Department of Accounts
Payroll Bulletin

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Enhancements to the VNAV to CIPPS Interface

VRS to send ORP Codes

VRS will begin sending Optional Retirement Plans for Political Appointees (ORPPA) and Higher Education (ORPHE) enrollments and changes through the VNAV to CIPPS interface starting mid-December. Plan codes added to the interface include the following:

- Fidelity (FN and FI)
- TIAA (TN and TA)
- DC Plan (DN and DC)
- Political Appointee ORP (CN and CP)

In addition to adding these codes, the VNAV to CIPPS interface will now process twice monthly as described below:

- On the second business day of the month VRS will send enrollments and changes for Service Purchase Agreements, VRS Plans and ORPPA and ORPHE elections made in VNAV after COB on the 16th or the next business day thereafter through the COB of the first working day of the following month.
- On the 16th of the month, or first business day after, VRS will process a file and send it to DOA the next business day. This file will contain enrollments and changes for ORPHE and ORPPA made in VNAV on the second working day of the month through COB on the 16th or the next business day thereafter. (VRS plan and Service Purchase Agreements will NOT be included on this file.)
- Agencies should continue to review Reports U184, U185 and U186 for details regarding the interface updates on the next business day.

The file sent by VRS the night of Monday, December 18, will be the first submission from VRS with the additional codes and will be processed in CIPPS on Tuesday, December 19.

PLEASE NOTE THAT THE FILE RECEIVED ON DECEMBER 2nd WILL NOT CONTAIN ANY ORPHE OR ORPPA ENROLLMENTS OR CHANGES.

PMIS Role Codes for Political Appointees in DHRM Job Classification

PMIS Role Codes for Political Appointees

Newly-hired political appointees are eligible to participate in the Optional Retirement Plan for Political Appointees (ORPPA) in lieu of the appropriate VRS plan. These "ORPPA-eligible" employees are granted an election period upon employment to decide.

For every new hire entered into PMIS, the interface sends enrollment data, including the employee's social security number, date of birth, role code and SOC code to VNAV and this information translates to the applicable job name. If the role code and SOC code combination translates to a job name that is "ORPPA-eligible", VNAV will place the employee in a "pending" status until a retirement plan election has been made.

If the incorrect PMIS role code is entered, the enrollment record may default the appointee to a job name that is ineligible for "ORPPA" and the incorrect retirement plan code will be sent to CIPPS. Certain PMIS role codes are specific to "ORPPA-eligible" positions allowing VNAV to correctly assign them into the proper "pending" status. However, there are some PMIS role codes that are shared between positions that are "ORPPA-eligible" as well as those positions only eligible for VRS plans.

To ensure the proper translation to VNAV, DHRM and VRS have instructed that agencies should no longer use shared PMIS role codes for political appointees. In these cases, PMIS role codes 92088 (Special Assistant) or 91222 (Confidential Assistant Policy/Admin), which are uniquely identified as "ORPPA-eligible", should be used instead.

VRS must verify the appointee's eligibility to participate in the optional retirement plan before the eligible employee will be able to log in to their myVRS account at www.myvrs.varetire.org to make their plan election. If an incorrect PMIS role code is entered, the enrollment record may default the appointee to a VNAV job name that is ineligible for an ORP election and the incorrect retirement plan code will be sent to CIPPS.

VRS to Automate the Enrollments to Fidelity and DCP

Automated Enrollments to Fidelity and DCP

VRS will begin sending provider enrollment indicative data to Fidelity and DCP to establish participant accounts for those employees of colleges and universities who elected the ORPHE. As part of the updates to the file exchange information sent to Fidelity, employer access to make changes to participant demographic information in Fidelity's Plan Sponsor Workstation (PSW) will be restricted. ORPHE participants who selected Fidelity or DCP as provider are advised to register for access to the provider website once their shell account has been established to select their investment options and designate beneficiaries. The enrollment process for those ORP participants who selected TIAA as provider will not change as part of these enhancements.

Online ORP Plan Election in myVRS

Online ORP Plan Election in myVRS

New enhancements will be launched in myVRS this December that allow ORPPA and ORPHE eligible employees participating in the VRS-administered ORP plans to make their plan elections online. This new feature follows the compare plans and plan comparison calculator features that were launched in myVRS this past summer. Employees will be provided instructions in their ORP eligibility letter that is generated in VNAV when they are enrolled on how to access their myVRS account to make their plan election. The *Election of Retirement Plan – Optional Retirement Plan for Higher Education* (VRS-65) form used by colleges and universities and *Election of Retirement Plan – Optional Retirement Plan for Political Appointees* (VRS-65C) form used by state agencies with political appointees will no longer be required as part of the online plan election process in myVRS.

VRS conducted a webinar session for **colleges and universities** participating in the VRS ORPHE on November 16, 2017. If you were unable to attend, you may click the link to register and access the pre-recorded version of the ORPHE Webinar.

To learn more about the new online election process in myVRS, a VRS webinar is scheduled for Tuesday, December 5, 2017, 1:30 p.m. – 2:30 p.m. **for state agencies with political appointees**. Click the link to register for the ORPPA Webinar.

Follow the VRS Working Examples

"VRS Working Examples" for the proper handling of ORPPA and ORPHE employees is available on the DOA website. The examples will be updated to reflect the changes to the enrollment process for these employees.

Because the enrollments are now processed online, agencies should wait until the interface establishes the enrollment through one of the semi-monthly interfaces. However, ORPs are still effective based on date of hire, rehire or transfer so contributions will be retro-active.

Line agencies should NEVER key a retirement plan on HMCU1 without one of the following source documents:

- U184 VNAV/CIPPS Transaction Error Listing
- A screen print from VNAV showing the plan enrollment for the employee
- Written authorization from VRS or State Payroll Operations

When agencies ignore this requirement, it causes extra processing problems for the employee, the agency, VRS, ICMA and State Payroll Operations. Hybrid monies sent to ICMA for improperly enrolled employees is returned to State Payroll Operations within 5 business days.

Please review the website examples and make them a part of your normal business processes to avoid unnecessary consequences to the employee and your agency.