Employer Reporting Application (ERA)
Early Adopter and Advisor Meeting

April 18, 2017
## Agenda

<table>
<thead>
<tr>
<th>Time</th>
<th>Session</th>
<th>Presenter</th>
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<tbody>
<tr>
<td>9:35</td>
<td>Employer Roll Call</td>
<td>Debbie Callar</td>
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<tr>
<td>9:40</td>
<td>Welcome New Trainer</td>
<td>Debbie Callar</td>
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<td>9:45</td>
<td>Project Build Update</td>
<td>Lisa Horne</td>
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<td>9:50</td>
<td>Training and Employer Rollout Approaches</td>
<td>Rachel Nesse</td>
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<td>10:05</td>
<td>Signing up your contacts demonstration</td>
<td>Debbie Callar</td>
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<td>10:25</td>
<td>Next Meeting</td>
<td>Sheila LaBier</td>
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<td>10:27</td>
<td>Questions?</td>
<td>Debbie Callar</td>
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# Early Adopters and Advisors Roll Call

<table>
<thead>
<tr>
<th>State Agencies</th>
<th>Higher Ed</th>
<th>Local Gov</th>
<th>School Districts</th>
<th>WBET Only</th>
<th>Other Advisors</th>
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</table>
| • Administrative Office of the Courts  
• Department of Early Learning  
• Department of Social and Health Services  
• Labor and Industries | • South Puget Sound Community College  
• Spokane Community College  
• University of Washington | • City of Bellevue  
• City of Bellingham  
• City of Kelso  
• City of Kent  
• City of Olympia  
• City of Wenatchee  
• City of Yakima  
• King County  
• Port of Seattle  
• South Correctional Entity (SCORE)  
• Spokane Library District  
• Thurston County | • Deer Park SD  
• Kennewick SD  
• Kent SD  
• Lake Washington SD  
• Methow Valley SD/ESD 171  
• Pasco SD  
• Puyallup SD  
• Riverview SD/NWRDC  
• Tumwater SD/ESD 113  
• Wapato SD/ESD 105  
• Washougal SD/ESD 112 | • Lake Stevens Sewer District  
• Pierce County Fire District  
• Whatcom Co Public Library | • BIAS Software  
• Human Resource Management System (HRMS)  
• Northwest Regional Data Center (NWRDC)  
• State Board of Community and Technical Colleges  
• SunGard  
• Tyler Technologies  
• Washington School Information Processing Cooperative (WSIPC) |
Welcome

Sheila LaBier
ERA Employer Trainer
sheilaL@drs.wa.gov
Update on the project build: Timeline

- **2016**
  - ERA Build
    - May 2016 – August 2017

- **2017**
  - Initial requirements to employers
    - July 2016
  - Detailed requirements to employers
    - January 2017
  - Updated requirements to employers
    - March 2017
  - ERA Launch
    - August 2017
  - Early Adopter Rollout
    - August - October 2017

- **2018**
  - Employer Full Rollout
    - November 2017 – October 2018
ERA phase and process detail

**Implement BPMS Solution**
- Phase 0
  - Implement BPMS solution and related technologies
  - Train Project Team

**Build & Implement ERA Processes**

- **Phase 1**
  - Member Look Up
  - Determine Member Eligibility
  - Enroll Member
  - Earning Activity and Process Employer Report
  - Plan Choice

- **Phase 2**
  - Update Member
  - Electronic Payment Management
  - Enroll and Update Employer

- **Phase 3**
  - Post Process Activities:
    - Eservices Update
    - Upload Documents
    - Data Migration: Web and Mainframe
    - Security Audit
    - Post Construction Testing

**Employer Portal Phase 4**

- Employer Portal
- Position Eligibility
- Check Organization Status
- Employer Eligibility Check
- Purchase Previous Service Credit Calculator
- Registration
- Create & Modify User
- Account/Profile
- Accessibility

**Outreach Team – Business Transformation**

- Early Adopters begin using ERA
- Team fixes bugs
- Full employer roll out begins
- Team optimizes ERA

ERA Status Reports are available on the Office of the Chief Information Officer’s website.
Employer Training and Rollout Approach

- Employers get the training they need
- Completed in 1 year
- At a time that works for each employer
## ERA Training Approach

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<th>ENVIRONMENT</th>
<th>PUBLIC WEB</th>
<th>SKYPE - Interactive</th>
<th>IN PERSON</th>
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<tbody>
<tr>
<td>WHO</td>
<td>Employer</td>
<td>Employer/ ERA Trainer</td>
<td>Employer/ERA Trainer</td>
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<tr>
<td>WHAT</td>
<td>Online training video</td>
<td>Scheduled online training with an ERA Trainer</td>
<td>Regional statewide training with an ERA Trainer</td>
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<td>WHEN</td>
<td>Self-service</td>
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<td>Monthly/TBD</td>
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| DETAILS      | Modules based on file types and employer needs :  
  • Reporting method (Interactive, SFT, File Upload)  
  • Logging in with SEAP  
  • Setting up contacts  
  • Setting up calendar  
  Ongoing resource, available when you need it | In addition to Online training  
  Also offered to employers who have already transitioned to ERA  
  Can be scheduled on demand | Focused to assist individuals who need extra support or prefer an in-person training experience |
| TO DISCUSS  | • Small group looking at training tools in May. Do you have any preferences?  
  • Short task sized modules, rather than a long session, do you agree?  
  • Any other feedback about video training?  | • Do you think this could be helpful?  
  • Any positive Skype feedback?  | • Not as frequent. Does that seem appropriate? |
# ERA Early Adopter and Advisor Meeting

**April 18, 2017**

Learn more at [www.drs.wa.gov/employer/era](http://www.drs.wa.gov/employer/era)

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**HRMS State Agencies**

**School Districts**
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**Counties**
- King Co
- Thurston Co
- Olympia City of
- Bellingham City of
- Bellevue City of
- Whatcom Co Library

**Cities**
- Seattle Port of
- SCORE
- E Pierce Fire & Rescue
- Spokane Co Library Dist
- Lake Stevens Sewer Dist

**Misc. Local Gov**
Signing up your contacts demonstration

View the demonstration

Debbie Callar
ERA Employer Training Lead
Next meeting: June 1, 2017  9-11 am

To discuss:

- Feedback from testers on training tools
- Employer Readiness Assessment and Checklist
- ERA Employer Training and Rollout Plan
- See more demonstrations
Questions?
Thank You!