



STATE OF CONNECTICUT  
TEACHERS' RETIREMENT BOARD  
765 ASYLUM AVENUE, HARTFORD, CT 06106-1500  
Toll-Free 1-800-504-1102 (860) 241-8429 Fax (860) 241-9295 [www.ct.gov/trb](http://www.ct.gov/trb)

July 18, 2008

TO: HR staff in state agencies:

Teachers' Retirement Board plans to hold a training session for Agency Payroll and Personnel staff at the Legislative Office Building on Thursday, August 14, 2008 and Thursday, August 21, 2008. The objectives of this session will be to provide an overview of TRB operations and systems; review the roles and responsibilities of both TRB and agency personnel; and answer questions regarding TRB policies and procedures. We will also try to incorporate your suggestions regarding potential agenda items, and allow time for questions and discussion.

Please complete and return the enclosed registration form if you plan to attend one of these sessions. Indicate which date you would prefer, the session will be from 9:00 to 1:00. Also identify any questions or topics that you would like us to address at the meeting. Return this form to me at the above address by August 1, 2008. We will limit attendance to 75 people per session on a first-come, first-served basis with a maximum of three attendees per agency.

We look forward to hearing from you.

Louis Laccavole  
Fiscal Administrative Supervisor

TransmittalTrainInviteCORE 7/18/08



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TEACHERS' RETIREMENT BOARD TRAINING SESSION

Name \_\_\_\_\_ Title \_\_\_\_\_

School District \_\_\_\_\_

Address \_\_\_\_\_

Email: \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Session (Circle one) Thursday, August 14, or Thursday, August 21

Questions/Topics that you would like addressed by TRB or Comptroller staff:

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