

Quick Start DCP – Web Based Employer Transmittals

The following is a quick summary of the steps involved in submitting a Deferred Compensation Program (DCP) transmittal report using Web Based Employer Transmittals (WBET). Use the menu of navigation links located in the upper right hand corner of WBET to navigate the application. Follow the steps listed below for each **Navigation Link**.

Submitting a DCP Report

Navigation Link:	Take these steps:
My Services	You will receive an email notification when your DCP report is available for processing. <ul style="list-style-type: none"> Log on to DRS eServices Select Web Based Employer Transmittal. The application will open on Report Listing.
Report Listing	Click the Select button of the Deferred Compensation Report . The report will open on Change Report .
Change Report	Review any deferral changes for the upcoming pay date. <ul style="list-style-type: none"> If none, go to the next step. If there are changes, you will need to make changes to your payroll system. Click "Print" to print a paper copy, or click "Save Report to Disk" to save an electronic copy. Exit the application.
	After payroll has run, verify deferral amounts for each participant. To do this, use the log on procedures above. The report will open on Deferral Detail .
Deferral Detail	Follow the steps below to make participant updates. Be sure to save your changes frequently. <ul style="list-style-type: none"> To update participant's name, address or birth date, click "Update Participant Info." Note: If you have already updated this information on your regular retirement report, this step is not necessary. To enter an employment termination date, click "Update Participant Info." Note: End dates for retirement and DCP are not shared. To suspend a participant's deferral for extended periods of leave without pay, click the "Deferral Temporarily Suspended" box. The deferral will remain suspended until the box is unchecked. To do a one-time suspension, change the "Deferral Amount" box to zero. The deferral amount will automatically reappear on the next transmittal. <p>When all changes are done and the Deferral Detail balances to your payroll, click "Submit." After submitting your report, Printable Report will open.</p>
Printable Report	Click Print to print a paper copy, or click Save Copy to Disk to save an electronic copy of the report. Choose one of the following: <ul style="list-style-type: none"> If you are paying by check, click "To Pay by Check." This will allow you to access your pre-filled payment advice (the pre-filled option is only available the day you submit your report.) Print it, add your warrant/check number, and mail it with your check to DRS. Select Report Listing. If you are paying electronically, click "To Make ePayment." This will take you to the ePay application where you can submit your payment information. After completing ePayment, select My Services. Choose Web Based Employer Transmittal. Report Listing will open.
Report Listing	Verify the status of the DCP report is "submitted." <ul style="list-style-type: none"> If it is, Exit the application, or select another report. If it is not, go back into the report, and resubmit. Status will change to "processing" the next day, and will stay in this status until your payment is received and reconciled with the report. Once reconciled, the report listing will indicate the date you will be able to select your next report. You will also receive a reminder email from DRS on that date.