

Defined Contribution Plans Employer Webinars March – April 2009 Questions and Answers

General Questions

- 1) **Q: How was ING Institutional Plan Services (ING) selected to be the record keeper for the VRS sponsored defined contribution plan? How is ING's performance monitored?**

A: In preparation for the contract with Great-West, the prior record keeper, ending on December 31, 2008, VRS issued a Request For Proposal (RFP). ING was selected to be the new record keeper effective January 1, 2009. In addition to lowering the fees paid by participants, ING is expected to bring robust technology to the process that will support participant self-service and integrated customer service. The contract with ING contains performance standards that are monitored by VRS staff and that result in financial penalties for ING if not met. None of the investments available in the plan are provided by ING. Rather, investments are selected and monitored by the VRS Investment Department.

- 2) **Q: Can you describe the relationship between ING and AIG? Apparently, there was a newspaper article insinuating a connection and an employee asked about it in one of the Regional Education Meetings.**

A: ING and AIG are separate companies. There is no connection

- 3) **Q: Do current 457 Plan participants need to complete paperwork to continue participating in the 457 Plan?**

A: No. Participation contribution amounts and investment elections were transferred to ING from the previous record keeper. Any future changes the participant wishes to make should be done online or over the phone.

- 4) **Q: What is the Federal Tax Code that requires contribution changes to go into effect in the month following month the change was requested? Does this apply to 403(b) Plans as well?**

A: The Final Regulation for 457 Deferred Compensation Plans were published in the Federal Register/Vol.68, No 133/Friday, July 11, 2003 and read as follows:

§ 1.457-4 Annual deferrals, deferral limitations, and deferral agreements under eligible plans.

(b) *Agreement for deferral.* In order to be an eligible plan, the plan must provide that compensation may be deferred for any calendar month by salary reduction only if an agreement providing for the deferral has been entered into before the first day of the month in which the compensation is paid or made available. A new employee may defer compensation payable in the calendar month during which the participant first becomes an employee if an agreement providing for the deferral is entered into on or before the first day on which the participant performs services for the eligible employer.

VRS does not administer 403(b) plans and does not comment on 403(b) regulations.

5) Q: I have had trouble finding information for employees as well as for Benefits Administrators.

A: The Defined Contribution Plans Website located at www.varetire.org has a wealth of information for participants and employers. Visit the site today and become familiar with the publications and forms found there. Plan Publications and Frequently Asked Questions are especially helpful. Or contact your regional registered representative for additional information and materials. Also, the ING Virginia Service Center is open during regular business hours and is able to assist. Please contact that office by calling 1-877-327-5261 and selecting Option 2. A Defined Contribution Plans Employer site is being developed and will contain additional information geared specifically for employers and will contain presentations and questions and answers specifically for employers.

6) Q: I understand the information covered today will be available on the VRS Defined Contributions Website. Is this correct?

A: Yes. The presentation and these Questions and Answers will be available for download from the Employer Website and sent to employers who participated in the webinar. The Employer Website, currently under construction, will be located under the Defined Contribution Plans tab on www.varetire.org.

7) Q: Why does the tab on the VRS site reflect Defined Contribution Plans versus Deferred Compensation Plan? Employees are looking for the deferred compensation terminology and not defined contribution.

A: VRS administers five separate Defined Contribution Plans, which includes the 457 Deferred Compensation Plan and the 401(a) Cash Match Plan. All communication references the Website as the "Defined Contribution Plans" tab on www.varetire.org. Upon selecting the Defined Contribution Plans tab the user will see the menu that includes the Deferred Compensation Plan.

8) Q: Several of our employees have experienced difficulty logging into the ING website. Also, when they do get in, they are unable to locate the option to change their contribution amounts.

A: Participants having trouble using the Web should speak with the ING Virginia Service Center at 1-VRS-DC-PLAN1 (Option 2). Employers may also contact the Service Center for a walk-through of any Web functionality with which they are having difficulty. The April edition of Focus, the quarterly participant newsletter, will have a detailed tutorial on using the Web to make contribution changes. Also, the Regional Education Meetings held across the state has a presentation on using the Plan Website.

9) Q: Will agencies receive 457 Plan Enrollment packets?

A: All forms and publications are available for download from www.varetire.org under the Defined Contribution Plan tab. Employers will actually be able to order packets from the Employer Site, which is currently under construction. Until that site is available, call your ING regional representative to request a supply of materials.

Kelly Hiers – Virginia Plans Manager, Richmond/Central VA

- Email: Kelly.Hiers@us.ing.com
- 1-877-327-5261, option 2, extension 13

David Detamore – Central/Northern VA Representative

- Email: David.Detamore@us.ing.com
- 1-877-327-5261, option 2, extension 11

Mackenzie Moss – Tidewater Representative

- Email: Mackenzie.Moss@us.ing.com
- 1-877-327-5261, option 2, extension 12

Janice Parker – Western VA Representative

- Email: Janice.Parker@us.ing.com
- 1-877-327-5261, option 2, extension 14

10) Q: Are the ING "education meetings" designed for employees or employers?

A: The Regional Education Meetings are designed for employees but employers are welcome to attend and should find them informative.

11) Q: What is the procedure for a participant leaving local government employment and going to work for a State agency? Is this an agency transfer or a termination and rehire?

A: 457 Plan participants who move from a political subdivision or school division where they participated in the Commonwealth's 457 Plan to a state agency will need to submit a Payroll Authorization Form – Agency Transfer form to their new agency. The state agency will set up deferrals consistent with the amount the participant was contributing with the last employer as indicated on the form. The Agency Transfer form is only used to change the agency number in the participant's record; the participant must make any changes to their deferral amount online or by phone. The state agency will fax the form to ING so the participant's file can be updated with the new agency number and send the employer cash match if the participant qualifies.

12) Q: The confirmation employee's receive when making online deferral changes states the change will be made "as soon as administratively possible". Employees need to have confirmation of the actual effective date of the change. This is important, not only for the employee to know exactly which pay date the change becomes effective, but also so an employee can predict their annual maximum contribution limit.

A: The regulations governing 457 Plans state that deferral amount changes can be made no earlier than the first of the month following the month in which the participant requested the change. Based on the payroll calendars of the various employers there is not always a pay date on the first of the month so the contribution amount change occurs when administratively possible, which would be first available pay date in the month following the month in which the change was made. The language on the paper confirmation statement mailed to participants is in the process of being changed. VRS is working with ING to change the confirmation screen and voicing on

the IVR so participants will understand when their new contribution amount will be taken from their pay. Additionally, participants may use the Rate Escalator feature to specify the date they wish the contribution increase to take place, consistent with Plan rules. (See Attachment 1 – 2009 Deferred Compensation Transaction Load Schedule for State Agencies Reporting Through CIPPS).

13) Q: How do you determine the status of an employee's request for deferral amount changes?

A: At the time the employee makes a change to his contribution amount, he will receive a confirmation of what his new contribution amount will be. The employee can verify the change was successfully processed in ING's system by logging into their account online or calling customer service. When the employee logs into to his 457 Plan Account, he would select On-going Contributions from the sitemap. The amount displayed under "Current Contribution Rate" is the amount that will be taken from his pay on the next applicable pay date.

14) Q: I have had complaints from participants that the password letter is not easily recognizable. It does not have ING or VRS as the return address and the reference the 'Deferred Compensation Plan' on the inside. The only inference to the Deferred Compensation Plan is the 'DC' in the phone number provided.

A: The return address has been updated and should now reflect Commonwealth of Virginia Defined Contribution Plans. The wording of the password mailer itself has also been revised.

15) Q: What is the Personal Information Change form used for?

A: The Personal Information Change form is used only by participants who have terminated employment from an employer that offers the Plan. The purpose of the form is to report changes to a participant's name and/or address, as well as request a correction to a participant's date of birth or social security number. Participants who are still employed an employer offering the Plan make these changes with their employer.

16) Q: If an employee wants to defer the maximum amount for 2010, when does the online request need to be submitted in 2009, so the maximum amount will be deferred in 2010 without a "break" in deferrals?

A: Participants who want their deferral change to be effective with the first pay day in January should make the change as soon in December as possible, but no later than the last business day of December.

17) Q: Please explain the online process to change investment elections.

A: As with the prior record keeper, participants change their investment option only online or by recorded telephone line. A participant would go to www.varetire.org and select Log-On to Account under the Defined Contribution Plans tab. After selecting the Plan in which they want to change their investments

- Select Manage Investments
- Select Change Elections to change how your future contributions are invested
- Enter whole percentage amounts for each fund change. (Total must add up to 100%). Select <Next>

- Confirm the amounts entered, then click <Submit>. You will see a Change Elections Confirmation screen with a confirmation number.

If a participant wishes to move a specific amount or percent of the account from one fund to another, select Fund Transfer. First need to select the fund from which the amount to be transferred will come. Then follow the steps, as instructed.

18) Q: Are terminated employees required to complete a form upon separation of employment?

A: For 457 Deferred Compensation and Cash Match Plan purposes participants terminating employment are not required to complete any paper work or take a distribution from the Plan. When the terminated employee is ready to start taking a distribution, the Distribution-Rollover Form is available under the Defined Contribution Plans tab on the www.varetire.org Website. When the participant reaches 70 ½ he must start a distribution unless he continues to be employed by an employer that offers the Plan. A drop-down menu containing Plan forms is on the top navigation bar of the specific Plans site. These forms are not numbered.

Note: Participants in any of the three Optional Retirement Plans are required to complete the Termination Certification for their Plan when leaving employment.

19) Q: Why would a rehired employee or a current Plan participant have to complete a new enrollment form?

A: If the state employee currently has an account balance, he or she would have received a password to use to restart contributions either online or by phone. A new enrollment form is not required. Non-State employees would give a payroll authorization form to their payroll office to restart contributions.

20) Q: If a retiree, or a participant on long-term disability or terminated updates their address with VRS, why do they have to submit a notarized change of address to ING?

A: For current employees ING receives only updated address information from employers through the payroll information the employer sends to ING. VRS does not provide ING with address updates. Terminated employees make address changes directly with ING using the Personal Change Form which must be notarized as a safeguard to participants.

21) Q: Can an employee use a paper enrollment form to participate in the Plan or would they have to go online or call on the telephone?

A: Employees may enroll using the paper Enrollment and Beneficiary Designation forms. The form can only be used for enrollment; opting out for employees subject to automatic enrollment, as well as contribution amount changes must be done over the phone or online.

22) Q: Can a wage employee elect to contribute a percentage of their pay instead of a specific dollar amount? This employee does not always know how much her pay will be and sometimes has a contribution, while other times she does not.

A: VRS Plan procedures allow only dollar amount elections. If earnings for the pay date are less than the 457 contribution amount the participant has chosen, no

contribution will be made. The amount of 457 Plan Contribution the employee has selected will be sent on the next payday on which pay is sufficient to cover.

23) Q: How does ING verify the identity of the employer before releasing an employee's information?

A: The ING Customer Contact Center does not release information to an employer unless the employee is present and can establish his or her identity as a Plan participant.

24) Q: When requesting a new password, how long does it take the participant to receive the new password?

A: The password reminder should be received within 3-5 business days after requested. Online password resets can be immediate if the participant has set up the security questions.

25) Q: Does distribution from the Cash Match Plan require the employer's signature?

A: No. VRS approves all distributions from the Plans.

26) Q: Did beneficiary designation information transfer from Great-West to ING?

A: ING received all the beneficiary records in the Great-West record keeping system and participants may view this information online and on their quarterly statements. Participants who want to make changes to their beneficiary information may do so online, by phone or by submitting a paper Beneficiary Designation Form.

27) Q: Is it necessary to notarize the Beneficiary Designation form?

A: Beneficiary Designation forms do not require a notary seal, only the participant's signature. Also, establishing or changing beneficiary accounts is performed easily and efficiently online or over the phone with a representative. Paper Beneficiary Designation change forms are allowed but making changes online or by telephone is preferred.

Political Subdivisions & Decentralized Agencies Questions

28) Q: Please explain how political subdivisions and school divisions make changes on behalf of their employees?

A: All political subdivisions and school divisions either require their participants make contribution amount changes online or by telephone, or they are in the process of modifying their systems to allow online and telephone changes. Paper Payroll Authorization forms are used only by those agencies that want the changes to flow through them. For more detail on the process that applies to you review the Payroll Guide that was given to you by ING. If you have specific questions, contact Alyssa Henderson, Operations Officer and Relationship Manager at alyssa.henderson@us.ing.com.

To ING's knowledge, there are four decentralized state agencies and one school division whose employees are not allowed to do online/telephone changes. ING has

blocked online/telephone contribution changes and enrollments for UVA, VCU, GMU, UVA Medical and Loudon County Public Schools.

- 29) Q: We are a non-CIPPS state agency that auto-enrolls in a 403(b) plan. Why do our employees receive confirmation numbers when making account changes online when? They are required to complete paperwork and submit it to the agency payroll office to have changes made. When they receive a confirmation number, they assume they do not have to contact the agency payroll office.**

A: What you describe usually means the employee has dual employment - with your agency and with an agency that reports through CIPPS. You should first ask the employee if he is dually employed and if so the name of his other state employer. When you have this information, contact the ING Customer Contact Center at 1-VRS-DCPLAN1 (Option 1) and tell the Associate this is a research item for the ING Plan Administration team assigned to the Commonwealth of Virginia Plans. These situations usually require manual intervention. ING Plan Administration will contact you if any action is needed by your agency.

- 30) Q: What is the process for deferral changes for a non-CIPPS agency?**

A: Employees of decentralized state agencies with automatic enrollment in the 457 Plan make their deferral amount changes online or by telephone. ING sends these changes for each pay date to the agency in a feedback file.

As a temporary measure until programming in their payroll system takes place, decentralized agencies using the 403(b) plan for automatic enrollment have participants make contribution amount changes with the agency payroll office. These agencies use a special Payroll Authorization Form designed for them.

MOST of the political subdivisions and school divisions have their participants make changes through ING and rely on ING feedback reports to convey those changes to them. A few have requested participants to make their changes with them, and not ING. A copy of the signed and dated form received from the participant must be sent to ING to be included in the participant's record.

- 31) Q: We are a political subdivision and have been having problems with the Payroll Administration Tool on ING's Sponsor Connect website, receiving messages like access denied or temporarily unavailable. Also, I want to pull a change report for participants. How can you help?**

A: ING believes this issue has been resolved. If you continue to experience difficulty, contact Linda Barker, Senior Participant Accountant linda.barker@us.ing.com or Jennifer Dumond, Team Leader jennifer.dumond@us.ing.com.

- 32) Q: I submit data through ING Sponsor Connect Payroll Administration Tool and noticed there are numerous terminated employees that are reflected as active. What can I do to change their status?**

A: To change a terminated employee's status through the ING Sponsor Connect Payroll Administration Tool you must enter a termination date. When accessing the Payroll Administration Tool, on the first screen where you elect your agency make sure you select the box that says 'active only'. For additional assistance, contact

Linda Barker, Senior Participant Accountant linda.barker@us.ing.com or Jennifer Dumond, Team Leader jennifer.dumond@us.ing.com.

- 33) Q: Our agency has never received information on the ING Sponsor Connect Website. Who is the best person to contact to access this site? We are not subject to automatic enrollment.**

A: CIPPS reporting agencies do not need access to Sponsor Connect because contributions are sent by DOA. Decentralized state agencies, political subdivisions and school division personnel who need ING Sponsor Connect access should contact Jackie Gilliam, VRS Defined Contribution Plans Officer at jjilliam@varetire.org.

- 34) Q: Should political subdivisions and school divisions print out the enrollment kits to provide to new employees and advise them they can enroll in the 457 Plan when they receive their password in the mail?**

A: New employees of political subdivisions and school divisions will not be sent a password unless they submit an Enrollment form; currently it is not possible to add these new hires any other way. Provide your employees the enrollment materials currently available on the Web. Shortly, you will be able to order enrollment kits from the Defined Contribution Plans Employer Website.

Commonwealth Integrated Payroll and Personnel System (CIPPS) **Specific Questions**

- 35) Q: How does VRS/ING receive notice of newly hired wage employees?**

A: Wage employees of CIPPS reporting agencies are included in the Payroll Data Interchange (PDI) that DOA sends for each pay date. Wage employees are eligible to participate in the Plan but are not subject to automatic enrollment or to receive an employer match. They receive Plan information and a password once they are reported to ING on the DOA PDI file. They receive a notice of eligibility to enroll in the Plan and a password to use if they wish to enroll online. This is true of the employees of other agencies only if the agency includes newly hired wage employees on their PDI to ING.

- 36) Q: If a Department of Corrections employee transfers from one DOC agency to another DOC agency (same payroll) do they need to complete a Payroll Authorization Form - Agency Transfer?**

A: If an employee participating in the Plan transfers between two agencies that have different agency numbers, the employee must provide the Payroll Authorization - Agency Change Form to the new agency to ensure their contributions will continue. The new agency makes the appropriate payroll changes and faxes the form to ING to be included in the participant's image record. If the participant moves within the same agency (number) there is no action required.

- 37) Q: Once a state employee enrolls in the 457 Plan, future changes are made online or by telephone. Correct?**

A: Yes

38) Q: In which CIPPS report can payroll officers view to see deferral amount changes?

A: Report U062, DC/CIPPS DEFERRED COMP/CASH MATCH UPDATE LISTING.

39) Q: Please explain the communication process between ING, DOA and the employer when reporting new employees of CIPPS reporting agencies to ING?

A:

1. The CIPPS PDI file adds new hire demographic information to ING for both salaried and wage employees.
2. ING mails new hires a notice stating they are eligible to enroll in the 457 Plan and providing Plan information
3. A password is sent to the new employees in a separate mailing
4. An employee may call the Plan Information Line or login to the Plan website with their password or use the paper enrollment form included with the notice of eligibility
5. Early each month VRS provides ING with a monthly file of salaried employees who are subject to automatic enrolment using the Department of Human Resource Management (DHRM) Health Benefit Coverage file which VRS screens for automatic enrollment eligibility. Generally, this file contains employees hired in the previous month.
6. VRS sends the file of automatic enrollment eligible new hires to ING who sets an indicator on the employee's account as subject to automatic enrollment and sends the employee an automatic enrollment notice, a password (separate mailing) and another packet of forms and plan information, provided:
 - The employee did not self enroll
 - The employee does not already have an account balance in the 457 Plan
 - The employee is not contributing to a 403b plan or
 - The employee has not opted out of the 457 Plan using the password sent earlier
7. 45 days later, if the participant has taken no action to enroll or opt out, a reminder is mailed that automatic enrollment will start in 45 days.
8. 45 days after that, if the participant still has taken no action, ING sends the \$20.00 per pay automatic deferral to DOA or the decentralized state agencies in the next feedback file.

40) Q: If there are two leave payouts for a retiring employee, how many forms are required for a one-time payout?

A: Only one 'Payroll Authorization – One Time Deferral Form' is required. The total amount of the one-time deferral is calculated by the agency payroll office and keyed into CIPPS or the agency's payroll system. The form is sent to ING to be imaged in the employee's records. Non-CIPPS employers would also enter the one-time deferral into their system and send the One-Time Deferral Form to ING. The employee must give the Payroll Authorization Form – One Time Deferral to the agency payroll office while they are still an employee and no later than the month prior to the month in which the payment would otherwise have been made to them.

41) Q: Why are some full-time long-term employees who do not participate in the 457 Plan receiving plan information at home while others are not?

A: ING established a Plan record for anyone with a Plan balance at the time of the transition from Great- West. Except for new hires in the automatic enrollment process, ING did not convert records from Great-West if there was no balance. Prior to each pay date DOA sends a Payroll Data Interchange (PDI) file containing all employees, both salaried and wage, reported by all CIPPS agencies. When ING identifies a person for the first time a shell record is established containing the demographic information sent on the PDI file. The existence of the shell record allows an employee to enroll in the Plan online. When this shell record is set up the employee receives a notice that he is eligible to enroll in the Plan and is provided a password. Most decentralized State agencies, political subdivisions and school divisions do not send full PDI files to ING.

42) Q: Senate and House of Delegates - Numerous wage employees are hired in January for legislative sessions and in 90 days they are no longer on payroll. Is there any way to avoid sending them all the new hire information to create less confusion?

A: All employees, including wage employees, are eligible to participate in the Deferred Compensation Plan and for that reason are notified of their eligibility and given the opportunity to enroll.

43) Q: To assist employees to determine when their deferral changes will become effective, is it possible to publish a list of "cut-off" dates? If an employee goes online to make a change (or calls), they may not know the "payroll cut-off" date.

A: The 2009 Deferred Compensation Transaction Load Schedule for CIPPS is included as Attachment 1.

44) Q: For CIPPS agencies how are intermittent payroll changes processed, for example the case of an adjunct faculty member who does not always work the same amount of hours each month?

A: The deferred compensation deduction must be taken in its entirety. If it cannot be withheld in its entirety no amount is withheld. If a deferral for an adjunct is not possible because there were not sufficient earnings to meet the contribution amount then no contributions will be taken. If there was a new deduction that was not activated at the time of the pay calculation, the rules of the Plan apply. That is, the deferral will be taken at the first available pay day. Agencies should monitor the Report 14, Deductions Not Taken, to identify such situations. If an employee has a deferred compensation deduction established but receives no gross pay and that employee is in a pay frequency that is called in for pay, the deduction amount will appear on the Deductions Not Taken report.

45) Q: For CIPPS agencies if a deferred compensation deduction is almost equal to the total gross payroll, FICA taxes are not withheld and an 'Uncollected FICA' condition arises. Why does this happen?

A: Currently there is no means to prevent an amount from withholding that supersedes collection of FICA tax. DOA has reported this system limitation to the software vendor but has not received a fix for it. In this situation, Uncollected FICA occurs awaiting a payment in which the system can catch up the FICA. (Note: When performing deferrals of leave payouts, the deferral amount must be calculated after the FICA withholding due is determined.)

46) Q: For CIPPS agencies what happens if the automated update happens the night the payroll is certified?

A: The Report U062, DC/CIPPS DEFERRED COMP/CASH MATCH UPDATE LISTING, is generated the night DC transactions are loaded into CIPPS. It has no relationship to when an agency calculates payroll. If the agency calls for pay calc the night of or subsequent to the loading the deferral transactions the deduction will be withheld. If the transaction rejects due to invalid company (agy)/ employee ID combination, it will be reflected on the Report U063, DC/CIPPS DEFERRED COMP/CASH MATCH ERROR REPORT. However if it is the company number that is the part in error, it will be showing on the erroneous company's report. As ING receives a file feed from DOA each pay period of all eligible participants which includes the employing company number, this typically is not a problem.

457 Plan Automatic Enrollment Questions

47) Q: How much is the deduction if the employee does not opt out of 457 Plan participation within the first 90 days?

A: The automatic deferral amount if the employee is paid 24 times a year is \$20.00. If the pay frequency is less than 24 times a year, the deduction is prorated so that the \$480.00 annually is deducted. The scale is noted in the Payroll User's manual for CIPPS and Decentralized Agencies.

48) Q: How soon can a new hire expect to receive information regarding automatic-enrollment in the mail?

A: When they are first sent by DOA or the decentralized state agency payroll, a shell record is established for the new employee. New employees receive an eligibility to participate notice and Plan information, which tells them they can enroll immediately. In a separate mailing they receive a password which can be used to self enroll or opt out. An automatic enrollment notice is sent out after VRS sends ING the file identifying new and rehired employees subject to automatic enrollment. Once the normal schedule is in place, anticipated to be May, the file of new and rehires will be sent early in the month and will contain employees hired in the previous month. ING sends the Automatic Enrollment Notice to these employees within one to two days of receiving the file from VRS unless they already have a 457 Plan account balance, self enrolled, began contributions to a 403(b) Plan or opted out. Employees may self enroll at any time including on or before their first day of employment with the use of paper Enrollment and Beneficiary Designation Forms.

49) Q: I would like to have a copy of the materials sent to new employees subject to automatic enrollment to incorporate into our orientation program for new hires.

A: If you are an agency whose employees are subject to 457 Plan automatic enrollment, please contact your ING regional representative to receive these materials. The 457 Plan Guide to Automatic Enrollment has been updated and is on the Web at www.varetire.org under the Defined Contribution Plans tab. Also, you will be able to order materials from the VRS Defined Contribution Plans Employer Website (currently under construction).

50) Q: How can an employee access the opt out form for automatic enrollment?

A: There is no form for employees to opt out of 457 Plan participation. Since Automatic Enrollment began in January 2008, opt outs are completed only online or by phone.

51) Q: We have several employees that returned from military leave in the last few months and when they went back on the payroll, automatic deferrals came out of their pay. Some of these deferrals occurred after ninety days, while some occurred on their very first payroll. Is anyone returning to work from an extended leave without pay status required to "opt out" even though they did not participate in the 457 Plan before going on leave?

A: Employees on Military Leave have not terminated employment. They are not considered rehires when they return to employment and should not be automatically enrolled in the 457 Plan. If automatic enrollment occurred it was done in error. VRS is looking into the cases reported to determine if there is a problem with the method used to identify rehires. All cases should be reported to VRS Defined Contribution Plans Administration. If contributions were made in error, they will be processed as Mistakes of Fact. Contributions will be returned to the employer to be refunded to the employee, and the cash match will be returned to the employer. Contact Bridgette Watkins, VRS Defined Contribution Plans Officer, at bwatkins@varetire.org for more information on Mistake of Fact processing.

Attachment 1
2009 Deferred Compensation Transaction Load Schedule for State Agencies Reporting Through CIPPS

Pay Period	On-line/Phone Changes and Paper Enrollments to ING by 4:00PM Eastern Time	DOA Loads All Available Activity *	DOA Loads Delayed Form Activity **	DOA Loads Auto Enrollments ***	DOA Certify Deadline	Pay Day	Auto Enroll for Hire Dates in
03/25/09 - 04/09/09	03/27/09	04/01/09	04/06/09	--	04/10/09	04/16/09	
04/10/09 - 04/24/09	04/14/09	04/23/09	--	04/20/09	04/27/09	05/01/09	Oct., Nov., Dec. 2008
04/25/09 - 05/09/09	04/29/09	05/01/09	05/06/09	--	05/11/09	05/15/09	
05/10/09 - 05/24/09	05/13/09	05/22/09	--		05/26/09	06/01/09	
05/25/09 - 06/09/09	05/28/09	06/01/09	06/04/09	--	06/10/09	06/16/09	
06/10/09 - 06/24/09	06/12/09	06/23/09	--	06/18/09	06/25/09	07/01/09	January 2009
06/25/09 - 07/09/09	06/29/09	07/01/09	07/06/09	--	07/10/09	07/16/09	
07/10/09 - 07/24/09	06/30/09	--	--	07/20/09	07/27/09	07/31/09	February & March 2009
07/25/09 - 08/09/09	07/29/09	08/03/09	08/06/09	--	08/10/09	08/14/09	
08/10/09 - 08/24/09	08/12/09	08/21/09	--	08/19/09	08/26/09	09/01/09	April 2009
08/25/09 - 09/09/09	08/28/09	09/01/09	09/04/09	--	09/10/09	09/16/09	
09/10/09 - 09/24/09	08/31/09	--	--	09/18/09	09/24/09	09/30/09	May 2009
09/25/09 - 10/09/09	09/28/09	10/01/09	10/06/09	--	10/09/09	10/16/09	
10/10/09 - 10/24/09	09/30/09	--	--	10/20/09	10/26/09	10/30/09	June 2009
10/25/09 - 11/09/09	10/28/09	11/02/09	11/05/09	--	11/09/09	11/16/09	
11/10/09 - 11/24/09	11/12/09	11/19/09	--	11/18/09	11/20/09	12/01/09	July 2009
11/25/09 - 12/09/09	11/24/09	12/01/09	12/04/09	--	12/10/09	12/16/09	
12/10/09 - 12/24/09	11/30/09	--	--	12/18/09	12/23/09	12/31/09	August 2009

* This includes online enrollments/changes, paper enrollments received and processed, and auto enrollments scheduled.

** This includes paper enrollments which were received by the scheduled cutoff but not processed in time to meet the "All Available" load.

*** Includes only transactions for auto enrollments scheduled for the corresponding pay day.