

Retirement Transition - What to Expect After Turning in Your [Form](#)?

If You have Elected to Stay in Richmond Retirement System (RRS)

If you have elected to stay in RRS, there is nothing more you will need to do. For questions, you can contact RRS at: retirement@rva.gov.

If You Are Transitioning to Plan 1 or 2 (including Hazardous Duty) with Virginia Retirement System (VRS)

- Once you turn in your form, Human Resources will process your form as quickly as possible (estimated ONE day).
- Approximately 24 – 72 hours later, you will receive a welcome letter from VRS, via postal mail delivery.

For questions, you can contact VRS at <https://myvrs.varetire.org/login> or call the Contact Center: 1-888-827-3847.

If You Are Transitioning to the VRS Hybrid Plan or Returning to VRS

Employees without prior VRS Service or who were previously in the Hybrid Plan will go into the VRS Hybrid Plan. Those in the VRS Hybrid Plan will have a Defined Benefit retirement component, Defined Contribution component, and voluntary 457 option.

- Once you submit your form, HR will process it as quickly as possible (estimated ONE day).
- VRS will then process your enrollment and you will receive a welcome letter from VRS and Mission Square, via postal mail delivery.
- Once enrolled in VRS, you can register at <https://myvrs.varetire.org/login>.
- Once your account has been established, you can elect to contribute to the voluntary VRS 457 plan.
 - Elections and changes can be made on a quarterly basis through the Mission Square Website: varetire.org/dcp-login, or by calling Mission Square at (877) 327-5261 and selecting Option 1.
 - To contribute to the voluntary 457 plan effective January 2024, you will need to submit your transition form **NO LATER than December 8, 2023**, to establish a VRS account. Otherwise please follow schedule below:

VRS HYBRID VOLUNTARY 457 PLAN CONTRIBUTIONS	
Request Changes (no later than 4 p.m.)	Contribution Effective
December 15*	January 1
March 15*	April 1
June 15*	July 1
September 15*	October 1

***If you are choosing VRS for the first time, or transitioning back to VRS, you will need to submit the form to Human Resources at least **FIVE** business days prior to each “Request Changes” date to establish your account before you can contribute to the VRS 457 plan.**

Please ensure your mailing address is correct in CORERP Self Service. If you need to update your address or any other personal information, visit:

https://corerpext.richmondgov.com/OA_HTML/AppsLocalLogin.jsp



For questions related to the transition, please email: vrstransitionquestions@rva.gov.

The Benefits and Wellness Division can also be contacted at 804-646-4700 and HRBenefits@rva.gov.