



# Counseling Checklist for New Hybrid Retirement Plan Members

## A 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 found on the Hybrid Retirement Plan Resource Center for Employers and in the Hybrid Retirement Plan Handbook.

✓ Key Counseling Tips for Hybrid Retirement Plan Employees	
	You will receive welcome letters from VRS and ICMA-RC that contain Hybrid Retirement Plan information. VRS administers your 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"> <li>• A defined benefit component. You contribute 4 percent of your compensation to this component.</li> <li>• A defined contribution component. You contribute 1 percent of your compensation to this component.</li> </ul>
	You have the option to make additional voluntary contributions (up to 4 percent) to the defined contribution component of the hybrid plan. Your employer will provide an employer match on your 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 on your paycheck. If you can't save the 4 percent now, consider setting up small annual increases using SmartStep.  Find details about your plan and other resources on the Hybrid Retirement Plan website at <a href="http://www.varetire.org/hybrid">www.varetire.org/hybrid</a> .
	The investment options for the defined contribution component are organized into three pathways to make it easier for you to implement your investment decisions according to your knowledge of investments and investment style.
	Vesting for the defined benefit component is different than for the defined contribution component of the hybrid plan. Read the Hybrid Retirement Plan Handbook for details on this plan provision and other plan provisions.
	<b>NOTE FOR EMPLOYERS:</b> <i>Share the following information with employees only if you offer the Commonwealth of Virginia 457 Deferred Compensation Plan and the Virginia Cash Match Plan.</i>  You are eligible to participate in the Commonwealth of Virginia 457 Deferred Compensation Plan. However, you 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 you.  <b>NOTE FOR EMPLOYERS:</b> <i>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 offer.</i>
	As a VRS-covered employee, you may be eligible for other benefits such as group life insurance and the health insurance credit. Learn about your coverage by visiting the VRS Hybrid Retirement Plan website or reading your member handbook.
	<b>VRS member education and counseling:</b> 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 <a href="mailto:vrshybridsupport@varetire.org">vrshybridsupport@varetire.org</a> .  <b>ICMA-RC Learning Opportunities:</b> ICMA-RC also provides learning opportunities for Hybrid Retirement Plan members, including webinars, investment videos, classroom sessions and one-on-one consultations. You also can call 1-VRS-DC-PLAN1 (1-877-327-5261) and select option 2 or email <a href="mailto:InvestorServicesCommonwealthofVA@icmarc.org">InvestorServicesCommonwealthofVA@icmarc.org</a> with questions about the defined contribution component.

✓ Action Items	
	After receiving the welcome letter from ICMA-RC, you can begin managing your defined contribution component investments and designate beneficiaries online through Account Access with ICMA-RC. You can change voluntary contributions on a quarterly basis or sign up for SmartStep, which allows you to increase contributions automatically. Go to <a href="http://www.varetire.org/hybrid">www.varetire.org/hybrid</a> and log into your 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, register for secure, online myVRS account access. Here, you can view account totals for the defined benefit and defined contribution components of the hybrid 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 plan. If you do not designate a beneficiary, your benefits will be paid by order of precedence. You can designate a beneficiary for the defined contribution component of your plan through Account Access.
	Subscribe to Member News, VRS' quarterly e-newsletter that includes updates about your VRS benefits.
	You have two years from your hire date to purchase all but refunded prior service at approximate normal cost. After two years, your cost changes to actuarial.

**Questions? Call VRS toll-free at 1-888-827-3847.**

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