

ENROLL AND MAINTAIN EMPLOYEES

EMPLOYER MANUAL

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ENROLL AND MAINTAIN EMPLOYEES

A circular logo with a dark grey background and a white border. The text "EMPLOYER MANUAL" is written in white, uppercase letters, centered within the circle.

EMPLOYER
MANUAL

New members should be enrolled in *myVRS Navigator* on or before the employee's scheduled start date. When you enroll a new employee, you provide the employee's annual salary, contract start date, contract period and the number of months the employee will be paid. *myVRS Navigator* uses these figures to calculate the employee's creditable compensation and determine when to post creditable compensation and service credit, based on the date employment starts. In addition, *myVRS Navigator* will check to see if the new employee has an existing service record and place the employee in the proper plan. Once enrolled, VRS sends the new employee a welcome letter. As an employee moves through his career, he will have salary changes, employment changes and demographic changes that need to be maintained in his record.

CREDITABLE COMPENSATION AND SERVICE

myVRS Navigator uses business rules to calculate creditable compensation and service and contributions. These rules ensure consistency in the posting of creditable compensation and service in the employee records and calculation of the employees' benefits.

VRS uses creditable compensation and service credit to calculate retirement benefits. Creditable compensation is the basis for the employee's average final compensation for retirement benefit calculations. Creditable service is the amount of time the employee worked in a covered position. For every month of creditable compensation and service credit for an employee, the employer must collect the full member contribution. For an explanation of how contributions are paid, see the Membership chapter.

CREDITABLE SERVICE

Employees earn creditable service for each month they are reported in a covered position. Creditable service may also include credit for prior service the employee may have purchased or additional service granted by an employer. Creditable service is calculated using the following formula: (Monthly creditable compensation ÷ annual salary) x 12.

Twelve-month employees receive one credit per month. Employees who work 9, 10 or 11 months per year through a contract earn service credit in proportion to the amount of their contract completed each month. The following table shows the amount of creditable service employees earn by month in contracts of various lengths.

Contract Period	Service Credit ¹	Total Service Credits Per Year
9 months	1.3333	12
10 months	1.2000	12
11 months	1.0909	12
12 months	1.000	12

¹ Service credit accrues each month creditable compensation is posted

CREDITABLE COMPENSATION

Creditable compensation is an employee's full salary payable annually, not including overtime pay, extraordinary pay, payment for extra duties such as for coaching, bonus pay, non-permanent shift differentials or termination pay for annual or sick leave. *myVRS Navigator* uses the Annual Salary field to calculate monthly creditable compensation. Creditable compensation is equal to the portion of the employee's annual salary earned in a given month, not the amount that he is paid during the month. *myVRS Navigator* will calculate creditable compensation based on the annual salary the employer enters.

Note: It is important to note that this same creditable compensation applies to the defined contribution component of the Hybrid Retirement Plan. The mandatory and voluntary employee and employer contributions to the defined contribution component should be based on this creditable compensation.

For most employees, monthly creditable compensation is determined by dividing annual salary by 12 months.

Example: Amy is a Plan 2 member. On August 12th, she is rehired into a position that requires her to work 12 months per year at an annual salary of \$36,000. Her monthly creditable compensation is \$3,000 ($\$36,000 \div 12$).

For contract employees under a 9, 10 or 11 month contract, creditable compensation is determined by dividing annual salary by the contract length.

Example: Susan is a Plan 2 member. On August 12th, she is rehired into a position that requires her to work 10 months per year at an annual salary of \$36,000. Her monthly creditable compensation is \$3,600 ($\$36,000 \div 10$).

If the employee's annual salary exceeds the 401(a)(17) compensation limit, *myVRS* Navigator automatically calculates creditable compensation and contributions using the limit. Employers should report the employee's actual salary. Do not withhold the member contribution on the excess salary from the employee. Instead, pay it to the employee as wages.

CONTRIBUTION BASIS

Employers with employees working contracts remit contributions based upon contribution basis which may be different than the creditable compensation earned. Contribution basis is determined by dividing the employee's annual salary by the number of months he is paid and *myVRS* Navigator uses this amount to calculate the contributions to be paid each month.

If the contract is paid over the contract length, the contribution basis is the same as the creditable compensation posted to the employee's record and the contributions would be paid over the employee's contract period only. No contributions will be paid during the off-contract months.

Example: Mary begins employment on August 15th as a Plan 2 member. Her annual salary is \$54,000 and her contract is for nine months paid over 9 months. Her monthly creditable compensation is \$6,000 ($\$54,000 \div 9$).

If the contract is paid over 12 months, then the contribution basis is lower. The contributions paid for the employee will be lower during the contract months; however, the contributions will continue to be paid over the employee’s off contract months. On the snapshot, these contributions are shown as deferred contributions.

Example: Sarah is a Plan 2, 9-month employee paid over 12 months. Her annual salary is \$54,000.

9 Month Employee Paid over 12 Months		
Monthly creditable compensation	Annual salary	\$54,000
	Length of contract	÷ 9
		\$6,000
Monthly contribution basis	Annual salary	\$54,000
	Number of months paid	÷ 12
		\$4,500

SUBMITTING INFORMATION TO VRS

The process of submitting employment information is different for political subdivisions, school divisions and decentralized state employers than it is for state agencies that use the Department of Human Resource Management’s Personnel Management Information System (PMIS).

NON-STATE EMPLOYERS AND DECENTRALIZED STATE AGENCIES

Political subdivisions, school divisions and decentralized state employers enroll and maintain the employee directly in *myVRS* Navigator or via a batch file with multiple records. Employers who have a smaller, stable workforce with minimal turnover are encouraged to use the online functionality to enroll and maintain employees. For step-by-step instructions about how to enroll and maintain members, view the *Enroll and Maintain Employees Course* located in the VRS University.

If the employer has a significant number of enrollments or monthly changes, they may want to consider submitting records via batch. The employer must be certified for batch submission prior to using this method. This option is offered periodically and is announced in the Employer Update and in *myVRS Navigator*. Employers who submit changes through batch files to *myVRS Navigator* should create and submit batch files frequently. *myVRS Navigator* can accept one batch file each business day of the month. For step-by-step instructions about batch processing, view the *Enrolling and Maintaining Employees using Batch Processing Process Guide* located in the VRS University.

STATE AGENCIES USING PMIS

State agencies enroll and maintain employees in *myVRS Navigator* systematically through a daily feed from the PMIS to *myVRS Navigator*. It's important that when an employee's information changes, the employer makes the change in PMIS. The change will be reflected in *myVRS Navigator* one business day after it is keyed in PMIS.

If *myVRS Navigator* can't process the PMIS record due to an error with the record, the complete transaction is cancelled and will show up on the cancelled records report with a reason. Employers who utilize PMIS must review their cancelled record report in *myVRS Navigator* on a daily basis and update the system that is indicated on the report. The cancelled record report is available in the Report Repository. For step-by-step instructions about how to download reports, view the *Introduction to myVRS Navigator Course* located in the VRS University.

Note: Because *myVRS Navigator* is driven by the effective date, when you make a change in PMIS that has the same effective date as a previous transaction, it will not update in *myVRS Navigator*. You will need to manually enter the change in both PMIS and *myVRS Navigator*. For example, on 9/25/14 you key a salary change in PMIS of \$50,000, effective 10/1/14. In reviewing your edits on 9/26/14, you realize the salary should have been \$55,000. When you make the change in PMIS to \$55,000 (effective 10/1/14), that information is not transmitted to *myVRS Navigator*. You must manually update the employee's salary amount in *myVRS Navigator*.

ROLES ASSOCIATED WITH ENROLLING AND MAINTAINING EMPLOYEE RECORDS

Role-based security is a feature that enables employers to manage access to *myVRS* Navigator and VRS data based on the work employees perform and serves to protect personal information. Roles define the data a person can view, create and update. Employers authorize employees to access VRS data and systems and assign the appropriate roles for each employee. The following roles are associated with enrolling and maintaining employee records:

Employer Roles Associated with Enrolling and Maintaining Employee Records	
Person Account Processor	Enrolls new employees and maintains demographic information for existing employees
Advanced Person Account Processor	Informs VRS of Social Security number, contribution and coverage errors; submits mass updates for multiple people at the same time; manages enhanced benefits.
Employment Processor	Manages employment-related data and creates service purchase agreements.
Batch Submitter	Submits batch files of data to enroll new employees and update information for existing employees

For a complete list of roles, see the *Employer Roles and myVRS Navigator Security Access Job Aid* in the VRS University.

ENROLLMENT CONSIDERATIONS

New members should be enrolled in *myVRS* Navigator on or before the employee's scheduled start date. This is particularly important when enrolling Hybrid Retirement Plan members so their account can be established at ICMA-RC prior to the receipt of the first contributions submission. It also allows hybrid plan members to elect a voluntary contribution percentage at their earliest eligibility. Enrollment files are sent from *myVRS* Navigator to ICMA-RC daily and includes enrollments entered into *myVRS* Navigator by 4 p.m., however, it takes ICMA-RC two to three business days to establish a new account after the employee is successfully enrolled in *myVRS* Navigator.

If you have employees who are eligible for an ORP, but choose to participate in the hybrid plan, it is important that the Election to Participate - Optional Retirement Plan for Higher Education (VRS-65), Election to Participate - Optional Retirement Plan for Political Appointees (VRS-65C) or Election to Participate - Optional Retirement Plan for School Superintendents (VRS-71) be submitted as soon as possible so an account can be established for them with ICMA-RC and they can begin contributing.

You will need the following information to enroll an employee in *myVRS Navigator*:

- Name
- Social Security number
- Date of birth
- Gender
- Address
- Start date
- Employment type
- VRS job name
- Employee ID
- Annual Salary

In addition, if you are enrolling a teacher, faculty member or contractual support staff, you will need to provide the following:

- Contract start date
- Contract period
- Number of months paid

For more detailed instructions about how to enroll an employee, view the *Enroll and Maintain Employees Course* in the VRS University.

Upon enrollment, *myVRS Navigator* will check to see if the new employee has an existing service record and place the employee in the proper plan. If a batch reporter needs to set up an employee payroll record and retirement plan deductions prior to enrolling him in *myVRS Navigator*, the employer can use the Plan Determination Tool. This tool is available for individual searches or by batch file.

For state central payroll users (Commonwealth Integrated Personnel and Payroll System (CIPPS)), VRS sends a plan enrollment file to the Department of Accounts (DOA) on the third of each month, or the next business day if the third falls on a weekend or holiday. This file establishes the appropriate retirement plan enrollment and deduction in CIPPS and will ensure that the deduction begins in the appropriate month. See the DOA Payroll Bulletin 2014-02 for additional information.

SOCIAL SECURITY NUMBER

Generally, the employee's Social Security number is only used at the time of enrollment for security purposes. The Advanced Person Account Processor is the only role that may see an employee's Social Security number after enrollment. After enrollment, the employee will be identified by the Employee ID if your organization chose to use your own employee identification number when *myVRS* Navigator was launched. Otherwise, the employee will be assigned a VRS Customer ID when you save the new enrollment. State agencies will use the Commonwealth of Virginia (COVA) ID.

myVRS Navigator uses the Social Security number, date of birth and name as key indicators to determine an existing service record. If two of the three indicators match a record in *myVRS* Navigator, you may receive a message to validate the non-matching indicator and the employee will not be enrolled. If all your information is correct, contact VRS for assistance. Existing records may need to be corrected.

MAINTENANCE CONSIDERATIONS

There are two types of processes that you may utilize to maintain an employee record: changes and corrections. Since these two processes are different, you should be aware how each may impact the employee's record. The process for implementing changes and corrections are outlined in the sections below, when applicable.

CHANGES

The most common maintenance will be to change an employee’s record for new activity. A change adds new information to a *myVRS* Navigator record. For instance, a change in salary, a change in employment status, a change in current year contract and VRS job name. A new start date that corresponds to the change must be entered. Entering changes accurately will minimize the likelihood of corrections.

CORRECTIONS

A correction is revising information in an existing line of data in *myVRS* Navigator. The correction is typically not to the most recent entry. The start date will not change for corrections. However, corrections may have significant impact on an employee or employer because they can change benefit eligibility, create retroactive adjustments or change earned service. Corrections should be entered in *myVRS* Navigator cautiously.

EMPLOYMENT START DATE

myVRS Navigator determines when to post creditable compensation and service to the employee’s record based on the effective date, as described below.

Event	<i>myVRS</i> Navigator Data Element	Effective Date	
		If the effective date of the change is <u>on or before</u> ¹ the first business day of the month, <i>myVRS</i> Navigator:	If the effective date of the change is <u>after</u> ¹ the first business day of the month, <i>myVRS</i> Navigator:
Employment	Employment start date	Posts a full month of cred comp and service in the current month	Posts no cred comp and service in the current month Posts a full month of cred comp and service in the following month

¹ Saturdays, Sundays and banking holidays are not business days.

Example: Nicole is employed starting on August 12th and her employer enters her employment start date as August 12th. Since her employment start date is after the first business day of the month, *myVRS* Navigator doesn’t post creditable compensation for August, and would post a full month of creditable compensation and service for September.

If your organization requires an employee to complete a probationary period before he is benefit eligible, his employment start date in *myVRS* Navigator is the date that he is considered benefit eligible (after completion of his probationary period).

VRS acknowledges that you may implement management policies based on your business needs to be used in conjunction with these business rules. The VRS employment start date does not need to be the exact date of the employee’s first day of work. For example, you may choose to use the first day of the month as the *myVRS* Navigator employment start date for all employees hired and paid in the first payroll of the month. However, these management policies must be applied consistently to all employees in your organization.

MYVRS NAVIGATOR CONTRACT START DATE

myVRS Navigator determines when to post creditable compensation and service to the employee’s record based on the effective date, as described below.

Event	<i>myVRS</i> Navigator Data Element	Effective Date	
		If the effective date of the change is <u>on or before</u> ¹ the first business day of the month, <i>myVRS</i> Navigator:	If the effective date of the change is <u>after</u> ¹ the first business day of the month, <i>myVRS</i> Navigator:
New contract	Contract start date	Posts a full month of cred comp and service in the current month	Posts no cred comp and service in the current month Posts a full month of cred comp and service in the following month

¹ Saturdays, Sundays and banking holidays are not business days.

The *myVRS* Navigator contract period determines the amount of creditable compensation and creditable service that an employee earns monthly. The *myVRS* Navigator contract period must be in whole months. If the terms of the contracts do not equate to exactly 9, 10 or 11 months, choose the one that best matches the actual term of the contract to use for reporting to VRS. Generally, the employer should round up or down to the nearest whole month. However, consider the factors below to determine if you should adjust that number to more accurately reflect creditable compensation accruals for your employees:

- Contract start date
 - If the employee starts on or before the first business day of the month, the employee earns a month of creditable compensation in the current month.
 - If the employee starts after the first business day of the month, the employee begins to earn creditable compensation in the following month.
- Retirement date
 - To ensure a retiring employee has the full contract year in his retirement benefit, the retirement date will be the month following the final month of their contract.
- Consistency
 - Employees with the same contract start and end dates should have the same contract period.

VRS acknowledges that you may implement management policies based on your business needs to be used in conjunction with these business rules. The VRS employment start date or contract start date does not need to be the exact date of the employee's first day of work.

Example: You determine your contracts match best with a 10-month contract, however, the school year starts on September 5th. You may implement a management policy that uses a *myVRS* Navigator contract start date of September 1st for 10-month contracts.

myVRS NAVIGATOR CONTRACT START DATE FOR MID-YEAR EMPLOYMENT

If a contract employee is hired after the start of a normal contract period (i.e., mid-school year hire), *myVRS Navigator* will automatically calculate the appropriate creditable compensation and service for the remaining contract period. The employer should enter the employee's employment start date, the standard contract start date for the position and the employee's full annual salary. Employers should not prorate the salary entered in *myVRS Navigator*.

Example: Rebecca is a teacher who was employed starting January 10th on a 10 month contract paid over 10 months. The school year contract begins on September 1st. Her salary would have been \$50,000 had she worked a full contract. Her employer enters an employment start date of January 10th, a contract start date of September 1st and a salary of \$50,000. *myVRS Navigator* calculates the creditable compensation of \$5,000 for the months of February through June, for a total of \$25,000 for the year and creditable service of 6 months (1.2 x 5 months).

VRS JOB NAME

Your organization is assigned VRS job names based on your employer type. The VRS job name selected will determine the plan and benefits to which the employee is entitled. The VRS job name is not intended to be the specific title of his position with your organization. Certain organizations have VRS job names that allow you to designate the employee as contractual or non-contractual (e.g., Administrative Support and Administrative Support – Contractual). In *myVRS Navigator*, contractual is specific to employees who are employed on a 9, 10 or 11 month contract. Employees that you contract services from, such as vendors or third-parties, are not covered by VRS.

If you are an organization that hires employees on contractual basis and uses the contractual job names, you will need to establish a contract each fiscal year. For example, you would need to establish a contract for Administrative Support-Contractual, but you would not establish a contract for the Administrative Support job name since this is assumed to be a 12 month position.

If the employee changes positions, which results in a job name change in *myVRS* Navigator, it must be recorded in the system. In some cases, these VRS job name changes may result in a change to the retirement plan or a change to the employee's contributions paid, creditable compensation and service. *myVRS* Navigator determines how to implement the change based on the date the change occurs, as described below.

Event	<i>myVRS</i> Navigator Data Elements	Effective Date	
		If the effective date of the change is <u>on or before</u> ¹ the first business day of the month, <i>myVRS</i> Navigator:	If the effective date of the change is <u>after</u> ¹ the first business day of the month, <i>myVRS</i> Navigator:
VRS Job Name Change	Job Name	Recognizes the impact of the change on cred comp and service in the current month	Recognizes the impact of the change on cred comp and service in the following month

¹ Saturdays, Sundays and banking holidays are not business days.

VRS JOB NAME CHANGES

VRS job name changes are recorded on the Employment tab in *myVRS* Navigator. This change can be added to *myVRS* Navigator in the current reporting period, with an effective date 60 days in advance or with an effective date that has passed (retroactive change). If the change is in the current reporting period, *myVRS* Navigator will calculate creditable compensation and service, contributions and other benefits in the current snapshot following the rules above. If the change occurs in the future, *myVRS* Navigator will calculate creditable compensation and service, contributions and other benefits in the effective month following the rules above. If the effective date has passed, *myVRS* Navigator will calculate adjustments in the current snapshot for creditable compensation and service, contributions and other benefits for each of the affected reporting periods following the rules in the table above.

Note: Contact VRS for retroactive changes greater than three years.

Example: Steve is hired with Henrico County with a VRS job name of Employee on January 3, 2013. On July 8, 2014, his VRS job name changes from Employee to Police Officer. Since the effective date of the change is after the first business day of the month, *myVRS Navigator* recognizes the impact of the change on creditable compensation in August. *myVRS Navigator* will charge contributions and determine creditable compensation based on his new VRS job name in the August snapshot and charge contributions based on the previous VRS job name in the July snapshot. As a result of the job change, the employee's retirement plan changes from VRS to VRS Hazardous Duty. The Hazardous Duty indicator would appear in the Person record with a coverage start date of August 1, 2014.

VRS JOB NAME CORRECTIONS

A VRS job name correction is a change that goes back to the employee's initial employment start date with the organization. In certain circumstances, *myVRS Navigator* will display an error message and you must contact VRS to correct the record. Some VRS job name corrections may result in adjustments in the current snapshot for the affected months and may change the end date of the previous record. Since the corrections may impact employee benefits to varying degrees, contact VRS if you have any questions.

DEMOGRAPHIC INFORMATION

Demographic information contained in *myVRS Navigator* includes the employee's name, address, date of birth, marital status, citizenship, gender, phone number and email address. This information should be entered at enrollment and can be changed or corrected during the member's employment. All addresses in *myVRS Navigator* are verified against the US Postal Service's database. A correct mailing address ensures the employee receives all communications and must be updated as changes occur.

For more detailed instructions about how to enroll an employee or make demographic changes and corrections, view the *Enroll and Maintain Employees Course* in the VRS University.

Note: If you need to change an employee's Social Security number, initiate the change in *myVRS Navigator*. You will receive a message to contact VRS to complete the process.

SALARY INFORMATION

Salary is a component of determining creditable compensation and is required when enrolling an employee. As an employee receives salary increases, the new salary should be updated in *myVRS Navigator* with the effective start date as soon as possible. Salary changes and corrections trigger a change in an employee’s creditable compensation and contributions (retirement and other benefits). *myVRS Navigator* determines how to implement the change based on the effective date, as described below.

Event	<i>myVRS Navigator</i> Data Elements	Effective Date	
		If the effective date of the change is on or before ¹ the first business day of the month, <i>myVRS Navigator</i> :	If the effective date of the change is after ¹ the first business day of the month, <i>myVRS Navigator</i> :
Salary change	Salary amount, start date	Recognizes the impact of the change on cred comp and service in the current month	Recognizes the impact of the change on cred comp and service in the following month

¹ Saturdays, Sundays and banking holidays are not business days.

SALARY CHANGES

Salary changes are recorded on the Salary History tab in *myVRS Navigator*. A salary change is a new salary, which can be added to *myVRS Navigator* in the current reporting period, with an effective date 60 days in advance or with an effective date that has passed (retroactive change). If the change is in the current reporting period, *myVRS Navigator* will calculate creditable compensation, contributions and other benefits in the current snapshot following the rules above. If the change occurs in the future, *myVRS Navigator* will calculate creditable compensation, contributions and other benefits in the effective month following the rules in the table above. If the effective date has passed, *myVRS Navigator* will calculate adjustments in the current snapshot for creditable compensation, contributions and other benefits for each of the affected reporting periods following the rules above.

Example: Today is August 15th and Peter has a current salary of \$50,000. His employer enters his new salary of \$55,000 with an effective date of October 5th. Since this is less than 60 days in advance and October 5th is after the first business day of the month, *myVRS Navigator* will accept this change and will calculate creditable compensation and contributions based on \$55,000 in the November snapshot. Based on the rules above, deductions from the new salary do not begin until November. However, if the employer enters the new salary with an effective date of August 15th, deductions from the new salary begin in September.

If your organization is planning to give salary changes to a large number of employees, you may submit the Salary Report Template available in the Report Repository in *myVRS Navigator*.

SALARY CORRECTIONS

A salary correction is a change to an existing salary line in the employee's salary history. It will result in adjustments in the current snapshot for the affected months and may change the end date of the previous record.

Example: The screen captures in the following example are created with fictitious data. Janice's salary history record displays as follows.

<input type="checkbox"/>	Organization Name	Annual Salary	Start Date	End Date
<input type="checkbox"/>	Henrico County	\$56,000.00	09/01/2014	
<input type="checkbox"/>	Henrico County	\$52,000.00	10/01/2013	08/31/2014
<input type="checkbox"/>	Henrico County	\$49,000.00	09/01/2012	09/30/2013

The employer realizes the 2013 salary change should have been effective 9/1/13. The employer would select the second record, correct the start date and save the record. The record would then look like the following:

<input type="checkbox"/>	Organization Name	Annual Salary	Start Date	End Date
<input type="checkbox"/>	Henrico County	\$56,000.00	09/01/2014	
<input type="checkbox"/>	Henrico County	\$52,000.00	09/01/2013	08/31/2014
<input type="checkbox"/>	Henrico County	\$49,000.00	09/01/2012	08/31/2013

The current snapshot would include an adjustment for the creditable compensation and contributions for the month of September 2013.

EMPLOYMENT STATUS INFORMATION

When an employee is enrolled, his employment status will be Active. If an employee goes on leave or separates, you must update his employment status in *myVRS* Navigator as soon as possible. Employment changes and corrections trigger a change in an employee’s creditable compensation. *myVRS* Navigator determines how to implement the change based on the date the change occurs, as described below.

Event	<i>myVRS</i> Navigator Data Elements	Effective Date	
		If the effective date of the change is on or before ¹ the first business day of the month, <i>myVRS</i> Navigator:	If the effective date of the change is after ¹ the first business day of the month, <i>myVRS</i> Navigator:
Employment change (e.g., unpaid leave ²)	Employment Status ³	Recognizes the impact of the change on cred comp and service in the current month	Recognizes the impact of the change on cred comp and service in the following month

¹ Saturdays, Sundays and banking holidays are not business days.

² Start date of unpaid leave acts like a separation of employment. End date of unpaid leave acts like a hire/contract start.

³ Use the specific Employment Status (e.g., birth/adoption leave, educational leave) if it is known.

EMPLOYMENT CHANGES

Employment changes are recorded on the Employment tab in *myVRS* Navigator. An employment change is a new employment status, which can be added to *myVRS* Navigator in the current reporting period, with an effective date 60 days in advance or with an effective date that has passed (retroactive change). If the change is in the current reporting period, *myVRS* Navigator will calculate creditable compensation, contributions and other benefits in the current snapshot following the rules above. If the change occurs in the future, *myVRS* Navigator will calculate creditable compensation, contributions and other benefits in the effective month following the rules above. If the effective date has passed, *myVRS* Navigator will calculate adjustments in the current snapshot for creditable compensation, contributions and other benefits for each of the affected reporting periods following the rules above.

Example: Jane is a 12-month employee earning an annual salary of \$42,000. Effective March 15th, she goes out on a maternity leave of absence. Since the effective date of the change is after the first business day of the month, *myVRS Navigator* recognizes the impact of the change on creditable compensation in April. *myVRS Navigator* will charge contributions on a full month of creditable compensation in the March snapshot and will not charge any contributions in the April snapshot.

EMPLOYMENT CORRECTIONS

An employment correction is a change to an existing employment line in the Employment tab. It will result in adjustments in the current snapshot for the affected months and may change the end date of the previous record.

Example: The screen captures in the following example are created with fictitious data. Debbie's employment record displays as follows.

<input type="checkbox"/>	Organization Name	Employee ID	Job Name	Employment Type	Employment Status	Start Date	End Date	Notes
<input type="checkbox"/>	VDOT	005385926	Employee	Full-time Salaried	Active	12/01/2013		
<input type="checkbox"/>	VDOT	005385926	Employee	Full-time Salaried	Leave Without Pay	06/01/2013	11/30/2013	
<input type="checkbox"/>	VDOT	005385926	Employee	Full-time Salaried	Active	10/01/2012	05/31/2013	

The employer realizes the employee's leave without pay period should have been effective 7/1/13. The employer would select the second record, correct the start date and save the record. The record would then look like the following:

<input type="checkbox"/>	Organization Name	Employee ID	Job Name	Employment Type	Employment Status	Start Date	End Date	Notes
<input type="checkbox"/>	VDOT	005385926	Employee	Full-time Salaried	Active	12/01/2013		
<input type="checkbox"/>	VDOT	005385926	Employee	Full-time Salaried	Leave Without Pay	07/01/2013	11/30/2013	
<input type="checkbox"/>	VDOT	005385926	Employee	Full-time Salaried	Active	10/01/2012	06/30/2013	

The current snapshot would include an adjustment for the creditable compensation and contributions for the month of June 2013.

WORKERS' COMPENSATION

When an employee is paid in part by Workers' Compensation and in part by your agency, the employee 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 in effect prior to the employee receiving Workers' Compensation payments.

If the employee is being paid completely by Worker's Compensation, the employer must report the employee to VRS as being on leave without pay (LWOP). No retirement contributions are paid and life insurance coverage may be maintained for up to 24 months. Employees covered under disability retirement, VSDP or VLDP (or a comparable plan) short-term disability will not earn service credit. For information regarding service credit for VSDP and VLDP long-term disability covered employees, refer to the VSDP Employer Manual or VLDP Employer Manual.

Note: An employee may be eligible to purchase service credit not earned while on Workers' Compensation. See the Purchase of Prior Service chapter of this manual for more information.

EMPLOYEES ON LONG-TERM DISABILITY

If an employee is on VSDP or VLDP long-term disability, the employee and employer no longer make contributions, but the employee does earn service under these disability plans. If the employee is in the Hybrid Retirement Plan, is totally and permanently disabled and qualifies for Social Security Disability Insurance (SSDI), the employer must continue to make the mandatory 1% employer contribution to the Hybrid 401(a) Cash Match Plan.

MILITARY DIFFERENTIAL PAY

The military differential pay that an employer pays for an employee who is called to active duty military is taxable. The differential pay is the difference between the employee's 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. Change the employment status to active duty military leave in *myVRS* Navigator.

EMPLOYEES WITH MULTIPLE VRS EMPLOYERS

An employee cannot hold more than one active membership in VRS or the plans administered by VRS including SPORS, VaLORS, JRS, and an ORP unless also a member of the General Assembly and the employee is a senator or delegate.

If the employer enrolls an employee who is still active with another employer, *myVRS* Navigator assumes the previous employment ended and will generate an end date with the first employer one day prior to the new employment date. The previous employer will certify separation when they confirm the monthly snapshot. If the employee is continuing to work for the first employer, the first employer should remove the system-generated separation date in *myVRS* Navigator.

A letter to the employee will be generated by the system asking which employer should be the benefit provider. Enrollment is pended with both employers until a selection is made by the employee and the VRS-9 is received by VRS. Once the enrollment election has been made and updated in *myVRS* Navigator by VRS, the member's employment status will change and will be reflected in the elected employer's monthly snapshot. For more detailed instructions about how to enroll an employee who is still active with another employer, view the *Enroll and Maintain Employees Course* in the VRS University.

However, if a member is employed by two different employers and one employer is covered under the Group Life Insurance program only, the employee does not have to select an employer. VRS automatically defaults the member to the VRS covered employer. The insurance-only employer should not report the employee to VRS and all premiums submitted will be credited back to the employer account.

If an employee previously made an election and then separates employment with the elected employer, *myVRS* Navigator automatically includes the employee in the snapshot of the secondary employer.

If the employee retires, he must cease all employment with both employers and both must separate him in *myVRS* Navigator.

SEPARATION OF EMPLOYMENT

The *myVRS* Navigator rules require a full month of contributions in the month of separation. Whenever possible, the balance of employee contributions needed to comprise a full month of contributions must be taken from the employee’s last paycheck. For Hybrid Retirement Plan members, this means contributions must be taken for both the defined benefit and defined contribution components.

Event	<i>myVRS</i> Navigator Data Element	Effective Date	
		If the effective date of the change is on or before ¹ the first business day of the month, <i>myVRS</i> Navigator:	If the effective date of the change is after ¹ the first business day of the month, <i>myVRS</i> Navigator:
Separation of employment (last day worked)	Employment Status and End Date	Posts a full month of cred comp and service in the current month	Posts a full month of cred comp and service in the current month

¹ Saturdays, Sundays and banking holidays are not business days.

² Start date of unpaid leave acts like a separation of employment. End date of unpaid leave acts like a hire/contract start.

If there are not enough funds available to withhold all the contributions necessary to total the full month’s contribution requirement, the employer should report the employee’s separation date in *myVRS* Navigator as the last day of the preceding month. No contributions would be due for the current period and the employee would not earn creditable service. The employer would have to ensure that any partial month’s contributions withheld were returned to the employee.

For CIPPS reporters, see the DOA Payroll Bulletin 2012-16 for information regarding CIPPS processing when there are insufficient funds for member contributions.

Example: Tom resigns from his position on April 10th. Since the effective date of the change is after the first business day of the month, *myVRS* Navigator posts a full month of creditable compensation in April and the employer would withhold the full member contribution from the employee’s last paycheck.

REPORTS IN *myVRS* NAVIGATOR

A variety of reports are available in *myVRS* Navigator. The following reports may be useful when you are enrolling and maintaining your employees. Reports are available in PDF and Excel formats. Reports are available in the Report Repository unless otherwise noted. For step-by-step instructions about how to download reports, view the *Introduction to myVRS Navigator Course* located in the VRS University.

Report Name	Description	Roles
Active Employees for Employer	Active employees for employer	Employment Processor, Primary Administrative Authority, Security Administrator, Snapshot Processor 2
Employer Batch Record Details	This report details the number of records that are unprocessed or contain errors or warnings	Batch Corrections Agent, Batch Submitter, Security Administrator
Employer <i>myVRS</i> Navigator Launch Data Validation External	<p>Provides employers with a list of data validation activities to complete during their initial transition to <i>myVRS</i> Navigator. The report provides a list of employees who meet any of the following criteria.</p> <ul style="list-style-type: none"> • New employees hired between 5/1/12 through 10/24/12 not included on previous data validation files • Employees who's benefit or plan changed between 5/1/12 through 10/24/12 not included on previous validation files • Employees whose job names provided previously by the employer rejected because it does not match the employee's current benefit or plan • Employees with missing Employee IDs for political subdivisions and school divisions if or contact preference is Employee ID <p>The report also includes instructions and actions to take specific to each person's circumstances.</p> <p>An employer will generate this report to verify and when applicable correct the information provided. An employer makes data corrections online.</p>	Primary Administrative Authority, Security Administrator

ENROLL AND MAINTAIN EMPLOYEES

Report Name	Description	Roles
Employer Salary Changes File Error Report	This report details the results of the Salary Changes Inbound File batch job. The report will list all errors and ignore messages for salary change records that did not pass validation rules. The results are grouped by Organization. This report is available under the Generated Reports drop down menu.	Employment Processor, Person Account Processor, Security Administrator
Future Dated Enrollment	This report lists people with future-dated employment start dates and active employment status.	Person Account Processor, Security Administrator, VRS Administrator
Member Contract Status Report	This report enables employers to easily identify members who are currently active or on leave by contract start date, contract period and times reported. The report is intended to be used by employers to help in ensuring accuracy of their VRS employee records, especially for employees under the Hybrid Retirement Plan.	Employment Processor, Person Account Processor, Security Administrator, Snapshot Processor
Off Contract Employees	This report lists the persons who are not in a system administrated contract position and are off contract (i.e., are not within the period between a contract's contract start and end date) for this confirmation month based on their contract period and start date.	Employment Processor, Primary Administrative Authority, Security Administrator, Snapshot Processor 2
ORP Eligible	This report details the eligibility for the Optional Retirement Plan (ORP) election.	Primary Administrative Authority, Security Administrator, Snapshot Processor 2
Pended Enrollment	This report lists the enrollment records that are in a pending status.	Primary Administrative Authority, Security Administrator, Snapshot Processor 2
Plan One Non-Vested Person Details for Org	Lists active employees who were moved from Plan 1 to Plan 2 effective 1/1/13 as a result of pension reform legislation.	Employment Processor, Security Administrator, VRS Administrator
PMIS Cancelled Record Report	Report on Error Messages for Cancelled Records from PMIS File Translation.	Employment Processor, Enrollment Processor, Security Administrator

ENROLL AND MAINTAIN EMPLOYEES

Report Name	Description	Roles
Salary Report Template	This is an on demand report used by employers to process numerous salary changes for employees in an active status at the time the report is generated. Employer can use the report template to provide a return file with updated salary information to VRS via secure messaging. The file is then uploaded into <i>myVRS</i> Navigator to update salary changes.	Employment Processor, Security Administrator, Snapshot Processor 2
State Funded HIC Billing Report	This report will only be sent to the following three employers and will contain information pertaining to the corresponding State Funded benefit that the employer is paying for. <ul style="list-style-type: none"> • State Board of Elections: HIC-R • Compensation Board: HIC-C • Department of Social Services – HIC-S 	Security Administrator, Snapshot Processor 2
Un-renewed Contract Employees	This report lists those employees not in a system administrated contract position with an active person record but whose new contract periods have not been submitted to VRS.	Employment Processor, Primary Administrative Authority, Security Administrator, Snapshot Processor 2