
VRS Retirement and LTD Processes for HR and BN Administrators**Processing VRS Retirement and LTD Overview**

This Job Aid is intended to assist Agency Human Resource (HR) Administrators and Benefits (BN) Administrators with understanding the VRS Retirement and Long-Term Disability (LTD) processes in Cardinal so that they may assist Agency retirees with questions.

VRS Service Retirement

When an active employee is planning to retire, they will submit their VRS retirement paperwork to VRS either online or with their Agency HR office. When VRS receives the paperwork and processes the retirement in VNAV, the Agency VRS contact will receive a notification through VNAV that the retirement has been processed. The Agency VRS contact will be able to see the retirement pending in VNAV.

After VRS enters the retirement in VNAV, a new Job record will be established in Cardinal for the employee under the VRSRT Business Unit. This may occur up to 40 days prior to the retiree's official retirement date. The Job record will be future dated to the first day of the month in which the retirement begins. This is necessary for the employee to obtain and receive Commonwealth (COVA) Retiree health benefits. Approximately 40 days prior to the retiree's official retirement date, the Agency HR and/or BN Administrators are asked to monitor Cardinal to verify that the VRSRT Job record exists in Cardinal.

Once the VRSRT Job exists in Cardinal and the Benefits Administration (Ben Admin) program runs, the employee will receive a new hire event which allows them to enroll in health benefits. The HR and/or BN Administrators should direct the employee to enroll in their COVA Retiree health benefits or waive coverage through Cardinal Employee Self-Service (ESS) using their existing Cardinal credentials as the employee's email address and OKTA registration will not have changed yet.

The State Health Benefits Enrollment Form for Retirees, Survivors, and LTD participants is required regardless of ESS enrollment when the retiree/LTD participant is:

1. Medicare eligible with dependents as this requires a split contract and the collection of dependent information, OR
2. Declining/Cancelling COVA Retiree/LTD healthcare coverage

Note: The Agency HR and/or BN Administrator is to notify the retiree that they should visit their Cardinal ESS **Benefit Details** page and make their retirement healthcare selection. A form must be submitted to VRS if ESS is not used.

Once the employee's retirement is effective and active employment with the Agency has been terminated, the Agency HR Administrator must change the **Email Option Selection** on the retiree's Personal Data record to "Employee Provided Email". This can be done earlier, only if the retiree will be using their time off (leave) until the date of their retirement. After the **Email Option Selection** is changed, the HR Administrator should notify the retiree that the Cardinal credentials have changed and that they will need to re-register in Okta with the personal email address that they provided. If the **Email Option Selection** is changed too early, the retiree will lose access to Cardinal. This could potentially impact their ability to fulfill their responsibilities to the Agency, and they will need to re-register through OKTA using their personal email address.

VRS Retirement and LTD Processes for HR and BN Administrators**Long-Term Disability Not-working**

When an employee has exhausted their 125 work days of Short-Term Disability (STD) and the transition to “LTD Not Working” is necessary, there are two actions that must take place in order for the employee to enroll in the LTD healthcare plan through Cardinal ESS:

1. The Agency must enter the LTD termination transaction in Cardinal
2. The VSDP Third Party Administrator (TPA) must approve the LTD claim and that approval must be loaded into VNAV

After the Agency HR Administrator enters the separation (TER/LTD) on the Agency Job record and the Third Party Administrator (TPA) approves the LTD claim (occurs every Tuesday), a new Job under the **VRSRT** Business Unit will be created for the LTD participant.

Once the VRSRT Job exists and the Ben Admin program runs, the employee will receive a new hire event which allows them to enroll in health benefits. The separating Agency HR Administrator must update the **Email Option Selection** to “Employee Provided Email”. At that point, the HR and/or BN Administrator should notify the employee that they will complete the Okta registration and use their personal email address to log into Cardinal to enroll or waive health benefit coverage through ESS.

There are times when there may be a lag between STD workday 125 and the LTD claim approval by the TPA. For the LTD participant to have access to the COVA LTD/Retiree healthcare program enrollment opportunity, the Agency should place the employee in Unpaid Leave of Absence (LOA)/Personal (PER) and change their benefits eligibility to “COVA 100% EE Paid Grp Bill” until the LTD claim is approved. Once approved and processed through VNAV, the Agency HR Administrator should enter the separation (TER/LTD), which will initiate the creation of the LTD participant’s Job record in Cardinal under the VRSRT Business Unit.

Because situations regarding the transition to LTD do vary and this Job Aid is intended to assist with Cardinal processing, please refer to the VRS VSDP Program guidelines and the DHRM VSDP Policy for additional LTD information. If additional guidance regarding case scenarios is needed, please reach out to the VRS VSDP Program administrator and/or the DHRM Policy team.

Long Term Disability Working is a Paid Leave Action (PLA). For further information about Action Reason Codes and the how to manage Leaves of Absence, see the Job Aids titled **HR351 Action Reason Codes** and **HR351 Managing Leaves of Absence (Paid and Unpaid)**. These Job Aids can be found on the Cardinal website in **Job Aids** under **Learning**.

Navigation Note: Please note that you may see a **Notify** button at the bottom of various pages utilized while completing the processes within this Job Aid. This “Notify” functionality is not currently turned on to send email notifications to specific users within Cardinal.



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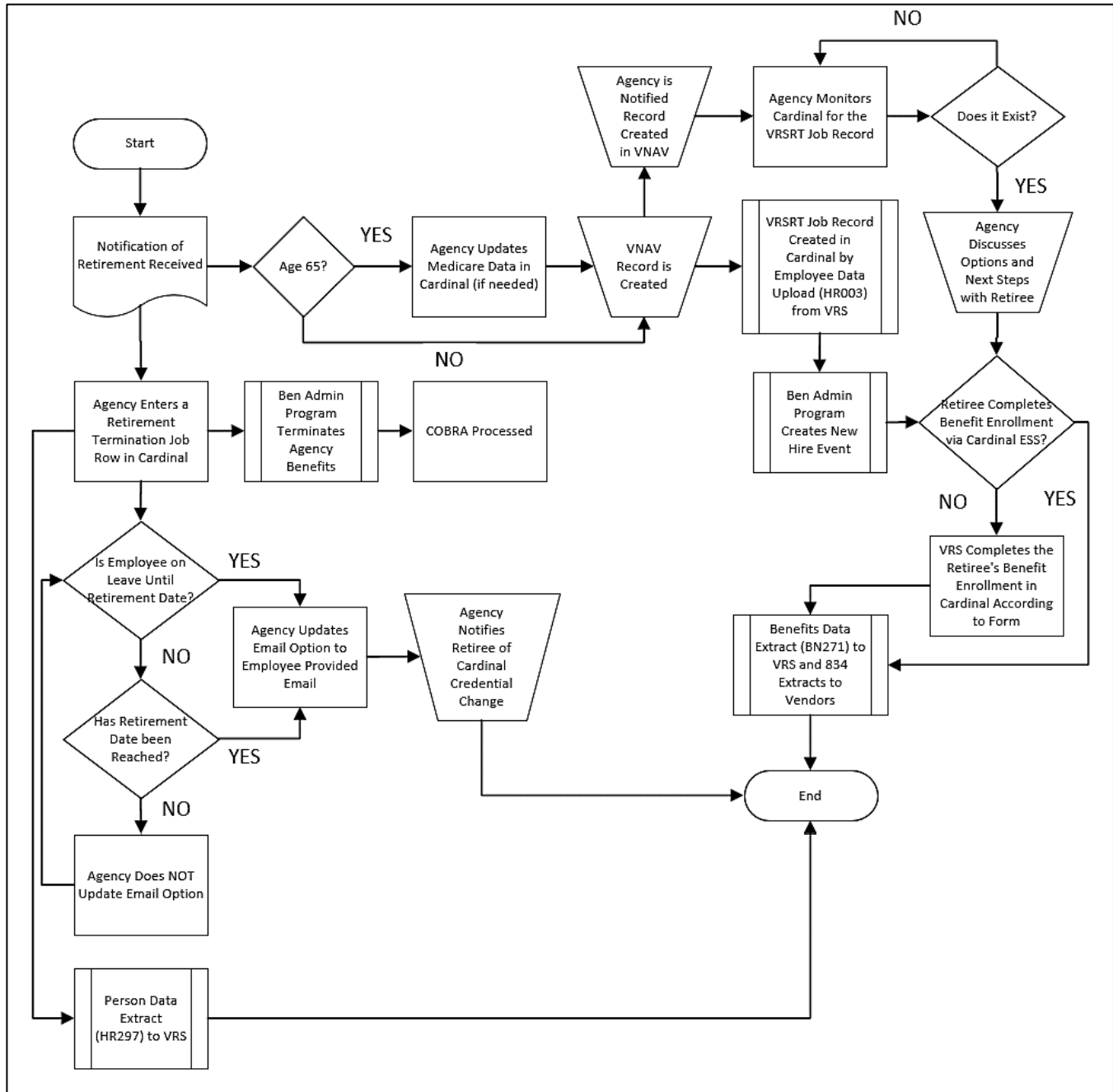
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VRS Retirement and LTD Processes for HR and BN Administrators**Revision History**

Revision Date	Summary of Changes
4/13/2026	Removed reference information to the HR351 Managing Leaves of Absence Job Aid and replaced with reference information to the Processing Unpaid Leaves of Absence in Cardinal Cross Functional Job Aid.
2/25/2026	Baseline.

VRS Retirement and LTD Processes for HR and BN Administrators
VRS Retiree Business Process Diagram


VRS Retirement and LTD Processes for HR and BN Administrators**VRS Retirement Separation**

The HR Administrator will enter the Retirement (RET) transaction when the employee's last day on the Agency's payroll has occurred. Unfortunately, future dated transactions will not process into VNAV. If your Agency is future dating Retirements and Terminations, those transactions will require manual entry into VNAV.

For further information about Action Reason Codes and how to manage Retirements/Separations, see the Job Aids titled **HR351 Action Reason Codes** and **HR351 Separation Statuses**. These Job Aids can be found on the Cardinal website in **Job Aids** under **Learning**.

VRS Retirement and LTD Processes for HR and BN Administrators**LTD Not Working Separation**

If there is a lag between STD workday 125 and the LTD claim approval, the Agency should place the employee in Unpaid Leave of Absence (LOA)/Personal (PER) and change their benefits eligibility to “COVA 100% EE Paid Grp Bill” until the LTD claim is approved.


For further information on how to place an employee on an Unpaid Leave of Absence, see the Cross Functional Job Aid titled **Processing Unpaid Leaves of Absence in Cardinal**. This Job Aid can be found on the Cardinal website in **Job Aids** under **Learning**.

After the LTD claim has been approved by the TPA, enter the transaction to terminate the employee (TER/LTD). This action must be processed in Cardinal for the employee to enroll in the COVA LTD/Retiree healthcare plan.

For further information about Action Reason Codes and how to manage Separations, see the Job Aids titled **HR351 Action Reason Codes** and **HR351 Separation Statuses**. These Job Aids can be found on the Cardinal website in **Job Aids** under **Learning**.

VRS Retirement and LTD Processes for HR and BN Administrators
Updating Medicare Information

Upon notification of retirement, if the employee will be over 65, or Medicare eligible, at the date of retirement, the Agency is responsible for entering in the Medicare information on the **Benefits Personal Data** page. This transaction is completed by a BN Administrator. If the employee is not yet 65, or not Medicare eligible, then this page does not need to be completed.

Step	Action
1.	Navigate to the Benefits Personal Data page using the following path: Menu > Benefits > Employee/Dependent Information > Benefits Personal Data
<p>The Benefits Personal Data Find an Existing Value page displays.</p> <div data-bbox="211 789 1429 1205" style="border: 1px solid black; padding: 10px;"> <p>Benefits Personal Data Find an Existing Value</p> <p>▼ Search Criteria Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <div style="border: 1px solid #ccc; padding: 5px;"> <p>🕒 Recent Searches <input type="text" value="Choose from recent searches"/> ✎</p> <p>🔖 Saved Searches <input type="text" value="Choose from saved searches"/> ✎</p> </div> <p>Search by: <input type="text" value="Empl ID"/> begins with <input type="text"/></p> <p>▼ Show more options</p> <p><input type="checkbox"/> Include History <input type="checkbox"/> Correct History</p> <p><input type="button" value="Search"/> <input type="button" value="Clear"/></p> </div>	
	For more information pertaining to the Cardinal HCM Search pages, refer to the Job Aid titled Overview of the Cardinal HCM Search Pages . This Job Aid is located on the Cardinal website in Job Aids under Learning .
2.	Enter the employee's Employee ID in the Search by field. Note: The other search by options available (using Search by dropdown button) are Business Unit, Department, and Name. <div data-bbox="267 1512 1003 1579" style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <p>Search by: <input type="text" value="Empl ID"/> begins with <input style="border: 2px solid red;" type="text"/></p> </div>
3.	Click the Search button. <div data-bbox="267 1665 979 1764" style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <p><input style="border: 2px solid red;" type="button" value="Search"/> <input type="button" value="Clear"/></p> </div>

VRS Retirement and LTD Processes for HR and BN Administrators

Step	Action
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The **Benefits Personal Data** page displays with the employee's information.

Benefits Personal Data

Person ID

Benefits Personal Data

Highly Compensated Employee
 *Highly Compensated Last Year Not Eligible for the Plan

Benefits Personal Data - Date Sensitive 1 of 1 | View All

*Effective Date 12/30/2025 📅

Medicare Number

Medicare A Indicator

Medicare B Indicator

Medicare D Indicator

Alternate Medicare Number

Medicare Reason A


Medicare Reason B

Medicare Reason D

HIPAA Medicare Elig Reason

+ -

Save
Return to Search
Notify
Update/Display
Include History
Correct History

 The **Effective Date** field defaults to the current system date.

4. Click the **Effective Date Calendar** icon in the **Benefits Personal Data – Date Sensitive** section and select the first day of the month in which the employee is retiring.

*Effective Date 02/01/2026 📅

Medicare Number



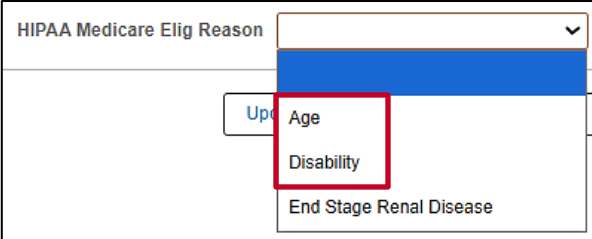

5. Enter the employee's Medicare Number in the **Medicare Number** field.

Note: If the employee's Medicare Number is not known at this time, it can be added later.

*Effective Date 02/01/2026 📅

Medicare Number

VRS Retirement and LTD Processes for HR and BN Administrators

Step	Action
6.	<p>Select both the Medicare A Indicator and the Medicare B Indicator checkbox options.</p> <p>Note: The Medicare D Indicator is not used in Cardinal and should not be selected.</p> 
	<p>For End Stage Renal Disease (ERSD), the Medicare A, B, and/or D Indicator checkbox options will not be checked. OHB is establishing the record for ESRD.</p>
7.	<p>Click the HIPAA Medicare Elig Reason dropdown button and select either “Age” or “Disability” as the applicable HIPAA Medicare eligibility reason.</p> <p>Note: The HIPAA Medicare eligibility reason of “End Stage Renal Disease” is only to be used by OHB when the employee is in a Non-Medicare Plan and Medicare is Primary.</p> 
8.	<p>Click the Save button.</p> 

VRS Retirement and LTD Processes for HR and BN Administrators

Step	Action
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Sample screenshot of the completed **Benefits Personal Data** page.

Benefits Personal Data

Person ID

Benefits Personal Data

Highly Compensated Employee

*Highly Compensated Last Year Not Eligible for the Plan

Benefits Personal Data - Date Sensitive Q | < | < | 1 of 1 | > | > | View All

*Effective Date 02/01/2026 📅

Medicare Number

Medicare A Indicator

Medicare B Indicator

Medicare D Indicator

Alternate Medicare Number

Medicare Reason A

Medicare Reason B

Medicare Reason D

HIPAA Medicare Elig Reason Age

+ -

Save
Return to Search
Notify

Update/Display
Include History
Correct History

VRS Retirement and LTD Processes for HR and BN Administrators**Determining the Need for a Split Contract / Split Record**

A separate Job record (Split Record) must be established in Cardinal when either of the following is true:

- Retiring employee is 65+ and is covering dependent(s) that are not Medicare eligible

OR

- Retiring employee is not 65+ but is covering dependent(s) that are Medicare eligible

If either of these is applicable, a **State Health Benefits Program Enrollment Form for Retirees, Survivors and LTD Participants** must be submitted to VRS. VRS will enroll the retiree and establish a new Job record in Cardinal for the linked dependent.



Note: For more information on linking dependents and retirees, see the Job Aid titled **BN361 Linking Dependents and Retirees** on the Cardinal website in **Job Aids** under **Learning**.

Agencies can use the **V_BN_Benefit_History** query to monitor the benefit enrollment.

Note: For additional information on how to run this query, refer to the **Cardinal HCM Benefits Reports Catalog** located on the Cardinal website under **Resources**.

VRS Retirement and LTD Processes for HR and BN Administrators
Monitoring the Creation of the VRSRT Job

After the employee's retirement request has been processed in VNAV, the retiree Job record will be created under the **VRSRT** Business Unit through the Employee Data Upload (HR003). This can occur up to 40 days prior to the retirement effective date. Starting 40 days prior to the retirement date, the HR and/or BN Administrator should monitor Cardinal for the existence of that new Job so that they can communicate next steps to the employee. The **Person Organizational Summary** page should be used for this monitoring.

Step	Action
1.	Navigate to the Person Organization Summary page using the following path: Menu > Workforce Administration > Personal Information > Person Organizational Summary
<p>The Person Organizational Summary Find an Existing Value Search page displays.</p> <div data-bbox="224 898 1412 1438" style="border: 1px solid black; padding: 10px;"> <p>Person Organizational Summary</p> <p>Find an Existing Value</p> <p>▼ Search Criteria Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <div style="border: 1px solid #ccc; padding: 5px;"> <p>🕒 Recent Searches Choose from recent searches <input type="text"/> <input type="button" value="✎"/></p> <p>🔖 Saved Searches Choose from saved searches <input type="text"/> <input type="button" value="✎"/></p> </div> <p>Empl ID begins with <input type="text"/></p> <p>Name begins with <input type="text"/></p> <p>Last Name begins with <input type="text"/></p> <p>Alternate Character Name begins with <input type="text"/></p> <p>^ Show fewer options</p> <p><input type="checkbox"/> Case Sensitive</p> <p><input type="button" value="Search"/> <input type="button" value="Clear"/></p> </div>	
	For more information pertaining to the Cardinal HCM Search pages, refer to the Job Aid titled Overview of the Cardinal HCM Search Pages . This Job Aid is located on the Cardinal website in Job Aids under Learning .
2.	Enter the employee's ID in the Empl ID field. <div data-bbox="267 1659 982 1780" style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <p>▼ Search Criteria</p> <div style="border: 2px solid red; padding: 2px;"> <p>Empl ID begins with <input type="text"/></p> </div> </div>
	Users can also search by Name using the corresponding fields. However, it is recommended to use the Employee ID as it is a unique identifier for each employee.

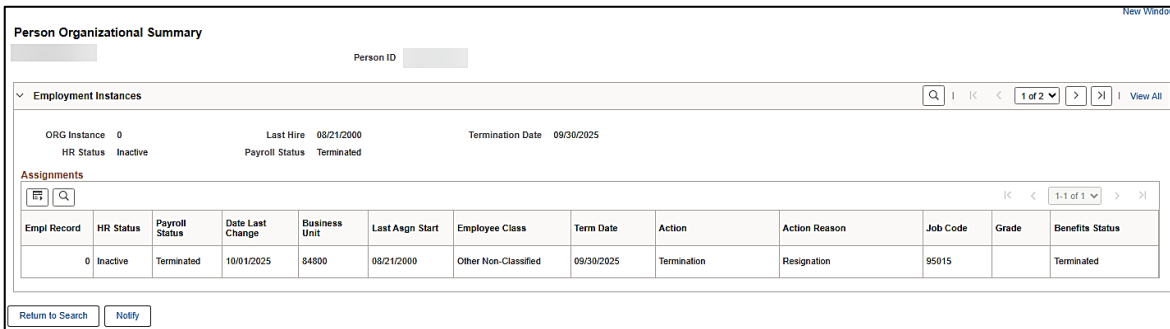
VRS Retirement and LTD Processes for HR and BN Administrators

Step	Action
3.	Click the Search button.

Search

Clear

The **Person Organizational Summary** page displays for the selected employee.



Person Organizational Summary New Window

Person ID: [REDACTED]

Employment Instances 1 of 2 View All

ORG Instance: 0 Last Hire: 08/21/2000 Termination Date: 09/30/2025
 HR Status: Inactive Payroll Status: Terminated

Assignments 1 of 1

Empl Record	HR Status	Payroll Status	Date Last Change	Business Unit	Last Asgn Start	Employee Class	Term Date	Action	Action Reason	Job Code	Grade	Benefits Status
0	Inactive	Terminated	10/01/2025	84800	08/21/2000	Other Non-Classified	09/30/2025	Termination	Resignation	95015		Terminated

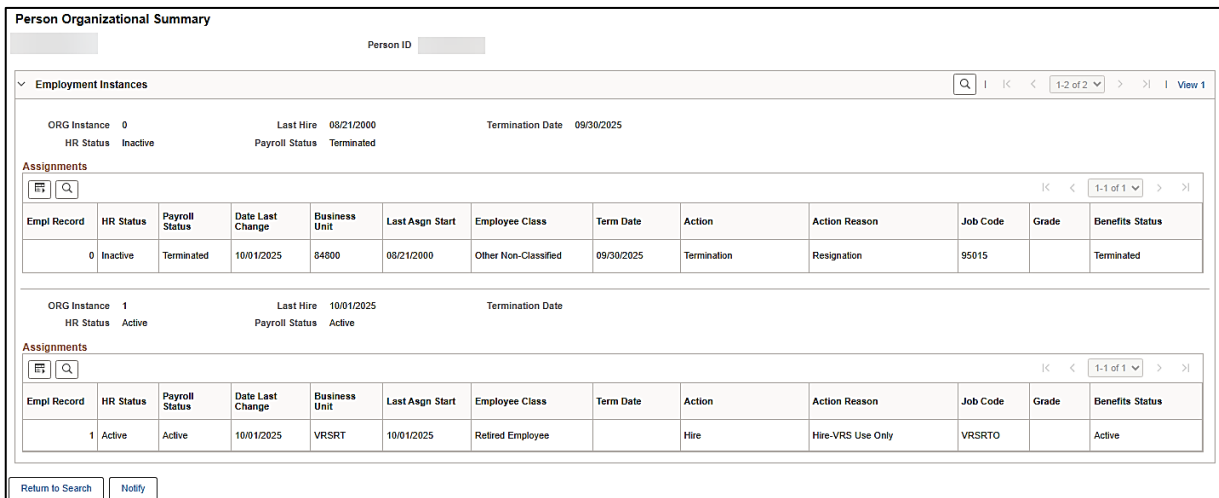
[Return to Search](#) [Notify](#)

4.	Click the View All link.
----	---------------------------------

1 of 2
>
>|

View All

The **Employment Instance** section displays all assignments.



Person Organizational Summary New Window

Person ID: [REDACTED]

Employment Instances 1-2 of 2 View 1

ORG Instance: 0 Last Hire: 08/21/2000 Termination Date: 09/30/2025
 HR Status: Inactive Payroll Status: Terminated

Assignments 1-1 of 1


Empl Record	HR Status	Payroll Status	Date Last Change	Business Unit	Last Asgn Start	Employee Class	Term Date	Action	Action Reason	Job Code	Grade	Benefits Status
0	Inactive	Terminated	10/01/2025	84800	08/21/2000	Other Non-Classified	09/30/2025	Termination	Resignation	95015		Terminated

ORG Instance: 1 Last Hire: 10/01/2025 Termination Date: [REDACTED]
 HR Status: Active Payroll Status: Active

Assignments 1-1 of 1

Empl Record	HR Status	Payroll Status	Date Last Change	Business Unit	Last Asgn Start	Employee Class	Term Date	Action	Action Reason	Job Code	Grade	Benefits Status
1	Active	Active	10/01/2025	VRSRT	10/01/2025	Retired Employee		Hire	Hire-VRS Use Only	VRSRTO		Active

[Return to Search](#) [Notify](#)

	<p>If the new Job record has been created, the new Job record will be displayed.</p> <p>If the new Job record is not listed, contact VRS to get a status on the new Job record creation.</p>
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VRS Retirement and LTD Processes for HR and BN Administrators**Counseling Employee on Next Steps**

Once the VRSRT Job has been established in Cardinal and the Cardinal Ben Admin program creates a new hire event, the HR and/or BN Administrator should notify the retiree that they are now able to enroll in their COVA Retiree health benefits through Cardinal ESS.

For further information about enrollment options available for the retiree, see the Job Aid titled **BN361 Enrollment Steps for an Employee**. This Job Aid can be found on the Cardinal website in **Job Aids** under **Learning**.

Note: If the employee retracts or changes their retirement date after the VRSRT record has been created and the Benefits Event is opened, the Agency will need to submit a VCCC ticket to have the event voided and a new Benefit Event with the correct date will be created.

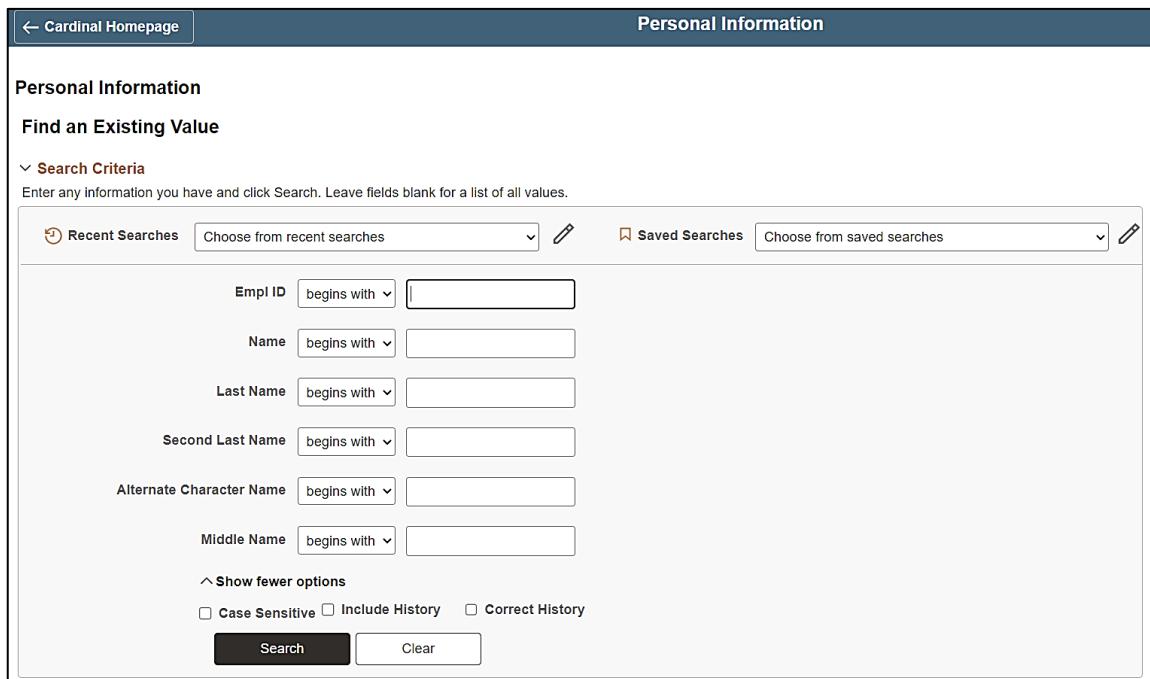
VRS Retirement and LTD Processes for HR and BN Administrators
Updating the Email Option Selection

When the employee’s retirement/LTD date becomes current (official separation date), the Agency HR Administrator needs to update the **Email Option Selection** to “Employee Provided Email” on the retiree’s Personal Data record. After this change, the Agency HR Administrator should communicate the impact to the retiree. To log into Cardinal, the retiree must register the personal email address they provided in Okta. The retiree will use that personal email address to access Cardinal going forward.

Note: If the retiree will be using leave until the date of their retirement, the HR Administrator can update the **Email Option Selection** when the leave begins instead of waiting for the retirement date.

Step	Action
1.	Navigate to the Modify a Person page using the following path: Menu > Workforce Administration > Personal Information > Modify a Person

The **Personal Information Find an Existing Value Search** page displays.


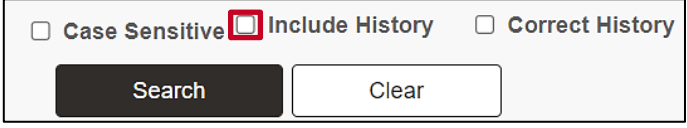
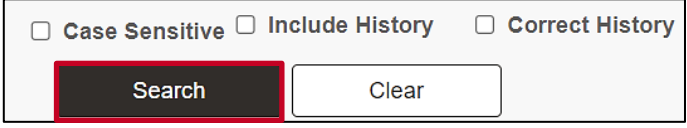


The screenshot shows the 'Personal Information' section of the Cardinal HCM interface. It features a search form titled 'Find an Existing Value' with a 'Search Criteria' dropdown. Below this, there are two search history sections: 'Recent Searches' and 'Saved Searches', each with a dropdown menu and an edit icon. The main search area contains several input fields, each with a 'begins with' dropdown menu: 'Empl ID', 'Name', 'Last Name', 'Second Last Name', 'Alternate Character Name', and 'Middle Name'. At the bottom of the search area, there are checkboxes for 'Case Sensitive', 'Include History', and 'Correct History', along with 'Search' and 'Clear' buttons.

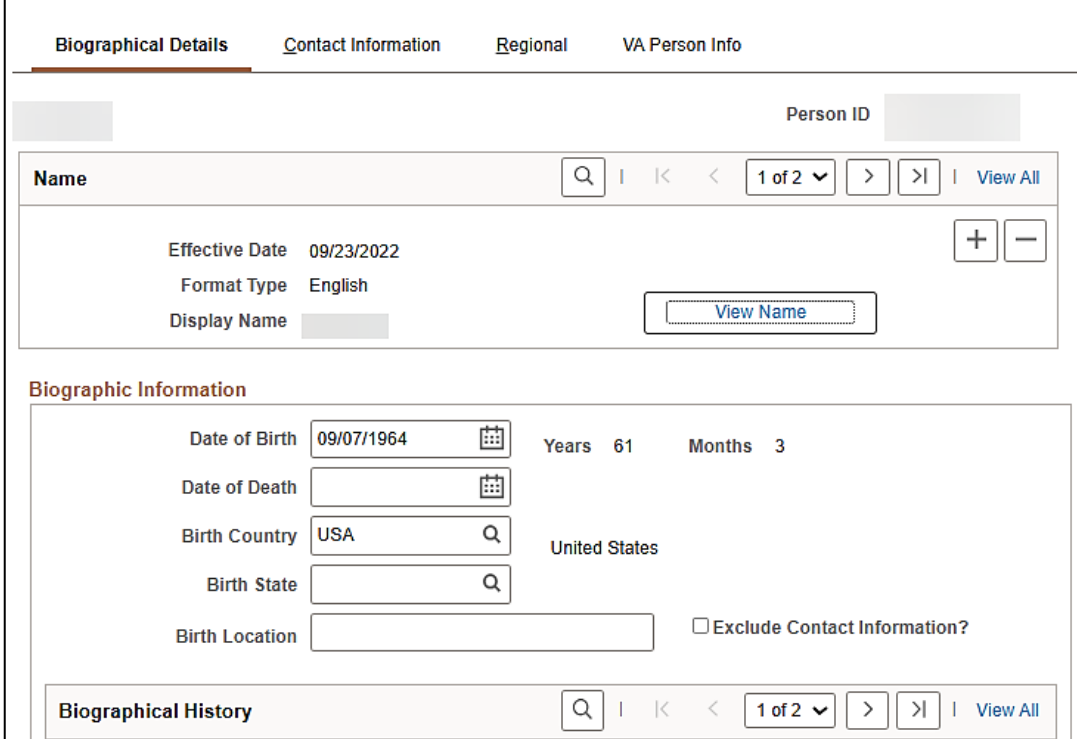


For more information pertaining to the Cardinal HCM Search pages, refer to the Job Aid titled **Overview of the Cardinal HCM Search Pages**. This Job Aid is located on the Cardinal website in **Job Aids** under **Learning**.

VRS Retirement and LTD Processes for HR and BN Administrators

Step	Action
2.	Enter the employee's Employee ID in the Empl ID field. Note: Users can also search for the applicable employee using the various Name fields if the Employee ID is not known. 
3.	Click the Include History checkbox option. 
4.	Click the Search button. 

The **Modify a Person** page displays with the **Biographical Details** page displayed by default.



Biographical Details Contact Information Regional VA Person Info

Person ID: [Redacted]

Name [Redacted] [Search] [1 of 2] [View All]

Effective Date: 09/23/2022 [+] [-]

Format Type: English

Display Name: [Redacted] **View Name**

Biographic Information

Date of Birth: 09/07/1964 Years: 61 Months: 3

Date of Death: [Redacted]

Birth Country: USA United States

Birth State: [Redacted]

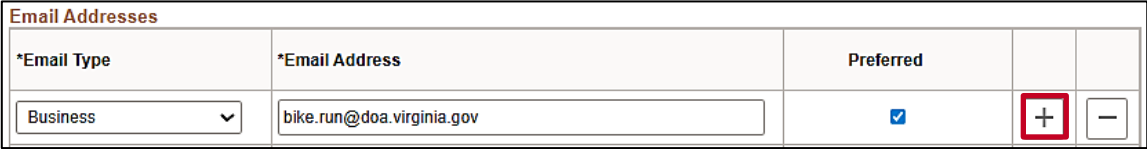
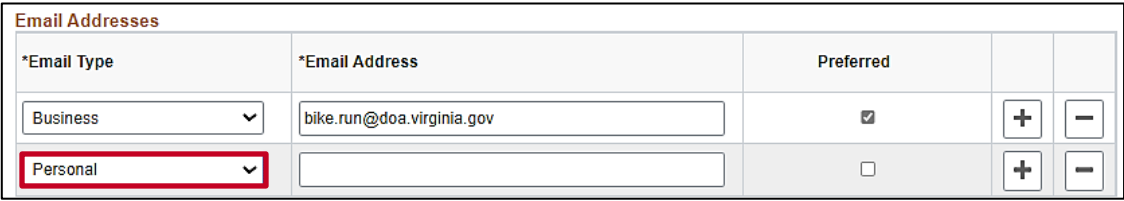
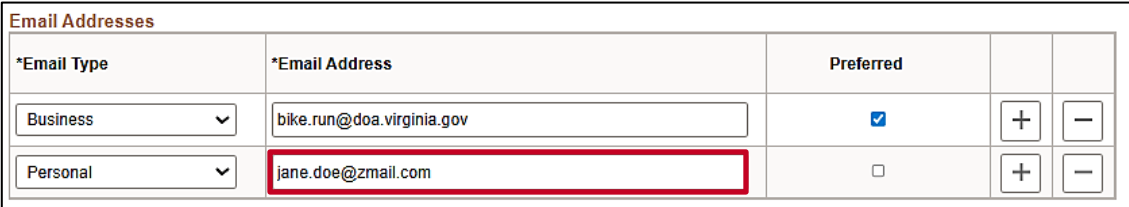
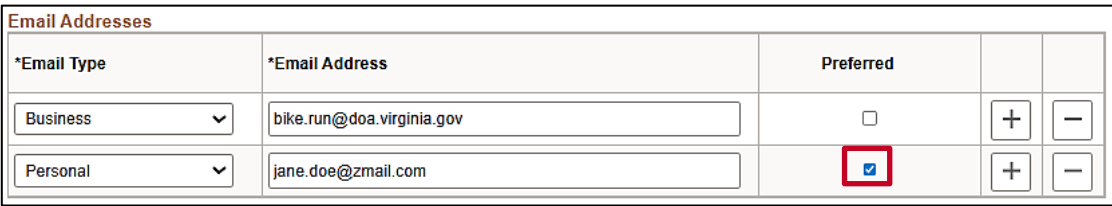

Birth Location: [Redacted] Exclude Contact Information?

Biographical History [Redacted] [Search] [1 of 2] [View All]

VRS Retirement and LTD Processes for HR and BN Administrators

Step	Action																																				
5.	Click the Contact Information tab. <div data-bbox="269 451 1097 546" style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <div style="display: flex; justify-content: space-between; border-bottom: 1px solid black; margin-bottom: 5px;"> Biographical Details Contact Information Regional VA Person Info </div> </div>																																				
	The Contact Information page displays. <div data-bbox="230 632 1409 1543" style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <div style="display: flex; justify-content: space-between; border-bottom: 1px solid black; margin-bottom: 10px;"> Biographical Details Contact Information Regional VA Person Info </div> <div style="display: flex; justify-content: flex-end; margin-bottom: 10px;"> Empl ID </div> <div style="margin-bottom: 10px;"> <p>Current Addresses</p> <div style="display: flex; justify-content: space-between; align-items: center; border-bottom: 1px solid gray; margin-bottom: 5px;"> 🏠 🔍 1-1 of 1 View All </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Address Type</th> <th>As Of Date</th> <th>Status</th> <th>Address</th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>Home</td> <td>09/23/2022</td> <td>A</td> <td>100 MAIN ST RICHMOND, VA 99999</td> <td>View Address Detail</td> <td style="text-align: center;">+ -</td> </tr> </tbody> </table> </div> <div style="margin-bottom: 10px;"> <p>Phone Information</p> <div style="display: flex; justify-content: space-between; align-items: center; border-bottom: 1px solid gray; margin-bottom: 5px;"> 📞 🔍 1-3 of 3 View All </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>*Phone Type</th> <th>Telephone</th> <th>Extension</th> <th>Preferred</th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>Business</td> <td>555/555-5555</td> <td></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;">+</td> <td style="text-align: center;">-</td> </tr> <tr> <td>Mobile</td> <td>555/555-5555</td> <td></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;">+</td> <td style="text-align: center;">-</td> </tr> <tr> <td>Home</td> <td>555/555-5555</td> <td></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;">+</td> <td style="text-align: center;">-</td> </tr> </tbody> </table> </div> <div> <p>Email Option Selection</p> <div style="border: 1px solid gray; padding: 5px; margin-top: 5px;"> <input checked="" type="radio"/> Agency Provided Email <input type="radio"/> Pending Agency Provided Email <input type="radio"/> Employee Provided Email </div> </div> <p style="font-size: small; margin-top: 10px;"> 1. Agency Provided Email and Employee Provided Email must be a valid email address that is unique to the employee, except: 2. When no email address is available, select applicable email option and ALWAYS use noemail@virginia.gov </p> </div>	Address Type	As Of Date	Status	Address			Home	09/23/2022	A	100 MAIN ST RICHMOND, VA 99999	View Address Detail	+ -	*Phone Type	Telephone	Extension	Preferred			Business	555/555-5555		<input checked="" type="checkbox"/>	+	-	Mobile	555/555-5555		<input type="checkbox"/>	+	-	Home	555/555-5555		<input type="checkbox"/>	+	-
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Home	555/555-5555		<input type="checkbox"/>	+	-																																
6.	Select the Employee Provided Email radio button in the Email Option Selection section. <div data-bbox="269 1633 1435 1759" style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <p>Email Option Selection</p> <div style="display: flex; justify-content: space-around; align-items: center;"> <input type="radio"/> Agency Provided Email <input type="radio"/> Pending Agency Provided Email <input checked="" type="radio"/> Employee Provided Email </div> </div>																																				
7.	If a "Personal" Email exists for the employee, skip to Step 11.																																				

VRS Retirement and LTD Processes for HR and BN Administrators

Step	Action
8.	<p>If no "Personal" Email exists for the employee, click the Add a New Row icon (+) to add a new email address.</p> 
9.	<p>Click the Email Type field dropdown button and select "Personal".</p> 
10.	<p>Enter the personal email address in the Email Address field.</p> 
11.	<p>Check the Preferred checkbox option.</p> 
12.	<p>Click the Save button.</p> 
13.	<p>Run the Employee Activity Report for the employee using the following navigation path: NavBar > Menu > Workforce Administration > Job Information > Reports > Employee Activity Report</p>

VRS Retirement and LTD Processes for HR and BN Administrators

Step	Action
14.	<p>Print the report and place the printed transaction in the employee file for future audit requests.</p> <p>Note: For additional information on the Employee Activity Report and the steps used to run this report, refer to the HCM Reports Catalog. The HCM Reports Catalog can be found on the Cardinal website under Resources.</p>

VRS Retirement and LTD Processes for HR and BN Administrators**Ongoing Retiree Management**

Once an Agency has updated the employee's **Email Option Selection** and entered the separation transaction, all future updates to the retiree's name, address, phone number, and email address must be made in the VNAV system.

If a retiree reaches out to an Agency to update their personal information, please refer the employee to the [MyVRS](#) website to make their own updates. Retirees can also submit the [Name and Address Declaration Form](#) to VRS, or submit a letter which includes name, Social Security number, new address, and signature. Once the information is updated in VNAV, it will be interfaced to Cardinal.

Note: The interfaces from VNAV to Cardinal and from Cardinal to VNAV take place nightly (Monday – Friday excluding Holidays).