



Hybrid Retirement Plan Enrollment & Contribution Submission Job Aid

To submit contributions for a Hybrid Retirement Plan employee, you must follow these steps for VRS and ICMA-RC.

1

Enroll the employee in *myVRS* Navigator.

- Employers should enroll Hybrid Retirement Plan employees the same way new/rehired Plan 1 and Plan 2 employees are enrolled.
- *myVRS* Navigator will place employees in a VRS plan based on their employment start date, job name and whether they have previous service credit.
- The coverage start date should always be the same as the employment start date. The employment start date is not the date the employee is reported to VRS; it's the date he is hired by the employer and eligible to begin benefit coverage under VRS based on this employment.
- Employers that don't provide VRS coverage until after an employee has completed a probationary period should no longer enroll these employees in *myVRS* Navigator until after the probationary period is completed. The employment start date should always be the same as the coverage start date.
- Employee information is transferred to ICMA-RC daily. This creates a shell account in their secure employer website, EZLink. Then, when you are ready to submit contributions to ICMA-RC, you must add the contribution amount for each employee via online entry or batch file.

2

Submit contributions for the defined contribution component to ICMA-RC each payroll.

- Submit contributions (via Wire, ACH Debit or ACH Credit) to ICMA-RC for the defined contribution component of the hybrid plan each time you run your payroll. For example, if you pay employees twice a month, you should submit defined contributions to ICMA-RC twice a month, as they are withheld.



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- Before you submit contributions, you have to either create an online contribution file or upload a contribution batch file in EZLink, ICMA-RC's secure employer website.
- If you have fewer than 25 records to submit, you may want to submit the contributions via online entry. With this method, you go into EZLink, select each participant and enter the dollar amount for each of the member's employee and employer contributions that you will be submitting. Each contribution source must be entered separately. Step by step instructions can be found [here](#).
- If you have more than 25 records to submit, you should consider sending ICMA-RC a batch file. Once you've created your batch file, you would upload the file in EZLink. The file layout for employers participating in the Hybrid 457 Deferred Compensation Plan and Hybrid 401(a) Cash Match Plan is [here](#).
- If you also participate in the Commonwealth of Virginia 457 Deferred Compensation Plan, Virginia Cash Match Plan, Optional Retirement Plan (ORP) for Political Appointees, ORP for School Superintendents, or the Virginia Supplemental Retirement Plan, use this [file layout](#).
- You can generate a snapshot at any time during the month, which now includes the monthly expected amounts for both the defined benefit and defined contribution components of the Hybrid Retirement Plan. Once the snapshot is confirmed, VRS communicates the expected defined contribution information from the snapshot to ICMA-RC.
- Use the snapshot to compare what you are sending to ICMA-RC to the amount that VRS expects you to be sending.

3

Submit contributions for the defined benefit component to VRS.

- Generate and approve the snapshot in *myVRS* Navigator.
- Complete the contribution confirmation process in *myVRS* Navigator and submit defined benefit component contributions to VRS prior to the 10th of each month.
- Use the payment scheduler in *myVRS* Navigator to schedule your defined benefit payment to VRS.