The Department of Retirement Systems (DRS) website is great for a lot of things. You can always call Employer Support Services at 800.547.6657, option 6, then 2 for help.

First, you have to login to their website at:

<https://www.drs.wa.gov/> Home page, click Employers, then ERA Login or go directly to <https://eportal.drs.wa.gov/Account/Login>.

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This will take you to Employer Reporting Application (ERA) portal.

Click on Processes and you will see several options.

**Member Management:** Click on Member Management, Start and enter a social security number (SSN) to lookup to see if someone is a member in any plan.

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**My Documents** shows any documents loaded for WVC, including Deferred Compensation enrollments from employees (save a copy of the document in the HR-Business shared folder and make sure to make the changes to the employees listed in their Savings Plan under Benefits Administration-**THESE REPORTS DO NOT CHANGE ANYTHING THAT IS ALREADYIN PLACE; IT ADDS TO WHATEVER IS THERE [UNLESS IT SPECIFIES A CHANGE]**), Transmittals from payroll, PDF and Excel Interactive Reports that show changes we made in an employee’s account.

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**RFEI - Requests for Employer Information** shows all the requests that need attention. Anything under the Name column means a person at DRS requested the RFEI; anything that is all Caps means the DRS system autogenerated the request and probably only need separation information for retirement or deferred compensation.

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The following will show how to fix some of them.

**Example #1: Fixing compensation and reporting hours**

Click on the SSN of the person you want to look at. Review the request, click on View Earnings. If you don’t know where to start, contact DRS or Send and message and select the Complete and Send to DRS button and they will respond.

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The Comment box was not available because I didn’t choose Edit Request, but I made notes so when I go into ERA, I will know what to put in.

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Now that I have all the information I need, Save, copy the SSN, Return to List and go into ERA Employer Reporting and Start a Employer Reporting Process. **If you start a ERA but don’t finish, when you come back, you need to go to the Tasks at the top right of the screen to choose it again.**

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For this Report, choose Reporting Method **Interactive** and Report Group **1206**, then select **Next**.

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Select **Add Member**.

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Add **SSN**, select **Search**.

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I made the following changes but had to turn it back over to DRS because the validation would never be ok since she had transferred tom PERS 3 and PERS 3 didn’t exist back in 1983.

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I went to the bottom of the page, selected Validate, saved and returned. Because this had to be fixed by DRS, I went to the bottom of the page again, selected Remove, then back to the bottom of the page and selected Cancel Report.

**Example #2: Request askes if we had any furlough days during the pandemic. WVC did not.**

1. Put in notes, Save
2. View Verification of Reduction Efford form, Save, Return to Request
3. Finalize Request.

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1. Complete & Send to DRS

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**Example #3: Request needs hours worked 6/2005.**

1. Look in Legacy to see if the info is on the paystub (if employed full time, one could look to see how many working hours that month).
2. Add notes to request.
3. Save.
4. Open a new tab and go to DRS and complete ERA.
5. Add to note in Request when ERA is completed, Save, select Finalize Request & select Complete & Send to DRS.

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Now that I have all the information I need, Save, copy the SSN, Return to List and go into ERA Employer Reporting and Start a Employer Reporting Process **(or better yet, open another browser tab and go into DRS**). **If you start a ERA but don’t finish, when you come back, you need to go to the Tasks at the top right of the screen to choose it again.**

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For this Report, choose Reporting Method **Interactive** and Report Group **1206**, then select **Next**.

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**Select Add Member.**

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Add **SSN**, select **Search**.

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Under Earnings Detail, Choose Type Code, Status Code, Earning Period, leave Compensation 0.00 since they already have that, add Hours and select Validate. Fix any error messages and Select Save and Return.

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If finished, select Submit Report.

Now, copy the ERA info (**Employer Reporting (ERA Portal Only) — ERP-20231228-0328**), go to the Request, add that it was fixed and paste the ERA number, select Finalize Request then select Complete & Send to DRS

**Example #4: Putting in Separation dates**

1. Login to two DRS windows (one for **REFI Request for information** and one for **ERA.**
2. Open a request and copy the SSN.
3. Start an ERA.
4. Select **Interactive for Reporting Action and** **1206 for Reporting Group.**
5. Select **Next.**
6. Select **Add Member**.
7. Add **SSN** and select **Search.**
8. Select **Employment Information**.
9. Select **Add Employment Information**.
10. Clear **Begin Date**, add **End Date,** select **Validate.**

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1. Select **Save and Continue** or **Save and Return**.
2. Select **Submit Report** if finished.
3. Go to **Request** and add the date finished and paste the ERA number, Select **Finalize Request** and select **Complete & Send to DRS**.
4. If adding another member to ERA, copy the SS from the request, go to the ERA tab and select **Add Member** to add another member for correction (you can add as many members to an ERA as needed (they must be in the same Report Group, e.g., 1206).

**Example #5: Adjusting for a default into PERS2 and then the person chose PERS3 (after being paid). THIS** **DIDN’T NEED TO BE DONE (I DELETED IT) BUT LEFT THE EXAMPLE FOR HOW TO DO SOMETHING SIMILAR IF NEEDED.**

Here is the **PSHUP** to “R” refund the PERS2 deduction of 130.73 and “A” add a PERS3 deduction of 99.35.

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**Example #6: DRS needed hours and compensation but this employee had a break in service so this is how to put in zero compensation and hours.**

1. Login to two DRS windows (one for REFI Request for information and one for ERA).
2. Open a request and copy the SSN.
3. Start an ERA.
4. Select **Interactive for Reporting Action and** **1206 for Reporting Group.**
5. Select **Next.**
6. Select **Add Member**.
7. Add **SSN** and select **Search.**
8. Select **Employment Information**.
9. Select **Earnings Detail**.
10. Add as many rows needed.
11. The **Plan Code** should populate, add **B** for **Status Code,** add **Earning Period(s),** leave **Compensation** and **Hours** zero.
12. Select **Validate** (fix any errors).
13. Select **Save and Continue** or **Save and Return**.
14. Select **Submit Report** if finished.

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1. Go to **Request** and add the date finished and paste the ERA number.
2. Select **Finalize Request** and select **Complete & Send to DRS**.
3. If adding another member to ERA, copy the SS from the request, go to the ERA tab and select **Add Member** to add another member for correction (you can add as many members to an ERA as needed (they must be in the same Report Group, e.g., 1206).

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**Example #7:**