

Subject line: Automatic Renewal Process for VRS Contractual Employees for Employers Using PMIS

Dear Employer:

As state agencies and institutions of higher education prepare for the upcoming fiscal or academic year, the Virginia Retirement System (VRS) reminds you that contract information for all returning contractual employees must be updated each year in *myVRS Navigator*. This contract information includes the VRS contract start date, which must be updated, as well as the VRS contract period and the number of months paid, which are updated only if changing.

To assist you, VRS will implement an automatic renewal process. This ongoing process will be triggered 10 business days after you have confirmed the previous month and will update all VRS contracts regardless of length (9-, 10-, 11- and 12-month) for your latest unconfirmed snapshot. The process will advance only the contract start date forward one year, from 2012 to 2013, 2013 to 2014, etc. Keep in mind that the contract period and number of months paid will remain the same.

The 10-day period between the previous snapshot confirmation and the automatic process allows you time to make any required changes to your employees' status or the terms of their contract in PMIS or *myVRS Navigator*. Any changes in the contract length or the number of months paid should be made in PMIS. Any changes in contract start date must be made directly in *myVRS Navigator*. Below are two examples of status and contract term changes that would not be addressed by the automatic renewal process and would require you to make changes in PMIS or *myVRS Navigator*:

- In fiscal year 2013, an employee had a VRS contract paid over 10 months and that changes for fiscal year 2014 to a VRS contract paid over 12 months – You change the number of months paid in PMIS; and then *myVRS Navigator* will automatically advance the contract start date one year.
- In fiscal year 2013, the employee's 9-month VRS contract started in September and in fiscal year 2014 the new VRS contract is 10 months and starts in August – Because of the change in the contract start date, which is not maintained in PMIS, you set up the new contract in *myVRS Navigator*.

The automatic renewal process will change only the contract start date year. All other data, including start day (other than the one exception noted below) and month, contract period and number of months paid, will remain the same.

Remember, all maintenance to existing members' contracts must be in PMIS within nine business days of your previous confirmation. Changes made in PMIS are loaded into *myVRS Navigator* the following day.

The automatic renewal process for VRS contractual employees will begin just prior to when the system will be available to confirm your July snapshot. In response to employer requests, all contracts that had a contract start of 8/15/2012 will be renewed with a contract start date of 8/25/2013. For all subsequent months, the automatic renewal process will update contracts by only advancing the contract start date forward by one year.

Prompt action on VRS contracts ensures that your records are accurate.

For more information about automatic renewals, contact the Employer Support Team at [employer-info@varetire.org](mailto:employer-info@varetire.org) or 1-888-VARETIRE (827-3847).

Thank you,  
Virginia Retirement System