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From: TCRS Concord Project (Treasury.Concord@tn.gov)

To: All participating employers of TCRS

We are making great progress toward the implementation of the Active Member and Employer phase of Concord, and we have a few updates to share with you.

- The go-live date has been updated from winter of 2013 and is now tentatively scheduled for April 2014.
- The Concord Employer Guidebook has been updated. This release contains valuable information, and we encourage you to review it. The Guidebook is available on the Concord website located at <http://treasury.tn.gov/tcrs/Concord.html> under the Communications to Employers tab via Employer Implementation Guidebook, Release 2 (July 8, 2013).
- In the coming months, we will be asking every agency to choose an Employer Administrator. The Administrator will receive login credentials to our Employer Self-Service portal and will be responsible for maintaining all sub-accounts for each agency. More information regarding the Employer Administrator is available in Section 3 of the Guidebook.

For those employers submitting a contribution file: as part of our go-live readiness, we are requiring all employers who will submit a file to TCRS via Concord to participate in a file validation process. This process will simulate the file submission process that will take place once Concord is fully implemented. More information regarding file validation is available in Section 4 of the Guidebook. It is important to communicate with your software provider or internal software developers regarding the revised file layout and file validation requirements. As a reminder, the updated file layout is available on the Concord Website located at <http://treasury.tn.gov/tcrs/Concord.html> under the Communications to Employers tab via Employer Contribution File Format for Concord (January 25, 2013). File validation is scheduled to begin in the fall of 2013.

For those employers submitting paper turnaround documents: if you will not be submitting a contribution file to TCRS via Concord, you will be using our online portal to enter your employees' details through Employer Self-Service (ESS). There is no required simulation for employers using this function prior to go-live; instead, we will be offering a separate training class prior to go-live.

If anyone else in your organization should be added to this distribution list or if you have any questions, please email Treasury.Concord@tn.gov.