Coordinating VRS Benefits Webinar Series

The *Coordinating VRS Benefits* webinar series is designed as a companion the *Coordinating VRS Benefits* e-learning curriculum. The webinars in this series provide benefits administrators and payroll officers with a high-level overview of VRS benefits and demonstrate step-by-step processes in *my*VRS Navigator.

Scheduling and registration information for live webinars in this series is available at http://www.varetire.org/employers/training/coordinating-benefits.asp. Recorded versions of the webinars in this series are available in the VRS University of the COVA Knowledge Center and can be accessed by using the following search terms: *VRS-E* and/or *Coordinating VRS Benefits*.

The *Coordinating VRS Benefits* series includes the following webinars:

Orientation to VRS Benefits (State Agencies)

Audience: New benefits administrators and payroll staff employed by state agencies

Developed for new benefits administrators and payroll officers working in their current role with a state agency for less than one year, this introductory webinar provides a high-level overview of VRS benefits such as service retirement, death benefits, disability benefits and saving for retirement. In addition, it introduces the many resources available to VRS-participating employers and their employees.

Orientation to VRS Benefits (Non-State Agencies)

Audience: New benefits administrators and payroll staff employed by localities, political subdivisions or school divisions

Developed for new benefits administrators and payroll officers working in their current role with a locality, political subdivision or school division for less than one year, this introductory webinar provides a high-level overview of VRS benefits such as service retirement, death benefits, disability benefits and saving for retirement. In addition, it introduces the many resources available to VRS-participating employers and their employees.

Contributions

Audience: Human resource and payroll staff

This webinar is for all human resource and payroll staff who handle contributions to VRS and ICMA-RC. It explains how member and employer contributions are calculated for Plan 1, Plan 2 and Hybrid Retirement Plan employees.

Enrolling & Maintaining Employees in *my*VRS Navigator

Audience: Human resource staff

Human resource staff who are responsible for enrolling new 12-month employees and updating employee records in *my*VRS Navigator will benefit from this webinar. It provides step-by-step instructions for enrolling employees, updating salary records and making job name and employment status changes. The webinar also offers helpful hints to assist with avoiding common errors.

Enrolling & Maintaining Contract Employees in *my*VRS Navigator

Audience: Human resource staff

Human resource staff who are responsible for enrolling contract employees and updating contract employee records in *my*VRS Navigator will benefit from this webinar. It provides step-by-step instructions for enrolling contract employees and provides helpful hints for avoiding errors that are common to contract records. The webinar also addresses contract issues that can occur while updating salary records or making job name and employment status changes.

Contribution Confirmation Process

Audience: Human resource and payroll staff

Human resource and payroll staff who are responsible for processing payroll to complete the contribution confirmation process in *my*VRS Navigator will benefit from this webinar. Topics include creating, reviewing and reconciling the snapshot, as well as confirming the monthly snapshot. The webinar also provides helpful hints to assist with avoiding common errors.

Retirement Payout Options

Audience: New and experienced benefits administrators

This webinar is for human resource staff who provide retirement counseling to employees. It explains the characteristics of the four retirement payout options (basic benefit, survivor option, partial lump-sum option payment and the advance pension option) for defined benefit plans (Plan 1 and Plan 2) and the defined benefit component of the Hybrid Retirement Plan. This webinar focuses on key points human resource staff should discuss with employees as they decide which payout option to choose.

Health Insurance Credit

Audience: New and experienced benefits administrators

Benefits administrators will learn how to determine if an employee is eligible for a health insurance credit upon retiring and how to calculate the credit amount. The webinar covers key concepts benefits administrators need to help employees navigate the application process and explains how the credit is paid. In addition, it includes information on how the credit is applied for disability retirees.

Life Insurance

Audience: New and experienced benefits administrators

Benefits administrators will gain insights into how to counsel employees about group life insurance. For participating employers, the Group Life Insurance Program administered by Minnesota Life is part of the benefits package offered to employees. This webinar will help benefits administrators explain the basic and optional components of the group life insurance program and answer questions about eligibility, beneficiaries and benefits.