



[Home](#)



[Back](#)



[Forward](#)

Enroll and Maintain Employees

New employees should be enrolled in myVRS Navigator on or before their scheduled start dates. When enrolling a new employee, the employer provides the employee’s demographic data, the annual salary, contract start date, contract period and the number of months the employee will be paid. As employees move through their careers, they will have salary changes, employment changes and demographic changes that need to be maintained in their records.

Creditable Compensation and Service

myVRS Navigator uses business rules to calculate creditable compensation, service and contributions. These rules ensure consistency in posting to an employee’s record based on the effective date of the change. VRS uses creditable compensation and service credit to calculate retirement benefits. Creditable compensation is the basis for the employee’s average final compensation for retirement benefit calculations.

Creditable service is the amount of time the employee worked in a covered position. For every month of creditable compensation and service credit for an employee, the employer must collect the full member contribution. For an explanation of how contributions are paid, see the [Membership chapter](#) of the Employer Manual.

Creditable Service

Employees earn creditable service for each month they are reported in a covered position. Creditable service may also include credit for prior service an employee may have purchased or for additional service granted by an employer. Creditable service is calculated as (monthly creditable compensation ÷ annual salary) x 12.

A 12-month employee receives one credit per month. An employee who works 9, 10 or 11 months per year through a contract earns service credit in proportion to the amount of the contract completed each month.

Creditable Compensation and Service

- [Creditable Service](#)
- [Creditable Compensation](#)
- [Contribution Basis](#)

Submitting Information to VRS

- [Non-State Employers and Decentralized State Agencies](#)
- [State Agencies Using Cardinal HCM](#)

Roles Associated with Employee Records

Enrollment Considerations

- [Social Security Numbers](#)
- [Optional Retirement Plan \(ORP\) Elections](#)

Maintenance Considerations

- [Changes](#)
- [Corrections](#)

Employment Start Date

myVRS Navigator Contract Start Date

- [Start Date for Mid-Year Employment](#)

VRS Job Name

- [VRS Job Name Changes](#)
- [VRS Job Name Corrections](#)
- [Retirement Plans and Members](#)

Demographic Information

Salary Information

- [Salary Changes](#)
- [Salary Corrections](#)

Employment Status Information

- [Employment Changes](#)
- [Employment Corrections](#)
- [Workers’ Compensation](#)
- [Employees on Long-Term Disability](#)
- [Military Differential Pay](#)
- [Returning to Work After Retirement](#)

Employees Holding Multiple VRS Positions

- [Employees with Multiple Employers](#)
- [School Employees with Multiple Positions](#)

Separation of Employment

Reports in myVRS Navigator



[Home](#)



[Back](#)



[Forward](#)

The following table shows the amount of creditable service an employee earns by month in contracts of various lengths.

Contract Period	Service Credit	Total Service Credits Per Year
9 months	1.3333	12
10 months	1.2000	12
11 months	1.0909	12
12 months	1.0000	12

* Service credit accrues each month creditable compensation is posted.

Creditable Compensation

Creditable compensation is the member’s current annual base salary excluding overtime; extraordinary pay; bonus pay; housing and moving expenses; mobile device and internet costs; vehicle allowances; termination pay for leave; non-permanent shift differentials; payments of a temporary nature including but not limited to acting pay (if not permanently confirmed for the position); or payments for extra duties, such as pay for teachers who serve as coaches. A member’s election to defer salary to a deferred compensation plan, such as a 403(b), a 457(b) or a 125 plan, may only be included in creditable compensation if the member voluntarily elects the deferral, the deferral is not conditional or performance based and the deferral would otherwise be included in the member’s gross income. Other exclusions apply.¹

myVRS Navigator uses the Annual Salary field to calculate monthly creditable compensation. Creditable compensation is equal to the portion of the employee’s annual salary earned in a given month, not the amount the employee is paid during the month. myVRS Navigator calculates creditable compensation based on the annual salary the employer enters.



This same creditable compensation applies to the defined contribution component of the Hybrid Retirement Plan. The mandatory and voluntary employee and employer contributions to the defined contribution component should be based on this creditable compensation.

¹ While this information serves as a guide to reporting creditable compensation, every potential scenario may not have been contemplated or addressed here. As VRS makes final determinations regarding creditable compensation based on individual facts and circumstances, it is important to contact VRS with questions. For more information, see the [Creditable Compensation job aid and checklist](#).

Creditable Compensation and Service

- Creditable Service
- Creditable Compensation
- Contribution Basis

Submitting Information to VRS

- Non-State Employers and Decentralized State Agencies
- State Agencies Using Cardinal HCM

Roles Associated with Employee Records

Enrollment Considerations

- Social Security Numbers
- Optional Retirement Plan (ORP) Elections

Maintenance Considerations

- Changes
- Corrections

Employment Start Date

myVRS Navigator Contract Start Date

- Start Date for Mid-Year Employment

VRS Job Name

- VRS Job Name Changes
- VRS Job Name Corrections
- Retirement Plans and Members

Demographic Information

Salary Information

- Salary Changes
- Salary Corrections

Employment Status Information

- Employment Changes
- Employment Corrections
- Workers’ Compensation
- Employees on Long-Term Disability
- Military Differential Pay
- Returning to Work After Retirement

Employees Holding Multiple VRS Positions

- Employees with Multiple Employers
- School Employees with Multiple Positions

Separation of Employment

Reports in myVRS Navigator



[Home](#)



[Back](#)



[Forward](#)

For most employees, monthly creditable compensation is determined by dividing annual salary by 12 months.



A Plan 2 member works 12 months per year at an annual salary of \$36,000 so the monthly creditable compensation is \$3,000 ($\$36,000 \div 12$).

For a contract employee under a 9-, 10- or 11-month contract, creditable compensation is determined by dividing the annual salary by the contract length.



A Plan 2 member works 10 months per year at an annual salary of \$36,000 so the monthly creditable compensation is \$3,600 ($\$36,000 \div 10$).

If the employee's annual salary exceeds the 401(a)(17) compensation limit, myVRS Navigator automatically calculates creditable compensation and contributions using the limit. Employers should report the employee's actual salary. The employer should not withhold the member contribution on the excess salary from the employee but instead, pay it to the employee as wages.

Contribution Basis

An employer with contract employees remits contributions on a basis that may be different than the creditable compensation earned. The contribution basis is determined by dividing the employee's annual salary by the number of months paid and myVRS Navigator uses this amount to calculate the contributions to be paid each month.

If the contract is paid over the contract length, the contribution basis is the same as the creditable compensation posted to the employee's record and the contributions are paid over the employee's contract period only; no contributions are paid during the off-contract months.



A Plan 2 member's annual salary is \$54,000 and has a contract for nine months paid over nine months so the monthly creditable compensation is \$6,000 ($\$54,000 \div 9$).

If the contract is paid over 12 months, the contribution basis is lower than the creditable compensation posted to the employee's record. The contributions paid for the employee will be lower each month than for those employees whose contract is paid over the contract length; however, the contributions will continue to be paid over the employee's off-contract months. On the snapshot, these contributions are shown as deferred contributions.

Creditable Compensation and Service

- Creditable Service
- Creditable Compensation
- Contribution Basis

Submitting Information to VRS

- Non-State Employers and Decentralized State Agencies
- State Agencies Using Cardinal HCM

Roles Associated with Employee Records

Enrollment Considerations

- Social Security Numbers
- Optional Retirement Plan (ORP) Elections

Maintenance Considerations

- Changes
- Corrections

Employment Start Date

myVRS Navigator Contract Start Date

- Start Date for Mid-Year Employment

VRS Job Name

- VRS Job Name Changes
- VRS Job Name Corrections
- Retirement Plans and Members

Demographic Information

Salary Information

- Salary Changes
- Salary Corrections

Employment Status Information

- Employment Changes
- Employment Corrections
- Workers' Compensation
- Employees on Long-Term Disability
- Military Differential Pay
- Returning to Work After Retirement

Employees Holding Multiple VRS Positions

- Employees with Multiple Employers
- School Employees with Multiple Positions

Separation of Employment

Reports in myVRS Navigator



A Plan 2 employee works nine months, paid over 12 months, and the annual salary is \$54,000.

Nine-Month Employee Paid Over 12 Months		
Monthly creditable compensation	Annual salary	\$54,000
	Length of contract	÷ <u> 9 </u> \$6,000
Monthly contribution basis	Annual salary	\$54,000
	Number of months paid	÷ <u> 12 </u> \$4,500

Submitting Information to VRS

The process of submitting employment information is different for political subdivisions, school divisions and decentralized state employers than it is for state agencies that use Cardinal Human Capital Management (HCM).

Non-State Employers and Decentralized State Agencies

Political subdivisions, school divisions and decentralized state employers enroll and maintain employees directly in myVRS Navigator or via a batch file with multiple records. An employer who has a smaller stable workforce with minimal turnover is encouraged to use the online functionality to enroll and maintain employees. For details, see the [Maintenance Activities course](#) in the Commonwealth of Virginia Learning Center (COVLC).

An employer who has a significant number of enrollments or monthly changes may elect to submit records via batch. The employer must be certified for batch submission prior to using this method. Employers who are interested in becoming a batch submitter should email VRS at BatchSubmissionRequest@varetire.org. An employer who submits batch files to myVRS Navigator should create and submit batch files frequently. myVRS Navigator can accept one batch file each business day of the month. For step-by-step instructions about batch processing, view the [Enrolling and Maintaining Employees Using Batch Processing process guide](#) in the COVLC.

State Agencies Using Cardinal HCM

State agencies enroll and maintain employees in myVRS Navigator systematically through a daily feed from Cardinal HCM to myVRS Navigator. When an employee's information changes, the employer must make the change in Cardinal HCM. The

TABLE OF CONTENTS



[Home](#)



[Back](#)



[Forward](#)

Creditable Compensation and Service

- Creditable Service
- Creditable Compensation
- Contribution Basis

Submitting Information to VRS

- Non-State Employers and Decentralized State Agencies
- State Agencies Using Cardinal HCM

Roles Associated with Employee Records

Enrollment Considerations

- Social Security Numbers
- Optional Retirement Plan (ORP) Elections

Maintenance Considerations

- Changes
- Corrections

Employment Start Date

myVRS Navigator Contract Start Date

- Start Date for Mid-Year Employment

VRS Job Name

- VRS Job Name Changes
- VRS Job Name Corrections
- Retirement Plans and Members

Demographic Information

Salary Information

- Salary Changes
- Salary Corrections

Employment Status Information

- Employment Changes
- Employment Corrections
- Workers' Compensation
- Employees on Long-Term Disability
- Military Differential Pay
- Returning to Work After Retirement

Employees Holding Multiple VRS Positions

- Employees with Multiple Employers
- School Employees with Multiple Positions

Separation of Employment

Reports in myVRS Navigator



[Home](#)



[Back](#)



[Forward](#)

change will be reflected in myVRS Navigator one business day after it is keyed in Cardinal HCM.

If myVRS Navigator cannot process the Cardinal HCM record due to an error with the record, the complete transaction is cancelled and is listed with the reason on the ER Centralized State Systems - Cancelled Records Report. An employer who uses Cardinal HCM must review this report in myVRS Navigator on a daily basis and update the system that is indicated on the report. The report is available in the Report Repository. For step-by-step instructions about how to download reports, view the [Introduction to myVRS Navigator course](#) in the COVLC .



Because myVRS Navigator is driven by the effective date, when an employer makes a change in Cardinal HCM that has the same effective date as a previous transaction, it will not update in myVRS Navigator. The employer must manually enter the change in both Cardinal HCM and myVRS Navigator.



On March 27, the employer keys a salary change in Cardinal HCM of \$50,000, effective April 1. In reviewing the edits on March 28, the employer realizes the salary should have been \$55,000. When the change is made in Cardinal HCM to \$55,000 (effective April 1), that information is not transmitted to myVRS Navigator; the employer must manually update the employee’s salary amount in myVRS Navigator.

Roles Associated with Employee Records

Role-based security is a feature that enables an employer to manage access to myVRS Navigator and VRS data based on the work an employee performs. This serves to protect personal information. Roles define the data a person can view, create and update. An employer authorizes an employee to access VRS data and systems and assigns the appropriate role for each employee. The following roles are associated with enrolling and maintaining employee records:

Employer Roles Associated with Enrolling and Maintaining Employee Records

Person Account Processor	Enrolls new employees, certifies retirement and maintains demographic information for existing employees.
Advanced Person Account Processor	Informs VRS of Social Security number, contribution and coverage errors, submits mass updates for multiple people at the same time and manages enhanced benefits.
Employment Processor	Manages employment-related data, certifies retirement and creates service purchase agreements.
Batch Submitter	Submits batch files of data to enroll new employees and update information for existing employees.

Creditable Compensation and Service

- Creditable Service
- Creditable Compensation
- Contribution Basis

Submitting Information to VRS

- Non-State Employers and Decentralized State Agencies
- State Agencies Using Cardinal HCM

Roles Associated with Employee Records

Enrollment Considerations

- Social Security Numbers
- Optional Retirement Plan (ORP) Elections

Maintenance Considerations

- Changes
- Corrections

Employment Start Date

myVRS Navigator Contract Start Date

- Start Date for Mid-Year Employment

VRS Job Name

- VRS Job Name Changes
- VRS Job Name Corrections
- Retirement Plans and Members

Demographic Information

Salary Information

- Salary Changes
- Salary Corrections

Employment Status Information

- Employment Changes
- Employment Corrections
- Workers’ Compensation
- Employees on Long-Term Disability
- Military Differential Pay
- Returning to Work After Retirement

Employees Holding Multiple VRS Positions

- Employees with Multiple Employers
- School Employees with Multiple Positions

Separation of Employment

Reports in myVRS Navigator



[Home](#)



[Back](#)



[Forward](#)

For a complete list of roles, see the [Employer Roles and myVRS Navigator Security Access job aid](#) in the COVLC.

Enrollment Considerations

New employees should be enrolled in myVRS Navigator on or before their scheduled start dates. This is particularly important when enrolling Hybrid members so they can elect voluntary contribution percentages at their earliest eligibility. Enrollment files are sent daily from myVRS Navigator to MissionSquare Retirement; however, MissionSquare requires two to three business days to establish a new account after an employee is successfully enrolled in myVRS Navigator. For details, see the [Enrollment Activities course](#) in the COVLC.

The following information is needed to enroll an employee in myVRS Navigator:

- | | | |
|--------------------------|-----------------------|-----------------|
| • Name | • Gender ² | • VRS job name |
| • Social Security number | • Address | • Employee ID |
| • Date of birth | • Start date | • Annual salary |
| | • Employment type | |

In addition, an employer who is enrolling a teacher, faculty member or contractual support staff, must provide the following:

- Contract start date;
- Contract period;
- Number of months paid.

When an enrollment is submitted, myVRS Navigator checks to see if the new employee has an existing service record and places the employee in the proper plan. If a batch reporter needs to set up an employee payroll record and retirement plan deductions prior to enrollment in myVRS Navigator, the employer can use the Plan Determination Tool. This tool is available for individual searches or by batch file.

For state central payroll users (Cardinal HCM), VRS sends a plan enrollment file to the Department of Accounts (DOA) on the first of each month, or the next business day if the first falls on a weekend or holiday. This file establishes the appropriate retirement plan enrollment and deduction in Cardinal HCM and will ensure that the deduction begins in the appropriate month. See the Cardinal HCM [Learning page](#) for details.

Creditable Compensation and Service

- Creditable Service
- Creditable Compensation
- Contribution Basis

Submitting Information to VRS

- Non-State Employers and Decentralized State Agencies
- State Agencies Using Cardinal HCM

Roles Associated with Employee Records

Enrollment Considerations

- Social Security Numbers
- Optional Retirement Plan (ORP) Elections

Maintenance Considerations

- Changes
- Corrections

Employment Start Date

myVRS Navigator Contract Start Date

- Start Date for Mid-Year Employment

VRS Job Name

- VRS Job Name Changes
- VRS Job Name Corrections
- Retirement Plans and Members

Demographic Information

Salary Information

- Salary Changes
- Salary Corrections

Employment Status Information

- Employment Changes
- Employment Corrections
- Workers' Compensation
- Employees on Long-Term Disability
- Military Differential Pay
- Returning to Work After Retirement

Employees Holding Multiple VRS Positions

- Employees with Multiple Employers
- School Employees with Multiple Positions

Separation of Employment

Reports in myVRS Navigator

² VRS systems cannot accept nonbinary gender selections.



[Home](#)



[Back](#)



[Forward](#)

Social Security Numbers

Generally, an employee’s Social Security number is only used at the time of enrollment for security purposes. The Advanced Person Account Processor is the only role that may see an employee’s Social Security number after enrollment. After enrollment, the employee is identified by an employee ID (if the employer was already assigning employee IDs when myVRS Navigator was launched) or is assigned a VRS customer ID (if the employer was not already assigning employee IDs) when the new enrollment is saved. State agencies use the Commonwealth of Virginia (COVA) ID.

myVRS Navigator uses the Social Security number, date of birth and name as key indicators to determine an existing service record. If two of the three indicators match a record in myVRS Navigator, the employer may receive a message to validate the non-matching indicator and the employee will not be enrolled. If all information is correct, the employer should contact VRS; existing records may need to be corrected.

Optional Retirement Plan (ORP) Elections

New Optional Retirement Plan (ORP)-eligible employees must elect either an ORP or the VRS plan that is based on the date of hire. If no plan is chosen within the allotted timeframe, the employee defaults into the VRS plan.

After the employer finishes enrolling an employee who is eligible for an Optional Retirement Plan for Higher Education (ORPHE), the employee uses myVRS to select either ORPHE or the VRS plan. An employee who selects ORPHE must also select a provider. An employee who does not make an election within 60 days will default to the applicable VRS plan based on the date of hire. An employee who is unable to log into myVRS to make an election should email orphe@varetire.org for assistance.

If an employee is eligible for an Optional Retirement Plan for Political Appointees (ORPPA), the employer must email orppa@varetire.org to request a Certification of Eligibility to Participate in Optional Retirement Plan for Political Appointees (VRS-65B), which the employer must complete and mail to VRS. The employer will also enroll the employee in myVRS Navigator with the correct job name. VRS will certify the employee’s eligibility to participate in ORPPA and the employee will receive an eligibility letter with instructions to use myVRS to elect either ORPPA or the VRS plan. An employee who does not make an election within 30 days from the certification of

Creditable Compensation and Service

- Creditable Service
- Creditable Compensation
- Contribution Basis

Submitting Information to VRS

- Non-State Employers and Decentralized State Agencies
- State Agencies Using Cardinal HCM

Roles Associated with Employee Records

Enrollment Considerations

- Social Security Numbers
- Optional Retirement Plan (ORP) Elections

Maintenance Considerations

- Changes
- Corrections

Employment Start Date

myVRS Navigator Contract Start Date

- Start Date for Mid-Year Employment

VRS Job Name

- VRS Job Name Changes
- VRS Job Name Corrections
- Retirement Plans and Members

Demographic Information

Salary Information

- Salary Changes
- Salary Corrections

Employment Status Information

- Employment Changes
- Employment Corrections
- Workers’ Compensation
- Employees on Long-Term Disability
- Military Differential Pay
- Returning to Work After Retirement

Employees Holding Multiple VRS Positions

- Employees with Multiple Employers
- School Employees with Multiple Positions

Separation of Employment

Reports in myVRS Navigator



[Home](#)



[Back](#)



[Forward](#)

eligibility will default to the applicable VRS plan based on the date of hire. An employee who is unable to log into myVRS to make an election should email orppa@varetire.org for assistance. Once an election has been made or the employee defaults to the applicable VRS plan, the employer can acknowledge each employee’s election using myVRS Navigator. See the [Acknowledging ORP-Eligible Employee Elections process guide](#) in the COVLC for details. The acknowledgements should be completed as soon as possible to ensure contributions begin in a timely manner before payroll deductions take effect.

If an employee is eligible for the Optional Retirement Plan for School Superintendents (ORPSS), the employer must email dcplans@varetire.org to request a Certification to Participate in the Optional Retirement Plan for School Superintendents (VRS-71A), which the employer must complete and mail to VRS. The employer will also enroll the school superintendent in myVRS Navigator with the correct job name. VRS will certify the employee’s eligibility to participate in ORPSS and the employee will receive an eligibility packet that includes an Election to Participate in the Optional Retirement Plan for School Superintendents (VRS-71). An employee who elects ORPSS must complete the VRS-71, an ORPSS enrollment form and Designation of Beneficiary Form and mail them to VRS in the pre-addressed envelope provided in the eligibility packet. An employee who does not make an election within 30 days from the certification of eligibility will default to the applicable VRS plan based on the date of hire. The employee will receive written communication from VRS of the missed deadline that indicates the default to the applicable VRS plan, and a copy of the information provided to the employer’s payroll office to begin remittance of contributions to VRS.

Maintenance Considerations

There are two types of processes that the employer may use to maintain an employee record: changes and corrections. These two processes are different and impact the employee’s record differently. The processes for implementing changes and corrections are outlined below.

Changes

The most common maintenance is to change an employee’s record for new activity. A change adds new information to a myVRS Navigator record. Changes can include a

Creditable Compensation and Service

- Creditable Service
- Creditable Compensation
- Contribution Basis

Submitting Information to VRS

- Non-State Employers and Decentralized State Agencies
- State Agencies Using Cardinal HCM

Roles Associated with Employee Records

Enrollment Considerations

- Social Security Numbers
- Optional Retirement Plan (ORP) Elections

Maintenance Considerations

- Changes
- Corrections

Employment Start Date

myVRS Navigator Contract Start Date

- Start Date for Mid-Year Employment

VRS Job Name

- VRS Job Name Changes
- VRS Job Name Corrections
- Retirement Plans and Members

Demographic Information

Salary Information

- Salary Changes
- Salary Corrections

Employment Status Information

- Employment Changes
- Employment Corrections
- Workers’ Compensation
- Employees on Long-Term Disability
- Military Differential Pay
- Returning to Work After Retirement

Employees Holding Multiple VRS Positions

- Employees with Multiple Employers
- School Employees with Multiple Positions

Separation of Employment

Reports in myVRS Navigator



[Home](#)



[Back](#)



[Forward](#)

change in salary, a change in employment status, a change in current year contract or a change in VRS job name. A start date must be entered to correspond to the change.

Corrections

A correction revises existing information in a myVRS Navigator record. The correction is typically not the most recent entry. The start date will not change for corrections; however, corrections may have a significant impact on an employee or employer because they can change benefit eligibility, create retroactive adjustments or change earned service. Corrections should be entered in myVRS Navigator cautiously.

Employment Start Date

myVRS Navigator determines when to post creditable compensation and service to the employee's record based on the effective date, as described below.

Event	myVRS Navigator data element	Change is effective on or before* the first business day of the month	Change is effective after* the first business day of the month
Employment	Employment start date	myVRS Navigator posts a full month of creditable compensation and service in the current month	myVRS Navigator posts no creditable compensation and service in the current month but posts a full month of creditable compensation and service in the following month

* Saturdays, Sundays and banking holidays are not business days.



An employee begins work on August 12 and the employer enters the employment start date as August 12. Since the employment start date is after the first business day of the month, myVRS Navigator does not post creditable compensation for August but posts a full month of creditable compensation and service for September.

If the employer requires an employee to complete a probationary period before becoming eligible for benefits, the employment start date in myVRS Navigator is the date the employee is considered eligible (after completing the probationary period).

An employer may implement management policies based on business needs to be used in conjunction with these business rules. The VRS employment start date does not need to be the exact date of the employee's first day of work; however, the employer must apply management policies consistently to all employees.

Creditable Compensation and Service

- Creditable Service
- Creditable Compensation
- Contribution Basis

Submitting Information to VRS

- Non-State Employers and Decentralized State Agencies
- State Agencies Using Cardinal HCM

Roles Associated with Employee Records

Enrollment Considerations

- Social Security Numbers
- Optional Retirement Plan (ORP) Elections

Maintenance Considerations

- Changes
- Corrections

Employment Start Date

myVRS Navigator Contract Start Date

- Start Date for Mid-Year Employment

VRS Job Name

- VRS Job Name Changes
- VRS Job Name Corrections
- Retirement Plans and Members

Demographic Information

Salary Information

- Salary Changes
- Salary Corrections

Employment Status Information

- Employment Changes
- Employment Corrections
- Workers' Compensation
- Employees on Long-Term Disability
- Military Differential Pay
- Returning to Work After Retirement

Employees Holding Multiple VRS Positions

- Employees with Multiple Employers
- School Employees with Multiple Positions

Separation of Employment

Reports in myVRS Navigator



An employer may use the first day of the month as the myVRS Navigator employment start date for all employees hired and paid in the first payroll of the month, as long as the policy is applied consistently to all employees.

myVRS Navigator Contract Start Date

myVRS Navigator determines when to post creditable compensation and service to the employee's record based on the effective date, as described below.

Event	myVRS Navigator data element	Change is effective on or before* the first business day of the month	Change is effective after* the first business day of the month
New contract	Contract start date	myVRS Navigator posts a full month of creditable compensation and service in the current month	myVRS Navigator posts no creditable compensation and service in the current month but posts a full month of creditable compensation the following month

* Saturdays, Sundays and banking holidays are not business days.

myVRS Navigator uses the contract period the employer entered during enrollment to determine the amount of creditable compensation and creditable service that an employee earns monthly. The myVRS Navigator contract period must be in whole months. If the terms of the contracts do not equate to exactly 9, 10 or 11 months, the employer should choose the one that best matches the actual term of the contract to use for reporting to VRS. Generally, the employer should round up or down to the nearest whole month; however, the employer should consider the factors below to determine whether to adjust that number to reflect creditable compensation accruals more accurately for employees:

- Contract start date:
 - An employee who starts on or before the first business day of the month earns a month of creditable compensation in the current month;
 - An employee who starts after the first business day of the month begins to earn creditable compensation in the following month;
- Retirement date:
 - To ensure a retiring employee has the full contract year in the retirement benefit, the retirement date is the month after the final month of the contract;
- Consistency:
 - Employees with the same contract start and end dates should have the same contract period.

An employer may implement management policies based on business needs to be used in conjunction with these business rules. The VRS employment start date does not

TABLE OF CONTENTS



[Home](#)



[Back](#)



[Forward](#)

Creditable Compensation and Service

- Creditable Service
- Creditable Compensation
- Contribution Basis

Submitting Information to VRS

- Non-State Employers and Decentralized State Agencies
- State Agencies Using Cardinal HCM

Roles Associated with Employee Records

Enrollment Considerations

- Social Security Numbers
- Optional Retirement Plan (ORP) Elections

Maintenance Considerations

- Changes
- Corrections

Employment Start Date

myVRS Navigator Contract Start Date

- Start Date for Mid-Year Employment

VRS Job Name

- VRS Job Name Changes
- VRS Job Name Corrections
- Retirement Plans and Members

Demographic Information

Salary Information

- Salary Changes
- Salary Corrections

Employment Status Information

- Employment Changes
- Employment Corrections
- Workers' Compensation
- Employees on Long-Term Disability
- Military Differential Pay
- Returning to Work After Retirement

Employees Holding Multiple VRS Positions

- Employees with Multiple Employers
- School Employees with Multiple Positions

Separation of Employment

Reports in myVRS Navigator

need to be the exact date of the employee’s first day of work; however, the employer must apply management policies consistently to all employees.



A school system hires employees on 10-month contracts; however, the school year starts on September 5. The employer may use a myVRS Navigator contract start date of September 1 for 10-month contracts.

Start Date for Mid-Year Employment

If a contract employee is hired after the start of a normal contract period (i.e., a mid-school-year hire), myVRS Navigator automatically calculates the appropriate creditable compensation and service for the remaining contract period. The employer should enter the employee’s employment start date, the standard contract start date for the position and the employee’s full annual salary. The employer should not prorate the salary entered in myVRS Navigator.



A teacher was employed starting January 10 on a 10-month contract paid over 10 months. The school contract year begins on September 1. The employee’s salary would have been \$50,000 had the employee worked a full contract. The employer enters an employment start date of January 10, a contract start date of September 1 and a salary of \$50,000. myVRS Navigator calculates the creditable compensation of \$5,000 per month for February through June (a total of \$25,000 for the year) and creditable service of six months (1.2 x 5 months).

VRS Job Name

Each organization is assigned VRS job names based on the employer type. The VRS job name selected will determine the plan and benefits to which an employee is entitled. The VRS job name is not intended to be the specific title of the employee’s position with the organization; the majority of employees participating in the VRS plan will have the job name “employee.” Some VRS job names allow the employer to designate the employee as contractual or non-contractual (e.g., “administrative support” and “administrative support – contractual”). In myVRS Navigator, the “contractual” designation is specific to employees who are employed on a 9-, 10- or 11-month contract. Vendors, third parties and other workers from whom an employer contracts services are not covered by VRS.

An employer who uses the contractual job names must establish a contract each fiscal year. Contracts are automatically renewed each year in myVRS Navigator for 12-month employees.

TABLE OF CONTENTS



[Home](#)



[Back](#)



[Forward](#)

Creditable Compensation and Service

- Creditable Service
- Creditable Compensation
- Contribution Basis

Submitting Information to VRS

- Non-State Employers and Decentralized State Agencies
- State Agencies Using Cardinal HCM

Roles Associated with Employee Records

Enrollment Considerations

- Social Security Numbers
- Optional Retirement Plan (ORP) Elections

Maintenance Considerations

- Changes
- Corrections

Employment Start Date

myVRS Navigator Contract Start Date

- Start Date for Mid-Year Employment

VRS Job Name

- VRS Job Name Changes
- VRS Job Name Corrections
- Retirement Plans and Members

Demographic Information

Salary Information

- Salary Changes
- Salary Corrections

Employment Status Information

- Employment Changes
- Employment Corrections
- Workers’ Compensation
- Employees on Long-Term Disability
- Military Differential Pay
- Returning to Work After Retirement

Employees Holding Multiple VRS Positions

- Employees with Multiple Employers
- School Employees with Multiple Positions

Separation of Employment

Reports in myVRS Navigator



[Home](#)



[Back](#)



[Forward](#)



An employer must establish a contract for “administrative support -- contractual” but does not establish a contract for the “administrative support” job name since that is assumed to be a 12-month position.

If an employee changes positions, the employer must record the job name change in myVRS Navigator. In some cases, a VRS job name change may result in a change to the retirement plan or a change to the employee’s contributions paid, creditable compensation and service. myVRS Navigator determines how to implement the change based on the date the change occurs, as described below.

Event	myVRS Navigator data element	Change is effective on or before* the first business day of the month	Change is effective after* the first business day of the month
VRS job name change	Job name	myVRS Navigator recognizes the impact of the change on creditable compensation and service in the current month	myVRS Navigator recognizes the impact of the change on creditable compensation and service in the following month

* Saturdays, Sundays and banking holidays are not business days.

VRS Job Name Changes

VRS job name changes are recorded on the Employment tab in myVRS Navigator. The change can be added to myVRS Navigator in the current reporting period with an effective date 60 days in advance or with an effective date that has passed (retroactive change). If the change is in the current reporting period, myVRS Navigator calculates benefits in the current snapshot. If the change occurs in the future, myVRS Navigator calculates benefits in the effective month. If the effective date has passed, myVRS Navigator calculates adjustments in the current snapshot for benefits for each of the affected reporting periods. For details, see the table in the VRS Job Name section of this chapter.



Contact VRS for retroactive changes more than three years in the past.

An employee is hired January 4 with a VRS job name of “employee.” On April 3, the VRS job name changes from “employee” to “police officer.” Since the effective date of the change is after the first business day of the month, myVRS Navigator recognizes the impact of the change on creditable compensation in May. myVRS Navigator will charge contributions and determine creditable compensation based on the new VRS job name in the May snapshot and charge contributions based on the previous VRS job name in the April snapshot. As a result of the job change, the employee’s retirement plan changes from “VRS” to “VRS hazardous duty.” The hazardous duty indicator appears in the person record with a coverage start date of May 1.



Creditable Compensation and Service

- Creditable Service
- Creditable Compensation
- Contribution Basis

Submitting Information to VRS

- Non-State Employers and Decentralized State Agencies
- State Agencies Using Cardinal HCM

Roles Associated with Employee Records

Enrollment Considerations

- Social Security Numbers
- Optional Retirement Plan (ORP) Elections

Maintenance Considerations

- Changes
- Corrections

Employment Start Date

myVRS Navigator Contract Start Date

- Start Date for Mid-Year Employment

VRS Job Name

- VRS Job Name Changes
- VRS Job Name Corrections
- Retirement Plans and Members

Demographic Information

Salary Information

- Salary Changes
- Salary Corrections

Employment Status Information

- Employment Changes
- Employment Corrections
- Workers’ Compensation
- Employees on Long-Term Disability
- Military Differential Pay
- Returning to Work After Retirement

Employees Holding Multiple VRS Positions

- Employees with Multiple Employers
- School Employees with Multiple Positions

Separation of Employment

Reports in myVRS Navigator



[Home](#)



[Back](#)



[Forward](#)

VRS Job Name Corrections

A VRS job name correction is a change that goes back to the employee’s initial employment start date with the organization. In certain circumstances, myVRS Navigator will display an error message and the employer must contact VRS to correct the record. Some VRS job name corrections may result in adjustments in the current snapshot for the affected months and may change the end date of the previous record. Since the corrections may impact employee benefits to varying degrees, the employer should contact VRS with questions.

Retirement Plans and Members

When enrolling a new employee, the job name selected will automatically enroll the employee in the correct retirement plan. The retirement plan, the representative organization code and the correlating member groups are listed below.

Retirement Plan	Code	Members
Judicial Retirement System (JRS)	1xxxx	Justice or judge of a court of record of the Commonwealth of Virginia; judge of a district court of the Commonwealth of Virginia other than a substitute judge; commissioner of the State Corporation Commission or commissioner of the Virginia Workers’ Compensation Commission;
State Police Officers’ Retirement System (SPORS)	2xxxx	Virginia state police officers;
Virginia Law Officers’ Retirement System (VaLORS)	7xxxx	State hazardous duty employees including Capitol Police, campus police, conservation police officers of the Department of Wildlife Resources, Virginia Alcoholic Beverage Control Authority special agents, Virginia Cannabis Control Authority special agents, marine resource officers, state correctional officers, state juvenile correctional officers, state parole officers and commercial vehicle enforcement officers employed by the Virginia Department of State Police;
VRS (Plan 1, Plan 2 & Hybrid)		
State agencies	3xxxx	State employees, including employees of institutions of higher education; but excluding justices, judges, state police officers and state employees covered under VaLORS;
School divisions (VRS-T)	4xxxx	Teachers, teachers’ aides, instructional aides, administrative personnel, computer technologists, safety/security guards, school security officers, nurses, clerical personnel and supervisors and managers of non-teacher staff employed by public school boards;
School divisions (VRS-N)	5xxxx	Other school employees employed by a public school board (e.g., bus drivers, custodial, cafeteria and maintenance workers);

Continued on the next page ...

Creditable Compensation and Service

- Creditable Service
- Creditable Compensation
- Contribution Basis

Submitting Information to VRS

- Non-State Employers and Decentralized State Agencies
- State Agencies Using Cardinal HCM

Roles Associated with Employee Records

Enrollment Considerations

- Social Security Numbers
- Optional Retirement Plan (ORP) Elections

Maintenance Considerations

- Changes
- Corrections

Employment Start Date

myVRS Navigator Contract Start Date

- Start Date for Mid-Year Employment

VRS Job Name

- VRS Job Name Changes
- VRS Job Name Corrections
- Retirement Plans and Members

Demographic Information

Salary Information

- Salary Changes
- Salary Corrections

Employment Status Information

- Employment Changes
- Employment Corrections
- Workers’ Compensation
- Employees on Long-Term Disability
- Military Differential Pay
- Returning to Work After Retirement

Employees Holding Multiple VRS Positions

- Employees with Multiple Employers
- School Employees with Multiple Positions

Separation of Employment

Reports in myVRS Navigator



[Home](#)



[Back](#)



[Forward](#)

VRS (Plan 1, Plan 2 & Hybrid) *(continued from the previous page)*

<p>Political subdivisions 5xxxxx</p>	<p>Employees of local governments and other entities such as water authorities and sanitation districts; this includes hazardous duty positions such as local police officers; sheriffs; sheriff’s deputies; full-time firefighters; emergency medical technicians (EMTs); regional jail superintendents; and jail officers of regional jails, farms or jail authorities.</p>
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Demographic Information

Demographic information in myVRS Navigator includes the employee’s name, address, date of birth, marital status, citizenship, gender, phone number and email address. The employer should enter this information at enrollment and can change or correct it during the member’s employment.

If the employee has updated a mailing address through myVRS within the past two years, the employer will receive an error message in myVRS Navigator and will not be allowed to make an address change. The employer should then instruct the employee to access myVRS to make the address change. However, an address change made through a batch file or Cardinal HCM will overwrite the most current mailing address. All addresses in myVRS Navigator are verified against the U.S. Postal Service’s database. For details, see the [Maintenance Activities course](#) in the COVLC.



To change an employee’s Social Security number, the employer initiates the change in myVRS Navigator and then receives a message directing them to contact VRS to complete the process.

Salary Information

Salary is a component of determining creditable compensation and is required when enrolling an employee. When an employee receives a salary increase, the employer should update the new salary as soon as possible in myVRS Navigator with the effective start date. Salary changes and corrections trigger a change in an employee’s creditable compensation and contributions.

Creditable Compensation and Service

- Creditable Service
- Creditable Compensation
- Contribution Basis

Submitting Information to VRS

- Non-State Employers and Decentralized State Agencies
- State Agencies Using Cardinal HCM

Roles Associated with Employee Records

Enrollment Considerations

- Social Security Numbers
- Optional Retirement Plan (ORP) Elections

Maintenance Considerations

- Changes
- Corrections

Employment Start Date

myVRS Navigator Contract Start Date

- Start Date for Mid-Year Employment

VRS Job Name

- VRS Job Name Changes
- VRS Job Name Corrections
- Retirement Plans and Members

Demographic Information

Salary Information

- Salary Changes
- Salary Corrections

Employment Status Information

- Employment Changes
- Employment Corrections
- Workers’ Compensation
- Employees on Long-Term Disability
- Military Differential Pay
- Returning to Work After Retirement

Employees Holding Multiple VRS Positions

- Employees with Multiple Employers
- School Employees with Multiple Positions

Separation of Employment

Reports in myVRS Navigator

myVRS Navigator determines how to implement the change based on the effective date, as described below.

Event	myVRS Navigator data element	Change is effective on or before* the first business day of the month	Change is effective after* the first business day of the month
Salary change	Salary amount and start date	myVRS Navigator recognizes the impact of the change on creditable compensation and service in the current month	myVRS Navigator recognizes the impact of the change on creditable compensation and service in the following month

* Saturdays, Sundays and banking holidays are not business days.

Salary Changes

Salary changes are recorded on the Salary History tab in myVRS Navigator. A salary change is a new salary, which can be added to myVRS Navigator in the current reporting period with an effective date 60 days in advance or with an effective date that has passed (retroactive change). The employer should not prorate the salary entered in myVRS Navigator.

If the change is in the current reporting period, myVRS Navigator calculates benefits in the current snapshot. If the change occurs in the future, myVRS Navigator calculates benefits in the effective month. If the effective date has passed, myVRS Navigator calculates adjustments in the current snapshot for benefits for each of the affected reporting periods.³ For details, see the Salary Information section of this chapter.



On August 15, an employee has a current salary of \$50,000. The employer enters a new salary of \$55,000 with an effective date of October 5. Since this is less than 60 days in advance and October 5 is after the first business day of the month, myVRS Navigator accepts this change and calculates creditable compensation and contributions based on \$55,000 in the November snapshot. Deductions from the new salary do not begin until November. However, if the employer enters the new salary with an effective date of August 15, deductions from the new salary begin in September.

Salary Corrections

A salary correction is a change to an existing salary line in the employee's salary history. It results in adjustments in the current snapshot for the affected months and may change the end date of the previous record.

³ An employer who is planning changes for a large number of employees may submit the Salary Report Template, available in the Report Repository in myVRS Navigator.

TABLE OF CONTENTS



[Home](#)



[Back](#)



[Forward](#)

Creditable Compensation and Service

- Creditable Service
- Creditable Compensation
- Contribution Basis

Submitting Information to VRS

- Non-State Employers and Decentralized State Agencies
- State Agencies Using Cardinal HCM

Roles Associated with Employee Records

Enrollment Considerations

- Social Security Numbers
- Optional Retirement Plan (ORP) Elections

Maintenance Considerations

- Changes
- Corrections

Employment Start Date

myVRS Navigator Contract Start Date

- Start Date for Mid-Year Employment

VRS Job Name

- VRS Job Name Changes
- VRS Job Name Corrections
- Retirement Plans and Members

Demographic Information

Salary Information

- Salary Changes
- Salary Corrections

Employment Status Information

- Employment Changes
- Employment Corrections
- Workers' Compensation
- Employees on Long-Term Disability
- Military Differential Pay
- Returning to Work After Retirement

Employees Holding Multiple VRS Positions

- Employees with Multiple Employers
- School Employees with Multiple Positions

Separation of Employment

Reports in myVRS Navigator


[Home](#)

[Back](#)

[Forward](#)


The screen shots below are created with fictitious data. The employee's salary history record appears as:

<input type="checkbox"/>	Organization Name	Annual Salary	Start Date	End Date
<input type="checkbox"/>	Henrico County	\$81,862.12	06/23/2023	
<input type="checkbox"/>	Henrico County	\$79,466.32	06/24/2022	06/22/2023
<input type="checkbox"/>	Henrico County	\$77,528.11	07/23/2021	06/23/2022

The employer realizes the 2021 salary change should have been effective 05/24/21. The employer can select the record, correct the start date and save it. The record then appears as:

<input type="checkbox"/>	Organization Name	Annual Salary	Start Date	End Date
<input type="checkbox"/>	Henrico County	\$81,862.12	06/23/2023	
<input type="checkbox"/>	Henrico County	\$79,466.32	05/24/2022	06/22/2023
<input type="checkbox"/>	Henrico County	\$77,528.11	07/23/2021	05/23/2022

The current snapshot then includes an adjustment for the creditable compensation and contributions for May 2022.

Employment Status Information

When an employee is enrolled, the employment status is Active. If an employee goes on leave, returns from leave or separates, the employer should update the employment status in myVRS Navigator as soon as possible. Employment changes and corrections trigger a change in an employee's creditable compensation. myVRS Navigator determines how to implement the change based on the date the change occurs, as described below.

Event	myVRS Navigator data element	Change is effective on or before* the first business day of the month	Change is effective after* the first business day of the month
Employment change (e.g., unpaid leave**)	Employment status***	myVRS Navigator recognizes the impact of the change on creditable compensation and service in the current month	myVRS Navigator recognizes the impact of the change on creditable compensation and service in the following month

* Saturdays, Sundays and banking holidays are not business days.

** Start date of unpaid leave acts like a separation of employment. End date of unpaid leave acts like a hire/contract start.

*** Use the specific employment status (e.g., birth/adoption leave, educational leave) if known.

Employment Changes

Employment changes are recorded on the Employment tab in myVRS Navigator. An employment status change can be added in the current reporting period, with an effective date 60 days in advance or with an effective date that has passed (retroactive

Creditable Compensation and Service

- Creditable Service
- Creditable Compensation
- Contribution Basis

Submitting Information to VRS

- Non-State Employers and Decentralized State Agencies
- State Agencies Using Cardinal HCM

Roles Associated with Employee Records

Enrollment Considerations

- Social Security Numbers
- Optional Retirement Plan (ORP) Elections

Maintenance Considerations

- Changes
- Corrections

Employment Start Date

myVRS Navigator Contract Start Date

- Start Date for Mid-Year Employment

VRS Job Name

- VRS Job Name Changes
- VRS Job Name Corrections
- Retirement Plans and Members

Demographic Information

Salary Information

- Salary Changes
- Salary Corrections

Employment Status Information

- Employment Changes
- Employment Corrections
- Workers' Compensation
- Employees on Long-Term Disability
- Military Differential Pay
- Returning to Work After Retirement

Employees Holding Multiple VRS Positions

- Employees with Multiple Employers
- School Employees with Multiple Positions

Separation of Employment

Reports in myVRS Navigator



[Home](#)



[Back](#)



[Forward](#)

change). If the change is in the current reporting period, myVRS Navigator calculates benefits in the current snapshot. If the change occurs in the future, myVRS Navigator calculates benefits in the effective month. If the effective date has passed, myVRS Navigator calculates adjustments in the current snapshot for benefits for each of the affected reporting periods. For details, see the table in the Employment Status Information section of this chapter.



A 12-month employee earning an annual salary of \$42,000 takes FMLA leave effective March 15. Since the effective date of the change is after the first business day of the month, myVRS Navigator recognizes the impact of the change on creditable compensation in April. myVRS Navigator charges contributions on a full month of creditable compensation in the March snapshot and will not charge any contributions in the April snapshot.



Contact VRS for retroactive changes more than three years in the past.

Employment Corrections

An employment correction is a change to an existing employment line in the Employment tab. It results in adjustments in the current snapshot for the affected months and may change the end date of the previous record.



The screen shots below are created with fictitious data. The employment record appears as:

<input type="checkbox"/>	Organization Name	Employment Type	Employment Status	Start Date	End Date
<input type="checkbox"/>	Amherst County	Full-time Salaried	Active	07/01/2023	
<input type="checkbox"/>	Amherst County	Full-time Salaried	Leave without Pay	08/01/2022	06/30/2023
<input type="checkbox"/>	Amherst County	Full-time Salaried	Active	07/01/2013	07/31/2022

The employer realizes the employee's leave without pay should have been effective 09/01/2022. The employer can select the record, correct the start date and save it. The record then appears as:

<input type="checkbox"/>	Organization Name	Employment Type	Employment Status	Start Date	End Date
<input type="checkbox"/>	Amherst County	Full-time Salaried	Active	07/01/2023	
<input type="checkbox"/>	Amherst County	Full-time Salaried	Leave without Pay	09/01/2022	06/30/2023
<input type="checkbox"/>	Amherst County	Full-time Salaried	Active	07/01/2013	08/31/2022

The current snapshot then includes an adjustment for the creditable compensation and contributions for August 2022.

Workers' Compensation

When an employee is paid in part by workers' compensation and in part by the employer, the employee and employer must continue to make retirement contributions and pay group life insurance premiums. Contributions and premiums are

Creditable Compensation and Service

- Creditable Service
- Creditable Compensation
- Contribution Basis

Submitting Information to VRS

- Non-State Employers and Decentralized State Agencies
- State Agencies Using Cardinal HCM

Roles Associated with Employee Records

Enrollment Considerations

- Social Security Numbers
- Optional Retirement Plan (ORP) Elections

Maintenance Considerations

- Changes
- Corrections

Employment Start Date

myVRS Navigator Contract Start Date

- Start Date for Mid-Year Employment

VRS Job Name

- VRS Job Name Changes
- VRS Job Name Corrections
- Retirement Plans and Members

Demographic Information

Salary Information

- Salary Changes
- Salary Corrections

Employment Status Information

- Employment Changes
- Employment Corrections
- Workers' Compensation
- Employees on Long-Term Disability
- Military Differential Pay
- Returning to Work After Retirement

Employees Holding Multiple VRS Positions

- Employees with Multiple Employers
- School Employees with Multiple Positions

Separation of Employment

Reports in myVRS Navigator

paid based on the full creditable compensation in effect prior to the employee receiving workers' compensation payments.

If the employee is being paid completely by worker's compensation, the employer must report the employee to VRS as being on leave without pay (LWOP). No retirement contributions are paid and life insurance coverage may be maintained for up to 24 months. An employee covered under disability retirement or under Virginia Sickness and Disability Program (VSDP) or Virginia Local Disability Program (VLDP) short-term disability (or under a comparable plan) does not earn service credit. For information regarding service credit for an employee covered under VSDP or VLDP long-term disability, see the [VSDP Benefits chapter](#) or the [VLDP Benefits chapter](#) of the Employer Manual.



An employee may be eligible to purchase service credit not earned while on workers' compensation. See the [Purchase of Prior Service Credit chapter](#) of the Employer Manual for more information.

Employees on Long-Term Disability

If an employee is on VSDP or VLDP long-term disability, the employee and employer no longer make contributions but the employee earns service under the applicable disability plan. If the employee is a totally and permanently disabled Hybrid member and qualifies for Social Security Disability Insurance (SSDI), the employer must continue to make the mandatory 1% employer contribution to the Hybrid 401(a) Cash Match Plan.

Military Differential Pay

The military differential pay that an employer pays for an employee who is called to active duty military is taxable. The differential pay is the difference between the salary that the employee would have been paid (if not for the call to active duty) and the military pay. This differential pay should not be reported for retirement purposes. The employer should change the employment status to Active Duty Military Leave in myVRS Navigator.

Returning to Work After Retirement

Retirees who return to covered employment will generally be rehired in the plan from which they retired. In certain circumstances involving hazardous duty service or judicial

TABLE OF CONTENTS



[Home](#)



[Back](#)



[Forward](#)

Creditable Compensation and Service

- Creditable Service
- Creditable Compensation
- Contribution Basis

Submitting Information to VRS

- Non-State Employers and Decentralized State Agencies
- State Agencies Using Cardinal HCM

Roles Associated with Employee Records

Enrollment Considerations

- Social Security Numbers
- Optional Retirement Plan (ORP) Elections

Maintenance Considerations

- Changes
- Corrections

Employment Start Date

myVRS Navigator Contract Start Date

- Start Date for Mid-Year Employment

VRS Job Name

- VRS Job Name Changes
- VRS Job Name Corrections
- Retirement Plans and Members

Demographic Information

Salary Information

- Salary Changes
- Salary Corrections

Employment Status Information

- Employment Changes
- Employment Corrections
- Workers' Compensation
- Employees on Long-Term Disability
- Military Differential Pay
- Returning to Work After Retirement

Employees Holding Multiple VRS Positions

- Employees with Multiple Employers
- School Employees with Multiple Positions

Separation of Employment

Reports in myVRS Navigator



[Home](#)



[Back](#)



[Forward](#)

service, retirees will be rehired under the currently applicable retirement plan for that position.

Upon employment in a covered position, the retiree's benefits must stop as of the effective date of the new position. If an employee retires and then returns to covered employment, their future benefits may be impacted. When retiring again, the employee will retire under the currently applicable plan for that position, which may change the benefit calculation for the second retirement. The retiree's benefit calculation also will include the additional service credit earned upon reemployment, as well as any increase in average final compensation. In many cases, that will result in a higher subsequent benefit than the previous retirement benefit. However, depending on their circumstances, the next benefit may actually be less.

If the employee retired with an enhanced benefit from a position covered by VRS, SPORS or VaLORS and returns to covered employment with any VRS-participating employer in any capacity, the retirement benefit will be based on the plan the employee is covered under at the time of subsequent retirement. This may result in the loss of enhanced hazardous duty retirement benefits.

When an employer clicks "Save and Enroll" to enroll an employee in myVRS Navigator, a message will be displayed if the employee has an active retirement account. If applicable, the employee will also receive a communication stating that retirement benefits will cease.

For details about working after retirement, see the [Service Retirement chapter](#) of the Employer Manual and the [Return-to-Work Checklist](#) on the VRS employer website. For details about enrolling a retiree returning to work as a school security officer or school resource officer, see the [Hiring and Reporting School Resource Officers or School Security Officers job aid](#). For details about enrolling a retiree returning to work full-time in a critical shortage area as a teacher, principal, assistant principal, specialized student support personnel or as a bus driver, see the Critical Shortage tab on the [Hiring VRS Retirees page](#) of the VRS employer website.

Creditable Compensation and Service

- Creditable Service
- Creditable Compensation
- Contribution Basis

Submitting Information to VRS

- Non-State Employers and Decentralized State Agencies
- State Agencies Using Cardinal HCM

Roles Associated with Employee Records

Enrollment Considerations

- Social Security Numbers
- Optional Retirement Plan (ORP) Elections

Maintenance Considerations

- Changes
- Corrections

Employment Start Date

myVRS Navigator Contract Start Date

- Start Date for Mid-Year Employment

VRS Job Name

- VRS Job Name Changes
- VRS Job Name Corrections
- Retirement Plans and Members

Demographic Information

Salary Information

- Salary Changes
- Salary Corrections

Employment Status Information

- Employment Changes
- Employment Corrections
- Workers' Compensation
- Employees on Long-Term Disability
- Military Differential Pay
- Returning to Work After Retirement

Employees Holding Multiple VRS Positions

- Employees with Multiple Employers
- School Employees with Multiple Positions

Separation of Employment

Reports in myVRS Navigator



[Home](#)



[Back](#)



[Forward](#)

Employees Holding Multiple VRS Positions

An employee cannot hold more than one active membership in VRS or the plans administered by VRS, including SPORS, VaLORS, JRS and an ORP, unless the employee is also a state senator or delegate to the General Assembly.

Employees with Multiple Employers

If the employer enrolls an employee who is still active with another employer, myVRS Navigator assumes the previous employment ended and generates an end date with the first employer one day prior to the new employment date. The previous employer then certifies separation when confirming the monthly snapshot. If the employee is continuing to work for the first employer, the first employer should remove the system-generated separation date in myVRS Navigator.

myVRS Navigator will automatically send the employee an Election of Employer for VRS Reporting (VRS-9) form, asking which employer is the benefit provider. Enrollment is pending with both employers until a selection is made by the employee and the VRS-9 is received by VRS. Once the enrollment election has been made and updated by VRS, the member's employment status changes and will be reflected in the elected employer's monthly snapshot. For more detailed instructions about how to enroll an employee who is still active with another employer, see the [Enrollment Activities course](#) in the COVLC.

If a member is employed by two different employers and one employer is covered under only the VRS Group Life Insurance Program; the employee does not have to select an employer; VRS automatically defaults the member to the VRS-covered employer. The insurance-only employer should not report the employee to VRS and all premiums submitted will be credited back to the employer account.

If an employee previously made an election and then separates employment with the elected employer, myVRS Navigator automatically includes the employee in the secondary employer's snapshot. Upon retirement, the employee must cease all employment with both employers and both must separate the employee in myVRS Navigator.

Creditable Compensation and Service

- Creditable Service
- Creditable Compensation
- Contribution Basis

Submitting Information to VRS

- Non-State Employers and Decentralized State Agencies
- State Agencies Using Cardinal HCM

Roles Associated with Employee Records

Enrollment Considerations

- Social Security Numbers
- Optional Retirement Plan (ORP) Elections

Maintenance Considerations

- Changes
- Corrections

Employment Start Date

myVRS Navigator Contract Start Date

- Start Date for Mid-Year Employment

VRS Job Name

- VRS Job Name Changes
- VRS Job Name Corrections
- Retirement Plans and Members

Demographic Information

Salary Information

- Salary Changes
- Salary Corrections

Employment Status Information

- Employment Changes
- Employment Corrections
- Workers' Compensation
- Employees on Long-Term Disability
- Military Differential Pay
- Returning to Work After Retirement

Employees Holding Multiple VRS Positions

- Employees with Multiple Employers
- School Employees with Multiple Positions

Separation of Employment

Reports in myVRS Navigator



[Home](#)



[Back](#)



[Forward](#)

School Employees with Multiple Positions

VRS-participating school divisions may combine the job duties of two positions under one contract as long as one of the positions is a covered position.

The employer may choose to combine the job duties of two non-teacher positions into one contract and report the combined salary as creditable compensation.



An employee hired as a mechanic and as a bus driver; an employee hired as a cafeteria worker and as a custodian; or an employee hired as a cafeteria worker and as a bus driver fall into this category.

If one position is classified as a teacher or administrative role (4-code) and the other position is classified as a non-teacher or non-administrative role (5-code), the employer may combine the two salaries and report the employee as a teacher role (4-code).



An employee hired as a teacher and who also serves as a bus driver is reported to VRS and will receive benefits as a teacher (4-code).

Separation of Employment

myVRS Navigator requires a full month of contributions in the month of separation.

Whenever possible, the balance of employee contributions needed to comprise a full month of contributions must be taken from the employee's last paycheck. For Hybrid members, this means contributions must be taken for both the defined benefit and defined contribution components.

Event	myVRS Navigator data element	Change is effective on or before* the first business day of the month	Change is effective after* the first business day of the month
Employment separation (last day worked)**	Employment status and end date	myVRS Navigator posts a full month of creditable compensation and service in the current month	myVRS Navigator posts a full month of creditable compensation and service in the current month

* Saturdays, Sundays and banking holidays are not business days.

** To ensure the employee receives credit for the final month of service, use the first business day of the month as the separation date.

If there are not enough funds available to withhold all the contributions necessary to total the full month's contribution requirement, the employer should report the employee's separation date in myVRS Navigator as the last day of the preceding month. No contributions are due for the current period and the employee does not earn creditable service. The employer must ensure that any partial month's

Creditable Compensation and Service

- Creditable Service
- Creditable Compensation
- Contribution Basis

Submitting Information to VRS

- Non-State Employers and Decentralized State Agencies
- State Agencies Using Cardinal HCM

Roles Associated with Employee Records

Enrollment Considerations

- Social Security Numbers
- Optional Retirement Plan (ORP) Elections

Maintenance Considerations

- Changes
- Corrections

Employment Start Date

myVRS Navigator Contract Start Date

- Start Date for Mid-Year Employment

VRS Job Name

- VRS Job Name Changes
- VRS Job Name Corrections
- Retirement Plans and Members

Demographic Information

Salary Information

- Salary Changes
- Salary Corrections

Employment Status Information

- Employment Changes
- Employment Corrections
- Workers' Compensation
- Employees on Long-Term Disability
- Military Differential Pay
- Returning to Work After Retirement

Employees Holding Multiple VRS Positions

- Employees with Multiple Employers
- School Employees with Multiple Positions

Separation of Employment

Reports in myVRS Navigator



[Home](#)



[Back](#)



[Forward](#)

contributions withheld are returned to the employee.

Cardinal HCM reporters should refer to the Cardinal HCM [Learning page](#) for information on processing when there are insufficient funds for member contributions.



An employee resigns on April 10. Since the effective date of the change is after the first business day of the month, myVRS Navigator posts a full month of creditable compensation in April and the employer withholds the full member contribution from the employee’s last paycheck.

Reports in myVRS Navigator

A variety of reports are available in myVRS Navigator. The following reports may be useful for employers enrolling and maintaining employees. Reports are available in PDF and Excel formats and are found in the Report Repository unless otherwise noted. For step-by-step instructions about how to download reports, view the [Introduction to myVRS Navigator course](#) in the COVLC.

Report Name	Description	Roles
Active Employees for Employer	This is a report of active employees for the employer.	Employment Processor, Primary Administrative Authority, Security Administrator, Snapshot Processor 2
Election Acknowledgment Report	This report, for ORP-eligible employers only, lists ORP eligible plan elections that are pending member election, require employer acknowledgement or have already been acknowledged.	Employer Security Administrator, Person Account Processor, Advanced Person Account Processor, Employer Snapshot Processor 2, Employment Processor
Employer Batch Record Details	This report details the number of records that are unprocessed or contain errors or warnings.	Batch Corrections Agent, Batch Submitter, Security Administrator

Continued on the next page ...

Creditable Compensation and Service

- Creditable Service
- Creditable Compensation
- Contribution Basis

Submitting Information to VRS

- Non-State Employers and Decentralized State Agencies
- State Agencies Using Cardinal HCM

Roles Associated with Employee Records

Enrollment Considerations

- Social Security Numbers
- Optional Retirement Plan (ORP) Elections

Maintenance Considerations

- Changes
- Corrections

Employment Start Date

myVRS Navigator Contract Start Date

- Start Date for Mid-Year Employment

VRS Job Name

- VRS Job Name Changes
- VRS Job Name Corrections
- Retirement Plans and Members

Demographic Information

Salary Information

- Salary Changes
- Salary Corrections

Employment Status Information

- Employment Changes
- Employment Corrections
- Workers’ Compensation
- Employees on Long-Term Disability
- Military Differential Pay
- Returning to Work After Retirement

Employees Holding Multiple VRS Positions

- Employees with Multiple Employers
- School Employees with Multiple Positions

Separation of Employment

Reports in myVRS Navigator



[Home](#)



[Back](#)



[Forward](#)

... Continued from the previous page

Report Name	Description	Roles
Employer Retirement Report	This is an on-demand report that shows a consolidated view of all employees with pending and approved retirements. Details include the retirement date, retirement type, payout option, application status and employer certification status.	Employment Processor, Person Account Processor
Employer Salary Changes File Error Report	This report details the results of the Salary Changes Inbound File batch job. The report will list all errors and ignore messages for salary change records that did not pass validation rules. The results are grouped by Organization. This report is available under the Generated Reports drop down menu.	Employment Processor, Person Account Processor, Security Administrator
Employers Employee Voluntary Election Report	This report, for school divisions that have elected to use a 403(b) in lieu of the Hybrid 457 Deferred Compensation Plan, lists school division employees who have a Hybrid 457 contribution percentage and/or elected or not elected employer-sponsored Hybrid 403(b).	Employer Security Administrator, Advanced Person Account Processor, Employer Snapshot Processor 2
Employment Changes for Monthly Snapshot	This report lists the person employment changes that occurred during the contribution month.	Employment Processor, Security Administrator
Enrollments for Monthly Snapshot	This report lists the person enrollments that occurred during the contribution month.	Employment Processor, Security Administrator
ER Centralized State Systems - Cancelled Records Report	Formerly "PMIS Cancelled Record Report," this is a report on error messages for cancelled records from Cardinal Human Capital Management (HCM) file translation.	Employment Processor, Enrollment Processor, Security Administrator
Future Dated Enrollment	This report lists people with future-dated employment start dates and active employment status.	Person Account Processor, Security Administrator, VRS Administrator
GASB Report – Validation of Census Data	This report details the changes to the employer's members who are participating in a retirement plan which is included in the contribution confirmation functionality during the period chosen for report. This will include enrollments, separations, leaves, job changes, contract changes and salary updates. This report is for use by the employer and their external auditors. This report runs in the evening and is available to view the next day.	Employer Person Account Processor, Employer Contributions Processor, Employer Employment Processor, Employer Security Administrator

Continued on the next page ...

Creditable Compensation and Service

- Creditable Service
- Creditable Compensation
- Contribution Basis

Submitting Information to VRS

- Non-State Employers and Decentralized State Agencies
- State Agencies Using Cardinal HCM

Roles Associated with Employee Records

Enrollment Considerations

- Social Security Numbers
- Optional Retirement Plan (ORP) Elections

Maintenance Considerations

- Changes
- Corrections

Employment Start Date

myVRS Navigator Contract Start Date

- Start Date for Mid-Year Employment

VRS Job Name

- VRS Job Name Changes
- VRS Job Name Corrections
- Retirement Plans and Members

Demographic Information

Salary Information

- Salary Changes
- Salary Corrections

Employment Status Information

- Employment Changes
- Employment Corrections
- Workers' Compensation
- Employees on Long-Term Disability
- Military Differential Pay
- Returning to Work After Retirement

Employees Holding Multiple VRS Positions

- Employees with Multiple Employers
- School Employees with Multiple Positions

Separation of Employment

Reports in myVRS Navigator


[Home](#)

[Back](#)

[Forward](#)

... Continued from the previous page

Report Name	Description	Roles
Member Contract Status Report	This report enables employers to easily identify members who are currently active or on leave by contract start date, contract period and times reported. The report is intended to be used by employers to help in ensuring accuracy of their VRS employee records, especially for employees under the Hybrid Retirement Plan.	Employment Processor, Primary Administrative Authority, Security Administrator, Snapshot Processor 2
Off Contract Employees	This report lists the persons who are not in a system administrated contract position and are off contract (i.e., are not within the period between a contract's contract start and end date) for this confirmation month based on their contract period and start date.	Employment Processor, Primary Administrative Authority, Security Administrator, Snapshot Processor 2
ORP Eligible	This report details the eligibility for the Optional Retirement Plan (ORP) election.	Primary Administrative Authority, Security Administrator, Snapshot Processor 2
Pended Enrollment	This report lists the enrollment records that are in a pending status.	Primary Administrative Authority, Security Administrator, Snapshot Processor 2
Plan One Non-Vested Person Details for Org	Lists active employees who were moved from Plan 1 to Plan 2 effective 1/1/13 as a result of pension reform legislation.	Employment Processor, Security Administrator, VRS Administrator
Quarterly Employer-Sponsored 403(b) Match Credit Audit Report	This external employer report, for school divisions that have elected to use a 403(b) in lieu of the Hybrid 457 Deferred Compensation Plan, lists the calendar quarter/year with employee line item detail which includes the employer match credit and the percentage of creditable compensation per employee per month.	Employer Security Administrator, Advanced Person Account Processor, Employer Snapshot Processor 2, VRS Administrator
Quarterly Employer-sponsored 403(b) Match Credit Report	This report, for school divisions that have elected to use a 403(b) in lieu of the Hybrid 457 Deferred Compensation Plan, lists the requested submitted quarters by calendar year and calendar quarter with line item detail. For use by school divisions that have elected to use a 403(b) in lieu of the Hybrid 457.	Employer Security Administrator, Advanced Person Account Processor, Employer Snapshot Processor 2, VRS Administrator

Continued on the next page ...

Creditable Compensation and Service

- Creditable Service
- Creditable Compensation
- Contribution Basis

Submitting Information to VRS

- Non-State Employers and Decentralized State Agencies
- State Agencies Using Cardinal HCM

Roles Associated with Employee Records

Enrollment Considerations

- Social Security Numbers
- Optional Retirement Plan (ORP) Elections

Maintenance Considerations

- Changes
- Corrections

Employment Start Date

myVRS Navigator Contract Start Date

- Start Date for Mid-Year Employment

VRS Job Name

- VRS Job Name Changes
- VRS Job Name Corrections
- Retirement Plans and Members

Demographic Information

Salary Information

- Salary Changes
- Salary Corrections

Employment Status Information

- Employment Changes
- Employment Corrections
- Workers' Compensation
- Employees on Long-Term Disability
- Military Differential Pay
- Returning to Work After Retirement

Employees Holding Multiple VRS Positions

- Employees with Multiple Employers
- School Employees with Multiple Positions

Separation of Employment

Reports in myVRS Navigator



[Home](#)



[Back](#)



[Forward](#)

... Continued from the previous page

Report Name	Description	Roles
Salary Report Template	This is an on demand report used by employers to process numerous salary changes for employees in an active status at the time the report is generated. Employer can use the report template to provide a return file with updated salary information to VRS via secure messaging. The file is then uploaded into myVRS Navigator to update salary changes.	Employment Processor, Security Administrator, Snapshot Processor 2
Separate Employees Before Confirming Snapshot	This document defines the report generated to the employer when one or more employees are being reported on a snapshot who either: <ul style="list-style-type: none"> • Have a death date on or before the first business day of the previous month AND they do not have a separation date on or before the death date; or • Have a retirement date on or before the first business day of the current month AND they do not have a separation date on or before the retirement date AND they are NOT a General Assembly member. 	Employment Processor, Primary Administrative Authority, Security Administrator, Snapshot Processor 2
Separate Employees Before Confirming Snapshot	This document defines the report generated to the employer when one or more employees are being reported on a snapshot who either: <ul style="list-style-type: none"> • Have a death date on or before the first business day of the previous month AND they do not have a separation date on or before the death date; or • Have a retirement date on or before the first business day of the current month AND they do not have a separation date on or before the retirement date AND they are NOT a General Assembly member. 	Employment Processor, Primary Administrative Authority, Security Administrator, Snapshot Processor 2
State Funded HIC Billing Report	This report will only be sent to the following three employers and will contain information pertaining to the corresponding State Funded benefit that the employer is paying for. <ul style="list-style-type: none"> • State Board of Elections: HIC-R • Compensation Board: HIC-C • Department of Social Services – HIC-S 	Security Administrator, Snapshot Processor 2
System Initiated Separation	A report generated to the employer when there are current or retroactive system initiated separations that must be certified by the employer before confirming the snapshot.	Person Account Process, Security Administrator, Snapshot Processor 2
Un-renewed Contract Employees	This report lists those employees not in a system administrated contract position with an active person record but whose new contract periods have not been submitted to VRS.	Employment Processor, Primary Administrative Authority, Security Administrator, Snapshot Processor 2

Creditable Compensation and Service

- Creditable Service
- Creditable Compensation
- Contribution Basis

Submitting Information to VRS

- Non-State Employers and Decentralized State Agencies
- State Agencies Using Cardinal HCM

Roles Associated with Employee Records

Enrollment Considerations

- Social Security Numbers
- Optional Retirement Plan (ORP) Elections

Maintenance Considerations

- Changes
- Corrections

Employment Start Date

myVRS Navigator Contract Start Date

- Start Date for Mid-Year Employment

VRS Job Name

- VRS Job Name Changes
- VRS Job Name Corrections
- Retirement Plans and Members

Demographic Information

Salary Information

- Salary Changes
- Salary Corrections

Employment Status Information

- Employment Changes
- Employment Corrections
- Workers' Compensation
- Employees on Long-Term Disability
- Military Differential Pay
- Returning to Work After Retirement

Employees Holding Multiple VRS Positions

- Employees with Multiple Employers
- School Employees with Multiple Positions

Separation of Employment

Reports in myVRS Navigator