



# Employer Reporting Application



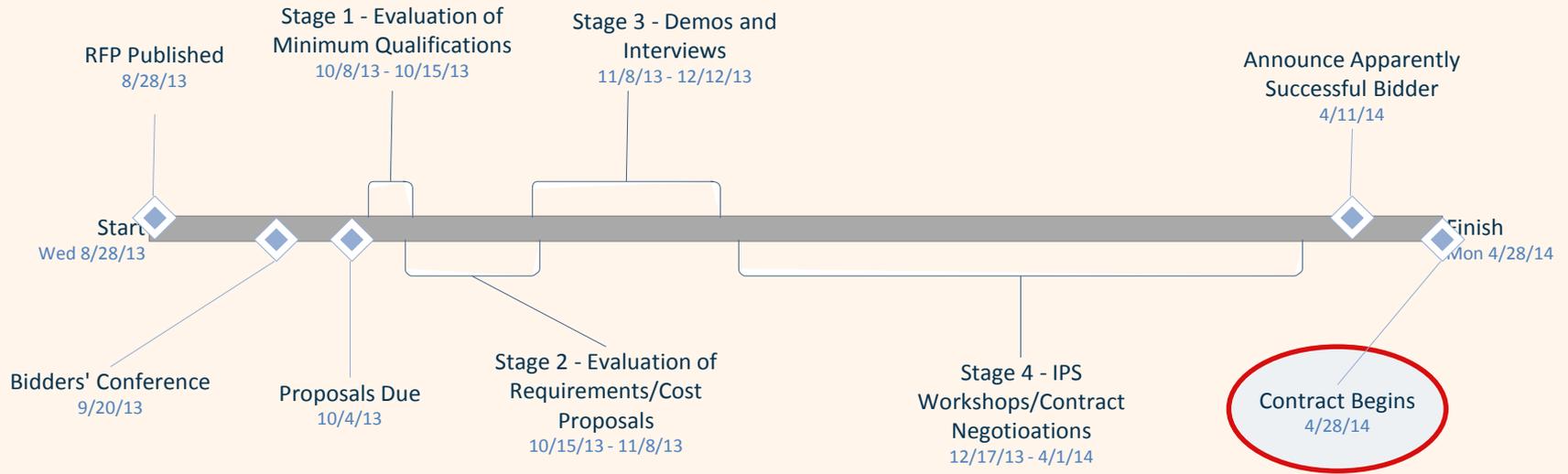
# Project Update

- Received Legislative Approval to Replace EIS
- Hired Independent Quality Assurance Consultant (The Caughlin Group)
- Continued Procurement Process for Technology Platform (BPMS)
- Completed EIS-BPM Phase (Documented “to be” business processes and high-level requirements)
- Continued preparing our technical environment for the BPMS
- Continued Project Planning for the “Build” Phase of the Employer Reporting Application (ERA) Project
  - Project Organization/Key Roles
  - Conducted Initial Risk Assessment

# Project Team

<b>Mike Ricchio</b> <b>Chris Lamb</b>	Executive Sponsors	<ul style="list-style-type: none"><li>• ERA</li></ul>
<b>Shawn Merchant</b>	Project Director	<ul style="list-style-type: none"><li>• ERA</li></ul>
<b>Kim Smith</b>	Product Owner	<ul style="list-style-type: none"><li>• ERA</li></ul>
<b>Rose Bossio</b>	DRS Project Manager	<ul style="list-style-type: none"><li>• ERA Build</li><li>• EIS – BPM Phase (complete)</li></ul>
<b>Sue Gordon</b>	Technical Project Manager	<ul style="list-style-type: none"><li>• Technology Procurement</li><li>• ERA Build Technical Team Manager</li></ul>
<b>Rachel Nesse</b>	Organizational Change and Communications Manager	<ul style="list-style-type: none"><li>• ERA Build</li><li>• Employer Engagement/Project Communications</li></ul>

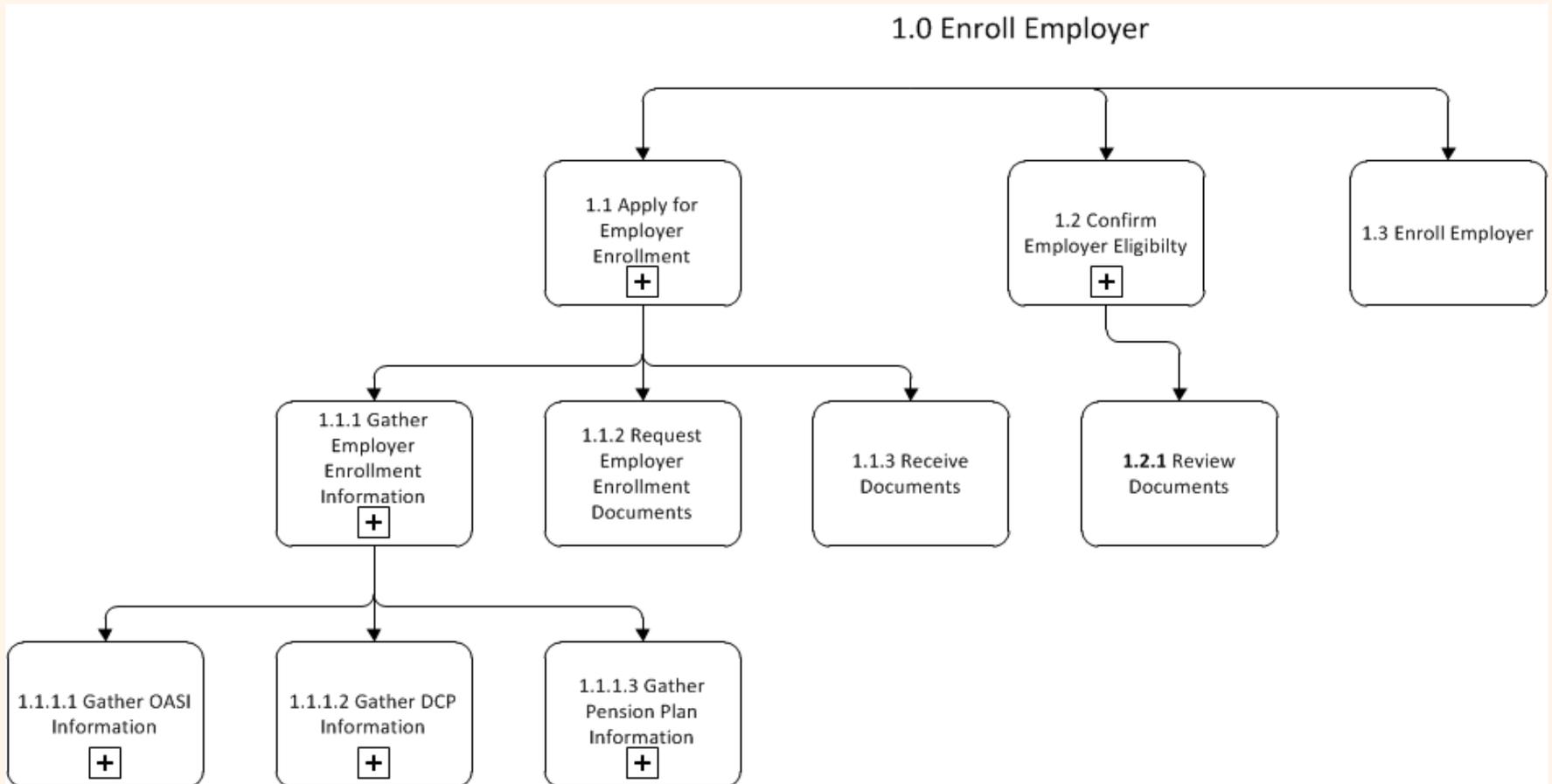
# Technology Platform - Procurement



# Business Processes

- Register Employer
  - Employer Login
  - Employer Profile Review
  - Determine Member Eligibility
  - Member Lookup
  - Process Employer Report
  - Enroll Member
  - Earnings Activity
  - Plan Choice
  - Update Member
  - Process Employer Electronic Payments
  - Enroll Employer
  - Update Employer
  - Review Employer Enrollment Information
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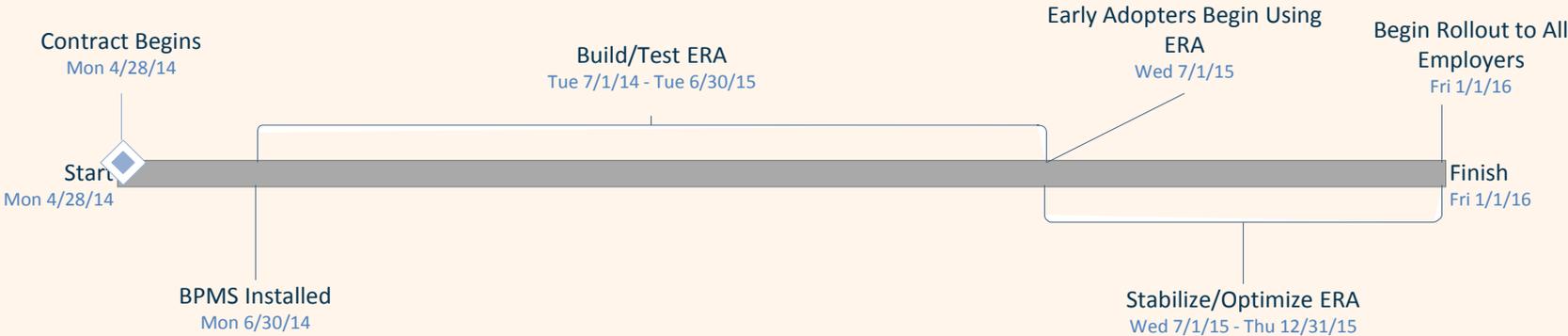
# Business Process Model Example



# Business Requirement Example

Control #	#			Business Requirements and Rules	Rationale/Questions /Decisions/Future Impacts
1	1.0		Parent Process	Enroll Employer. This process provides a publicly accessible function to facilitate the enrollment of employers into a DRS retirement system, including DCP, and assist potential employers in obtaining appropriate OASI status.	There is a possibility that a Roth 457 plan will be added in the future.  <a href="#">LEOFF Employer: 41.25.030</a> <a href="#">PERS Employer: 41.40.010</a> <a href="#">SERS Employer: 41.35.010</a> <a href="#">TRS Employer: 41.32.010</a> <a href="#">W/SPRS Employer: 43.43.010</a> <a href="#">PSERS Employer: 41.37.010</a> DCP Employer: <a href="#">41.50.770</a> and 41.50.780 OASI: RCW 41.48.030 and Section 218 of the Social Security Act
2	1.0		Inputs	<ul style="list-style-type: none"> <li>External requester makes inquiry about enrollment</li> <li>Requester has selected to Start Application (in the Review Employer Enrollment Information process)</li> <li>DRS team member initiates enrollment process</li> </ul>	
3	1.0		Outputs	For requester who opts for one or more plans: <ul style="list-style-type: none"> <li>Requester has 218 coverage</li> <li>DCP enrollment record created</li> <li>Pension plan enrollment record created</li> <li>“Not eligible” message to requester</li> </ul>	
4	1.0	F1	Functionality	The system will include an application for employers to provide employer enrollment information to DRS.	
	1.0	R1	Requirement	The application will include an authorization/login feature.	Move to Global Requirements
	1.0	R2	Requirement	The application will allow users to come back in and view data they have already input. (Should be able to save, update, retrieve, check status.)	Move to Global Requirements
	1.0	R3	Requirement	The application will be easily accessible to external users.	Move to Global Requirements
	1.0	R4	Requirement	The application will be ADA compliant.	Move to Global Requirements
	1.0	R5	Requirement	The application will be accessible 24 x 7, except for scheduled or emergency periods of maintenance.	Move to Global Requirements

# Employer Reporting Application (ERA) Build Phase – “DRAFT” Timeline



# Organizational Change Management and Communications

## Organizational Change Management

- Coordinate Change
- Support Successful Adoption
- Maintain Productivity
- Minimize Disruption
- Manage Risk

## Communications

## Training, Education, Knowledge Transfer

DRS Employees

Employers

Stakeholders

Questions?

