

LIAISON MEMORANDUM NUMBER 16-02

To: Agency Liaison and Payroll Officers

From: Cindy Rougeou
Executive Director

Re: LASERS Training Class

Date: January 13, 2016

LASERS: Your Retirement System is an approximate 15-minute class designed for active LASERS members to learn the basics of the retirement system. LASERS recommends that you incorporate this class into orientation for new employees at your agency. The training provides:

- An overview of the retirement system,
- Specific details about the benefits of the LASERS defined benefit plan,
- Resources on how to deepen retirement knowledge.

There are two options for taking the class.

1. **Enroll in the optional training class on the [LEO Portal](#).** Follow these instructions once you log in:

- Click the *My Training* tab.
- Under Course Catalog, click *Department/Agency Training*.
- Click the *La State Employees Ret Sys (LASERS)* Subject Area.
- Click on *LASERS: Your Retirement System*.
- Read the information on the page about Course Content and Notes.
- Click *Book this Course*.
- Click *Start Course Now*.

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2. [**View the video on the LASERS YouTube Channel.**](#) Please be aware that access may be denied to YouTube at your workplace because of filters put in place by your agency.

[Click here for the companion Resource Sheet](#) with links to helpful information.