

Chapter 3. Employer Reporting

Table of Contents

MAKING THE FIRST REPORT TO VRS	2
SPECIAL REPORTING ISSUES	2
Workers' Compensation	
Educational Leave with Partial and Half Pay	
H1B Visas	
Military Differential Pay	
REPORTING EMPLOYEE INFORMATION TO VRS	4
VRS WebER Reporting	
VRS Bulletin Board System Reporting	
Diskette Reporting	
CIPPS Reporting (Select State Agencies)	
Manual Reporting	
PAYING AND REPORTING INFORMATION TO VRS	21
Preparing IATs (State Agencies Only)	
REPORTS FROM VRS	22
APPENDIX 3-1 FILE LAYOUTS	23
Payroll Transactions (Current Month) VRS-1500 Data	
VRS-52 Totals	
New Member Data (VRS-1500A Data)	
Terminated Member (VRS-3A Data)	
Demographic Transactions (VRS-48 Data)	
Comment Codes for Demographic Transactions	
Payroll Transactions (Prior Month) VRS-1501 Data	
VRS-52 Totals for Prior Pay Period Adjustment Totals (1501s)	
APPENDIX 3-2 SUSPENSE MESSAGES	31

Employer Reporting

Employers submit monthly reports to VRS electronically. Your reports may be submitted through the VRS employer reporting Web site, known as WebER, through the employer bulletin board system, or by diskette. The method of reporting varies based on an employer's technological capabilities. Some benefits of using electronic reporting are:

- Reports are prepared and balanced before being submitted to VRS.
- Output from your payroll system creates the electronic files you submit to VRS.
- Reports are processed faster because VRS does not need to key and balance the changes.
- Most demographic changes can be reported on your electronic file rather than completing a Request for Member Information Change (VRS-48) for each member change.

Our ability to provide your employees with timely and accurate information depends on you reporting timely and accurate information to VRS.

Reporting late or inaccurate information may delay and negatively affect the accuracy of the following:

- Estimates of benefits
- Member Benefit Profiles
- Purchase of service cost letters
- Refunds
- Retirement benefits

Electronic reporting can increase your agency's reporting efficiency. If your agency does not report electronically, please contact Employer Reporting at

1/888/VARETIR (827-3847) for information about changing your reporting method.

Your first payroll report must be submitted manually.

MAKING THE FIRST REPORT TO VRS

If you are a new employer, download the necessary forms and instructions from the VRS Web site (www.varetire.org) before you make your first monthly report. In addition, VRS provides training for persons responsible for submitting reports. You must submit your first report to VRS manually, even if future reports will be submitted electronically.

The first time you report to VRS, you must provide both a Monthly Membership Report (VRS-1500) and a Monthly Contribution Worksheet (VRS-52).

Use the Monthly Contribution Worksheet (VRS-52) to list your current month contribution totals for creditable compensation, life insurance, health insurance credit, and Virginia Sickness and Disability Program (VSDP), if applicable.

To complete these forms, refer to Chapter 2 “Membership” for directions.

Fax the completed forms to 1-804-692-0989 or mail them to:

**Virginia Retirement System
Employer Reporting
P.O. Box 2500
Richmond, VA 23218-2500**

SPECIAL REPORTING ISSUES

Workers' Compensation

When a member is paid in part by Workers' Compensation and in part by your agency, the member and employer must continue to make retirement contributions and pay group life insurance premiums. Contributions and

premiums are paid based on the full creditable compensation prior to the member receiving Workers' Compensation payments.

When a member is paid solely by Workers' Compensation and the employer is without control over deductions, the employer may continue to report the member as if he or she is an active employee, if the agency's Human Resource policy allows. The employer pays retirement contributions and the member will receive service and salary credit. Otherwise, the employer must report the member to VRS as being on leave without pay (LWOP). No retirement contributions are paid, and no VRS service or salary credit is earned. Life insurance coverage may be maintained for up to 24 months.

Note: This does not apply to members participating in the VSDP. For reporting instructions for VSDP members, refer to the Virginia Sickness & Disability Program Handbook.

Educational Leave with Partial and Half Pay

You should not report retirement contributions for members on educational leave with less than half pay. Such members are considered to be on leave without pay and the member should be reported with life base pay in order to continue coverage under the group life insurance program, for up to a maximum of 24 months.

Continue to report retirement contributions and group life insurance for members on educational leave with at least half pay. Contributions are based on the member's full salary, and the member earns full salary and service credit.

H1B Visas

Because members with H1B Visas can work in the U.S. for six years before being required to leave for at least a year, it is possible to meet the vesting requirement of five years. Therefore, members who possess a H1B Visa should be reported for retirement and group life insurance purposes.

VRS requires the member's ITIN number or a Social Security number to report taxation information on retirement benefits or refunds on contributions to the Internal Revenue Service. If the employee does not yet have an ITIN or Social Security number, use a dummy number to report the member to VRS. The number begins with 80, followed by your five digit employer code, followed by two additional numbers. (e.g., 803015801) Assign a dummy number to only one employee and do not reuse the number. Once the employee receives either the ITIN or Social Security number, submit the change to VRS.

Military Differential Pay

The military differential pay that the State pays employees who are called to active duty military is taxable. The differential pay is the difference between the employee's state salary that would have been paid (had they not been called to active duty) and their military pay. This differential pay should not be reported for retirement purposes. Continue to report the member as leave without pay.

REPORTING EMPLOYEE INFORMATION TO VRS

After you have submitted your first month's reports, you may use the Employer Payroll Reporting Software package on a personal computer to create a database of your employees who are covered under VRS. Each month you can use the database to report and maintain accurate retirement, group life insurance, and health insurance credit (if applicable) information for your employees. For subsequent months, the package allows you to make any adjustments to your database and to report your payroll information to VRS. Each month is maintained as a unique database file.

In addition to contribution information, some demographic data may be reported for your VRS members. Once the reporting information has been updated and balanced, it can be copied to a diskette and sent to VRS for processing. More information about the software package can be found in

the “Employer Payroll Reporting Software User Manual” available by calling VRS toll-free at 1/888/VARETIR (827-3847).

Instead of sending a diskette to VRS after updating your database through the software package, you can create a file to submit to VRS using the WebER or the Bulletin Board System. Each method of reporting is described in this chapter.

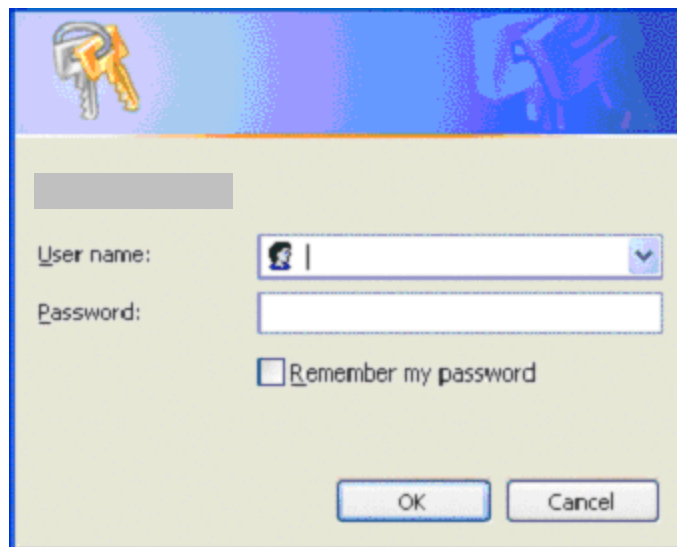
VRS WebER Reporting

WebER allows you to submit your payroll safely and securely over the Internet.

WebER, the VRS web-based reporting system, allows you to submit reports electronically, safely and securely over the Internet, using the files created by the software package. (If you have the capability to download reporting information from your mainframe system, you do not have to use the VRS software package to report using WebER, but must use the VRS file layout.) You must have a user name and password to access WebER. If you would like to become a WebER reporter, contact Employer Reporting at 1/888/VARETIR (827-3847).

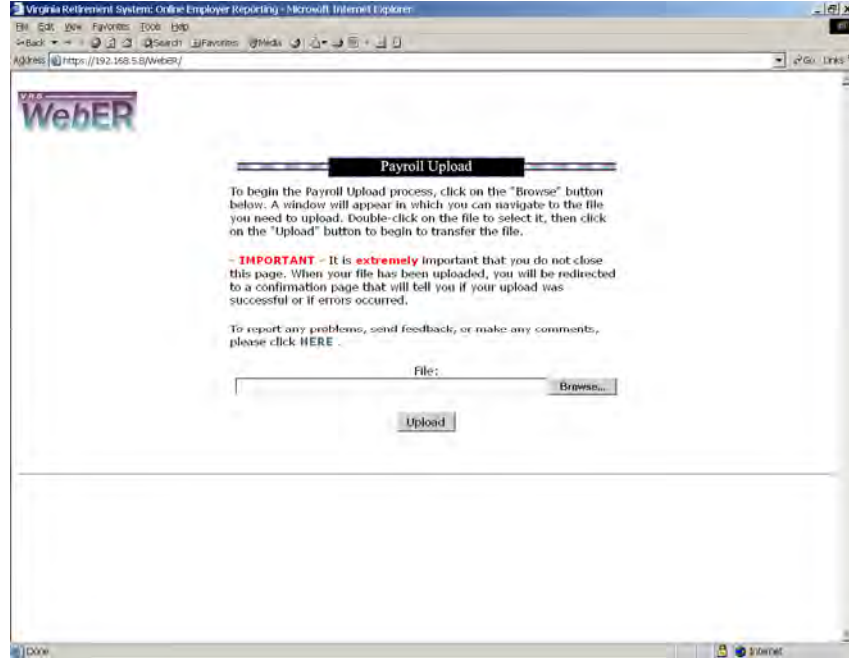
Once you are ready to submit your payroll, follow the steps below.

1. Log onto the Employer Reporting Web site. Enter your user name and password and click OK. (WebER welcome screen displays).

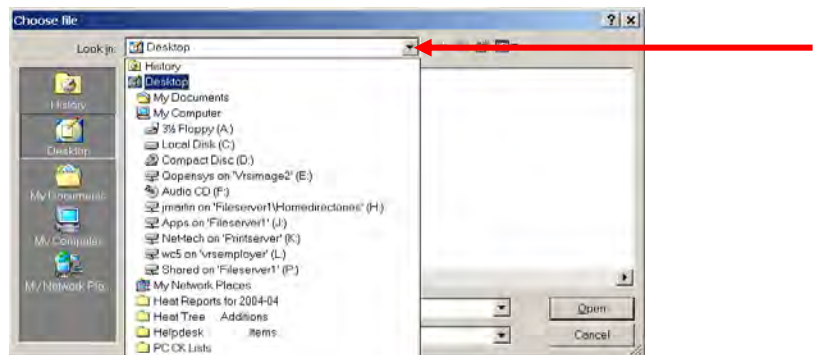


The screenshot shows a web-based login form. At the top left is a blue header with a yellow key icon. Below the header is a grey rectangular box. The form contains the following elements: a 'User name:' label followed by a dropdown menu with a blue arrow; a 'Password:' label followed by a white text input field; a checkbox labeled 'Remember my password'; and two buttons at the bottom, 'OK' and 'Cancel', with 'OK' on the left and 'Cancel' on the right.

After a successful login, the following screen appears:

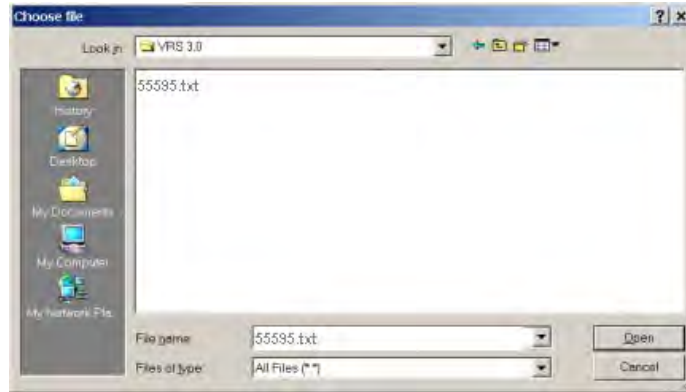


2. Select Browse.

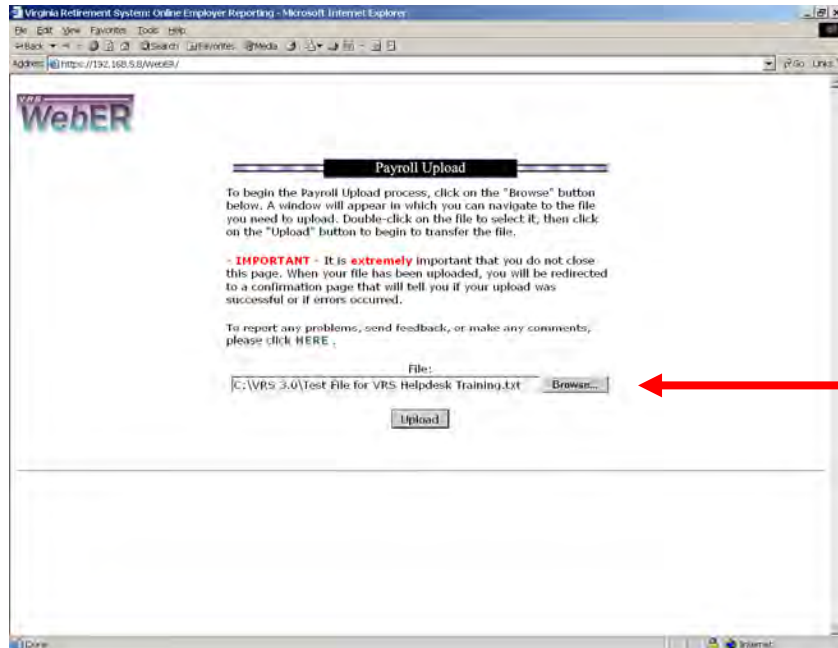


Use the drop down arrow to navigate to the database to be transmitted. The database name should be your employer code.txt. Delete the year and month that was pre-populated by the software.

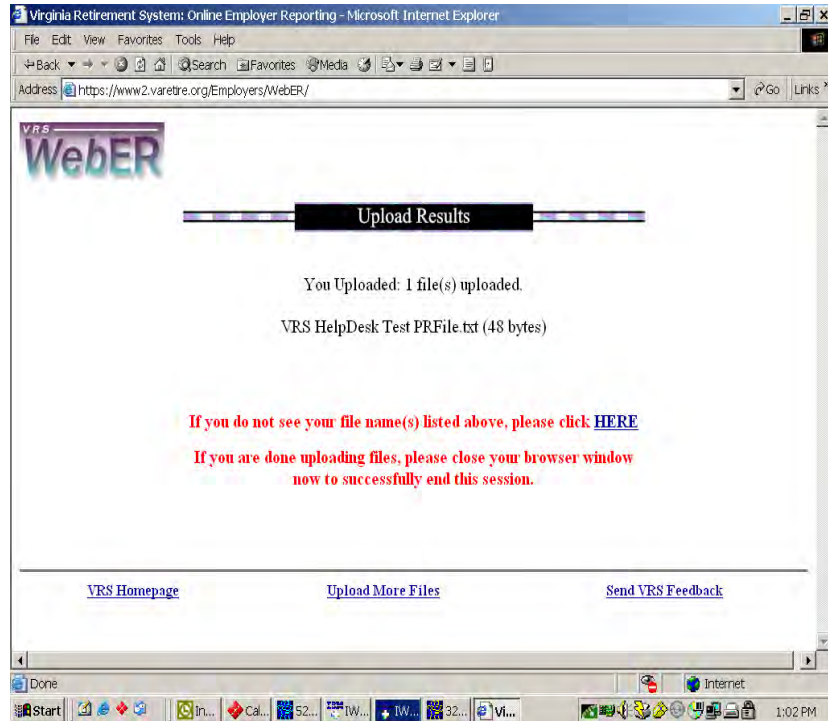
After you select your file, the screen should look similar to the following screen:



3. Click on "Open." The following screen appears, with the path in the File field:



4. Click on “Upload.” The following screen displays:



VRS Bulletin Board System Reporting

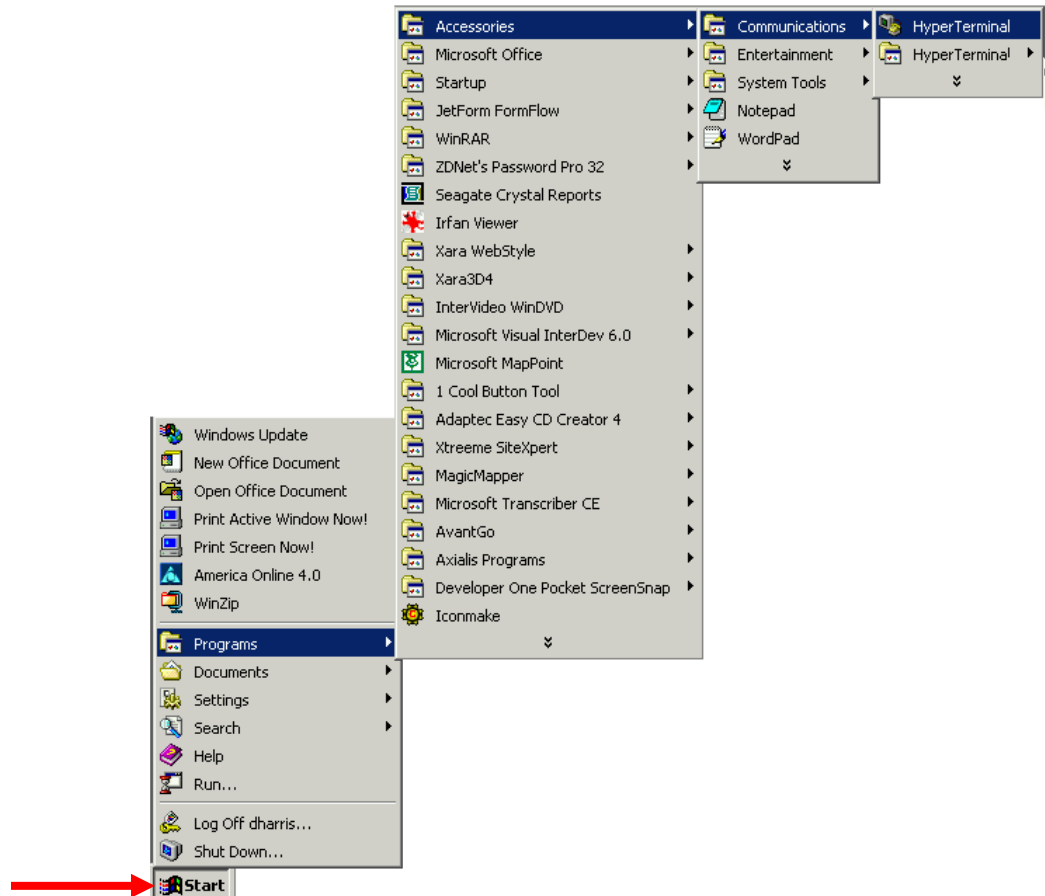
Another method VRS offers for submitting your reports is the VRS Bulletin Board System (BBS). After you have completed your payroll process, filing your reports is a matter of accessing the BBS, choosing the correct file from your system, and uploading it to the BBS by modem-to-modem transfer.

If you would like to become a BBS reporter, you can initiate an account setup by dialing into the BBS using a modem. You will be asked a series of questions to verify that you are a VRS employer authorized to set up an account with the BBS. The VRS Systems Operator reviews your answers and notifies you when you may use the Bulletin Board again. Because notification usually takes three days, do not wait until reports are due to make your first contact with the BBS. After your account is set up, you must provide contact information including your name, agency and department name, employer code, and contact information.

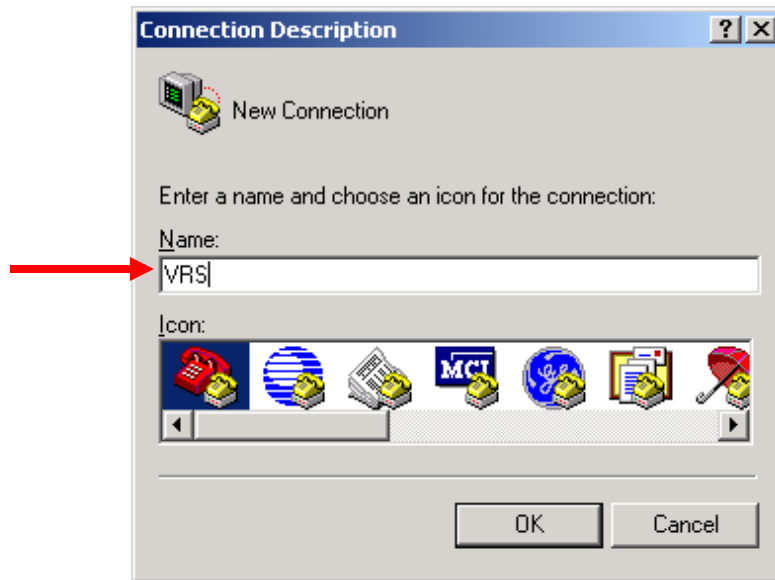
More specific instructions for setting up a BBS account can be found at www.varetire.org.

After you have created your *.txt file using the record layouts or software provided by VRS, follow these steps to transmit it using the Bulletin Board.

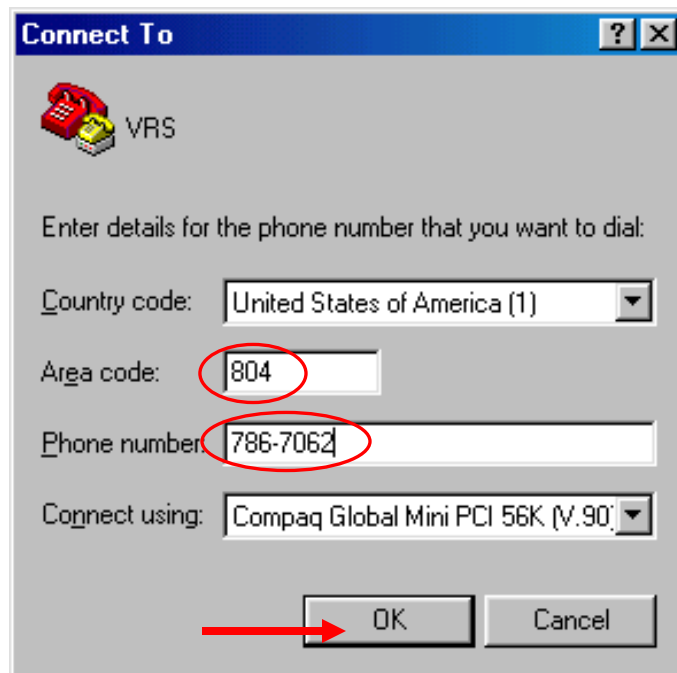
1. From your computer's Start Menu, click "Start," "Programs," "Accessories," "Communications," then "HyperTerminal" as shown below.



The following screen appears:

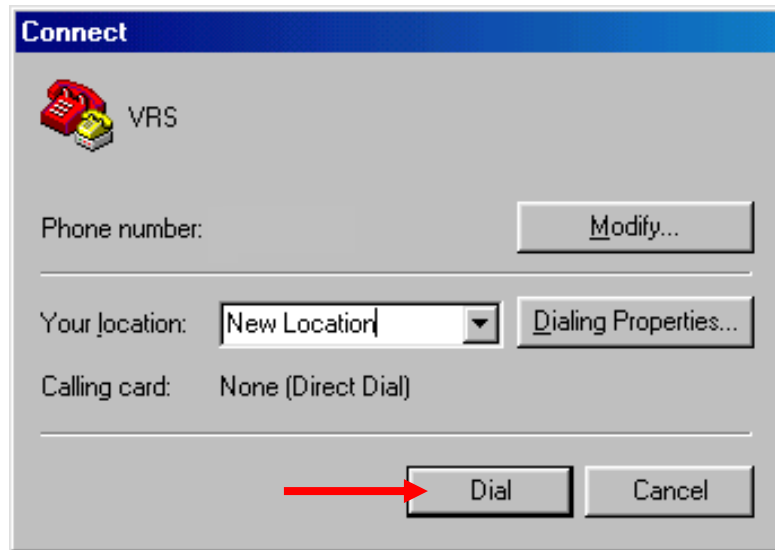


2. Type VRS in the “Connection Description” window and click “OK.”
The following screen appears:

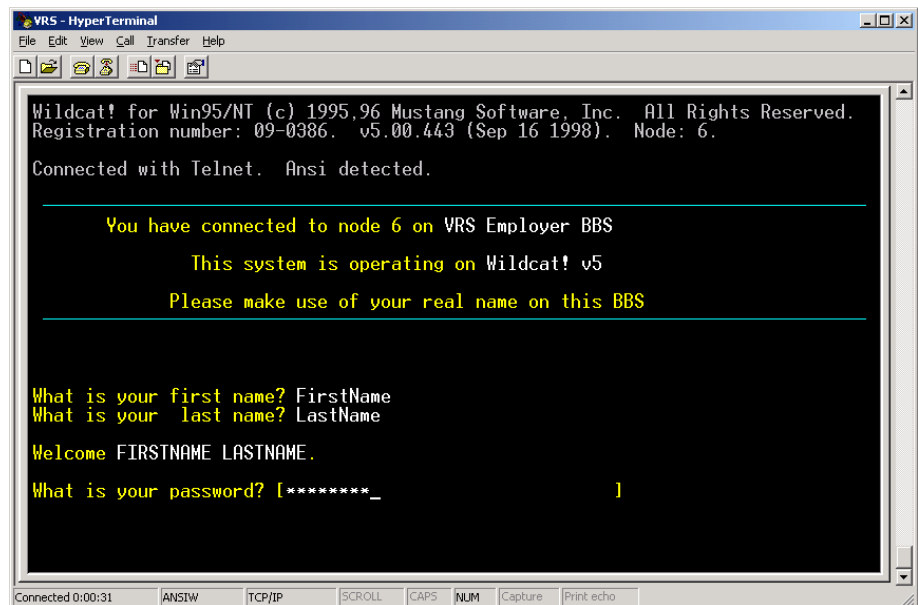


3. Enter the area code and phone number; select the modem type.
Click “OK.”

The following screen appears:

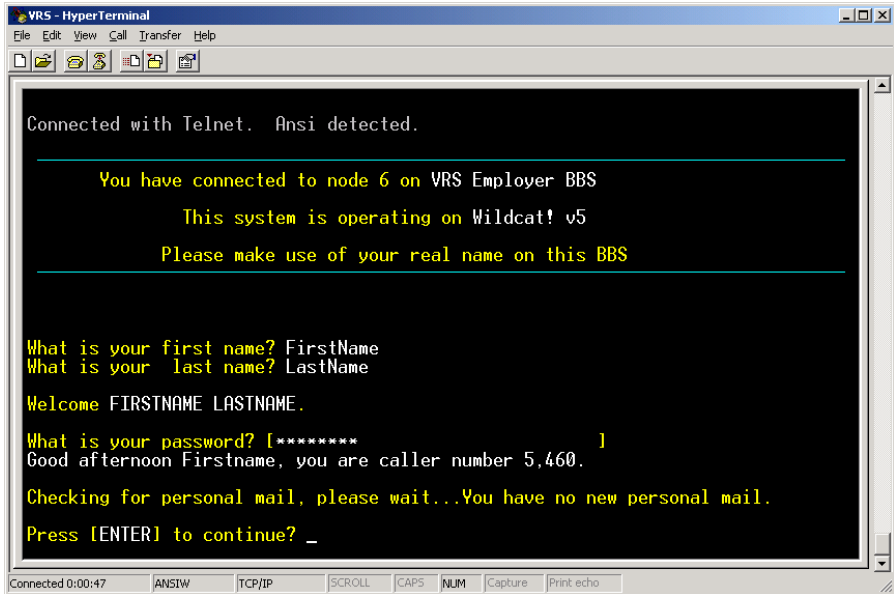


4. Verify the information is correct, then click “Dial.” After connecting to the HyperTerminal Session, the following screen appears:

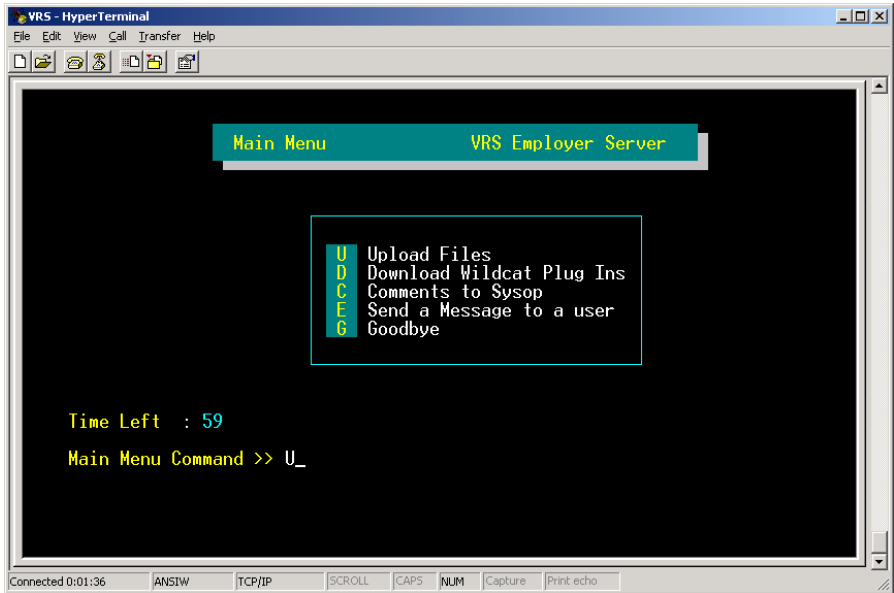


5. Type your first name followed by your last name. Once the system recognizes you as a valid user, it prompts you for a password. Type your password, then press “Enter.”

After a successful login, you are greeted.

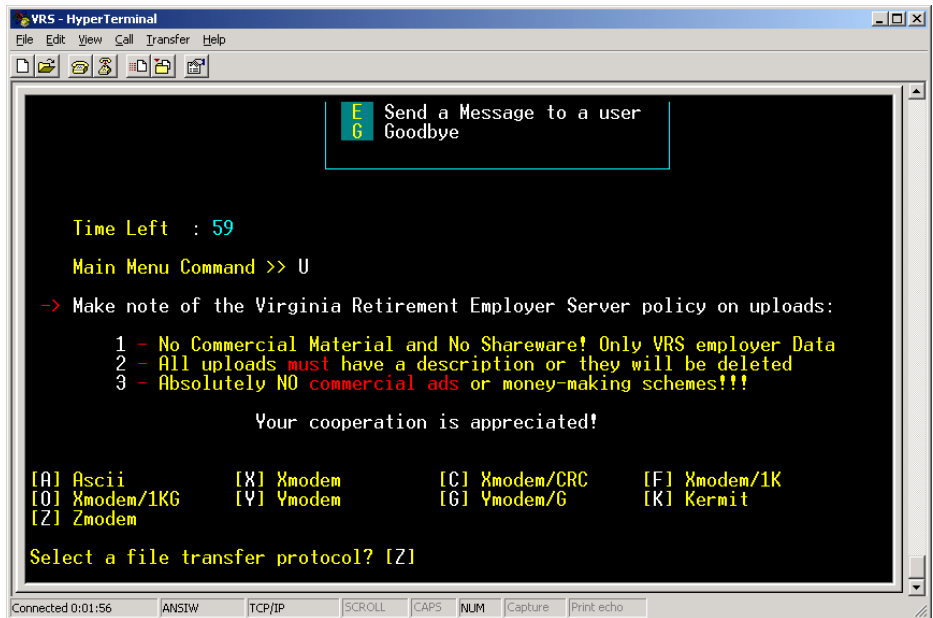


6. Press “Enter” to continue. The following screen appears:

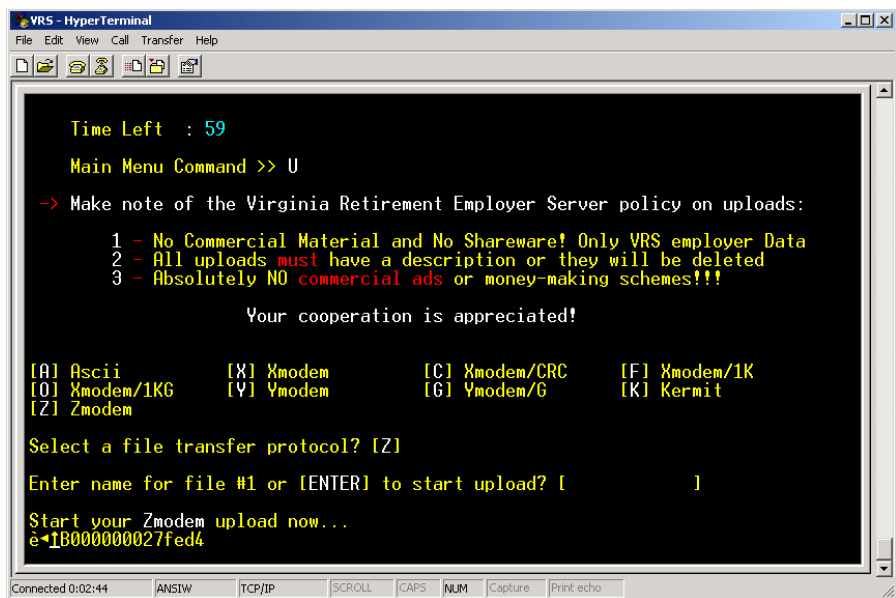


7. Type “U” to upload a file, then press “Enter.”

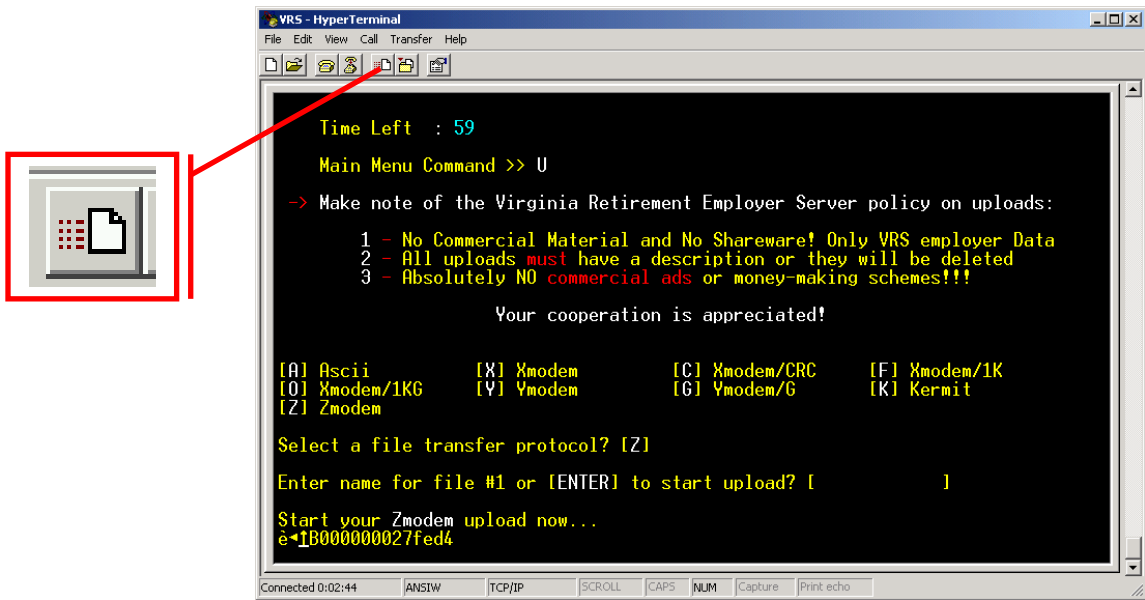
A “Terms Of Usage” message appears, and then prompts you to select a Transfer Protocol for the BBS Uploads. You are required to use Z Modem.



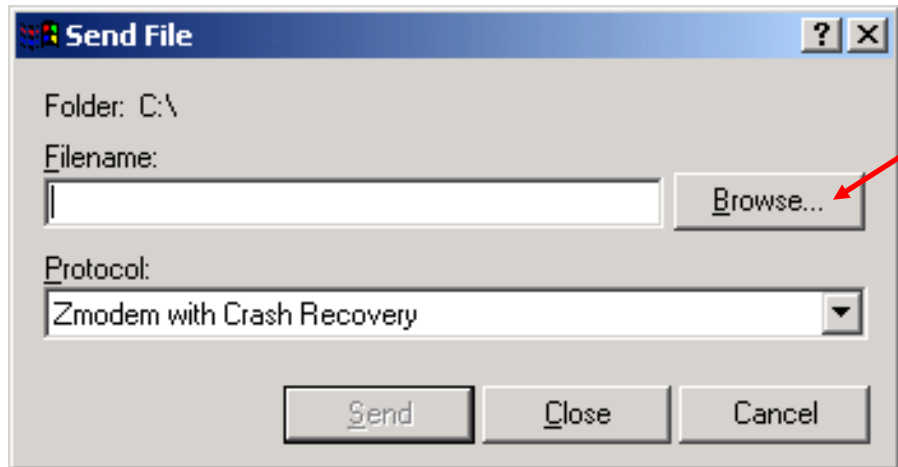
8. Type “Z,” then press “Enter.” When prompted for a file name, **do not** key anything, press “Enter” to continue. You are then prompted to start the Z Modem upload.



9. Click on the “Send” icon on the toolbar of the HyperTerminal window. This is normally the fifth icon from the left.

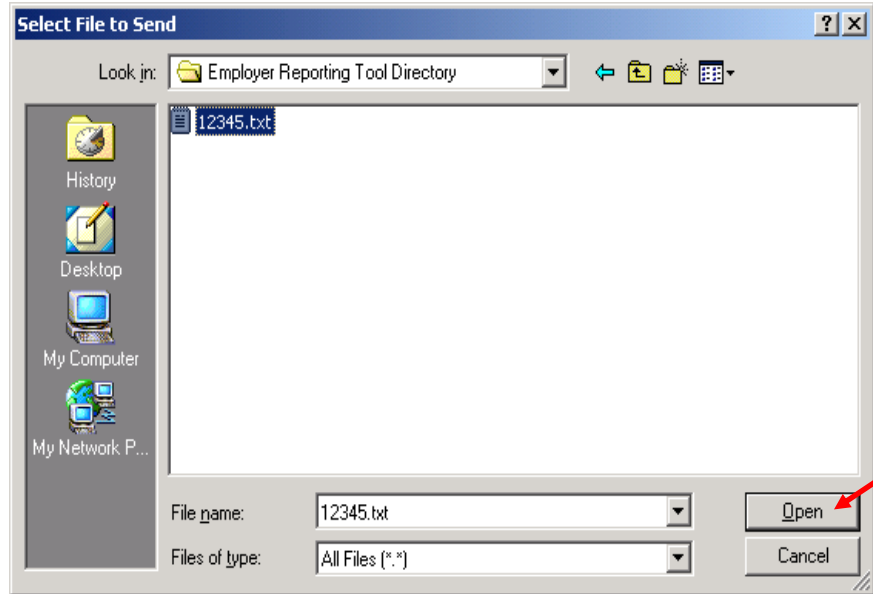


The following screen appears:

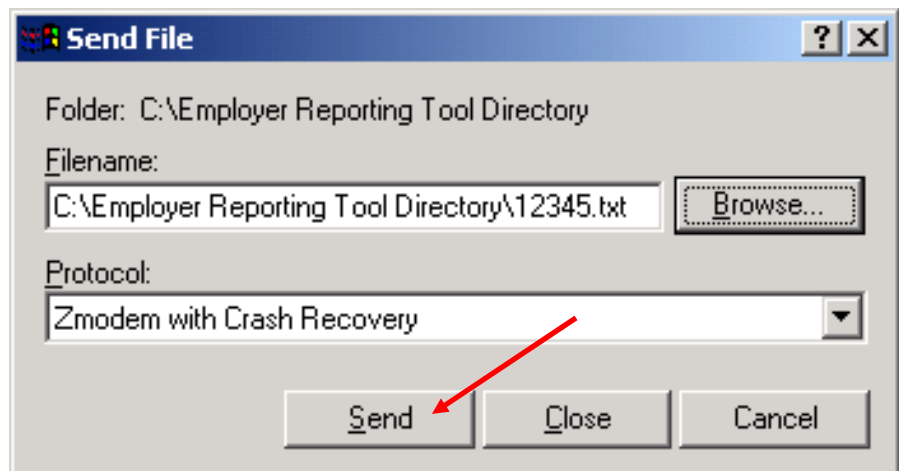


10. Click “Browse” to find your file. Browse the directory in which the Employer reporting package is installed, and select the text file (*.txt) that is to be uploaded.

The following window appears:

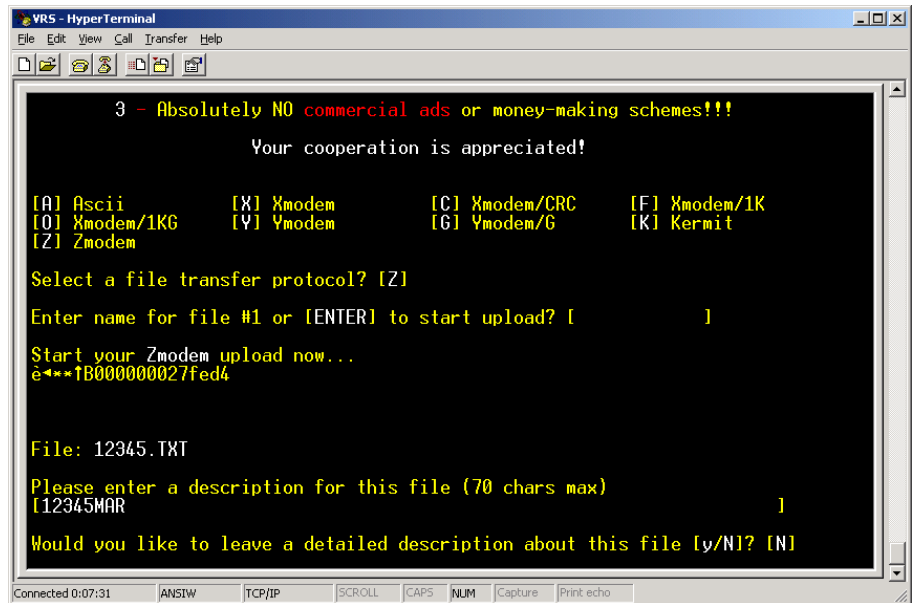
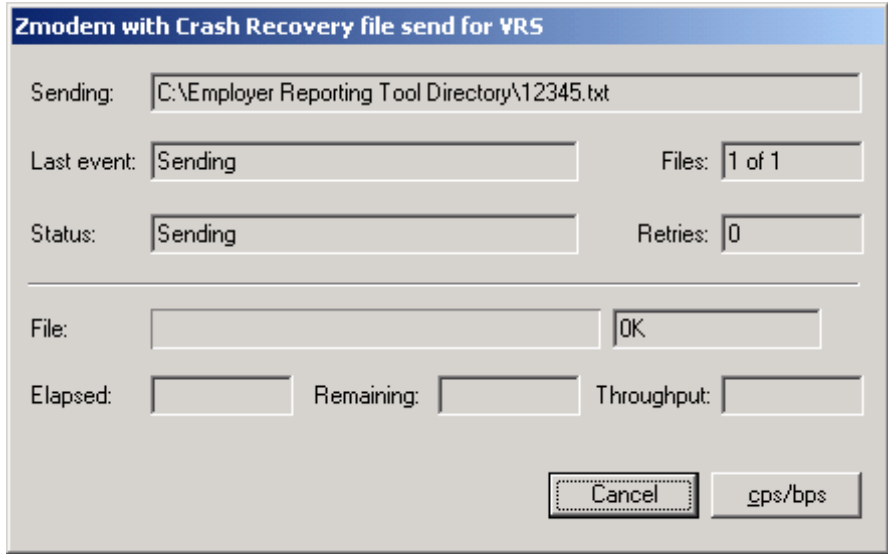


11. Highlight the file you are submitting, and click “Open.” The following window appears:

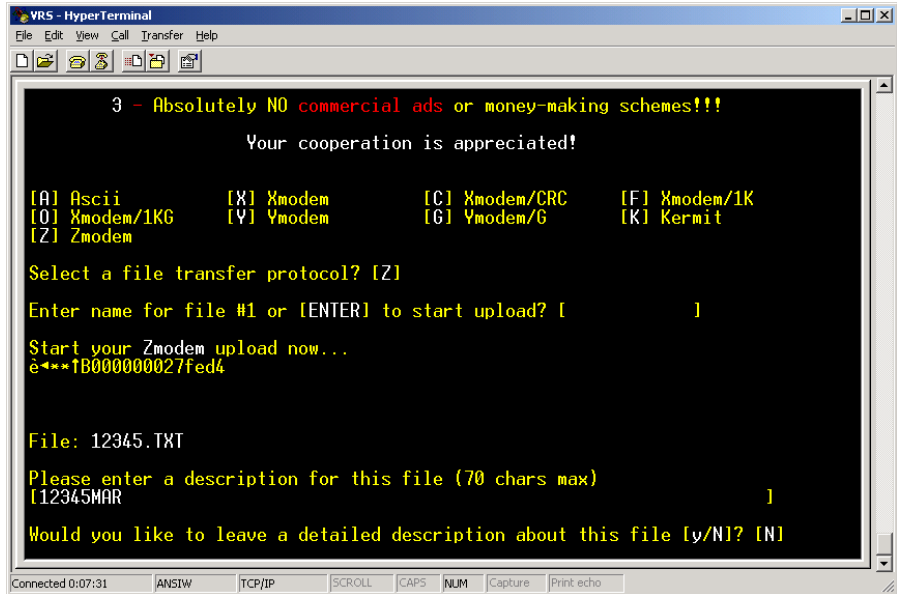


12. When the “Send File” window appears, click “Send.”

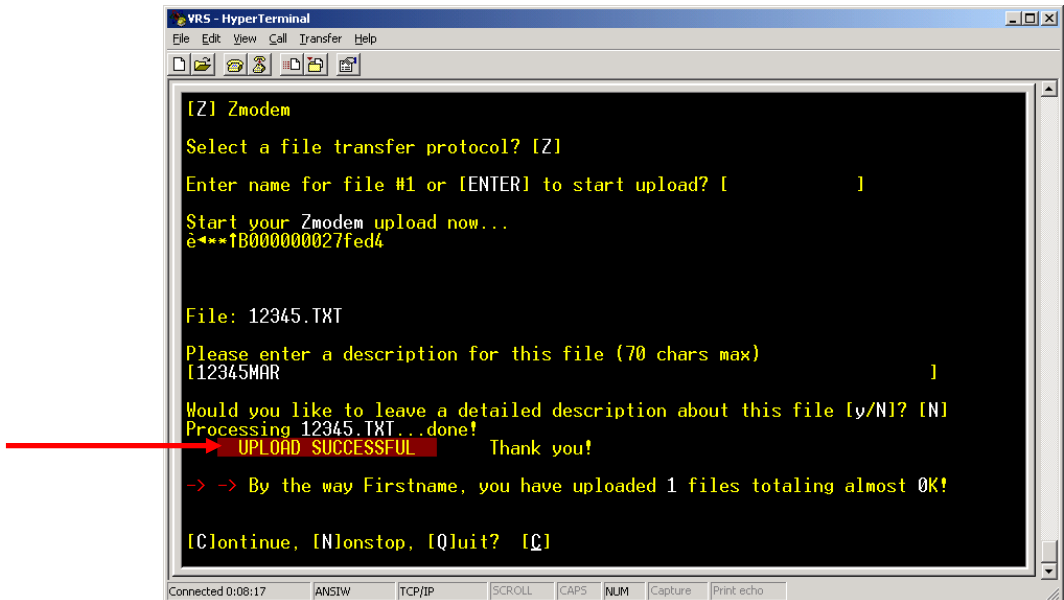
The following screen appears while the file is in the upload process. Depending on the size of the file and the speed of connection, some users may not see this screen.



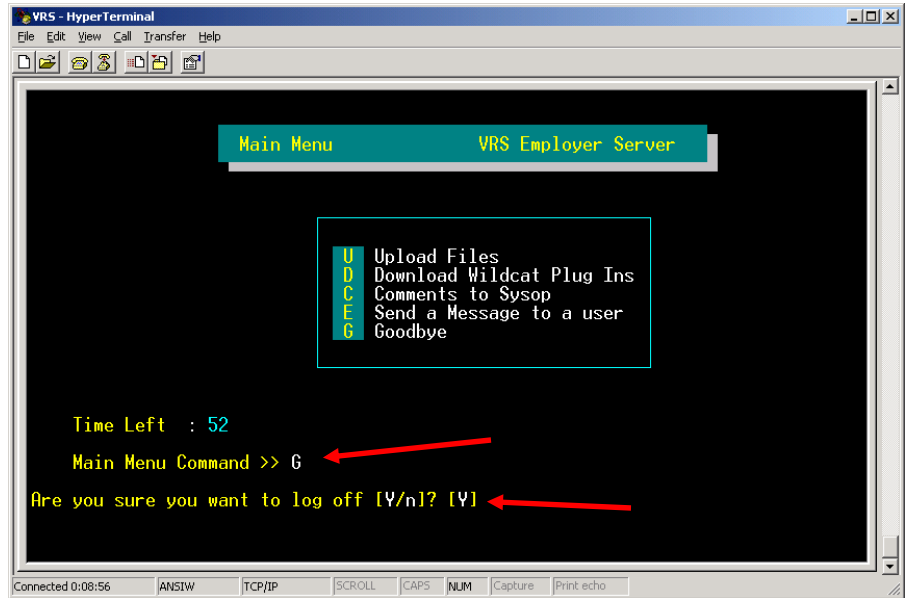
13. When prompted, enter a name for the file. (The naming standard is your Employer Code, followed by the month expressed by its first three letters.) Press “Enter.” The following screen appears:



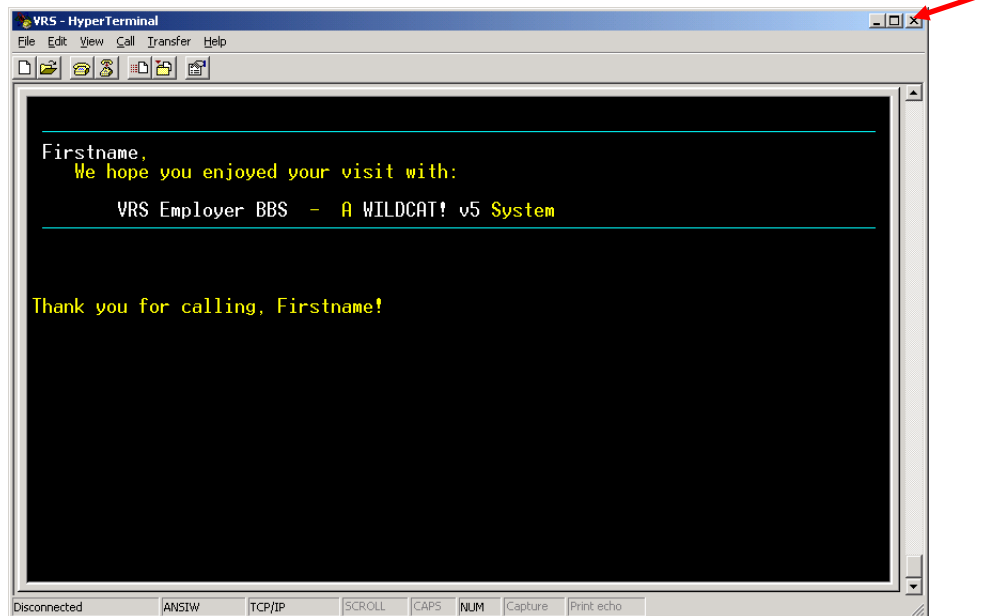
14. When prompted for a description, answer by keying “Y” for yes, then press “Enter.” Then, type your description, and press “Enter.”



15. When you receive the "Upload Successful" message, type "C" to continue, then press "Enter."
16. Type "G" to logoff and press "Enter." Then, type "Y" to confirm logoff, and press "Enter."



17. Once you have logged off, the following screen appears. Click "X" to close the window.



Diskette Reporting

Always include a hardcopy of your VRS-1500 and VRS-52 when mailing your diskette.

Employers who do not have Internet access or a modem may submit their reports by mailing a diskette to VRS. After you have completed payroll processing using the VRS software package or payroll file layout, you can save your reports to diskette. Attach a label to the diskette that includes your employer's name, employer's five-digit code, and the reporting period. Mail the diskette in time to arrive at VRS by the 10th of the month following the period being reported. If you download reporting information from your mainframe system instead of using the VRS software package, you must also submit a hard copy of your VRS-52 if your file does not contain an electronic version of the VRS-52 data. The diskette and hard copy of the VRS-52 (if applicable) should be mailed to:

**Virginia Retirement System
Employer Reporting
P.O. Box 2500
Richmond, VA 23218-2500**

CIPPS Reporting (Select State Agencies)

Most state agencies report to VRS through the Commonwealth Integrated Payroll/Personnel System (CIPPS), the state payroll reporting system maintained by the Department of Accounts (DOA). CIPPS uses payroll information to create a master file with indicators for retirement, group life, buy backs, health insurance credit, and long-term disability under the Virginia Sickness and Disability Program (VSDP). The DOA sends the master file to VRS and VRS updates its reporting system with the new information.

Manual Reporting

With the convenience and efficiency of electronic reporting, few employers continue to report manually. For those who do, the following chart lists which reports must be submitted to VRS on a monthly basis:

Report	Report Summary
Monthly Membership Report (VRS-1500)	Report salary changes, to add or drop a member or to place a member on leave without pay. The person responsible for payroll certifies this form. Submit this form only if you need to report membership changes for the month.
Monthly Contribution Worksheet (VRS-52)	Calculates your agency's contribution totals for each reporting period. Do not submit the VRS-1500 if there are no membership changes for the month. Instead, complete the VRS-52 (with the "No Change" box checked) and send or fax to VRS.

In addition to the monthly reports listed above, you are required to submit the following reports and forms as they become necessary.

Report	Report Summary
New Member Enrollment (VRS-1500A)	Add a new member to VRS records.
Request for Member Information Change (VRS-48)	Report changes in the member's name, social security number, birth date, and retirement coverage changes. State agencies, including institutions of higher education, may report to VRS directly or through the Department of Accounts (DOA) using CIPPS.
Error Adjustment Report (VRS-1501)	Correct reporting errors and discrepancies for previous reporting periods.
Elections to Participate in an Optional Retirement Plan	Used when a member elects to be covered by an Optional Retirement Plan (ORP) rather than VRS. The individual form submitted varies, depending on which ORP the member is joining.

Examples of each form listed above and instructions for completing them can be found throughout this manual.

Note: You must complete a VRS-52 every month, whether or not you have had any changes. If there are no changes from the previous month, check the box that indicates "no changes." Complete Part B of the VRS-52 if you have adjusted your contributions from what the current amount due is. If you

have new employees, if any employees have payroll changes, or if employees have started or ended a buyback, you must complete a VRS-1500 in addition to the VRS-52. If you have a new employee, include a New Member Enrollment form (VRS-1500A) for demographic information.

Late reporters are assessed a penalty if payroll is not received by the 10th of the month.

PAYING AND REPORTING INFORMATION TO VRS

Employers are required to submit monthly reports and contribution payments for retirement, group life insurance, purchase of prior service (buy backs), health insurance credit (if applicable), and Virginia Sickness and Disability Program (State only) to VRS. These reports and payments are due by the 10th of the month following the reporting period. **Employers that do not report or pay on time may be assessed a penalty in the amount of 5 percent of the amount due, plus interest, at the rate of one percent per month until the report and/or payment is received.**¹ No extensions are allowed for payments since estimated payments should be made.

Payments may be made using a check or wire transfer. For information on paying your contributions to VRS using wire transfer, please call 1/888/VARETIR (827-3847). If mailing, send payments to:

**Virginia Retirement System
PO Box 7615
Merrifield, VA 22116-7615**

Preparing IATs (State Agencies Only)

State agencies may use Inter Agency Transfers (IATs) to adjust payments to VRS for retirement, life insurance, buy backs, health insurance credit, or VSDP contributions. VRS prefers that IATs be submitted for each separate fund to be adjusted. When your agency is being charged, you should batch and key the IAT. Send the yellow copy of the IAT and all support documentation (e.g., VRS-1501, VRS-1500R) to:

**Virginia Retirement System
Finance Department Accounts Receivable
P.O. Box 2500
Richmond, VA 23218-2500**

¹ Code of Virginia § 51.1-146.

When your agency has a credit, submit all copies of the IAT and support documentation to VRS. VRS processes the IAT, and returns the yellow copy to your agency. Procedures for completing IATs are located in the Commonwealth Automating Reporting System (CARS) Manual.

Once VRS has processed the IATs, your Statement of Account (VRS-50) will reflect the change in your balance(s).

REPORTS FROM VRS

VRS sends reports to employers monthly and other reports as needed. Use these reports to balance your accounts and resolve reporting issues. The following chart describes common reports and includes an explanation of each.

Report	Explanation
Employer Payroll VRS-1500 Dollar/Service Suspended Details	Lists members in suspense
Final Membership Statement (VRS-1500R)	Sent when no members are in suspense. Displays adjustments that appear on Statement of Account (VRS-50)
Notice of Exceptional Creditable Compensation	Lists members with over \$10,000 creditable compensation that month
VRS Purchase of Prior Service Double Deduction Contracts Nearing Completion	Lists members with only a few months left on a contract to purchase service credit, which may affect the member's payroll deduction
Employer Statement of Member Contribution Account (VRS-63)*	Displays the totals of activity related to your agency's accounts
Remittance Advice (VRS-51)**	VRS sends the VRS-51 to you - complete and return with payment
Statement of Account (VRS-50)	Lists every transaction posted to your agency's account during the specified month

* For political subdivisions only.

** For non-CIPPS only (school boards, political subdivisions, and state direct reporters).

APPENDIX 3-1 FILE LAYOUTS

Use the following record layouts for creating *.txt files. Your IT personnel can program these layouts for downloads from your mainframe. For more information or to send a test file using these layouts, contact Employer Reporting.

Payroll Transactions (Current Month) VRS-1500 Data

Field	Position	Format	Value
Record type	1	A (1)	D
Employer Code	2-6	N (5)	
Payroll date	7-10	N (4)	Calendar format: YYYY
Social Security number	11-19	N (9)	
Last name of member	20-34	A (15)	
First initial of member	35	A (1)	
Comment Code	36-37	N (2)	01, 06, 07, 08, 11, 12
Creditable compensation	38-44	N (5.2)	
Life insurance base pay	45-51	N (5.2)	
Retirement contributions for buyback of service credit	52-58	N (5.2)	
Number of months/year reported to VRS	59-60	N (2)	09, 10, 11, 12
Number of months/year under educational contract	61-62	N (2)	09, 10, 11, 12
Activity code	63-67	A (5)	
Health credit contribution	68-74	N (5.2)	
Health insurance credit creditable compensation	75-81	N (5.2)	
Retirement contribution	82-88	N (5.2)	Member & employer, combined
Group Life contribution	89-95	N (5.2)	Member & employer, combined
VSDP creditable compensation	96-102	N (5.2)	State only
VSDP contribution	103-109	N (5.2)	State only
Filler	110-113	A (4)	Spaces
Optional life insurance premium*	114-120	N (5.2)	Zeroes
Annual salary	121-126	N (6)	Required**
Filler	127-132	A (6)	Spaces

* Effective February 2005, optional life insurance is no longer reported to VRS. All fields related to optional life must be filled with zeroes.

** The annual salary field is now a required data element.

VRS-52 Totals

Field	Position	Format	Value
Record type	1	A (1)	1
Employer Code	2-6	N (5)	
Payroll date	7-10	N (4)	Calendar format: YYYY
Creditable compensation total	11-21	N (9.2)	Total current month "D" records
Life insurance base pay total	22-32	N (9.2)	Total current month "D" records
Retirement contributions for buyback of service credit	33-43	N (9.2)	Total current month "D" records
Record count	44-50	N (7)	Number of current "D" records
VSDP creditable compensation total	51-61	N (9.2)	State only
Health insurance credit creditable compensation total	62-72	N (9.2)	Total current month "D" records
Optional life insurance total*	73-83	N (9.2)	Total current month "D" records (must equal zero)
Retirement rate	84-90	N (2.5)	Combined member & employer
Group life insurance rate	91-97	N (2.5)	Combined member & employer
Health insurance credit rate	98-104	N (2.5)	
VSDP rate	105-111	N (2.5)	State only
Filler	112-132	A (21)	Spaces

* Effective February 2005, optional life insurance is no longer reported to VRS. All fields related to optional life must be filled with zeroes.

Note: The fields reflected above are contained in Part "A" of the VRS-52. "D" represents the value of your detail records.

New Member Data (VRS-1500A Data)

Field	Position	Format	Value
Record type	1	A (1)	A
Employer Code	2-6	N (5)	
Payroll date	7-10	N (4)	Calendar format: YYMM
Social Security number	11-19	N (9)	
Hire date	20-27	N (8)	YYYYMMDD
First report date	28-35	N (8)	YYYYMMDD
Comment code	36-37	N (2)	01
Last name of member	38-52	A (15)	
First name of member	53-67	A (15)	
Middle initial of member	68	A (1)	
Lineage of member*	69-71	A (3)	JR, SR, III, etc. (no punctuation)
Sex of member	72	A (1)	M, F
Date of birth	73-80	N (8)	YYYYMMDD
Hazardous Duty Position indicator	81	A (1)	L, F, space
ORP indicator	82	A (1)	O, space
Filler	83-132	A (50)	Spaces

* The lineage of a member is a separate data element and should not be included in the Last Name of Member field.

Note: The hire date will be equal to the payroll date or earlier than the payroll date. It cannot be after the payroll date. The first report date must be the first day of the reporting month.

Terminated Member (VRS-3A Data)

Field	Position	Format	Value
“01” Record			
Record type	1	A (1)	B
Employer Code	2-6	N (5)	
Payroll date	7-10	N (4)	Calendar format: YYMM
Social Security number	11-19	N (9)	
Filler	20-35	A (16)	Spaces
Comment code	36-37	N (2)	01
Address line 1	38-69	A (32)	
Address line 2	70-101	A (32)	
City	102-121	A (20)	
State	122-123	A (2)	FC, for foreign country
Zip code	124-128	N (5)	
Zip code extension	129-132	N (4)	
“02” Record			
Record type	1	A (1)	B
Employer Code	2-6	N (5)	
Payroll date	7-10	N (4)	Calendar format: YYMM
Social Security number	11-19	N (9)	
Filler	20-35	A (16)	Spaces
Comment code	36-37	N (2)	02
Address line 3	38-69	A (32)	If present
Foreign country	70-84	A (15)	If state on “01” record is FC
Filler	85-132	A (48)	Spaces

Note: If the address is a foreign country, state on the “01” type B record will be FC and the name of the country will be on the “02” type B record. If there is a third address line, it will be on the “02” type B record. If neither of these conditions exist, it is not necessary to create a B record with an “02” comment code.

Demographic Transactions (VRS-48 Data)

Field	Position	Format	Value
Record type	1	A (1)	D
Employer Code	2-6	N (5)	
Payroll date	7-10	N (4)	Calendar format: YYMM
Social Security number	11-19	N (9)	
Last name of member	20-34	A (15)	Old name, if name changed
First initial of member	35	A (1)	Old name, if name changed
Comment code	36-37	N (2)	40, 41, 42, 52, 59, 60, 61
Filler	38-67	A (30)	Spaces
New last name of member	68-82	A (15)	
New first name of member	83-97	A (15)	
New middle initial of member	98	A (1)	
New lineage of member	99-101	A (3)	JR, SR, III, etc (no punctuation)
Sex of member	102	A (1)	M, F
Member's date of birth	103-110	N (8)	YYYYMMDD
Filler	111-126	A (16)	Spaces
Effective date of this transaction	127-132	N (6)	YYMMDD

Note: For comment codes 52, 59, 60 and 61, only record type, employer code, payroll date, SSN, comment code and effective date are required.

You should never include a new member on the demographic transactions (VRS-48) data file layout. This part of the file layout is to make demographic changes to existing members only. New members are set up on the new member (VRS-1500A) data file layout only.

Comment Codes for Demographic Transactions

Comment Code	Title	Explanations
40	Name Change	New name cannot equal old name
41	Gender Change	New gender cannot equal previous gender
42	Birthdate Change	New birthdate cannot equal old birthdate
61	Optional Coverage	Member electing Optional Retirement Plan (School Board Superintendents)
<i>The following codes are not applicable to School Boards:</i>		
52	Drop Special Coverage	Drop Law Enforcement or Fire Fighter coverage
59	Add Hazardous Duty Position	Add Hazardous Duty Position coverage
60	Add FIRE	Add Fire Fighter coverage

Payroll Transactions (Prior Month) VRS-1501 Data

Field	Position	Format	Value
Record type	1	A (1)	D
Employer Code	2-6	N (5)	
Payroll date	7-10	N (4)	Calendar format: YYYYMM
Social Security number	11-19	N (9)	
Last name of member	20-34	A (15)	Old name, if name changed
First initial of member	35	A (1)	Old name, if name changed
Comment code	36-37	N (2)	06
Creditable compensation	38-44	N (5.2)	
Life insurance base pay	45-51	N (5.2)	
Retirement contributions for buyback of service credit	52-58	N (5.2)	
Number of months/year reported to VRS	59-60	N (2)	09, 10, 11, 12
Number of months/year under educational contract	61-62	N (2)	09, 10, 11, 12
Activity code	63-67	A (5)	
Health credit contribution	68-74	N (5.2)	
Health insurance credit creditable compensation	75-81	N (5.2)	
Retirement contribution	82-88	N (5.2)	Member & employer, combined
Group Life contribution	89-95	N (5.2)	Member & employer, combined
VSDP creditable compensation	96-102	N (5.2)	State only
VSDP contribution	103-109	N (5.2)	State only
Filler	110-113	A (4)	Spaces
Optional life insurance premium*	114-120	N (5.2)	Zeroes
Annual salary	121-126	N (6)	Required
Filler	127-132	A (6)	Spaces

* Effective February 2005, optional life insurance is no longer reported to VRS. All fields related to optional life must be filled with zeroes.

- Notes:**
- (1) The payroll date will be the prior payroll month that is being adjusted.
 - (2) For all amount fields, always reflect the positive or negative **net** adjustment to the previously reported data. (For example: 12/97 Creditable Compensation was reported as \$1,200.00 but should have been \$1,000.00. The Creditable Compensation adjustment for 12/97 would be -\$200.00.)

Negative numbers should be reported using the EBCDIC conversion:

-0 = }, -1 = J, -2 = K, -3 = L, -4 = M, -5 = N, -6 = O, -7 = P, -8 = Q & -9 = R

- (3) Somewhere in your system (perhaps in a table) you will need to store the historical member and employer contribution rates in order to compute the contribution amounts.

VRS-52 Totals for Prior Pay Period Adjustment Totals (1501s)

Field	Position	Format	Value
Record type	1	A (1)	2
Employer Code	2-6	N (5)	
Payroll date	7-10	N (4)	Calendar format: YYMM
Grand total of 1501 Retirement & Buybacks	11-21	N (9.2)	Retirement Member & Employer, as well as Buybacks
Grand total of 1501 group life/optional life premiums	22-32	N (9.2)	Total Group Life and Optional Life premiums*
Grand total of 1501 health insurance credit	33-43	N (9.2)	
Retirement & Buyback adjustments to check	44-54	N (9.2)	
Group life/optional life adjustments to check	55-65	N (9.2)	
Health insurance credit adjustments to check	66-76	N (9.2)	
Grand total of 1501 VSDP Contributions	77-87	N (9.2)	State only
Filler	88-132	A (45)	Spaces

* Effective February 2005, optional life insurance is no longer reported to VRS. All fields related to optional life must be filled with zeroes.

- Notes:**
- (1) This record contains the information in Part B of the VRS-52.
 - (2) If there are no adjusting entries (1501's), this record does not have to be created.
 - (3) The "Grand Totals" are the totals of the member and employer contributions and not the Creditable Compensation.
 - (4) "Adjustments" are the amounts needed to make the VRS-52 form balance to the checks being submitted to VRS.

If your agency decides to design your system without an automated VRS-52 record, you can continue to prepare the paper VRS-52 form and fax it to VRS. Your agency may also decide to prepare a separate VRS-52 form for each payroll date included on your report file.

APPENDIX 3-2 SUSPENSE MESSAGES

Each month after VRS processes your reports, some of your members' records may go into suspense. Many things can cause a member to go into suspense. Below is a list of common suspense messages and their meanings.

Suspense Code	Suspense Message	Explanation/Action
901	SSN not on file	Verify SSN. Submit completed Request for Member Information Change (VRS-48), if applicable.
906	Suspense Record Not on File	Verify SSN and name. Submit completed New Member Enrollment Form (VRS-1500A), if applicable.
921	PPS Contract Not on File	Review member's contract. If none, send one to VRS. If the contract is completed, turn off deduction.
2014	How Paid Date MM/YY Combo not Correct	No action required, VRS will resolve.
2037	Member in RAA Must Recreate VRS Member Record	No action required, VRS will resolve.
2040	Invalid status for Comment code	Call VRS if employee who originally rejected coverage now elects coverage. Otherwise, no action required, VRS will resolve.
2051	Member Retirement Record on File	Member has already retired based on the retirement date on the VRS-5. Contact VRS if dollars should be posted.
2052	Death Claim Record on File	Check member's date of death. Ensure the date of death is not the spouse's. Notify VRS immediately.
2053	Paydate Greater than Expected Term Date	Review refund information. If term date is earlier than the payroll date, dollars should not have been remitted. Contact VRS. If member has elected ORP, notify VRS.
2165	Employer not Authorized for Contract Member	Employer should not report any contract length less than 12.
2201	Comment Code 06 Change to 01 for First Time	No action required, VRS will resolve.
2207	Cannot change contract length and/or times reported on this Comment Code.	No action required, VRS will resolve.
2208	Active refund in progress for prior employer	No action required, VRS will resolve.
2209	Member in Suspense for Prior Pay Period	Review original suspense item.

Suspense Code	Suspense Message	Explanation/Action
2212	Cannot add Contract Member this Month	Verify the contract length and times reported. Notify VRS of any change.
2239	Transfer Out Pay Date Greater than Transfer in Eligible Date	Contact member and determine if a VRS-9 Election of Employer for VRS Reporting form is required.
2240	Dollars remitted on comment code 02	Should not report a comment code 02 (terminate) if reporting contributions. VRS will resolve.
2244	Buy back not valid for comment code	No action required, VRS will resolve.
2246	No matching transfer status	No action required, VRS will resolve.
2247	Awaiting Release of Suspended VRS-1 (Now called VRS-1500A)	Verify member is not receiving an annuity check from a VRS-covered employer. If return to work, submit Termination of Monthly Benefit (VRS-7). Otherwise, no action is required.
2272	Paydate Greater than Term Date	Verify the termination date.
2275	Dollars Remitted but Status not Active	Contributions were reported for a member with an inactive status.
2276	Active Status and No Dollars Remitted	Member has an active status but no contributions were reported. Call VRS if member rejected retirement coverage.
2278	Contract Length Reported Must be 9, 10, 11, or 12	Verify contract length
2279	Times Reported must be 9, 10, 11, or 12	Verify time reported
2280	Contract Length Cannot be Greater than Times Reported	Verify the contract length
2281	Overpayment of Buyback	The amount of the buy back was reported by more than 5 percent of the creditable compensation. VRS has an automated program to correct this situation. Difference will appear on the VRS-1500R. Change buy back dollars to reflect 5 percent
2282	Underpayment of Buyback	The amount of the buy back was reported by less than 5 percent of the creditable compensation. VRS has an automated program to correct this situation. Difference will appear on the VRS-1500R. Change buyback dollars to reflect 5 percent
2290	Name Does Not Equal Common Member Name	The member name being reported by your agency is different from the name in the VRS system. Verify spelling and other employees that have the same last name. Submit completed Request for Member Information Change (VRS-48).

Suspense Code	Suspense Message	Explanation/Action
2291	Invalid comment code	No action required, VRS will resolve.
2395	Retirement Contributions Not Valid for this Comment Code	Comment code 07 (LWOP) was reported for member with reported creditable compensation. VRS will resolve.
2396	Comment code 05 changed to 06.	No action required, VRS will resolve.
2568	Buy back dollars remitted before contract start date	Verify start date.
2584	Insufficient eligibility to purchase prior service	No action required, VRS will resolve.
2587	Must have buy back amount for active 5T contract	Verify pretax contract start date.