

Subject line: Automatic Renewal Process for VRS Contractual Employees

Dear Employer:

As school divisions and institutions of higher education prepare for the upcoming 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.

Because many employers maintain member records online and in order to minimize data entry, 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. Below are two examples of status and contract term changes that would not be addressed by the automatic renewal process and which require you to make changes in VNAV:

- 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; and
- 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.

If you are a batch reporter, you may report this contract change information through your batch, with no additional action needed. Any contract start dates not updated in the batch file you submit will be updated via the VRS automatic renewal process. Again, this automatic renewal process will simply advance the contract start date forward one year and will not address employee status or contract terms.

The automatic renewal process for VRS contractual employees will begin just prior to when the system will be available to confirm your July snapshot. For all July contracts that you have not previously updated via batch or online, the automatic renewal process will update contracts by 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 or 1-888-VARETIRE (827-3847).

Thank you,
Virginia Retirement System