



TIPS FOR

SUBMITTING CONTRIBUTIONS

DEFINED BENEFIT

Generate the snapshot multiple times per month

Resolve errors and discrepancies

Confirm snapshot

Submit payments to VRS by the 10th of the month

Enroll new hires in myVRS Navigator right away

Withhold defined contributions from every paycheck

DC deductions are based on the employee's creditable compensation for that pay period



DEFINED CONTRIBUTION

Withhold mandatory contributions from Day 1

Update voluntary contributions quarterly using the Deferral Changes Report

Create contribution file within or upload to EZLink

Submit payments to MissionSquare every payroll

The DB contribution rate is fixed; the DC rate varies based on your employee's voluntary contributions

DB changes follow myVRS Navigator business rules; DC changes are effective immediately

Use the Request for Review Form to correct DC errors