How to do your own compliance review

Washington State Department of Retirement Systems

Follow the steps below to complete your own compliance review. If you have any questions, contact Employer Support Services (ESS).

1. Review your records to ensure you have Retirement Status Verification forms for each employee.
2. Fill out Contractor or Third-Party Worker Retirement Status Verification forms for contractors.
3. Make sure you have reviewed PERS eligibility criteria for your positions within the last 12 months and document your evaluations on the Position Eligibility Worksheet.
4. Make sure you have reviewed PSERS eligibility of your positions and your employees are reported in the correct plan.
5. Review your collective bargaining agreements and compare pay types to PERS, PSERS and LEOFF reportable compensation tables.
6. Review the Determination of employee status WAC 415-02-110 and identify relationships that may need further review.
7. Make sure you're entering separation dates timely.
8. Make sure you're entering plan choice dates timely and providing information employees need to make the choice that's right for them.
9. Review employer accounts to ensure balances are up to date and contact ESS for help with correcting any out-of-balance situations.
10. Contact ESS for training.
11. As time allows, read the Employer Handbook, review notices and watch the DRS Employer website for more information.