**This communication is being sent to HR Administrators, Benefits Administrators, and Payroll Administrators of all Cardinal HCM Payroll Agencies.**
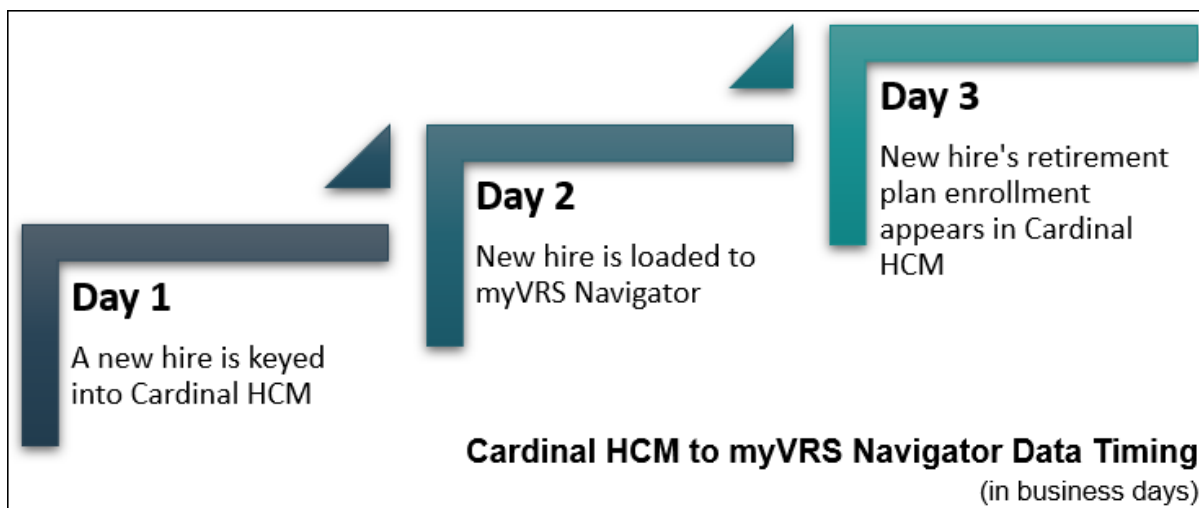


Cardinal is excited to announce the Virginia Retirement System (VRS) VNAV Elections Upload is transitioning to a daily file frequency starting **Friday, July 28, 2023**.

At the end of each business day, VRS will send Cardinal any retirement plan enrollment changes made in myVRS Navigator that day, or since the previous file. The initial daily file on July 28 will contain all myVRS Navigator records not sent on the July (7/3/23) monthly enrollment file or the mid-month (7/18/23) Optional Retirement Plan (ORP) enrollment file.

## VRS VNAV Elections Upload Timing
**Benefits of a daily VRS enrollment file**
- Agencies will see most retirement plan enrollment changes load to Cardinal within **two (2) business days** of updating the employee's Cardinal job record. This includes:
  - Retirement Enrollment
  - Hybrid Voluntary Defined Contribution Changes
  - Purchase of Prior Service (PPS, or buyback) contracts
- Elimination of need for help desk tickets mid-month for keying
- Employee deductions will not be delayed due to file frequency



**Day 1** A new hire is keyed into Cardinal HCM

**Day 2** New hire is loaded to myVRS Navigator

**Day 3** New hire's retirement plan enrollment appears in Cardinal HCM

**Cardinal HCM to myVRS Navigator Data Timing** (in business days)

- **Exceptions to two business days:**

- o **Employees eligible for ORP**
  - ▪ Higher Education ORPs have up to 60 days to make an election or be defaulted to the applicable VRS plan.
  - ▪ Political Appointee ORPs have up to 30 days to make an election or be defaulted to the applicable VRS plan.
  - ▪ VRS will send ORP employees' retirement plan enrollments **once they have been entered** in myVRS Navigator.
- o **Cardinal records that fail to load to myVRS Navigator**
  - ▪ If a Cardinal transaction cannot be loaded into myVRS Navigator, **the agency** must manually enter the change as outlined in section #1 of Agency Responsibilities below.
- o **myVRS Navigator records that fail to load to Cardinal HCM**
  - ▪ If a myVRS Navigator transaction cannot be loaded into Cardinal, read more below.

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## Agency Responsibilities

1. Check myVRS Navigator **DAILY** for transactions that **failed to load** from Cardinal HCM
   - o Use the "ER Centralized State Systems – Cancelled Records Report" in myVRS Navigator to identify records that were not loaded. Reference: VRS Employer Manual: Enroll and Maintain Employees and search on Cancelled Records Report
   - o When a Cardinal transaction cannot be loaded into myVRS Navigator, **the agency must enter the change manually** as indicated on the report.
2. Check Cardinal HCM **DAILY** for transactions that **failed to load** from myVRS Navigator.
   - o Use the **VNAV Elections Upload Error (RHR149)** report in Cardinal HCM to identify retirement enrollment changes that were **not loaded** to Cardinal. This report can be run by From/To Date and we recommend running based on your last run date.
     - ▪ Navigation: Menu > Benefits > Reports > VNAV Elections Upload Err Rpt
     - ▪ Note: Use the NAV225 Generating an HCM Report job aid for support.
   - o When a **PPS/buyback general deductions** cannot be loaded, the report provides the general deduction code, effective date, end date, and deduction amount. **Agency Payroll Administrators** will use this information to **key the general deduction into Cardinal HCM**, as needed.
3. **Savings and Retirement Plan Enrollment - Catch up** (especially for ORP)
   - o Create a help desk ticket by sending an email to vccc@vita.virginia.gov and include "**Cardinal - VRS Enrollment/Correction** (select appropriate option) **for** Name (**add name of employee**)" in the subject line.
     - ▪ In the email, provide the **employee's name** and **11-digit Cardinal Employee ID** (EMPLID).
     - ▪ Include a **screenshot** of the election in myVRS Navigator (Person Account tab).
     - ▪ Include your name, agency, email address, and a phone number where you can be reached.



Reminder: Effective Dates for Retirement Plan Enrollment in Cardinal HCM

**Retirement and Hybrid Savings Plan Elections**
Effective on the first of the month on/after the employee's hire date or date of eligiblity change (e.g. VALORS to VRS)

**Hybrid Voluntary Defined Contribution Changes**
Effective on the first day of the quarter and updated quarterly

**ORP Elections**
Effective on the employee's hire date

## Cardinal HCM Responsibility

The Cardinal PPS BN Team will continue to resolve any retirement and hybrid savings plan errors arising from the VRS NVAV Election Upload into Cardinal HCM.

## Questions?

If you have functional/technical questions, submit a help desk ticket to vccc@vita.virginia.gov and include "Cardinal - …" in the subject line with a brief summary for routing.

- In the email, provide detailed information about your issue (i.e., functional area, page, actions, error).
- Include your name, email address, and a phone number where you can be reached.

Regards,
The Cardinal Team