

Note: VRS online courses are available through the state-wide network of Commonwealth of Virginia Knowledge Centers. If you do not see a listed VRS course in your Knowledge Center, ask your KC administrator to select VRS courses from the Domain Manager Content Bank.

VRS - 2010 Legislative Changes for Employers

The 2010 Legislative Changes for VRS Employers e-course was designed to help employers understand and implement the comprehensive benefit plan changes from the 2010 Virginia General Assembly session which take effect July 1, 2010. Topics include: member contribution changes and resolution requirements for schools and political subdivisions, new eligibility criteria for retirement and refunds, and new purchase of prior service eligibility criteria and costs. This course takes approximately 45 minutes to complete.

VRS - Introduction to Modernization

This presentation is an overview of Modernization taking place at the Virginia Retirement System and how coming changes will affect VRS participating employers. Modernization will improve customer service, streamline business processes, and replace out-dated computer systems with a faster, easier web-based application. This presentation details the coming changes and shows you a timeline of when you can expect each phase of Modernization to occur. It will take you about 30 minutes to view this presentation.

VRS Membership

This course is designed to give Human Resources professionals and benefits administrators of participating agencies an overview of VRS membership. Who is eligible for membership? What are the different plans and benefits administered by VRS? How are contributions to the VRS Trust Fund handled? This presentation answers these and other frequently asked questions about membership in the Virginia Retirement System. This course takes approximately 30 minutes to complete.

VRS - Money Matters Financial Basics - 1 - Banking

Your money matters! The Virginia Retirement System created this online course on financial basics to help you understand and manage your money. Learn more about everything from banking and home finance to investment basics. This module on Banking is the first of six topics. Learn how to choose a bank and select the banking services that are best for you. This module will take about 1 hour to complete.

VRS - Money Matters Financial Basics - 2 - Credit

Your money matters! The Virginia Retirement System created this online course on financial basics to help you understand and manage your money. Learn more about everything from banking and home finance to investment basics. This module on Credit is the second of six topics. Learn about credit scores, how to achieve good credit, and how to use different types of credit. This module will take about 1 hour to complete.

VRS - Money Matters Financial Basics - 3 - Taxes

Your money matters! The Virginia Retirement System created this online course on financial basics to help you understand and manage your money. Learn more about everything from banking and home finance to investment basics. This module on Taxes is the third of six topics. Learn the basics about tax forms and how the decisions you make regarding your taxes can affect your money. This module will take about 1 hour to complete.

VRS - Money Matters Financial Basics - 4 - Investments

Your money matters! The Virginia Retirement System created this online course on financial basics to help you understand and manage your money. Learn more about everything from banking and home finance to investment basics. This module on Investments is the fourth of six topics. Learn about different types of investments and how to plan for your future by investing your money. This module will take about 1 hour to complete.

VRS - Money Matters Financial Basics - 5 - Financial Planning

Your money matters! The Virginia Retirement System created this online course on financial basics to help you understand and manage your money. Learn more about everything from banking and home finance to investment basics. This module on Financial Planning is the fifth of six topics. Learn how to make the long term decisions that are best for you and your family by planning for children, college and retirement. This module will take about 1 hour to complete.

VRS - Money Matters Financial Basics - 6 - Home Finance

Your money matters! The Virginia Retirement System created this online course on financial basics to help you understand and manage your money. Learn more about everything from banking and home finance to investment basics. This module on Home Finance is the sixth and last topic. Your house may be your most important investment. Learn the basics about buying a house and keeping it. This module will take about 1 hour to complete.

VRS - myVRS for Employers

This is an e-learning tutorial for VRS employers and VRS staff on how to use the employer self-service features at www.varetire.org, the Virginia Retirement System's public website. A screen by screen demonstration displays and explains how an authorized employer contact can create and save estimates for employees to view in their myVRS account, view employee information, including service and compensation reported to VRS, check the status of applications such as service retirement, purchase of prior service credit and refunds, and view employer contact and coverage information. This module takes approximately 2 hours to complete.

VRS - myVRS for Members

This is an e-learning tutorial for VRS members and VRS staff on how to use the member self-service features at www.varetire.org, the Virginia Retirement System's public website. A screen by screen demonstration displays and explains how active and deferred members may view their reported service credit and compensation, check the status of applications for retirement, purchase of prior service or refunds, create an estimate of future retirement benefits, and update contact information. This module takes approximately 2 hours to complete.

VRS - myVRS for Retirees

This is an e-learning tutorial for VRS retirees and VRS staff on how to use the retiree self-service features at www.varetire.org, the Virginia Retirement System's public website. A screen by screen demonstration displays and explains how retirees can view benefit payment information, tax withholdings, cost-of-living adjustments, health insurance and life insurance details, and how to update personal contact information. This module takes approximately 2 hours to complete.

VRS - Political Subdivisions - Preparing for Retirement - Plan 1

This course is designed for Human Resources professionals and benefits administrators of Political Subdivisions who participate in the Virginia Retirement System. Preparing for Retirement Plan 1 provides an overview of what your VRS members in Plan 1 need to know as they approach retirement, and how you can help them through the retirement process. This course will take approximately 1 hour to complete.

VRS - Political Subdivisions - Preparing for Retirement - Plan 2

This course is designed for Human Resources professionals and benefits administrators of Political Subdivisions who participate in the Virginia Retirement System. Preparing for Retirement Plan 2 provides an overview of what your VRS members in Plan 2 need to know as they approach retirement, and how you can help them through the retirement process. This course will take approximately 1 hour to complete.

VRS Refunds

This course is designed to give Human Resources professionals and benefits administrators of participating agencies an overview of VRS refunds. Topics include: the member contribution account, refund eligibility, the pros and cons of taking a refund, the tax implications, and how to assist your members with the refund application. This course takes approximately 30 minutes to complete.

VRS Resources

There are a number of resources available to help participating employers administer VRS benefits. VRS has online resources and dedicated support teams who can answer your questions. This presentation is an overview of these resources for HR professionals and authorized VRS contacts. This course takes approximately 30 minutes to complete.

VRS - School Divisions - Preparing for Retirement - Plan 1

This course is designed for Human Resources professionals and benefits administrators of Virginia School Boards. Preparing for Retirement Plan 1 provides an overview of what your VRS members in Plan 1 need to know as they approach retirement, and how you can help them through the retirement process. This course will take approximately 1 hour to complete.

VRS - School Divisions - Preparing for Retirement - Plan 2

This course is designed for Human Resources professionals and benefits administrators of Virginia School Boards. Preparing for Retirement Plan 1 provides an overview of what your VRS members in Plan 2 need to know as they approach retirement, and how you can help them through the retirement process. This course will take approximately 1 hour to complete.

VRS - School Divisions - The Critical Shortage Program, K-12

Critical Shortage is a program that allows Virginia school divisions, grades K through 12, to hire qualified VRS retirees into certain full-time positions without interrupting the individual's monthly retirement benefits. To better serve the needs of the employer and critical shortage educators, the Virginia Department of Education (VDOE) and the Virginia Retirement System (VRS) have collaborated to provide guidance on this program. This course explains the critical shortage program, the program guidelines and reporting procedures; it also identifies critical shortage positions, and who is eligible to participate. It will take approximately 45 minutes to complete this course.

VRS - SPORS - Preparing for Retirement - Plan 1

This course is designed for Human Resources professionals and benefits administrators of Virginia state agencies that participate in the State Police Officers Retirement System (SPORS). Preparing for Retirement Plan 1 provides an overview of what your SPORS members in Plan 1 need to know as they approach retirement, and how you can help them through the retirement process. This course will take approximately 1 hour to complete.

VRS - SPORS - Preparing for Retirement - Plan 2

This course is designed for Human Resources professionals and benefits administrators of Virginia state agencies that participate in the State Police Officers Retirement System (SPORS). Preparing for Retirement Plan 2 provides an overview of what your SPORS members in Plan 2 need to know as they approach retirement, and how you can help them through the retirement process. This course will take approximately 1 hour to complete.

VRS - State Agencies - Preparing for Retirement - Plan 1

This course is designed for Human Resources professionals and benefits administrators in state agencies that participate in the Virginia Retirement System. Preparing for Retirement Plan 1 provides an overview of what your VRS members in Plan 1 need to know as they approach retirement, and how you can help them through the retirement process. This course will take approximately 1 hour to complete.

VRS - State Agencies - Preparing for Retirement - Plan 2

This course is designed for Human Resources professionals and benefits administrators in state agencies that participate in the Virginia Retirement System. Preparing for Retirement Plan 2 provides an overview of what your VRS members in Plan 2 need to know as they approach retirement, and how you can help them through the retirement process. This course will take approximately 1 hour to complete.

VRS - State Agencies - VSDP Module 1 - Components of VSDP

The Virginia Sickness and Disability Program provides income replacement for state employees during periods of partial or total disability. The course is designed to educate members and employers on the program and its benefits. This module is the first of a five-part series and gives a general overview of the components of the program, what happens during non-work and work-related illnesses and injuries, returning to work after a disability and when disability ends. This course will take approximately 30 minutes to complete.

VRS - State Agencies - VSDP Module 2 - Non-Work-Related Illness or Injury

The Virginia Sickness and Disability Program provides income replacement for state employees during periods of partial or total disability. This course is designed to educate members and employers on the program and its benefits. This module is the second of a five-part series and focuses on the program benefits for employees who become disabled due to a non-work-related injury or illness. It will explain the key parties involved in the short and long-term disability process as well as how short and long-term disability benefits are paid. This course will take approximately 30 minutes to complete.

VRS - State Agencies - VSDP Module 3 - Work-Related Illness or Injury

The Virginia Sickness and Disability Program provides income replacement for state employees during periods of partial or total disability. This course is designed to educate members and employers on the program and its benefits. This module is the third of a five-part series and explores how the program, in conjunction with Workers' Compensation, provides benefits for employees who are disabled due to work-related illnesses or injuries. It explains the parties involved in the work-related disability process, as well as how short and long-term disability benefits are paid. This course will take approximately 30 minutes to complete.

VRS - State Agencies - VSDP Module 4 - Return-to-Work

The Virginia Sickness and Disability Program provides income replacement for state employees during periods of partial or total disability. The course is designed to educate members and employers on the program and its benefits. One of the main goals of VSDP is to return ill or injured employees to work safely after periods of disability. This module is the fourth of a five-part series and focuses on the return-to work policies of the program. It will take approximately 30 minutes to complete.

VRS - State Agencies - VSDP Module 5 - When Disability Benefits End

The Virginia Sickness and Disability Program provides income replacement for state employees during periods of partial or total disability. This course is designed to educate members and employers on the program and its benefits. This is the final module of this five-part series on VSDP and it focuses on when disability benefits end, either through an employee's return to work, retirement, death, or by taking a refund of the member contribution account. This module will take approximately 30 minutes to complete.

VRS - State Agencies - Workforce Transition Act VRS-11 Tutorial

The Workforce Transition Act, or WTA, was established to provide transitional severance benefits to qualified state employees who have been involuntarily separated from employment due to budget reduction, agency reorganization, workforce downsizing or any other cause not related to job performance or misconduct on the part of the employee. This tutorial provides step-by-step instructions on how to complete the Employer Certification of Involuntary Separation under the Workforce Transition Act form, also known as the VRS-11. This tutorial takes about 20 minutes to complete.

VRS - VaLORS - Preparing for Retirement - Plan 1

This course is designed for Human Resources professionals and benefits administrators of Virginia law enforcement agencies that participate in the Virginia Law Officers Retirement System (VaLORS). Preparing for Retirement Plan 1 provides an overview of what your VaLORS members in Plan 1 need to know as they approach retirement, and how you can help them through the retirement process. This course will take approximately 1 hour to complete.

VRS - VaLORS - Preparing for Retirement - Plan 2

This course is designed for Human Resources professionals and benefits administrators of Virginia law enforcement agencies that participate in the Virginia Law Officers Retirement System (VaLORS). Preparing for Retirement Plan 2 provides an overview of what your VaLORS members in Plan 2 need to know as they approach retirement, and how you can help them through the retirement process. This course will take approximately 1 hour to complete.

VRS - Webinar - 2010 Legislative Changes for ORPHE

This VRS webinar was originally presented on June 24, 2010 to higher education employers. It provides an overview of how 2010 legislative changes will affect optional retirement plan participants in state colleges and universities. The presenter is June Dennis, the VRS Defined Contribution Plans Administrator. June explains Plan 1 and Plan 2 for ORP, and the impact of new legislation and budget provisions on defined contribution plans. It will take about 30 minutes to view this webinar.

VRS - Webinar - Death-in-Service

The Death-in-Service webinar is part of a series of webinars presented by the VRS Education and Training Department for human resource professionals of VRS-participating employers. This webinar aired on July 27th, 2011. This presentation describes how the death of a VRS member may result in benefits payable to survivors and beneficiaries, how those benefits are determined, and how to complete a Death Claim. This webinar lasts 50 minutes. You will need Windows Media Player to view this content. To properly exit after viewing the webinar, close the Windows Media Player window and click the Return link at the bottom of the course window.

VRS - Webinar - Disability Retirement - Part 1

The Disability Part I webinar is part of a series of webinars presented by the VRS Education and Training Department for human resource professionals of VRS-participating employers. This webinar aired on June 30, 2010, and is the first of a two-part presentation on Disability Retirement. This presentation includes a discussion of eligibility requirements for disability retirement and how benefits are calculated for regular and work-related disability. This webinar lasts 1 hour. You will need Windows Media Player to view this content. To properly exit after viewing the webinar, close the Windows Media Player window and click the Return link at the bottom of the course window.

VRS - Webinar - Disability Retirement - Part 2

The Disability Retirement Part 2 webinar is part of a series of webinars presented by the VRS Education and Training Department for human resource professionals of VRS-participating employers. This webinar aired on July 28th, 2010, and is the second of a two-part presentation on Disability Retirement. This presentation includes a discussion of the disability retirement application process, disability retirement benefits, and the possible impact that post-retirement employment might have on those benefits. This webinar lasts one hour. You will need Windows Media Player to view this content. To properly exit after viewing the webinar, close the Windows Media Player window and click the Return link at the bottom of the course window.

VRS - Webinar - Health Insurance Credit

The Health Insurance Credit webinar is part of a series of webinars presented by the VRS Education and Training Department for human resource professionals of VRS-participating employers. This webinar aired on October 27th, 2010. This presentation explains Health Insurance Credit, who is eligible, and how the program works. You learn how to calculate the HIC amount for different member groups, including persons retiring due to disability. This webinar lasts 40 minutes. You will need Windows Media Player to view this content. To properly exit after viewing the webinar, close the Windows Media Player window and click the Return link at the bottom of the course window.

VRS - Webinar - Life Insurance

The Life Insurance webinar is part of a series of webinars presented by the VRS Education and Training Department for human resource professionals of VRS-participating employers. This webinar aired on November 30th, 2011. This presentation explains VRS Life Insurance and Optional Group Life benefits, levels of coverage, eligibility, and how the benefit may change due to life events like marriage, birth or retirement. This webinar lasts 60 minutes. You will need Windows Media Player to view this content. To properly exit after viewing the webinar, close the Windows Media Player window and click the Return link at the bottom of the course window.

VRS - Webinar - Payout Options

The Payout Options webinar is part of a series of webinars presented by the VRS Education and Training Department for human resource professionals of VRS-participating employers. This webinar aired on March 25th, 2009. This presentation describes the payout options available to VRS retirees - the basic benefit, survivor option, advance pension option and the PLOP - and includes examples of how benefits are calculated under each of these payout options. This webinar lasts 40 minutes. You will need Windows Media Player to view this content.

VRS - Webinar - Purchase of Prior Service Part 1

The Purchase of Prior Service Part 1 webinar is part of a series of webinars presented by the VRS Education and Training Department for human resource professionals of VRS-participating employers. This webinar aired on August 31st, 2011 and is the first of a two-part presentation on Purchase of Prior Service. This presentation answers the following questions: what is purchase of prior service credit, who is eligible to purchase service credit, how is prior service certified, and how are applications for service purchase processed? This webinar lasts 60 minutes. You will need Windows Media Player to view this content. To properly exit after viewing the webinar, close the Windows Media Player window and click the Return link at the bottom of the course window.

VRS - Webinar - Purchase of Prior Service Part 2

The Purchase of Prior Service Part 2 webinar is part of a series of webinars presented by the VRS Education and Training Department for human resource professionals of VRS-participating employers. This webinar aired on September 28th, 2011 and is the second of a two-part presentation on Purchase of Prior Service. This presentation focuses on the cost and potential benefit of purchasing prior service credit, including the different methods by which service can be purchased and examples of how members and their employers can do cost/benefit analysis to determine when service purchase makes sense. This webinar lasts one hour. You will need Windows Media Player to view this content. To properly exit after viewing the webinar, close the Windows Media Player window and click the Return link at the bottom of the course window.

VRS - Webinar - Purchase of Prior Service for Plan 2 Members

Members in VRS-covered positions with membership dates on or after July 1, 2010 are covered under Plan 2. This includes previous members who no longer have service credit in VRS or an account balance in a Virginia Optional Retirement Plan prior to July 1, 2010, and who are rehired in VRS-covered positions. A Plan 2 member may be eligible to purchase service (like previously refunded service) but the rules regarding the purchase of prior service are different for Plan 1 and Plan 2 members. This webinar which originally aired in February of 2011 will help you understand the recent legislative changes regarding purchase of prior service credit for Plan 2 members. How much does it cost for Plan 2 members to purchase service? When & how can Plan 2 members apply to purchase service? And what payment methods are available to Plan 2 members who wish to purchase service? These and other questions are answered in this 20 minute webinar. You will need Windows Media Player or a compatible media player to view this video.

VRS - Webinar - Retirement & Your Domestic Relations Order (ADRO)

The Approved Domestic Relations Order (ADRO) webinar is part of a series of webinars presented by the VRS Education and Training Department for human resource professionals of VRS-participating employers. This webinar aired on January 25th, 2011. What is an Approved Domestic Relations Order and what should a member know about his ADRO as he plans for retirement? Get the answer to this question and find out what needs to be included in an ADRO and how it is approved. This webinar lasts 30 minutes. You will need Windows Media Player to view this content. To properly exit after viewing the webinar, close the Windows Media Player window and click the Return link at the bottom of the course window.

VRS - Webinar - Service Retirement

The Service Retirement webinar is part of a series of webinars presented by the VRS Education and Training Department for human resource professionals of VRS-participating employers. This webinar aired on May 26th, 2010. Learn how to determine if an employee is eligible for service retirement, how the application process works, and how to prepare them for retirement using VRS-provided tools and learning opportunities. This webinar lasts 75 minutes. You will need Windows Media Player to view this content. To properly exit after viewing the webinar, close the Windows Media Player window and click the Return link at the bottom of the course window.

Why Coach: The Manager's Role as Coach

As a manager, you will also have to take on the role as coach. This course will help you understand the personal and business benefits of effective coaching. It will also teach you how to balance your roles as judge/evaluator and coach and give you the steps you need in order to be prepared to initiate an effective coaching relationship. This course includes video examples to illustrate coaching behaviors. This course duration is about 30 minutes.

Working with Generations in the Workplace

Never before have so many different generations been employed in the workplace at the same time. Therefore, understanding the four generations and their corresponding work styles is essential. In this course, you will learn about the four main generational work styles and how they differ. You will also learn how to recognize when generational dynamics might interfere with work effectiveness. Finally, you will leave the course equipped to assess and adapt individual behaviors to accommodate generational differences. The course duration is about 30 minutes.

Questions? Contact [VRS Content Administrator](#)