and concepts and cover the various types of creditable compensation (i.e. back pay, separation allowances, pay-for-time-lost). It will also provide you with the foundational knowledge needed to better understand Railroad Retirement Board’s (RRB) annual reporting requirements. No question is considered too elementary.</p>
10.	<p>Master the Basics II – Filing Reports via ERSNet This session covers how to effectively complete and file the service and compensation reports (BA-3, Annual Report of Creditable Compensation; BA-6a, Form BA-6 Address Report; BA-9, Report of Separation Allowance or Severance Pay; and BA-11, Report of Gross Earnings) via ERSNet and how to prepare a prior year adjustment (BA-4, Report of Creditable Compensation Adjustment). Alternate filing methods for reports will also be discussed.</p>
11.	<p>RRB Cyber Security and Online Website Protection This session will provide an overview on new initiatives to allow for faster, more secure, and efficient data processing. It will also cover the agency’s efforts to protect employee personal identity information (PII) through multi-factor authentication.</p>
12.	<p>Retirement and Survivor Annuities I & II This session is intended for those individuals covered under the RRA and for individuals who work in the human resources area and handle employee questions about benefits. The session will discuss eligibility for RRB annuities, calculation of retirement and survivor benefits, and factors that effect benefits. This is the session to educate yourself before making the all-important retirement decision!</p>
13.	<p>Short Line and Regional Railroad Issues This session, facilitated by the American Short Line and Regional Railroad Association, is an informal discussion offering attendees a chance to voice their opinions and make suggestions for changes they would like to see. Attendees will also learn about new payroll accounting and reporting opportunities available to Short Line employers.</p>

BREAKOUT SESSION DESCRIPTIONS 2018
(In alphabetical order by title.)

No.	Topic
14.	SSA Reporting Issues This session will highlight new services for employers available through the internet, common errors in filing Forms W-2 and W-3 and how to avoid them, and how discrepancies between taxes and earnings are reconciled. The session will explain the options for employers to verify social security numbers of their employees and other enumeration issues.
15.	Verdicts and Liens This session will discuss the structure of FELA awards and the recent Supreme Court ruling on stock options and the effect these types of awards will have on covered employees.
16.	Watching Out for the RRB Trust Funds Learn the role that RRB's IG has in investigating fraud and abuse and hear about some of the schemes they have encountered and cases they have pursued in the interest of protecting the RRB's trust fund resources.

SCHEDULE and LOCATION of BREAKOUT SESSIONS

Wednesday, August 8 th					
1:30 PM	General Session				
	Room 1	Room 2	Room 3	Room 4	Room 5
2:30 - 3:15 PM	Master the Basics I #9	Field Service & RRB Internet for Employees #7	Watching Out for the RRB Trust Funds #16	Executive Session #5	Verdicts & Liens #15
3:30 - 4:15 PM	Master the Basics II #10	Field Service & RRB Internet for Employees #7	Fundamentals of Internet Reporting for Employers #8	Employer Coverage Issues #4	RRB Cyber Security #11
Thursday, August 9 th					
	Room 1	Room 2	Room 3	Room 4	Room 5
8:30 - 9:15 AM	Ret & Survivor Annuities I #12a	Master the Basics I #9	SSA Reporting Issues # 14	Verdicts & Liens #15	RRB Cyber Security #11
9:30 - 10:15 AM	Ret & Survivor Annuities II #12b	Master the Basics II #10	CT-1 Tax Issues #2	Audits of Employers #1	RRB Cyber Security #11
10:30 - 11:15 AM	Watching Out for the Trust Fund #16	Field Service & RRB Internet for Employees #7	SSA Reporting Issues # 14	Verdicts & Liens #15	Experience Rating and Pre-Payment #6
11:30 AM - 12:15 PM	Fundamentals of Internet Reporting for Employers #8	Debt Collection Matter's #3	CT-1 Tax Issues #2	Audits of Employers #1	Experience Rating and Pre-Payment #6
12:30 PM	Refreshment Cash Bar and Catered Luncheon				
2:30 - 3:15 PM	Ret & Survivor Annuities I #12a	Master the Basics I #9	SSA Reporting Issues # 14	Short Line Issues #13	Experience Rating and Pre-Payment #6
3:30 - 4:15 PM	Ret & Survivor Annuities II #12b	Master the Basics II #10	CT-1 Tax Issues #2	Employer Coverage #4	Field Service & RRB Internet for Employees #7
Friday, August 10 th					
	Room 1	Room 2	Room 3	Room 4	Room 5
8:30 - 9:15 AM	Audits of Employers #1	Ret & Survivor Annuities I #12a	Watching Out for the RRB Trust Funds #16	Fundamentals of Internet Reporting for Employers #8	Debt Collection Matter's #3
9:30 - 10:15 AM	Short Line Issues #13	Ret & Survivor Annuities II #12b	Employer Coverage #4	Master the Basics I #9	Watching Out for the RRB Trust Funds #16
10:30 - 11:15 AM	Short Line Issues #13	Experience Rating & Pre-Payment Verification	Debt Collection Matter's #3	Master the Basics II #10	Verdicts & Liens #15

SEMINAR REGISTRATION

PART A: General Registration

Name: _____ Title: _____
(Please print clearly. This form is used to create name badges and labels.)

Employer: _____ BA Number: _____

Telephone: _____ Email _____
(Confirmations will be sent via email.)

For networking purposes, the conference material will include a list of attendees along with their employer name, email and telephone number. If you **do not** want to be included, check this box.

PART B: Breakout Session Registration

Choose 11 breakout sessions you would like to attend from the enclosed schedule. Please indicate the number and the title. If the classes you select fill to capacity we will notify you of any changes we make to your schedule. **If there are any topics you would like to see covered during the seminar, please add your comments below on this registration form.**

Wednesday, August 8th

2:30 PM _____

3:30 PM _____

Friday, August 10th

8:30 AM _____

9:30 AM _____

10:30 AM _____

Thursday, August 9th

8:30 AM _____

9:30 AM _____

10:30 AM _____

11:30 AM _____

2:30 PM _____

3:30 PM _____

Other Topics _____

PART C: LUNCHEON REGISTRATION

Register me for the luncheon (\$57).

My entree choice is (check one):

Duet of Petit Filet & Oven Basted Chicken Breast

Rigatoni Primavera (Vegetarian Option)

I will not attend the luncheon.

PART D: PAYMENT

My payment of \$30 (conference only) \$87 (conference & luncheon) was submitted through PayPal.

My check or money order for \$30 (conference only) \$87 (conference & luncheon) payable to "**National Rail Employer US Railroad Retirement Board**"

is enclosed.

is being mailed with a copy of the registration.

******* Please return this form no later than July 29th *******
Mail, fax, and web addresses are located on page 2 of the letter.