



# VRS TRAINING ACADEMY CURRICULUM

What type of training do you need? Your current experience level and position will guide what courses you should take. You may be new to your role or you may have been in your position for a few years. You may help your employees with benefit questions or you may deal solely with payroll topics. You may need to know a little bit about everything!

To help you find the training you need, VRS offers three series: Overview, Benefits, and Technical. View series and course descriptions below to determine the right fit for you.

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## OVERVIEW SERIES

Overview Series courses provide a high-level introduction to VRS benefits and systems topics. Overview training is a great way for new employers to get started or for experienced employers to get a refresher on VRS topics.

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## BENEFITS SERIES

Benefits Series courses offer a more in-depth look at benefits topics. These courses are intended to give employers the context and details they need to administer and counsel their employees on VRS benefits.

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## TECHNICAL SERIES

Technical Series courses offer more in-depth details about systems topics and contain video demonstrations. Systems training is ideal for employers who need step-by-step instructions on how to perform myVRS Navigator processes and the context behind those steps.

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# OVERVIEW SERIES

The following introductory courses on VRS benefits topics and systems are offered on demand in an e-course format or in a virtual webinar format on a regular basis throughout the year. Click the course titles to link directly to the course in the Commonwealth of [Virginia Learning Center \(COVLC\)](#) or view the current webinar availability and schedule on the [VRS Employer Website](#).

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## INTRODUCTION TO VRS

FORMAT: 4-Part Virtual Webinar Series

AVAILABILITY: Quarterly

Topics include:

- understanding VRS structure and benefits available to employees
  - reviewing member benefits such as contributions, life insurance, purchase of prior service and much more
  - understanding key deadlines which must be met at each stage of an employee's career
  - exploring the employer's role in administering VRS benefits and counseling employees
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## VRS SYSTEMS OVERVIEW

FORMAT: E-Course

AVAILABILITY: On Demand

Topics include:

- reviewing myVRS Navigator and myVRS features
- logging into myVRS Navigator for the first time
- understanding system security
- managing role-based access in myVRS Navigator
- accessing myVRS Navigator reports

Related Process Guides:

- [Introduction to myVRS Navigator](#)
  - [Managing Contacts](#)
  - [Sending Secure Messages](#)
  - [Employer Reports Job Aid](#)
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# BENEFITS SERIES

The following benefits courses are offered on demand in an e-course format. Each course takes approximately 45 minutes to complete. Click the course title below to log in and link directly to the course in the [Virginia Learning Center](#).

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## UNDERSTANDING CONTRIBUTIONS

PREREQUISITE: Intro to VRS (Overview Series)

Topics include:

- determining employee plan eligibility
- understanding how employees contribute to retirement savings
- calculating employer contributions for retirement
- identifying the implications of employees taking a refund or distribution of contributions

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## PURCHASE OF PRIOR SERVICE

\*THIS COURSE CONTAINS BENEFITS CONTENT AND SYSTEMS INFORMATION AND IS LISTED IN BOTH THE BENEFITS AND SYSTEMS SERIES

PREREQUISITES: Intro to VRS (Overview Series), VRS Systems Overview

Topics include:

- understanding the purchase of prior service process
- reviewing types of service available for purchase
- creating and certifying eligibility
- understanding cost and available payment methods
- completing a purchase in myVRS Navigator and myVRS
- converting sick leave

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## SERVICE RETIREMENT

PREREQUISITES: Intro to VRS (Overview Series)

Topics include:

- understanding eligibility requirements for service retirement
- reviewing payout options for service retirement
- processing retirement requests
- identifying post-retirement topics to be aware of

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## DISABILITY RETIREMENT

PREREQUISITES: Intro to VRS (Overview Series)

Topics include:

- understanding eligibility requirements for disability retirement
  - recognizing how disability retirements are calculated
  - identifying other retirement benefits
  - assisting employees with the application process
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## **HEALTH INSURANCE CREDIT**

PREREQUISITES: Intro to VRS (Overview Series), Service Retirement (Benefits Series)

Topics include:

- understanding health insurance credit eligibility requirements
- calculating the health insurance credit amount
- assisting employees with the application process
- understanding how the credit is paid
- understanding health insurance credit for disability retirees

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## **LIFE INSURANCE**

PREREQUISITES: Intro to VRS (Overview Series)

Topics include:

- understanding life insurance eligibility requirements
- identifying benefit features
- understanding how employees can enroll
- recognizing changes in coverage for different life events
- assisting employees with life insurance inquiries

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## **DEATH-IN-SERVICE**

PREREQUISITES: Intro to VRS (Overview Series)

Topics include:

- understanding eligibility for benefits based on the type of death
- identifying benefits for work-related and non-work related deaths
- recognizing special circumstances, such as death while on short- or long-term disability
- completing a death claim

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## **HAZARDOUS DUTY**

PREREQUISITES: Intro to VRS (Overview Series)

Topics include:

- understanding position eligibility for hazardous duty benefits
- understanding eligibility for service retirement
- determining multipliers and the hazardous duty supplement
- identifying impacts when employees transfer positions
- recognizing impacts to other benefits, such as disability retirement and the purchase of prior service credit

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## **VIRGINIA LOCAL DISABILITY PROGRAM**

PREREQUISITES: Intro to VRS (Overview Series)

Topics include:

- understanding eligibility for short-term disability benefits
- recognizing how short-term disability benefits are paid
- understanding eligibility for long-term disability benefits
- identifying features of the VLDP Long-Term Care Plan
- identifying features of the Commonwealth of Virginia Voluntary Group Long Term Care Insurance Program

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## **VIRGINIA SICKNESS AND DISABILITY PROGRAM**

PREREQUISITES: Intro to VRS (Overview Series)

Topics include:

- understanding eligibility for short-term disability benefits
  - recognizing how short-term disability benefits are paid
  - understanding eligibility for long-term disability benefits
  - identifying features of the VSDP Long-Term Care Plan
  - identifying features of the Commonwealth of Virginia Voluntary Group Long Term Care Insurance Program
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# TECHNICAL SERIES

The following courses are offered on demand in an e-course format. Each course takes approximately 45 minutes to complete. Technical series courses contain video demonstrations. A list of related process guides is included for each course. Click the course or process guide title below to log in and link directly to the training in the Commonwealth of [Virginia Learning Center \(COVLC\)](#).

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## **ENROLLMENT ACTIVITIES IN MYVRS NAVIGATOR**

PREREQUISITE: VRS Systems Overview

### Topics include:

- understanding the enrollment process
- using the plan determination tool
- understanding enrollment guidelines for employees
- enrolling 12-month employees
- enrolling 9-, 10- or 11-month employees
- enrolling ORP employees

### Related Process Guides:

- [Using the Plan Determination Tool](#)
- [Enrolling a New Employee](#)
- [Enrolling and Maintaining Contract Employees](#)
- [Enrolling and Maintaining Employees Using Batch Processing](#)

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## **MAINTENANCE ACTIVITIES IN MYVRS NAVIGATOR**

PREREQUISITE: VRS Systems Overview

### Topics include:

- understanding maintenance processes
- identifying changes and corrections
- processing changes and corrections
- merging person accounts
- making Social Security number corrections

### Related Process Guides:

- [Enrolling and Maintaining Employees Using Batch Processing](#)
- [Enrolling and Maintaining Contract Employees](#)
- [Adding New Information to Employee Records](#)
- [Changing Salary Using the Salary Report as a Template](#)
- [Correcting Employee Records](#)
- [Certifying Retirement in myVRS Navigator](#)
- [Merging Person Accounts](#)
- [Maintaining Employer-Sponsored Hybrid 403b Option Information](#)
- [Reporting Hybrid Members on Long Term Disability – VLDP](#)
- [Reporting Hybrid Members on Long Term Disability – Comparable Plan](#)

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## **PURCHASE OF PRIOR SERVICE**

\*THIS COURSE CONTAINS BENEFITS CONTENT AND SYSTEMS INFORMATION AND IS LISTED IN BOTH THE BENEFITS AND SYSTEMS SERIES

PREREQUISITES: Intro to VRS, VRS Systems Overview

### Topics include:

- understanding the purchase of prior service process
- reviewing types of service available for purchase
- creating and certifying eligibility
- understanding cost and available payment methods
- completing a purchase in VNAV and myVRS
- converting sick leave

### Related Process Guides:

- [Purchase of Prior Service](#)

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## **CONTRIBUTION CONFIRMATION AND PAYMENT SCHEDULING IN MYVRS NAVIGATOR**

PREREQUISITE: VRS Systems Overview

### Topics include:

- understanding the contribution confirmation and payment scheduling processes
- creating a snapshot
- reviewing and reconciling the snapshot
- ensuring data is up to date before confirming the snapshot
- scheduling and approving payments
- accessing payroll reports

### Related Process Guides:

- [Contribution Confirmation](#)
  - [Scheduling and Approving Payments](#)
  - [Scheduling and Approving WTA Payments](#)
  - [Employer Reports Job Aid](#)
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