

Department of Accounts

Payroll Bulletin

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The Payroll Bulletin is published periodically to provide CIPPS agencies guidance regarding Commonwealth payroll operations. If you have any questions about the bulletin, please call Cathy McGill at (804) 371-7800 or Email at cathy.mcgill@doa.virginia.gov

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Auto-Escalation for Voluntary Contributions Effective January 1, 2020

Reminder Notice from VRS

As a reminder, beginning January 1, 2020, the VRS Hybrid Retirement Plan's auto escalation feature for members who have not opted out goes into effect. For members who did not opt out, contributions will be increased by 0.5% even if they are not currently making voluntary contributions to the Hybrid 457 Deferred Compensation plan.

Information regarding auto-escalation has already been distributed by VRS. Hybrid Plan participants should be encouraged to increase their voluntary contributions to 4% to receive the 2.5% employer match!

VNAV Interface Will Update the Voluntary Percentages January 3, 2020

Employees had until December 16, 2019, to opt out of Auto-Escalation. For those employees that did not opt out, VRS will send the escalated percentage amount to CIPPS through the normal monthly interface in January.

The January interface will process the night of January 3, 2020. Employees already contributing the maximum amount of 4% will not be affected by the auto escalation.

To view interface activity related to these changes, review Report U184 (VNAV/CIPPS Transaction Error Listing) and Report U185 (VNAV CIPPS Update Listing) on January 6, 2020.

Additionally, Report U186 (VNAV/CIPPS Retroactive Transaction Listing) will print for an interface item that needs retroactive adjustments. This report should always be reviewed after the interface; however, changes related to the auto-escalation will not be listed on this report.

Affected employees will notice the change in deduction amounts during the December 25th – January 9th pay period paid on January 16, 2020.