Coordinating VRS Benefits Instructor-Led Training Catalog

The Coordinating VRS Benefits Instructor-Led Training sessions provide classroom training for employers on a variety of benefits topics. New and experienced employers can mix and match available sessions to customize registration for the topics and schedule they prefer. Be sure to review each session description for more information.

Introduction to VRS

Introduction to VRS is a full-day session geared towards brand new benefits administrators and payroll officers who have been in their roles for less than 6 months. The session will be a basic, introductory overview and will provide high level information to get you started with administering VRS benefits. Please note that this not a class on myVRS Navigator.

Topics will include:

- An overview of VRS systems and plans
- An overview of member and employer contributions and how to report data
- Tips on how to get started as a new VRS benefits administrator
- Tips on how to counsel employees based on where they are in their career cycle
- A review of VRS resources and training available to help you on the job

The VRS Toolkit

The VRS Toolkit is a half-day session and is designed for new and seasoned benefit administrators and payroll officers. This session will demonstrate the various VRS tools and resources available to assist employers with the administration of VRS benefits. The VRS Toolkit also provides tips on myVRS, so employers can best counsel their employees on how to access the information available in this self-service portal.

Topics will include:

- An overview of the VRS teams and resources available to assist employers

- An overview of employer resources and training available online
- Tips for counseling employees on VRS benefits during life events, such as New Hires, Terminating Employees, Death of an Employee, Retiring Employees

Membership

Membership is a half-day session intended for new and seasoned benefits administrators and payroll officers. This session examines what makes an employee a member of VRS and how VRS members are classified by retirement systems and plans. The class also looks at how VRS is funded through contributions made by both employees and employers. The refund of employee contributions and its effect on benefits is also discussed.

Topics will include:

- An exploration of VRS retirement plans
- An analysis of how member accounts are funded by members employees and employers
- An examination of the effects of taking a refund on member benefits

Purchase of Prior Service

Purchase of Prior Service is a half-day session designed for new and seasoned benefits administrators and payroll officers. This session looks the benefits of purchasing eligible prior service credit that is not in an employee's VRS record as well as the cost, eligibility periods, and payment methods. The process by which employees can purchase prior service credit though their employer or through myVRS is outlined in this session as well.

Topics will include:

- An overview of the benefits of purchasing prior service

- A review of the cost, eligibility, and payment methods available to employees
- An examination of the purchasing service process from the employee and employer perspectives

Death Benefits

Death Benefits is a half-day session geared toward new and seasoned benefits administrators and payroll officers. This session discusses both the VRS and life insurance benefits available to the determined beneficiaries of VRS members and retirees. The Designation of Beneficiary (VRS-2) form is examined in detail as well.

Topics will include:

- An exploration of VRS death benefits available to an employee‘s eligible beneficiaries
- An examination of the life insurance benefits available to employees
- A review of how to assist employees with completing the Designation of Beneficiary (VRS-2) form

Disability Retirement

Disability Retirement is a half-day session intended for new and seasoned benefits administrators and payroll officers. This session looks at the disability retirement benefits available to the Plan 1 and Plan 2 employees of schools and political subdivisions and some Plan 1 state employees. The session will discuss eligibility requirements, as well as the application process. This session will not be discussing the Virginia Sickness and Disability Plan (VSDP) benefits available to most state employees or the Virginia Local Disability Plan (VLDP)/comparable plan benefits of Hybrid Retirement Plan employees.

Topics will include:

- An exploration of the disability retirement benefits available to employees
- An examination of the eligibility requirements for disability retirement benefits
- An analysis of application process for disability retirement benefits

Service Retirement

Service Retirement is a half-day session designed for new and seasoned benefits administrators and payroll officers. This session looks at what makes an employee eligible for service retirement, the forms necessary for retirement, as well as available payout options. The application process for service retirement is also discussed.

Topics will include:

- An exploration of eligibility for service retirement
- An examination of the forms necessary for service retirement
- An analysis of the payout options available to employees
- An overview of the application process for service retirement

Post-Retirement Benefits

Post-Retirement Benefits is a half-day session intended for new and seasoned benefits administrators and payroll officers. As many employees look to their employers for answers even after they retire, this session will discuss various post-retirement topics, such as the Cost-of-Living-Adjustment (COLA), making changes to tax withholding, direct deposit instructions, the Health Insurance Credit, as well as working after retirement.

Topics will include:

- An exploration of the Cost-of-Living-Adjustment (COLA)
- An examination of making changes to tax withholding

- An overview of direct deposit instructions
- An analysis of the Health Insurance Credit
- A breakdown of the rules and regulations surrounding working after retirement