



Employer Transition Webinars Schedule

Register for sessions using the links below. See page 2 for information about each session.

	Monday January 21	Tuesday January 22	Wednesday January 23	Thursday January 24
9 - 9:45 am		Creating User Contacts	Confirming Contribution Snapshot	Enrolling and Maintaining Employees
10 - 10:45 a.m.		Enrolling and Maintaining Employees	Enrolling and Maintaining Employees	Confirming Contribution Snapshot
11 - 11:45 a.m.	No sessions	Confirming Contribution Snapshot	Creating User Contacts	Confirming Contribution Snapshot
1 - 1:40 p.m.		Registration	Registration	Registration
1:45 - 2:25 p.m.		Registration	Registration	Registration

Webinar Details

Topic	In this webinar, you will	Recommended for	Length
Registration	Use the registration credentials you received for <i>myVRS Navigator</i> to register your account in the new system	All employer contacts	40 minutes
Creating User Contacts	Authorize a user contact and grant the security role(s) your organization has assigned to the user.	<ul style="list-style-type: none"> • Security Administrator 	45 minutes
Enrolling and Maintaining Employees	Enroll a new employee or update an existing employee's information. Updates include changing employees' demographic and job-related information such as name, address, employment status, job name, employment and salary.	<ul style="list-style-type: none"> • Person Account Processor • Employment Processor 	45 minutes
Confirming Contribution Snapshot	Generate the October report of contribution calculations called a snapshot, then verify the data <i>myVRS Navigator</i> used to calculate the contributions. The instructor also will demonstrate confirming the snapshot and scheduling a contribution payment. You may wish to review the data on your own time and attend a second session of this webinar to complete the final steps.	<ul style="list-style-type: none"> • Snapshot Processor 2 • Person Account Processor • Employment Processor • Employer Contributions Processor • Payment Scheduler and • Payments Scheduler Approver 	45 minutes