

# Request for Employer Information

## RFEI System





This packet contains instructions for using the Request for Employer Information (RFEI) System. These instructions were developed to help make the system as easy as possible for you to use. If you have questions, we're here to help. Please contact us through one of the methods listed below.

#### CONTACT INFORMATION:

Employer Support Services  
6835 Capitol Boulevard,  
Tumwater, WA 98501

[employersupport@drs.wa.gov](mailto:employersupport@drs.wa.gov)

360.664.7200 or toll free 800.547.6657

360.753.1090 (Fax)

<http://www.drs.wa.gov/employer/>

## GETTING STARTED

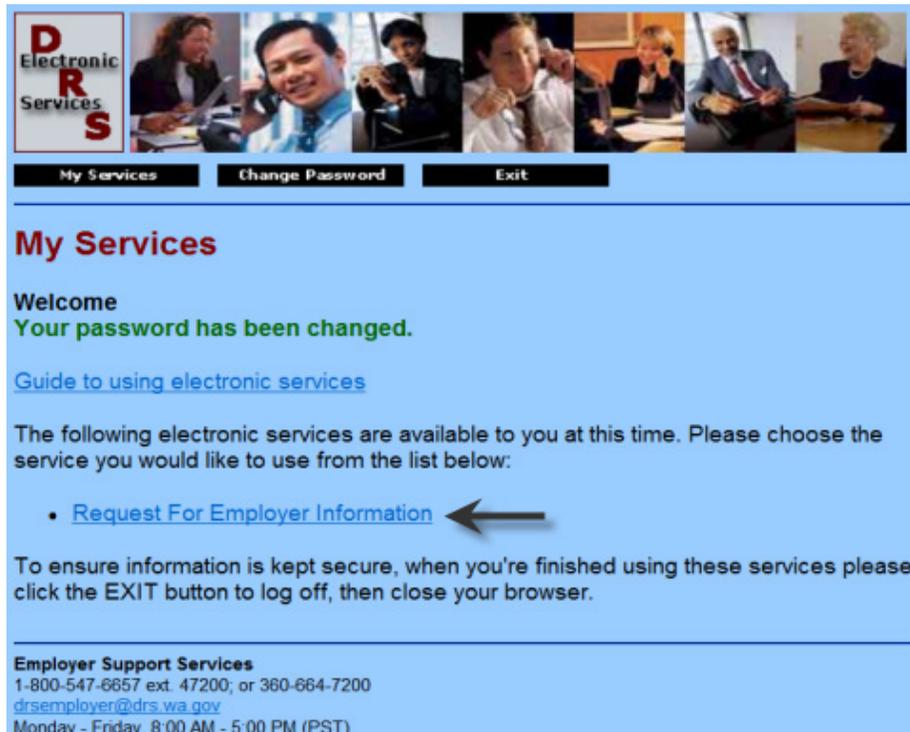
These are the requests you'll receive in the Request for Employer Information System:

- **Requests for Final Compensation and Annual/Sick Leave Cash outs**
- **Furlough Compensation and Hours Requests**
- **Options bills:**
  - » Authorize Leave of Absence
  - » Authorized Military Leave
  - » Temporary Duty Disability
- **Transmittal reporting questions**
  - » Low Earnings
  - » Low Hours
  - » Missing Earnings/Hours
  - » Negative Earnings/Hours
  - » Spiked Earnings
  - » Spiked Hours
  - » Status Code (M, N, etc.)

# ACCESSING THE REQUEST FOR EMPLOYER INFORMATION SYSTEM

## STEP 1: LOG IN

First, log into the eServices website, then select the Request for Employer Information link.



## STEP 2: RECEIVE EMAIL NOTIFICATION:

You will receive notification of any new requests by email, like this example:

**From:** drsemployer@drs.wa.gov [mailto:drsemployer@drs.wa.gov]  
**Sent:** Thursday, October 16, 2014 5:11 PM  
**To:** Jones, Samuel (WSDSDOT)  
**Subject:** Department of Retirement Systems (DRS) - New Information Request - Report Group 0155  
**Importance:** High

Dear Samuel Jones,

You have a new Request for Employer Information (RFEI) from the Department of Retirement Systems, regarding Smith, John E. (xxx-xx-1234) with the following request(s):

- Temporary Duty Disability
- Spiked Earnings

To view the full request and respond to the request, log in to DRS [e-Services](#).

If you have any questions, please [contact us](#).

# ACCESSING THE REQUEST FOR EMPLOYER INFORMATION SYSTEM

## STEP 3: VIEW THE OPEN REQUESTS

After you access RFEI you will see a list of open requests for your organization:

- To view the entire SSN, hover over the \*\*\*\*\*0000
- You can search for a specific employee SSN or name
- Click on the SSN to review the entire request

SSN:	Name:	Report Group:	Assigned:		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Me	
SSN	Name	Report Group	Request Date	Requests Completed	Request
<a href="#">****1093</a>		0155	10/16/2014	0 of 1	Spiked Earnings
<a href="#">****1093</a>		0155	10/15/2014	0 of 1	Furlough
<a href="#">****1312</a>		0155	10/15/2014	0 of 1	Furlough
<a href="#">****6663</a>		0155	10/07/2014	0 of 1	Verification of Em

## STEP 4: REVIEW THE OPEN REQUESTS

The request type and a text description of the request will be listed along with the timeframe. The “Member Information” section will replace the “Member Look Up,” and the following fields will be populated:

- Full Name
- SSN
- Employer
- System
- Report Group

Washington State Department of Retirement Systems  
Request For Employer Information

Request

**Member Information**

Full Name: [Redacted] System: TRS  
SSN: [Redacted] Assigned To: NONE  
Last Updated: 05/30/2014 Status: Open

**Requests**

Completed All Requests Save

Authorized Military Leave Complete Request

Request Type	From Date	To Date	
Authorized Military Leave	05/2014	05/2014	View Earnings

**Request Text**  
The above referenced member is requesting to purchase service credit for a period during which the employee was on active duty military leave. Please complete the regular compensation and regular hours for each month of the employee's leave, using the regular salary and hours the employee would have received, including raises, if the employee had continued working.

Communications with DRS

**RSA Notes**  
NONE

**Employer Notes**

Return to List

# ACCESSING THE REQUEST FOR EMPLOYER INFORMATION SYSTEM

## STEP 5: RESPOND TO SPIKED EARNINGS

Click View Earnings to view what has been reported to DRS:

**Requests**

▼ Spiked Earnings

Request Type	From Date	To Date	
Spiked Earnings	07/2007	07/2007	<a href="#">View Earnings</a> 

**Request Instructions**

Compared to the amount of hours reported for the month(s) listed, the earnings reported appear to be high.

Please click the View Earnings link and either:

1. Confirm as correct by explaining the reason for the unusually high earnings in the comments section supplied, or
2. Make necessary corrections through WBET or your transmittal

**Messages**

[Send / View Messages](#)

**Retirement Specialist Notes**

NONE.

## STEP 6: CONFIRM EARNINGS

- If it's correct, make a note in the comments.
- If it's incorrect, make corrections through WBET, or your transmittal, and make a note in the comments.
- Click Save and Close.

[Save And Close](#) [Return To Request](#)

**Employee Name:**  
**SSN:**  
**System/Plan:** PERS

Compared to the amount of hours reported for the month(s) listed, the earnings reported appear to be high.

Please click the View Earnings link and either:

1. Confirm as correct by explaining the reason for the unusually high earnings in the comments section supplied, or
2. Make necessary corrections through WBET or your transmittal

Earning Period	Transmittal Type Code	Status Code	Compensation Reported	Hours Reported	Comments
07/2011	01	A	5369.00	168.0	

# ACCESSING THE REQUEST FOR EMPLOYER INFORMATION SYSTEM

## STEP 7: COMPLETE THE REQUEST

[Send to DRS](#) [Save](#) [Return to List](#)

### Member Information

**Full Name:**  
**SSN:**  
**Last Updated:** 01/14/2015

**System:** PERS  
**Assigned To:** Shelly, RFEI  
**Status:** Open

### Requests

▼ Spiked Earnings

[Complete Request](#)

• Earnings Saved.

Request Type	From Date	To Date
Spiked Earnings	07/2011	07/2011

[View Earnings](#)

#### Request Instructions

Compared to the amount of hours reported for the month(s) listed, the earnings reported appear to be high.

Please click the View Earnings link and either:

1. Confirm as correct by explaining the reason for the unusually high earnings in the comments section supplied, or
2. Make necessary corrections through WBET or your transmittal

#### Messages

[Send / View Messages](#)

#### Retirement Specialist Notes

NONE.

#### Employer Notes

# ACCESSING THE REQUEST FOR EMPLOYER INFORMATION SYSTEM

## STEP 8: RESPOND TO SPIKED EARNINGS

Use this screen to view, update, and respond to requested information. Changes can be saved so you can return at a later time to complete your requests. When finished, mark each request as completed and send your request to DRS. If you do not have additional request types from DRS for this employee, click Send to DRS.

The screenshot displays a web interface for managing requests. At the top, there are two buttons: "Send to DRS" and "Return to List". A black arrow points from the "Return to List" button to the "Send to DRS" button. Below this is a section titled "Member Information" with the following details:

- Full Name:** [Redacted]
- SSN:** [Redacted]
- Last Updated:** 10/16/2014
- System:** PERS
- Assigned To:** NONE
- Status:** Open

Below the member information is a section titled "Requests". A dropdown menu is set to "Spiked Earnings". To the right of this dropdown is a button labeled "Edit Request", with a black arrow pointing to it. Below the dropdown is a table with the following data:

Request Type	From Date	To Date	
Spiked Earnings	07/2007	07/2007	<a href="#">View Earnings</a>

Below the table is a section titled "Request Instructions" with the following text:

Compared to the amount of hours reported for the month(s) listed, the earnings reported appear to be high.

Please click the View Earnings link and either:

1. Confirm as correct by explaining the reason for the unusually high earnings in the comments section supplied, or
2. Make necessary corrections through WBET or your transmittal

Below the instructions is a section titled "Messages" with a button labeled "Send / View Messages". Below that is a section titled "Retirement Specialist Notes" with the text "NONE." and a section titled "Employer Notes" with the text "NONE."

If you have saved changes, but have additional edits, you can click Edit Request to complete before sending to DRS.

# ACCESSING THE REQUEST FOR EMPLOYER INFORMATION SYSTEM

## STEP 9: RESPOND TO A VERIFICATION OF EMPLOYMENT (VOE)

Click View Verification of Employment Forms. Use this screen to view, update and respond to requested information. Changes can be saved so you can return at a later time to complete your requests. When finished, mark each request as completed and send your request to DRS.

Send to DRS Save Return to List

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**Member Information**

**Full Name:** **System:** PERS  
**SSN:** **Assigned To:** Shelly, RFEI  
**Last Updated:** 01/14/2015 **Status:** Open

**Requests**

▼ Verification of Employment Complete Request

Request Type	From Date	To Date	
Verification of Employment	01/1987	10/1987	 <span style="border: 1px solid gray; padding: 2px 10px;">View Verification of Employment Forms</span>

**Request Instructions**

The Department of Retirement Systems (DRS) is investigating the unreported hours and earnings in the time frame noted on the Verification of Employment form for the employee listed above.

Please click the Verification of Employment button and fill out all of the applicable fields.

**Messages**  
Send / View Messages

**Retirement Specialist Notes**  
NONE.

**Employer Notes**

# ACCESSING THE REQUEST FOR EMPLOYER INFORMATION SYSTEM

## STEP 10: COMPLETE FIELDS FOR THE VOE FORM

- Enter start date
- Enter separation date
- Enter Position Number
- Enter Job Title
- Select Temp/Perm Status
- Answer questions 1 through 6, or provide other explanation

### Verification of Employment

[Save and Return](#) [Return to Request](#)

Employee Name: [REDACTED]  
SSN: [REDACTED]  
System/Plan: PERS  
Request Period: 05/2010-10/2010

The Department of Retirement Systems (DRS) is investigating the unreported hours and earnings in the time frame noted on the Verification of Employment form for the employee listed above. Please click the Verification of Employment button and fill out all of the applicable fields.

Start Date	Separation Date	Position Number	Job Title	Temp/Perm
05/01/2010	10/31/2010	0000	Office Assisatnt	Temporary

1. What was your evaluation period for the time frame in question? (i.e. school year, calendar year, fiscal year, or specific months)

2. Was this position considered eligible at the time of hire regardless of employee status, i.e. temporary or permanent?  Yes  No

3. Was this a new position when this employee was hired?  Yes  No

4. If not a new position, did position meet eligibility criteria prior to this employee's hire date?  Yes  No

5. Was the employee hired under a fee, retainer or contract?  Yes  No

6. If the Employee was hired temporarily prior to June 6, 1990, were they subsequently hired permanently into the same position?  Yes  No

Other (please explain):

# ACCESSING THE REQUEST FOR EMPLOYER INFORMATION SYSTEM

## STEP 11: COMPLETE VOE EARNINGS

- Enter Compensation for each month
- Enter hours for each month
- Click Save and Return
- Click Complete Request
- Click Send to DRS

### Verification of Employment

Employee Name:   
SSN:   
System/Plan: PERS  
Request Period: 05/2010-10/2010

The Department of Retirement Systems (DRS) is investigating the unreported hours and earnings in the time frame noted on the Verification of Employment form for the employee listed above.

Please click the Verification of Employment button and fill out all of the applicable fields.

Earning Period	Compensation	Hours
05/2010	<input type="text" value="2000.00"/>	<input type="text" value="160"/>
06/2010	<input type="text" value="700.00"/>	<input type="text" value="80"/>
07/2010	<input type="text" value="0.00"/>	<input type="text" value="0"/>
08/2010	<input type="text" value="0.00"/>	<input type="text" value="0"/>
09/2010	<input type="text" value="2000.00"/>	<input type="text" value="160"/>
10/2010	<input type="text" value="0.00"/>	<input type="text" value="0"/>

# ACCESSING THE REQUEST FOR EMPLOYER INFORMATION SYSTEM

## STEP 12: RESPOND TO MULTIPLE REQUESTS

Sometimes you will receive multiple request types for the same employee from DRS. Use this screen to view, update, and respond to requested information. Changes can be saved so you can return at a later time to complete your requests. When finished, mark each request as completed and send your request to DRS.

Send to DRS Save Return to List

**Member Information**

Full Name: ██████████ System: PERS  
SSN: ██████████ Assigned To: NONE  
Last Updated: 10/17/2014 Status: Open

**Requests**

- Temporary Duty Disability 
- Spiked Earnings 

You can complete one request type, save your changes and come back to complete the others at another time. The request will remain open for editing until you have completed all requests and clicked Send to DRS

Send to DRS Save Return to List

**Member Information**

Full Name: ██████████ System: PERS  
SSN: ██████████ Assigned To: NONE  
Last Updated: 10/16/2014 Status: Open

**Requests**

- Temporary Duty Disability 
- Spiked Earnings 

## STEP 13: RESPOND TO MULTIPLE REQUESTS

Once you have saved and completed All requests, you can send your response to DRS.

Send to DRS 

**Member Information**

Full Name: ██████████ System: PERS  
SSN: ██████████ Assigned To: NONE  
Last Updated: 10/17/2014 Status: Open

**Requests**

- Temporary Duty Disability 
- Spiked Earnings 

# ACCESSING THE REQUEST FOR EMPLOYER INFORMATION SYSTEM

## STEP 14: CONTACT DRS

Here you can type up your comments or questions to send to DRS.

[Return to request](#)

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**Request Information**

<b>Member Name:</b> [REDACTED]	<b>Assigned To:</b> Miller, Seth
<b>SSN:</b> [REDACTED]	<b>Request Type:</b> Furlough
<b>System:</b> PERS	<b>Last Update:</b> None

Send A New Message

Send Message Clear Message

Rich text editor toolbar with icons for undo, redo, bold, italic, underline, bulleted list, numbered list, link, unlink, font family, font size, text color, background color, and source code.



## CONTACT INFORMATION:

Department of Retirement Systems

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Olympia, WA 98504-8380

360.664.7000

800.547.6657

[www.drs.wa.gov](http://www.drs.wa.gov)