

## Retirement Membership Options for Higher Education Employees Frequently Asked Questions

1. How do I know if a new hire is eligible to retire or is retired from a DRS-covered system?  
Log on to [DRS eServices](#) and review the Member Reporting Verification (MRV) screen to verify if a member is retired. If not retired, use this [chart](#) as a guideline to determine if you need to contact ESS to verify if the member is eligible to retire.
2. How do I determine if a new hire has previously worked in a HERP-eligible position?  
You are responsible for gathering this information from your employee or confirm with the previous institution if the position was HERP-eligible.
3. I hired a transfer employee from DSHS into a faculty position. He has previous PERS Plan 2 membership. Can he continue participation in PERS 2 under his faculty appointment?  
No. As long as he is not eligible to retire, offer him a choice between the HERP and TRS Plan 3.
4. I hired a withdrawn PERS Plan 2 member into a non-faculty, HERP-eligible position. She is not eligible to retire. What do I offer her?  
Offer her a choice between joining the HERP or reestablishing her PERS Plan 2 membership, if your institution allows it.
5. Do I deduct member contributions while waiting 30 days for the employee to choose between the HERP and Plan 3?  
No. Begin deducting contributions within the same payroll period you receive the form from the member.
6. I hired a PERS Plan 1 member into a faculty position. What do I offer?  
A PERS Plan 1 employee in a faculty position has the choice between the HERP and TRS Plan 3, as long as they are not eligible to retire.
7. I have a faculty member who is coming from another college and I am hiring them into a faculty position. They chose TRS Plan 3 on July 15, 2011. What do I offer them?  
You do not offer them a choice. They are eligible for TRS Plan 3 only.
8. I hired a PERS Plan 2 member into a faculty position. The employee is eligible to retire from DRS with 17 years of service. What plan do I offer them?  
This employee cannot join the HERP because they are eligible to retire. They also are estopped from establishing membership in TRS because they have more than 15 years of service. The employee can participate in PERS Plan 2, if your institution allows.
9. I have a non-faculty, HERP-eligible position. The employee has previous TRS Plan 1 membership (not withdrawn). What do I offer?  
This employee can elect to participate in TRS Plan 1, if your institution allows, or the HERP for either a faculty or a non-faculty position.
10. A new employee chooses HERP after July 1, 2011, in a faculty position. If they move to a non-faculty position, do they get the HERP/PERS Plan 3 Choice?  
Yes, an employee is eligible for an irrevocable choice for each position type at each institution.

11. An employee chooses PERS Plan 3 in a non-faculty, HERP-eligible position, then they move to a faculty position. What can I offer?  
Offer them a choice between the HERP and TRS Plan 3.
12. A new employee working in a faculty position at Green River Community College chooses HERP after July 1, 2011. They separate employment and begin working in a faculty position at South Puget Sound Community College. What can I offer?  
This employee must continue reporting to HERP.  
All of the Community and Technical Colleges are considered one employer (institution) as the State Board of Community and Technical Colleges oversees one retirement plan for all.
13. A new employee working in a faculty position at Green River Community College chooses TRS Plan 3 after July 1, 2011. They separate employment and begin working in a faculty position at South Puget Sound Community College. What can I offer?  
This employee must continue reporting in TRS Plan 3.
14. A new employee working in a faculty position at Green River Community College chooses TRS Plan 3 after July 1, 2011. They separate employment and begin working in a non-faculty position at South Puget Sound Community College. What can I offer?  
Offer them a choice between HERP and PERS Plan 3.
15. A new employee working in a HERP-eligible faculty position at Grays Harbor Community College chooses HERP after July 1, 2011. They are now working for Central Washington University in a HERP-eligible faculty position. What can I offer?  
Offer them choice between HERP and TRS Plan 3.
16. A new employee working in a HERP-eligible faculty position at the University of Washington chooses HERP after July 1, 2011. They accept a HERP-eligible faculty position at Washington State University. What can I offer?  
Offer them choice between HERP and TRS Plan 3.
17. A new employee working in a HERP-eligible faculty position at the University of Washington chooses TRS Plan 3 after July 1, 2011. They accept a HERP-eligible faculty position at Washington State University. What can I offer?  
This employee must continue reporting in TRS Plan 3.
18. A new employee working in a HERP-eligible faculty position at the University of Washington chooses HERP after July 1, 2011. They accept a HERP-eligible non-faculty position at Washington State University. What can I offer?  
Offer them choice between HERP and PERS Plan 3.
19. A new employee working in a HERP-eligible faculty position at the University of Washington chooses TRS Plan 3 after July 1, 2011. They accept a HERP-eligible non-faculty position at Washington State University. What can I offer?  
Offer them choice between HERP and PERS Plan 3.
20. I have an existing employee that currently participates in PERS Plan 2 through classified employment at my institution. She is moving into a new position that is a non-faculty HERP-eligible position. Can I continue reporting her in PERS Plan 2 until vested and then transfer her to our HERP?  
No, she must choose between PERS Plan 2 and the HERP for employment in the new position.

