

## Appendix D.2 Detailed Requirements and Workflows

For: Employer Reporting Application (ERA) Project



### Requirements and Workflows Overview:

Process #	Process Title	Description	Page #
1.0	Employer Portal	This is a public facing page that allows requestors to view information geared toward: <ul style="list-style-type: none"><li>• Prospective new employers who are considering enrolling in a retirement system and/or DCP.</li><li>• Retirement mandated new employers who may want to enroll, get information about DCP, or need information about OASI coverage.</li><li>• Retirement System Employers who wish to add a second pension plan (e.g. LEOFF) and/or begin participating in DCP.</li><li>• Public Employers needing information about OASI coverage.</li></ul>	4
2.0	Create and Modify User Account/Profile	This process provides a function to allow an authorized user to create and modify a user account/profile.	35
3.0	Registration	This process provides a publicly accessible function to facilitate the user registration into the employer reporting application. It also includes single sign on registration for DRS employees.	41
4.0	Login	This process provides a publicly accessible function from the DRS public website to facilitate the login process into the employer reporting application. It also includes Single Sign On access for DRS employees.	50
5.0	Forgot User ID	This process provides a publicly accessible function to facilitate the steps to assist the user in the recovery of a User ID.	57
6.0	Forgot Password	This process provides a publicly accessible function to facilitate the steps to assist the user in the creation of a new password.	62
7.0	Change Password	This process provides a function to facilitate the steps to assist a user in changing their own Password.	67
8.0	Admin Reset Password	This process provides a function to facilitate the steps to assist an authorized user in resetting a user's password and the user creating a new password.	70
9.0	Change Profile	This process provides a function to facilitate the steps to assist the user in changing their own Profile information.	74
10.0	Modify User Access	This process provides a function for authorized users to manage user access (suspend/unsuspended, unlock, revoke, reactivate) to the employer reporting application.	77

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Process #	Process Title	Description	Page #
11.0	User Profile	This is the landing page after a user has logged in that will allow the user to access other processes (Essentially a Dashboard).	83
12.0	Enroll Employer	This process enables prospective and current employers to apply for enrollment in a DRS System.	108
13.0	Obtain "Absolute" Coverage	This is an OASI process referenced in the Enroll Employer process. This refers to groups of employees whose positions are not under a retirement system.	133
14.0	Divided Referendum Vote	This is an OASI process referenced in the Enroll Employer process. Employees hired before 4/1/1986 and continuously employed by the same employer may vote to participate in Medicare. The employees who vote in favor will be covered. The employees who vote against will not be covered.	144
15.0	Majority Referendum Vote	This is an OASI process referenced in the Enroll Employer process. This is an election process in which members of a retirement system group vote for or against participating in Social Security. If a majority of the eligible members of the retirement system vote in favor of coverage, the state may then submit a modification to its agreement under Section 218 to extend coverage to that group.	162
16.0	Update Employer	This process provides the function for an authorized user to submit employer profile changes to DRS (employer name, employer address, tax status, Service Organization, ESD, payroll information, etc.)	180
17.0	Member Lookup	This process provides the function for authorized users to lookup data on current employees, past employees, or prospective employees that may have history in a Washington State retirement plan (and possibly a First Class City or Higher Education Plan).	229
18.0	Determine Member Eligibility	This process facilitates the assessment of position eligibility as well as a person's eligibility to participate in a DRS retirement plan.	250
19.0	Enroll Member	This process provides a publicly accessible function to facilitate the enrollment of members into a DRS pension system and/or DCP. This process enables employers to enroll members using the automated reporting process, as well as an interactive process for employers who enroll members separately from the reporting process.	307
20.0	Update Member	This process provides a secure publicly accessible function to facilitate updating of member information.	339
21.0	Plan Choice	This process facilitates the communication and submission of a member's plan choice between Plan 2 or 3 for PERS, SERS, TRS, and including January Transfer rights.	360

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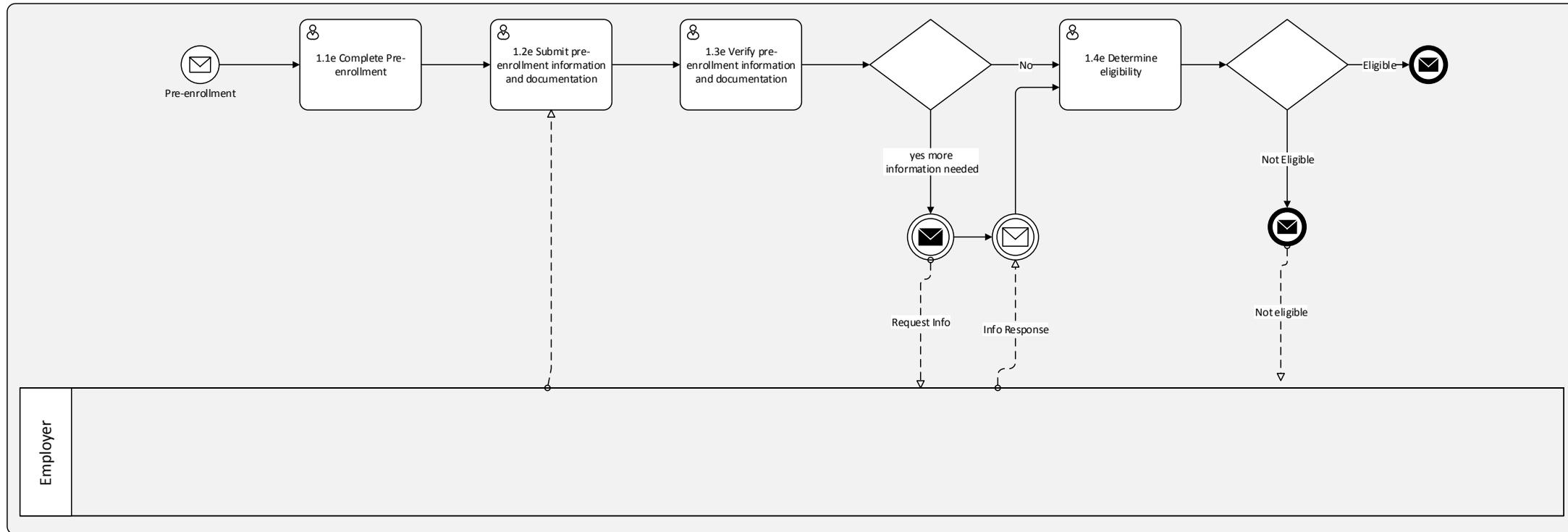
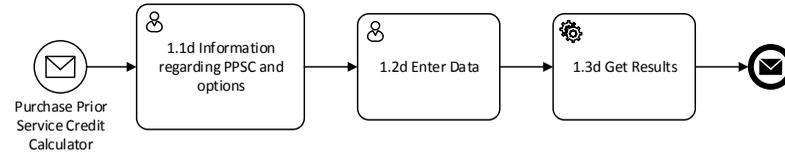
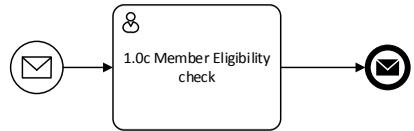
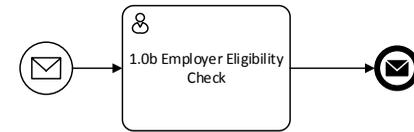


Process #	Process Title	Description	Page #
22.0	Earning Activity	This process provides the ability for a user to submit all pension earning activity data for the employees they report to the Department of Retirement Systems. This also includes the ability to report Higher Education Retirement Plan (HERP) and Deferred Compensation (DCP) data.	383
23.0	Process Employer Report	This process provides a function for employers to submit member profile information, employment information, defined Benefit information, defined contribution information, plan choice information, pension plan information, DCP, and HERP information.	456
24.0	Process Employer Electronic Payments	This process facilitates the employer setting up banking information and making an electronic payment to DRS.	464
25.0	Logout	This process provides the ability for a user to logout of the Employer Reporting Application.	478
26.0	ERA Global Requirements	Global requirements that span all of the ERA processes.	480

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Process/Workflow Name: 1.0 Employer Portal



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**Process Description:** This is a public facing page that allows requestors to view information geared toward:

- Prospective new employers who are considering enrolling in a retirement system and/or DCP.
- Retirement mandated new employers who may want to enroll, get information about DCP, or need information about OASI coverage.
- Retirement System Employers who wish to add a second pension plan (e.g. LEOFF) and/or begin participating in DCP.
- Public Employers needing information about OASI coverage.

**Disclaimer:** Workflows and requirements are subject to change as additional requirements are flushed out through the analysis process.

### **User Stories for Employer Portal processes:**

- 1) As a prospective new employer, I would like review information to determine if my organization may qualify to enroll in a DRS Retirement System.
- 2) As a prospective new employer, I would like to estimate the cost of purchasing prior service to see what the cost will be to my organization and my employees if we enroll in the Public Employees' Retirement system.
- 3) As an employer, I would like to check my OASI status, so that I can validate that DRS has the correct status.
- 4) As an employer, I would like to check my organization status, so that I can validate what retirement systems my organization is enrolled in and what systems we may be able to enroll in.
- 5) As an employer, I would like to do an eligibility check on positions that my organization has to determine what DRS Retirement System they may be eligible for.
- 6) As an employer, I would like to do a pre-enrollment check to determine if my organization may qualify to enroll in a DRS Retirement System.
- 7) As an employer, I would like to be able to submit documentation to DRS to determine if I may qualify to enroll in a DRS Retirement System.
- 8) As an employer, I would like the ability to check the status of my application with DRS so that I can stay informed of where I am in the process.
- 9) As an employer, I would like the ability to save, update, retrieve, and review my application.
- 10) As an employer, I would like the ability for my pre-enrollment application to carry over to the enroll employer process, so that I do not have to duplicate information.
- 11) As a DRS employee, I would like to review an employer's pre-enrollment documentation to determine if they qualify to enroll in a DRS Retirement System.
- 12) As a DRS employee, I would like the ability to request additional information from an employer during the pre-enrollment process.
- 13) As a DRS employee, I would like the ability to initiate the pre-enrollment process for an employer.

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Process/Workflow Name: 1.0 Employer Portal



Process #	Req. #	Req. Desc.	Business Requirements and Rules	Notes	System Plan
1.0		Parent Process	<p><b>Employer Portal. (No workflow, this is essentially an external web portal)</b> This is the public facing accessible area that allows requesters to view information geared toward:</p> <ul style="list-style-type: none"> <li>• <b>Prospective new employers</b> who are considering enrolling in a retirement system and/or DCP.</li> <li>• <b>Retirement mandated new employers</b> who may want to enroll or information about DCP or need information about OASI coverage.</li> <li>• <b>Retirement system employers</b> who wish to add a second pension plan (e.g., LEOFF) and/or begin participating in DCP.</li> <li>• <b>Public Employers</b> needing information about their OASI coverage.</li> </ul>		
1.0		Inputs	<ul style="list-style-type: none"> <li>• Requester has selected to initiate the pre-enrollment process.</li> <li>• DRS team member initiates the pre-enrollment process.</li> <li>• Requester has initiated check Organization Status.</li> <li>• Requester has initiated Employer Eligibility check.</li> <li>• Requester has initiated Member Eligibility check.</li> <li>• Requester has initiated the Purchase Prior Service Credit Calculator.</li> </ul>		
1.0		Outputs	<ul style="list-style-type: none"> <li>• Requester completes the pre-enrollment process and is eligible.</li> <li>• Requester completes the pre-enrollment process and is ineligible.</li> <li>• Requester views Organization Status data.</li> <li>• Requester views Employer Eligibility information.</li> <li>• Requester views Member Eligibility information.</li> <li>• Requester receives break down of prior service cost for P1, P2, and P3 based on option selected.</li> </ul>		
1.0	R1	Business Requirement	All brand new employers (except new mandated state agencies, school districts and colleges) will go through the pre-enrollment process.		

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1.0	D1	Data	Information to include: <ul style="list-style-type: none"> <li>• Should let them know what information will be needed to apply.</li> <li>• What documents they need to submit.</li> <li>• How to submit documents.</li> <li>• How to track documents.</li> <li>• How to track application.</li> <li>• Application process and estimated time frames.</li> <li>• Purchase Prior Service Credit for PERS employers.</li> <li>• Will include all information currently on Employer website.</li> </ul>	Current employer website: <a href="http://www.drs.wa.gov/employer/">http://www.drs.wa.gov/employer/</a> Content is good but difficult to find items. Would like to work on design and layout to make it easier for employers to find information. Also include calendar events of EAC meetings and possibly calendar events of regulatory activities.	
1.0	F1	Functional Requirement	The information from the existing OASI Access database will be integrated into the new system.		
1.0	F2	Functional Requirement	The application will allow requesters to come back in and view data they have already input. (Should be able to save, update, retrieve, and check status.)	Due to the nature of the questions, the requestor is very likely to not have all the information and documentation needed to complete this process. We are including this process on the "outside" of the system so that we don't register and login employers that may not be eligible.	
1.0	F3	Functional Requirement	Requester will be able to upload documentation.		
1.0	F4	Functional Requirement	Requester will be able to track the status of the pre-enrollment process and documentation. <a href="#">See Appendix A - Status Table.</a>		
1.0	F5	Functional Requirement	All information and documentation will follow the requester when they register, log into the system and continue into the enrollment process.		

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Process #	Req. #	Req. Desc.	Business Requirements and Rules	Notes	System Plan
1.0	R2	Business Requirement	Site content (including documentation) will be related by subject matter so that users will get relevant content when they access the system.	For example, when the user enters text in the search function, relating content will result in better search results for the user.	
1.0	R3	Business Requirement	For the vendors of prospective employers, create a readiness checklist outlining the requirements to submit data to DRS.	<p>ESS receives calls from vendors requesting to attend trainings to better understand system requirements. This would give those vendors the ability to get the information easily.</p> <p>The content of that checklist will be created specifically when we have our new BPMS Tool. We assume some of the same information that is in chapter 8 of the current employer handbook will be included in this checklist including information around testing which still needs to be documented.</p>	
1.0	T1	Text	PERS Overview	<p>Exact text to be determined.</p> <p>PERS employers are defined as: See <a href="#">RCW 41.40.010(13)(a), (b), and (c)</a></p>	
1.0	T2	Text	LEOFF Overview	<p>Exact text to be determined. Include: There's a requirement to provide position descriptions. Also, an organization must be one of the following to be a LEOFF employer:</p> <ul style="list-style-type: none"> <li>• For LEOFF 1: <ul style="list-style-type: none"> <li>○ Any city, town, county, district or municipal corporation that employs any law enforcement officer (<a href="#">RCW 41.26.030(2)(a)</a>)</li> </ul> </li> <li>• For LEOFF 2: <ul style="list-style-type: none"> <li>○ Any city, town, county, district, or municipal corporation or any other general authority law enforcement agency (<a href="#">RCW 41.26.030(2)(b)</a>)</li> </ul> </li> </ul>	

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				<p>A "general authority law enforcement agency" means an agency, department, or division of state or local government, whose primary function is to detect and apprehend persons violating traffic or criminal laws in general (other than the Washington state patrol). An example of a general authority law enforcement agency is the University of Washington police department.</p> <p>"General law enforcement agency" does not include the state Departments of Natural Resources, Corrections, etc. They are considered "limited law enforcement agencies," because their jurisdiction is limited to particular subject areas rather than general enforcement of criminal laws. <a href="#">[RCW 41.26.030(32)]</a></p>	
1.0	T3	Text	PSERS Overview	<p>Exact text to be determined. Include: There's a requirement to provide position descriptions. Also, an organization must be one of the following to add PSERS:</p> <ul style="list-style-type: none"> <li>○ A city</li> <li>○ A county</li> <li>○ An Interlocal agency</li> <li>○ Washington State Department of Corrections</li> <li>○ Washing State Parks and Recreation Commission</li> <li>○ Washington State Gambling Commission</li> <li>○ Washington State Patrol</li> <li>○ Washington State Liquor Control Board</li> <li>○ Washington State Department of Natural Resources</li> </ul>	

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1.0	T4	Text	DCP	Exact text to be determined. Include: Employers who have joined DCP can later drop out. An employer can offer more than one 457 plan. Normally the participant will defer in one or the other, but if the participant defers in both, it's the participant's responsibility (along with payroll) to ensure that the participant doesn't exceed the 457 maximum. (These would be political subdivisions.)	
1.0	T5	Text	TRS Overview	<p>Exact text to be determined. Include: Public education employers are all mandated. TRS employers include:</p> <ul style="list-style-type: none"> <li>• School districts</li> <li>• Educational service districts</li> <li>• State School for the Deaf</li> <li>• State School for the Blind</li> <li>• "Higher Education institution" (<a href="#">RCW 28b.07.020</a> or institutions listed in <a href="#">RCW 28B.10.016</a>)</li> <li>• Community or technical colleges</li> <li>• A state agency could end up reporting a TRS member and hence be "a TRS employer."</li> </ul> <p>Need to determine any special requirements for charter schools. It's possible that most will be reported as covered under school districts.</p>	
1.0	T6	Text	SERS Overview	Exact text to be determined. Include: Public education employers (school districts, educational service districts, higher education, community and technical colleges, School for the Deaf, and School for the Blind) are all mandated.	

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				For plan 2 and plan 3 members, means a school district or an educational service district. Except as otherwise specifically provided in this chapter, "employer" does not include a government contractor. For purposes of this subsection, a "government contractor" is any entity, including a partnership, limited liability company, for-profit or nonprofit corporation, or person that provides services pursuant to a contract with an employer. The determination whether an employer-employee relationship has been established is not based on the relationship between a government contractor and an employer, but is based solely on the relationship between a government contractor's employee and an employer under this chapter.	
1.0	T7	Text	OASI Overview	Exact text to be determined.	
1.0	T8	Text	Ramifications of joining a retirement system.	Exact text to be determined. Include that once an employer joins any DRS retirement plan, the employer can't "un-join" and must enroll all eligible employees. If an employer has no eligible employees, the employer is still part of the DRS retirement plan(s) and, when they hire an employee into an eligible position, must enroll and report the employee	
1.0	T9	Text	Benefits of: <ul style="list-style-type: none"> <li>• Joining a retirement system</li> <li>• Enrolling in DCP</li> <li>• Participating in OASI.</li> </ul>		

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Process #	Req. #	Req. Desc.	Business Requirements and Rules	Notes	System Plan
1.0	T10	Text	Tax deferral of member contributions.	New Employer Information packet has a good one page summary. Exact text to be determined. Some mandated employers are also mandated to have tax-deferred contributions (school districts, state agencies...). <a href="#">RCWs 41.04.440 – 41.04.455</a> set the rules for this topic.	
1.0a		Parent Process	<b>Check Organization status.</b> This process will display the information that is currently available from DRS about the organization and based on that information, it will also display information about eligibility for other DRS plans.	For example if a current employer uses this process and we see they have PERS but no DCP, we would display all the data PLUS information about DCP.  Still need to determine what can legally be displayed out to the public.	
1.0a		Inputs	Requester has selected to view Organization status.		
1.0a		Outputs	<ul style="list-style-type: none"> <li>• Status for organization</li> <li>• Information regarding other potential DRS plans they may be interested in joining</li> </ul>		
1.0a	F1	Functional Requirement	Requester will be able to pick their legal name or DBA name from a prepopulated list or they will be able to type in their name and get best match.		
1.0a	F2	Functional Requirement	Based on information provided by the requester, the system will provide general eligibility and participation information as specified in the text boxes above.	Currently, most new employers are mandated or are political subdivisions who wish to enroll. However, in the future, other types of groups may be allowed to enter (e.g., charter schools).  State agencies and higher education entities are mandated into DCP and OASI. School districts and political subdivisions are not mandated into either one.	

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Process #	Req. #	Req. Desc.	Business Requirements and Rules	Notes	System Plan
				<p><b>Employer Definitions and Rules</b></p> <p><a href="#">LEOFF Employer: 41.25.030</a>  <a href="#">PERS Employer: 41.40.010, 41.40.057, 41.40.062</a>  <a href="#">SERS Employer: 41.35.010</a>  <a href="#">TRS Employer: 41.32.010</a>  <a href="#">WSPRS Employer: 43.43.010</a>  <a href="#">PSERS Employer: 41.37.010</a>                      DCP Employer: <a href="#">41.50.770</a> and <a href="#">41.50.780</a>                      OASI: <a href="#">41.48.030</a> and Section 218 of the Social Security Act</p> <p><a href="#">New Employer Information Packet</a></p>	
1.0a	D1	Data	Legal name of organization		
1.0a	D2	Data	DBA (Doing Business As)		
1.0a	D3	Data	List each system of the organization		
1.0a	D4	Data	Plan status for each system (Active/Inactive)		
1.0a	D5	Data	Plans the organization are not currently participating in, but may be interested in joining.		
1.0a	R1	Business Requirement	Any suggested plans will link to information regarding that plan (see above text regarding plans)		
1.0a	D6	Data	Enrollment Application status for organization		
1.0a	D7	Data	Section 218 Voluntary Social Security Coverage for each system.		
1.0a	D8	Data	Coverage under Medicare Part A (Hospital Insurance)		

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Process #	Req. #	Req. Desc.	Business Requirements and Rules	Notes	System Plan
1.0a	D9	Data	Date of Section 218 Voluntary Social Security Coverage or Coverage under Medicare Part A (Hospital Insurance) for each system.		
1.0a	R1	Business Requirement	If organization has no coverage, then list no coverage.		
1.0b		Parent Process	<b>Employer Eligibility Check.</b> This is a stand-alone tool that allows users to do a quick check instead of having to call in or start the pre-enrollment process. This would include clarification on eligibility rules.		
1.0b		Inputs	Requester initiates the process to check if their organization is eligible to participate in a DRS retirement plan.		
1.0b		Outputs	<ul style="list-style-type: none"> <li>• Message stating they may be eligible</li> <li>• Message stating they may not be eligible</li> </ul>		
1.0b	F1	Functional Requirement	Determine if the organization may be eligible to enroll.	Text “What RCW were you created under (pursuant too?)?”  If none, then currently not eligible to enroll.  <a href="#">Link to RCW table</a>	
1.0b	F2	Functional Requirement	Requester will have the ability to select from a list of RCWs.	Being created in the update employer process.	
1.0b	F3	Functional Requirement	Based on the RCW selected, additional relevant questions and text will be presented to determine if the organization maybe eligible based on their employees. Along with clarification on employer eligibility rules.	<ul style="list-style-type: none"> <li>• Text for firefighters: <ul style="list-style-type: none"> <li>○ Are you hiring or do you have a fire fighter(s)? <ul style="list-style-type: none"> <li>▪ If yes, will they will be a full time (scheduled to work 160 hours per month) fully compensated fire fighter?</li> <li>▪ If no, then currently not eligible to enroll.</li> </ul> </li> </ul> </li> <li>• Text for Law enforcement:</li> </ul>	

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				<ul style="list-style-type: none"> <li>○ Are you hiring or do you have a law enforcement officer(s)?                             <ul style="list-style-type: none"> <li>▪ If yes, with they be a full time (scheduled to work 160 hours per month) fully compensated; fully commissioned law enforcement officer?</li> <li>▪ If no, then currently not eligible to enroll.</li> </ul> </li> <li>• Text for PSERS:                             <ul style="list-style-type: none"> <li>○ Please indicate which type of position(s) you have:                                     <ul style="list-style-type: none"> <li>▪ Have completed a certified criminal justice training course and is authorized to arrest, conduct criminal investigations, enforce the criminal laws of Washington State, and carry a firearm as a part of the job; or</li> <li>▪ Have the primary responsibility to ensure the custody and security of incarcerated or probationary individuals; or</li> <li>▪ Function as a limited authority Washington Peace Officer; or</li> <li>▪ Have the primary responsibility to supervise eligible PSERS member.</li> </ul> </li> </ul> </li> </ul>	

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				<ul style="list-style-type: none"> <li>If none selected, then currently not eligible to enroll.</li> </ul>	
1.0b	F4	Functional Requirement	Based on how the questions were answered, a message will display concerning their eligibility.		
1.0b	M1	Message	Based on the answers, the organization may be eligible. You can begin the pre-enrollment process or contact us if you have any other questions.		
1.0b	M2	Message	Based on the answers, the organization does not seem to be eligible. Please contact us if you have any further questions.		
1.0c		Parent Process	<b>Member Eligibility Check.</b> This is a stand-alone process (like the current audit tool) that allows requesters to go through a series of questions to determine a person's eligibility. This will be developed during the Member Eligibility Process.	<p>This process will have no connection to our member information and will use the answers provided by the requester to help them determine if a member maybe eligible.</p> <p>It was discussed this process could use something like the current audit tool or a simplified version of the Member Eligibility Process.</p>	
1.0c	F1	Functional Requirement	Reference the Determine Member Eligibility Process.	Need to determine how far this process will go. Should this include position eligibility and general person eligibility, similar to the current self-audit with additional details from the Determine Member Eligibility Process?	
1.0d		Parent Process	<b>Purchase Prior Service Credit Calculator.</b> This is a process that will be available as a stand-alone and in the pre-enrollment process. It will provide the ability for PERS employers to estimate the costs associated with purchasing prior service credit for their employees.	PERS <a href="#">RCW 41.40.057</a> covers this topic.	

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1.0d		Inputs	Requester initiates the Purchase Prior Service Credit Calculator.		
1.0d		Outputs	Break down of prior service cost for P1, P2, and P3 based on option selected.		
1.0d	R1	Business Requirement	Calculator will be available as a stand-alone option and in the pre-enrollment process		
1.0d	R2	Business Requirement	Option to purchase prior service credit is only available to employers enrolling in a PERS retirement plan.		
1.0d	F1	Functional Requirement	Earnings and compensation will be broken down by contribution rate period or by month.		
1.1d		Child Process	<b>Information regarding PPSC and options.</b>		
1.1d		Inputs	Requester initiates the Purchase Prior Service Credit Calculator		
1.1d		Outputs	Information regarding purchasing prior service credit and information about the options available.		
1.1d	D1	Data	Text will be similar to what is in the New Employer Information Packet.	<a href="#">New Employer Information Packet</a>	
1.1d	B1	Business Rule	Employers have four options for purchasing prior service for current employees.		
1.1d	B2	Business Rule	Employers must use the same payment option for every employee.		
1.1d	B3	Business Rule	Prior service cost is paid in addition to current monthly employer and member contributions that are due for periods subsequent to enrollment in PERS.		
1.2d		Child Process	<b>Enter Data.</b>		
1.2d		Inputs	Requester initiates the Purchase Prior Service Credit Calculator		
1.2d		Outputs	Required data entered by requester.		

## Appendix D.2 Detailed Requirements and Workflows

For: Employer Reporting Application (ERA) Project

Process/Workflow Name: 1.0 Employer Portal



Process #	Req. #	Req. Desc.	Business Requirements and Rules	Notes	System Plan
1.2d	F1	Functional Requirement	Requester will have the option to enter data by hand or upload data.		
1.2d	R1	Business Requirement	If in the pre-enrollment process, making a selection in the Purchase Prior Service Credit Calculator will carry through the pre-enrollment process (into the enrollment process).		
1.2d	F2	Functional Requirement	Requester will be able to change the percentage in Option B2.		
1.2d	F2	Functional Requirement	Requester will have the ability to view and select all Options or choose a specific one.		
1.2d	D1	Data	Gross compensation for each employee for each contribution rate period, month, or total compensation of all employees for each plan for each contribution rate period or month.		
1.2d	D2	Data	Member Contribution Rates broken down by rate period or month		
1.2d	D3	Data	Member Contribution Cost	Gross compensation x member contribution rate = member contribution cost	
1.2d	D4	Data	Employer Contribution Rates broken down by rate period or month		
1.2d	D5	Data	Employer Contribution Cost	Gross compensation x employer contribution rate = employer contribution cost	
1.2d	D6	Data	Rate Periods or month		
1.2d	D7	Data	Options ( <a href="#">Appendix B - Purchase Prior Service Credit Options Table</a> )		
1.2d	D8	Data	Contribution rate from CONTRATE table in mainframe		
1.3d		Child Process	<b>Get Results.</b>		
1.3d		Inputs	Data entered by the requester.		
1.3d		Outputs	Break down of cost for P1, P2, and P3 based on option selected.		

## Appendix D.2 Detailed Requirements and Workflows

For: Employer Reporting Application (ERA) Project

Process/Workflow Name: 1.0 Employer Portal



Process #	Req. #	Req. Desc.	Business Requirements and Rules	Notes	System Plan
1.3d	F1	Functional Requirement	The results will include the following information for each person or by total compensation of all employees for each plan (depending on how the requester entered the information): <ul style="list-style-type: none"> <li>Show cost for P1, P2, and P3</li> <li>Show cost for option selected</li> </ul>		
1.3d	F2	Functional Requirement	If Option B2 was selected allow requester to change percentage.		
1.3d	R1	Business Requirement	Allow requester to print and/or download results.		
1.3d	F3	Functional Requirement	Downloaded results will be in a format that allows the requester to manipulate the numbers to get different results.	For example, the results can download in an excel document so the requester can alter earnings/compensation and employer and member percentages.	
1.0e		Parent Process	<b>Pre-enrollment.</b> Requesters will be able to begin the enrollment by going through the pre-enrollment process.		
1.0e		Inputs	<ul style="list-style-type: none"> <li>Requester has selected to enroll in a DRS System(s).</li> <li>DRS team member initiates pre-enrollment process.</li> </ul>		
1.0e		Outputs	<ul style="list-style-type: none"> <li>Selected Systems identified.</li> </ul>		
1.0e	F1	Functional Requirement	Requester will be able to select which system(s) they would like to enroll in.		
1.1e		Child Process	<b>Complete Pre-enrollment.</b> Requester will provide enrollment information in various ways, responding to questions or presentation of choices. This will enable the process to determine if their organization is eligible to enroll in the system(s) selected, determine required documents and/or determine if their organization may be mandated to participate in a system		
1.1e		Input	<ul style="list-style-type: none"> <li>Requestor has selected to enroll in a system(s).</li> </ul>		

## Appendix D.2 Detailed Requirements and Workflows

For: Employer Reporting Application (ERA) Project

Process/Workflow Name: 1.0 Employer Portal



Process #	Req. #	Req. Desc.	Business Requirements and Rules	Notes	System Plan
1.1e		Output	<ul style="list-style-type: none"> <li>Required system plan information gathered</li> <li>List of required documents</li> </ul>		
1.1e	R1	Business Requirement	The application will allow requesters to come back in and view data they have already input. (Should be able to save, update, retrieve, and check status.)	Due to the nature of the questions, the requestor is very likely to not have all the information and documentation needed to complete this process. We are including this process on the "outside" of the system so that we don't register and login employers that may not be eligible.	
1.1e	R2	Business Requirement	Gather information to determine if employer is eligible to enroll in DRS system(s).		
1.1e	R3	Business Requirement	Determine if employer is mandated to participate in other DRS system(s).		
1.1e	D1	Data	Legal Name of Organization		
1.1e	F1	Functional Requirement	Requester will be able to pick their legal name or DBA name from a prepopulated list to display status or they will be able to type in name and get best match.	OASI database, mainframe and/or other resource	
1.1e	F2	Functional Requirement	When the requestor picks their legal organizational name from the list, then information will populate the fields in the pre-enrollment process. If their name is not on the list, none of the fields will prepopulate and requestor will have to enter.	OASI database, mainframe and/or other resource	
1.1e	F3	Functional Requirement	Requestor will have the ability to edit prepopulated data.		
1.1e	D2	Data	DBA – Doing Business As		
1.1e	D3	Data	Organization mailing address		
1.1e	D4	Data	Organization street address		
1.1e	D5	Data	First name	Text: Who do we contact if there are questions?	
1.1e	D6	Data	Last name		

## Appendix D.2 Detailed Requirements and Workflows

For: Employer Reporting Application (ERA) Project

Process/Workflow Name: 1.0 Employer Portal



Process #	Req. #	Req. Desc.	Business Requirements and Rules	Notes	System Plan
1.1e	D7	Data	Title		
1.1e	D8	Data	Phone number		
1.1e	D9	Data	Alt phone number		
1.1e	D10	Data	Email address		
1.1e	D11	Data	Attention Line		
1.1e	D12	Data	FEIN (Federal Employer Identification Number)		
1.1e	D13	Data	Creation date of organization (will be pulled off this documentation; employer doesn't need to enter)	<p>Text: Please send the documentation that authorized the creation of the organization? (i.e., resolution supported by statute, city or county ordinance, election results, inter-local agreement, etc.)</p> <p>This documentation will include the date the organization was created and the RCW it was created under.</p> <p>Required Documents:</p> <ul style="list-style-type: none"> <li>• Article of Incorporation or</li> <li>• Document of authorization for creation organization</li> </ul>	
1.1e	D14	Data	Non-profit (y/n)	<p>Text: Is the organization a non-profit corporation pursuant to RCW 24.03? (Y or N)</p> <p>If yes, please attach a copy of the articles of incorporation.</p> <p>Required Documents:</p> <ul style="list-style-type: none"> <li>• Article of Incorporation</li> </ul>	

## Appendix D.2 Detailed Requirements and Workflows

For: Employer Reporting Application (ERA) Project

Process/Workflow Name: 1.0 Employer Portal



Process #	Req. #	Req. Desc.	Business Requirements and Rules	Notes	System Plan
1.1e	B1	Business Rule	The Article of incorporation is required to help with identifying when the organization was established and under which RCW it was established under.		
1.1e	D15	Data	Number of employees (total) and by system	Text: Do you currently have employees? If yes, how many? If not, when did you anticipate hiring the first employee?	
1.1e	D16	Data	Anticipated hire date of first employee		
1.1e	D17	Data	Other pension plans organization participates in	Text: Does the organization plan to participate in other pension plans? (Y/n). If yes, describe the other pension plans i.e. 401(a), 403(b), etc.	
1.1e	D18	Data	Organization's Section 218 Voluntary Social Security Coverage for each system	Text: Organization's Section 218 Voluntary Social Security Coverage for each system.  This field will list out, for each system, the types of coverage they have. If they have none, do not display. If the system is LEOFF then may need to split apart into firefighters and law enforcement officers because each can have different coverage.	
1.1e	D19	Data	Does Organization want Section 218 Voluntary Social Security coverage?	For organizations with no Section 218 Voluntary Social Security Coverage for selected system, then requester needs to be asked: Text: Does the organization want Section 218 Voluntary Social Security Coverage for the retirement system you are applying for?  If the requester selects no: Text: Full time employees in the retirement system are exempt from mandatory social security. Less than full time employees in the retirement system are subject to mandatory social security until fully vested.	

## Appendix D.2 Detailed Requirements and Workflows

For: Employer Reporting Application (ERA) Project

Process/Workflow Name: 1.0 Employer Portal



Process #	Req. #	Req. Desc.	Business Requirements and Rules	Notes	System Plan
				If yes, then that will carry through into the enrollment process.	
1.1e	D20	Data	Organization validates understanding of Section 218 Voluntary Social Security coverage	Text: Does the organization understand its Section 218 Voluntary Social Security Coverage status and how it affects Social Security Withholding on PERS members? (Y/N)  If they select No, then requester cannot proceed and is notified to contact DRS	
1.1e	D21	Data	Organization validates understanding of the mandatory provisions of Medicare	Text: Please acknowledge that the organization is aware that all new hires will be subject to the mandatory provisions of Medicare? (Y/N)  If they select No, then requester cannot proceed and is notified to contact DRS	
1.1e	D22	Data	Confirmation they are hiring a law enforcement officer	Text: Are you hiring or do you have a law enforcement officer(s)?	LEOFF – law enforcement officer
1.1e	D23	Data	Confirmation law enforcement officer meets eligibility	Text: Will they be a full time (scheduled to work 160 hours per month) fully compensated; fully commissioned law enforcement officer? Please attach job description for each type of position.  Required Documents: <ul style="list-style-type: none"> <li>Job description for each type of position.</li> </ul>	LEOFF – law enforcement officer

## Appendix D.2 Detailed Requirements and Workflows

For: Employer Reporting Application (ERA) Project

Process/Workflow Name: 1.0 Employer Portal



Process #	Req. #	Req. Desc.	Business Requirements and Rules	Notes	System Plan
1.1e	B2	Business Rule	A job description for each type of law enforcement position is required.		LEOFF – law enforcement officer
1.1e	D24	Data	Confirmation they are hiring a fire fighter	Text: Are you hiring or do you have a fire fighter(s)?	LEOFF – firefighters
1.1e	D25	Data	Confirmation fire fighter meets eligibility	Text: Will they be a full time (scheduled to work 160 hours per month) fully compensated fire fighter? Please attach job description for each type of position.  Required Documents: <ul style="list-style-type: none"> <li>Job description for each type of position</li> </ul>	LEOFF – firefighters
1.1e	B3	Business Rule	A job description for each type of fire fighter position is required.		LEOFF – firefighters
1.1e	D26	Data	PSERS organization type	Text: Does the organization meet the statutory requirement to join PSERS? (Reference RCW 41.37.015) Please select from the list: <ul style="list-style-type: none"> <li>A city</li> <li>A county</li> <li>An Interlocal agency</li> <li>Washington State Department of Corrections</li> <li>Washington State Parks and Recreation Commission</li> <li>Washington State Gambling Commission</li> <li>Washington State Patrol</li> <li>Washington State Liquor Control Board</li> <li>Washington State Department of Natural Resources</li> </ul>	PSERS

## Appendix D.2 Detailed Requirements and Workflows

For: Employer Reporting Application (ERA) Project

Process/Workflow Name: 1.0 Employer Portal



Process #	Req. #	Req. Desc.	Business Requirements and Rules	Notes	System Plan
				<ul style="list-style-type: none"> <li>Correctional Entities formed by PSERS employer under the Interlocal Cooperation Act (RCW 39.34)</li> </ul>	
1.1e	D27	Data	PSERS position type	<p>If the organization meets the statutory requirement to join PSERS, then we need to know what type of positions they have. Text: Please indicate which type of position(s) you have:</p> <ol style="list-style-type: none"> <li>Have completed a certified criminal justice training course and is authorized to arrest, conduct criminal investigations, enforce the criminal laws of Washington State, and carry a firearm as part of the job; or</li> <li>Have the primary responsibility to ensure the custody and security of incarcerated or probationary individuals; or</li> <li>Function as a limited authority Washington Peace Officer; or</li> <li>Have the primary responsibility to supervise eligible PSERS member.</li> </ol> <p>Please attach job description for each type of position.</p> <p>Required Documents:</p> <ul style="list-style-type: none"> <li>Job description for each type of position</li> </ul>	PSERS
1.1e	B4	Business Rule	A job description for PSERS position is required.		PSERS
1.1e	F4	Functional Requirement	The process will create notification for required documentation.		
1.2e		Child Process	<b>Submit pre-enrollment information and documentation.</b>		
1.2e		Inputs	<ul style="list-style-type: none"> <li>Pre-enrollment information and documentation</li> </ul>		

## Appendix D.2 Detailed Requirements and Workflows

For: Employer Reporting Application (ERA) Project

Process/Workflow Name: 1.0 Employer Portal



Process #	Req. #	Req. Desc.	Business Requirements and Rules	Notes	System Plan
1.2e		Outputs	<ul style="list-style-type: none"> <li>Notification to DRS that information was submitted and needs to be reviewed.</li> <li>Notification if there is missing required information.</li> <li>Notification of outstanding required documents.</li> <li>Notification for next steps and what to expect.</li> </ul>		
1.3e		Child Process	<b>Verify pre-enrollment information and documentation.</b>		
1.3e		Inputs	<ul style="list-style-type: none"> <li>Notification that information and documentation from pre-enrollment was submitted.</li> </ul>		
1.3e		Outputs	<ul style="list-style-type: none"> <li>Determination if more information or clarification is needed.</li> <li>Notification to requester if more information or clarification is needed.</li> </ul>		
1.3e	F1	Functional Requirement	DRS will be able to review submitted information and documentation.		
1.3e	F2	Functional Requirement	Will need to be able to notify requester if more information or clarification is needed.		
1.4e		Child Process	<b>Determine eligibility.</b> System and DRS will determine if organization is eligible to enroll in selected system(s).		
1.4e		Inputs	<ul style="list-style-type: none"> <li>Information and documentation from pre-enrollment.</li> </ul>		
1.4e		Outputs	<ul style="list-style-type: none"> <li>Notification to requester that organization is eligible.                             <ul style="list-style-type: none"> <li>List out next steps for registration and login to complete enrollment process.</li> </ul> </li> <li>Notification that organization is not eligible with the reason why they are not eligible.</li> </ul>		
1.4e	R1	Business Requirement	Determine what other plans the organization may be required to enroll in or may be interested in enrolling.	Organizations sometimes are not aware of the options provided by DRS or of the rules regarding mandatory participation.	

## Appendix D.2 Detailed Requirements and Workflows

For: Employer Reporting Application (ERA) Project

Process/Workflow Name: 1.0 Employer Portal



Process #	Req. #	Req. Desc.	Business Requirements and Rules	Notes	System Plan
1.4e	B1	Business rule	An organization must be a governmental entity to join PERS.		PERS
1.4e	B2	Business rule	<p>To add LEOFF, an employer must have:</p> <ul style="list-style-type: none"> <li>• An employee that works full-time, i.e., 160 hours per month</li> <li>• An employee that is fully compensated. To determine whether this criteria is met, the rate is compared to others in the same position, either with that employer, or with LEOFF employers that are the same general size. LEOFF/DRS has copies of contracts from other entities. The determination is based partly on size of entity.</li> <li>• If a police officer, the employee is fully commissioned.</li> <li>• The employee must be receiving other benefits, such as medical.</li> <li>• If a fire fighter, the employee must be “fully uniformed,” i.e., in a collective bargaining unit.</li> <li>• The employee must be working primarily as a law enforcement officer or fire fighter.</li> </ul> <p>If a person is performing primarily management tasks and the population the entity serves is over 10,000, the position will not be considered LEOFF-eligible. If the population is less than 10,000, the position can include shared responsibilities and be LEOFF-eligible.</p>		LEOFF
1.4e	B2	Business rule	<p>The following employers are mandated and no employer eligibility criteria are applied:</p> <ul style="list-style-type: none"> <li>• School districts (TRS, SERS, and PERS)</li> <li>• State agencies (PERS, PSERS, LEOFF, SERS, rarely TRS) Note: There is only one state agency known of that has SERS; the member is an elected official in House of Reps.</li> <li>• “Higher Education institution” (<a href="#">RCW 28b.07.020</a> or institutions listed in <a href="#">RCW 28B.10.016</a>) (TRS, PERS, HERP)</li> </ul>		ALL

## Appendix D.2 Detailed Requirements and Workflows

For: Employer Reporting Application (ERA) Project

Process/Workflow Name: 1.0 Employer Portal



Process #	Req. #	Req. Desc.	Business Requirements and Rules	Notes	System Plan
1.4e	B4	Business rule	<p>For an organization to be a PSERS employer, it must be one of the following:</p> <ul style="list-style-type: none"> <li>• A city</li> <li>• A county</li> <li>• An Interlocal agency</li> <li>• Washington State Department of Corrections</li> <li>• Washing State Parks and Recreation Commission</li> <li>• Washington State Gambling Commission</li> <li>• Washington State Patrol</li> <li>• Washington State Liquor Control Board</li> <li>• Washington State Department of Natural Resources</li> <li>• Correctional Entities formed by PSERS employer under the Interlocal Cooperation Act (RCW 39.34)</li> </ul>		PSERS
1.4e	B5	Business rule	<p>To be an eligible PSERS position, it must be one of the following:</p> <ul style="list-style-type: none"> <li>• Have completed a certified criminal justice training course and is authorized to arrest, conduct criminal investigations, enforce the criminal laws of Washington State, and carry a firearm as part of the job; or</li> <li>• Have the primary responsibility to ensure the custody and security of incarcerated or probationary individuals or</li> <li>• Function as a limited authority Washington Peace Officer; or</li> <li>• Have the primary responsibility to supervise eligible PSERS member.</li> </ul>		PSERS

## Appendix D.2 Detailed Requirements and Workflows

For: Employer Reporting Application (ERA) Project

Process/Workflow Name: 1.0 Employer Portal



### Appendix A - Status Table

Status	Document	Paper/Online/Both	Explanation of Status
Rejected	Any core required documents	Both	Document is incomplete and does not meet requirements.
Accepted	Any core required documents	Both	Documentation is complete and meets requirements.
In-Review	Any core required documents	Both	Documentation is being evaluated by ESS team member.
Received	Any core required documents	Both	Documentation was successfully submitted.
Not Received	Any core required documents	Both	Documentation required for enrollment process.
Mailed	Any core required documents	Paper	Employer identifies they mailed document.
Process Status			
Saved			In process, not submitted. Notify them that if they don't continue the process, the enrollment could be canceled and you may be revoked from the system (only if they have one system).
Cancelation Requested			ESS needs to approve. This check is here for organizations that are mandated but want to discontinue process.  How long do we keep information? If they want to restart, do they have to start fresh? Anyway to connect?
Cancelation/Expired Approved			ESS approved cancelation request. Notification to employer that cancelation approved. If only have one system, then revoke them so they cannot access the system.
Internal Note			Would like the note items that are discussed during process. (For example a note from an employer may be: Can't complete process until board meets in 3 months.)
Expired			Employer didn't continue process, needs to be approved by ESS (See Cancelation/Expired Approved).

## Appendix D.2 Detailed Requirements and Workflows

For: Employer Reporting Application (ERA) Project

Process/Workflow Name: 1.0 Employer Portal



### Appendix B- Purchase Prior Service Credit Options Table

Options	General Rules	Existing Plan 1 Members Rules	Existing (and all new) Plan 2 Members Rules	Existing Plan 3 Members Rules
Option A: Employer pays prior service cost	<ul style="list-style-type: none"> <li>Employers pays the entire prior service cost (both member and employer contributions)</li> <li>Employer has 15 years from the date of entry in PERS to complete payment.</li> <li>Either lumps sum or installment payments are allowed.</li> <li>No recovery interest will be charged on the contributions' due.</li> <li>No contributions from the prior service costs go into the member's account (except for Plan 3) but the member is granted service credit for the period of prior service</li> </ul>	Employer pays member and employer contributions	<p>Employer pays member and employer contributions</p> <p>If member transfers to Plan 3 and the bill is:</p> <ul style="list-style-type: none"> <li>Not paid – bill moves across to Plan 3</li> <li>Partially paid – bill moves across to Plan 3 and any contributions paid for members portion go to members DC account</li> <li>Full paid – contributions paid for members portion go to member DC account and member receives related service credit</li> </ul>	Employer pays employer contributions (no member contributions due)
Option B: Member and Employer Share Prior Service Cost	<ul style="list-style-type: none"> <li>Employers are able to select one of two sub-options when the employer and member are sharing the cost</li> <li>For both alternatives, the entire payment of the prior service cost</li> </ul>			

## Appendix D.2 Detailed Requirements and Workflows

For: Employer Reporting Application (ERA) Project

Process/Workflow Name: 1.0 Employer Portal



Options	General Rules	Existing Plan 1 Members Rules	Existing (and all new) Plan 2 Members Rules	Existing Plan 3 Members Rules
	<p>must be completed within five years from the date the employer entered PERS (this includes both the member and employer portions).</p> <ul style="list-style-type: none"> <li>• No recovery interest will be charged on the contributions' due.</li> <li>• Either lumps sum or installment payments are allowed.</li> <li>• Once member has paid their portion in full, the service credit will be added to the members account.</li> <li>• The contributions made by the member are placed in the member's account and upon request, are refundable to the member upon termination from eligible employment.</li> </ul>			
Option B1: Member pays member contributions/Employer Pays Employer contributions	The employer will be billed for the employer contributions once the member completes payment of the member contributions.	<ul style="list-style-type: none"> <li>• Member pays member contributions</li> <li>• Employer pays employer contributions</li> </ul>	<ul style="list-style-type: none"> <li>• Member pays member contributions</li> <li>• Employer pays employer contributions</li> </ul>	<ul style="list-style-type: none"> <li>• Once the member makes a rate option election we can bill at that rate</li> <li>• Employer pays the employer portion</li> </ul>

## Appendix D.2 Detailed Requirements and Workflows

For: Employer Reporting Application (ERA) Project

Process/Workflow Name: 1.0 Employer Portal



Options	General Rules	Existing Plan 1 Members Rules	Existing (and all new) Plan 2 Members Rules	Existing Plan 3 Members Rules
		<ul style="list-style-type: none"> <li>Member portion must be paid in full before the employer is billed.</li> </ul>	<ul style="list-style-type: none"> <li>Member portion must be paid in full before the employer is billed.</li> </ul> <p>If member transfers to plan 3 and the bill is:</p> <ul style="list-style-type: none"> <li>Not paid – bill moves across to Plan 3</li> <li>Partially paid – bill moves across to Plan 3 and any contributions paid by member go to members DC account</li> <li>Fully paid – contributions paid by member to members DC account and member receives related service credit</li> </ul>	<ul style="list-style-type: none"> <li>Member portion must be paid in full before the employer is billed.</li> </ul>
Option B2: Member and Employer Each Pay A Percentage	<ul style="list-style-type: none"> <li>Both member and employer each agree to pay a percentage of the total amount of prior service cost.</li> <li>The member pays their portion first then the employer will be billed for the employer portion.</li> <li>The employer will be billed for the employer contributions once the member completes</li> </ul>	<ul style="list-style-type: none"> <li>Member and employer each pay a percentage</li> <li>Member portion must be paid in full before the employer is billed</li> </ul>	<p>Member and employer each pay a percentage</p> <p>Member portion must be paid in full before the employer is billed</p> <p>If member transfers to plan 3 and the bill is:</p> <ul style="list-style-type: none"> <li>Not paid – bill moves across to Plan 3</li> </ul>	<ul style="list-style-type: none"> <li>Once the member makes a rate option election we can bill at that rate</li> <li>Member must pay their share, then employer pays balance</li> <li>Member portion must be paid in full before the employer is billed.</li> </ul>

## Appendix D.2 Detailed Requirements and Workflows

For: Employer Reporting Application (ERA) Project

Process/Workflow Name: 1.0 Employer Portal



Options	General Rules	Existing Plan 1 Members Rules	Existing (and all new) Plan 2 Members Rules	Existing Plan 3 Members Rules
	<ul style="list-style-type: none"> <li>payment of the member contributions.</li> </ul>		<ul style="list-style-type: none"> <li>Partially paid – bill moves across to Plan 3 and any contributions paid by member go to members DC account</li> <li>Fully paid – contributions paid by member to members DC account and member receives related service credit</li> </ul>	
Business Rule	<ul style="list-style-type: none"> <li>When Option A or B is selected, DRS will issue an invoice to the employer for the employer’s portion of the prior service cost.</li> <li>If installment payments are desired, the employer must contact DRS within 30 days of the invoice date and setup an installment account.                             <ul style="list-style-type: none"> <li>Interest will be applied to installment accounts with late payments.</li> </ul> </li> </ul>			
Option C: Member Pays Entire Prior Service Costs	<ul style="list-style-type: none"> <li>Member has five years from the date the employer enters PERS to complete payment.</li> <li>No recovery interest will be charged on the contributions due</li> <li>Either lump sum or installment payments are allowed</li> <li>Once the member pays the prior service cost in full, the service credit will be added to the members account.</li> <li>All contributions from the prior service costs are place in the</li> </ul>	Member pays employer and employee contributions	<p>Member pays employer and employee contributions</p> <p>If member transfers to plan 3 and the bill is:</p> <ul style="list-style-type: none"> <li>Not paid – bill movers across to Plan 3</li> <li>Partially paid – bill moves across to Plan 3 and any contributions paid by member go to members DC account</li> <li>Fully paid – All contributions paid go to members DC</li> </ul>	<ul style="list-style-type: none"> <li>Once the member makes a rate option election we can bill at that rate</li> <li>Member pays member and employer portion</li> </ul>

## Appendix D.2 Detailed Requirements and Workflows

For: Employer Reporting Application (ERA) Project

Process/Workflow Name: 1.0 Employer Portal



Options	General Rules	Existing Plan 1 Members Rules	Existing (and all new) Plan 2 Members Rules	Existing Plan 3 Members Rules
	members account upon request are refundable to the member upon termination from eligible employment.		account and member receives related service credit	

## Appendix D.2 Detailed Requirements and Workflows

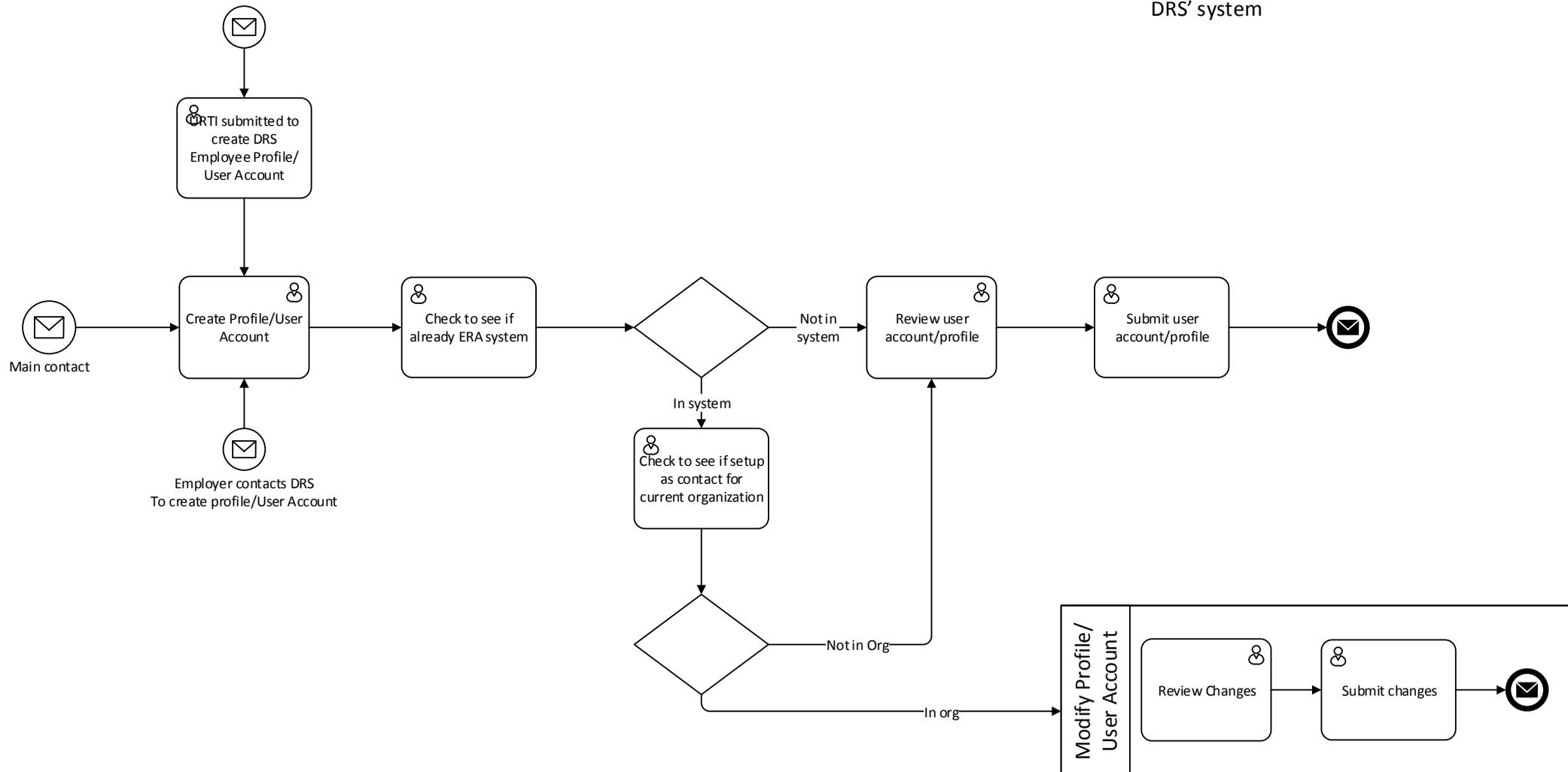
For: Employer Reporting Application (ERA) Project

Process/Workflow Name: 2.0 Create and Modify User Account/Profile



# Create User Account/Profile

Create means to add a new user.  
Profile means the user's information  
(name, email, roles/access etc.) in  
DRS' system



## Appendix D.2 Detailed Requirements and Workflows

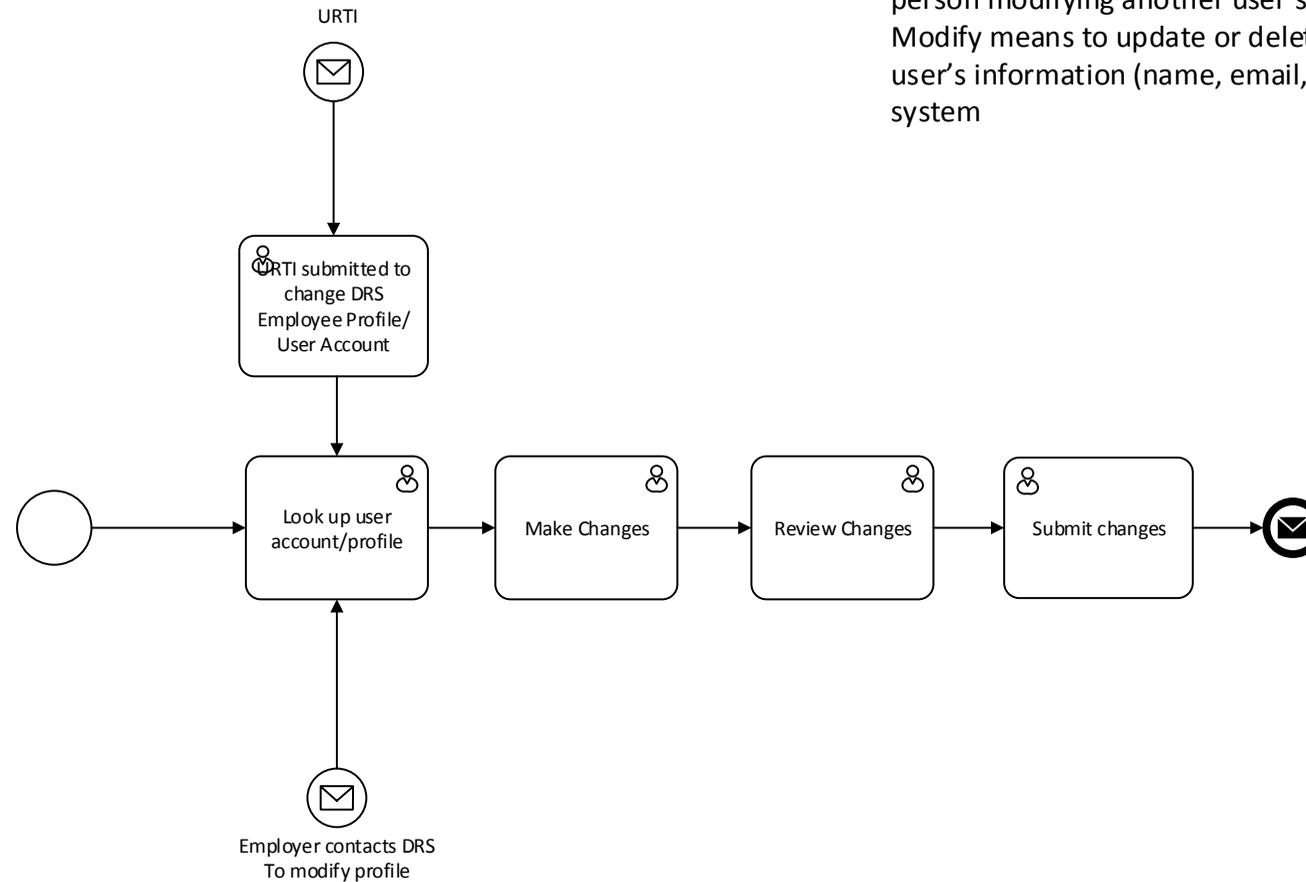
For: Employer Reporting Application (ERA) Project

Process/Workflow Name: 2.0 Create and Modify User Account/Profile



# Modify User Account/Profile

This workflow is from an administrative perspective, so a person modifying another user's account. Modify means to update or delete. Profile means the user's information (name, email, roles/access etc.) in DRS' system



## Appendix D.2 Detailed Requirements and Workflows

For: Employer Reporting Application (ERA) Project

Process/Workflow Name: 2.0 Create and Modify User Account/Profile



**Process Description:** This process provides a function to allow an authorized user to create and modify a user account/profile.

**Disclaimer:** Workflows and requirements are subject to change as additional requirements are flushed out through the analysis process.

### User Stories for Create and Modify User Account/Profile Processes:

- 1) As an authorized user, I would like the ability to create a user account/profile.
- 2) As an authorized user, I would like the ability to modify a user account/profile.

Process #	Req. #	Req. Desc.	Business Requirements and Rules	Notes	System Plan
2.0a		Parent Process	<b>Create User Account/Profile.</b> This process provides a function to allow an authorized user to create a user account/profile.		
2.0a		Input	<ul style="list-style-type: none"> <li>• Authorized user has selected to create user account.</li> </ul>		
2.0a		Output	<ul style="list-style-type: none"> <li>• Message stating the user is already in the ERA system.</li> <li>• Message stating the user is already a contact for the organization.</li> <li>• Message that not all required information has been submitted.</li> <li>• Message that the creation of the user's account/profile was successful.</li> </ul>		
2.0a	R1	Business Requirement	User roles and access are given at an agency level and user level.		
2.0a	R2	Business Requirement	ESS employee will need ability to create DRS employee user accounts and profiles.		
2.0a	F1	Functional Requirement	A main contact can only view organizations they are associated with and add contacts under their contact type. (For example a main contact from DSHS for DCP reporting can only add a contact to DSHS for DCP.)		
2.0a	F2	Functional Requirement	DRS employee can view all organizations and all contacts.		

## Appendix D.2 Detailed Requirements and Workflows

For: Employer Reporting Application (ERA) Project



### Process/Workflow Name: 2.0 Create and Modify User Account/Profile

Process #	Req. #	Req. Desc.	Business Requirements and Rules	Notes	System Plan
2.0a	F3	Functional Requirement	Authorized user will need to enter all required information.	Need to determine what information is required	
2.0a	M1	Messaging	Notify authorized user if all required information is not entered.		
2.0a	F4	Functional Requirement	While creating a user account/profile the authorized user will be able to view a summary of what was entered.		
2.0a	F5	Functional Requirement	While creating a user account/profile the authorized user will have the ability to change information entered.		
2.0a	M2	Messaging	Notify authorized user that the user they are trying to create is already in the ERA system.		
2.0a	M3	Messaging	Notify authorized user that the user account/profile they are trying to create is already a contact for the organization.		
2.0a	M4	Messaging	Notify authorized user that the user account/profile was created successfully.		
2.0b		Parent Process	<b>Modify User Account/Profile.</b> This process provides a function to allow an authorized user to modify a user account/profile.		
2.0b		Input	<ul style="list-style-type: none"> <li>Authorized user has selected to modify user account.</li> <li>Authorized user has tried to create a contact that is already existing and is directed to modify user process.</li> </ul>		
2.0b		Output	<ul style="list-style-type: none"> <li>Message stating the change to the user account/profile was completed.</li> <li>Message sent to user that their account/profile was changed.</li> <li>Message sent to main contact of user that the account/profile was changed.</li> </ul>		
2.0b	R1	Business Requirement	ESS will maintain the access and role assignments for DRS Employees.		

## Appendix D.2 Detailed Requirements and Workflows

For: Employer Reporting Application (ERA) Project



Process/Workflow Name: 2.0 Create and Modify User Account/Profile

Process #	Req. #	Req. Desc.	Business Requirements and Rules	Notes	System Plan
2.0b	F1	Functional Requirement	As a main contact, the ability to edit contacts created for that organization for that main contact type (contact types: example: Transmittal, DCP..need to be defined later).		
2.0b	F2	Functional Requirement	A main contact that works for multiple organizations will have all their organizations and contacts under one user ID.		
2.0b	F3	Functional Requirement	A main contact that works for multiple organizations will have ability to view and choose from the organizations they work for and contacts they have created.		
2.0b	F4	Functional Requirement	ESS employee will have the ability to edit DRS employee account/profile.		
2.0b	F5	Functional Requirement	Authorized user has the ability to update and delete account/profile information but not identifying account/profile information.	Need to determine what is the identifying information that will not be allowed to be updated and deleted.	
2.0b	F6	Functional Requirement	User Account information can only be changed by DRS employees.		
2.0b	F7	Functional Requirement	Main contact will have the ability, within the same organization, to add preexisting contacts to contact type.		
2.0b	F8	Functional Requirement	While creating a modifying a user account/profile the authorized user will be able to view a summary of what was entered.		
2.0b	F9	Functional Requirement	While modifying a user account/profile the authorized user will have the ability to change information entered.		
2.0b	F10	Functional Requirement	Notify contact if there are changes to their profile (or user account?).		
2.0b	F11	Functional Requirement	(Within the same organization) Messaging to main contacts when changes are made to associated contacts. (For example a contact is deleted).		
2.0b	M1	Messaging	Message stating the change to the user account/profile was completed.		

## Appendix D.2 Detailed Requirements and Workflows

For: Employer Reporting Application (ERA) Project

Process/Workflow Name: 2.0 Create and Modify User Account/Profile



Process #	Req. #	Req. Desc.	Business Requirements and Rules	Notes	System Plan
2.0b	M2	Messaging	Message sent to user that their account/profile was changed.		
2.0b	M3	Messaging	Message sent to main contact of user that the account/profile was changed.		

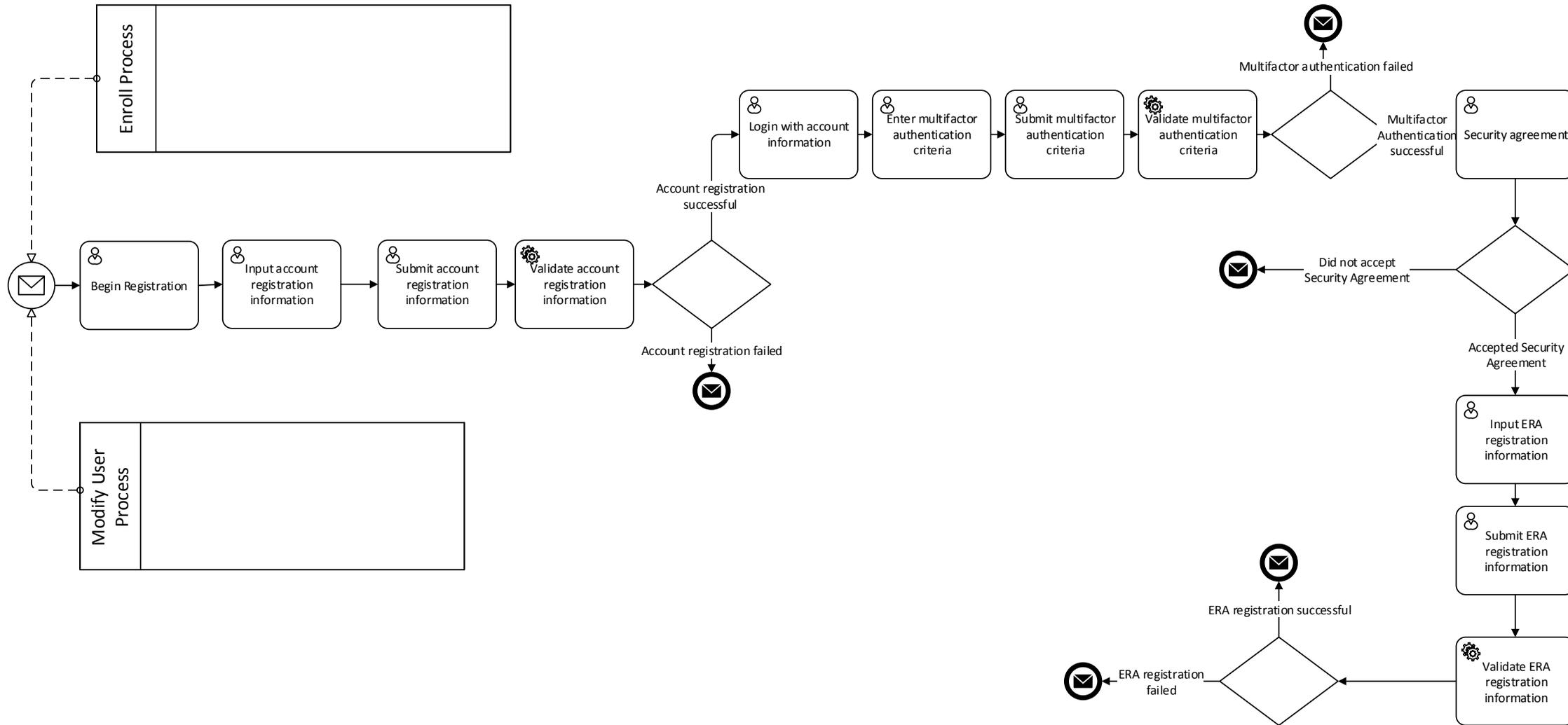
# Appendix D.2 Detailed Requirements and Workflows

For: Employer Reporting Application (ERA) Project

Process/Workflow Name: 3.0 Registration



## Registration



## Appendix D.2 Detailed Requirements and Workflows

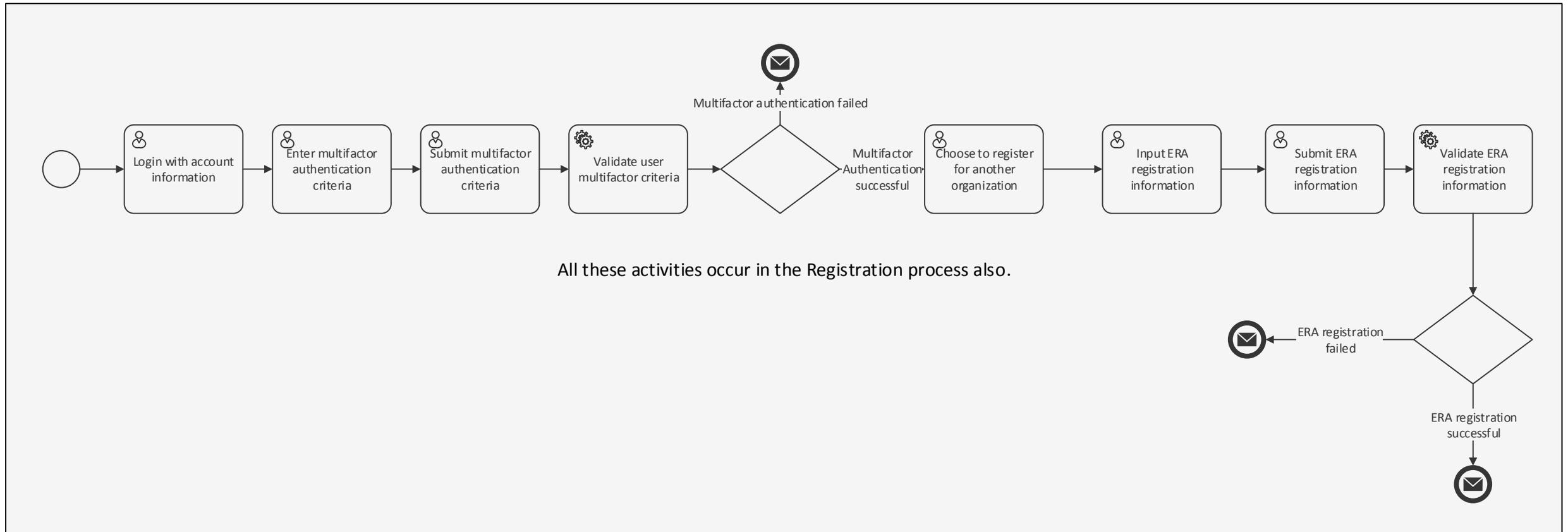
For: Employer Reporting Application (ERA) Project

Process/Workflow Name: 3.0 Registration



# Current User Registration -

this is a user that is already registered for ERA with at least one organization and is working with another organization and needs to register for ERA.



## Appendix D.2 Detailed Requirements and Workflows

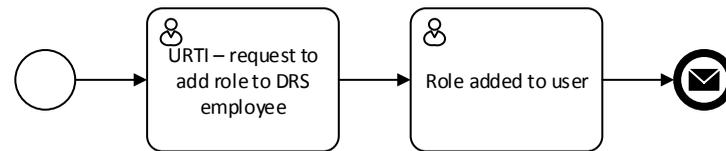
For: Employer Reporting Application (ERA) Project

Process/Workflow Name: 3.0 Registration



# DRS Employee Registration

Assumption: We will be able to use single sign on. After the role is added to the user, when they log into their computer, the icon to access the portal will be on their desktop.



## Appendix D.2 Detailed Requirements and Workflows

For: Employer Reporting Application (ERA) Project

Process/Workflow Name: 3.0 Registration



**Process Description:** This process provides a publicly accessible function to facilitate the user registration into the employer reporting application. It also includes single sign on registration for DRS employees. (You will see Secure Access Washington (SAW) referenced through these requirements because at this time we anticipate we will be using SAW so we had to capture how that would work for this application.)

**Disclaimer:** Workflows and requirements are subject to change as additional requirements are flushed out through the analysis process.

### User Stories for Registration processes:

- 1) As a contact for an employer, I would like to register for the portal so that I can submit data.
- 2) As a DRS employee, I would like to register for the portal so that I can use the system.

Process #	Req. #	Req. Desc.	Business Requirements and Rules	Notes	System Plan
3.0a		Parent Process	<b>Registration.</b> This process provides a publicly accessible function to facilitate the user registration into the employer reporting application.		
3.0a		Input	<ul style="list-style-type: none"> <li>• Requester has selected to register.</li> <li>• Requester has selected to register for another organization after logging into ERA.</li> <li>• Requester has clicked on a link from the registration email.</li> <li>• Security agreement acceptance.</li> <li>• Registration information submitted by requester.</li> <li>• Multifactor information.</li> </ul>		
3.0a		Output	<ul style="list-style-type: none"> <li>• Message stating the requester is already registered and they need to go through the login process.</li> <li>• Error message that user ID and/or password is not a valid SAW user ID and/or password with a link to SAW registration page.</li> </ul>		

## Appendix D.2 Detailed Requirements and Workflows

For: Employer Reporting Application (ERA) Project

Process/Workflow Name: 3.0 Registration



Process #	Req. #	Req. Desc.	Business Requirements and Rules	Notes	System Plan
			<ul style="list-style-type: none"> <li>• Message that requester is locked out for too many invalid attempts.</li> <li>• Message that requester has accepted the security agreement.</li> <li>• Message that requester didn't accept the security agreement and they will not be able to register.</li> <li>• Message that multifactor information is incorrect.</li> <li>• Requester views their registration information.</li> <li>• Message the requester has successfully registered.</li> <li>• Message stating the requester is currently not set up to register and they will need to contact DRS.</li> </ul>		
3.0a	R1	Business Requirement	The system will follow the policies outlined by OFM. <ul style="list-style-type: none"> <li>• User ID requirements</li> <li>• Password requirements</li> <li>• Multifactor authentication requirements</li> </ul>	<a href="#">OCIO Security Requirements 141.10 - Securing Information Technology Assets</a> (Specifically the Access Security section)	
3.0a	R2	Business Requirement	The system will follow the policies outlined by DRS.	<a href="#">POLICY DRS-ISD-ITS-11</a>	
3.0a	R3	Business Requirement	Will need to interface with SAW.		
3.0a	R4	Business Requirement	Will need to interface with the employer contact information database.		
3.0a	F1	Functional Requirement	Keep a continuous history of a user even if they should change their User ID.		
3.0a	F2	Functional Requirement	Log all registration activities.		

## Appendix D.2 Detailed Requirements and Workflows

For: Employer Reporting Application (ERA) Project

Process/Workflow Name: 3.0 Registration



Process #	Req. #	Req. Desc.	Business Requirements and Rules	Notes	System Plan
3.0a	F3	Functional Requirement	Authorized users will be able to access registration activities.		
3.0a	F4	Functional Requirement	The registration link, sent in the registration notification to the requester, will not expire.		
3.0a	M1	Messaging	If the requester is not able to register, they will be notified to contact DRS.		
3.0a	M2	Messaging	If the requester has already registered, they will be notified they need to go through the login process.		
3.0a	M3	Messaging	Notification multifactor information is incorrect.		
3.0a	M4	Messaging	The requester will be notified when they have a successful registration.		
3.0a	F5	Functional Requirement	Requester will need to accept security agreement to continue the registration process.		
3.0a	F6	Functional Requirement	Requester will have required information to enter to complete the registration process.	Need to determine what information is required.	
3.0a	D1	Data	<p>This data will be captured at time of registration and will be used to verify contact against information in employer contact database:</p> <ul style="list-style-type: none"> <li>Name of organization</li> <li>Organization's address</li> <li>Name of requester</li> <li>Requester's email</li> <li>Requester's phone number</li> <li>Secret question (part of SAWs registration)</li> <li>Generated Key – this will be a key generated when the contact is created in the employer contact database. The key will be shared with the contact as a way to verify the contact. This key will expire after a to be determined amount of time.</li> </ul>	<p>Name and address of organization: What happens if this doesn't match exactly what we have? Should the requester choose from list? Will that work for big organizations that have multiple locations?</p> <p>Email: Per team discussion on 07/16/2013, this data is mandatory.</p> <p>Future considerations: What about the ability to change the email address? Are they able to submit more than one email address? Are they able to submit a personal email address</p>	

## Appendix D.2 Detailed Requirements and Workflows

For: Employer Reporting Application (ERA) Project

Process/Workflow Name: 3.0 Registration



Process #	Req. #	Req. Desc.	Business Requirements and Rules	Notes	System Plan
				<p>Phone number: Per team discussion on 07/16/2013, this data is mandatory.</p> <p>Future considerations: What about the ability to change the phone number? Are they able to submit more than one phone number? Are they able to submit a personal phone number?</p>	
3.0a	D2	Data	Secret pin	<p>To help identify the person registering since all the other information is easily attainable. Other considerations for identifying information:</p> <p>DOB SSN Employee Number Date of Hire</p>	
3.0a	F7	Functional Requirement	Before submitting registration information requester will be able to view and change information they entered.		
3.0a	F8	Functional Requirement	When entering user ID and password there will be a maximum number of failed attempts allowed before the requester is locked out. This is to prevent hackers.		
3.0a	M5	Messaging	When the requester has too many invalid login attempts, they will be notified that they are locked out.		
3.0a	F9	Functional Requirement	Will be able to determine if the requester has already registered.		
3.0a	F10	Functional Requirement	Will be able to verify the requester's information matches the information entered in employer contact database.		

## Appendix D.2 Detailed Requirements and Workflows

For: Employer Reporting Application (ERA) Project

Process/Workflow Name: 3.0 Registration



Process #	Req. #	Req. Desc.	Business Requirements and Rules	Notes	System Plan
3.0a	F11	Functional Requirement	If requester has not been setup in employer contact database previous to registration, requester will not be able to register.		
3.0a	M6	Messaging	If the requester provides an invalid User ID and/or Password, they will be notified to try again or to go through the registration process.		
3.0a	F12	Functional Requirement	Will include ability for requester to see if they already have a SAW account set up.		
3.0a	F13	Functional Requirement	Will provide the requester help in creating a valid user ID and password		
3.0a	F14	Functional Requirement	User will only be allowed one active user ID in ERA (can't control how many they have in SAW/SEAP)	Discussed at 07/16/2013 team meeting: A user can work/report for several different agencies. From a user experience perspective, we would like them to have one user ID. There has been instances in the past where these users that work for multiple agencies have mixed up reports and reported the wrong data. Will need to include edits to make sure the data coming in is the correct data for that employer. Will add this note as a reference in the Process Employer Report Workflow analysis.	
3.0a	F15	Functional Requirement	If user already registered with one organization as contact/main contact, user will need to log in and select to register for the next organization.		
3.0a	F16	Functional Requirement	User ID will need to be unique.		
3.0a	F17	Functional Requirement	A link will be provided to the forgot user ID and forgot password process.		

## Appendix D.2 Detailed Requirements and Workflows

For: Employer Reporting Application (ERA) Project

Process/Workflow Name: 3.0 Registration



Process #	Req. #	Req. Desc.	Business Requirements and Rules	Notes	System Plan
3.0b		Parent Process	<b>DRS Employee Registration.</b> This process provides the ability for a DRS employee to register for the employer reporting application.		
3.0b		Input	<ul style="list-style-type: none"> <li>An URTI to request access for a DRS Employee.</li> </ul>		
3.0b		Output	<ul style="list-style-type: none"> <li>Access to Employer Reporting Application.</li> </ul>		
3.0b	F1	Functional Requirement	ESS will maintain the access and role assignments for DRS Employees.		

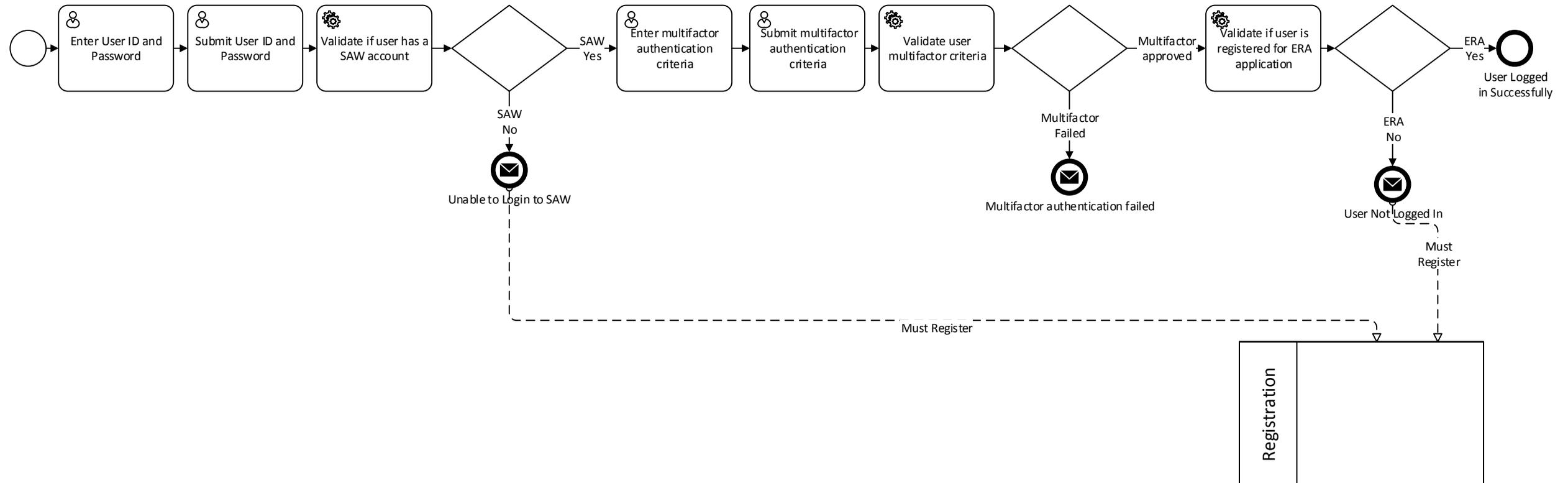
# Workflows and Requirements – Appendix D.2

For: Employer Reporting Application (ERA) Project

Process/Workflow Name: 4.0 Login



## LOGIN SEAP – External User



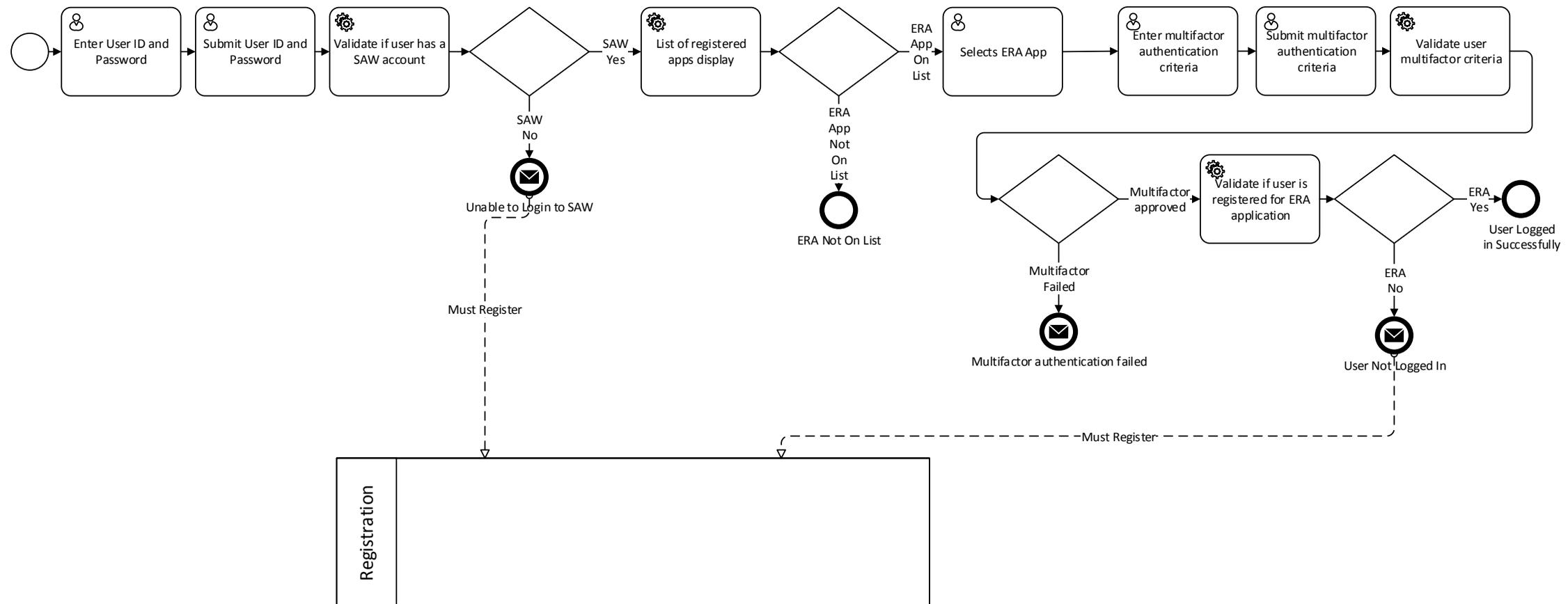
# Workflows and Requirements – Appendix D.2

For: Employer Reporting Application (ERA) Project

Process/Workflow Name: 4.0 Login



## LOGIN SAW – External User



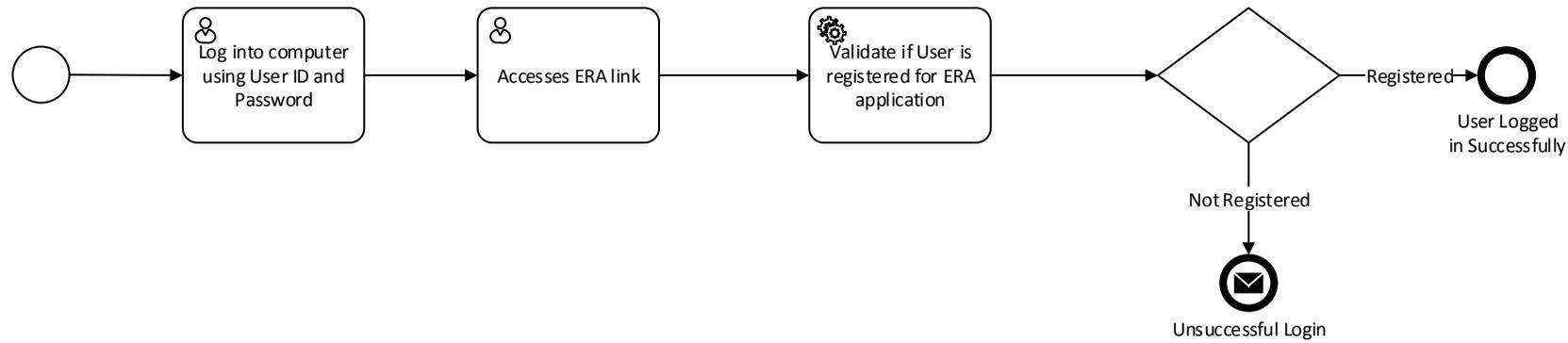
## Workflows and Requirements – Appendix D.2

For: Employer Reporting Application (ERA) Project

Process/Workflow Name: 4.0 Login



# LOGIN SSO – DRS Employee



## Workflows and Requirements – Appendix D.2

For: Employer Reporting Application (ERA) Project

Process/Workflow Name: 4.0 Login



**Process Description:** This process provides a publicly accessible function from the DRS public website to facilitate the login process into the employer reporting application. It also includes Single Sign On access for DRS employees. (You will see Secure Access Washington (SAW) referenced through these requirements because at this time we anticipate we will be using SAW so we had to capture how that would work for this application.)

**Disclaimer:** Workflows and requirements are subject to change as additional requirements are flushed out through the analysis process.

### User Stories for Login processes:

- 1) As an external user, I would like to login so that I have access to the system.
- 2) As a DRS employee, I would like to log in through the DRS network so that I have access to the system.

Process #	Req. #	Req. Desc.	Business Requirements and Rules	Notes	System Plan
4.0a		Parent Process	<b>Login SEAP – External User.</b> This process provides a publicly accessible function from the DRS public website to facilitate the login process into the employer reporting application.		
4.0a		Input	<ul style="list-style-type: none"> <li>• Requestor has selected to login.</li> </ul>		
4.0a		Output	<ul style="list-style-type: none"> <li>• For successful login, access to the employer reporting application.</li> <li>• Message requesting additional multifactor information.</li> <li>• For unsuccessful login:                             <ul style="list-style-type: none"> <li>○ Message that the user’s ID or Password is incorrect or they need to register.</li> <li>○ Message that user’s multifactor criteria is not valid.</li> <li>○ Message that user does have access to the employer reporting application and is routed to the registration process.</li> </ul> </li> <li>• Requestor receives message that they are locked out due to failed login attempts.</li> </ul>		

## Workflows and Requirements – Appendix D.2

For: Employer Reporting Application (ERA) Project

Process/Workflow Name: 4.0 Login



Process #	Req. #	Req. Desc.	Business Requirements and Rules	Notes	System Plan
4.0a	R1	Business Requirement	User must enter a valid User ID and password to login.		
4.0a	F1	Functional Requirement	A history of login activities should be stored.		
4.0a	F2	Functional Requirement	Authorized users will be able to access the stored history of login activities.		
4.0a	R2	Business Requirement	Must validate against SAW as a user account repository.		
4.0a	R3	Business Requirement	Must use multifactor authentication.		
4.0a	R4	Business Requirement	If user is registered for SAW but not registered for the employer reporting application the user will be sent to the registration process.		
4.0a	F3	Functional Requirement	Upon successful login, the employer reporting application will sync with SAW to ensure that shared elements (User ID, Email Address, and Name) are kept in sync.		
4.0a	F4	Functional Requirement	User must have a valid email address.	If a user registered for the system using an email address that is no longer tied to an organization that they are reporting for, the user should be required to enter a new valid email address.	
4.0a	F5	Functional Requirement	When entering User ID and password there will be a maximum number of failed attempts allowed before the requester is locked out. This is to prevent hackers.		
4.0a	F6	Functional Requirement	If user is locked out due to failed login attempts their session will be locked for 15 minutes.		

## Workflows and Requirements – Appendix D.2

For: Employer Reporting Application (ERA) Project

Process/Workflow Name: 4.0 Login



Process #	Req. #	Req. Desc.	Business Requirements and Rules	Notes	System Plan
4.0a	F7	Functional Requirement	Users who log in successfully, will be directed to the main employer reporting application landing page.		
4.0a	F8	Functional Requirement	The employer reporting application must include a link to the SAW portal.		
4.0a	M1	Messaging	Users who enter invalid information, will receive a message indicating that their User ID or password is invalid along with the being directed to register if they do not have an account.		
4.0a	M2	Messaging	Users who are required to enter multifactor criteria may receive a message to validate additional information.		
4.0a	M3	Messaging	Users whose multifactor criteria is incorrect will receive an error message.		
4.0a	M4	Messaging	Users who are locked out due to failed login attempts will receive an error message.	Note: Message to include contact Main Contact or DRS.	
4.0b		Parent Process	<b>Login SAW – External User.</b> This process provides a publicly accessible function from the SAW site to facilitate the login process into the employer reporting application.		
4.0b		Input	<ul style="list-style-type: none"> <li>Requestor has selected to login.</li> </ul>		
4.0b		Output	<ul style="list-style-type: none"> <li>For successful login, access to the employer reporting application.</li> <li>For unsuccessful login:                             <ul style="list-style-type: none"> <li>Message that the user’s ID or Password is incorrect or they need register.</li> <li>Message that user’s multifactor criteria is not valid.</li> </ul> </li> <li>Requestor locked out due to failed login attempts.</li> </ul>		
4.0b	R1	Business Requirement	The employer reporting application must interface with SAW to provide an access point for users who log in through SAW and are registered for the employer reporting application to access the application.		

## Workflows and Requirements – Appendix D.2

For: Employer Reporting Application (ERA) Project

Process/Workflow Name: 4.0 Login



Process #	Req. #	Req. Desc.	Business Requirements and Rules	Notes	System Plan
4.0b	R2	Business Requirement	If the user is not registered for the employer reporting application they will not be able to enter a service code, search for Employer Reporting Application, or select the employer reporting application from the service list. They will need to contact DRS and register through the DRS website.		
4.0c		Parent Process	<b>Login SSO – DRS Employee.</b> This process provides the ability for DRS Employees to log into the employer reporting application.		
4.0c		Input	<ul style="list-style-type: none"> <li>• DRS Employee has logged in through the DRS network and clicked the employer reporting application link.</li> </ul>		
4.0c		Output	<ul style="list-style-type: none"> <li>• DRS Employee is successfully logged into the employer reporting application.</li> <li>• DRS Employee is not successfully logged into the employer reporting application and receives message to contact application admin.</li> </ul>		
4.0c	R1	Business Requirement	A DRS employee will be able to log through the network and access the employer reporting application using Single Sign On (SSO).		
4.0c	M1	Messaging	DRS employees who have not been granted access to the employer reporting application will receive a message to contact their system administrator.		

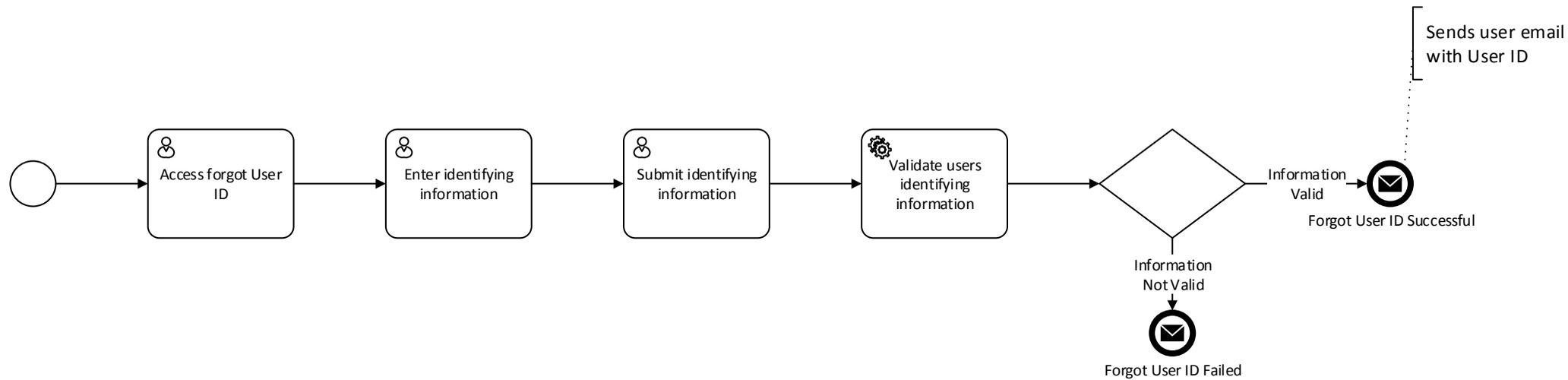
## Appendix D.2 Detailed Requirements and Workflows

For: Employer Reporting Application (ERA) Project

Process/Workflow Name: 5.0 Forgot User ID



# Forgot User ID SEAP – External User

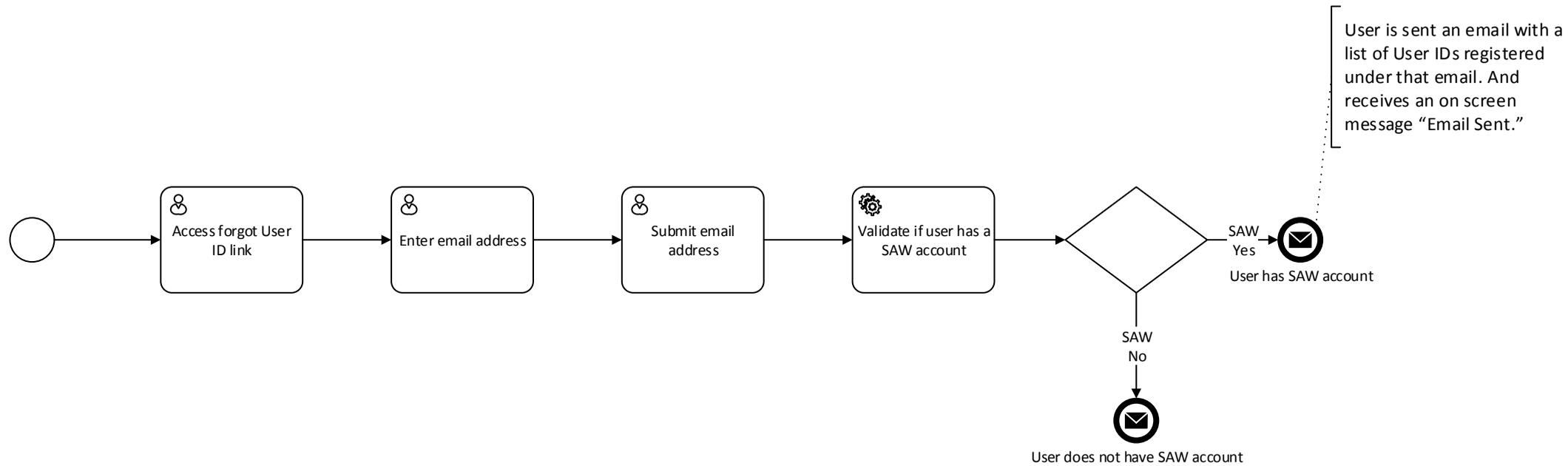


## Appendix D.2 Detailed Requirements and Workflows

For: Employer Reporting Application (ERA) Project

Process/Workflow Name: 5.0 Forgot User ID

# Forgot User ID SAW – External User



## Appendix D.2 Detailed Requirements and Workflows

For: Employer Reporting Application (ERA) Project

Process/Workflow Name: 5.0 Forgot User ID



**Process Description:** This process provides a publicly accessible function to facilitate the steps to assist the user in the recovery of a User ID. (You will see Secure Access Washington (SAW) referenced through these requirements because at this time we anticipate we will be using SAW so we had to capture how that would work for this application.)

**Disclaimer:** Workflows and requirements are subject to change as additional requirements are flushed out through the analysis process.

### User Stories for Forgot User ID processes:

- 1) As an external user, I would like to be able to retrieve my User ID so that I can access the system when I forget my User ID.

Process #	Req. #	Req. Desc.	Business Requirements and Rules	Notes	System Plan
5.0a		Parent Process	<b>Forgot User ID SEAP - External User.</b> This process provides a publicly accessible function to facilitate the steps to assist in the recovery of a User ID.		
5.0a		Input	<ul style="list-style-type: none"> <li>Requestor has selected the forgot User ID process.</li> </ul>		
5.0a		Output	<ul style="list-style-type: none"> <li>Requestor receives a message with their User ID.</li> <li>Requestor entered incorrect information and is provided a failure message.</li> <li>Requestor receives a message that they are locked out due to failed attempts.</li> </ul>		
5.0a	R1	Business Requirement	The system must validate the requester before allowing them to recover their User ID.		
5.0a	D1	Data	Email		
5.0a	D2	Data	Secret Question		
5.0a	D3	Data	Date of Birth		
5.0a	D4	Data	Last four of Social Security Number (SSN)		

## Appendix D.2 Detailed Requirements and Workflows

For: Employer Reporting Application (ERA) Project

Process/Workflow Name: 5.0 Forgot User ID



Process #	Req. #	Req. Desc.	Business Requirements and Rules	Notes	System Plan
5.0a	F1	Functional Requirement	A history of forgot User ID activities should be stored.		
5.0a	F2	Functional Requirement	Authorized users will be able to access the stored history of forgot User ID activities.		
5.0a	F3	Functional Requirement	When entering identifying information there will be a maximum number of failed attempts allowed before the requester is locked out. This is to prevent hackers.		
5.0a	F4	Functional Requirement	If user is locked out due to failed attempts their session will be locked for 15 minutes.		
5.0a	M1	Messaging	User whose identifying information is incorrect will receive an error message.		
5.0a	M2	Messaging	User who enters correct identifying information will receive a message with their User ID.		
5.0a	M3	Messaging	User who is locked out due to failed attempts will receive an error message.	Note: Message to include contact Main Contact or DRS.	
5.0b		Parent Process	<p><b>Forgot User ID SAW - External User.</b> This process provides a publicly accessible function from the SAW site to facilitate the steps to assist in the recovery of a User ID.</p> <p><b>(Process modeled to show what would happen if user accessed the Forgot User ID process through SAW. No requirements need to be documented for this process).</b></p>		
5.0b		Input	<ul style="list-style-type: none"> <li>Requestor has selected forgot User ID link.</li> </ul>		
5.0b		Output	<ul style="list-style-type: none"> <li>Requestor receives a message with their User ID.</li> <li>Requestor entered incorrect information and is provided a failure message.</li> </ul>		

## Appendix D.2 Detailed Requirements and Workflows

For: Employer Reporting Application (ERA) Project

Process/Workflow Name: 5.0 Forgot User ID



Process #	Req. #	Req. Desc.	Business Requirements and Rules	Notes	System Plan
5.0c		Parent Process	<b>Forgot User ID – DRS Employee (No workflow, user follows existing process).</b>		
5.0c		Input	<ul style="list-style-type: none"> <li>DRS Employee requested to recover their network User ID by contacting the DRS Helpdesk.</li> </ul>		
5.0c		Output	<ul style="list-style-type: none"> <li>DRS Employee receives their User ID from the DRS Helpdesk.</li> </ul>		
5.0c		Assumption	DRS Employee will follow the normal process of resetting their network User ID from the DRS Helpdesk.		

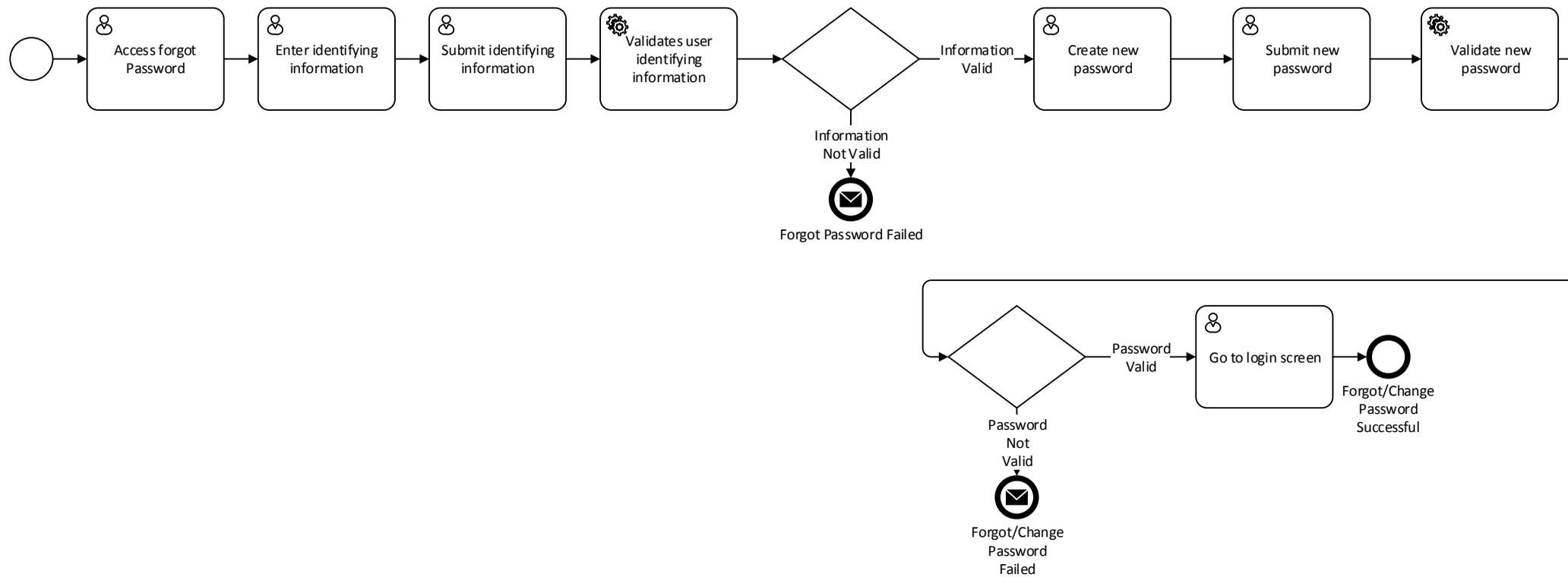
## Appendix D.2 Detailed Requirements and Workflows

For: Employer Reporting Application (ERA) Project

Process/Workflow Name: 6.0 Forgot Password



# Forgot Password SEAP – External User



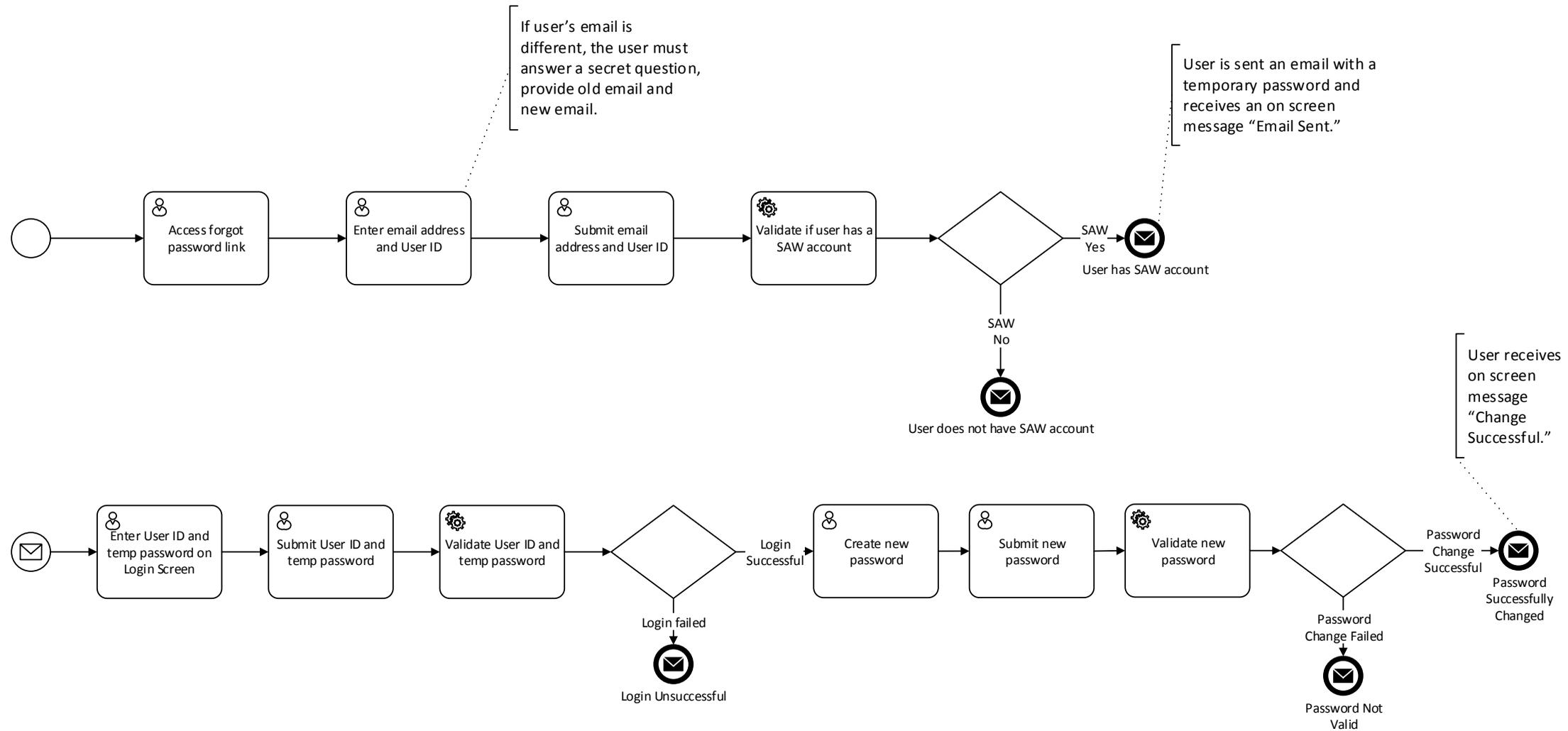
# Appendix D.2 Detailed Requirements and Workflows

For: Employer Reporting Application (ERA) Project

Process/Workflow Name: 6.0 Forgot Password



## Forgot Password SAW – External User



## Appendix D.2 Detailed Requirements and Workflows

For: Employer Reporting Application (ERA) Project

Process/Workflow Name: 6.0 Forgot Password



**Process Description:** This process provides a publicly accessible function to facilitate the steps to assist the user in the creation of a new password. (You will see Secure Access Washington (SAW) referenced through these requirements because at this time we anticipate we will be using SAW so we had to capture how that would work for this application.)

**Disclaimer:** Workflows and requirements are subject to change as additional requirements are flushed out through the analysis process.

### User Stories for Forgot Password processes:

- 1) As an external user, I would like to be able to reset my password so that I can access the system when I forget my password.

Process #	Req. #	Req. Desc.	Business Requirements and Rules	Rationale/Questions /Decisions/Future Impacts	System Plan
6.0a		Parent Process	<b>Forgot Password SEAP - External User.</b> This process provides a publicly accessible function to facilitate the steps to assist the user in the creation of a new password.		
6.0a		Input	<ul style="list-style-type: none"> <li>Requestor has selected the forgot Password process.</li> </ul>		
6.0a		Output	<ul style="list-style-type: none"> <li>Requestor's password is changed.</li> <li>Requestor receives a message that their password has been changed.</li> <li>Requestor entered incorrect information and is provided a failure message.</li> <li>Requestor receives message that they are locked out due to failed attempts.</li> <li>SAW database is updated with new password.</li> </ul>		
6.0a	R1	Business Requirement	The system must validate the requester before allowing them to change their password.		
6.0a	D1	Data	User ID		
6.0a	D2	Data	Email		
6.0a	D3	Data	Secret Question		

## Appendix D.2 Detailed Requirements and Workflows

For: Employer Reporting Application (ERA) Project

Process/Workflow Name: 6.0 Forgot Password



Process #	Req. #	Req. Desc.	Business Requirements and Rules	Rationale/Questions /Decisions/Future Impacts	System Plan
6.0a	D4	Data	Date of Birth		
6.0a	D5	Data	Last four of Social Security Number (SSN)		
6.0a	F1	Functional Requirement	A history of forgot Password activities should be stored.		
6.0a	F2	Functional Requirement	Authorized users should be able to access the stored history of forgot Password activities.		
6.0a	F3	Functional Requirement	When entering identifying information there will be a maximum number of failed attempts allowed before the requester is locked out. This is to prevent hackers.		
6.0a	F4	Functional Requirement	If user is locked out due to failed attempts their session will be locked for 15 minutes.		
6.0a	F5	Functional Requirement	Upon successful validation of identifying information, the user must establish a new password.		
6.0a	F6	Functional Requirement	Upon entering a new password the user must enter it twice to confirm.		
6.0a	M1	Messaging	User whose identifying information is incorrect will receive an error message.		
6.0a	M2	Messaging	User who enters an invalid password will receive an error message.		
6.0a	M3	Messaging	User who successfully changes their password will receive a confirmation message.		
6.0a	M4	Messaging	User who is locked out due to failed attempts will receive an error message.	Note: Message to include contact Main Contact or DRS.	
6.0a	M5	Messaging	If password fails to update due to the system being down, user should receive a message to try again.		

## Appendix D.2 Detailed Requirements and Workflows

For: Employer Reporting Application (ERA) Project

Process/Workflow Name: 6.0 Forgot Password



Process #	Req. #	Req. Desc.	Business Requirements and Rules	Rationale/Questions /Decisions/Future Impacts	System Plan
6.0b		Parent Process	<p><b>Forgot Password SAW - External User.</b> This process provides a publicly accessible function from the SAW site to facilitate the steps to assist in the user in the creation of a new password.</p> <p><b>(Process modeled to show what would happen if user accessed the Forgot Password process through SAW. No requirements need to be documented for this process).</b></p>		
6.0b		Input	<ul style="list-style-type: none"> <li>Requestor has selected forgot Password link.</li> </ul>		
6.0b		Output	<ul style="list-style-type: none"> <li>Requestor receives a message with a temporary password.</li> <li>Requestor entered incorrect information and is provided a failure message.</li> <li>Requestor receives a successfully changed message.</li> </ul>		
6.0c		Parent Process	<p><b>Forgot Password – DRS Employee (No workflow, user follows existing process)</b></p>		
6.0c		Input	<ul style="list-style-type: none"> <li>DRS Employee requested a reset of their network password by contacting the DRS Helpdesk.</li> </ul>		
6.0c		Output	<ul style="list-style-type: none"> <li>DRS Employee receives a message from the DRS Helpdesk with a temporary password.</li> <li>DRS Employee successfully resets their password and logs into the network.</li> </ul>		
6.0c		Assumption	DRS Employee will follow the normal process of resetting their network password.		

## Appendix D.2 Detailed Requirements and Workflows

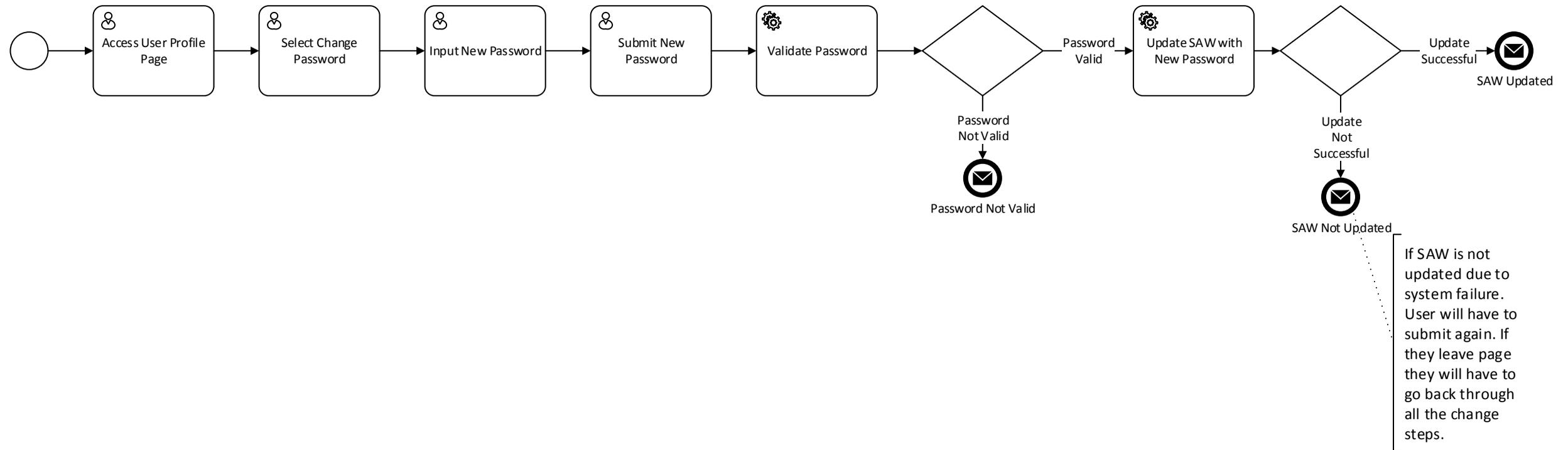
For: Employer Reporting Application (ERA) Project

Process/Workflow Name: 7.0 Change Password



# Change Password – External User

This is if user is already logged in and is accessing their profile page to make changes.



## Appendix D.2 Detailed Requirements and Workflows

For: Employer Reporting Application (ERA) Project

Process/Workflow Name: 7.0 Change Password



**Process Description:** This process provides a function to facilitate the steps to assist a user in changing their own Password. (You will see Secure Access Washington (SAW) referenced through these requirements because at this time we anticipate we will be using SAW so we had to capture how that would work for this application.)

**Disclaimer:** Workflows and requirements are subject to change as additional requirements are flushed out through the analysis process.

### User Stories for Change Password processes:

- 1) As an external user, I would like to be able to change my password so that my account stays secure.

Process #	Req. #	Req. Desc.	Business Requirements and Rules	Notes	System Plan
7.0a		Parent Process	<b>Change Password - External User.</b> This process provides a function to facilitate the steps to assist a user changing their Password.		
7.0a		Input	<ul style="list-style-type: none"> <li>• Requestor has successfully logged into the employer reporting application.</li> <li>• Requestor has selected to change their password.</li> </ul>		
7.0a		Output	<ul style="list-style-type: none"> <li>• Requestor's password is successfully changed.</li> <li>• Requestor receives message that their password has been changed.</li> <li>• Requestor entered an invalid password and is provided a failure message.</li> <li>• SAW database is updated with the new password.</li> </ul>		
7.0a	F1	Functional Requirement	A history of password changes should be stored.		
7.0a	F2	Functional Requirement	Authorized users will be able to access the stored history of password changes.		
7.0a	F3	Functional Requirement	Upon entering a new password the user must enter it twice to confirm.		

## Appendix D.2 Detailed Requirements and Workflows

For: Employer Reporting Application (ERA) Project

Process/Workflow Name: 7.0 Change Password



Process #	Req. #	Req. Desc.	Business Requirements and Rules	Notes	System Plan
7.0a	M1	Messaging	User who successfully changes their password will receive a confirmation message.		
7.0a	M2	Messaging	User who enters an invalid password will receive an error message.		
7.0a	M3	Messaging	If password fails to update due to the system being down, user should receive a message to try again.		
7.0b		Parent Process	<b>Change Password – DRS Employee (No workflow, user follows existing process).</b>		
7.0b		Input	<ul style="list-style-type: none"> <li>DRS Employee selects to change their network password.</li> </ul>		
7.0b		Output	<ul style="list-style-type: none"> <li>DRS Employee successfully resets their password and logs into the network.</li> </ul>		
7.0b		Assumption	DRS Employee will follow the normal process of changing their network password.		

## Appendix D.2 Detailed Requirements and Workflows

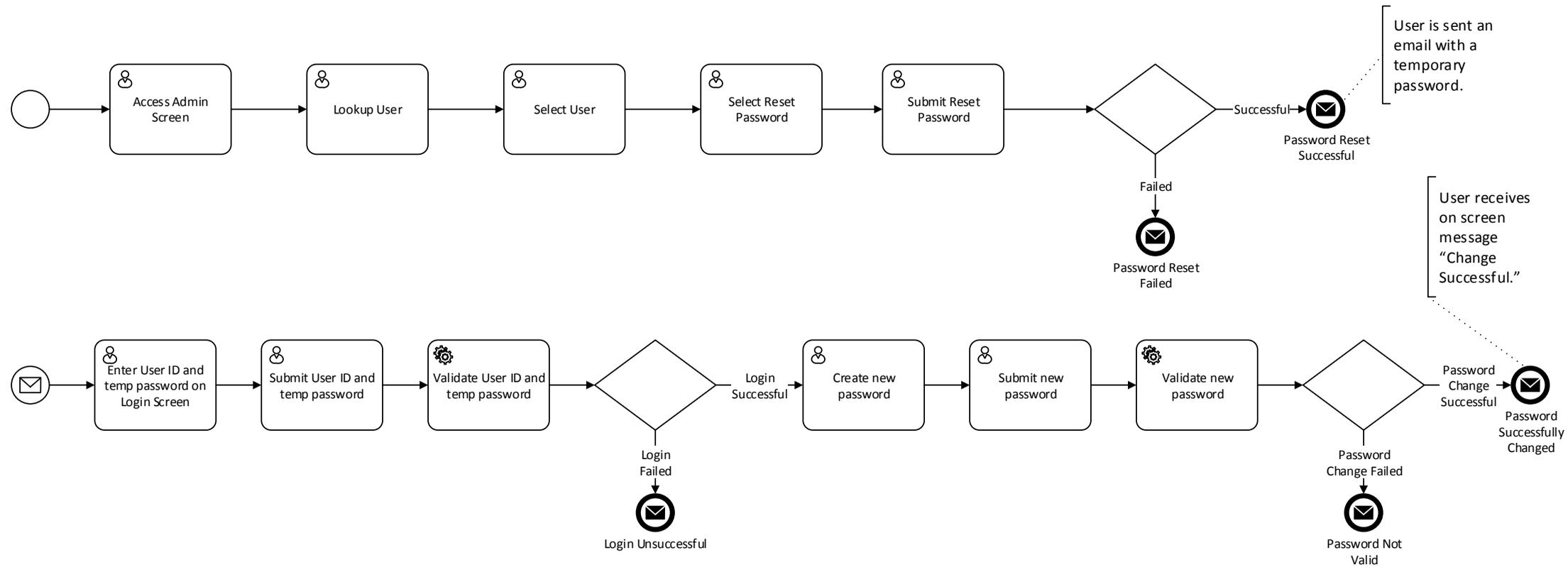
For: Employer Reporting Application (ERA) Project

Process/Workflow Name: 8.0 Admin Reset Password



# Admin Reset Password – Authorized User

This is for an authorized user to reset a user's password.



## Appendix D.2 Detailed Requirements and Workflows

For: Employer Reporting Application (ERA) Project

**Process/Workflow Name: 8.0 Admin Reset Password**



**Process Description:** This process provides a function to facilitate the steps to assist an authorized user in resetting a user's password and the user creating a new password. (You will see Secure Access Washington (SAW) referenced through these requirements because at this time we anticipate we will be using SAW so we had to capture how that would work for this application.)

**Disclaimer:** Workflows and requirements are subject to change as additional requirements are flushed out through the analysis process.

### User Stories for Admin Reset Password processes:

- 1) As an authorized user, I would like to be able to reset a user's password so that they can access the system.

Process #	Req. #	Req. Desc.	Business Requirements and Rules	Notes	System Plan
8.0		Parent Process	<b>Admin Reset Password.</b> This process provides a function to facilitate the steps to assist an authorized user in resetting a user's password and the user creating a new password.		
8.0		Input	<ul style="list-style-type: none"> <li>Authorized user successfully logged into the employer reporting application.</li> <li>Authorized user selects to reset user's password.</li> <li>User receives an email with a temporary password.</li> </ul>		
8.0		Output	<ul style="list-style-type: none"> <li>Authorized user receives message that user's password failed to reset.</li> <li>Authorized user receives message that user's password is successfully reset.</li> <li>User receives message with temporary a password.</li> <li>User's password is successfully changed.</li> <li>User receives message that their password has been changed.</li> <li>User entered an invalid password and is provided a failure message.</li> <li>SAW database is updated with the new password.</li> </ul>		

## Appendix D.2 Detailed Requirements and Workflows

For: Employer Reporting Application (ERA) Project

Process/Workflow Name: 8.0 Admin Reset Password



Process #	Req. #	Req. Desc.	Business Requirements and Rules	Notes	System Plan
8.0	F1	Functional Requirement	A history of admin reset password activities will be stored.		
8.0	F2	Functional Requirement	Authorized users will be able to access the stored history of admin reset password activities.		
8.0	F3	Functional Requirement	Only authorized users, should have the ability to reset a user's password.		
8.0	F4	Functional Requirement	Authorized users will have the ability to look up a user.		
8.0	D1	Data	Name		
8.0	D2	Data	Last four of Social Security Number (SSN)		
8.0	D3	Data	Organization		
8.0	B1	Business Rule	Organization will default to the organization that the external authorized user is reporting for.		
8.0	F5	Functional Requirement	A DRS employee authorized user will be able to select from a list of organizations.		
8.0	F6	Functional Requirement	A DRS employee authorized user will have the ability to select a user to reset their password.		
8.0	F7	Functional Requirement	Upon successful reset of a user's password, the user must establish a new password.		
8.0	F8	Functional Requirement	Upon entering a new password the user must enter it twice to confirm.		
8.0	R1	Business Requirement	Temporary password will not expire.	Confirmed with Isaac regarding expiration of temporary passwords. He does not think they will expire.	
8.0	M1	Messaging	Authorized user will receive a message if the reset of the user's password fails.		

## Appendix D.2 Detailed Requirements and Workflows

For: Employer Reporting Application (ERA) Project

Process/Workflow Name: 8.0 Admin Reset Password



Process #	Req. #	Req. Desc.	Business Requirements and Rules	Notes	System Plan
8.0	M2	Messaging	Authorized user will receive a message if the reset of the user's password is successful.		
8.0	M3	Messaging	User will receive a message with a temporary password if the reset of their password is successful.		
8.0	M4	Messaging	User who successfully changed their password will receive a confirmation message.		
8.0	M5	Messaging	User who enters an invalid password will receive an error message.		
8.0	M6	Messaging	If password fails to update due to the system being down, the user will receive a message to try again.		

## Appendix D.2 Detailed Requirements and Workflows

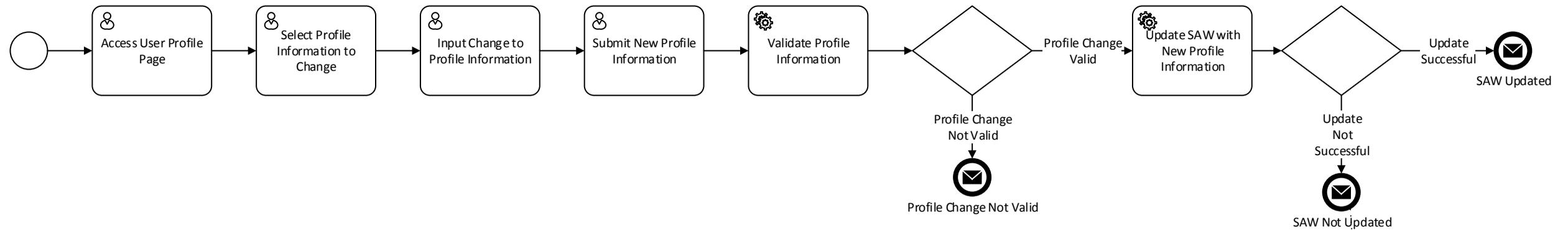
For: Employer Reporting Application (ERA) Project

Process/Workflow Name: 9.0 Change Profile



# Change Profile – External User/DRS Employee

This is if user is already logged in and is accessing their profile page to make changes.



### Notes:

- SAW keeps: User ID, Email Address, Name, and Password (Password is not passed back to DRS).
- From end event of “SAW Updated” to DRS there may be a communication failure which means DRS will not update the ERA database. Update will occur next time the user logs in through the syncing process.

If SAW is not updated due to system failure. User will have to submit again. If they leave page they will have to go back through all the change steps.

## Appendix D.2 Detailed Requirements and Workflows

For: Employer Reporting Application (ERA) Project

**Process/Workflow Name: 9.0 Change Profile**



**Process Description:** This process provides a function to facilitate the steps to assist the user in changing their own Profile information. (You will see Secure Access Washington (SAW) referenced through these requirements because at this time we anticipate we will be using SAW so we had to capture how that would work for this application.)

**Disclaimer:** Workflows and requirements are subject to change as additional requirements are flushed out through the analysis process.

### User Stories for Change Profile processes:

- 1) As an external user, I would like to be able to change my profile information so that it stays current.
- 2) As a DRS employee, I would like to be able to change my profile information so that it stays current.

Process #	Req. #	Req. Desc.	Business Requirements and Rules	Notes	System Plan
9.0		Parent Process	<b>Change Profile - External User/DRS Employee.</b> This process provides a function to facilitate the steps to assist a user changing their Profile information.		
9.0		Input	<ul style="list-style-type: none"> <li>• Requestor has successfully logged into the employer reporting application.</li> <li>• Requestor has selected to change their profile information.</li> </ul>		
9.0		Output	<ul style="list-style-type: none"> <li>• Requestor's profile information is successfully changed.</li> <li>• Requestor receives message that their profile information has been changed.</li> <li>• Requestor entered an invalid profile information and is provided a failure message.</li> <li>• SAW database is updated with the new profile information.</li> </ul>		
9.0	F1	Functional Requirement	A history of profile changes will be stored.		
9.0	F2	Functional Requirement	Authorized users will be able to access the stored history of profile changes.		

## Appendix D.2 Detailed Requirements and Workflows

For: Employer Reporting Application (ERA) Project

Process/Workflow Name: 9.0 Change Profile



Process #	Req. #	Req. Desc.	Business Requirements and Rules	Notes	System Plan
9.0	D1	Data		What profile data should the user be able to change? Hold for future discussions. Need to coordinate with the registration process.	
9.0	M1	Messaging	User who successfully changes their profile information will receive a confirmation message.		
9.0	M2	Messaging	User who enters invalid profile information will receive an error message.		
9.0	M3	Messaging	If profile information fails to update due to the system being down, user should receive a message to try again.		

## Appendix D.2 Detailed Requirements and Workflows

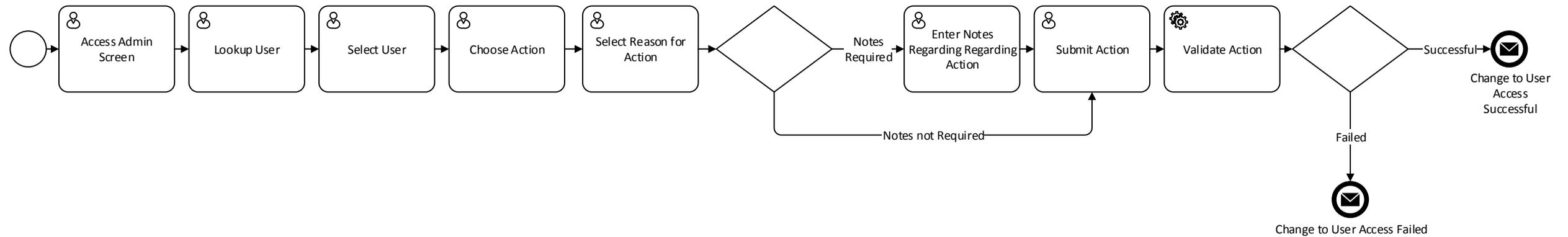
For: Employer Reporting Application (ERA) Project

Process/Workflow Name: 10.0 Modify User Access



# Modify User Access – Authorized User

This is for an authorized user to manage users access to the application. (I.e. Lock/Unlock, Suspend/Unsuspend, Revoke/Reactive Revoked Account, etc.)



## Appendix D.2 Detailed Requirements and Workflows

For: Employer Reporting Application (ERA) Project

Process/Workflow Name: 10.0 Modify User Access



**Process Description:** This process provides a function for authorized users to manage user access (suspend/unsuspended, unlock, revoke, reactivate) to the employer reporting application.

**Disclaimer:** Workflows and requirements are subject to change as additional requirements are flushed out through the analysis process.

### User Stories for Modify User Access processes:

- 1) As an authorized user, I would like to be able to suspend/unsuspend a user account so that I can manage access to the system.
- 2) As an authorized user, I would like to be able to unlock a user account so that they can access the system.
- 3) As an authorized user, I would like to be able to revoke a user account so that the user will not access the system.
- 4) As an authorized user, I would like to be able to reactivate a revoked account so that the user can register for the system.

Process #	Req. #	Req. Desc.	Business Requirements and Rules	Notes	System Plan
10.0		Parent Process	<b>Modify User Access</b> This process provides a function for authorized users to manage user access to the employer reporting application.		
10.0		Input	<ul style="list-style-type: none"> <li>• Requestor has successfully logged into the employer reporting application.</li> <li>• Requestor accessed the modify user access administrative portion of the employer reporting application.</li> </ul>		
10.0		Output	<ul style="list-style-type: none"> <li>• Selected user's access has been modified.</li> <li>• Selected user's access has not been modified and requestor receives an error message.</li> <li>• User's whose account is unsuspended receives a message indicating their access has been unsuspended.</li> </ul>		
10.0	F1	Functional Requirement	A history of user access changes will be stored.		
10.0	F2	Functional Requirement	Authorized users will be able to access the stored history of user access changes.		

## Appendix D.2 Detailed Requirements and Workflows

For: Employer Reporting Application (ERA) Project

Process/Workflow Name: 10.0 Modify User Access



Process #	Req. #	Req. Desc.	Business Requirements and Rules	Notes	System Plan
10.0	F3	Functional Requirement	Only authorized users, will have the ability to modify a user's access.		
10.0	F4	Functional Requirement	Authorized users will have the ability to look up a user.		
10.0	D1	Data	Name		
10.0	D2	Data	Last four of Social Security Number (SSN)		
10.0	D3	Data	Organization		
10.0	B1	Business Rule	Organization will default to the organization that the external authorized user is reporting for.		
10.0	F5	Functional Requirement	A DRS employee authorized user will be able to select from a list of organizations.		
10.0	F6	Functional Requirement	An authorized user will have the ability select a user to modify their access.		
10.0	F7	Functional Requirement	An account status will show for each user: <ul style="list-style-type: none"> <li>• Active</li> <li>• Locked</li> <li>• Revoked Deceased</li> <li>• Revoked Fraud/Misuse of System</li> <li>• Revoked No Longer Employed with Organization</li> <li>• Suspended</li> </ul>	Status Revoked Fraud/Misuse of System is a place holder that is dependent on decision from fraud analysis.	
10.0	F8	Functional Requirement	If an account is locked out due to failed attempts, the system will show an action of Lock.		
10.0	F9	Functional Requirement	An authorized user will be able to select one of the following actions: <ul style="list-style-type: none"> <li>• Unlock</li> <li>• Suspend</li> <li>• Unsuspend</li> </ul>		

## Appendix D.2 Detailed Requirements and Workflows

For: Employer Reporting Application (ERA) Project

Process/Workflow Name: 10.0 Modify User Access



Process #	Req. #	Req. Desc.	Business Requirements and Rules	Notes	System Plan
			<ul style="list-style-type: none"> <li>Revoke</li> <li>Reactivate Revoked Account</li> </ul>		
10.0	F10	Functional Requirement	<p>If an account is locked out due to failed attempts, the system will show a reason of:</p> <ul style="list-style-type: none"> <li>Account locked due to too many failed attempts.</li> </ul>		
10.0	F11	Functional Requirement	<p>An authorized user will be able to select one of the following reasons for the action:</p> <ul style="list-style-type: none"> <li>Account suspended temporarily.</li> <li>Account access revoked because user has left employment with agency.</li> <li>Account access revoked because user is deceased.</li> <li>Account access revoked due to fraudulent/misuse of system activities.</li> <li>Account was erroneously revoked.</li> <li>Account access reactivated as user has been employed with a new agency.</li> <li>Account access reactivated, fraudulent/misuse of system activities unfounded.</li> </ul>		
10.0	F12	Functional Requirement	<p>There are two levels of revoke:</p> <ul style="list-style-type: none"> <li>System Level – This is the highest level revoke and is because of fraudulent/misuse of system activities or user is deceased.</li> <li>Organization Level – This revoke occurs when a user leaves the employment of an agency and their access will be turned off for that employer.</li> </ul>	2/26/14 – Marla/Jen will follow-up to determine if a user is revoked for a serious reason like fraud that be escalated to a higher authority at DRS and should we prevent future access if user is hired by a new agency?	

## Appendix D.2 Detailed Requirements and Workflows

For: Employer Reporting Application (ERA) Project

Process/Workflow Name: 10.0 Modify User Access



Process #	Req. #	Req. Desc.	Business Requirements and Rules	Notes	System Plan
10.0	B2	Business Rule	If a user's account needs to be revoked at a system level because user is deceased, it can be done by an authorized user.		
10.0	B3	Business Rule	If a user's account is revoked because a user is deceased, it will be revoked and not permit reactivation of the account.		
10.0	B4	Business Rule	If a user's account is erroneously revoked for the reason of user is deceased, it must be unrevoked by an authorized DRS employee.	Do we have an existing process for this if we take away eService's access because user is erroneously reported as deceased but then is not? Do we make them prove they are alive? <b>Debbie will follow-up with Kim to see how we would want to handle this.</b>	
10.0	B5	Business Rule	If a user's account needs to be revoked at a system level due to fraudulent/misuse of system activities, it must be done by an authorized DRS employee.	2/26/14 – Marla/Jen will follow-up to determine if a user is revoked for a serious reason like fraud should that be escalated to a higher authority at DRS and should we prevent future access if user is hired by a new agency?	
10.0	B6	Business Rule	If user's account is revoked at a system level due to fraudulent/misuse of system activities, reactivation of the account must be done by an authorized DRS employee.	2/26/14 – Marla/Jen will follow-up to determine if a user is revoked for a serious reason like fraud should that be escalated to a higher authority at DRS and should we prevent future access if user is hired by a new agency?	
10.0	F13	Functional Requirement	If user's account is revoked they must register for the employer reporting application.		
10.0	B7	Business Rule	If user's account is revoked and they do not work for any other organizations it will reactive when they register with a new agency using their same SAW account.		
10.0	F14	Functional Requirement	An authorized user will be able to enter notes regarding the action.	Dependent on Fraud Analysis - What actions would we require notes and what actions would we not?	

## Appendix D.2 Detailed Requirements and Workflows

For: Employer Reporting Application (ERA) Project

Process/Workflow Name: 10.0 Modify User Access



Process #	Req. #	Req. Desc.	Business Requirements and Rules	Notes	System Plan
10.0	M1	Messaging	User will receive a message confirming if they are sure they want to proceed with the action they are taking.		
10.0	M2	Messaging	User will receive a message if the action they are taking fails for any reason.		
10.0	M3	Messaging	User will receive a successful confirmation message if action is confirmed.		
10.0	M4	Messaging	User whose account is unsuspended will receive a message that their account has been unsuspended.		

## Appendix D.2 Detailed Requirements and Workflows

For: Employer Reporting Application (ERA) Project

Process/Workflow Name: 11.0 User Profile



**No workflow for this process**

## Appendix D.2 Detailed Requirements and Workflows

For: Employer Reporting Application (ERA) Project

Process/Workflow Name: 11.0 User Profile



**Process Description:** This is the landing page after a user has logged in that will allow the user to access other processes (Essentially a Dashboard).

**Disclaimer:** Workflows and requirements are subject to change as additional requirements are flushed out through the analysis process.

### User Stories for User Profile processes:

- 1) As an authorized user, I would like a portal where I can easily access all information related to DRS without having to log into separate systems.
- 2) As an authorized user, I would like to access services that are available to me, so that I can ensure that data is kept current with DRS.
- 3) As an authorized user, I would like to access resources, so that I can find out more about reporting information to DRS.
- 4) As an authorized user supporting multiple employers, I would like the ability to easily navigate between employers I am responsible for.
- 5) As an authorized user, I would like to be able to see all of my organizational data, so that I can keep it current with DRS.
- 6) As an authorized user, I would like to be able to communicate with DRS through one central location.
- 7) As an authorized user, I would like to be able to see historical reporting information, payment information, and my receivables.
- 8) As a DRS Employee, I would like the ability to proxy into an employer's account to assist them with troubleshooting.

Process #	Req. #	Req. Desc.	Business Requirements and Rules	Rationale/Questions /Decisions/Future Impacts	System Plan
11.0		Parent Process	<b>User Profile</b> This process allows a user to access services and resources around employer reporting.		
11.0		Input	<ul style="list-style-type: none"> <li>• Authorized user has logged into the Employer Reporting Application.</li> </ul>		
11.0		Output	<ul style="list-style-type: none"> <li>• Authorized user accesses a resource or service.</li> <li>• Authorized user has logged out of the Employer Reporting Application.</li> </ul>		
11.0	R1	Business Requirement	Authorized users will have access to resources and services based on their user roles. <a href="#">See Appendix A User Profile Access Based on Roles.</a>	<b>Description:</b> <ul style="list-style-type: none"> <li>• Services include other processes that a user can access based on their user roles.</li> </ul>	

## Appendix D.2 Detailed Requirements and Workflows

For: Employer Reporting Application (ERA) Project

Process/Workflow Name: 11.0 User Profile



Process #	Req. #	Req. Desc.	Business Requirements and Rules	Rationale/Questions /Decisions/Future Impacts	System Plan
				<ul style="list-style-type: none"> <li>Resources include other Forms, Publications, etc. that a user can access based on their user roles.</li> </ul>	
11.0	F1	Functional Requirement	DRS Employees will have the ability to proxy into an employer's application to assist them with troubleshooting.		
11.0	F2	Functional Requirement	If an authorized user supports more than one employer organization they will have the ability to select the employer organization they want and go to that employers main profile screen.		
11.0	F3	Functional Requirement	If an authorized user supports more than one employer organization they will have the ability to easily navigate between those employer organization profile screens.		
11.0	F4	Functional Requirement	An authorized user will be able to access other systems through the user profile: <ul style="list-style-type: none"> <li>Training Registration</li> <li>REFI</li> </ul>		
11.0	F5	Functional Requirement	A user will have the ability to review and change profile information they used to register for the employer reporting application. See the <b>Change Profile Process</b> .		
11.0	F6	Functional Requirement	A user will have the ability to change their user password. See the <b>Change Password Process</b> .		
11.0	F7	Functional Requirement	DRS Employees will have the ability to look-up an Employer to proxy into their account.	This level is at the highest admin level where the DRS employee can see everything for that organization.	

## Appendix D.2 Detailed Requirements and Workflows

For: Employer Reporting Application (ERA) Project

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Process #	Req. #	Req. Desc.	Business Requirements and Rules	Rationale/Questions /Decisions/Future Impacts	System Plan
11.0	F8	Functional Requirement	DRS Employees will have the ability to look-up an authorized user either at the individual level or a list of employees at the employer level so they can select a user.	This level is at the individual level where the DRS employee can see what the individual user sees based on their user access.	
11.0	F9	Functional Requirement	The system must have a message center where DRS can provide authorized users important information such as: <ul style="list-style-type: none"> <li>• Employer Notices</li> <li>• What's New at DRS Information</li> <li>• Alert Messages</li> <li>• New Legislation</li> <li>• Application Status</li> </ul>	<b>Note:</b> There may be additional message center items not identified here.	
11.0	F10	Functional Requirement	The system must have a document repository for documents that may be coming from DRS or need to go to DRS. The user should be able to view a history documents that have been sent.		
11.0	F11	Functional Requirement	The system must have the ability for the user to log out.		
11.0	F12	Functional Requirement	The system must have Help functionality.		
11.0	F13	Functional Requirement	The user must have access to tutorials such as: <ul style="list-style-type: none"> <li>• How to navigate the system</li> <li>• Plan eligibility</li> <li>• How to do certain processes</li> </ul>		
11.0	F14	Functional Requirement	Contact Us information must be accessible on the user profile screen. <ul style="list-style-type: none"> <li>• DRS' physical address: <ul style="list-style-type: none"> <li>○ 6835 Capital Blvd</li> <li>○ Tumwater, WA 98501</li> </ul> </li> <li>• DRS' mailing addresses: <ul style="list-style-type: none"> <li>○ General Correspondence:</li> </ul> </li> </ul>		

## Appendix D.2 Detailed Requirements and Workflows

For: Employer Reporting Application (ERA) Project

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Process #	Req. #	Req. Desc.	Business Requirements and Rules	Rationale/Questions /Decisions/Future Impacts	System Plan
			<ul style="list-style-type: none"> <li>▪ Employer Support Services</li> <li>▪ PO Box 48380</li> <li>▪ Olympia, WA 98504-8380</li> <li>○ Reporting:               <ul style="list-style-type: none"> <li>▪ Transmittal Unit</li> <li>▪ PO Box 48380</li> <li>▪ Olympia, WA 98504-8380</li> </ul> </li> <li>○ Payment:               <ul style="list-style-type: none"> <li>▪ PO Box 9018</li> <li>▪ Olympia, WA 98507-9018</li> </ul> </li> <li>• Employer Support Information:               <ul style="list-style-type: none"> <li>○ Employer Supports email – <a href="mailto:employersupport@drs.wa.gov">employersupport@drs.wa.gov</a></li> <li>○ Phone Numbers:                   <ul style="list-style-type: none"> <li>▪ 360.664.7200</li> <li>▪ Toll-free 800.547.6657</li> <li>▪ Fax 360.753.1090</li> </ul> </li> </ul> </li> <li>• Accounts Receivable Information:               <ul style="list-style-type: none"> <li>○ Accounts Receivables email - <a href="mailto:drs.ar@drs.wa.gov">drs.ar@drs.wa.gov</a></li> <li>○ Phone Numbers:                   <ul style="list-style-type: none"> <li>▪ 360.664.7864</li> <li>▪ Toll-free 800.547.6657</li> <li>▪ Fax: 360.753.3166</li> </ul> </li> </ul> </li> <li>• Business Hours               <ul style="list-style-type: none"> <li>○ Monday – Friday: 8 am - 5 pm</li> <li>○ State Holidays: Closed</li> </ul> </li> </ul>		

## Appendix D.2 Detailed Requirements and Workflows

For: Employer Reporting Application (ERA) Project

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Process #	Req. #	Req. Desc.	Business Requirements and Rules	Rationale/Questions /Decisions/Future Impacts	System Plan
11.0	F15	Functional Requirement	An authorized user will be able to view an employer's profile.		
11.0	F16	Functional Requirement	<p>A calendar must be available for each employer that indicates the following depending on what systems they are enrolled with:</p> <ul style="list-style-type: none"> <li>• When their retirement reports are due.</li> <li>• When their DCP reports are due.</li> <li>• When their HERP Supplemental Fund Summary reports are due.</li> <li>• When payments are due for each of the reports.</li> </ul>	<b>Description:</b> This information is driven from the employers payroll calendars and reporting information.	
11.0	F17	Functional Requirement	An authorized user will have the ability to add other calendar items that are important to their organization to their calendar.		
11.0	F18	Functional Requirement	<p>An authorized user will have the ability to access reports such as:</p> <ul style="list-style-type: none"> <li>• Edit Message Reports <ul style="list-style-type: none"> <li>○ Confirmation Messages</li> <li>○ Warning Messages</li> <li>○ Information Changed Messages</li> <li>○ Rejection Messages</li> <li>○ Special Condition Messages</li> </ul> </li> <li>• 120-day report</li> <li>• Discrepant</li> <li>• Max Compensation (Retirement/DCP)</li> <li>• Receivable Statements</li> <li>• DCP Change</li> <li>• Retiree Return to Work (RRTW)</li> <li>• Sub/Eligible Employment</li> <li>• HERP Supplemental Fund History</li> <li>• Retirement Reporting History</li> </ul>	<p><b>Note:</b> Reports are subject to change.</p> <p><a href="#">Link to all employer reports</a> from current system and reports that business has identified as still needing are marked in the column "Identified as needed for ERA System."</p>	

## Appendix D.2 Detailed Requirements and Workflows

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Process #	Req. #	Req. Desc.	Business Requirements and Rules	Rationale/Questions /Decisions/Future Impacts	System Plan
			<ul style="list-style-type: none"> <li>• Recycle</li> <li>• Member stats by System/Plan and Counts</li> <li>• KPI's</li> <li>• On Demand Reports</li> </ul>		
11.0	F19	Functional Requirement	When a user logs into the Employer Reporting Application their name will display showing who is logged in.		
11.0	F20	Functional Requirement	An authorized user will have the ability to access a list of contacts for their organization.		
11.0	F21	Functional Requirement	DRS Employees and main contacts will have the ability to manage access to the Employer Reporting Application. See <b>Create and Modify Profile and User Account Process.</b>		
11.0	F22	Functional Requirement	DRS Employees will have the ability to manage administrative access to the Employer Reporting Application. See <b>Create and Modify Profile and User Account Process.</b>		
11.0	F23	Functional Requirement	Authorized users will have the ability to modify a user's access to the Employer Reporting Application. See the <b>Modify User Access Process.</b>		
11.0	F24	Functional Requirement	Authorized users will have the ability to reset a user's password. See <b>Admin Reset Password Process.</b>		
11.0	F25	Functional Requirement	Authorized users will have the ability to submit earning activity data to DRS. See the <b>Earning Activity Process.</b>		
11.0	F26	Functional Requirement	Authorized users will have the ability to look up a member. See the <b>Member Lookup Process.</b>		
11.0	F27	Functional Requirement	Authorized users will have the ability to determine a position's eligibility and member eligibility. See the <b>Determine Member Eligibility Process.</b>		

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Process #	Req. #	Req. Desc.	Business Requirements and Rules	Rationale/Questions /Decisions/Future Impacts	System Plan
11.0	F28	Functional Requirement	Authorized users will have the ability to update employer information. See the <b>Update Employer Process</b> .		
11.0	F29	Functional Requirement	Authorized users will have the ability to Enroll a Member. See the <b>Enroll Member Process</b> .		
11.0	F30	Functional Requirement	Authorized users will have the ability to update a Member. See the <b>Update Member Process</b> .		
11.0	F31	Functional Requirement	Authorized users will have the ability to Process and Employer Payment. See the <b>Process Employer Payment Process</b> .		
11.0	F32	Functional Requirement	Authorized users will have the ability to submit a Plan Choice for a member. See the <b>Plan Choice Process</b> .		
11.0	F33	Functional Requirement	Authorized users will have the ability to apply for a retirement plan or OASI if they are eligible to apply for one. <ul style="list-style-type: none"> <li>• See the following processes: <ul style="list-style-type: none"> <li>○ <b>Enroll Employer Process</b></li> <li>○ <b>OASI – Obtain Absolute Coverage</b></li> <li>○ <b>OASI – Divided Referendum Vote</b></li> <li>○ <b>OASI – Majority Referendum Vote</b></li> </ul> </li> </ul>		
11.0	F34	Functional Requirement	If an employer is in the process of enrolling in a retirement plan or OASI they should have access to a checklist that identifies where they are in the process.		
11.0	F35	Functional Requirement	An authorized user will have the ability to manage tasks such as: <ul style="list-style-type: none"> <li>• Edit Messages</li> <li>• Late Invoice Notices</li> <li>• Pay Bill Notices</li> <li>• Earning Activity Reporting</li> <li>• Late Reporting Notices</li> </ul>	<b>Note:</b> There may be many more tasks depending on the type of user. This is just a sampling of tasks a user may have to manage.	

## Appendix D.2 Detailed Requirements and Workflows

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Process #	Req. #	Req. Desc.	Business Requirements and Rules	Rationale/Questions /Decisions/Future Impacts	System Plan
			<ul style="list-style-type: none"> <li>OASI Billing</li> </ul>		
11.0	F36	Functional Requirement	<p>An authorized user will have the ability to access historical data that was sent to DRS, such as:</p> <ul style="list-style-type: none"> <li>Earning activity reports history</li> <li>Payment history</li> <li>Receivable history</li> </ul>		
11.0	F37	Functional Requirement	An authorized user will have the ability to easily track the status of their earning activity reporting from their profile screen.		
11.0	F38	Functional Requirement	An authorized user will have the ability to easily track the status of their payment activity from their profile screen.		
11.0	D1	Data	User's First Name	<p><b>New Data Element</b></p> <p><b>Description:</b> The first name of a user registered to use the Employer Reporting Application.</p>	
11.0	D2	Data	User's Last Name	<p><b>New Data Element</b></p> <p><b>Description:</b> The last name of a user registered to use the Employer Reporting Application.</p>	
11.0	D3	Data	Address User registered under.	<p><b>New Data Element</b></p> <p><b>Description:</b> The address a user used when registering for the Employer Reporting Application.</p>	
11.0	D4	Data	User Id	<p><b>New Data Element</b></p>	

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Process #	Req. #	Req. Desc.	Business Requirements and Rules	Rationale/Questions /Decisions/Future Impacts	System Plan
				<b>Description:</b> The unique User Id a user created when registering for the Employer Reporting Application.	
11.0	D5	Data	Phone Number	<b>New Data Element</b>  <b>Description:</b> The phone number a user used when registering for the Employer Reporting Application.	
11.0	D6	Data	Email	<b>New Data Element</b>  <b>Description:</b> The email a user used when registering for the Employer Reporting Application.	
11.0	D7	Data	Registered with/profile info link - Employer Name user registered with.	<b>New Data Element</b>  <b>Description:</b> The employer name a user used when registering for the Employer Reporting Application.	
11.0	D8	Data	Links List of Names – Employer Names user may be responsible for reporting for.	<b>New Data Element</b>  <b>Description:</b> List of employers a user may be associated with and responsible for reporting for.	
11.0	D9	Data	Legal Name of Organization	<b>Existing Data Element</b>	

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Process #	Req. #	Req. Desc.	Business Requirements and Rules	Rationale/Questions /Decisions/Future Impacts	System Plan
				<b>Description:</b> The legal name of a specific organization (ORG-NAME).	
11.0	D10	Data	History of Legal Name of Organization if changed.	<b>New Data Element</b>  <b>Description:</b> History of all Legal Names an Organization may have had.	
11.0	D11	Data	DBA – Doing Business As Name	<b>New Data Element</b>  <b>Description:</b> The name an organization goes by that may be different than the legal name of the organization.	
11.0	D12	Data	History of DBA – Doing Business As Name if changed.	<b>New Data Element</b>  <b>Description:</b> History of all DBA Names an Organization may have had.	
11.0	D13	Data	Organization ID Number	<b>Existing Data Element</b>  <b>Description:</b> The unique identifier for a specific organization (ORG-ID).	
11.0	D14	Data	FEIN (Federal Employer Identification Number	<b>New Data Element</b>  <b>Description:</b> The number used to identify a business entity.	
11.0	D15	Data	Employer Type	<b>Existing Data Element</b>	

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Process #	Req. #	Req. Desc.	Business Requirements and Rules	Rationale/Questions /Decisions/Future Impacts	System Plan
				<b>Description:</b> Describes the type of employer (i.e. City, County, School District, State Agency Non Ed, etc.) (ERTYPE)	
11.0	D16	Data	Organization Mailing Address	<b>Existing Data Element</b>  <b>Description:</b> The organization's mailing address.	
11.0	D17	Data	Organization Street Address	<b>Existing Data Element</b>  <b>Description:</b> The organization's street address.	
11.0	D18	Data	Report Group	<b>Existing Data Element</b>  <b>Description:</b> Identifies the Systems (PERS, SERS, TRS, DCP, etc.) an employer is enrolled in as well as Systems that an employer has a potential of enrolling in. (RPTGRP)	
11.0	D19	Data	Report Group Begin Date	<b>Existing Data Element</b>  <b>Description:</b> Identifies the date the employer was enrolled in the Systems (PERS, SERS, TRS, DCP, etc.). (RGTD-BGN-DATE)	
11.0	D20	Data	Report Group Status: <ul style="list-style-type: none"> <li>• Active</li> <li>• Inactive</li> </ul>	<b>Existing Data Element</b>	

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Process #	Req. #	Req. Desc.	Business Requirements and Rules	Rationale/Questions /Decisions/Future Impacts	System Plan
			<ul style="list-style-type: none"> <li>Eligible to enroll in</li> </ul>	<b>Description:</b> Identifies the Systems (PERS, SERS, TRS, etc.) an employer is enrolled in.	
11.0	D21	Data	OASI Status	<b>Existing Data Element</b>  <b>Description:</b> Identifies if the employer is enrolled in OASI. (OASI-FLAG)	
11.0	D22	Data	OASI Status Begin Date	<b>New Data Element</b>  <b>Description:</b> Identifies the date the employer was enrolled in OASI.	
11.0	D23	Data	Tax Status for each Report Group <ul style="list-style-type: none"> <li>Taxed</li> <li>Tax Deferred</li> </ul>	<b>Existing Data Element</b>  <b>Description:</b> Identifies Taxed or Tax Deferred for each Report Group.	
11.0	D24	Data	Tax Status Begin Date	<b>Existing Data Element</b>  <b>Description:</b> Identifies when the employer began reporting this tax status.	
11.0	D25	Data	Link to Main Contact	<b>New Data Element</b>  <b>Description:</b> Links user to the employer's main contact who is responsible for managing all of the employer contacts.	

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Process #	Req. #	Req. Desc.	Business Requirements and Rules	Rationale/Questions /Decisions/Future Impacts	System Plan
11.0	D26	Data	List of Contacts for an organization	<b>New Data Element</b>  <b>Description:</b> List of all contacts for an organization.	
11.0	D27	Data	Contact Authority Level: <ul style="list-style-type: none"> <li>• Main Contact</li> <li>• Contact</li> </ul>	<b>New Data Element</b>  <b>Description:</b> Authority level of contact. Main Contact signifies the person who is responsible for managing contacts within their organization as well as managing reporting information to DRS. Contact signifies the person who is responsible for managing reporting information to DRS.	
11.0	D28	Data	Contact Type: <ul style="list-style-type: none"> <li>• System (PERS, SERS, DCP, etc.)</li> <li>• Payments</li> <li>• HERP Summary Reporting</li> <li>• All</li> </ul>	<b>Existing Data Element</b>  <b>Description:</b> Indicates what category of reporting the contact is responsible for. (CNTCT-TYPE-CODE)	
11.0	D29	Data	Contact Address	<b>Existing Data Element</b>  <b>Description:</b> Indicates the contacts mailing address.	
11.0	D30	Data	Contact Phone Number	<b>Existing Data Element</b>	

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Process #	Req. #	Req. Desc.	Business Requirements and Rules	Rationale/Questions /Decisions/Future Impacts	System Plan
				<b>Description:</b> Indicates the contacts phone number.	
11.0	D31	Data	Contact Email	<b>Existing Data Element</b>  <b>Description:</b> Indicates the contacts email.	
11.0	D32	Data	Service Organization Name	<b>Existing Data Element</b>  <b>Description:</b> Indicates if a service organization reports for this employer.	
11.0	D33	Data	Contact Name at Service Organization	<b>New Data Element</b>  <b>Description:</b> Indicates the contact name at the service organization that is reporting for this employer.	
11.0	D34	Data	Address of Service Organization	<b>New Data Element</b>  <b>Description:</b> Indicates the address at the service organization that is reporting for this employer.	
11.0	D35	Data	Phone Number of Contact at Service Organization	<b>New Data Element</b>  <b>Description:</b> Indicates the contacts phone number at the service organization that is reporting for this employer.	
11.0	D36	Data	Email of Contact at Service Organization	<b>New Data Element</b>	

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Process #	Req. #	Req. Desc.	Business Requirements and Rules	Rationale/Questions /Decisions/Future Impacts	System Plan
				<p><b>Description:</b> Indicates the email address of the contact at the service organization that is reporting for this employer.</p>	
11.0	D37	Data	Educational Service District	<p><b>New Data Element</b></p> <p><b>Description:</b> Indicates the ESD a school district is associated with.</p>	
11.0	D38	Data	Contact Name at Educational Service District	<p><b>New Data Element</b></p> <p><b>Description:</b> Indicates the contact name at the ESD a school district is associated with.</p>	
11.0	D39	Data	Address of ESD	<p><b>New Data Element</b></p> <p><b>Description:</b> Indicates the address at the ESD a school district is associated with.</p>	
11.0	D40	Data	Phone Number of Contact at Educational Service District	<p><b>New Data Element</b></p> <p><b>Description:</b> Indicates the contacts phone number at the ESD a school district is associated with.</p>	
11.0	D41	Data	Email of Contact at Educational Service District	<p><b>New Data Element</b></p> <p><b>Description:</b> Indicates the email address of the contact at the ESD a school district is associated with.</p>	

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Process #	Req. #	Req. Desc.	Business Requirements and Rules	Rationale/Questions /Decisions/Future Impacts	System Plan
11.0	D42	Data	Payroll Information (Payroll Calendar)	<p><b>Existing Data Element</b></p> <p><b>Description:</b> Indicates the payroll calendar schedule for an employer. This drives reporting. Currently only used for DCP, future will use for all.</p>	
11.0	D43	Data	Reporting Information	<p><b>Existing Data Element</b></p> <p><b>Description:</b> Indicates the number of reports expected by an employer each month. This is only used for retirement reporting not for DCP or HERP.</p>	
11.0	D44	Data	Name of Software Vendors	<p><b>New Data Element</b></p> <p><b>Description:</b> Indicates the software vendor that an employer uses to report to DRS. Could be multiple software vendors.</p>	
11.0	D45	Data	Version # of the software	<p><b>New Data Element</b></p> <p><b>Description:</b> Indicates the version of the software that an employer uses to report to DRS. Could be multiple versions.</p>	
11.0	D46	Data	Effective date of software/version	<p><b>New Data Element</b></p>	

## Appendix D.2 Detailed Requirements and Workflows

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Process #	Req. #	Req. Desc.	Business Requirements and Rules	Rationale/Questions /Decisions/Future Impacts	System Plan
				<p><b>Description:</b> Indicates the effective date of the software that an employer uses to report to DRS.</p>	
11.0	D47	Data	<p>What software is used to report:</p> <ul style="list-style-type: none"> <li>• Retirement</li> <li>• DCP</li> <li>• HERP</li> <li>• All</li> </ul>	<p><b>New Data Element</b></p> <p><b>Description:</b> Indicates what the software is used for when an employer reports to DRS.</p>	
11.0	D48	Data	Software Vendor Contact Name	<p><b>New Data Element</b></p> <p><b>Description:</b> Indicates the software vendor contact name for software is used for when an employer reports to DRS.</p>	
11.0	D49	Data	Software Vendor Contact Phone Number	<p><b>New Data Element</b></p> <p><b>Description:</b> Indicates the software vendor contact phone number for software is used for when an employer reports to DRS.</p>	
11.0	D50	Data	Software Vendor Contact Email	<p><b>New Data Element</b></p>	

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Process #	Req. #	Req. Desc.	Business Requirements and Rules	Rationale/Questions /Decisions/Future Impacts	System Plan
				<b>Description:</b> Indicates the software vendor contact email for software is used for when an employer reports to DRS.	
11.0	D51	Data	Data Map	<b>New Data Element</b>  <b>Description:</b> Employers data map that is used to map their data to our system using any reporting format that they wish.	
11.0	D52	Data	Edit Message Thresholds	<b>New Data Element</b>  <b>Description:</b> Employers will be able to set edit message thresholds regarding what they want to be notified about.	

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### Appendix A – User Profile Access based on Roles

Data element or functionality	Type of element	Page	Access to RUD	Main Contact	Contact	Prospective Employer	OASI only Employer*	ESS Staff	BSA	Sys Admin
List of organization names “links”		Jump		X	X					
Registration profile Info		Jump		X	X					
Look-up User		Jump						X	X	X
ER Search Function		Jump						X	X	X
Logout Link		Landing		X	X	X	X	X	X	X
Help Link		Landing		X	X	X	X	X	X	X
Forms/Pubs		Landing		X	X	X		X	X	X
Contact Us Link – Contact Information for DRS		Landing		X	X	X	X	X	X	X
Message Center		Landing		X	X	X	X	X	X	X
User Profile Link		Landing		X	X	X	X	X	X	X
Name (Person logged in)		Landing		X	X		X	X	X	X
ER Profile		Landing		X	X		X	X	X	X
List of Services		Landing		X	X	X	X	X	X	X
Tutorial Access		Landing		X	X			X	X	X
Calendar (user items/ER items)		Landing		X	X	X		X	X	X

## Appendix D.2 Detailed Requirements and Workflows

For: Employer Reporting Application (ERA) Project

Process/Workflow Name: 11.0 User Profile



Data element or functionality	Type of element	Page	Access to RUD	Main Contact	Contact	Prospective Employer	OASI only Employer*	ESS Staff	BSA	Sys Admin
Link To Reports		Landing		X	X			X	X	X
Link Back to ORG List if Multi Org		Landing		X	X			X	X	X
Registered with Information		Landing		X	X	X		X	X	X
Doing Business As Name (DBA)		Landing		X	X	X		X	X	X
Contact Center Link (Links user to List of contacts for that org or to the main contact)		Landing		X	X	X		X	X	X
Manage Admin Access Link		Landing						X	X	X
Training Registration	Functionality	Landing		X	X			X	X	X
Submit Earning Activity Data	Functionality	Landing		X	X			X	X	X
Member Look-up	Functionality	Landing		X	X			X	X	X
Process Employer Payment	Functionality	Landing		X	X			X	X	X
RFEI (MRV/VOE)	Functionality	Landing		X	X			X	X	X
Tasks	Functionality	Landing		X	X			X	X	X
Apply for OASI	Functionality	Landing				X				
Apply for Retirement/DCP	Functionality	Landing				X				
Checklist	Functionality	Landing				X				
Determine Position and Member Eligibility	Functionality	Landing		X	X					
Enroll Member	Functionality	Landing		X	X					

## Appendix D.2 Detailed Requirements and Workflows

For: Employer Reporting Application (ERA) Project

Process/Workflow Name: 11.0 User Profile



Data element or functionality	Type of element	Page	Access to RUD	Main Contact	Contact	Prospective Employer	OASI only Employer*	ESS Staff	BSA	Sys Admin
Update Member	Functionality	Landing		X	X					
Update Employer	Functionality	Landing		X						
Modify User Access	Functionality	Landing		X				X	X	X
Create and Modify Profile and User Account	Functionality	Landing		X				X	X	X
Plan Choice	Functionality	Landing		X	X			X	X	X
Change Profile	Functionality	User Profile		X	X			X	X	X
Admin Reset Password	Functionality	User Profile		X				X	X	X
Change Password	Functionality	User Profile	X	X	X					
Address User is registered under	Data	User Profile	X	X	X					
User ID	Data	User Profile	X	X	X					
Phone	Data	User Profile		X	X					
Email	Data	User Profile		X	X			X	X	X
User Name	Data	User Profile		X	X			X	X	X
Registered w/profile info link	Data	User Profile						X	X	X
"Links" List of Employer Names as User is Registered with	Link	User Profile						X	X	X
Report Groups (show active/inactive or eligible for)	Data	ER Profile		X	X			X	X	X
Tax Status for Each Report Group	Data	ER Profile	X	X	X			X	X	X

## Appendix D.2 Detailed Requirements and Workflows

For: Employer Reporting Application (ERA) Project

Process/Workflow Name: 11.0 User Profile



Data element or functionality	Type of element	Page	Access to RUD	Main Contact	Contact	Prospective Employer	OASI only Employer*	ESS Staff	BSA	Sys Admin
OASI Status	Data	ER Profile	X	X	X			X	X	X
Link to contact Main Contact	Data	ER Profile		X	X			X	X	X
Organization Address (Mailing and Street)	Data	ER Profile	X	X	X			X	X	X
Employer Name (Legal Name)	Data	ER Profile	X	X	X			X	X	X
List of Contacts under Main Contact	Data	ER Profile		X				X	X	X
Service Organization	Data	ER Profile								
Educational Service District	Data	ER Profile								
Payroll Information (Payroll Calendar)	Data	ER Profile								
Reporting Information (Number of Reports Per Month)	Data	ER Profile								
Software Vendor	Data	ER Profile								
Data Map	Data	ER Profile								
Edit Message Thresholds	Data	ER Profile								
120-Day	Reports	Reports		X	X			X	X	X
Discrepant	Reports	Reports		X	X			X	X	X
Max Compensation (RET/DCP)	Reports	Reports		X	X			X	X	X
Edit Message: <ul style="list-style-type: none"> <li>Confirmation Messages</li> </ul>	Reports	Reports		X	X			X	X	X

## Appendix D.2 Detailed Requirements and Workflows

For: Employer Reporting Application (ERA) Project

Process/Workflow Name: 11.0 User Profile



Data element or functionality	Type of element	Page	Access to RUD	Main Contact	Contact	Prospective Employer	OASI only Employer*	ESS Staff	BSA	Sys Admin
<ul style="list-style-type: none"> <li>Warning Messages</li> <li>Information Changed Messages</li> <li>Rejection Messages</li> <li>Special Condition Messages</li> </ul>										
Receivables	Reports	Reports		X	X			X	X	X
DCP Change	Reports	Reports		X	X			X	X	X
RRTW	Reports	Reports		X	X			X	X	X
Sub/Eligible	Reports	Reports		X	X			X	X	X
HERP (supplemental)	Reports	Reports		X	X			X	X	X
Reports History (Transmittal)	Reports	Reports		X	X			X	X	X
On Demand	Reports	Reports		X	X			X	X	X
Recycle	Reports	Reports		X	X			X	X	X
Mbr Stats by Sys/Plan and Counts	Reports	Reports		X	X			X	X	X
KPI	Reports	Reports						X	X	X
ER Notices	Message Center	Landing		X	X			X	X	X
What's New DRS Info	Message Center	Landing		X	X			X	X	X
Alert Messages	Message Center	Landing		X	X			X	X	X

## Appendix D.2 Detailed Requirements and Workflows

For: Employer Reporting Application (ERA) Project

Process/Workflow Name: 11.0 User Profile

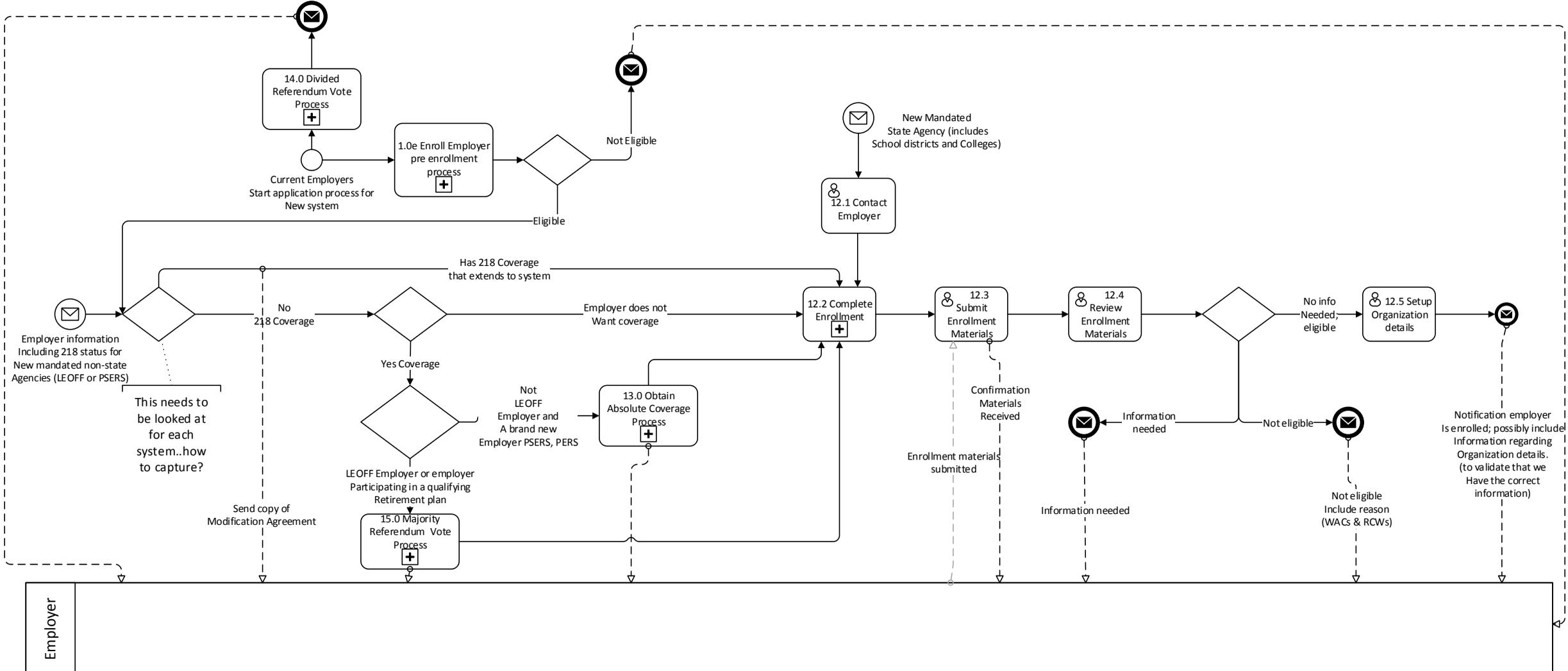


Data element or functionality	Type of element	Page	Access to RUD	Main Contact	Contact	Prospective Employer	OASI only Employer*	ESS Staff	BSA	Sys Admin
New Legislation	Message Center	Landing		X	X	X		X	X	X
Application Status	Message Center	Landing				X				
Edit messages: <ul style="list-style-type: none"> <li>• Confirmation Messages</li> <li>• Warning Messages</li> <li>• Information Changed Messages</li> <li>• Rejection Messages</li> <li>• Special Condition Messages</li> </ul>	Tasks	Landing		X	X			X	X	X
Late Invoice Notice	Tasks	Landing		X	X			X	X	X
Pay Bill Notice	Tasks	Landing		X	X			X	X	X
Earning Activity Reporting	Tasks	Landing		X	X			X	X	X
Late Reporting Notice	Tasks	Landing		X	X			X	X	X
OASI Billing	Tasks	Landing				X	X			

# Appendix D.2 Detailed Requirements and Workflows

For: Employer Reporting Application (ERA) Project

Process/Workflow Name: 12.0 Enroll Employer



## Appendix D.2 Detailed Requirements and Workflows

For: Employer Reporting Application (ERA) Project

Process/Workflow Name: 12.0 Enroll Employer



**Process Description:** This process enables prospective and current employers to apply for enrollment in a DRS System.

**Disclaimer:** Workflows and requirements are subject to change as additional requirements are flushed out through the analysis process.

### User Stories for Enroll Employer processes:

- 1) As a new prospective DRS employer, I would like to be able to enroll in a DRS system plan.
- 2) As a current DRS employer, I would like to be able to enroll in a DRS system plan.
- 3) As a DRS ESS employee, I would like the ability to assist the employer in the enrollment process.

Process #	Req. #	Req. Desc.	Business Requirements and Rules	Notes	System Plan
12.0		Parent Process	<b>Enroll Employer.</b> This process enables prospective and current employers to apply for enrollment in a DRS system.		
12.0		Inputs	<ul style="list-style-type: none"> <li>• Requester has logged into the system successfully.</li> <li>• Information and documentation from the pre enrollment process will carry over to the enroll process.</li> <li>• Current employer has completed the Enroll Employer pre enrollment process and is eligible for selected system(s).</li> <li>• DRS team member starts enrollment process for employer.</li> </ul>		
12.0		Outputs	<ul style="list-style-type: none"> <li>• Notification that information and documentation has been submitted.</li> <li>• Notification that enrollment is complete and details of next steps.</li> <li>• Notification organization is ineligible.</li> <li>• Notification regarding status of process and/or document(s).</li> <li>• Notification that more information is needed.</li> <li>• Notification about Divided Referendum Process</li> <li>• Notification about Majority Vote Referendum Process</li> <li>• Notification about Obtain Absolute Coverage Process</li> </ul>		

## Appendix D.2 Detailed Requirements and Workflows

For: Employer Reporting Application (ERA) Project

Process/Workflow Name: 12.0 Enroll Employer



Process #	Req. #	Req. Desc.	Business Requirements and Rules	Notes	System Plan
12.0	R1	Business Requirement	Requester's information and documentation from the pre enrollment process should be carried over into the enrollment process.		
12.0	F1	Functional Requirement	If the organization has 218 coverage that extends to each of the systems they are enrolling in then they will go to Complete Enrollment.		
12.0	R2	Business Requirement	Gather feedback from users about process and experience.	Per discussion with Rachel on 7/18	
12.0	R3	Business Requirement	The system will create notification of what documents are required.		
12.0	R4	Business Requirement	The system will generate the required documents with the required information for the requester to print and get signed.	Create required documents for requester to print, obtain signatures and submit back to DRS for example a Resolution, Agreement, Notice, Certification of Notice	
12.0	R5	Business Requirement	Users will have the ability to edit text on the forms created by the system.		
12.0	R6	Business Requirement	This process will allow users to come back in and view data they have already input. (Should be able to save, update, retrieve, and check status.)	Due to the nature of the questions, the requestor is very likely to not have all the information and documentation needed to complete this process.	
12.0	R7	Business Requirement	Requester will be able to track the status of the process and documentation.	See <a href="#">Appendix A - Status Table in Requirements Package 1.0 Employer Portal</a>	
12.0	R8	Business Requirement	All signed documentation will be scanned and electronically available to DRS and to the employer through ERA.		
12.0	R9	Business Requirement	Requester will have the ability to edit denied and saved enrollment information.	We would like the organization be able to "fix" what made them ineligible so that they do not have to re-enter all the information.	
12.0	F2	Functional Requirement	Keep denied information for mandatory time frame (60 years – retention schedule)		

## Appendix D.2 Detailed Requirements and Workflows

For: Employer Reporting Application (ERA) Project

Process/Workflow Name: 12.0 Enroll Employer



Process #	Req. #	Req. Desc.	Business Requirements and Rules	Notes	System Plan
12.0	F3	Functional Requirement	Keep information that has been abandoned (saved and not touched) for a year (from the last date they entered information)		
12.0	F4	Functional Requirement	If requester is enrolling in multiple systems and get denied for one system, they will be able to finish the enrollment process for the system(s) the organization does meet the eligibility criteria.		
12.0	F5	Functional Requirement	Current employers will have the option to enroll in other systems from their profile screens.		
12.0	F6	Functional Requirement	Only authorized users will be able to enroll organizations in other systems.		
12.0	F7	Functional Requirement	Current organizations will go through the same pre enrollment process, but will only need to enter the information that DRS currently does not have to make determination if they are eligible.		
12.1		Child process	<b>Contact Employer.</b> For new mandated state agencies, including school districts and colleges, DRS will contact the employer to get the main contact's information and get them enrolled.	There are couple options here: <ul style="list-style-type: none"> <li>• DRS can go through the Complete Enrollment answering the questions for the employer or</li> <li>• Get the main contact registered and logged in and have them complete the steps.</li> </ul>	
12.1		Inputs	<ul style="list-style-type: none"> <li>• DRS team member will have entered new mandated employer's information in system to start process.</li> </ul>		
12.1		Outputs	<ul style="list-style-type: none"> <li>• Notification to prospective employer</li> <li>• Employer or DRS Team member ready to Complete Enrollment.</li> </ul>		
1.0e		Parent Process	<b>Enroll Employer Pre-Enrollment Process. (See Requirements Package – 1.0 Employer Portal)</b>		

## Appendix D.2 Detailed Requirements and Workflows

For: Employer Reporting Application (ERA) Project

Process/Workflow Name: 12.0 Enroll Employer



Process #	Req. #	Req. Desc.	Business Requirements and Rules	Notes	System Plan
13.0		Parent Process	<b>Obtain “Absolute” Coverage Process.</b> A permanent grouping of employees. For example, all the employees of a city or town. It is a coverage group for coverage purposes; the term also refers to groups of employees whose positions are not under a retirement system. <b>(See Requirements Package – 13.0 Obtain Absolute Coverage)</b>		
14.0		Parent Process	<b>Divided Referendum Vote Process.</b> Employees hired before 4/1/1986 and continuously employed by the same employer may vote to participate in Medicare. The employees who vote in favor will be covered. The employees who vote against will not be covered. <b>(See Requirements Package – 14.0 Divided Referendum Vote Process)</b>		
15.0		Parent Process	<b>Majority Referendum Vote Process.</b> This is an election process in which members of a retirement system group vote for or against participating in Social Security. If a majority of the eligible members of the retirement system vote in favor of coverage, the state may then submit a modification to its agreement under Section 218 to extend coverage to that group. <b>(See Requirements Package – 15.0 Majority Referendum Vote Process)</b>		
12.2		Child Process	<b>Complete Enrollment Process.</b> The enrollment process is for each system so the information below will be specific to the system.		
12.2		Inputs	<ul style="list-style-type: none"> <li>Information and documentation from pre enrollment process, Obtain Absolute Coverage Process, Majority Vote Process, Contact Employer</li> </ul>		
12.2		Outputs	<ul style="list-style-type: none"> <li>Enrollment Materials Completed by Employer.</li> <li>A filled in Resolution (for PERS and DCP only) that is ready to print and be signed.</li> </ul>		
12.2	F1	Functional Requirement	If DRS does start the Complete Enrollment Process, the employer should be able to pick up where DRS has left off or enter the system with their correct profile.		
12.2	D1	Data	Legal Name of Organization		

## Appendix D.2 Detailed Requirements and Workflows

For: Employer Reporting Application (ERA) Project

Process/Workflow Name: 12.0 Enroll Employer



Process #	Req. #	Req. Desc.	Business Requirements and Rules	Notes	System Plan
12.2	D2	Data	DBA – Doing Business As		
12.2	D3	Data	Organization mailing address		
12.2	D4	Data	Organization street address		
12.2	D5	Data	County	<p>Definition: A code indicating the county of the main location of an employer.</p> <p>Explanation: This code indicates the county which is the main location of an employer.</p> <p>Enter by DRS</p> <p>We will ask in complete org</p>	
12.2	D6	Data	First name	Text: Who do we contact if there are questions?	
12.2	D7	Data	Last name		
12.2	D8	Data	Title		
12.2	D9	Data	Phone number		
12.2	D10	Data	Alt phone number		
12.2	D11	Data	Email address		
12.2	D12	Data	Attention Line		
12.2	D13	Data	FEIN (Federal Employer Identification Number)		

## Appendix D.2 Detailed Requirements and Workflows

For: Employer Reporting Application (ERA) Project

Process/Workflow Name: 12.0 Enroll Employer



Process #	Req. #	Req. Desc.	Business Requirements and Rules	Notes	System Plan
12.2	D14	Data	Creation date of organization (will be pulled off this documentation; employer doesn't need to enter)	Text: Please send the documentation that authorized the creation of the organization? (i.e., resolution supported by statute, city or county ordinance, election results, inter-local agreement, etc.)  This documentation will include the date the organization was created and the RCW it was created under.	
12.2	D15	Data	Non-profit (y/n)	Text: Is the organization a non-profit corporation pursuant to RCW 24.03? (Y or N) If yes, please attach a copy of the articles of incorporation.	
12.2	D16	Data	Articles of incorporation submitted (y/n)?		
12.2	D17	Data	Number of employees (total) and by system	Text: Do you currently have employees? If yes, how many? If not, when did you anticipate hiring the first employee?	
12.2	D18	Data	Anticipated hire date of first employee	Text: Do you currently have employees? If yes, how many? If not, when did you anticipate hiring the first employee?	
12.2	D19	Data	Other pension plans organization participates in	Text: Does the organization plan to participate in other pension plans? (y/n). If yes, describe the other pension plans i.e. 401(a), 403(b), etc.	
12.2	D20	Data	Describe other pension plans		
12.2	R1	Business Requirement	An authorized user shall have the ability to enter information for more than one software vendor.		
12.2	D21	Data	Name of Software Used for reporting retirement information		
12.2	D22	Data	Version # of the software.		
12.2	D23	Data	Effective date of the software/version.		

## Appendix D.2 Detailed Requirements and Workflows

For: Employer Reporting Application (ERA) Project

Process/Workflow Name: 12.0 Enroll Employer



Process #	Req. #	Req. Desc.	Business Requirements and Rules	Notes	System Plan
12.2	D24	Data	Select what the software is used to report for: <ul style="list-style-type: none"> <li>Retirement</li> <li>DCP</li> <li>HERP</li> <li>All</li> </ul>		
12.2	D25	Data	Software Vendor Contact Name		
12.2	D26	Data	Software Vendor Contact Phone Number		
12.2	D27	Data	Software Vendor Contact Email		
12.2	D28	Data	Employer IT Contact Name for person who will be assisting in validating reporting of the software used for reporting.		
12.2	D29	Data	Employer IT Contact Phone Number		
12.2	D30	Data	Employer IT Contact Email		
12.2	D31	Data	Service Organization Name	The organization that you send your retirement information to.	
12.2	F2	Functional Requirement	Service Organization will prepopulate if we know. For example state agencies will prepopulate with HRMS	<ul style="list-style-type: none"> <li>The service organization for State agencies should default to HRMS with the exception of Boards and Commissions (i.e. Apple, Beef, Fruit, Bar Association, etc.)</li> <li>The service organization for Community and Technical Colleges should default to Center for Information Services (CICS) with the exception of the HERP RPTGRP (these are currently reported using WBET).</li> </ul>	

## Appendix D.2 Detailed Requirements and Workflows

For: Employer Reporting Application (ERA) Project

Process/Workflow Name: 12.0 Enroll Employer



Process #	Req. #	Req. Desc.	Business Requirements and Rules	Notes	System Plan
12.2	D32	Data	<p>What ESD supports your school (K-12)?</p> <p>Select Educational Service District:</p> <ul style="list-style-type: none"> <li>• ESD 101 – North East Washington</li> <li>• ESD 105 – South Central Washington</li> <li>• ESD 112 – Southwest Washington</li> <li>• ESD 113 – Capital Region</li> <li>• ESD 114 - Olympic</li> <li>• ESD 121 – Puget Sound</li> <li>• ESD 123</li> <li>• ESD 171 – North Central</li> <li>• ESD 189 – North West</li> <li>• None</li> </ul>	<p><a href="#">List of ESDs</a></p>	
12.2	F3	Functional Requirement	<p>ESD: Only populate for schools. (K-12)</p>	<p>Not all school districts will participate in an Educational Service District.</p> <p>Some school districts such as Seattle, Tacoma, and Spokane do not have an ESD that they participate in.</p>	
12.2	D33	Data	<p>System Start Date</p>	<p>Text: What is the organization’s desired start date? (by system)</p> <p>If LEOFF or PSERS – The start date will be the date of the first hired eligible employee – should be brought over.</p>	All

## Appendix D.2 Detailed Requirements and Workflows

For: Employer Reporting Application (ERA) Project

Process/Workflow Name: 12.0 Enroll Employer



Process #	Req. #	Req. Desc.	Business Requirements and Rules	Notes	System Plan
12.2	D34	Data	<p>Trans Begin Date</p> <p>Based on their system start date, you need to start submitting your employee information by the 15<sup>th</sup> of the following month. You will be reporting for prior earning period.</p> <p>For example Your system start date is January 2015. Please submit your employee information by February 15, 2015 for the prior earning period.</p>	<p>This will be generated based on the system start date and payroll cycle.</p> <p>Definition: The month and year a REPORTING GROUP is expected to begin reporting employee earnings through the transmittal system.</p> <p>Explanation: This is the date that transmittal reporting began (or is set to begin) for this reporting group. This date must be on or after the entry date of the employer into this retirement system. The entry date is shown in the System field on this screen (RPTGRP).</p>	<p>All</p> <p>DCP trans begin date is entered by DRS after a participation agreement is processed.</p>
12.2	D35	Data	Tax Deferred Status	<p>Text: Will the organization submit tax-deferred member contributions? (Y/N)</p> <p>Need to capture date of when they made choice and if they ever change their choice we need to capture date.</p>	All except DCP

## Appendix D.2 Detailed Requirements and Workflows

For: Employer Reporting Application (ERA) Project

Process/Workflow Name: 12.0 Enroll Employer



Process #	Req. #	Req. Desc.	Business Requirements and Rules	Notes	System Plan
12.2	D36	Data	Option to purchase previous service credit (PPSC)	<p>Text: Choose an option to purchase previous service credit</p> <p>Option A: Employer pays all previous service costs (both member and employer contributions). Payment must be completed within 15 years from entry into PERS.</p> <p>Option B: Employer and member share previous service cost. Payment must be completed within five years from entry into PERS. Indicate one of the variations below: Member pays member contributions, employer pays employer contributions. Member pays a percentage of previous service cost _____%; Employer pays the balance _____%</p> <p>Option C: Member pays all previous service costs (both member and employer contributions) Payment must be completed within five years from enter into PERS.</p>	Nonmandated PERS
12.2	B1	Business Rule	The option to purchase previous service credit only applies to PERS organization that have employees that worked prior to PERS enrollment.		Nonmandated PERS
12.2	R2	Business Requirement	There will be a PPSC Calculator available to help employer determine which option they would like to choose.		Nonmandated PERS
12.2	F4	Functional Requirement	The PPSC Calculator will allow requester to carry over decision into enroll process.		
12.2	D37	Data	Payroll cycle	Text: Describe your payroll cycle(s). We need this information to set up your organization's Reporting in our system. Please select all boxes that apply and fill in the fields to describe your agency's payroll cycle(s):	All

## Appendix D.2 Detailed Requirements and Workflows

For: Employer Reporting Application (ERA) Project

Process/Workflow Name: 12.0 Enroll Employer



Process #	Req. #	Req. Desc.	Business Requirements and Rules	Notes	System Plan
				<p>a. <input type="checkbox"/> Monthly</p> <ul style="list-style-type: none"> <li>i. On the ___ of each month (e.g., 5<sup>th</sup> of each month).</li> <li>ii. What period of time are the employees being paid for in that paycheck? ___ (e.g., 1<sup>st</sup> – 31<sup>st</sup> of same month; or 16<sup>th</sup> of last month – 15<sup>th</sup> of same month)</li> </ul> <p>b. <input type="checkbox"/> Semi Monthly (2x per month)</p> <ul style="list-style-type: none"> <li>i. On the ___ &amp; ___ of each month (e.g., 10<sup>th</sup> &amp; 25<sup>th</sup>)</li> <li>ii. What period of time are the employees being paid for in each paycheck? ___ &amp; ___ (e.g., 16<sup>th</sup> – 31<sup>st</sup> &amp; 1<sup>st</sup> – 15<sup>th</sup>)</li> </ul> <p>c. <input type="checkbox"/> Bi-weekly (every 2 weeks – some months have 3 payrolls)</p> <ul style="list-style-type: none"> <li>i. Every other ___ (e.g., Friday). The next payday will be on what date? ___</li> <li>ii. What period of time are the employees being paid for in each paycheck? ___ (e.g., previous 2 weeks for Sat – Sun, with 5 day lag-time)</li> </ul> <p>Note: Payroll cycle currently only populates EIS for DCP not for Retirement. However this information is beneficial for</p>	

## Appendix D.2 Detailed Requirements and Workflows

For: Employer Reporting Application (ERA) Project

Process/Workflow Name: 12.0 Enroll Employer



Process #	Req. #	Req. Desc.	Business Requirements and Rules	Notes	System Plan
				retirement as well and business would like to capture it for both.	
12.2	D38	Data	Special December Pay date? (y/n)? If yes, paid on?	(Year-end Payroll – Is there a special or different payroll date for the last payroll of the year?)	All
12.2	D39	Data	Multiples transmittals	Text: How many times a month will you be reporting?  MF def: A flag indicating whether multiple transmittal reports are expected for a reporting group. (This flag will always indicate single (N) for reporting groups that submit a prelist.) Explanation: A <y> in this field shows that the employer has selected the option of submitting multiple regular reports each month.	All not DCP because it is based on their payroll cycle.
12.2	D40	Data	Days before pay date to access employee deferral information.	Text: How many days before the organization’s pay date do you want to access your employee deferral information?	DCP
12.2	D41	Data	Payroll Processing Organization Name	Text: Will the person processing payroll be employed directly by the organization (y/n)?  If no, please provide organization name, organization street address, contact name, phone number and email address.	All
12.2	D42	Data	Payroll Processing Organization Contact First Name		All
12.2	D43	Data	Payroll Processing Organization Contact Last Name		All
12.2	D44	Data	Payroll Processing Organization Contact Phone Number		All
12.2	D45	Data	Payroll Processing Organization Contact Email Address		All
12.2	D46	Data	Payroll Processing Organization Contact Attention Line		All
12.2	D47	Data	Payroll Processing Organization Street Address		All
12.2	D48	Data	Reporting Data Organization Name		Text: Will the person reporting data to DRS be employed directly by the organization (y/n)?(per system)
12.2	D49	Data	Reporting Data Organization Contact First Name	All	
12.2	D50	Data	Reporting Data Organization Contact Last Name	All	

## Appendix D.2 Detailed Requirements and Workflows

For: Employer Reporting Application (ERA) Project

Process/Workflow Name: 12.0 Enroll Employer



Process #	Req. #	Req. Desc.	Business Requirements and Rules	Notes	System Plan
12.2	D51	Data	Reporting Data Organization Contact Phone Number	If no, please provide organization name, organization street address, contact name, phone number and email address.	All
12.2	D52	Data	Reporting Data Organization Contact Email Address		All
12.2	D53	Data	Reporting Data Organization Contact Attention Line		All
12.2	D54	Data	Reporting Data Organization Street address		All
12.2	D55	Data	Main Contact First Name	Prefill with requesters information,  Text: Is this the main contact? If not, please update. (have process to eliminate requesters access)	All
12.2	D56	Data	Main Contact Last Name		All
12.2	D57	Data	Main Contact Phone Number		All
12.2	D58	Data	Main Contact Email Address		All
12.2	D59	Data	Main Contact Attention Line		All
12.2	D60	Data	Contact First Name	Text: Please list any other contacts that will need access to system? Include name, phone number, email address and roles.	All
12.2	D61	Data	Contact Last Name		All
12.2	D62	Data	Contact Phone Number		All
12.2	D63	Data	Contact Email Address		All
12.2	D64	Data	Contact Attention Line		All
12.2	D65	Data	Reporting Method	Text: For each system please choose your reporting method. (SFT or WBET)	All
12.2	D66	Data	Reporting Format (only pops up with SFT)	Text: What format will you be using when you submit your transmittal?  DRS will accept three different formats from automated systems (chpt 8): ASCII text format – tab delimited ASSCII text format – fixed length EBCDIC format – fixed length	All

## Appendix D.2 Detailed Requirements and Workflows

For: Employer Reporting Application (ERA) Project

Process/Workflow Name: 12.0 Enroll Employer



Process #	Req. #	Req. Desc.	Business Requirements and Rules	Notes	System Plan												
12.2	D67	Data	Prelist sort code	<p>Text: What format will you be using when you submit your transmittal?</p> <p>Definition: Indicates the sequence a reporting group chooses for information on prelists (WBET, DCP) and/or edit reports.</p> <p>Explanation: This code indicates the sort sequence for members appearing on a reporting group's prelist report. Prelist reports are used for manual transmittal reporting. Use asterisk help in this field to select a code.</p> <p>Values:</p> <table border="0"> <tr> <td>1</td> <td>TERMINAL DIGIT SORT SEQUENCE</td> </tr> <tr> <td></td> <td>Active</td> </tr> <tr> <td>2</td> <td>SSN SORT SEQUENCE</td> </tr> <tr> <td></td> <td>Active</td> </tr> <tr> <td></td> <td>NAME SORT SEQUENCE</td> </tr> <tr> <td></td> <td>Active</td> </tr> </table>	1	TERMINAL DIGIT SORT SEQUENCE		Active	2	SSN SORT SEQUENCE		Active		NAME SORT SEQUENCE		Active	
1	TERMINAL DIGIT SORT SEQUENCE																
	Active																
2	SSN SORT SEQUENCE																
	Active																
	NAME SORT SEQUENCE																
	Active																
12.2	D68	Data	Payment	Text: Fill out the following information to set up your payment method.	All												
12.2	R3	Business Requirement	The system will use the same activity from the Electronic Payments process to capture banking information for new employers.		All												
12.2	F5	Functional Requirement	For current employers, we will pull forward current payment information with the option to update if incorrect.		All												

## Appendix D.2 Detailed Requirements and Workflows

For: Employer Reporting Application (ERA) Project

Process/Workflow Name: 12.0 Enroll Employer



Process #	Req. #	Req. Desc.	Business Requirements and Rules	Notes	System Plan
12.2	F6	Functional Requirement	The resolution will prepopulate with the data the authorized user provided.	<a href="#">See Appendix A – PERS Resolution</a> <a href="#">See Appendix B – DCP Resolution</a>	PERS DCP
12.2	F7	Functional Requirement	The authorized user will have the ability to save and print the resolution.		PERS DCP
12.3		Child Process	<b>Submit Enrollment Materials.</b> Requester will submit the required documentation and information.		
12.3		Inputs	<ul style="list-style-type: none"> <li>Enrollment materials completed.</li> </ul>		
12.3		Outputs	<ul style="list-style-type: none"> <li>Notification that information and documentation has been submitted and ready for review.</li> <li>Confirmation information was received.</li> <li>Notification listing outstanding required documents.</li> <li>Notification for next steps and what to expect.</li> </ul>		
12.4		Child Process	<b>Review Enrollment Materials.</b>		
12.4		Inputs	<ul style="list-style-type: none"> <li>Information and documentation from Complete Enrollment.</li> </ul>		
12.4		Outputs	<ul style="list-style-type: none"> <li>Notification if more information or clarification is needed.</li> <li>Notification if organization is ineligible.</li> <li>No information needed; organization is eligible.</li> </ul>		
12.4	F1	Functional Requirement	DRS team member will be able to review submitted information and documentation.		
12.4	F2	Functional Requirement	Be able to notify requester if more information or clarification is needed.		
12.5		Child Process	<b>Setup Organization Details.</b>		
12.5		Inputs	<ul style="list-style-type: none"> <li>Enrollment information and documentation</li> </ul>		

## Appendix D.2 Detailed Requirements and Workflows

For: Employer Reporting Application (ERA) Project

Process/Workflow Name: 12.0 Enroll Employer



Process #	Req. #	Req. Desc.	Business Requirements and Rules	Notes	System Plan
12.5		Outputs	<ul style="list-style-type: none"> <li>Notification to employer they have completed enrollment.                             <ul style="list-style-type: none"> <li>Include a summary of the information gathered during the enrollment process, when the employer is due to start reporting, when they can expect to start reporting for DCP and .....</li> </ul> </li> <li>Notification if training is not complete.</li> <li>Notification to contacts, to register and login to system</li> </ul>		
12.5	B1	Business Rule	Main contact will have to complete training before organization can submit transmittal.	This is required for new employers only.	
12.5	B2	Business Rule	If employers update their service organization they will not be allowed to commit a report until DRS has approved.	Required to test their information and fix errors. Updated: per update employer workflow	
12.5	B3	Business Rule	If employers update their vendor they will not be allowed to commit a report until DRS has approved.	Required to test their information and fix errors. Updated: per update employer workflow	
12.5	F1	Functional Requirement	If employer has not completed required training, they will not be able to submit report.		
12.5	R1	Business Requirement	DRS team members will be able to restrict employers from committing reports.	Updated per process employer report. This means that DRS team member will be able to control when an employer is required to submit reports for testing (for example new employers will be required to test before committing) and also have the capability to remove the restriction and allow the employer to commit the report.	
12.5	R2	Business Requirement	DRS team members will be able to remove the restriction and allow employers to commit reports.	Updated per process employer report.	
12.5	D1	Data	ER Type	DRS will have to enter. (Ex – FIREDIST)	
12.5	D2	Data	ER Type Description	Will populate based on ER Type (Ex. – Fire protection districts)	

## Appendix D.2 Detailed Requirements and Workflows

For: Employer Reporting Application (ERA) Project

Process/Workflow Name: 12.0 Enroll Employer



Process #	Req. #	Req. Desc.	Business Requirements and Rules	Notes	System Plan									
12.5	D3	Data	Prelist required (is really describing the reporting method.)	<p>A code to indicate whether the reporting group:</p> <ul style="list-style-type: none"> <li>• requires a prelist (Y) (means paper)</li> <li>• is an automated reporting group (A)</li> <li>• or uses the DRS web application (W) for reporting transmittals.</li> </ul> <p>Asked in complete enrollment process.</p>	All									
12.5	D4	Data	Payroll Calendar Type	<p>Definition: This field contains the frequency of the weekly payroll schedule for an employer (if RG-EMPR-PAYRL-SCHDL-CODE = 'W').</p> <p>Values:</p> <table> <tr> <td>B</td> <td>BI-WEEKLY</td> <td>Active</td> </tr> <tr> <td>M</td> <td>MONTHLY</td> <td>Active</td> </tr> <tr> <td>S</td> <td>SEMI-MONTHLY</td> <td>Active</td> </tr> </table> <p>M and S will not allow employer to submit three regular reports in a month but B will allow. <b>Only two are allowed for DCP.</b></p> <p>Asked in complete enrollment process.</p>	B	BI-WEEKLY	Active	M	MONTHLY	Active	S	SEMI-MONTHLY	Active	All
B	BI-WEEKLY	Active												
M	MONTHLY	Active												
S	SEMI-MONTHLY	Active												
12.5	D5	Data	Maximum Trans Version	<p>The number of times the employer would like to report in a month.</p> <p>Asked in complete enrollment process.</p>	All									

## Appendix D.2 Detailed Requirements and Workflows

For: Employer Reporting Application (ERA) Project

Process/Workflow Name: 12.0 Enroll Employer



Process #	Req. #	Req. Desc.	Business Requirements and Rules	Notes	System Plan
12.5	D6	Data	Defaults Rejected	<p>Definition: A flag indicating that the employer has chosen to have transmittal errors for a specific reporting group rejected instead of corrected by DRS system defaults.</p> <p>Explanation: Employers have the option of having transmittal reporting errors that would automatically be corrected by the system rejected instead (for example: non-taxed recalculations). A &lt;y&gt; in this field shows that the employer has selected that option.</p>	All
12.5	D7	Data	IP/FTP Address	SFT upload folder name – DRS will fill in	All
12.5	D8	Data	Entry Date	<p>Definition: The date an employer becomes officially enrolled in the specified retirement system.</p> <p>Resolution date for PERS –</p> <p>Follow-up with Melanie - Is this the same as system start date in complete enrollment?</p>	All

## Appendix D.2 Detailed Requirements and Workflows

For: Employer Reporting Application (ERA) Project

Process/Workflow Name: 12.0 Enroll Employer



Process #	Req. #	Req. Desc.	Business Requirements and Rules	Notes	System Plan
12.5	D9	Data	Org ID	<p>Definition: The unique identifier for a specific organization.</p> <p>Explanation: The Organization ID is assigned by DRS to identify a specific organization. Organizations are employers, transmittal reporting service bureaus, disability boards, or insurance boards about which DRS keeps information in EIS.</p> <p>System will assign automatically, will be sequential.</p>	
12.5	D10	Data	System	<p>Definition: The letter that represents the retirement system being referenced. (Example: P=PERS, L=LEOFFS &amp; T=TRS).</p> <p>System will assign automatically.</p>	All
12.5	D11	Data	Optional Billing Code	<p>Definition: Indicates which billing option an employer chooses, if applicable, when enrolling in the PERS retirement system.</p> <p>Explanation: This code identifies billing (for PSC) options for an employer that enrolled in PERS, became eligible, but only joined at a later date. Use asterisk help to see the options for this code.</p> <p>Will be pulled forward from complete enrollment</p>	Nonmandated PERS

## Appendix D.2 Detailed Requirements and Workflows

For: Employer Reporting Application (ERA) Project

Process/Workflow Name: 12.0 Enroll Employer



Process #	Req. #	Req. Desc.	Business Requirements and Rules	Notes	System Plan
12.5	D12	Data	Non Taxed Mandated	<p>Explanation:                      Many employers are mandated to report tax-deferred (non-taxed) contributions. When an employer must report tax-deferred contributions, this flag will be set to &lt;y&gt;. A list of employers mandated to report as nontaxed can be found in the Employer Handbook on page 6-8.</p> <p>Will be pulled forward from complete enrollment</p>	All except DCP
12.5	D13	Data	Non Taxed Dates Begin	<p>Definition:                      The date an employer began reporting tax-deferred (non-tax contributions for members)</p> <p>Explanation:                      This date shows you when an employer began deferring taxes on members' contributions. Further information on the history of whether or not the employer defers taxes on member's contributions is available using the Non-taxed Dates moreable which is located after the Non-taxed Dates End field.</p> <p>Will be brought over from complete enrollment.</p>	All except DCP

## Appendix D.2 Detailed Requirements and Workflows

For: Employer Reporting Application (ERA) Project

Process/Workflow Name: 12.0 Enroll Employer



Process #	Req. #	Req. Desc.	Business Requirements and Rules	Notes	System Plan
12.5	D14	Data	Personnel Area	<p>Definition: A number assigned and used by the state's HRMS payroll system to uniquely identify agencies and their sub-divisions.</p> <p>Need to research how this works with HRMS. Comes from OFM/DES, part of enrollment?</p>	
12.5	D15	Data	Catch-up Eligible	DRS enters. System default to January of year they entered.	DCP
12.5	D16	Data	Training complete		

# Appendix D.2 Detailed Requirements and Workflows

For: Employer Reporting Application (ERA) Project

Process/Workflow Name: 12.0 Enroll Employer

## Appendix A – PERS Resolution



**RESOLUTION NO. [REDACTED]**  
**Authorizing and Approving Participation in the**  
**Washington Public Employees' Retirement System (PERS)**

Enter full legal name of entity, a political subdivision of the State of Washington, authorizes and approves the following:

1. Its eligible employees shall participate in PERS, as allowed by RCW 41.40.062;
2. The necessary funds shall be made available to cover its proportionate share for participation in PERS; and
3. PERS membership shall begin on **Enter date - discuss with DRS first!**

**Tax Status (select one)**

- Will submit tax-deferred member contributions beginning **1st payroll date subject to PERS.**
- Will not submit tax deferred member contributions.

**Purchase of Previous Service (select one)**

**Not applicable.** Check this box if your agency is newly created *and* the effective date of PERS participation is equal to the date of hire of first employee(s).

**Option A** Employer pays all previous service costs (both member and employer contributions). Payment must be completed within 15 years from entry into PERS.

**Option B** Employer and member share previous service cost. Payment must be completed within five years from entry into PERS. **Indicate one of the variations below:**

B1  Member pays member contributions, employer pays employer contributions.

B2  Member pays a percentage of previous service cost \_\_\_\_\_%,  
Employer pays the balance \_\_\_\_\_%.

**Option C** Member pays all previous service costs (both member and employer contributions). Payment must be completed within five years from entry into PERS.

**RESOLUTION NO. [REDACTED]**  
**Authorizing and Approving Participation in the**  
**Washington Public Employees' Retirement System (PERS)**

Passed this **Enter date** day of **Enter month**, 2015.

Authorizing Signatures:

\_\_\_\_\_  
Title: \_\_\_\_\_

# Appendix D.2 Detailed Requirements and Workflows

For: Employer Reporting Application (ERA) Project

Process/Workflow Name: 12.0 Enroll Employer

## Appendix B – DCP Resolution





**DRS**  
WASHINGTON STATE  
Department of  
Retirement Systems

**RESOLUTION**  
DEFERRED COMPENSATION PROGRAM

PO Box 40931 Olympia, WA 98504-0931 • www.drs.wa.gov/dcp  
Toll Free: 1-888-327-5590 • TTY: 1-877-847-8041



---

RESOLUTION NO.

WHEREAS, the  (Your Agency Name) was formed in accordance with RCW  (RCW) on  (Date); and,

WHEREAS, the Department of Retirement Systems, Deferred Compensation Program in accordance with RCW 41.50.770; administers the deferred compensation plan for the employees of the State of Washington as outlined in WAC Chapter 415- 501; and,

WHEREAS, RCW 41.50.770 permits Counties, Municipalities, and other political subdivisions to participate in the State of Washington Employee's Deferred Compensation Plan; and,

WHEREAS, the  (Your Agency Name) has reviewed the State plan and agrees to accept all terms and conditions of the State plan as established and as hereafter amended; and,

WHEREAS, the  (Your Agency Name) understands and agrees that all monies deferred by its employees are held in trust by the Washington State Investment Board for the exclusive benefit of program participants and eligible beneficiaries.

NOW, THEREFORE, BE IT RESOLVED, that the  (Your Agency Name) requests approval by the Department of Retirement Systems, Deferred Compensation Program to participate in the aforementioned deferred compensation plan for the employees of the  (Your Agency Name), subject to the requirements of RCW 41.50.770 and WAC Chapter 415-501.

Dated at , State of Washington, this  day of .

Sample

BY: \_\_\_\_\_

ATTEST: \_\_\_\_\_

DRS D 362 (10/09)

## Appendix D.2 Detailed Requirements and Workflows

For: Employer Reporting Application (ERA) Project

Process/Workflow Name: 12.0 Enroll Employer



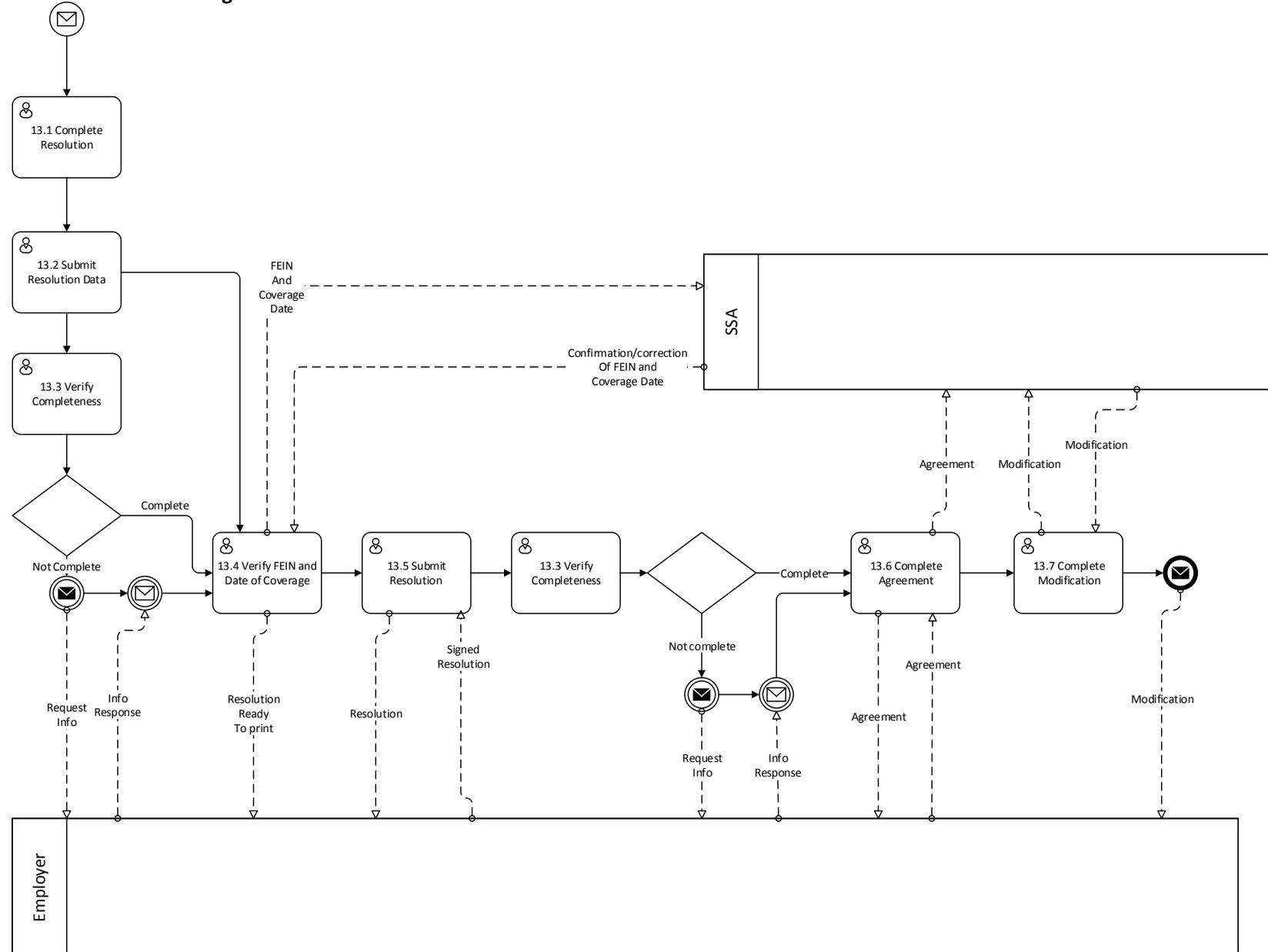
### State Administrators Responsibilities:

- Serve as a bridge between state and local government employers and federal agencies including SSA and IRS
- Administer and maintain the federal-state Section 218 Agreement (“Agreement”) that governs voluntary social security and Medicare coverage by state and local government employers in the state.
- Negotiate and prepare Section 218 modifications to include additional coverage groups, correct errors in other modifications, identify additional political subdivision that join a covered retirement system, and obtain Medicare coverage for public employees whose employment relationship with a public employer has been continuous since March 31, 1986.
- Conduct referendums for social security and Medicare coverage for services performed by employees in positions under public retirement system.
- Provide SSA with notice and evidence of: the legal dissolution; name changes; new components of covered state or political subdivision entities.
- Resolves coverage and taxation questions related to the Agreement and modifications with SSA and IRS
- Provides information to state and local public employers as appropriate and in accordance with the state’s enabling legislation, policies, procedure and standards regarding section 218 & non-section 218 entities
- Provide advice on Section 218 optional exclusions applicable to the State and/or individual modifications, and advice on State and local laws, rules, regulations, and compliance concerns
- Maintains in a secured location the state’s master Agreements, modifications, dissolutions and intrastate agreements.

# Appendix D.2 Detailed Requirements and Workflows

For: Employer Reporting Application (ERA) Project

Process/Workflow Name: 13.0 Obtain "Absolute" Coverage



## Appendix D.2 Detailed Requirements and Workflows

For: Employer Reporting Application (ERA) Project

Process/Workflow Name: 13.0 Obtain “Absolute” Coverage



**Process Description:** This is an OASI process referenced in the Enroll Employer process. This refers to groups of employees whose positions are not under a retirement system.

**Disclaimer:** Workflows and requirements are subject to change as additional requirements are flushed out through the analysis process.

### User Stories for Obtain “Absolute” Coverage processes:

- 1) As an employer who has groups of employees whose positions are not covered by a retirement system, I would like the ability to apply to Obtain “Absolute” Coverage for them, so they are covered by Social Security.
- 2) As a DRS Employee, I would like to be able to verify the completeness of documents that are sent in by the employer, so that I can confirm that they meet eligibility requirements to Obtain “Absolute” Coverage.
- 3) As a DRS employee, I would like the ability complete the agreement for an employer, so that we can complete the modification.
- 4) As a DRS employee, I would like the ability to complete the modification for an employer, so that we can notify the Social Security Administration (SSA).

Process #	Req. #	Req. Desc.	Business Requirements and Rules	Notes	System Plan
13.0		Parent process	<b>Complete Obtain “Absolute” Coverage Process.</b> A permanent grouping of employees. For example, all the employees of a city or town. It is a coverage group for coverage purposes; the term also refers to groups of employees whose positions are not under a retirement system.		
13.0		Inputs	<ul style="list-style-type: none"> <li>• All information from the Pre enrollment process.</li> <li>• All information we have on file for organization.</li> <li>• Successful login.</li> </ul>		

## Appendix D.2 Detailed Requirements and Workflows

For: Employer Reporting Application (ERA) Project

Process/Workflow Name: 13.0 Obtain "Absolute" Coverage



Process #	Req. #	Req. Desc.	Business Requirements and Rules	Notes	System Plan
13.0		Outputs	<ul style="list-style-type: none"> <li>Notification of required documents.</li> <li>Notification of information or documentation needed.</li> <li>Fully executed Modification.</li> <li>Fully executed Agreement.</li> <li>If also applying for another DRS system, will continue onto Complete Enrollment.</li> </ul>		
13.0	R1	Business Requirement	Process needs to be available to organizations that don't participate in a DRS system.	The process to Obtain 'Absolute" Social Security Coverage may be used with organizations that don't participate in a DRS system so the organization will not be going through the Pre enrollment process but will need to register, login and have the necessary roles to complete this process.	
13.0	F1	Functional Requirement	The application will allow users to come back in and view data they have already input. (Should be able to save, update, retrieve, and check status.)	Due to the nature of the questions, the requestor is very likely to not have all the information and documentation needed to complete this process.	
13.0	F2	Functional Requirement	The information from the existing OASI Access database will be integrated into the new system.		
13.0	F3	Functional Requirement	The process will create notification of what documents are required.		
13.0	F4	Functional Requirement	The system will generate the required documents with the required information for the requester to print and get signed.	Create required documents for requester to print, obtain signatures and submit back to DRS for example a Resolution, Agreement, Notice, Certification of Notice	
13.0	F5	Functional Requirement	Requester will be able to track the status of the process and documentation.	<a href="#">Appendix A - Status Table in Requirements Package 1.0 Employer Portal</a>	
13.0	F6	Functional Requirement	All signed documentation will be scanned and electronically available to DRS and to the employer through ERA.		

## Appendix D.2 Detailed Requirements and Workflows

For: Employer Reporting Application (ERA) Project

Process/Workflow Name: 13.0 Obtain "Absolute" Coverage



Process #	Req. #	Req. Desc.	Business Requirements and Rules	Notes	System Plan
13.1		Child process	<p><b>Complete Resolution.</b> The governing body of the political subdivision adopts a resolution to:</p> <ol style="list-style-type: none"> <li>Authorize the appropriate individual to execute an agreement pursuant to the coverage;</li> <li>Establish the desired effective date of Social Security coverage (must be prior to participating in a qualified retirement system) and</li> <li>Acknowledge the applicable state and federal laws and regulations regarding employee withholdings, employer contributions and record keeping.</li> </ol>	<p>Required Documents:</p> <ul style="list-style-type: none"> <li>Resolution</li> </ul>	
13.1		Inputs	<ul style="list-style-type: none"> <li>Data from the pre enrollment process if the requester came through that process.</li> <li>After a successful registration and login, requester has started process.</li> <li>Data from OASI database.</li> </ul>		
13.1		Outputs	<ul style="list-style-type: none"> <li>Completed signed Resolution</li> <li>Notification for more information.</li> </ul>		
13.1	D1	Data	Legal Name of Organization		
13.1	F1	Functional Requirement	Requester will be able to pick the legal name of their organization from a prepopulated list.	OASI database, mainframe or other resource	
13.1	F2	Functional Requirement	When the requestor picks their legal organizational name from the list, then information will populate the fields in the enrollment process. If their name is not on the list, none of the fields will prepopulate.	OASI database, mainframe or other resource	
13.1	F3	Functional Requirement	Requestor will have the ability to edit prepopulated data.		

## Appendix D.2 Detailed Requirements and Workflows

For: Employer Reporting Application (ERA) Project

Process/Workflow Name: 13.0 Obtain "Absolute" Coverage



Process #	Req. #	Req. Desc.	Business Requirements and Rules	Notes	System Plan
13.1	D2	Data	DBA – Doing Business As		
13.1	D3	Data	Organization mailing address		
13.1	D4	Data	Organization street address		
13.1	D5	Data	First name	Text: Who do we contact if there are questions?	
13.1	D6	Data	Last name		
13.1	D7	Data	Title		
13.1	D8	Data	Phone number		
13.1	D9	Data	Alt Phone Number		
13.1	D10	Data	Email address		
13.1	D11	Data	Attention Line		
13.1	D12	Data	Retirement system group seeking Section 218 Voluntary Social Security Coverage	Text: Select Retirement system group seeking Section 218 Voluntary Social Security Coverage	
13.1	D13	Data	Optional exclusions from Section 218 Voluntary Social Security Coverage	Text: Identify any optional exclusions from coverage that you desire: (Most employers list 'none'): a. All classes of elective positions b. All classes of part-time positions c. Positions compensated solely by fees received directly from the public d. Agricultural labor, to the extent permitted by federal law e. By a student as permitted by federal law.	
13.1	D14	Data	Total number of people on governing board	Text: Number of people on your organization's governing board. Please list first and last name  This is the help identify the names of the authorizing people that need to sign the required documents	
13.1	D15	Data	Governing Board Member First Name		
13.1	D16	Data	Governing Board Member Last Name		

## Appendix D.2 Detailed Requirements and Workflows

For: Employer Reporting Application (ERA) Project

Process/Workflow Name: 13.0 Obtain "Absolute" Coverage



Process #	Req. #	Req. Desc.	Business Requirements and Rules	Notes	System Plan
13.1	D17	Data	FEIN (Federal Employer Identification Number)		
13.1	D18	Data	Resolution Number	This number is entered by the organization after the resolution is signed.	
13.1	D19	Data	Creation date of organization (will be pulled off this documentation; employer doesn't need to enter)	Text: Please send the documentation that authorized the creation of the organization? (i.e., resolution supported by statute, city or county ordinance, election results, inter-local agreement, etc.)	
13.1	D20	Data	Other pension plans organization participates in	Text: Does the organization plan to participate in other pension plans? (y/n). If yes, describe the other pension plans i.e. 401(a), 403(b), etc.	
13.1	D21	Data	Organization's Section 218 Voluntary Social Security Coverage for each system	Text: Organization's Section 218 Voluntary Social Security Coverage for each system.  This field will list out, for each system, the types of coverage they have. If they have none, do not display.	
13.1	D22	Data	Name of qualifying retirement system	Text: What is the name of the qualifying retirement system?	

## Appendix D.2 Detailed Requirements and Workflows

For: Employer Reporting Application (ERA) Project

Process/Workflow Name: 13.0 Obtain "Absolute" Coverage



Process #	Req. #	Req. Desc.	Business Requirements and Rules	Notes	System Plan
13.1	D23	Data	Optional exclusions from Section 218 Voluntary Social Security Coverage	Text: Identify any optional exclusions from coverage that you desire: (Most employers list 'none'): a. All classes of elective positions b. All classes of part-time positions c. Positions compensated solely by fees received directly from the public d. Agricultural labor, to the extent permitted by federal law e. By a student as permitted by federal law.	
13.1	D24	Data	Modification Number	Melanie Enters	
13.1	D25	Data	Name of SSA Contact	Currently Patricia Lightholder is the SSA contact.	
13.1	D26	Data	Designated Date	This goes on the Modification for Absolute coverage form, "In accordance with Section 218(e)(2) of the Social Security Act, the State of Washington designates the following date_____"  This controls who is entitled to coverage, especially where retroactivity is involved. A "Designated date" should be indicated on all modifications, regardless of retroactivity. On "Error Modifications" the Effective Date becomes the Designated Date. <a href="http://www.ncssa.org/ConferencePresentation-2013-Modifications.pdf">http://www.ncssa.org/ConferencePresentation-2013-Modifications.pdf</a>	
13.1	D27	Data	Authorizing person name		
13.1	D28	Data	Authorizing person title		
13.1	D28	Data	Approval date		

## Appendix D.2 Detailed Requirements and Workflows

For: Employer Reporting Application (ERA) Project

Process/Workflow Name: 13.0 Obtain "Absolute" Coverage



Process #	Req. #	Req. Desc.	Business Requirements and Rules	Notes	System Plan
13.2		Child process	<b>Submit Resolution Data.</b>		
13.2		Input	Information and documentation from Complete Resolution		
13.2		Output	<ul style="list-style-type: none"> <li>Confirmation data was submitted</li> <li>Notification that information and documentation has been submitted.</li> <li>FEIN and Date of coverage submitted to SSA for verification</li> <li>Notification that describes next steps</li> </ul>		
13.3		Child process	<b>Verify Completeness.</b>		
13.3		Inputs	<ul style="list-style-type: none"> <li>Information and documentation from Complete Resolution for Obtain Absolute coverage process.</li> </ul>		
13.3		Outputs	<ul style="list-style-type: none"> <li>Determination if more information or clarification is needed.</li> <li>Notification for more information or clarification</li> </ul>		
13.3	F1	Functional Requirement	DRS will be notified that information and documentation has been submitted and is ready for review.		
13.3	F2	Functional Requirement	DRS will be able to review information and documentation.		
13.3	F3	Functional Requirement	Will need to be able to notify requester if more information or clarification is needed.		
13.4		Child process	<b>Verify FEIN and Date of Coverage.</b>		
13.4		Inputs	<ul style="list-style-type: none"> <li>Notification that Resolution data was submitted</li> <li>FEIN and Date of Coverage sent to SSA to verify they are correct.</li> </ul>		
13.4		Outputs	<ul style="list-style-type: none"> <li>Notification from SSA that they have verified FEIN and Date of coverage</li> <li>Notification that the Resolution is ready to print.</li> </ul>		

## Appendix D.2 Detailed Requirements and Workflows

For: Employer Reporting Application (ERA) Project

Process/Workflow Name: 13.0 Obtain "Absolute" Coverage



Process #	Req. #	Req. Desc.	Business Requirements and Rules	Notes	System Plan
13.4	B1	Business Rule	FEIN and Date of Coverage is required to be checked by SSA before the information is entered on the Resolution and signed by employer.		
13.4	F1	Functional Requirement	FEIN and Date of coverage submitted by the authorized user will be sent to the SSA contact to verify.		
13.5		Child process	<b>Submit Resolution.</b>		
13.5		Inputs	Notification from DRS that the Resolution is ready to print		
13.5		Outputs	Notification that a properly certified copy of the resolution has been submitted		
13.5	B1	Business Rule	The political subdivision will submit a properly certified copy of the resolution adopted by the governing body of the political subdivision. The person executing the resolution and the agreement with the state must have the authority to do so.		
13.6		Child Process	<b>Complete Agreement.</b> After a complete Resolution has been received, the Agreement will be prepared and ready for print. The governing body shall officially complete and sign the agreement with the State. The original signed document will be mailed to DRS.	Required Documents: <ul style="list-style-type: none"> <li>Agreement</li> </ul>	
13.6		Inputs	<ul style="list-style-type: none"> <li>Information to complete the Agreement.</li> <li>Notification to requester the Agreement is ready to print</li> </ul>		
13.6		Outputs	<ul style="list-style-type: none"> <li>Completed signed Agreement uploaded to system</li> <li>Notification that Agreement was uploaded and ready for review.</li> <li>Signed Agreement sent to SSA.</li> <li>Notification when SSA sends signed Agreement back and is ready for employer to view.</li> </ul>		

## Appendix D.2 Detailed Requirements and Workflows

For: Employer Reporting Application (ERA) Project

Process/Workflow Name: 13.0 Obtain "Absolute" Coverage



Process #	Req. #	Req. Desc.	Business Requirements and Rules	Notes	System Plan
13.7		Child Process	<b>Complete Modification.</b> The Modification is the binding agreement and grants the entity the ability to participate in the Social Security Program. The Agreement and Modification to extend the Social Security coverage must be fully executed within two years.	Required Documents: <ul style="list-style-type: none"> <li>Modification</li> </ul>	
13.7		Inputs	<ul style="list-style-type: none"> <li>Notification that Agreement has been completed.</li> <li>Information to create the Modification documentation</li> </ul>		
13.7		Outputs	<ul style="list-style-type: none"> <li>Modification sent to SSA.</li> <li>System updated to reflect Modification and Agreement</li> <li>Employer notified of date that coverage has been accepted by SSA.</li> <li>Fully executed copies of the Agreement and Modification available for employer to print.</li> </ul>		
13.7	B1	Business Rule	Upon receipt of the Agreement from the political subdivision, DRS shall execute a Modification to the Master Social Security Agreement between the State of Washington and the SSA.		
13.7	B2	Business Rule	Accompanying the state's request will be the certification to the federal government of the proper conduct of the referendum (Certification of Referendum).		
13.7	B3	Business Rule	Upon receipt of the fully executed Modification from the SSA, DRS shall notify the political subdivision of the date that coverage has been accepted by the SSA. A fully executed copy of the Agreement and Modification will be returned to the political subdivision.		
13.7	B4	Business Rule	The official State Social Security Administrator must sign modification.		
13.7	F1	Functionality	Ability to create cover letter for SSA		
13.7	B5	Business Rule	Send signed agreement and modification to SSA		
13.7	D1	Data	Modification Number	Entered by DRS.	

## Appendix D.2 Detailed Requirements and Workflows

For: Employer Reporting Application (ERA) Project

Process/Workflow Name: 13.0 Obtain "Absolute" Coverage

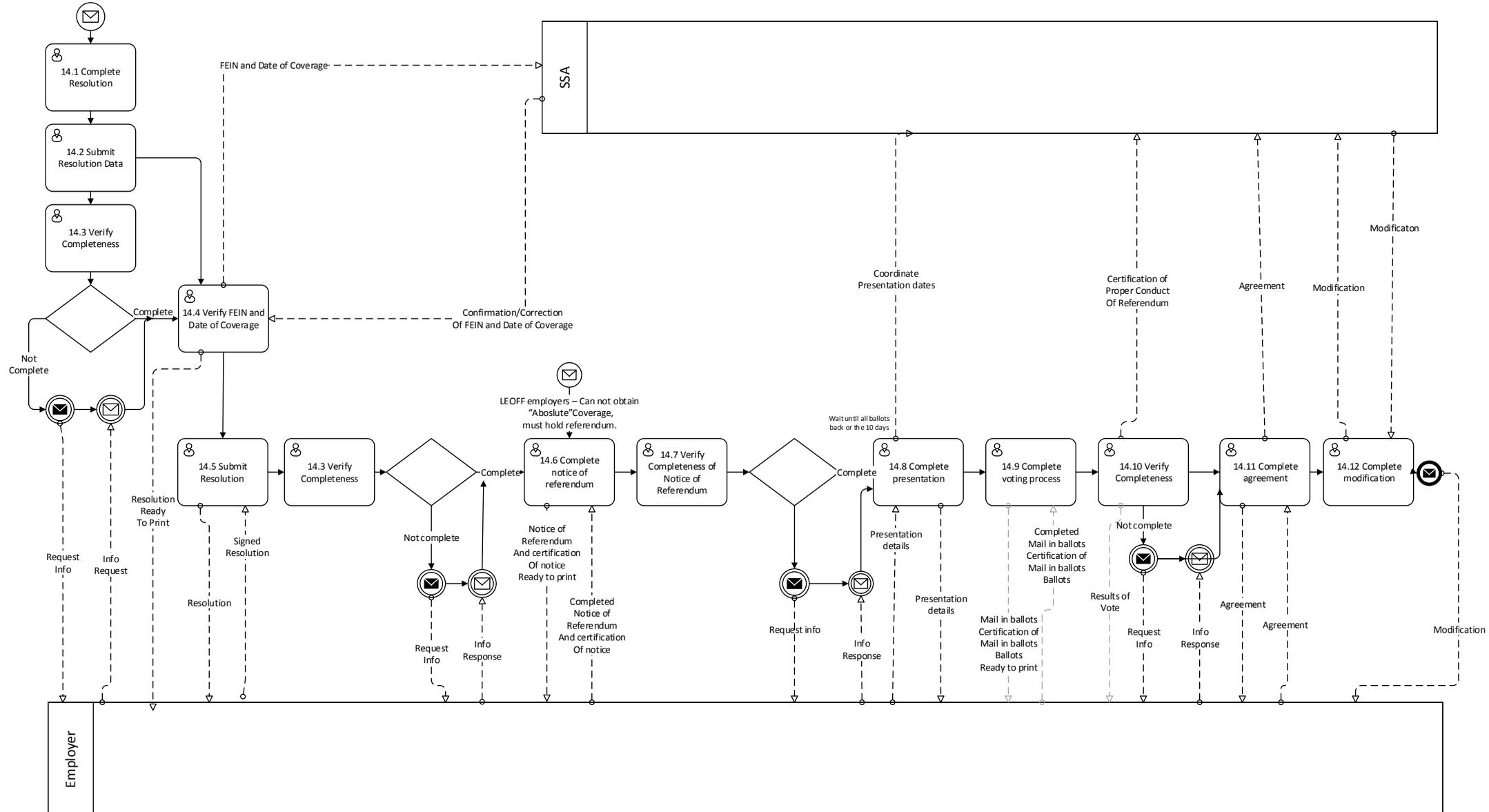


Process #	Req. #	Req. Desc.	Business Requirements and Rules	Notes	System Plan
13.7	B6	Business Rule	Upon receipt of the Agreement from the political subdivision, DRS shall execute a Modification to the Master Social Security Agreement between the State of Washington and the SSA.		

# Appendix D.2 Detailed Requirements and Workflows

For: Employer Reporting Application (ERA) Project

Process/Workflow Name: 14.0 Divided Referendum Vote



## Appendix D.2 Detailed Requirements and Workflows

For: Employer Reporting Application (ERA) Project

Process/Workflow Name: 14.0 Divided Referendum Vote



**Process Description:** This is an OASI process referenced in the Enroll Employer process. Employees hired before 4/1/1986 and continuously employed by the same employer may vote to participate in Medicare. The employees who vote in favor will be covered. The employees who vote against will not be covered.

**Disclaimer:** Workflows and requirements are subject to change as additional requirements are flushed out through the analysis process.

### User Stories for Divided Referendum Vote processes:

- 1) As an employer, I would like to hold a Divided Referendum Vote, so that employees who want to participate in Medicare can.
- 2) As a DRS employee, I would like the ability to verify completeness of information for an employer.
- 3) As a DRS employee, I would like the ability to verify completeness of the Notice of Referendum, so that I can make sure the notice process is complete and correct.
- 4) As a DRS employee, I would like the ability to organize a presentation for all employees affected by the Divided Referendum Vote, so that they are informed of their rights.
- 5) As a DRS employee, I would like the ability to verify completeness of the voting process, so that I can make sure the information is complete and correct.

Process #	Req. #	Req. Desc.	Business Requirements and Rules	Notes	System Plan
14.0		Parent process	<b>Divided Referendum Vote Process.</b> Employees hired before 4/1/1986 and continuously employed by the same employer may vote to participate in Medicare. The employees who vote in favor will be covered. The employees who vote against will not be covered.		
14.0		Inputs	<ul style="list-style-type: none"> <li>• All information from the Pre enrollment process.</li> <li>• All information we have on file for organization.</li> <li>• Successful login.</li> </ul>		
14.0		Outputs	<ul style="list-style-type: none"> <li>• Notification of required documents.</li> <li>• Notification of information or documentation needed.</li> <li>• Fully executed Modification.</li> <li>• Fully executed Agreement.</li> </ul>		

## Appendix D.2 Detailed Requirements and Workflows

For: Employer Reporting Application (ERA) Project

Process/Workflow Name: 14.0 Divided Referendum Vote



Process #	Req. #	Req. Desc.	Business Requirements and Rules	Notes	System Plan
14.0	R1	Business Requirement	Process needs to be available to organizations that don't participate in a DRS system.	The Divided Referendum Vote Process may be used with organizations that don't participate in a DRS system so the organization will not be going through the Pre enrollment process but will need to register, login and have the necessary roles to complete this process.	
14.0	F1	Functional Requirement	The application will allow users to come back in and view data they have already input. (Should be able to save, update, retrieve, and check status.)	Due to the nature of the questions, the requestor is very likely to not have all the information and documentation needed to complete this process.	
14.0	F2	Functional Requirement	The information from the existing OASI Access database will be integrated into the new system.		
14.0	F3	Functional Requirement	The process will create notification of what documents are required.		
14.0	F4	Functional Requirement	The system will generate the required documents with the required information for the requester to print and get signed.	Create required documents for requester to print, obtain signatures and submit back to DRS for example a Resolution, Agreement, Notice, Certification of Notice	
14.0	F5	Functional Requirement	Requester will be able to track the status of the process and documentation.	<a href="#">Appendix A - Status Table in Requirements Package 1.0 Employer Portal</a>	
14.0	R2	Business Requirement	All signed documentation will be scanned and electronically available to DRS and to the employer through ERA.		

## Appendix D.2 Detailed Requirements and Workflows

For: Employer Reporting Application (ERA) Project

Process/Workflow Name: 14.0 Divided Referendum Vote



Process #	Req. #	Req. Desc.	Business Requirements and Rules	Notes	System Plan
14.1		Child process	<p><b>Complete Resolution for Divided Referendum Vote.</b> The governing body of the political subdivision initiates the referendum process by adopting a resolution to:</p> <ul style="list-style-type: none"> <li>d. Request authorization to conduct a Divided Referendum Vote for Medicare coverage of a retirement system group.</li> <li>e. Authorize the appropriate individual to execute an agreement pursuant to the referendum;</li> <li>f. Establish the effective date of Medicare coverage within the resolution, and</li> <li>g. Acknowledge the applicable state and federal laws and regulations regarding employee withholdings, employer contributions and record keeping.</li> </ul>	<p>Required Documents:</p> <ul style="list-style-type: none"> <li>• Resolution</li> </ul>	
14.1		Inputs	<ul style="list-style-type: none"> <li>• After a successful registration and login, requester has started process.</li> <li>• Current employer has selected to conduct a Divided Referendum Vote.</li> <li>• Data from OASI database</li> </ul>		
14.1		Outputs	<ul style="list-style-type: none"> <li>• Completed signed Resolution.</li> <li>• Notification for more information.</li> </ul>		
14.1	D1	Data	Legal Name of Organization		
14.1	F1	Functional Requirement	Requester will be able to pick the legal name of their organization from a prepopulated list.	OASI database or other resource	

## Appendix D.2 Detailed Requirements and Workflows

For: Employer Reporting Application (ERA) Project

Process/Workflow Name: 14.0 Divided Referendum Vote



Process #	Req. #	Req. Desc.	Business Requirements and Rules	Notes	System Plan
14.1	F2	Functional Requirement	When the requestor picks their legal organizational name from the list, then information will populate the fields in the enrollment process. If their name is not on the list, none of the fields will prepopulate.	OASI database or other resource	
14.1	F3	Functional Requirement	Requestor will have the ability to edit prepopulated data.		
14.1	D2	Data	DBA – Doing Business As		
14.1	D3	Data	Organization mailing address		
14.1	D4	Data	Organization street address		
14.1	D5	Data	First name	Text: Who do we contact if there are questions?	
14.1	D6	Data	Last name		
14.1	D7	Data	Title		
14.1	D8	Data	Phone number		
14.1	D9	Data	Alt Phone Number		
14.1	D10	Data	Email address		
14.1	D11	Data	Attention Line		
14.1	D12	Data	Retirement system group seeking Medicare Part A Hospital Insurance (Medicare-only) Coverage.	Text: Select Retirement system group seeking Medicare Part A Hospital Insurance (Medicare-only) Coverage.	
14.1	D13	Data	Estimated number of employees who will be eligible to vote	Text: Enter the Estimated number of employees who will be eligible to vote.  Eligible employees: <ol style="list-style-type: none"> <li>2. were hired by the political subdivision on or before March 31, 1986;</li> <li>3. have been continuously employed by political subdivision since the hire date;</li> </ol>	

## Appendix D.2 Detailed Requirements and Workflows

For: Employer Reporting Application (ERA) Project

Process/Workflow Name: 14.0 Divided Referendum Vote



Process #	Req. #	Req. Desc.	Business Requirements and Rules	Notes	System Plan
				<p>4. were employed on the date the Notice of Referendum was posted; and</p> <p>5. are employed on the date of the referendum</p>	
14.1	D14	Data	Deployed military personnel	Text: Are any of the eligible voters' deployed military personnel? (Y/N); if yes, please list first name, last name and full social security number.	
14.1	D15	Data	Divided Referendum Vote Date	Text: What date do you recommend for the Referendum? Must be at least 90 days after posting the Notice of Referendum or 150 days if any eligible voters are deployed military personnel:	
14.1	F4	Functional Requirement	When a vote date is entered, a notice of referendum date will populate with date that is 90/150 days previous date (but employer can change to do earlier so that the – must post notice by or before this date.)		
14.1	B1	Business Rule	The referendum must be hold no less than 90 days after the date the Notice of Referendum is distributed to eligible employees; or no less than 150 days if any of the eligible voters are deployed military personnel.		
14.1	D16	Data	Total number of people on governing board	Text: Number of people on your organization's governing board. Please list first and last name	
14.1	D17	Data	Governing Board Member First Name		
14.1	D18	Data	Governing Board Member Last Name		This is the help identify the names of the authorizing people that need to sign the required documents
14.1	D19	Data	FEIN (Federal Employer Identification Number)		
14.1	D20	Data	Resolution Number	This number is entered by the organization after the resolution is signed.	

## Appendix D.2 Detailed Requirements and Workflows

For: Employer Reporting Application (ERA) Project

Process/Workflow Name: 14.0 Divided Referendum Vote



Process #	Req. #	Req. Desc.	Business Requirements and Rules	Notes	System Plan
14.1	D21	Data	Voter's First Name	<p>Text: List the first name, last name and full social security number for each employee.</p> <p>Provide list of eligible employees - the political subdivision shall prepare and submit to DRS, a listing in electronic format with the names and identification numbers of employees eligible to vote in the referendum (e.g., email an Excel file to DRS).</p> <p>This list must be separated by retirement system and should be modified as necessary during the period between the Notice of Referendum posting and the referendum date for retirements and other separations from service.</p> <p>The political subdivision shall use the list to distribute ballots to eligible employees. DRS will use the list to monitor ballots cast.</p> <p><b>Eligible employees:</b></p> <ul style="list-style-type: none"> <li>• were hired by the political subdivision on or before March 31, 1986;</li> <li>• have been continuously employed by political subdivision since the hire date;</li> <li>• were employed on the date the <i>Notice of Referendum</i> was posted;</li> <li>• and are employed on the date of the referendum</li> </ul>	
14.1	D22	Data	Voter's Last Name		
14.1	D23	Data	Voter's Social Security Number		

## Appendix D.2 Detailed Requirements and Workflows

For: Employer Reporting Application (ERA) Project

Process/Workflow Name: 14.0 Divided Referendum Vote



Process #	Req. #	Req. Desc.	Business Requirements and Rules	Notes	System Plan
14.1	F5	Functional Requirement	For DRS employers, create list for employer and have them verify the list instead of having them submit. Date that voter list was submitted will equal date they verified voter list.		
14.1	F6	Functional Requirement	Requester will have the option to enter or upload a file that includes their voter list.	Keep option to email excel file.	
14.1	B2	Business rule	Any employee hired after the date of notice is not allowed to participate in the vote		
14.1	D23	Data	Date eligible voters was provided to DRS	This will populate when they submit the voter list.	
14.1	D24	Data	Actual date of Notice of Referendum	DRS will enter to confirm from the paperwork. Use as a check and balance.	
14.1	D25	Data	Creation date of organization (will be pulled off this documentation; employer doesn't need to enter)	Text: Please send the documentation that authorized the creation of the organization? (i.e., resolution supported by statue, city or county ordinance, election results, inter-local agreement, etc.)	
14.1	D26	Data	Other pension plans organization participates in	Text: Does the organization plan to participate in other pension plans? (y/n). If yes, describe the other pension plans i.e. 401(a), 403(b), etc.	
14.1	D27	Data	Authorizing person name		
14.1	D28	Data	Authorizing person title		
14.1	D29	Data	Approval date		
14.1	F7	Functional Requirement	Before they can print out resolution; we will need to verify that the SSA and then notify employer resolution is ready to be print and be signed.		

## Appendix D.2 Detailed Requirements and Workflows

For: Employer Reporting Application (ERA) Project

Process/Workflow Name: 14.0 Divided Referendum Vote



Process #	Req. #	Req. Desc.	Business Requirements and Rules	Notes	System Plan
14.2		Child process	<b>Submit Resolution Data.</b>		
14.2		Input	<ul style="list-style-type: none"> <li>Information and documentation from Complete Resolution for Divided Referendum Vote.</li> </ul>		
14.2		Output	<ul style="list-style-type: none"> <li>Confirmation data was submitted</li> <li>Notification that information and documentation has been submitted.</li> <li>FEIN and Date of coverage submitted to SSA for verification</li> <li>Notification that describes next steps</li> </ul>		
14.3		Child process	<b>Verify Completeness.</b>		
14.3		Inputs	<ul style="list-style-type: none"> <li>Information and documentation from Complete Resolution for Divided Referendum Vote.</li> </ul>		
14.3		Outputs	<ul style="list-style-type: none"> <li>Determination if more information or clarification is needed.</li> <li>Notification for more information or clarification</li> </ul>		
14.3	F1	Functional Requirement	DRS will be notified that information and documentation has been submitted and is ready for review.		
14.3	F2	Functional Requirement	DRS will be able to review information and documentation.		
14.3	F3	Functional Requirement	Will need to be able to notify requester if more information or clarification is needed.		
14.4		Child process	<b>Verify FEIN and Date of Coverage.</b>		
14.4		Inputs	<ul style="list-style-type: none"> <li>Notification that Resolution data was submitted</li> <li>FEIN and Date of Coverage sent to SSA to verify they are correct.</li> </ul>		

## Appendix D.2 Detailed Requirements and Workflows

For: Employer Reporting Application (ERA) Project

Process/Workflow Name: 14.0 Divided Referendum Vote



Process #	Req. #	Req. Desc.	Business Requirements and Rules	Notes	System Plan
14.4		Outputs	<ul style="list-style-type: none"> <li>Notification from SSA that they have verified FEIN and Date of coverage</li> <li>Notification that the Resolution is ready to print.</li> </ul>		
14.4	B1	Business Rule	FEIN and Date of Coverage is required to be checked by SSA before the information is entered on the Resolution and signed by employer.		
14.4	F1	Functional Requirement	FEIN and Date of coverage submitted by the authorized user will be sent to the SSA contact to verify.		
14.5		Child process	<b>Submit Resolution.</b>		
14.5		Inputs	<ul style="list-style-type: none"> <li>Notification from DRS that the Resolution is ready to print</li> </ul>		
14.5		Outputs	<ul style="list-style-type: none"> <li>Notification that a properly certified copy of the resolution has been submitted</li> </ul>		
14.5	B1	Business Rule	The political subdivision will submit a properly certified copy of the resolution adopted by the governing body of the political subdivision. The person executing the resolution and the agreement with the state must have the authority to do so.		

## Appendix D.2 Detailed Requirements and Workflows

For: Employer Reporting Application (ERA) Project

Process/Workflow Name: 14.0 Divided Referendum Vote



Process #	Req. #	Req. Desc.	Business Requirements and Rules	Notes	System Plan
14.6		Child process	<b>Complete Notice of Divided Referendum Vote and Certification of Notice.</b>	<p>Notice of Referendum</p> <p>If any doubt arises as to an employee's eligibility to participate in the referendum, a notice should be provided, and his or her status can be resolved later. The political subdivision can require employees to initial a list indicating that they received the Notice of Referendum at least 90 days prior to the referendum date.</p> <p><b>Eligible employees:</b></p> <ul style="list-style-type: none"> <li>• were hired by the political subdivision on or before March 31, 1986;</li> <li>• have been continuously employed by political subdivision since the hire date;</li> <li>• were employed on the date the <i>Notice of Referendum</i> was posted;</li> <li>• and are employed on the date of the referendum</li> </ul>	
14.6		Inputs	<ul style="list-style-type: none"> <li>• Completed Resolution for Divided Referendum Vote.</li> <li>• Generated required documents: <ul style="list-style-type: none"> <li>○ Notice of Divided Referendum Vote</li> <li>○ Certification of Notice.</li> </ul> </li> </ul>		
14.6		Outputs	<ul style="list-style-type: none"> <li>• Completed Notice of Divided Referendum Vote and Certification of Notice forms uploaded into system.</li> </ul>		
14.6	B1	Business Rule	Employer will distribute the Notice of Referendum to all employees who are eligible to vote in the referendum.		

## Appendix D.2 Detailed Requirements and Workflows

For: Employer Reporting Application (ERA) Project

Process/Workflow Name: 14.0 Divided Referendum Vote



Process #	Req. #	Req. Desc.	Business Requirements and Rules	Notes	System Plan
14.6	B2	Business Rule	The Notice of Referendum, along with the Certification of Notice referendum will be available electronically. The political subdivision will put the notice on letterhead or in another official format of the political subdivision.		
14.6	B3	Business Rule	Distribute notice to employees - the political subdivision will distribute the Notice of Referendum to all employees who are eligible to vote in the referendum.		
14.6	B4	Business Rule	The notice may be given by personal delivery, e-mail or first class mail and must be posted on all appropriate bulletin boards maintained by the political subdivision to give notice to all eligible employees.		
14.6	B5	Business Rule	Notice must be given to eligible employees on leave of absence. Contact DRS about special provisions that apply to those on active military duty.		
14.6	B6	Business Rule	Certify distribution of notice and submit to DRS - the political subdivision will certify to DRS that the Notice of Referendum was properly distributed by submitting a signed, original copy of the Certification of Notice form		
14.6	D1	Data	Date Notice was distributed to each employee.		
14.6	D2	Data	Date of Submission of Certification of Notice Distribution		
14.7		Child process	<b>Verify Completeness of Notice of Referendum.</b>		
14.7		Inputs	<ul style="list-style-type: none"> <li>Information and documentation from Complete Notice of Divided Referendum Vote and Certification of Notice</li> <li>Notification that Completed and signed Notice of Divided Referendum Vote and Certification of Notice forms were uploaded and are ready for review.</li> </ul>		

## Appendix D.2 Detailed Requirements and Workflows

For: Employer Reporting Application (ERA) Project

Process/Workflow Name: 14.0 Divided Referendum Vote



Process #	Req. #	Req. Desc.	Business Requirements and Rules	Notes	System Plan
14.7		Outputs	<ul style="list-style-type: none"> <li>Determination if more information or clarification is needed.</li> <li>Notification for more information or clarification.</li> <li>Documentation determined complete.</li> </ul>		
14.7	F1	Functional Requirement	DRS will be notified that information and documentation has been submitted and is ready for review.		
14.7	F2	Functional Requirement	DRS will be able to review information and documentation.		
14.7	F3	Functional Requirement	Will need to be able to notify requester if more information or clarification is needed.		
14.8		Child process	<b>Complete Presentation.</b> DRS will coordinate with the requester, and the Social Security Administration to organize a presentation for the eligible employees during the 90/150 day notice period. The presentation will inform the employees of the benefits they may accrue to them and their spouses if their services are covered under Medicare.		
14.8		Inputs	<ul style="list-style-type: none"> <li>Requester's contact information and available dates, SSA's contact information and available date, and DRS's contact information and available date.</li> </ul>		
14.8		Outputs	<ul style="list-style-type: none"> <li>Presentation Date, participants' information and location.</li> </ul>	DRS will coordinate with all parties and schedule.	
14.8	B1	Business Rule	DRS will coordinate with the requester, and the Social Security Administration to organize a presentation for the eligible employees during the 90/150 day notice period. The presentation will inform the employees of the benefits they may accrue to them and their spouses if their services are covered under Social Security.		
14.8	D1	Data	Presentation Date	Melanie will enter.	

## Appendix D.2 Detailed Requirements and Workflows

For: Employer Reporting Application (ERA) Project

Process/Workflow Name: 14.0 Divided Referendum Vote



Process #	Req. #	Req. Desc.	Business Requirements and Rules	Notes	System Plan
14.8	B2	Business rule	Once presentation date set, notify all people participating in presentation.	Possibly add it to the requester's calendar on their profile page?	
14.9		Child process	<b>Complete Voting Process.</b>	<p>DRS, the State Social Security Administrator, will certify to the Social Security Administration:</p> <ul style="list-style-type: none"> <li>• The referendum was held by written ballot on the question of whether members of a retirement system wish Medicare-only coverage under the state Section 218 Agreement;</li> <li>• All eligible members of the retirement system hired before April 1, 1986 had the opportunity to vote; All eligible members of the retirement system were given at least 90 days' notice regarding the referendum and opportunity to vote;</li> <li>• The referendum was conducted under the supervision of the duly designated agency; and</li> <li>• The retirement system, for Medicare-only coverage purposes, will be divided into two parts, one composed of positions of members of the system who voted for coverage and the other composed of positions of members of the system who did not vote for coverage</li> </ul>	
14.9		Inputs	<ul style="list-style-type: none"> <li>• Voter List</li> <li>• Information to create Mail in Ballots</li> <li>• Information to create the Certification of Mail in Ballots</li> <li>• Information to create the Certification of Referendum</li> </ul>		

## Appendix D.2 Detailed Requirements and Workflows

For: Employer Reporting Application (ERA) Project

Process/Workflow Name: 14.0 Divided Referendum Vote



Process #	Req. #	Req. Desc.	Business Requirements and Rules	Notes	System Plan
14.9		Outputs	<ul style="list-style-type: none"> <li>Completed Certification of Mail in Ballots</li> <li>Completed Certification of Referendum</li> <li>Voting results</li> <li>Notification of voting results</li> <li>Notification that there is missing information or documentation.</li> <li>Voters List</li> <li>Notification that required documents have been completed.</li> </ul>		
14.9	F1	Functional Requirement	<p>Based on the information submitted the following documents will be created and ready to print:</p> <ul style="list-style-type: none"> <li>Mail in ballots</li> <li>Certification of Mail in Ballots</li> <li>Certification of Referendum</li> </ul>	DRS would not like the requester be able to print ballots.	
14.9	B1	Business Rule	DRS will print mail in ballots and send to employer along with envelopes		
14.9	B2	Business Rule	All elections will be held using mail-in procedures with secret written ballots provided by DRS.		
14.9	B3	Business Rule	Political subdivisions shall distribute ballots to those on the list of eligible employees but no earlier than 90 days after the Notice of Referendum has been distributed		
14.9	B4	Business Rule	DRS shall retain copies of all referendum ballots and shall certify the results of the referendum, but will not provide information regarding individual votes to the political subdivision.		
14.9	B5	Business Rule	After mail ballots are distributed, Employer will fill out Certification of mail in ballots and submit to DRS.		
14.9	D1	Data	Number of total voters		
14.9	D2	Data	Numbers of total voters that participated	DRS will input	

## Appendix D.2 Detailed Requirements and Workflows

For: Employer Reporting Application (ERA) Project

Process/Workflow Name: 14.0 Divided Referendum Vote



Process #	Req. #	Req. Desc.	Business Requirements and Rules	Notes	System Plan
14.9	D3	Data	Number of total voters that voted in favor	DRS will input. Yes – member desires to be covered under Medicare.	
14.9	D4	Data	Number of total voters that voted against	DRS will input. No – member desires not be covered under Medicare or member di not execute and return the referendum ballot.	
14.9	D5	Business Rule	The result of the vote will be shared with the employer and SSA.		
14.9	F2	Functional Requirement	Votes tracked per person.		
14.10		Child process	<b>Verify Completeness of Voting Results.</b>		
14.10		Inputs	<ul style="list-style-type: none"> <li>Information and documentation from Complete Voting Process</li> </ul>		
14.10		Outputs	<ul style="list-style-type: none"> <li>Determination if more information or clarification is needed.</li> <li>Notification more information or clarification is needed.</li> <li>Documentation determined complete</li> <li>Favorable Vote Results</li> <li>Not Favorable Vote Results</li> <li>Certification of Proper Conduct of Referendum</li> </ul>		
14.10	F1	Functional Requirement	DRS will be notified that Notice of Referendum and Certification of Notice has been submitted and ready for review.		
14.10	F2	Functional Requirement	DRS will be able to review information and documentation.		
14.10	F3	Functional Requirement	Will need to be able to notify requester if more information or clarification is needed.		
14.10	F4	Functional Requirement	Will need to notify SSA the Certification of Proper Conduct of Referendum.		

## Appendix D.2 Detailed Requirements and Workflows

For: Employer Reporting Application (ERA) Project

Process/Workflow Name: 14.0 Divided Referendum Vote



Process #	Req. #	Req. Desc.	Business Requirements and Rules	Notes	System Plan
14.10	F5	Functional Requirement	Will need to notify the employer of the voting results.		
14.11		Child Process	<b>Complete Agreement.</b> After the referendum, the Agreement will be prepared and ready for print. The person authorized by the political subdivision shall officially complete and sign the agreement with the State. The original signed document will be mailed to DRS.		
14.11		Inputs	<ul style="list-style-type: none"> <li>Information to complete the Agreement.</li> <li>Notification to requester the Agreement is ready to print</li> </ul>		
14.11		Outputs	<ul style="list-style-type: none"> <li>Completed signed Agreement uploaded to system</li> <li>Notification that Agreement was uploaded and ready for review.</li> <li>Signed Agreement sent to SSA.</li> <li>Notification when SSA sends signed Agreement back and is ready for employer to view.</li> </ul>		
14.11	B1	Business Rule	The official State Social Security Administrator must sign the Agreement.		
14.12		Child Process	<b>Complete Modification.</b> The Modification is the binding agreement and grants the entity the ability to participate in the Social Security Program. The Agreement and Modification to extend the Social Security coverage must be fully executed within two years.		
14.12		Inputs	<ul style="list-style-type: none"> <li>Notification that Agreement has been completed.</li> <li>Information to create the Modification documentation</li> </ul>		

## Appendix D.2 Detailed Requirements and Workflows

For: Employer Reporting Application (ERA) Project

Process/Workflow Name: 14.0 Divided Referendum Vote

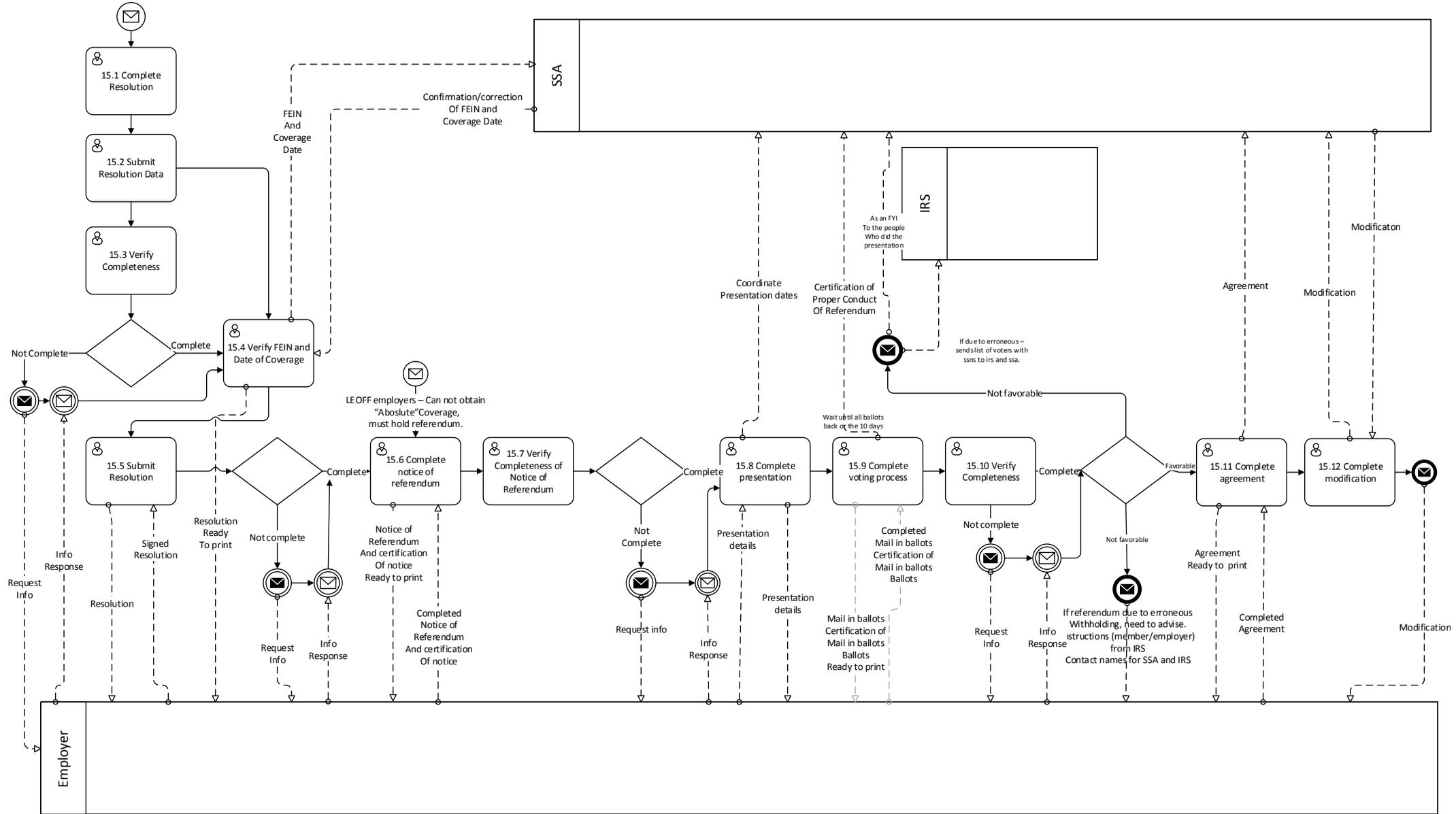


Process #	Req. #	Req. Desc.	Business Requirements and Rules	Notes	System Plan
14.12		Outputs	<ul style="list-style-type: none"> <li>Modification sent to SSA.</li> <li>System updated to reflect Modification and Agreement</li> <li>Employer notified of date that coverage has been accepted by SSA.</li> <li>Fully executed copies of the Agreement and Modification available for employer to print.</li> </ul>		
14.12	B1	Business Rule	Upon receipt of the Agreement from the political subdivision, DRS shall execute a Modification to the Master Social Security Agreement between the State of Washington and the SSA.		
14.12	B2	Business Rule	Accompanying the state's request will be the certification to the federal government of the proper conduct of the referendum (Certification of Referendum).		
14.12	B3	Business Rule	Upon receipt of the fully executed Modification from the SSA, DRS shall notify the political subdivision of the date that coverage has been accepted by the SSA. A fully executed copy of the Agreement and Modification will be returned to the political subdivision.		
14.12	B4	Business Rule	The official State Social Security Administrator must sign modification		
14.12	F1	Functional Requirement	Ability to create cover letter for SSA		
14.12	B5	Business Rule	Send signed agreement and modification to SSA		
14.12	D1	Data	Modification Number	Entered by DRS.	
14.12	B6	Business Rule	Upon receipt of the Agreement from the political subdivision, DRS shall execute a Modification to the Master Social Security Agreement between the State of Washington and the SSA.		

# Appendix D.2 Detailed Requirements and Workflows

For: Employer Reporting Application (ERA) Project

Process/Workflow Name: 15.0 Majority Referendum Vote



## Appendix D.2 Detailed Requirements and Workflows

For: Employer Reporting Application (ERA) Project

**Process/Workflow Name: 15.0 Majority Referendum Vote**



**Process Description:** This is an OASI process referenced in the Enroll Employer process. This is an election process in which members of a retirement system group vote for or against participating in Social Security. If a majority of the eligible members of the retirement system vote in favor of coverage, the state may then submit a modification to its agreement under Section 218 to extend coverage to that group.

**Disclaimer:** Workflows and requirements are subject to change as additional requirements are flushed out through the analysis process.

### User Stories for Majority Referendum Vote processes:

- 1) As an employer, I would like to hold a Majority Referendum Vote, so that we can see if employees want to participate in Social Security.
- 2) As a DRS employee, I would like the ability to verify completeness of information for an employer.
- 3) As a DRS employee, I would like the ability to verify completeness of the Notice of Referendum.
- 4) As a DRS employee, I would like the ability to organize a presentation for all employees affected by the Majority Referendum Vote, so that they are informed of their rights.
- 5) As a DRS employee, I would like the ability to verify completeness of the voting process, so that I can make sure the information is complete and correct.

Process #	Req. #	Req. Desc.	Business Requirements and Rules	Notes	System Plan
15.0		Parent process	<b>Majority Referendum Vote Process.</b> This is an election process in which members of a retirement system group vote for or against participating in Social Security. If a majority of the eligible members of the retirement system vote in favor of coverage, the state may then submit a modification to its agreement under Section 218 to extend coverage to that group.		
15.0		Inputs	<ul style="list-style-type: none"> <li>• All information from the Pre enrollment process</li> <li>• All information we have on file for organization</li> <li>• Successful login.</li> </ul>		

## Appendix D.2 Detailed Requirements and Workflows

For: Employer Reporting Application (ERA) Project

Process/Workflow Name: 15.0 Majority Referendum Vote



Process #	Req. #	Req. Desc.	Business Requirements and Rules	Notes	System Plan
15.0		Outputs	<ul style="list-style-type: none"> <li>Notification of required documents</li> <li>Notification of information or documentation needed</li> <li>Fully executed Modification</li> <li>Fully executed Agreement</li> <li>If also applying for another DRS system, will continue onto Complete Enrollment.</li> </ul>		
15.0	R1	Business Requirement	Process also needs to be available to organizations that don't participate in a DRS system.	The Majority Referendum Vote Process may be used with organizations that don't participate in a DRS system so the organization will not be going through the Pre enrollment process but will need to register, login and have the necessary roles to complete this process.	
15.0	F1	Functional Requirement	The application will allow users to come back in and view data they have already input. (Should be able to save, update, retrieve, and check status.)	Due to the nature of the questions, the requestor is very likely to not have all the information and documentation needed to complete this process.	
15.0	F2	Functional Requirement	The information from the existing OASI Access database will be integrated into the new system.		
15.0	F3	Functional Requirement	The system will create notification of what documents are required.		
15.0	F4	Functional Requirement	The system will generate the required documents with the required information for the requester to print and get signed.	Create required documents for requester to print, obtain signatures and submit back to DRS for example a Resolution, Agreement, Notice, Certification of Notice	
15.0	F5	Business Requirement	Requester will be able to track the status of the process and documentation.	<a href="#">Appendix A - Status Table in Requirements Package 1.0 Employer Portal</a>	
15.0	F6	Business Requirement	All signed documentation will be scanned and electronically available to DRS and to the employer through ERA.		

## Appendix D.2 Detailed Requirements and Workflows

For: Employer Reporting Application (ERA) Project

Process/Workflow Name: 15.0 Majority Referendum Vote



Process #	Req. #	Req. Desc.	Business Requirements and Rules	Notes	System Plan
15.1		Child process	<p><b>Complete Resolution for Majority Referendum Vote.</b> The governing body of the political subdivision initiates the referendum process by adopting a resolution to:</p> <ol style="list-style-type: none"> <li>Request authorization to conduct a Majority Referendum Vote for Social Security coverage of a retirement system group.</li> <li>Authorize the appropriate individual to execute an agreement pursuant to the referendum;</li> <li>Establish the effective date of Social Security coverage within the resolution, and</li> <li>Acknowledge the applicable state and federal laws and regulations regarding employee withholdings, employer contributions and record keeping.</li> </ol>	<p>Required Documents:</p> <ul style="list-style-type: none"> <li>Resolution</li> </ul>	
15.1		Inputs	<ul style="list-style-type: none"> <li>Data from the pre enrollment process (if the requester came through that process.)</li> <li>After a successful registration and login, requester has started process.</li> <li>Data from OASI database.</li> </ul>		
15.1		Outputs	<ul style="list-style-type: none"> <li>Resolution information from authorized user</li> </ul>		
15.1	D1	Data	Legal Name of Organization		
15.1	F1	Functional Requirement	Requester will be able to pick their legal name or DBA name from a prepopulated list to display status or they will be able to type in name and get best match.	OASI database, mainframe and/or other resource	

## Appendix D.2 Detailed Requirements and Workflows

For: Employer Reporting Application (ERA) Project

Process/Workflow Name: 15.0 Majority Referendum Vote



Process #	Req. #	Req. Desc.	Business Requirements and Rules	Notes	System Plan
15.1	F2	Functional Requirement	When the requestor picks their legal organizational name from the list, then information will populate the fields in the pre enrollment process. If their name is not on the list, none of the fields will prepopulate and requestor will have to enter.	OASI database, mainframe and/or other resource	
15.1	F3	Functional Requirement	Requestor will have the ability to edit prepopulated data.		
15.1	D2	Data	DBA – Doing Business As		
15.1	D3	Data	Organization mailing address		
15.1	D4	Data	Organization street address		
15.1	D5	Data	First name	Text: Who do we contact if there are questions?	
15.1	D6	Data	Last name		
15.1	D7	Data	Title		
15.1	D8	Data	Phone number		
15.1	D9	Data	Alt Phone Number		
15.1	D10	Data	Email address		
15.1	D11	Data	Attention Line		
15.1	D12	Data	Retirement system group seeking Section 218 Voluntary Social Security Coverage	Text: Select Retirement system group seeking Section 218 Voluntary Social Security Coverage	
15.1	D13	Data	Estimated number of employees who will be eligible to vote	Text: Enter the Estimated number of employees who will be eligible to vote (this will equal the number of retirement system members).	
15.1	D14	Data	Deployed military personnel	Text: Are any of the eligible voters' deployed military personnel? (Y/N); if yes, please list first name, last name and full social security number.	

## Appendix D.2 Detailed Requirements and Workflows

For: Employer Reporting Application (ERA) Project

Process/Workflow Name: 15.0 Majority Referendum Vote



Process #	Req. #	Req. Desc.	Business Requirements and Rules	Notes	System Plan
15.1	D15	Data	Majority Referendum Vote Date	Text: What date do you recommend for the Referendum? Must be at least 90 days after posting the Notice of Referendum or 150 days if any eligible voters are deployed military personnel:	
15.1	F4	Functional Requirement	When a vote date is entered, a notice of referendum date will populate with date that is 90/150 days previous date (but employer can change to do earlier so that the – must post notice by or before this date.)		
15.1	B1	Business Rule	The referendum must be hold no less than 90 days after the date the Notice of Referendum is distributed to eligible employees; or no less than 150 days if any of the eligible voters are deployed military personnel.		
15.1	D16	Data	Optional exclusions from Section 218 Voluntary Social Security Coverage	Text: Identify any optional exclusions from coverage that you desire: (Most employers list 'none'): f. All classes of elective positions g. All classes of part-time positions h. Positions compensated solely by fees received directly from the public i. Agricultural labor, to the extent permitted by federal law j. By a student as permitted by federal law.	
15.1	D17	Data	Name and title of person who will be authorized to sign the agreement	Text: Name and title of person who will be authorized to sign the agreement: Usually the Director or Manager of the agency.	
15.1	D18	Data	Total number of people on governing board	Text: Number of people on your organization's governing board. Please list first and last name	
15.1	D19	Data	Governing Board Member First Name		

## Appendix D.2 Detailed Requirements and Workflows

For: Employer Reporting Application (ERA) Project

Process/Workflow Name: 15.0 Majority Referendum Vote



Process #	Req. #	Req. Desc.	Business Requirements and Rules	Notes	System Plan
15.1	D20	Data	Governing Board Member Last Name	This is the help identify the names of the authorizing people that need to sign the required documents	
15.1	D21	Data	FEIN (Federal Employer Identification Number)		
15.1	D22	Data	Resolution Number	This numbered is entered by organization after the resolution is signed.	
15.1	D23	Data	Voter's First Name	<p>Text: List the first name, last name and full social security number for each employee.</p> <p>Provide list of eligible employees - the political subdivision shall prepare and submit to DRS, a listing in electronic format with the names and identification numbers of employees eligible to vote in the referendum (e.g., email an Excel file to DRS).</p> <p>This list must be separated by retirement system and should be modified as necessary during the period between the Notice of Referendum posting and the referendum date for retirements and other separations from service.</p> <p>The political subdivision shall use the list to distribute ballots to eligible employees. DRS will use the list to monitor ballots cast. Eligible employees:</p> <ul style="list-style-type: none"> <li>• are members of the retirement system on the date of the referendum, and</li> <li>• were employed on the date the Notice of Referendum was posted.</li> </ul>	
15.1	D24	Data	Voter's Last Name		
15.1	D25	Data	Voter's Social Security Number		

## Appendix D.2 Detailed Requirements and Workflows

For: Employer Reporting Application (ERA) Project

Process/Workflow Name: 15.0 Majority Referendum Vote



Process #	Req. #	Req. Desc.	Business Requirements and Rules	Notes	System Plan
15.1	F5	Functional Requirement	For DRS employers, create list for employer and have them verify the list instead of having them submit. Date that voter list was submitted will equal date they verified voter list.		
15.1	F6	Functional Requirement	Requester will have the option to enter or upload a file that includes their voter list.	Keep option to email excel file.	
15.1	B2	Business rule	Any employee hired after the date of notice is not allowed to participate in the vote		
15.1	D26	Data	Date list of eligible voters was provided to DRS	This will populate when they submit the voter list.	
15.1	D27	Data	Actual date of Notice of Referendum	DRS will enter to confirm from the paperwork. Use as a check and balance.	
15.1	D27	Data	Creation date of organization (will be pulled off this documentation; employer doesn't need to enter)	Text: Please send the documentation that authorized the creation of the organization? (i.e., resolution supported by statute, city or county ordinance, election results, inter-local agreement, etc.) Required Documents: <ul style="list-style-type: none"> <li>• Article of Incorporation or</li> <li>• Document of authorization for creation organization</li> </ul>	
15.1	D29	Data	Other pension plans organization participates in	Text: Does the organization plan to participate in other pension plans? (y/n). If yes, describe the other pension plans i.e. 401(a), 403(b), etc.	

## Appendix D.2 Detailed Requirements and Workflows

For: Employer Reporting Application (ERA) Project

Process/Workflow Name: 15.0 Majority Referendum Vote



Process #	Req. #	Req. Desc.	Business Requirements and Rules	Notes	System Plan
15.1	D30	Data	Organization's Section 218 Voluntary Social Security Coverage for each system	Text: Organization's Section 218 Voluntary Social Security Coverage for each system.  This field will list out, for each system, the types of coverage they have. If they have none, do not display. If the system is LEOFF then may need to split apart into firefighters and law enforcement officers because each can have different coverage.	
15.1	D31	Data	Authorizing person name		
15.1	D32	Data	Authorizing person title		
15.1	D33	Data	Approval date		
15.1	F7	Functional Requirement	Before they can print out resolution; we will need to verify that the SSA and then notify employer resolution is ready to be print and be signed.		
15.2		Child process	<b>Submit Resolution Data.</b>		
15.2		Input	<ul style="list-style-type: none"> <li>Information and documentation from Complete Resolution for Majority Referendum Vote.</li> </ul>		
15.2		Output	<ul style="list-style-type: none"> <li>Confirmation data was submitted</li> <li>Notification that information and documentation has been submitted.</li> <li>FEIN and Date of coverage submitted to SSA for verification</li> <li>Notification that describes next steps</li> </ul>		
15.3		Child process	<b>Verify Completeness.</b>		
15.3		Inputs	<ul style="list-style-type: none"> <li>Information and documentation from Complete Resolution for Majority Referendum Vote.</li> </ul>		
15.3		Outputs	<ul style="list-style-type: none"> <li>Determination if more information or clarification is needed.</li> <li>Notification for more information or clarification</li> </ul>		

## Appendix D.2 Detailed Requirements and Workflows

For: Employer Reporting Application (ERA) Project

Process/Workflow Name: 15.0 Majority Referendum Vote



Process #	Req. #	Req. Desc.	Business Requirements and Rules	Notes	System Plan
15.3	F1	Functional Requirement	DRS will be notified that information and documentation has been submitted and is ready for review.		
15.3	F2	Functional Requirement	DRS will be able to review information and documentation.		
15.3	F3	Functional Requirement	Will need to be able to notify requester if more information or clarification is needed.		
15.4		Child process	<b>Verify FEIN and Date of Coverage.</b>		
15.4		Inputs	<ul style="list-style-type: none"> <li>Notification that Resolution data was submitted</li> <li>FEIN and Date of Coverage sent to SSA to verify they are correct.</li> </ul>		
15.4		Outputs	<ul style="list-style-type: none"> <li>Notification from SSA that they have verified FEIN and Date of coverage</li> <li>Notification that the Resolution is ready to print.</li> </ul>		
15.4	B1	Business Rule	FEIN and Date of Coverage is required to be checked by SSA before the information is entered on the Resolution and signed by employer.		
15.4	F1	Functional Requirement	FEIN and Date of coverage submitted by the authorized user will be sent to the SSA contact to verify.		
15.5		Child process	<b>Submit Resolution.</b>		
15.5		Inputs	Notification from DRS that the Resolution is ready to print		
15.5		Outputs	Notification that a properly certified copy of the resolution has been submitted		
15.5	B1	Business Rule	The political subdivision will submit a properly certified copy of the resolution adopted by the governing body of the political subdivision. The person executing the resolution and the agreement with the state must have the authority to do so.		

## Appendix D.2 Detailed Requirements and Workflows

For: Employer Reporting Application (ERA) Project

Process/Workflow Name: 15.0 Majority Referendum Vote



Process #	Req. #	Req. Desc.	Business Requirements and Rules	Notes	System Plan
15.6		Child process	<b>Complete Notice of Majority Referendum Vote and Certification of Notice.</b>	<p>Notice of Referendum</p> <p>If any doubt arises as to an employee's eligibility to participate in the referendum, a notice should be provided, and his or her status can be resolved later. The political subdivision can require employees to initial a list indicating that they received the Notice of Referendum at least 90 days prior to the referendum date.</p> <p>Required Documents</p> <ul style="list-style-type: none"> <li>• Notice of Referendum</li> <li>• Certification of Notice of Referendum</li> </ul>	
15.6		Inputs	<ul style="list-style-type: none"> <li>• Completed Resolution for Majority Referendum Vote.</li> <li>• Generated required documents: <ul style="list-style-type: none"> <li>○ Notice of Majority Referendum Vote</li> <li>○ Certification of Notice</li> </ul> </li> </ul>		
15.6		Outputs	<ul style="list-style-type: none"> <li>• Completed and signed Notice of Majority Referendum Vote and Certification of Notice forms are uploaded.</li> <li>• Notification that Completed and signed Notice of Majority Referendum Vote and Certification of Notice forms were uploaded and are ready for review.</li> </ul>		
15.6	B1	Business Rule	Employer will distribute the Notice of Referendum to all employees who are eligible to vote in the referendum.		

## Appendix D.2 Detailed Requirements and Workflows

For: Employer Reporting Application (ERA) Project

Process/Workflow Name: 15.0 Majority Referendum Vote



Process #	Req. #	Req. Desc.	Business Requirements and Rules	Notes	System Plan
15.6	B2	Business Rule	The Notice of Referendum, along with the Certification of Notice referendum will be available electronically. The political subdivision will put the notice on letterhead or in another official format of the political subdivision.		
15.6	B3	Business Rule	Distribute notice to employees - the political subdivision will distribute the Notice of Referendum to all employees who are eligible to vote in the referendum.		
15.6	B4	Business Rule	The notice may be given by personal delivery, e-mail or first class mail and must be posted on all appropriate bulletin boards maintained by the political subdivision to give notice to all eligible employees.		
15.6	B5	Business Rule	Notice must be given to eligible employees on leave of absence. Contact DRS about special provisions that apply to those on active military duty.		
15.6	B6	Business Rule	Certify distribution of notice and submit to DRS - the political subdivision will certify to DRS that the Notice of Referendum was properly distributed by submitting a signed, original copy of the Certification of Notice form		
15.6	D1	Data	Date Notice was distributed to each employee.		
15.6	D2	Data	Date of Submission of Certification of Notice Distribution		
15.7		Child process	<b>Verify Completeness of Notice of Referendum.</b>		
15.7		Inputs	<ul style="list-style-type: none"> <li>Completed and signed Notice of Majority Referendum Vote and Certification of Notice forms are uploaded.</li> <li>Notification that Completed and signed Notice of Majority Referendum Vote and Certification of Notice forms were uploaded and are ready for review.</li> </ul>		

## Appendix D.2 Detailed Requirements and Workflows

For: Employer Reporting Application (ERA) Project

Process/Workflow Name: 15.0 Majority Referendum Vote



Process #	Req. #	Req. Desc.	Business Requirements and Rules	Notes	System Plan
15.7		Outputs	<ul style="list-style-type: none"> <li>Determination if more information or clarification is needed.</li> <li>Notification more information or clarification is needed.</li> <li>Documentation determined complete.</li> </ul>		
15.7	F1	Functional Requirement	DRS will be notified that information and documentation has been submitted and is ready for review.		
15.7	F2	Functional Requirement	DRS will be able to review information and documentation.		
15.7	F3	Functional Requirement	Will need to be able to notify requester if more information or clarification is needed.		
15.8		Child process	<b>Complete Presentation.</b>		
15.8		Inputs	Requester's contact information and available dates, SSA's contact information and available date, and DRS's contact information and available date.		
15.8		Outputs	Presentation Date, participants' information and location.		
15.8	B1	Business Rule	DRS will coordinate with the requester, and the Social Security Administration to organize a presentation for the eligible employees during the 90/150 day notice period. The presentation will inform the employees of the benefits they may accrue to them and their spouses if their services are covered under Social Security.		
15.8	D1	Data	Presentation Date	Melanie will enter.	
15.8	F1	Functional Requirement	Once presentation date set, notify SSA and employer this is the date of presentation.	Possibly add it to the requester's calendar on their profile page?	

## Appendix D.2 Detailed Requirements and Workflows

For: Employer Reporting Application (ERA) Project

Process/Workflow Name: 15.0 Majority Referendum Vote



Process #	Req. #	Req. Desc.	Business Requirements and Rules	Notes	System Plan
15.9		Child process	<b>Complete Voting Process.</b>	Required Documents: <ul style="list-style-type: none"> <li>• Mail in Ballots</li> <li>• Certification of Mail in Ballots</li> <li>• Certification of Referendum</li> </ul>	
15.9		Inputs	<ul style="list-style-type: none"> <li>• Voter List</li> <li>• Information to create Mail in Ballots</li> <li>• Information to create the Certification of Mail in Ballots</li> </ul> Information to create the Certification of Referendum		
15.9		Outputs	<ul style="list-style-type: none"> <li>• Mail in Ballots ready to print</li> <li>• Certification of Mail in Ballots ready to print</li> <li>• Certification of Referendum ready to print</li> <li>• Completed Certification of Mail in Ballots</li> <li>• Completed Certification of Referendum</li> <li>• Voting results</li> <li>• Notification of voting results</li> <li>• Notification that there is missing information or documentation.</li> </ul> Notification that required documents have been completed.		
15.9	F1	Functional Requirement	Based on the information submitted the following documents will be created and ready to print: <ul style="list-style-type: none"> <li>• Mail in ballots</li> <li>• Certification of Mail in Ballots</li> </ul> Certification of Referendum	DRS would not like the requester be able to print ballots.	

## Appendix D.2 Detailed Requirements and Workflows

For: Employer Reporting Application (ERA) Project

Process/Workflow Name: 15.0 Majority Referendum Vote



Process #	Req. #	Req. Desc.	Business Requirements and Rules	Notes	System Plan
15.9	F2	Functional Requirement	DRS will print mail in ballots and send to employer along with envelopes.		
15.9	B1	Business Rule	All elections will be held using mail-in procedures with secret written ballots provided by DRS.		
15.9	B2	Business Rule	Political subdivisions shall distribute ballots to those on the list of eligible employees but no earlier than 90 days after the Notice of Referendum has been distributed		
15.9	B3	Business Rule	DRS shall retain copies of all referendum ballots and shall certify the results of the referendum, but will not provide information regarding individual votes to the political subdivision.		
15.9	B4	Business Rule	After mail ballots are distributed, Employer will fill out Certification of mail in ballots and submit to DRS.		
15.9	D1	Data	Total number of eligible voters (this should be the total from the voter list)		
15.9	D2	Data	Number of total disqualified votes	These are the votes that did not get filled out correctly	
15.9	D3	Data	Numbers of total voters that participated	DRS will input	
15.9	D4	Data	Number of total voters that voted in favor	DRS will input	
15.9	D5	Data	Number of total voters that voted against	DRS will input	
15.9	F3	Functional Requirement	<p>The result of the vote will be shared with the employer and SSA. If the result is unfavorable, and the referendum was due to erroneous withholding:</p> <ul style="list-style-type: none"> <li>Send list of voters with SSNs to IRS and SSA</li> <li>Send Notification to employer to advise they will need to follow instructions from and IRS and give contact names for SSA and IRS.</li> </ul>		

## Appendix D.2 Detailed Requirements and Workflows

For: Employer Reporting Application (ERA) Project

Process/Workflow Name: 15.0 Majority Referendum Vote



Process #	Req. #	Req. Desc.	Business Requirements and Rules	Notes	System Plan
15.10		Child process	<b>Verify Completeness of Voting Results.</b>		
15.10		Inputs	Information and documentation from Complete Voting Process		
15.10		Outputs	<ul style="list-style-type: none"> <li>• Determination if more information or clarification is needed.</li> <li>• Notification more information or clarification is needed.</li> <li>• Documentation determined complete.</li> <li>• Favorable Vote Results</li> <li>• Not Favorable Vote Results</li> <li>• Certification of Proper Conduct of Referendum</li> </ul>		
15.10	F1	Functional Requirement	DRS will be notified that information and documentation has been submitted and is ready for review.		
15.10	F2	Functional Requirement	DRS will be able to review information and documentation.		
15.10	F3	Functional Requirement	Will need to be able to notify requester if more information or clarification is needed.		
15.10	F4	Functional Requirement	Will need to notify the IRS, SSA, and the employer of the voting results.		
15.11		Child Process	<b>Complete Agreement.</b> After a favorable referendum, the Agreement will be prepared and ready for print. The governing body shall officially complete and sign the agreement with the State. The original signed document will be mailed to DRS.	Required Documents: <ul style="list-style-type: none"> <li>• Agreement</li> </ul>	
15.11		Inputs	<ul style="list-style-type: none"> <li>• Information to complete the Agreement.</li> <li>• Notification to requester the Agreement is ready to print</li> </ul>		

## Appendix D.2 Detailed Requirements and Workflows

For: Employer Reporting Application (ERA) Project

Process/Workflow Name: 15.0 Majority Referendum Vote



Process #	Req. #	Req. Desc.	Business Requirements and Rules	Notes	System Plan
15.11		Outputs	<ul style="list-style-type: none"> <li>Completed signed Agreement uploaded to system</li> <li>Notification that Agreement was uploaded and ready for review.</li> <li>Signed Agreement sent to SSA</li> <li>Notification when SSA sends signed Agreement back and is ready for employer to view.</li> </ul>		
15.11	R1	Business Requirement	The official State Social Security Administrator must sign.		
15.12		Child Process	<b>Complete Modification.</b> The Modification is the binding agreement and grants the entity the ability to participate in the Social Security Program. The Agreement and Modification to extend the Social Security coverage must be fully executed within two years.	Required Documents: <ul style="list-style-type: none"> <li>Modification</li> </ul>	
15.12		Inputs	<ul style="list-style-type: none"> <li>Notification that Agreement has been completed.</li> <li>Information to create the Modification documentation</li> </ul>		
15.12		Outputs	<ul style="list-style-type: none"> <li>System updated to reflect Modification and Agreement</li> <li>Employer notified of date that coverage has been accepted by SSA.</li> <li>Fully executed copies of the Agreement and Modification available for employer to print.</li> <li>Modification sent to SSA.</li> </ul>		
15.12	B1	Business Rule	Upon receipt of the Agreement from the political subdivision, DRS shall execute a Modification to the Master Social Security Agreement between the State of Washington and the SSA.		

## Appendix D.2 Detailed Requirements and Workflows

For: Employer Reporting Application (ERA) Project

Process/Workflow Name: 15.0 Majority Referendum Vote

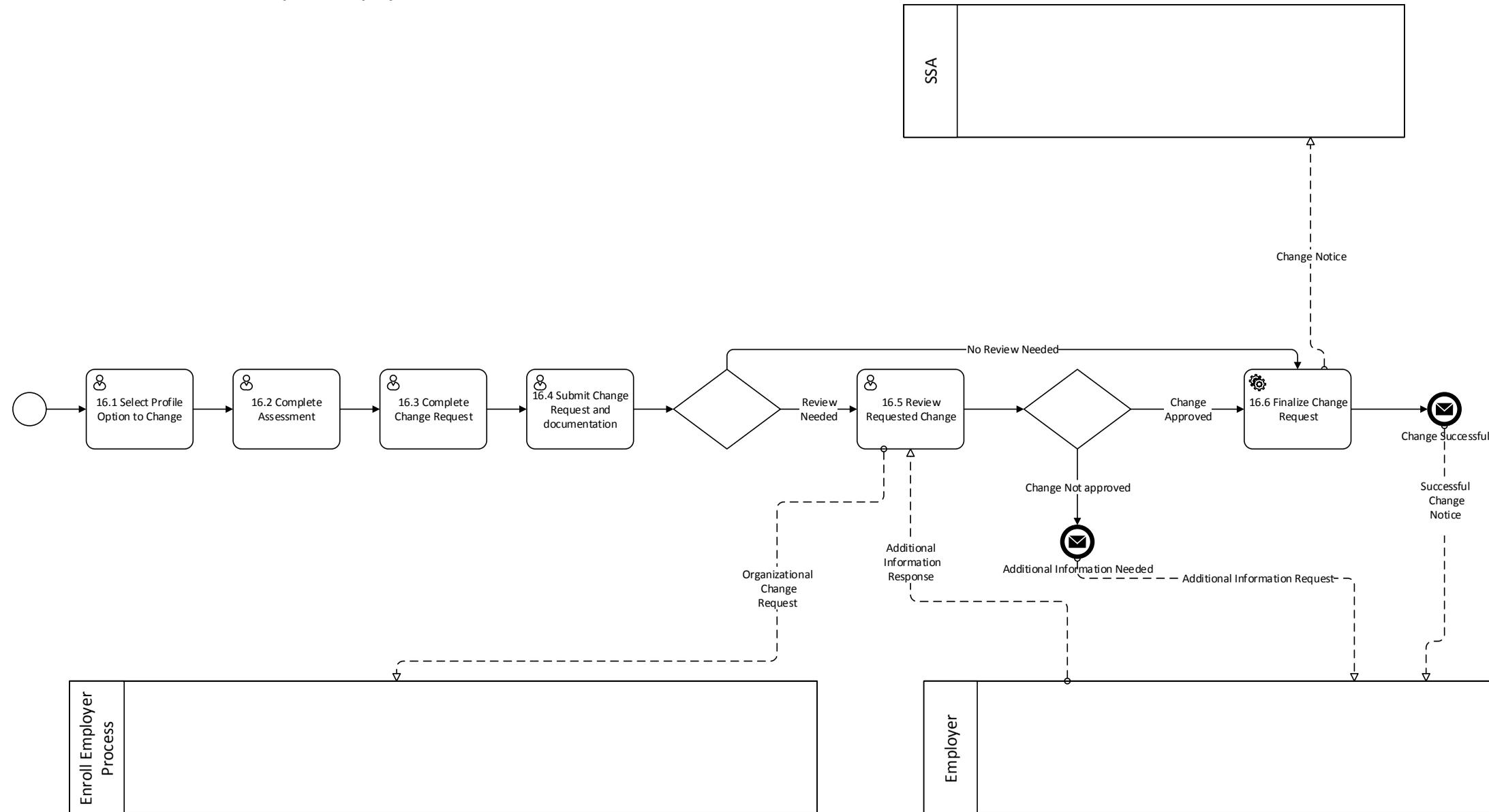


Process #	Req. #	Req. Desc.	Business Requirements and Rules	Notes	System Plan
15.12	B2	Business Rule	Accompanying the state's request will be the certification to the federal government of the proper conduct of the referendum (Certification of Referendum).		
15.12	B3	Business Rule	Upon receipt of the fully executed Modification from the SSA, DRS shall notify the political subdivision of the date that coverage has been accepted by the SSA. A fully executed copy of the Agreement and Modification will be returned to the political subdivision.		
15.12	R1	Business Requirement	The official State Social Security Administrator must sign.	Create cover letter automatically	
15.12	F1	Functional Requirement	Ability to create cover letter for SSA		
15.12	B4	Business Rule	Send signed agreement and modification to SSA		
15.12	D1	Data	Modification Number	Entered by DRS.	

# Appendix D.2 Detailed Requirements and Workflows

For: Employer Reporting Application (ERA) Project

Process/Workflow Name: 16.0 Update Employer



## Appendix D.2 Detailed Requirements and Workflows

For: Employer Reporting Application (ERA) Project

**Process/Workflow Name: 16.0 Update Employer**



**Process Description:** This process provides the function for an authorized user to submit employer profile changes to DRS (employer name, employer address, tax status, Service Organization, ESD, payroll information, etc.)

**Disclaimer:** Workflows and requirements are subject to change as additional requirements are flushed out through the analysis process.

### User Stories for Update Employer processes:

- 1) As an authorized user, I would like the ability to change an employer name, so that I can keep employer names current with DRS.
- 2) As an authorized user, I would like the ability to change an employer organization address, so that I can keep employer addresses current with DRS.
- 3) As an authorized user, I would like the ability to change an employer tax status depending on the report group, so that I can keep employer tax statuses current with DRS.
- 4) As an authorized user, I would like the ability to change an employer Service Org, so that I can keep employer Service Org information current with DRS.
- 5) As an authorized user, I would like the ability to change an employer ESD, so that I can keep ESD information current with DRS.
- 6) As an authorized user, I would like the ability to change employer payroll information, so that I can keep payroll information current with DRS.
- 7) As an authorized user, I would like the ability to change employer reporting information, so that I can keep reporting information current with DRS.
- 8) As an authorized user, I would like the ability to change employer software vendor information, so that I can keep the software vendor information current with DRS.
- 9) As an authorized user, I would like the ability to activate/reactivate my DCP report group, so that DCP participant contributions can be reported to DRS.
- 10) As an authorized user, I would like to inactive my retirement report group if there are no longer employees to report, so that reporting status up-to-date with DRS.
- 11) As an authorized user, I would like to reactivate an inactive retirement report group, so that reporting status up-to-date with DRS.
- 12) As an authorized user, I would like to be able to report organizational changes (Absorb, Consolidate, Split, and Dissolve), so that DRS is aware of the status of an organization.
- 13) As an authorized user, I would like to be able to change edit message thresholds, so that I can keep edit message threshold information current with DRS.
- 14) As an authorized user, I would like to be able to change my data map, so that I can keep reporting information current with DRS.
- 15) As a DRS team member, I would like to be able to manage changes that an employer makes, so that I can ensure that all of the necessary documents are received and coordinated with other institutions.

## Appendix D.2 Detailed Requirements and Workflows

For: Employer Reporting Application (ERA) Project

Process/Workflow Name: 16.0 Update Employer



Process #	Req. #	Req. Desc.	Business Requirements and Rules	Notes	System Plan
16.0		Parent Process	<b>Update Employer.</b> This process provides the ability for an authorized user to submit profile changes to DRS.		
16.0		Input	<ul style="list-style-type: none"> <li>An authorized user has selected a profile option to change for an employer.</li> </ul>		
16.0		Output	<ul style="list-style-type: none"> <li>Change successful notification.</li> <li>Additional information needed notification.</li> <li>Organizational change request directing user to the Enroll Employer Process.</li> <li>Change notification to Social Security Administration.</li> </ul>		
16.0	F1	Functional Requirement	A history of employer profile changes will be stored.		
16.0	F2	Functional Requirement	Authorized users will be able to access the stored history of employer profile changes.		
16.0	F3	Functional Requirement	Only authorized users, shall have the ability to change an employer's profile.		
16.0	F4	Functional Requirement	A user will be able to upload documentation needed to complete certain profile change requests.		
16.0	R1	Business Requirement	A user will be able to track the progress of their change requests.	<a href="#">See Appendix A - Status Table</a>	
16.0	R2	Business Requirement	A user will be able to track the status of their uploaded documentation.	<a href="#">See Appendix A - Status Table</a>	
16.0	R3	Business Requirement	If there are no participants that are active (i.e. all employees have separation dates or if participants have a zero withholding), the DCP RPTGRP shall be inactivated automatically after the payroll cycle date plus one more payroll cycle and not require the employer or DRS to take an action to inactivate it.	This separation date happens when the employer enters a retirement separation only and not a DCP sep date - Current process from EIS transmittal run.	DCP

## Appendix D.2 Detailed Requirements and Workflows

For: Employer Reporting Application (ERA) Project

Process/Workflow Name: 16.0 Update Employer



Process #	Req. #	Req. Desc.	Business Requirements and Rules	Notes	System Plan
16.0	F5	Functional Requirement	DRS team members must have the ability to override an employer's Inactive DCP RPTGRP so the employer can report contributions for an employee.		DCP
16.0	B1	Business Rule	If a DRS team member overrode an Inactive DCP RPTGRP, they will not be required to answer the Complete Change Request questions for Activate/Reactivate DCP.		DCP
16.0	M1	Messaging	Notification to employer that DCP RPTGRP has been inactivated because there are no active participants (i.e. all employees have separation dates or if participants have a zero withholding).		DCP
16.1		Child Process	<p><b>Select Profile Option to Change.</b> This task provides the ability for an authorized user to select a profile change. Profile changes include:</p> <ul style="list-style-type: none"> <li>• Employer Organization Name</li> <li>• Employer Organization Address</li> <li>• Tax Status</li> <li>• Service Organization</li> <li>• Educational Service District</li> <li>• Payroll Information (Payroll calendar)</li> <li>• Reporting Information (Number of reports per month)</li> <li>• Software Vendor</li> <li>• Activate/Reactivate DCP</li> <li>• Inactivate Retirement System</li> <li>• Reactivate Retirement System</li> <li>• Organizational Change (Absorb, Consolidate, Split, and Dissolve)</li> <li>• Edit Message Threshold</li> </ul>	<p><a href="#">See Appendix B – Profile Change Options "Decision Trees for each change."</a></p> <p>Note: Edit Message Threshold and Data Map requirements have been put on hold.</p>	

## Appendix D.2 Detailed Requirements and Workflows

For: Employer Reporting Application (ERA) Project

Process/Workflow Name: 16.0 Update Employer



Process #	Req. #	Req. Desc.	Business Requirements and Rules	Notes	System Plan
			<ul style="list-style-type: none"> <li>Data Map</li> </ul>		
16.1		Input	<ul style="list-style-type: none"> <li>An authorized user has logged into the application.</li> </ul>		
16.1		Output	<ul style="list-style-type: none"> <li>An authorized user has selected a profile option to change for an employer.</li> </ul>		
16.1	R1	Business Requirement	Authorized users will have the ability change their Employer Organization Name.	<b>Profile Change Affected:</b> <ul style="list-style-type: none"> <li>Employer Organization Name</li> </ul>	
16.1	R2	Business Requirement	Authorized users will have the ability to change their Employer Organization Address.	<b>Profile Change Affected:</b> <ul style="list-style-type: none"> <li>Employer Organization Address</li> </ul>	
16.1	R3	Business Requirement	Authorized users will have the ability to change a Tax Status for each retirement system.	<b>Profile Change Affected:</b> <ul style="list-style-type: none"> <li>Tax Status</li> </ul>	All except DCP
16.1	B1	Business Rule	Tax status changes shall only apply to retirement system plans (i.e. PERS, SERS, TRS, etc.)	<b>Profile Change Affected:</b> <ul style="list-style-type: none"> <li>Tax Status</li> </ul>	All except DCP
16.1	B2	Business Rule	Tax status changes do not apply to DCP as this is a tax deferred plan.	<b>Profile Change Affected:</b> <ul style="list-style-type: none"> <li>Tax Status</li> </ul>	DCP
16.1	B3	Business Rule	Tax status changes do not apply to the following employer types: Judicial, State, School Districts, Educational Service Districts, and Community College Districts, as these are mandated as tax deferred.	<b>Profile Change Affected:</b> <ul style="list-style-type: none"> <li>Tax Status</li> </ul> Per <a href="#">RCW 41.04.445</a>	All except DCP
16.1	R4	Business Requirement	Authorized users shall have the ability to change their Service Organization.	<b>Profile Change Affected:</b> <ul style="list-style-type: none"> <li>Service Organization</li> </ul>	
16.1	B4	Business Rule	Service Organization does not apply to School Districts (K-12).	<b>Profile Change Affected:</b> <ul style="list-style-type: none"> <li>Service Organization</li> </ul>	
16.1	R5	Business Requirement	Authorized users shall have the ability to change their Educational Service District.	<b>Profile Change Affected:</b> <ul style="list-style-type: none"> <li>Educational Service District</li> </ul>	
16.1	B6	Business Rule	Educational Service District shall only apply to School Districts (K-12).	<b>Profile Change Affected:</b>	

## Appendix D.2 Detailed Requirements and Workflows

For: Employer Reporting Application (ERA) Project

Process/Workflow Name: 16.0 Update Employer



Process #	Req. #	Req. Desc.	Business Requirements and Rules	Notes	System Plan
				<ul style="list-style-type: none"> <li>Educational Service District</li> </ul>	
16.1	R6	Business Requirement	Authorized users shall have the ability to change their Payroll Information for each retirement system.	<b>Profile Change Affected:</b> <ul style="list-style-type: none"> <li>Payroll Information</li> </ul>	All
16.1	R7	Business Requirement	Authorized users shall have the ability to change their Payroll Information for DCP.	<b>Profile Change Affected:</b> <ul style="list-style-type: none"> <li>Payroll Information</li> </ul>	DCP
16.1	B7	Business Rule	Payroll Information for DCP changes will not be effective until the current report is "Reconciled."	<b>Profile Change Affected:</b> <ul style="list-style-type: none"> <li>Payroll Information</li> </ul>	DCP
16.1	R8	Business Requirement	Authorized users shall have the ability to change Reporting Information for each retirement system.	<b>Profile Change Affected:</b> <ul style="list-style-type: none"> <li>Reporting Information</li> </ul>	All Except DCP
16.1	B8	Business Rule	Reporting Information changes shall only apply to retirement system plans (i.e. PERS, SERS, TRS, etc.)	<b>Profile Change Affected:</b> <ul style="list-style-type: none"> <li>Reporting Information</li> </ul>	All Except DCP
16.1	B9	Business Rule	Reporting Information does not apply to DCP as they follow the Payroll Calendar.	<b>Profile Change Affected:</b> <ul style="list-style-type: none"> <li>Reporting Information</li> </ul>	DCP
16.1	R9	Business Requirement	Authorized users shall have the ability to change their Software Vendor.	<b>Profile Change Affected:</b> <ul style="list-style-type: none"> <li>Software Vendor</li> </ul>	
16.1	R10	Business Requirement	Authorized users shall have the ability to Activate/Reactivate DCP if it is in an inactive status.	<b>Profile Change Affected:</b> <ul style="list-style-type: none"> <li>Activate/Reactivate DCP</li> </ul>	DCP
16.1	B10	Business Rule	Activate/Reactivate DCP will be triggered by a participant submitting a Participation Agreement or a Change Request when the DCP is in an inactive status.	<b>Profile Change Affected:</b> <ul style="list-style-type: none"> <li>Activate/Reactivate DCP</li> </ul> <p>Note: Change requests can be received by DRS or submitted through the Record Keeper Feed.</p>	DCP
16.1	R11	Business Requirement	Authorized users shall have the ability to Inactivate a Retirement System when they have no current employees to report.	<b>Profile Change Affected:</b> <ul style="list-style-type: none"> <li>Inactivate Retirement System</li> </ul>	All Except DCP
16.1	B11	Business Rule	The Inactivate a Retirement System will be triggered by:	<b>Profile Change Affected:</b>	All Except DCP

## Appendix D.2 Detailed Requirements and Workflows

For: Employer Reporting Application (ERA) Project

Process/Workflow Name: 16.0 Update Employer



Process #	Req. #	Req. Desc.	Business Requirements and Rules	Notes	System Plan
			<ul style="list-style-type: none"> <li>The employer selecting to Inactivate a Retirement System, or</li> <li>The employer failed to submit a report for the retirement system.</li> </ul>	<ul style="list-style-type: none"> <li>Inactivate Retirement System</li> </ul>	
16.1	B12	Business Rule	Inactivate a Retirement System does not apply to DCP.	<b>Profile Change Affected:</b> <ul style="list-style-type: none"> <li>Inactivate Retirement System</li> </ul>	DCP
16.1	R12	Business Requirement	Authorized users shall have the ability to Reactivate a Retirement System when they have current employees to report.	<b>Profile Change Affected:</b> <ul style="list-style-type: none"> <li>Reactivate Retirement System</li> </ul>	All Except DCP
16.1	B13	Business Rule	Reactivate a Retirement System will be triggered by: <ul style="list-style-type: none"> <li>The employer selecting Reactivate a Retirement System, or</li> <li>The employer submitting a report for a period after the date of inactivation.</li> </ul>	<b>Profile Change Affected:</b> <ul style="list-style-type: none"> <li>Reactivate Retirement System</li> </ul>	All Except DCP
16.1	B14	Business Rule	Reactivate a Retirement System does not apply to DCP.	<b>Profile Change Affected:</b> <ul style="list-style-type: none"> <li>Reactivate Retirement System</li> </ul>	DCP
16.1	R13	Business Requirement	Authorized users shall have the ability to indicate that an Organizational Change is Occurring (Absorb, Consolidate, Split, and Dissolve).	<b>Profile Change Affected:</b> <ul style="list-style-type: none"> <li>Organizational Change</li> </ul>	
16.1	B15	Business Rule	Organizational change will be triggered by: <ul style="list-style-type: none"> <li>The employer selecting the Organizational Change, or</li> <li>The employer indicating an Organizational Change when requesting to change their: <ul style="list-style-type: none"> <li>Employer Organization Name</li> <li>Inactivating a Retirement System</li> <li>Reactivating a Retirement System</li> </ul> </li> </ul>	<b>Profile Change Affected:</b> <ul style="list-style-type: none"> <li>Organizational Change</li> </ul>	
16.1	R14	Business Requirement	Authorized users shall have the ability to change their Edit Message Thresholds.	<b>Should include:</b> <ul style="list-style-type: none"> <li>Retirement</li> <li>DCP</li> <li>HERP</li> </ul>	

## Appendix D.2 Detailed Requirements and Workflows

For: Employer Reporting Application (ERA) Project

Process/Workflow Name: 16.0 Update Employer



Process #	Req. #	Req. Desc.	Business Requirements and Rules	Notes	System Plan
				<p><b>Note:</b> Place holder. Details will be flushed out with the Earning Activity Workflow. Will need to update the following sections as more details are driven out:</p> <ul style="list-style-type: none"> <li>• Complete Assessment</li> <li>• Complete Change Request</li> <li>• Submit Change Request and Documentation</li> <li>• Finalize Change Request including any messaging</li> </ul>	
16.1	R15	Business Requirement	Authorized users shall have the ability to change their data map.	<p><b>Should include:</b></p> <ul style="list-style-type: none"> <li>• Retirement</li> <li>• DCP</li> <li>• HERP</li> </ul> <p><b>Note:</b> Place holder. More details will be added once we understand what the Data Map all entails.</p> <p>Will need to update the following sections as more details are driven out:</p> <ul style="list-style-type: none"> <li>• Complete Assessment</li> <li>• Complete Change Request</li> <li>• Submit Change Request and Documentation</li> </ul>	

## Appendix D.2 Detailed Requirements and Workflows

For: Employer Reporting Application (ERA) Project

Process/Workflow Name: 16.0 Update Employer



Process #	Req. #	Req. Desc.	Business Requirements and Rules	Notes	System Plan
				<ul style="list-style-type: none"> <li>Finalize Change Request including any messaging</li> </ul>	
16.2		Child Process	<b>Complete Assessment.</b> This task facilitates the ability for the user to complete a series of questions depending on the change they selected.		
16.2		Input	<ul style="list-style-type: none"> <li>An authorized user has selected a profile option to change for an employer.</li> </ul>		
16.2		Output	<ul style="list-style-type: none"> <li>Assessment complete if required for profile option change requested.</li> </ul>		
16.2	R1	Business Requirement	Complete Assessment will display a series of questions depending on the change the user selected.		
16.2	B1	Business Rule	<p>Complete Assessment does not apply to the following types of changes, if the authorized user selected one of these types of changes from their profile they shall be sent to the Complete Change Request task:</p> <ul style="list-style-type: none"> <li>Employer Organization Address</li> <li>Tax Status</li> <li>Service Organization</li> <li>Educational Service District</li> <li>Payroll Information</li> <li>Reporting Information</li> <li>Software Vendor</li> <li>Activate/Reactivate DCP</li> </ul>		
16.2	D1	Data	<p>Are there organizational changes occurring?</p> <ul style="list-style-type: none"> <li>If yes, display the following selections. Upon making a selection the user should go <u>Complete Change Request task for Organizational Change</u>: <ul style="list-style-type: none"> <li>Organization is dissolving and ceasing to exist.</li> </ul> </li> </ul>	<p><b>Profile Change Affected:</b></p> <ul style="list-style-type: none"> <li>Employer Organization Name</li> <li>Inactivate Retirement System</li> <li>Reactivate Retirement System</li> </ul>	

## Appendix D.2 Detailed Requirements and Workflows

For: Employer Reporting Application (ERA) Project

Process/Workflow Name: 16.0 Update Employer



Process #	Req. #	Req. Desc.	Business Requirements and Rules	Notes	System Plan
			<ul style="list-style-type: none"> <li>○ Organization is being absorbed by another organization.</li> <li>○ Organization is being consolidated with another organization to create a new organization.</li> <li>○ A portion of the organization is breaking off to form a new organization.</li> <li>● If no, continue to <u>Complete Change Request</u> task for the change the user selected.</li> </ul>		
16.2	D2	Data	<p>Do you have additional employee compensation and hours to report to the Department of Retirement Systems for this retirement system?</p> <ul style="list-style-type: none"> <li>● If yes, display message: “You need to submit a report.”</li> <li>● If no, ask next question.</li> </ul>	<p><b>Profile Change Affected:</b></p> <ul style="list-style-type: none"> <li>● Inactivate Retirement System</li> </ul>	
16.2	D3	Data	<p>Is there a possibility that positions may be filled under this retirement system in the future?</p> <ul style="list-style-type: none"> <li>● If yes, continue to Complete Change Request task.</li> <li>● If no, display the data element “Are there organizational changes occurring?”</li> </ul>	<p><b>Profile Change Affected:</b></p> <ul style="list-style-type: none"> <li>● Inactivate Retirement System</li> </ul>	
16.2	D4	Data	<p>Do you have employee compensation and hours to report to DRS for this retirement system?</p> <ul style="list-style-type: none"> <li>● If Yes or No, display the data element “Are there organizational changes occurring?”</li> </ul>	<p><b>Profile Change Affected:</b></p> <ul style="list-style-type: none"> <li>● Reactivate Retirement System</li> </ul>	
16.2	D5	Data	<p>What are the organizational changes that are occurring? Upon making a selection the user should go <u>Complete Change Request</u> task for <u>Organizational Change</u>:</p> <ul style="list-style-type: none"> <li>● Organization is dissolving and ceasing to exist.</li> <li>● Organization is being absorbed by another organization.</li> </ul>	<p><b>Profile Change Affected:</b></p> <ul style="list-style-type: none"> <li>● Organizational Change</li> </ul>	

## Appendix D.2 Detailed Requirements and Workflows

For: Employer Reporting Application (ERA) Project

Process/Workflow Name: 16.0 Update Employer



Process #	Req. #	Req. Desc.	Business Requirements and Rules	Notes	System Plan
			<ul style="list-style-type: none"> <li>Organization is being consolidated with another organization to create a new organization.</li> <li>A portion of the organization is breaking off to form a new organization.</li> </ul>		
16.3		Child Process	<b>Complete Change Request.</b> This task facilitates the ability for the user to complete a change request depending on what change they selected or a condition that was triggered during the Complete Assessment task.		
16.3		Input	<ul style="list-style-type: none"> <li>Assessment complete for required profile option change.</li> <li>Assessment bypassed for profile option change.</li> </ul>		
16.3		Output	<ul style="list-style-type: none"> <li>Authorized user has completed change request and answered all questions pertaining to profile option change request successfully.</li> </ul>		
16.3	R1	Business Requirement	Complete Change Request will display a series of data elements depending on what change the user selected or condition that was triggered during the Complete Assessment task.		
16.3	D1	Data	DBA - Doing Business As Name	<b>Profile Change Affected:</b> <ul style="list-style-type: none"> <li>Employer Organization Name</li> </ul>	
16.3	D2	Data	Legal Name of Organization	<b>Profile Change Affected:</b> <ul style="list-style-type: none"> <li>Employer Organization Name</li> </ul>	
16.3	D3	Data	Effective Date of Name Change	<b>Profile Change Affected:</b> <ul style="list-style-type: none"> <li>Employer Organization Name</li> </ul>	
16.3	D4	Data	RCW authorizing and/or describing procedure for name change. <ul style="list-style-type: none"> <li><a href="#">Allow selection from list.</a></li> </ul>	<b>Profile Change Affected:</b> <ul style="list-style-type: none"> <li>Employer Organization Name</li> </ul>	
16.3	D5	Data	Has the organization been assigned a new Federal EIN? <ul style="list-style-type: none"> <li>If yes, user must enter a nine-digit Federal EIN.</li> </ul>	<b>Profile Change Affected:</b> <ul style="list-style-type: none"> <li>Employer Organization Name</li> </ul>	

## Appendix D.2 Detailed Requirements and Workflows

For: Employer Reporting Application (ERA) Project

Process/Workflow Name: 16.0 Update Employer



Process #	Req. #	Req. Desc.	Business Requirements and Rules	Notes	System Plan
			<ul style="list-style-type: none"> <li>If no, continue to <u>Submit Change Request and Documentation task.</u></li> </ul>		
16.3	D6	Data	Legal Documents regarding the employer organization name change. (I.e. Resolution, County Approval, etc.)	<b>Profile Change Affected:</b> <ul style="list-style-type: none"> <li>Employer Organization Name</li> </ul>	
16.3	O1	Document	Legal Documents regarding the employer organization name change. (I.e. Resolution, County Approval, etc.)	<b>Profile Change Affected:</b> <ul style="list-style-type: none"> <li>Employer Organization Name</li> </ul>	
16.3	D7	Data	Organization Mailing Address	<b>Profile Change Affected:</b> <ul style="list-style-type: none"> <li>Employer Organization Address</li> </ul>	
16.3	D8	Data	Organization Street Address	<b>Profile Change Affected:</b> <ul style="list-style-type: none"> <li>Employer Organization Address</li> </ul>	
16.3	F1	Functional Requirement	An authorized user shall be able to select other contacts within the organization to change the employer organization address.	<b>Profile Change Affected:</b> <ul style="list-style-type: none"> <li>Employer Organization Address</li> </ul>	
16.3	T1	Text	Provide an explanation of the rules that must be followed to change their tax status.	<b>Profile Change Affected:</b> <ul style="list-style-type: none"> <li>Tax Status</li> <li>Reactivate Retirement System (only if changing)</li> </ul> <p>Note: Text comes from letter provided by Melanie Piccin.</p>	
16.3	B1	Business Rule	The Employer's current tax status will be the default.	<b>Profile Change Affected:</b> <ul style="list-style-type: none"> <li>Tax Status</li> <li>Reactivate Retirement System</li> </ul>	
16.3	D9	Data	Select a Tax Status: <ul style="list-style-type: none"> <li>Taxed</li> <li>Tax Deferred</li> </ul>	<b>Profile Change Affected:</b> <ul style="list-style-type: none"> <li>Tax Status</li> <li>Reactivate Retirement System</li> </ul>	

## Appendix D.2 Detailed Requirements and Workflows

For: Employer Reporting Application (ERA) Project

Process/Workflow Name: 16.0 Update Employer



Process #	Req. #	Req. Desc.	Business Requirements and Rules	Notes	System Plan
16.3	D10	Data	Date employer will notify employees that Tax Status is changing.	<b>Profile Change Affected:</b> <ul style="list-style-type: none"> <li>Tax Status</li> <li>Reactivate Retirement System (only if changing)</li> </ul>	
16.3	D11	Data	Effective Date	<b>Profile Change Affected:</b> <ul style="list-style-type: none"> <li>Tax Status</li> <li>Reactivate Retirement System (only if changing)</li> </ul>	
16.3	B2	Business Rule	Effective Date must be 45 days from when the employer notifies their employees.	<b>Profile Change Affected:</b> <ul style="list-style-type: none"> <li>Tax Status</li> <li>Reactivate Retirement System (only if changing)</li> </ul>	
16.3	D12	Data	Service Organization Name	<b>Profile Change Affected:</b> <ul style="list-style-type: none"> <li>Service Organization</li> </ul>	
16.3	D13	Data	Contact Name at Service Organization	<b>Profile Change Affected:</b> <ul style="list-style-type: none"> <li>Service Organization</li> </ul>	
16.3	D14	Data	Address of Service Organization	<b>Profile Change Affected:</b> <ul style="list-style-type: none"> <li>Service Organization</li> </ul>	
16.3	D15	Data	Phone Number of Contact at Service Organization	<b>Profile Change Affected:</b> <ul style="list-style-type: none"> <li>Service Organization</li> </ul>	
16.3	D16	Data	Email of Contact at Service Organization	<b>Profile Change Affected:</b> <ul style="list-style-type: none"> <li>Service Organization</li> </ul>	
16.3	B3	Business Rule	The service organization for State agencies should default to HRMS with the exception of Boards and Commissions (i.e. Apple, Beef, Fruit, Bar Association, etc.)	<b>Profile Change Affected:</b> <ul style="list-style-type: none"> <li>Service Organization</li> </ul>	

## Appendix D.2 Detailed Requirements and Workflows

For: Employer Reporting Application (ERA) Project

Process/Workflow Name: 16.0 Update Employer



Process #	Req. #	Req. Desc.	Business Requirements and Rules	Notes	System Plan
16.3	B4	Business Rule	The service organization for Community and Technical Colleges should default to Center for Information Services (CICS) with the exception of the HERP RPTGRP (these are currently reported using WBET).	<b>Profile Change Affected:</b> <ul style="list-style-type: none"> <li>Service Organization</li> </ul>	
16.3	D17	Data	What ESD supports your school (K-12)?  Select Educational Service District: <ul style="list-style-type: none"> <li>ESD 101 – North East Washington</li> <li>ESD 105 – South Central Washington</li> <li>ESD 112 – Southwest Washington</li> <li>ESD 113 – Capital Region</li> <li>ESD 114 - Olympic</li> <li>ESD 121 – Puget Sound</li> <li>ESD 123</li> <li>ESD 171 – North Central</li> <li>ESD 189 – North West</li> <li>None</li> </ul>	<b>Profile Change Affected:</b> <ul style="list-style-type: none"> <li>Educational Service District</li> </ul> <a href="#">List of ESDs</a>	
16.3	B5	Business Rule	Not all school districts will participate in an Educational Service District.	<b>Profile Change Affected:</b> <ul style="list-style-type: none"> <li>Educational Service District</li> </ul> Some school districts such as Seattle, Tacoma, and Spokane do not have an ESD that they participate in.	
16.3	D18	Data	Contact Name at Educational Service District	<b>Profile Change Affected:</b> <ul style="list-style-type: none"> <li>Educational Service District</li> </ul>	
16.3	D19	Data	Address of Educational Service District	<b>Profile Change Affected:</b> <ul style="list-style-type: none"> <li>Educational Service District</li> </ul>	

## Appendix D.2 Detailed Requirements and Workflows

For: Employer Reporting Application (ERA) Project

Process/Workflow Name: 16.0 Update Employer



Process #	Req. #	Req. Desc.	Business Requirements and Rules	Notes	System Plan
16.3	D20	Data	Phone Number of Contact at Educational Service District	<b>Profile Change Affected:</b> <ul style="list-style-type: none"> <li>Educational Service District</li> </ul>	
16.3	D21	Data	Email of Contact at Educational Service District	<b>Profile Change Affected:</b> <ul style="list-style-type: none"> <li>Educational Service District</li> </ul>	
16.3	D22	Data	<p>Describe your payroll cycle(s). Please select all boxes that apply and fill in the fields to describe your agency's payroll cycle(s):</p> <p>d. <input type="checkbox"/> Monthly</p> <p>i. On the ___ of each month (e.g., 5<sup>th</sup> of each month).</p> <p>ii. What period of time are the employees being paid for in that paycheck? ___ (e.g., 1<sup>st</sup> – 31<sup>st</sup> of same month; or 16<sup>th</sup> of last month – 15<sup>th</sup> of same month)</p> <p>e. <input type="checkbox"/> Semi Monthly (2x per month)</p> <p>i. On the ___ &amp; ___ of each month (e.g., 10<sup>th</sup> &amp; 25<sup>th</sup>)</p> <p>ii. What period of time are the employees being paid for in each paycheck? ___ &amp; ___ (e.g., 16<sup>th</sup> – 31<sup>st</sup> &amp; 1<sup>st</sup> – 15<sup>th</sup>)</p> <p>f. <input type="checkbox"/> Bi-weekly (every 2 weeks – some months have 3 payrolls)</p> <p>i. Every other ___ (e.g., Friday). The next payday will be on what date? ___</p> <p>ii. What period of time are the employees being paid for in each paycheck? ___ (e.g., previous 2 weeks for Sat – Sun, with 5 day lag-time)</p>	<b>Profile Change Affected:</b> <ul style="list-style-type: none"> <li>Payroll Information</li> <li>Activate/Reactivate DCP</li> <li>Reactivate Retirement System</li> </ul> <p>Note: Payroll cycle currently only populates EIS for DCP not for Retirement. However this information is beneficial for retirement as well and business would like to capture it for both.</p>	

## Appendix D.2 Detailed Requirements and Workflows

For: Employer Reporting Application (ERA) Project

Process/Workflow Name: 16.0 Update Employer



Process #	Req. #	Req. Desc.	Business Requirements and Rules	Notes	System Plan
16.3	D23	Data	Special December Pay Date - (Year-end Payroll – Is there a special or different payroll date for the last payroll of the year?)	<b>Profile Change Affected:</b> <ul style="list-style-type: none"> <li>Payroll Information</li> <li>Activate/Reactivate DCP</li> </ul>	DCP
16.3	D24	Data	How many days before the organization’s pay date do you want to access your employee deferral information? <ul style="list-style-type: none"> <li>Days before pay day to access employee deferral information</li> </ul>	<b>Profile Change Affected:</b> <ul style="list-style-type: none"> <li>Payroll Information</li> <li>Activate/Reactivate DCP</li> </ul>	DCP
16.3	D25	Data	Effective date of payroll changes	<b>Profile Change Affected:</b> <ul style="list-style-type: none"> <li>Payroll Information</li> <li>Activate/Reactivate DCP</li> <li>Reactivate Retirement System</li> </ul>	
16.3	D26	Data	How many times a month will you be reporting?	<b>Profile Change Affected:</b> <ul style="list-style-type: none"> <li>Reporting Information</li> <li>Reactivate Retirement System</li> </ul> <p>MF def: A flag indicating whether multiple transmittal reports are expected for a reporting group. (This flag will always indicate single (N) for reporting groups that submit a prelist.)</p> <p>Explanation: A &lt;y&gt; in this field shows that the employer has selected the option of submitting multiple regular reports each month.</p>	

## Appendix D.2 Detailed Requirements and Workflows

For: Employer Reporting Application (ERA) Project

Process/Workflow Name: 16.0 Update Employer



Process #	Req. #	Req. Desc.	Business Requirements and Rules	Notes	System Plan
16.3	T2	Text	Need to explain that the employer must test software before they can use it to submit their official report and that they can continue to submit using their old software until they have successfully completed their software test.	<b>Profile Change Affected:</b> <ul style="list-style-type: none"> <li>• Software Vendor</li> <li>• Reactivate Retirement System (Only if Changing)</li> <li>• Activate/Reactivate DCP (Only if Changing)</li> </ul>	
16.3	F2	Functional Requirement	An authorized user shall have the ability to enter information for more than one software vendor.	<b>Profile Change Affected:</b> <ul style="list-style-type: none"> <li>• Software Vendor</li> <li>• Reactivate Retirement System (Only if Changing)</li> <li>• Activate/Reactivate DCP (Only if Changing)</li> </ul>	
16.3	D27	Data	Name of software used for reporting retirement information.	<b>Profile Change Affected:</b> <ul style="list-style-type: none"> <li>• Software Vendor</li> <li>• Reactivate Retirement System</li> <li>• Activate/Reactivate DCP</li> </ul>	
16.3	D28	Data	Version # of the software.	<b>Profile Change Affected:</b> <ul style="list-style-type: none"> <li>• Software Vendor</li> <li>• Reactivate Retirement System</li> <li>• Activate/Reactivate DCP</li> </ul>	
16.3	D29	Data	Effective date of the new software/version.	<b>Profile Change Affected:</b> <ul style="list-style-type: none"> <li>• Software Vendor</li> <li>• Reactivate Retirement System</li> <li>• Activate/Reactivate DCP</li> </ul>	

## Appendix D.2 Detailed Requirements and Workflows

For: Employer Reporting Application (ERA) Project

Process/Workflow Name: 16.0 Update Employer



Process #	Req. #	Req. Desc.	Business Requirements and Rules	Notes	System Plan
16.3	D30	Data	Select what the software is used to report for: <ul style="list-style-type: none"> <li>Retirement</li> <li>DCP</li> <li>HERP</li> <li>All</li> </ul>	<b>Profile Change Affected:</b> <ul style="list-style-type: none"> <li>Software Vendor</li> <li>Reactivate Retirement System (Only if Changing)</li> <li>Activate/Reactivate DCP (Only if Changing)</li> </ul>	
16.3	D31	Data	Software Vendor Contact Name	<b>Profile Change Affected:</b> <ul style="list-style-type: none"> <li>Software Vendor</li> <li>Reactivate Retirement System (Only if Changing)</li> <li>Activate/Reactivate DCP (Only if Changing)</li> </ul>	
16.3	D32	Data	Software Vendor Contact Phone Number	<b>Profile Change Affected:</b> <ul style="list-style-type: none"> <li>Software Vendor</li> <li>Reactivate Retirement System (Only if Changing)</li> <li>Activate/Reactivate DCP (Only if Changing)</li> </ul>	
16.3	D33	Data	Software Vendor Contact Email	<b>Profile Change Affected:</b> <ul style="list-style-type: none"> <li>Software Vendor</li> <li>Reactivate Retirement System (Only if Changing)</li> <li>Activate/Reactivate DCP (Only if Changing)</li> </ul>	
16.3	D34	Data	Employer Payroll Contact Name for person who will be assisting in validating reporting of the new software.	<b>Profile Change Affected:</b> <ul style="list-style-type: none"> <li>Software Vendor</li> </ul>	

## Appendix D.2 Detailed Requirements and Workflows

For: Employer Reporting Application (ERA) Project

Process/Workflow Name: 16.0 Update Employer



Process #	Req. #	Req. Desc.	Business Requirements and Rules	Notes	System Plan
				<ul style="list-style-type: none"> <li>Reactivate Retirement System (Only if Changing)</li> <li>Activate/Reactivate DCP (Only if Changing)</li> </ul>	
16.3	D35	Data	Employer Payroll Contact Phone Number	<b>Profile Change Affected:</b> <ul style="list-style-type: none"> <li>Software Vendor</li> <li>Reactivate Retirement System (Only if Changing)</li> <li>Activate/Reactivate DCP (Only if Changing)</li> </ul>	
16.3	D36	Data	Employer Payroll Contact Email	<b>Profile Change Affected:</b> <ul style="list-style-type: none"> <li>Software Vendor</li> <li>Reactivate Retirement System (Only if Changing)</li> <li>Activate/Reactivate DCP (Only if Changing)</li> </ul>	
16.3	D37	Data	Employer IT Contact Name for person who will be assisting in validating reporting of the new software.	<b>Profile Change Affected:</b> <ul style="list-style-type: none"> <li>Software Vendor</li> <li>Reactivate Retirement System (Only if Changing)</li> <li>Activate/Reactivate DCP (Only if Changing)</li> </ul>	
16.3	D38	Data	Employer IT Contact Phone Number	<b>Profile Change Affected:</b> <ul style="list-style-type: none"> <li>Software Vendor</li> <li>Reactivate Retirement System (Only if Changing)</li> </ul>	

## Appendix D.2 Detailed Requirements and Workflows

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Process #	Req. #	Req. Desc.	Business Requirements and Rules	Notes	System Plan
				<ul style="list-style-type: none"> <li>• Activate/Reactivate DCP (Only if Changing)</li> </ul>	
16.3	D39	Data	Employer IT Contact Email	<b>Profile Change Affected:</b> <ul style="list-style-type: none"> <li>• Software Vendor</li> <li>• Reactivate Retirement System (Only if Changing)</li> <li>• Activate/Reactivate DCP (Only if Changing)</li> </ul>	
16.3	D40	Data	The employer's payment method that was last on file with DRS for the retirement system or DCP will be pulled forward.	<b>Profile Change Affected:</b> <ul style="list-style-type: none"> <li>• Activate/Reactivate DCP</li> <li>• Reactivate Retirement System</li> </ul>	
16.3	R2	Business Requirement	An authorized user will be able to update their retirement system or DCP payment method information, if they are paying through the electronic payment process. They should be able to link to the Electronic Payment process.	<b>Profile Change Affected:</b> <ul style="list-style-type: none"> <li>• Activate/Reactivate DCP</li> <li>• Reactivate Retirement System</li> </ul>	
16.3	F3	Functional Requirement	All of the retirement system or DCP employer contacts for the employer will display.	<b>Profile Change Affected:</b> <ul style="list-style-type: none"> <li>• Activate/Reactivate DCP</li> <li>• Reactivate Retirement System</li> </ul>	
16.3	D41	Data	Main Contact First Name	<b>Profile Change Affected:</b> <ul style="list-style-type: none"> <li>• Activate/Reactivate DCP</li> <li>• Reactivate Retirement System</li> </ul>	
16.3	D42	Data	Main Contact Last Name	<b>Profile Change Affected:</b> <ul style="list-style-type: none"> <li>• Activate/Reactivate DCP</li> <li>• Reactivate Retirement System</li> </ul>	

## Appendix D.2 Detailed Requirements and Workflows

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Process #	Req. #	Req. Desc.	Business Requirements and Rules	Notes	System Plan
16.3	D43	Data	Main Contact Phone Number	<b>Profile Change Affected:</b> <ul style="list-style-type: none"> <li>• Activate/Reactivate DCP</li> <li>• Reactivate Retirement System</li> </ul>	
16.3	D44	Data	Main Contact Email	<b>Profile Change Affected:</b> <ul style="list-style-type: none"> <li>• Activate/Reactivate DCP</li> <li>• Reactivate Retirement System</li> </ul>	
16.3	D45	Data	Main Contact Attention Line	<b>Profile Change Affected:</b> <ul style="list-style-type: none"> <li>• Activate/Reactivate DCP</li> <li>• Reactivate Retirement System</li> </ul>	
16.3	D46	Data	Contact First Name	<b>Profile Change Affected:</b> <ul style="list-style-type: none"> <li>• Activate/Reactivate DCP</li> <li>• Reactivate Retirement System</li> </ul>	
16.3	D47	Data	Contact Last Name	<b>Profile Change Affected:</b> <ul style="list-style-type: none"> <li>• Activate/Reactivate DCP</li> <li>• Reactivate Retirement System</li> </ul>	
16.3	D48	Data	Contact Phone Number	<b>Profile Change Affected:</b> <ul style="list-style-type: none"> <li>• Activate/Reactivate DCP</li> <li>• Reactivate Retirement System</li> </ul>	
16.3	D49	Data	Contact Email Address	<b>Profile Change Affected:</b> <ul style="list-style-type: none"> <li>• Activate/Reactivate DCP</li> <li>• Reactivate Retirement System</li> </ul>	
16.3	D50	Data	Contact Attention Line	<b>Profile Change Affected:</b> <ul style="list-style-type: none"> <li>• Activate/Reactivate DCP</li> <li>• Reactivate Retirement System</li> </ul>	

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Process #	Req. #	Req. Desc.	Business Requirements and Rules	Notes	System Plan
16.3	F4	Functional Requirement	An authorized user will need to verify that the retirement system or DCP employer contacts are still accurate.	<b>Profile Change Affected:</b> <ul style="list-style-type: none"> <li>• Activate/Reactivate DCP</li> <li>• Reactivate Retirement System</li> </ul>	
16.3	D51	Data	Effective Date of Inactivation	<b>Profile Change Affected:</b> <ul style="list-style-type: none"> <li>• Inactivate Retirement System</li> </ul>	
16.3	D52	Data	Reason for Inactivation shall be “No eligible employees at this time.”	<b>Profile Change Affected:</b> <ul style="list-style-type: none"> <li>• Inactivate Retirement System</li> </ul>	
16.3	B5	Business Rule	Housing Authorities never legally dissolve they will only inactivate.	<b>Profile Change Affected:</b> <ul style="list-style-type: none"> <li>• Inactivate Retirement System</li> </ul> Per <a href="#">RCW 35.82.320</a>	
16.3	T3	Text	Explain that an employer can still report for periods prior to the inactivation. If they need to report for future periods they will need to reactivate the retirement system.	<b>Profile Change Affected:</b> <ul style="list-style-type: none"> <li>• Inactivate Retirement System</li> <li>• Reactivate Retirement System</li> </ul>	
16.3	D53	Data	Effective Date of Reactivation	<b>Profile Change Affected:</b> <ul style="list-style-type: none"> <li>• Reactivate Retirement System</li> </ul>	
16.3	D54	Data	Reason for Reactivation shall be “No organizational changes occurring, eligible employees to report.”	<b>Profile Change Affected:</b> <ul style="list-style-type: none"> <li>• Reactivate Retirement System</li> </ul>	
16.3	B6	Business Rule	Before an employer can reactivate a LEOFF or PSERS retirement system they must verify that they have an eligible position description.	<b>Profile Change Affected:</b> <ul style="list-style-type: none"> <li>• Reactivate Retirement System</li> </ul>	LEOFF 1 & 2 PSERS 2
16.3	D55	Data	Do you have a position that meets the requirements for this retirement plan? <ul style="list-style-type: none"> <li>• If yes, must upload a position description document.</li> <li>• If no, will get message retirement system will not be reactivated.</li> </ul>	<b>Profile Change Affected:</b> <ul style="list-style-type: none"> <li>• Reactivate Retirement System</li> </ul>	LEOFF 1 & 2 PSERS 2
16.3	D56	Data	Position Description	<b>Profile Change Affected:</b> <ul style="list-style-type: none"> <li>• Reactivate Retirement System</li> </ul>	LEOFF 1 & 2 PSERS 2

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For: Employer Reporting Application (ERA) Project

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Process #	Req. #	Req. Desc.	Business Requirements and Rules	Notes	System Plan
16.3	O2	Document	Position Description	<b>Profile Change Affected:</b> <ul style="list-style-type: none"> <li>Reactivate Retirement System</li> </ul>	LEOFF 1 & 2 PSERS 2
16.3	D57	Data	What is the name of Successor Organization that will be responsible for maintaining historical payroll records?	<b>Profile Change Affected:</b> <ul style="list-style-type: none"> <li>Organizational Change (All types)</li> </ul>	
16.3	D58	Data	Successor Organization Contact Name	<b>Profile Change Affected:</b> <ul style="list-style-type: none"> <li>Organizational Change (All types)</li> </ul>	
16.3	D59	Data	Successor Organization Address	<b>Profile Change Affected:</b> <ul style="list-style-type: none"> <li>Organizational Change (All types)</li> </ul>	
16.3	D60	Data	Successor Organization Phone Number	<b>Profile Change Affected:</b> <ul style="list-style-type: none"> <li>Organizational Change (All types)</li> </ul>	
16.3	D61	Data	Successor Organization Email	<b>Profile Change Affected:</b> <ul style="list-style-type: none"> <li>Organizational Change (All types)</li> </ul>	
16.3	D62	Data	RCW authorizing and/or describing procedure for the organization change. <a href="#">Allow selection from list.</a>	<b>Profile Change Affected:</b> <ul style="list-style-type: none"> <li>Organizational Change (All types)</li> </ul>	
16.3	D63	Data	Legal Documents regarding the employer organization change. (I.e. Resolution, County Approval, etc.)	<b>Profile Change Affected:</b> <ul style="list-style-type: none"> <li>Organizational Change (All types)</li> </ul>	
16.3	O3	Document	Legal Documents regarding the employer organization change. (I.e. Resolution, County Approval, etc.)	<b>Profile Change Affected:</b> <ul style="list-style-type: none"> <li>Organizational Change (All types)</li> </ul>	
16.3	D64	Data	Reason for Organizational shall be based on the change they selected: <ul style="list-style-type: none"> <li>“Organization dissolving.”</li> <li>“Organization being absorbed.”</li> <li>“Organization being consolidated with another organization to create a new organization.”</li> <li>“Portion of organization is breaking off to create a new organization.”</li> </ul>	<b>Profile Change Affected:</b> <ul style="list-style-type: none"> <li>Organizational Change (All types)</li> </ul>	

## Appendix D.2 Detailed Requirements and Workflows

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Process/Workflow Name: 16.0 Update Employer



Process #	Req. #	Req. Desc.	Business Requirements and Rules	Notes	System Plan
16.3	F5	Functional Requirement	The system must be able to generate a list of all employees at organization.	<b>Profile Change Affected:</b> <ul style="list-style-type: none"> <li>Organizational Change (All types)</li> </ul>	
16.3	D65	Data	Last four of employees SSN	<b>Profile Change Affected:</b> <ul style="list-style-type: none"> <li>Organizational Change (All types)</li> </ul>	
16.3	D66	Data	First Name of employee	<b>Profile Change Affected:</b> <ul style="list-style-type: none"> <li>Organizational Change (All types)</li> </ul>	
16.3	D67	Data	Last Name of employee	<b>Profile Change Affected:</b> <ul style="list-style-type: none"> <li>Organizational Change (All types)</li> </ul>	
16.3	D68	Data	Retirement System (PSERS, TRS, .....)	<b>Profile Change Affected:</b> <ul style="list-style-type: none"> <li>Organizational Change (All types)</li> </ul>	
16.3	D69	Data	Retirement Plan	<b>Profile Change Affected:</b> <ul style="list-style-type: none"> <li>Organizational Change (All types)</li> </ul>	
16.3	F6	Functional Requirement	The authorized user shall have the ability to select all or some of the employees on the list that are being affected by the change.	<b>Profile Change Affected:</b> <ul style="list-style-type: none"> <li>Organizational Change (All types)</li> </ul>	
16.3	D70	Data	Effective date of dissolution.	<b>Profile Change Affected:</b> <ul style="list-style-type: none"> <li>Organizational Change (Organization Dissolving Selected)</li> </ul>	
16.3	D71	Data	Final report date for retirement.	<b>Profile Change Affected:</b> <ul style="list-style-type: none"> <li>Organizational Change (Organization Dissolving Selected)</li> </ul>	
16.3	D72	Data	Final report date for DCP if they are a participating DCP employer.	<b>Profile Change Affected:</b> <ul style="list-style-type: none"> <li>Organizational Change (Organization Dissolving Selected)</li> </ul>	

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Process #	Req. #	Req. Desc.	Business Requirements and Rules	Notes	System Plan
16.3	D73	Data	Effective date organization will be absorbed.	<b>Profile Change Affected:</b> <ul style="list-style-type: none"> <li>Organizational Change (Organization being Absorbed Selected)</li> </ul>	
16.3	D74	Data	Name of organization absorbing this organization.	<b>Profile Change Affected:</b> <ul style="list-style-type: none"> <li>Organizational Change (Organization being Absorbed Selected)</li> </ul>	
16.3	D75	Data	Absorbing Organization Main Contact Name	<b>Profile Change Affected:</b> <ul style="list-style-type: none"> <li>Organizational Change (Organization being Absorbed Selected)</li> </ul>	
16.3	D76	Data	Absorbing Organization Main Contact Address	<b>Profile Change Affected:</b> <ul style="list-style-type: none"> <li>Organizational Change (Organization being Absorbed Selected)</li> </ul>	
16.3	D77	Data	Absorbing Organization Main Contact Phone Number	<b>Profile Change Affected:</b> <ul style="list-style-type: none"> <li>Organizational Change (Organization being Absorbed Selected)</li> </ul>	
16.3	D78	Data	Absorbing Organization Main Contact Email	<b>Profile Change Affected:</b> <ul style="list-style-type: none"> <li>Organizational Change (Organization being Absorbed Selected)</li> </ul>	
16.3	D79	Data	Will the Absorbing Organization be changing their name? <ul style="list-style-type: none"> <li>If yes, need the following information                             <ul style="list-style-type: none"> <li>Legal Name</li> <li>Doing Business As Name (DBA Name)</li> </ul> </li> <li>If no, continue to next data element.</li> </ul>	<b>Profile Change Affected:</b> <ul style="list-style-type: none"> <li>Organizational Change (Organization being Absorbed Selected)</li> </ul>	
16.3	D80	Data	Date absorbing organization will begin reporting new employees.	<b>Profile Change Affected:</b> <ul style="list-style-type: none"> <li>Organizational Change (Organization being Absorbed Selected)</li> </ul>	

## Appendix D.2 Detailed Requirements and Workflows

For: Employer Reporting Application (ERA) Project

Process/Workflow Name: 16.0 Update Employer



Process #	Req. #	Req. Desc.	Business Requirements and Rules	Notes	System Plan
16.3	D81	Data	Effective date of consolidation.	<b>Profile Change Affected:</b> <ul style="list-style-type: none"> <li>Organizational Change (Organization is being Consolidated with Another Organization to Create a New Organization Selected)</li> </ul>	
16.3	F7	Functional Requirement	The authorized user shall have the ability to list all organizations being consolidated.	<b>Profile Change Affected:</b> <ul style="list-style-type: none"> <li>Organizational Change (Organization is being Consolidated with Another Organization to Create a New Organization Selected)</li> </ul>	
16.3	D82	Data	Name of each organization being consolidated. <ul style="list-style-type: none"> <li>Legal Name</li> <li>Doing Business As Name (DBA)</li> </ul>	<b>Profile Change Affected:</b> <ul style="list-style-type: none"> <li>Organizational Change (Organization is being Consolidated with Another Organization to Create a New Organization Selected)</li> </ul>	
16.3	D83	Data	Contact Name for each organization being consolidated.	<b>Profile Change Affected:</b> <ul style="list-style-type: none"> <li>Organizational Change (Organization is being Consolidated with Another Organization to Create a New Organization Selected)</li> </ul>	
16.3	D84	Data	Address for each organization being consolidated.	<b>Profile Change Affected:</b> <ul style="list-style-type: none"> <li>Organizational Change (Organization is being Consolidated with Another Organization to Create a New Organization Selected)</li> </ul>	

## Appendix D.2 Detailed Requirements and Workflows

For: Employer Reporting Application (ERA) Project

Process/Workflow Name: 16.0 Update Employer



Process #	Req. #	Req. Desc.	Business Requirements and Rules	Notes	System Plan
16.3	D85	Data	Phone Number for each organization being consolidated.	<b>Profile Change Affected:</b> <ul style="list-style-type: none"> <li>Organizational Change (Organization is being Consolidated with Another Organization to Create a New Organization Selected)</li> </ul>	
16.3	D86	Data	Email for contact at each organization being consolidated.	<b>Profile Change Affected:</b> <ul style="list-style-type: none"> <li>Organizational Change (Organization is being Consolidated with Another Organization to Create a New Organization Selected)</li> </ul>	
16.3	D87	Data	Effective Date of new organization.	<b>Profile Change Affected:</b> <ul style="list-style-type: none"> <li>Organizational Change:                             <ul style="list-style-type: none"> <li>Organization is being Consolidated with Another Organization to Create a New Organization Selected</li> <li>Portion of Organization is breaking off to form a new Organization</li> </ul> </li> </ul>	
16.3	D88	Data	What is the name of the new organization being created? <ul style="list-style-type: none"> <li>Legal Name</li> <li>Doing Business As Name (DBA)</li> </ul>	<b>Profile Change Affected:</b> <ul style="list-style-type: none"> <li>Organizational Change                             <ul style="list-style-type: none"> <li>Organization is being Consolidated with Another Organization to Create a New Organization Selected</li> </ul> </li> </ul>	

## Appendix D.2 Detailed Requirements and Workflows

For: Employer Reporting Application (ERA) Project

Process/Workflow Name: 16.0 Update Employer



Process #	Req. #	Req. Desc.	Business Requirements and Rules	Notes	System Plan
				<ul style="list-style-type: none"> <li>○ Portion of Organization is breaking off to form a new Organization</li> </ul>	
16.3	D89	Data	Contact Name for new organization.	<b>Profile Change Affected:</b> <ul style="list-style-type: none"> <li>● Organizational Change                             <ul style="list-style-type: none"> <li>○ Organization is being Consolidated with Another Organization to Create a New Organization Selected</li> <li>○ Portion of Organization is breaking off to form a new Organization</li> </ul> </li> </ul>	
16.3	D90	Data	Address for contact at new organization.	<b>Profile Change Affected:</b> <ul style="list-style-type: none"> <li>● Organizational Change                             <ul style="list-style-type: none"> <li>○ Organization is being Consolidated with Another Organization to Create a New Organization Selected</li> <li>○ Portion of Organization is breaking off to form a new Organization</li> </ul> </li> </ul>	
16.3	D91	Data	Phone Number for contact at new organization.	<b>Profile Change Affected:</b> <ul style="list-style-type: none"> <li>● Organizational Change                             <ul style="list-style-type: none"> <li>○ Organization is being Consolidated with Another</li> </ul> </li> </ul>	

## Appendix D.2 Detailed Requirements and Workflows

For: Employer Reporting Application (ERA) Project

Process/Workflow Name: 16.0 Update Employer



Process #	Req. #	Req. Desc.	Business Requirements and Rules	Notes	System Plan
				<ul style="list-style-type: none"> <li>Organization to Create a New Organization Selected                             <ul style="list-style-type: none"> <li>○ Portion of Organization is breaking off to form a new Organization</li> </ul> </li> </ul>	
16.3	D92	Data	Email for contact at new organization.	<b>Profile Change Affected:</b> <ul style="list-style-type: none"> <li>● Organizational Change                             <ul style="list-style-type: none"> <li>○ Organization is being Consolidated with Another Organization to Create a New Organization Selected</li> <li>○ Portion of Organization is breaking off to form a new Organization</li> </ul> </li> </ul>	
16.4		Child Process	<b>Submit Change Request and Documentation.</b> This task facilitates the ability for the user to submit their change request and documentation to DRS.		
16.4		Input	<ul style="list-style-type: none"> <li>● Authorized user has completed change request and answered all questions pertaining to profile option change request successfully.</li> </ul>		
16.4		Output	<ul style="list-style-type: none"> <li>● Authorized user has submitted profile option change for processing.</li> </ul>		
16.4	F1	Functional Requirement	An authorized user shall be able to review their change request prior to submitting it to DRS.		
16.4	F2	Functional Requirement	An authorized user shall be able to edit their change request data prior to submitting it to DRS.		

## Appendix D.2 Detailed Requirements and Workflows

For: Employer Reporting Application (ERA) Project

Process/Workflow Name: 16.0 Update Employer



Process #	Req. #	Req. Desc.	Business Requirements and Rules	Notes	System Plan
16.4	F3	Functional Requirement	An authorized user shall be able to submit their change request to DRS.		
16.4	F4	Functional Requirement	<p>Upon submit of a change request the user must attest to the following:</p> <ul style="list-style-type: none"> <li>I have read and understand the rules of “Tax Deferral of Member’s Contributions.”</li> <li>I will provide a complete explanation of the effects of this change to all &lt;System&gt; members employed by &lt;employer name&gt;.</li> </ul>	<p><b>Profile Change Affected:</b></p> <ul style="list-style-type: none"> <li>Tax Status</li> <li>Reactivate Retirement System (only if changing)</li> </ul>	
16.5		Child Process	<b>Review Requested Change.</b> This task facilitates the ability DRS to review change requests information from an employer.		
16.5		Input	<ul style="list-style-type: none"> <li>Authorized user has submitted profile option change for processing and the change requires manual review from a DRS employee.</li> <li>Employer has submitted additional information requested by DRS Employee.</li> </ul>		
16.5		Output	<ul style="list-style-type: none"> <li>DRS Employee has review profile option change request from the employer and it is approved.</li> <li>DRS Employee has reviewed profile option change request from the employer and it is not approved because additional information is needed.</li> <li>Profile change request is due to an “Organizational Change” and is routed to the Enroll Employer Process.</li> </ul>		
16.5	B1	Business Rule	<p>Review Requested Change does not apply to the following changes, if the authorized user selected one of these changes they shall go straight to the Finalize Change Request task:</p> <ul style="list-style-type: none"> <li>Employer Organization Address</li> </ul>		

## Appendix D.2 Detailed Requirements and Workflows

For: Employer Reporting Application (ERA) Project

Process/Workflow Name: 16.0 Update Employer



Process #	Req. #	Req. Desc.	Business Requirements and Rules	Notes	System Plan
			<ul style="list-style-type: none"> <li>• Tax Status</li> <li>• Payroll Information</li> <li>• Educational Service District</li> <li>• Activate/Reactivate DCP</li> <li>• Inactivate Retirement System</li> <li>• Reactivate Retirement System (for all systems other than LEOFF and PSERS)</li> </ul>		
16.5	B2	Business Rule	Review Requested Change applies to the following profile changes: <ul style="list-style-type: none"> <li>• Employer Organization Name</li> <li>• Service Organization</li> <li>• Reporting Information</li> <li>• Software Vendor</li> <li>• Reactivate Retirement System (for LEOFF and PSERS)</li> <li>• Organizational Change</li> </ul>		
16.5	F1	Functional Requirement	A DRS team member will have the ability to review an employer change request and any documentation that was uploaded with the request.		
16.5	F2	Functional Requirement	A DRS team member will have the ability to request additional information from an employer regarding their change request.		
16.5	F3	Functional Requirement	An employer will have the ability to respond to an additional information request and provide the necessary information.		
16.5	F4	Functional Requirement	A DRS team member will have the ability to review additional information responses from an employer.		
16.5	F5	Functional Requirement	A DRS team member will have the ability to approve a change request.		

## Appendix D.2 Detailed Requirements and Workflows

For: Employer Reporting Application (ERA) Project

Process/Workflow Name: 16.0 Update Employer



Process #	Req. #	Req. Desc.	Business Requirements and Rules	Notes	System Plan
16.5	F6	Functional Requirement	A DRS team member will have the ability to route an Organizational Change Request to the Enroll Employer Process.		
16.5	M1	Messaging	Request for additional information regarding an employer's change request.		
16.6		Child Process	<b>Finalize Change Request.</b> This task facilitates the finalizing of an employer change request and the notifications sent to the appropriate parties.		
16.6		Input	<ul style="list-style-type: none"> <li>• DRS Employee has review profile option change request from the employer and it is approved.</li> <li>• Change request needing no review has been submitted.</li> </ul>		
16.6		Output	<ul style="list-style-type: none"> <li>• Appropriate systems are updated with the requested change.</li> <li>• Change notice is sent to Social Security.</li> <li>• Successful change notifications are sent to the appropriate parties.</li> </ul>		
16.6	R1	Business Requirement	Upon approval of an employer change the system will update with the new information.	<b>Profile Change Affected:</b> <ul style="list-style-type: none"> <li>• Employer Organization Name</li> <li>• Service Organization</li> <li>• Reporting Information</li> <li>• Software Vendor</li> <li>• Reactivate Retirement System (LEOFF and PSERS)</li> <li>• Organizational Change</li> </ul>	
16.6	R2	Business Requirement	Employer changes not requiring DRS team member review or other conditions to be met will automatically update the system with the new information.	<b>Profile Change Affected:</b> <ul style="list-style-type: none"> <li>• Employer Organization Address</li> <li>• Educational Service District</li> <li>• Payroll Information</li> </ul>	

## Appendix D.2 Detailed Requirements and Workflows

For: Employer Reporting Application (ERA) Project

Process/Workflow Name: 16.0 Update Employer



Process #	Req. #	Req. Desc.	Business Requirements and Rules	Notes	System Plan
				<ul style="list-style-type: none"> <li>• Activate/Reactivate DCP</li> <li>• Reactivate Retirement System (for all systems other than LEOFF and PSERS)</li> <li>• Tax Status</li> <li>• Inactivate Retirement System</li> </ul>	
16.6	B1	Business Rule	Before change is updated in the system the employer must successfully validate their data and be approved by DRS to commit future reports.	<b>Profile Change Affected:</b> <ul style="list-style-type: none"> <li>• Service Organization</li> <li>• Software Vendor</li> <li>• Data Map</li> </ul>	
16.6	B2	Business Rule	Before change is updated in the system the employer must be current with their reporting and pay periods.	<b>Profile Change Affected:</b> <ul style="list-style-type: none"> <li>• Tax Status</li> <li>• Payroll Information</li> <li>• Inactivate Retirement System</li> <li>• Organizational Change</li> </ul>	
16.6	B3	Business Rule	An organization is not considered dissolved until all RPTGRPs (Retirement and DCP) are inactive.	<b>Profile Change Affected:</b> <ul style="list-style-type: none"> <li>• Organizational Change</li> </ul>	
16.6	F1	Functional Requirement	Begin dates will be added to all DCP members for the Organization that is obtaining the new employees if the organization is enrolled in DCP.	<b>Profile Change Affected:</b> <ul style="list-style-type: none"> <li>• Organizational Change</li> </ul> <p><a href="#">Issue log #16</a> captures the discussion regarding this requirement.</p>	
16.6	F2	Functional Requirement	If the Organization that is obtaining the new employees is not enrolled in DCP the new employees will need to complete a new Participation Agreement if the employer chooses to enroll in DCP.	<b>Profile Change Affected:</b> <ul style="list-style-type: none"> <li>• Organizational Change</li> </ul> <p><a href="#">Issue log #16</a> captures the discussion regarding this requirement.</p>	

## Appendix D.2 Detailed Requirements and Workflows

For: Employer Reporting Application (ERA) Project

Process/Workflow Name: 16.0 Update Employer



Process #	Req. #	Req. Desc.	Business Requirements and Rules	Notes	System Plan
16.6	F3	Functional Requirement	Access to the system for all contacts will be revoked for the organization ceasing to exist.	<b>Profile Change Affected:</b> <ul style="list-style-type: none"> <li>Organizational Change</li> </ul>	
16.6	F4	Functional Requirement	A DRS team member will have the ability to override the system and inactivate the RPTGRPs (Retirement and DCP) if documentation from the employer is taking a long period of time.	<b>Profile Change Affected:</b> <ul style="list-style-type: none"> <li>Organizational Change</li> <li>Inactivate Retirement System</li> </ul>	
16.6	M1	Messaging	Notification that change will not be completed until employer is current with their reporting and pay periods.	<b>Profile Change Affected:</b> <ul style="list-style-type: none"> <li>Tax Status</li> <li>Inactivate Retirement System</li> <li>Organizational Change</li> <li>Payroll Information</li> </ul>	
16.6	M2	Messaging	Notification of change will be sent to the Social Security Administration if the employer has 218 coverage.	<b>Profile Change Affected:</b> <ul style="list-style-type: none"> <li>Employer Organization Name</li> <li>Organizational Change</li> </ul>	
16.6	M3	Messaging	Notification of change will be sent to <a href="#">MRSC</a> .	<b>Profile Change Affected:</b> <ul style="list-style-type: none"> <li>Employer Organization Name</li> <li>Organizational Change</li> </ul>	
16.6	M4	Messaging	Notification of finalization of change request should be sent to the main contact.	<b>Profile Change Affected:</b> <ul style="list-style-type: none"> <li>Employer Organization Name</li> <li>Employer Organization Address</li> <li>Tax Status</li> <li>Educational Service District</li> <li>Payroll Information</li> <li>Reporting Information</li> </ul>	

## Appendix D.2 Detailed Requirements and Workflows

For: Employer Reporting Application (ERA) Project

Process/Workflow Name: 16.0 Update Employer



Process #	Req. #	Req. Desc.	Business Requirements and Rules	Notes	System Plan
				<ul style="list-style-type: none"> <li>• Software Vendor</li> <li>• Activate/Reactivate DCP</li> <li>• Inactivate Retirement System</li> <li>• Reactivate Retirement System</li> <li>• Organizational Change</li> </ul>	
16.6	M5	Messaging	Message should include a link to register for training.	<b>Profile Change Affected:</b> <ul style="list-style-type: none"> <li>• Reactivate Retirement System</li> </ul>	
16.6	M6	Messaging	Notification of Employer Organization Address change should be sent to additional contacts selected.	<b>Profile Change Affected:</b> <ul style="list-style-type: none"> <li>• Employer Organization Address</li> </ul>	
16.6	M7	Messaging	Notification of finalization of Service Organization change request will be sent to the Service Organization.	<b>Profile Change Affected:</b> <ul style="list-style-type: none"> <li>• Service Organization</li> </ul>	
16.6	M8	Messaging	Notification of change for DCP will be sent to Trust Accounting.	<b>Profile Change Affected:</b> <ul style="list-style-type: none"> <li>• Payroll Information</li> <li>• Activate/Reactivate DCP</li> </ul>	
16.6	M9	Messaging	Notification of finalization of Software Vendor change will be sent to the Software Vendor.	<b>Profile Change Affected:</b> <ul style="list-style-type: none"> <li>• Software Vendor</li> </ul>	
16.6	M10	Messaging	Notification of finalization of Software Vendor change will be sent to the Employer IT Contact.	<b>Profile Change Affected:</b> <ul style="list-style-type: none"> <li>• Software Vendor</li> </ul>	
16.6	M11	Messaging	Notification will be sent to RSD with a list of employees being affected by the organizational change so that they can proactively review the member accounts.	<b>Profile Change Affected:</b> <ul style="list-style-type: none"> <li>• Organizational Change</li> </ul> <p>Note: There is currently no process in place for this. Need to have a discussion with RSD but may be an opportunity to get RSD into the new application early.</p>	

## Appendix D.2 Detailed Requirements and Workflows

For: Employer Reporting Application (ERA) Project

Process/Workflow Name: 16.0 Update Employer



Process #	Req. #	Req. Desc.	Business Requirements and Rules	Notes	System Plan
16.6	M12	Messaging	Notification will be sent to the DRS Audit Unit to determine if an employer audit is needed.	<b>Profile Change Affected:</b> <ul style="list-style-type: none"> <li>Organizational Change</li> </ul>	
16.6	M13	Messaging	Message to EIP and DES if employer is an SFT reporter.	<b>Profile Change Affected:</b> <ul style="list-style-type: none"> <li>Organizational Change</li> </ul> <p>Note: SFT is a current reporting method. This requirement is just to make sure we do not lose sight of communication needed if we have to include SFT reporting in the new system.</p>	
16.6	M14	Messaging	Notification will be sent to the Employer if there are outstanding account balances.	<b>Profile Change Affected:</b> <ul style="list-style-type: none"> <li>Organizational Change</li> </ul>	
16.6	M15	Messaging	Notification will be sent to DRS AR if there are outstanding account balances.	<b>Profile Change Affected:</b> <ul style="list-style-type: none"> <li>Organizational Change</li> </ul>	
16.6	M16	Messaging	Notification will be sent to Successor Organization acknowledging that they are responsible for maintenance of historical payroll records for the organization ceasing to exist.	<b>Profile Change Affected:</b> <ul style="list-style-type: none"> <li>Organizational Change</li> </ul>	

## Appendix D.2 Detailed Requirements and Workflows

For: Employer Reporting Application (ERA) Project

Process/Workflow Name: 16.0 Update Employer

### Appendix A - Status Table



Status	Document	Paper/Online/Both	Explanation of Status
Rejected	Any core required documents	Both	Document is incomplete and does not meet requirements.
Accepted	Any core required documents	Both	Documentation is complete and meets requirements.
In-Review	Any core required documents	Both	Documentation is being reviewed by an ESS team member.
Received	Any core required documents	Both	Documentation was successfully submitted.
Not Received	Any core required documents	Both	Documentation required for update employer process.
Mailed	Any core required documents	Paper	Employer identifies they mailed document.

[Update Employer Requirement Table](#) – Used to facilitate requirement discussions. Includes additional procedural information from team discussions as well.

# Appendix D.2 Detailed Requirements and Workflows

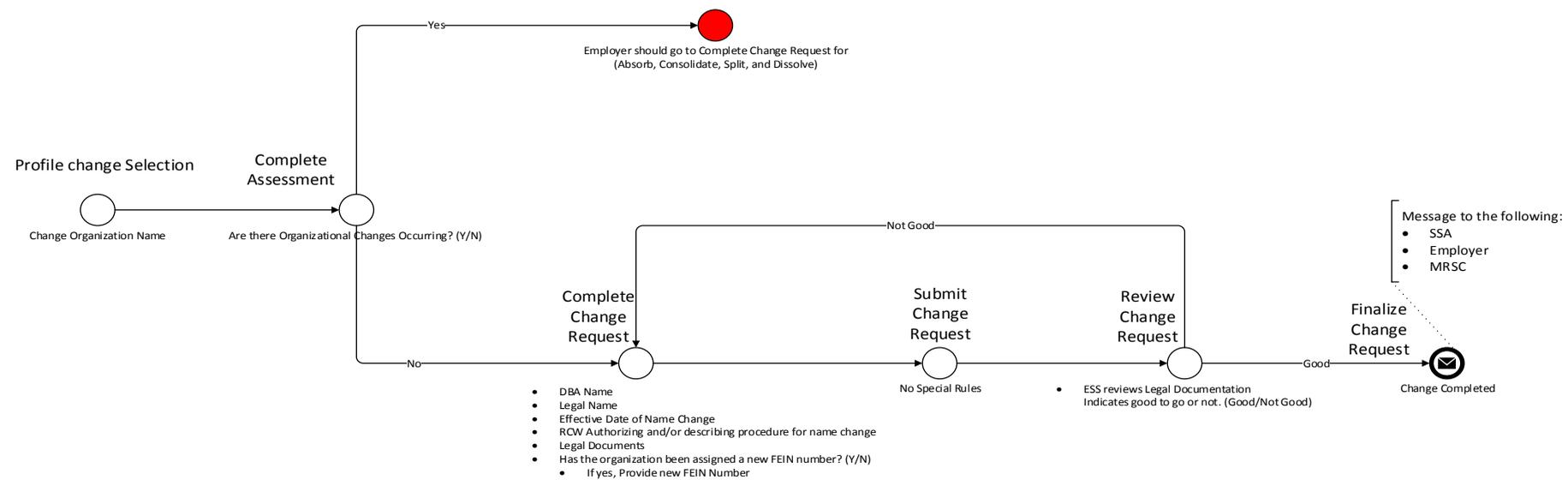
For: Employer Reporting Application (ERA) Project

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## Appendix B – Profile Change Options “Decision Trees for each change”

### Change Organization Name



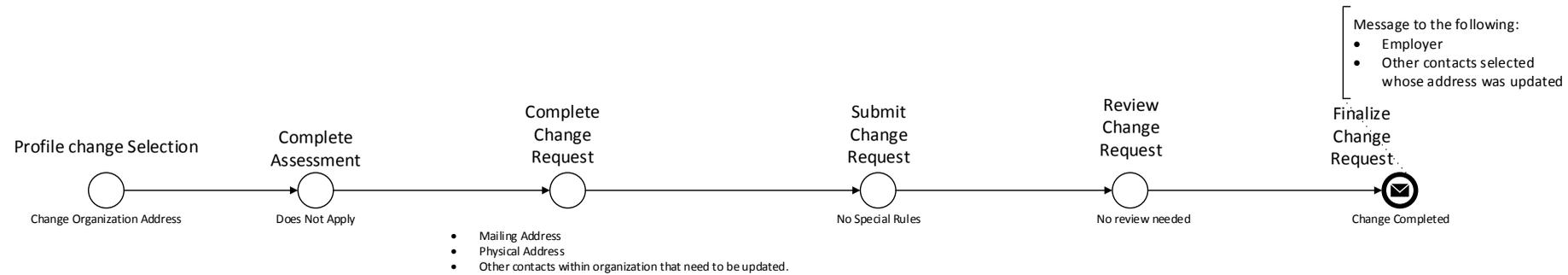
## Appendix D.2 Detailed Requirements and Workflows

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### Change Organization Address



Last Updated 1/15/15

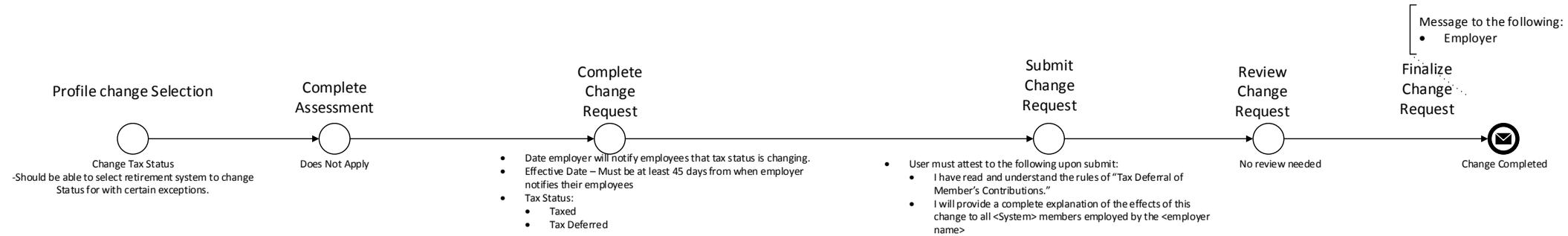
# Appendix D.2 Detailed Requirements and Workflows

For: Employer Reporting Application (ERA) Project

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## Change Tax Status



Last Updated 1/15/15

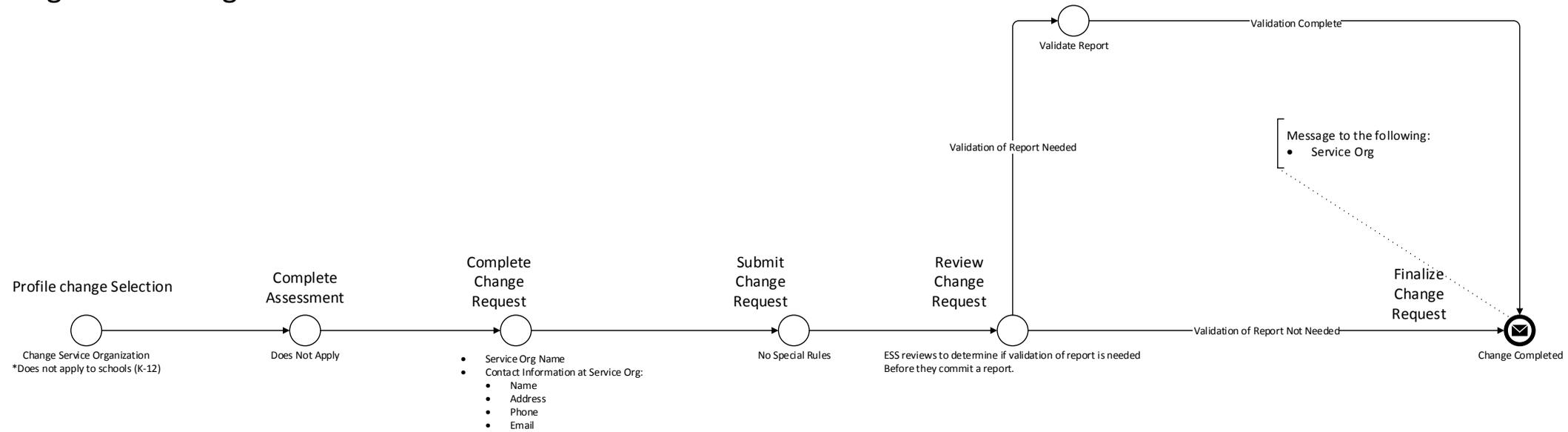
# Appendix D.2 Detailed Requirements and Workflows

For: Employer Reporting Application (ERA) Project

Process/Workflow Name: 16.0 Update Employer



## Change Service Organization



Last Updated 1/15/15

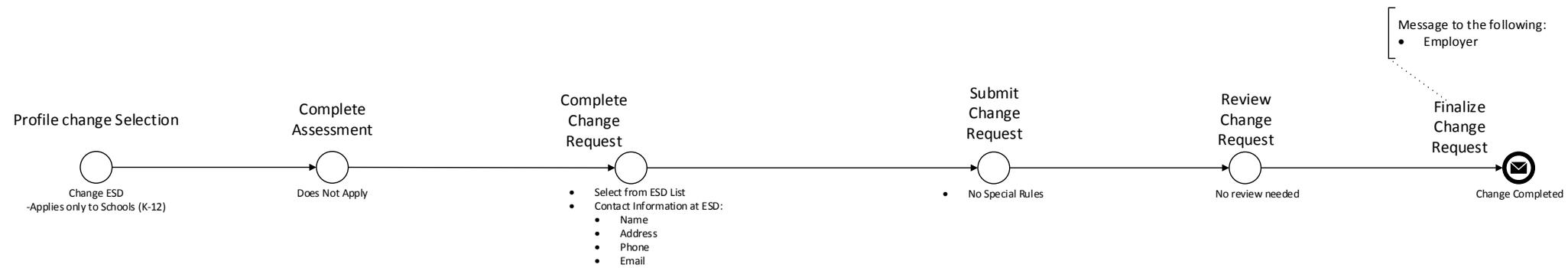
## Appendix D.2 Detailed Requirements and Workflows

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### Change Educational Service District (ESD)



Last Updated 1/15/15

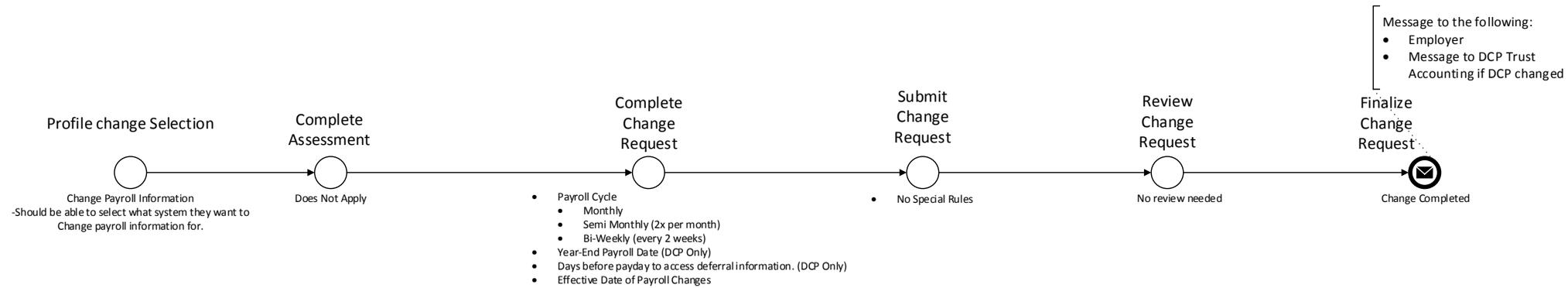
## Appendix D.2 Detailed Requirements and Workflows

For: Employer Reporting Application (ERA) Project

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### Change Payroll Information (Payroll Calendar)



Last Updated 1/15/15

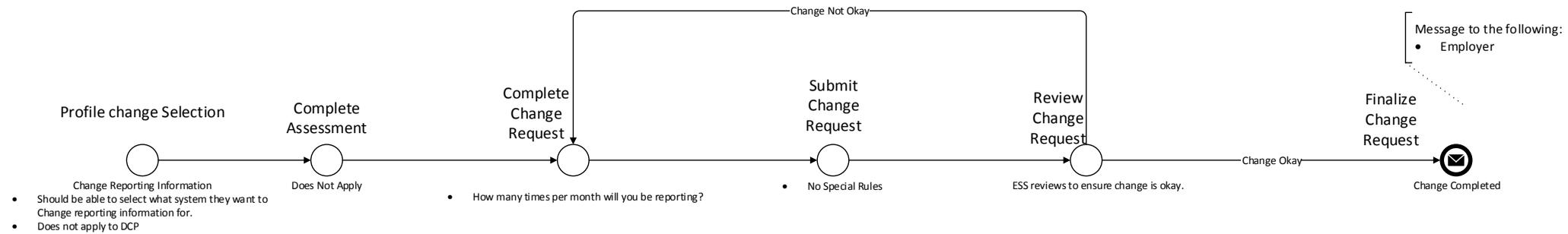
## Appendix D.2 Detailed Requirements and Workflows

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### Change Reporting Information (Number of reports per month)



Last Updated 1/15/15

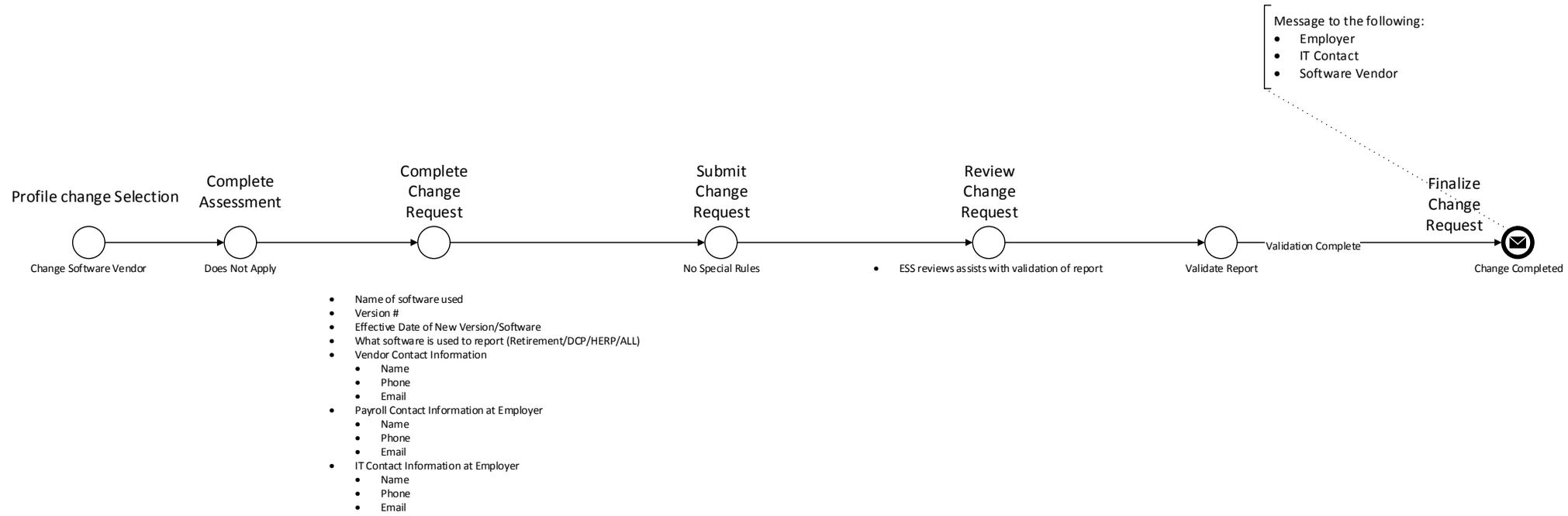
# Appendix D.2 Detailed Requirements and Workflows

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## Change Software Vendor



Last Updated 1/15/15

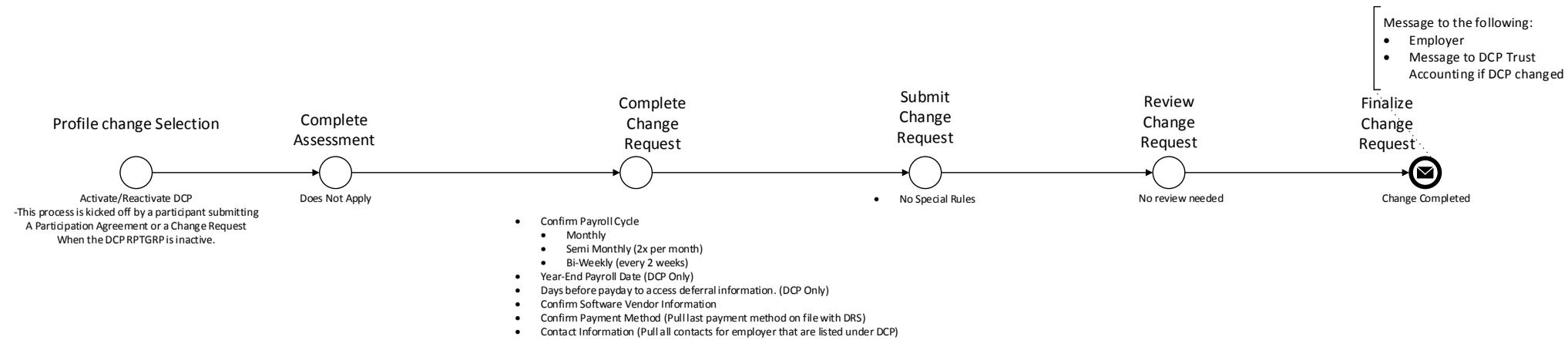
# Appendix D.2 Detailed Requirements and Workflows

For: Employer Reporting Application (ERA) Project

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## Activate/Reactivate DCP



Last Updated 1/15/15

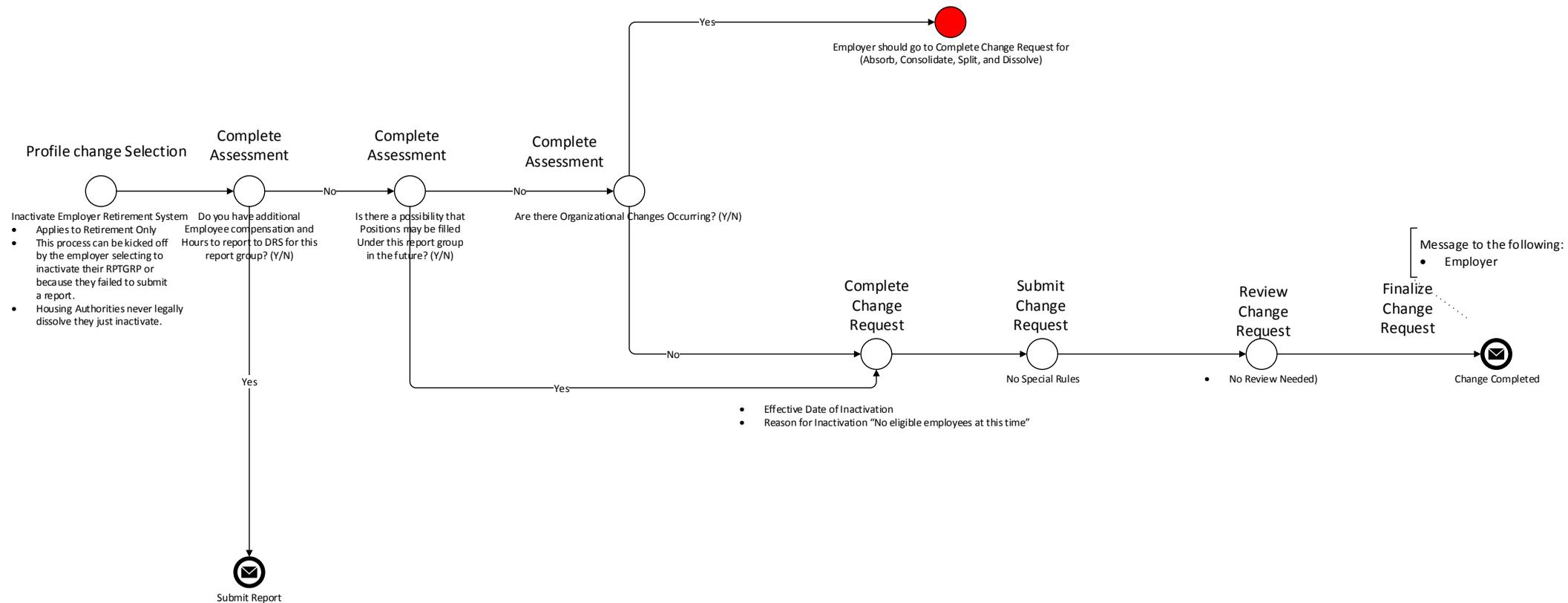
# Appendix D.2 Detailed Requirements and Workflows

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## Inactivate Employer Retirement System



Last Updated 1/15/15

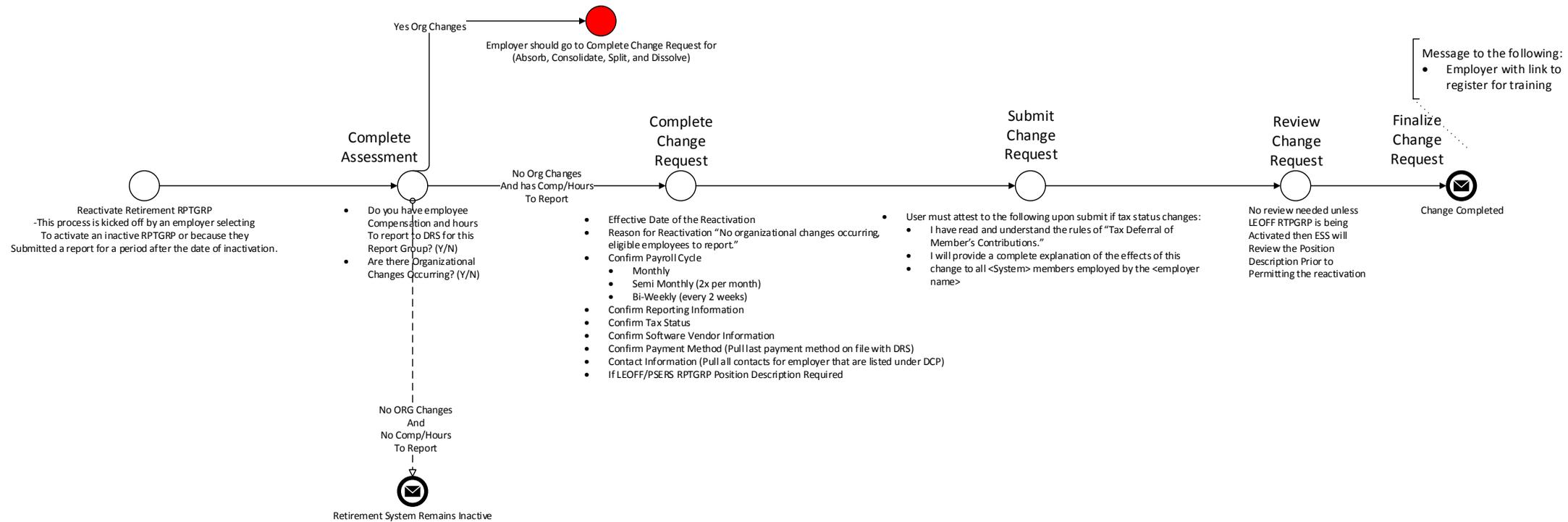
# Appendix D.2 Detailed Requirements and Workflows

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## Reactivate Retirement System



Last Updated 1/15/15

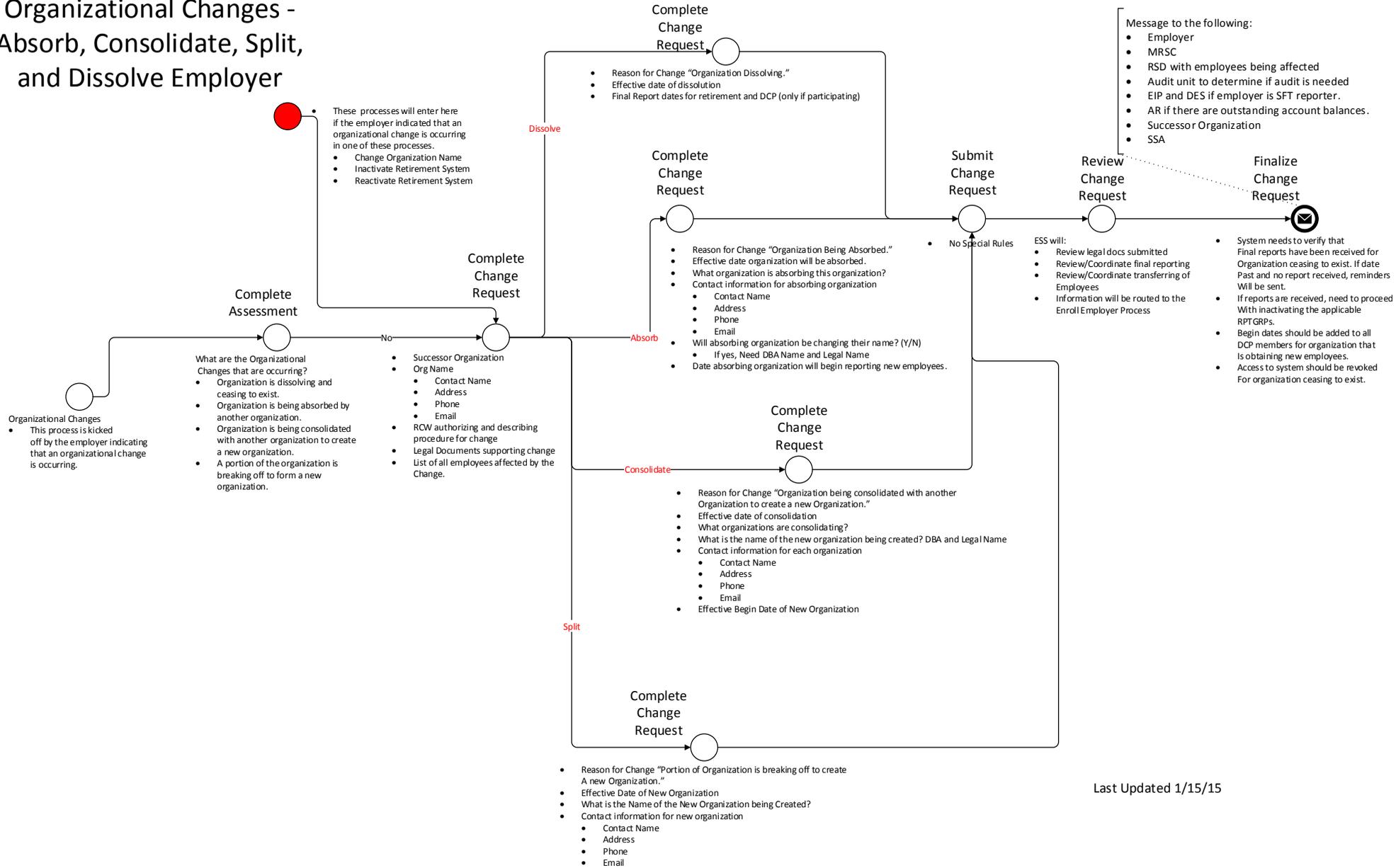
# Appendix D.2 Detailed Requirements and Workflows

For: Employer Reporting Application (ERA) Project

Process/Workflow Name: 16.0 Update Employer



## Organizational Changes - Absorb, Consolidate, Split, and Dissolve Employer



Last Updated 1/15/15