



Hybrid Plan Counseling Checklist FOR EMPLOYERS

Use this checklist as a high-level guide to review key elements of the [Hybrid Retirement Plan](#) with new employees. Detailed plan provisions and other information about the plan can be on the [Hybrid Retirement Plan Resource Center for Employers](#) and in the [Hybrid Retirement Handbook](#).

✓ Key Counseling Tips for Hybrid Retirement Plan Employees	
	Employees will receive welcome letters from VRS and ICMA-RC that contain Hybrid Retirement Plan information. VRS administers the retirement plan and has selected ICMA-RC as the record keeper for the defined contribution component.
	The Hybrid Retirement Plan has two components : <ul style="list-style-type: none"> • A defined benefit component. Employees contribute 4 percent of their compensation to this component. • A defined contribution component. Employees contribute 1 percent of their compensation to this component.
	An employee has the option to make additional voluntary contributions (up to 4 percent) to the defined contribution component of the hybrid plan. Employers will provide an employer match to voluntary contributions. Starting early makes a big difference at retirement. Use the Hybrid Member Paycheck Calculator to visualize the impact of contributions and other deductions. If an employee can't save the 4 percent now, the employee should consider setting up small annual increases using SmartStep . Otherwise, auto-escalation will apply every three years, and an employee's voluntary contributions to the Hybrid 457 Deferred Compensation Plan account will automatically increase by 0.5 percent (payroll deduction) until reaching the maximum 4 percent. Find details about employee plans and other resources on the Hybrid Retirement Plan website at www.varetire.org/hybrid .
	The investment options for the defined contribution component are organized into three pathways to make it easier for employees to implement investment decisions according to their knowledge of investments and investment style.
	Vesting for the defined benefit component is different than for the defined contribution component of the Hybrid Retirement Plan. New employees should read the Hybrid Retirement Plan Handbook for details on this plan provision and other plan provisions.
	<i>Share the following information with employees only if you, the employer, offer the Commonwealth of Virginia 457 Deferred Compensation Plan and the Virginia Cash Match Plan:</i> Employees are eligible to participate in the Commonwealth of Virginia 457 Deferred Compensation Plan. However, an employee must max out voluntary contributions to the defined contribution component of the Hybrid Retirement Plan before receiving a cash match on those contributions in the Virginia Cash Match Plan.
	Disability benefits are offered at no cost to the employee. State employees are covered under the Virginia Sickness and Disability Program (VSDP) . Political subdivision and school division employees are covered under the Virginia Local Disability Program (VLDP) or a comparable program that you, the employer, offer.
	A VRS-covered employee may be eligible for other benefits such as group life insurance and the health insurance credit. Employees may learn about their coverage by visiting the VRS Hybrid Retirement Plan website or reading the Hybrid Retirement Plan Handbook .
	VRS member education and counseling: VRS provides one-on-one counseling by phone or in person, and also holds educational sessions around the state and through webinars. For questions related to the Hybrid Retirement Plan, contact the Hybrid Retirement Plan Support Team at 1-855-291-2285 or email vrshybridssupport@varetire.org . ICMA-RC Learning Opportunities: ICMA-RC also provides learning opportunities for Hybrid Retirement Plan members, including webinars, investment videos, classroom sessions and one-on-one consultations. Members also can call 1-VRS-DC-PLAN1 (1-877-327-5261) and select option 2 or email InvestorServicesCommonwealthofVA@icmarc.org with questions about the defined contribution component.

✓ Action Items	
	After receiving the welcome letter from ICMA-RC, employees can begin managing their defined contribution component investments and designate beneficiaries online through Account Access with ICMA-RC. Employees can change voluntary contributions on a quarterly basis or sign up for SmartStep , which allows employees to increase contributions automatically. Employees can go to www.varetire.org/hybrid and log into their account, or call an Investor Services Representative at 1-VRS-DC-Plan1 (1-877-327-5261) and select option 1.
	After receiving a welcome letter from VRS, employees should register for secure, online myVRS account access . Here, employees can view account totals for the defined benefit and defined contribution components of the Hybrid Retirement Plan, take advantage of myVRS Financial Wellness Program content and create benefit estimates.
	Separate beneficiary designations are needed for the defined benefit and defined contribution components of the Hybrid Retirement Plan. If employees do not designate a beneficiary, their benefits will be paid by order of precedence. Employees can designate a beneficiary for the defined contribution component of their plan online through Account Access .
	Remind the employee to review the annual Member Benefit Profile (MBP) available through myVRS. Read more about the MBP .
	Encourage the employee to subscribe to Member News , VRS' quarterly e-newsletter that includes updates about VRS benefits.
	Employees have two years from hire date to purchase all but refunded prior service at approximate normal cost . After two years, the cost changes to actuarial.

Questions? Call VRS toll-free at 1-888-827-3847 and ask to speak with your [Employer Representative](#).