WASHINGTON STATE
Department of
Retirement Systems

Employer Reporting Application (ERA)

Employer Technical Requirements and Reporting Procedures

Version 4.1

Washington State Department of Retirement Systems

September 2018

Revision History

Date	Version #	Comments
01/30/2017	1.0	Original document. Reference: DRS Email 17-003, New ERA Release Date and Employer Technical Requirements
03/01/2017	2.0	Requirements were revised to simplify overtime status codes. Use of new A1 status code is optional. See the addendum table on page 36 for a comparison of the changes between Versions 1.0 and 2.0. Reference: DRS Email 17-006, Important Change to Overtime Reporting Procedures for the Employer Reporting Application
06/20/2017	3.0	• Requirements for M record reporting were clarified. Updates do not impact the multiple record layout. • Descriptions of several Interactive fields were clarified. See the addendum table on page 38 for a comparison of the changes between Versions 2.0 and 3.0. Reference: DRS Email 17-011, Employer Reporting Application (ERA) Schedule Change and Technical Requirements Clarification
02/20/2018	4.0	• Reference to the launch date is removed. • ERA adoption scheduling impacts for employers with software limitations or Service Organizations. • The EBCDIC file format, a fixed length option for employers using an IBM Mainframe system, will no longer be accepted once an employer adopts ERA. • Recommended and minimum configurations for ERA end users are clarified. See the addendum table on page 46 for a comparison of the changes between Versions 3.0 and 4.0.

		Reference: DRS Email 18-002, Employer Reporting Application Schedule Development and the Updated ERA Technical Requirements and Reporting Procedures
9/17/2018	4.1	• Clarify that employers who report using the SFT or Manual Upload methods will use the "Extended Status Code" field to continue to report all relevant status codes, not just the A or A1 codes. See the addendum on page 48 for a comparison of the changes between Versions 4.0 and 4.1. • Reference: DRS Email 18-015, ERA Status Codes Review and ERA Resources

Contents

Reporting Procedures

Overview

This document provides employer requirements for transmittal reporting to the Department of Retirement Systems (DRS), utilizing the Employer Reporting Application (ERA).

ERA employer requirements include:

- Reporting method options
- Changes to the Multiple Record Layout (MRL)
- New status code field and status code
- New data elements

DRS launched ERA to Early Adopters in September 2018 and Full Rollout will begin in December 2018. This document will continue to be updated as we progress in the employer rollout.

For up-to-date project information, including information about the rollout schedule, please see the ERA Project Page.

Changes to current reporting methods

In ERA, employers will have three options for reporting data to DRS:

- Interactive (a manual reporting option where employers will interact with ERA to report data. Similar to and replacing WBET)
- Manual File Upload
- Secure File Transfer (SFT)

DRS is retiring the Manual (paper) reporting processes.

Employers can refer to this table if they prefer to use the reporting method most similar to the method they use today:

If you are currently using…	Regular reporting in ERA	Correction reporting In ERA	DCP Reporting (Regular and Correction)[1]
Web-based Employer Transmittals (WBET)	Interactive	Interactive	Interactive
SFT (Using Multiple Record Layout)	Manual File Upload or SFT	Manual File Upload, SFT or Interactive	Manual File Upload, SFT or Interactive

Employers who currently use WBET for regular reporting and are interested in adopting SFT before ERA launch, can contact DRS' Employer Support Services Team (ESS) at 800-547-6657, option 6, then 2 for more information.

[1] Employers who report DCP Auto-Enrollment through a separate SFT file will continue to use that separate SFT file in ERA.

Changes to current reporting requirements

Employers using Manual File Upload or SFT need to modify their Multiple Record Layouts to accommodate several new data elements in ERA. New fields are described in the table below.

Employers using Interactive will also see these and additional new data elements to support ERA processes.

Collection of the new data elements might also require changes to payroll or internal processes.

Field	Field description	Interactive	Manual File Upload and SFT
Email	To indicate the member's work or personal email address. Used to contact the member regarding retirement information.	X	X
Foreign Address	Several fields added to the Mailing Address to indicate country, province name or city, and foreign postal code of a foreign address. These fields are added to the Mailing Address to provide a complete foreign address. Used to contact the member regarding retirement information.	X	X
Physical Address	Several optional fields used to indicate a physical address when it is different than the mailing address. Only available in Interactive. Used to contact the member regarding retirement information.	X	
Mailing Address	Several fields to indicate the mailing address. SFT and Manual Upload employers send this mandatory address in their files. Used to contact the member regarding retirement information.	X	X
Extended Status Code[2]	A new mandatory status code field that is four characters long. Employers will use this field to report all status codes, both old and new. In addition to all existing status codes, DRS added a new status code to differentiate overtime compensation that is more than twice the base salary. Use of the new overtime status code is optional.	X	X

[2] The new Overtime Status Code is a two-digit code used to document when overtime is greater than two times the base rate of pay. See page 25 for more information about how to use this code.

Field	Field description	Interactive	Manual File Upload and SFT
Phone Number	Fields (one for domestic and one for foreign) used to indicate the member's work or home phone number. Used to contact the member regarding retirement information.	X	X
Phone Number Type	Field used to indicate if phone numbers reported in the "Phone number" fields are the member's home or work number.	X	X
Exceed Date for retirees who return to work	To indicate the date a return-to-work retiree, who is in an eligible position, exceeded the yearly limit of 867 hours.	X (read only)	
Job Type	Used in the Determine Eligibility Process to determine which system, plan and Type Code the member should be reported with.	X	
Max Compensation Exceeds Date	The date a member reached the annual IRC section 401(a)(17) limits.	X (read only)	
Max Compensation Exceeds Indicator	Information to indicate if a member is approaching the annual compensation limits [IRC section 401(a)(17)].	X (read only)	
Position Title	The employer's position title for the position the member will be filling. This is a free-form field, completed by the employer that will also be used to track position eligibility.	X	
Position ID	The employer's unique position identifier. This is a free-form field completed by the employer.	X	

The following table summarizes the changes to the Multiple Record Layout (MRL) to support the new data elements in ERA:

MRL Record	Field	Change	Format
Member Profile	Member/Participant Name Change Flag	Deprecated	n/a
Member Profile	Address Change Flag	Deprecated	n/a
Member Profile	Phone Number Type	New	A1
Member Profile	Phone Number	New	N10
Member Profile	Foreign Phone Number	New	N15
Member Profile	Foreign Country Name	New	A35
Member Profile	Foreign Province Name	New	A35
Member Profile	Foreign Postal Code	New	A9
Member Profile	Email Address	New	A250
Employment Information	Control Number	Deprecated	n/a
Employment Information	Organization Display	Deprecated	n/a
Defined Benefit	Status Code	Deprecated	n/a
Defined Benefit	Extended Status Code	New	A4
Defined Contribution	Taxed/Non-taxed Status	Deprecated	n/a

Note: There are no changes to the Summary Record or Plan Choice Record.

New features

This document provides employers with details about ERA enhancements that could impact the data you report or your reporting procedures. These include:

- Simulation – ERA will allow pre-edits before employers send data to DRS. Pre-edits allow employers to identify errors without committing the data to the system. Files can be tested and corrected in their system before sending to DRS. Employers who take advantage of this feature should experience fewer rejections, corrections and credit redistributions.
- Rejections – When a transaction is rejected on an employer's transmittal report, all the records associated with the reported member will be rejected. This will give employers an opportunity to fix the issue before sending the employee's data to DRS.
- Interactive – DRS is adding a few additional data elements that are only accessible through the Interactive reporting method. Some fields are rarely used, so DRS won't ask all employers to update their MRL for a field that is only necessary in limited situations. A couple examples include Job Type and Position ID.
- DCP Edits – In ERA, Employers will receive edits on the DCP transmittal reporting, and will be able to do DCP corrections. This will help employers keep both data and dollars in alignment and reduce the need for complicated reconciliations.

The ERA project team will continue looking for opportunities to enhance employer experience without changing employer data or reporting procedures. ERA Employer Training, offered as part of the transition to the new system, will include more details about ERA enhancements.

ERA adoption scheduling impacts for employers with software limitations or Service Organizations

DRS will schedule a transition date for each employer. Each employer will receive training and a customized ERA Adoption Packet and will complete a readiness assessment before transitioning to ERA.

DRS will schedule employers in groups (not individually) when:

- **Your data is submitted to DRS by a Service Organization**. In ERA, a Service Organization is an entity that submits data on behalf of an employer. If our records show an entity is or has a Service Organization, all report groups associated with the Service Organization will transition to ERA together.
- **Your software provider has limitations.** A software vendor contacted DRS to request that their clients adopt the new multiple record layout simultaneously. DRS might be able to accommodate requests like this, but only if we hear from employers in advance. Please contact the ERA Outreach Team at DRSERAOutreach@drs.wa.gov so we can discuss your needs.

Technical Requirements

Overview

This section describes detailed information about how to report retirement information to DRS using ERA, and how to choose the reporting method that best meets employers' needs. Details include:

- The three different reporting methods DRS accepts
- Each field by record type in the Multiple Record Layout (MRL)
- The data format options DRS accepts on the MRL
- Recommended and minimum configurations

Testing will be completed in ERA *before* employers begin sending production data.

Reporting method options

DRS will accept retirement information through any of the following methods. Each employer should use the method that best meets their needs and ability to report accurately and on time.

Reporting method	Status	File type	Definition
Interactive	New	None	Employers who report through the new Interactive method will login to the Employer Portal and interact with ERA to enter and submit data. Interactive will replace WBET. See more detail about Interactive on page 30.
Manual File Upload	New	Multiple Record Layout (MRL)	Employers will be able to login and upload a file from within the ERA Employer Portal (no separate SFT password needed). They will also have the option to run through a pre-edit process called a Simulation.
Secure File Transfer (SFT)	Existing	Multiple Record Layout (MRL)	The SFT method allows employers to send their transmittal report over the internet using secure File Transfer Protocol SFT software. WaTech's Human Resource Management System will continue to transmit data to DRS on behalf of employers through SFT.

For regular reporting, an employer can choose either Interactive or Manual File Upload/SFT. Switching between these methods is possible, but requires DRS to change the employer's profile.

Like today, in ERA employers may report Deferred Compensation Program reporting by Interactive method, even if the employer reports retirement through a different method.[3]

[3] Employers who report DCP Auto-Enrollment through a separate SFT file will continue to use that separate SFT file in ERA.

The Multiple Record Layout (MRL)

The MRL is required for employers who want to report through Manual File Upload or SFT.

Deprecated fields

DRS has identified fields on the MRL that will be deprecated. This means that we will no longer require or support the data submitted in those fields. Specific information about which fields have been deprecated for each MRL record type is available on page 7.

Please note that employers already using MRL will not delete a deprecated field from the record – it will need to remain in the MRL. Employers won't be required to modify their MRL to stop reporting data in these fields. DRS will ignore the data in the deprecated fields.

In the same way, employers choosing the MRL will need to include these deprecated fields as they build their MRL, but will not need to report data in a deprecated field.

New fields

Several new fields have been added to the MRL. To use ERA, employers must add the new fields to their MRL.

The Summary Record: "S" Record

The Summary Record must be part of every transmittal report to DRS, but the Summary Record is not counted in the Total Records Reported field. Employers can send one file with multiple reports, but each of those transmittal reports must have its own Summary Record. The reporting group number is the data element within the Summary Record that distinguishes one transmittal report from another. Some employers might have more than one reporting group number [such as, a reporting group number for the Public Employees' Retirement System (PERS), and a reporting group number for the Law Enforcement Officers' and Fire Fighters' Retirement System (LEOFF)]. Employers who participate in the Deferred Compensation Program (DCP), will have an additional reporting group number.

The Summary Record will not be updated for ERA.

Summary Record Layout:

Field	Format	Field length	Fixed start	Fixed end	Key field	Updated for ERA? (Y/N)	Description
Record Type Identifier	Character	1	1	1		N	For the Summary Record, this ID is "S." Each record has a Record Type Identifier. If employers use a spreadsheet to create the transmittal report, or the file contains rows that aren't filled with transmittal report data (such as column headings), they must mark them with "L" so the DRS system will not read them as data.
Reporting Group Number	Character	6	2	7	Y	N	This is a DRS-assigned number and is system specific. Employers who participate in multiple systems have a specific Report Group Number for each system.
Reporting Period	YYYYMM	6	8	13	Y	N	Identifies the year and month of the transmittal report. The same reporting period should be used for all entries within the report.
Report Type	Character	1	14	14	Y	N	Used to indicate whether the report is a regular report (R) or a correction report (C).

Field	Format	Field length	Fixed start	Fixed end	Key field	Updated for ERA? (Y/N)	Description
Report Version Number	##	2	15	16	Y	N	Identifies which report this is in the month's sequence of reports (for instance, 01 for the first, 02 for the second). Together, the Report Version Number and Expected Monthly Reports fields identify the expected number of transmittal reports for a specific month.
Expected Monthly Reports	##	2	17	18		N	The expected number of transmittal reports for a specific month. The number of expected reports should match the number of payrolls.
Total Compensation	+/-#########.##	13	19	31		N	Sum of the compensation on the Defined Benefit Record. It should equal the sum of all transactions for which compensation is reported.
Total Member Contributions/Deferrals	+/-#########.##	13	32	44		N	Sum of the member contributions for both the Defined Benefit Record and the Defined Contribution Record.
Total Employer Contributions	+/-#########.##	13	45	57		N	Sum of the transactions within the Defined Benefit Record. It should equal the sum of all employer contributions for which compensation is reported.
Total Hours	+/-#########.##	12	58	69		N	Sum of the hours for all plans (except TRS Plan 1) reported within the Defined Benefit Record. Total hours must be reported to the nearest tenth of a percent.
Total Records Reported	#######	7	70	76		N	The total number of detailed transactions on the transmittal report. Employers do not include the Summary Record in this count. It should equal the sum of all records reported.
Total Days	+/-#########.##	12	77	88		N	Sum of the days for TRS Plan 1 members reported within the Defined Benefit Record. Total days must be reported to the nearest tenth of a percent.

The Member Profile Record: "M" Record (not applicable for retirees)

The Member Profile Record is required the first time employers report an employee (does not include a DCP participant). The record will also be used to report changes in the member's or participant's name, address, phone number, email, birth date and gender code. Employers have two options for reporting changes to the information in this record. Both options exist today and no changes are necessary beyond the previously noted updates to the MRL. See pages 17-18 for details.

Updates to the Member Profile Record include two deprecated fields and seven new fields.

Member Profile Record Layout:

Field	Format	Field length	Fixed start	Fixed end	Key field	Updated for ERA? (Y/N)	Description
Record Type Identifier	Character	1	1	1		N	For the Member Profile Record, this ID is "M." Each record has a Record Type Identifier. If employers are using a spreadsheet to create the transmittal report, or the file contains rows that aren't filled with transmittal report data (such as column headings), the rows must be marked with "L" so the DRS system will not read them as data.
Reporting Group Number	Character	6	2	7	Y	N	This is a DRS-assigned number and is system specific. Employers who participate in multiple systems have a specific Report Group Number for each system.
Reporting Period	YYYYMM	6	8	13	Y	N	Used to identify the year and month of the transmittal report. The same reporting period should be used for all entries within the report.
Report Type	Character	1	14	14	Y	N	Used to indicate whether the report is a regular report (R) or a correction report (C).
Report Version Number	##	2	15	16	Y	N	Identifies which report this is in the month's sequence of reports (for instance, 01 for the first, 02 for the second).
Social Security Number	#########	9	17	25		N	A valid Social Security Number must be present for the transaction to be processed.

Field	Format	Field length	Fixed start	Fixed end	Key field	Updated for ERA? (Y/N)	Description
Deprecated – Member/Participant Name Change Flag	Character	1	26	26		Y	The new system will update a member's name if it's different from the current name on file. DRS will no longer need a flag to trigger a name update.
Member/Participant Last Name	Character	35	27	61		N	Identifies the employee being reported. Three fields (Last Name, First Name, Middle Name) can be used to report the name. A valid Last Name must be present for the transaction to be processed.
Member/Participant First Name	Character	35	62	96		N	Identifies the employee being reported. Three fields (Last Name, First Name, Middle Name) can be used to report the name. A valid First Name must be present for the transaction to be processed.
Member/Participant Middle Name	Character	35	97	131		N	Identifies the employee being reported. Three fields (Last Name, First Name, Middle Name) can be used to report the name. The middle name is not required.
Member/Participant Name Extension	Character	3	132	134		N	Use this field to provide the legal extension of the member's or participant's name, such as *III, SR* or *JR*. Use capital letters, but no punctuation.
Member/Participant Name Title	Character	5	135	139		N	This field accepts only two titles: DR or REV. Entries such as Mr, Mrs, Miss, or Ms will be ignored and default to a blank field.
Member/Participant Suffix	Character	5	140	144		N	Use this field to report abbreviations indicating degrees earned through the educational process, such as *PHD*. Use capital letters, but no punctuation.
Deprecated – Address Change Flag	Character	1	145	145		Y	The new system will update a member's address if it's different from the current address on file. DRS will no longer need a flag to trigger the change.

Field	Format	Field length	Fixed start	Fixed end	Key field	Updated for ERA? (Y/N)	Description
Address Line 1	Character	35	146	180		N	Used to provide mailing address information for domestic and foreign addresses. Address Line 1 is required.
Address Line 2	Character	35	181	215		N	Used to provide mailing address information for domestic and foreign addresses. Address Line 2 is optional.
Address Line 3	Character	35	216	250		N	Used to provide mailing address information for domestic and foreign addresses. Address Line 3 is optional.
City	Character	35	251	285		N	Used to report the name of the city within the mailing address for both domestic and foreign addresses. City is required for domestic addresses. City is only required for foreign addresses if the Foreign Province Name is left blank.
State Code	Character	2	286	287		N	Used to report the state abbreviation within the mailing address for domestic addresses. State is required for domestic addresses.
ZIP Code	#####	5	288	292		N	Used to report the ZIP code within the mailing address for domestic addresses. ZIP code is required for domestic addresses.
ZIP Code Extension	####	4	293	296		N	Used to report the ZIP code extension within the mailing address for domestic addresses. ZIP Code Extension is optional for domestic addresses.
Gender Code	Character	1	297	297		N	Used to provide the member's gender. Valid values are "F" or "M."
Birth Date	YYYYMMDD	8	298	305		N	Used to provide the member's or participant's birth date.
New – Phone Number Type	Character	1	306	306		Y	Used to provide the phone number type (work = W, home = H). Phone Number Type is optional. If a phone number is reported and this field is left blank, the field will default to W = work.

Field	Format	Field length	Fixed start	Fixed end	Key field	Updated for ERA? (Y/N)	Description
New – Phone Number	Character	10	307	316		Y	Used to provide the member's domestic work or home phone number. Phone number is optional.
New – Foreign Phone Number	Character	15	317	331		Y	Used to provide the member's foreign work or home phone number. Foreign Phone Number is optional.
New – Foreign Country Name	Character	35	332	366		Y	Used to provide the country within the mailing address for foreign addresses. Foreign Country Name is required for foreign addresses.
New – Foreign Province Name	Character	35	367	401		Y	Used to provide the province name within the mailing address for foreign addresses. Foreign Province Name is only required for foreign addresses if the City is left blank.
New – Foreign Postal Code	Character	9	402	410		Y	Used to provide the postal code within the mailing address for foreign addresses. Foreign Postal Code is optional.
New – Email Address	Character	250	411	660		Y	Used to provide the member's work or personal email address. Email Address is optional.

Employers can choose one of two options for updating a member's or participant's personal information on the "M" record. Employers can continue using the option they use today. Neither option requires changes to the MRL.

"M" Record Parts	**Option 1:** Submit a partial "M" record. There are six separate parts to an "M" record: 1. Name 2. Address 3. Phone Number 4. Email Address 5. Birth Date 6. Gender Code Employers using this option can update a single part, or multiple parts as long as the employer includes all the fields associated with that part. Fields required for a change to a specific part are listed in this column. Multiple changes can be submitted in one record (for example, Name and Address).	**Option 2:** Submit a complete "M" record with every mandatory field.
1. Name (First, Last and/or Middle)	• Record Type Identifier • Reporting Group Number • Reporting Period • Report Type • Report Version Number • Social Security Number • Member/Participant Last Name • Member/Participant First Name • Member/Participant Middle Name • Member/Participant Name Title • Member/Participant Suffix	Submit the mandatory fields, updating any changing fields. DRS will update fields with the new data, as needed.
2. Address (Domestic or Foreign)	• Record Type Identifier • Reporting Group Number • Reporting Period • Report Type • Report Version Number • Social Security Number • Address Line 1 • Address Line 2 • Address Line 3 • City • State Code • ZIP Code • ZIP Code Extension • Foreign Country Name • Foreign Province Name • Foreign Postal Code	

	Option 1 (continued)	**Option 2**
3. Phone Number (Domestic or Foreign Phone Number, and/or Phone Number Type)	• Record Type Identifier • Reporting Group Number • Reporting Period • Report Type • Report Version Number • Social Security Number • Phone Number Type • Phone Number • Foreign Phone Number	
4. Email Address	• Record Type Identifier • Reporting Group Number • Reporting Period • Report Type • Report Version Number • Social Security Number • Email Address	
5. Birth Date	• Record Type Identifier • Reporting Group Number • Reporting Period • Report Type • Report Version Number • Social Security Number • Birth Date	
6. Gender Code	• Record Type Identifier • Reporting Group Number • Reporting Period • Report Type • Report Version Number • Social Security Number • Gender Code	

The Employment Information Record: “E” Record

The Employment Information Record is required the first time an employer reports an employee, and the last time an employer plans to report an employee. It is also used to update a member's Type Code and the control number or organization display information. The leave/disability start and end date fields are used to record disability leave periods for LEOFF members. This record is not needed or expected on every report.

Updates to the Employer Information Record include two deprecated fields. There are no new fields on this record.

Employment Information Record Layout:

Field	Format	Field length	Fixed start	Fixed end	Key field	Updated for ERA? (Y/N)	Description
Record Type Identifier	Character	1	1	1		N	For the Employment Information Record, this ID is “E.” Each record has a Record Type Identifier. If an employer is using a spreadsheet to create the transmittal report, or the file contains rows that are not filled with transmittal report data (such as column headings), they must mark the rows with “L” so the DRS system will not read them as data.
Reporting Group Number	Character	6	2	7	Y	N	This is a DRS-assigned number and is system specific. Employer who participate in multiple systems have a specific Report Group number for each system.
Reporting Period	YYYYMM	6	8	13	Y	N	Identifies the year and month of the transmittal report. The same reporting period should be used for all entries within the report.
Report Type	Character	1	14	14	Y	N	Used to indicate whether the report is a regular report (R) or a correction report (C).
Report Version Number	##	2	15	16	Y	N	Identifies which report this is in the month’s sequence of reports (such as, 01 for the first, 02 for the second).
Social Security Number	#########	9	17	25		N	A valid Social Security Number must be present for the transaction to be processed.
System Code	Character	1	26	26		N	The system code identifies the system being reported.

Field	Format	Field length	Fixed start	Fixed end	Key field	Updated for ERA? (Y/N)	Description
Plan Code	#	1	27	27		N	Used to provide the plan number of the system in which the member participates.
Type Code	##	2	28	29		N	Used to identify the type of employer, and in some cases, the type of work performed by the member.
Begin Date	YYYYMMDD	8	30	37		N	Retirement Systems • Used to report the date a retiree begins employment or changes position status • Used to report the date a member begins employment that is eligible for retirement system coverage • Used to report a substitute begin date This date is mandatory for each person employers report for the first time. Deferred Compensation Program Not used for DCP
End Date	YYYYMMDD	8	38	45		N	Retirement Systems • Used to report the date a retiree ends employment or changes position status • Used to report the date a member ends employment that is eligible for retirement system coverage This date may be equal to the employment termination date or an earlier date if the employee is originally hired into an eligible position and later moves into an ineligible position. This date should be on the last transmittal employers expect to use for a member. Deferred Compensation Program Used to report the date a participant terminates

Field	Format	Field length	Fixed start	Fixed end	Key field	Updated for ERA? (Y/N)	Description
							employment. This includes participants who have previously suspended their deferrals. This date should be on the last transmittal report employers expect to use for a participant.
Disability/Leave Start Date	YYYYMMDD	8	46	53		N	Used to report the disability/leave start date. Disability leave for LEOFF members must be reported if the period of leave exceeds three days.
Disability/Leave End Date	YYYYMMDD	8	54	61		N	Used to report the disability/leave end date. Disability leave for LEOFF members must be reported if the period of leave exceeds three days.
Deprecated - Control Number	Character	6	62	67		Y	No longer supported; values will be ignored.
Deprecated - Organization Display	Character	6	68	73		Y	No longer supported; values will be ignored.

The Defined Benefit Record: "B" Record (not applicable for DCP)

The Defined Benefit Record should be on every report for each member who has been reported with a retirement eligibility start date by an employer. At least one Defined Benefit Record per member must be reported for each earning period being reported. This should continue until an End Date is reported. Deferred Compensation Program data is not included on this record.

Updates to the Defined Benefit Record include one deprecated field and one new field.

Defined Benefit Record Layout:

Field	Format	Field length	Fixed start	Fixed end	Key field	Updated for ERA? (Y/N)	Description
Record Type Identifier	Character	1	1	1		N	For the Defined Benefit Record, this ID is "B." Each record has a Record Type Identifier. If employers are using a spreadsheet to create the transmittal report, or the file contains rows that are not filled with transmittal report data (such as column headings), the rows must be marked with "L" so the DRS system will not read them as data.
Reporting Group Number	Character	6	2	7	Y	N	This is a DRS-assigned number and is system specific. Employers who participate in multiple systems has a specific Report Group number for each system.
Reporting Period	YYYYMM	6	8	13	Y	N	Used to identify the year and month of the transmittal report. The same reporting period should be used for all entries within the report.
Report Type	Character	1	14	14	Y	N	Used to indicate whether the report is a regular report (R) or a correction report (C).
Report Version Number	##	2	15	16	Y	N	Identifies which report this is in the month's sequence of reports (such as, 01 for the first, 02 for the second).
Social Security Number	#########	9	17	25		N	A valid Social Security Number must be present for the transaction to be processed.
System Code	Character	1	26	26		N	Identifies the system being reported.

Field	Format	Field length	Fixed start	Fixed end	Key field	Updated for ERA? (Y/N)	Description
Plan Code	#	1	27	27		N	Used to provide the plan number of the system in which the member participates.
Type Code	##	2	28	29		N	Identifies the type of employer, and in some cases, the type of work performed by the member.
Earning Period	YYYYMM	6	30	35		N	The year and month in which the compensation was earned. Only one earning period can be reported per transaction. Employers must create transactions for each earning period that needs to be reported.
Deprecated – Status Code	Character	1	36	36		Y	No longer supported; values will be ignored. This field is being replaced with the new four-character “Extended Status Code” field. **All status codes must be reported in the new field.**
Hours	+/-###.#	6	37	42		N	For all retirement systems and plans except TRS Plan 1, service is reported in hours. Employers use this field to report the hours the member worked during the earning period being reported. Hours must be reported to the nearest tenth of a percent.
Days	+/-###.#	5	43	47		N	For TRS Plan 1 members, service is reported in days. Employers use this field to report the days the TRS Plan 1 member worked during the earning period being reported. Days must be reported to the nearest tenths decimal place.
Compensation	+/-#######.##	11	48	58		N	In general, the salaries or wages earned by a member for personal services during a calendar month, payroll period or fiscal year are reported as compensation. Each retirement system and plan has different requirements for reporting compensation.

Field	Format	Field length	Fixed start	Fixed end	Key field	Updated for ERA? (Y/N)	Description
Employer Contributions	+/-#######.##	11	59	69		N	Employer contributions are due on all compensation reported for each earning period.
Defined Benefit Member Contributions	+/-#######.##	11	70	80		N	Member contributions for members of systems and plans other than PERS, SERS and TRS Plan 3 must be reported in this field. Plan 3 member contributions are reported as part of the defined contribution record.
New – Extended Status Code	Character	4	81	84		Y	Status codes for the compensation, contributions and hours or days being reported for a member. You can use only one status code per reported transaction. If you need to report more than one status code for a member, use additional transactions for each status code. This field accepts status codes between 1-4 characters in length. For a list of all the codes you can report in this field, please see page 31. For more detail on status codes, see the ERA Employer Handbook, Chapter 7: Transmittal Codes.

New status code for reporting overtime: Example using A1

Employers with members that may earn more than two times their base pay will have two acceptable options for reporting that compensation. For example, either reporting choice is acceptable for the following scenario:

- Joan, a member in PERS Plan 2, works 80 hours during the earning period at her regular rate of pay of $20 an hour.
- She works an additional 8 hours at an overtime rate of 1.5 times her regular pay, or $30, and another 8 hours at a rate of 2 times her regular pay, or $40 an hour.
- Finally, Joan also works another 4 hours of overtime at a holiday rate of 2.5 times her regular pay, or $50 an hour.

Option 1: The employer chooses not to use the optional A1 status code.

Rates of Pay/Compensation		Reported as:
Regular Pay:	80 X $20 = $1600	A: $1600 +$240 + $320 + $200 = $2360
Overtime at 1.5X:	8 X $30 = $240	80 + 8 + 8 + 4 = 100 hours
Overtime at 2.0X:	8 X $40 = $320	
Overtime at 2.5X:	4 X $50 = $200	

The MRL will look like this:

Record Type ID	Rpt Grp #	Rpt Prd	Rpt Type	Rpt Version #	SSN	Sys Code	Plan Code	Type Code	Earning Period	Status Code	Hours	Days	Compen-sation	Emp Cont	DB Mbr Cont	Extended Status Code
B	123456	201702	R	01	987654321	P	2	20	201701		100.0	0.0	2360.00	263.85	144.43	A

Option 2: The employer chooses to use the optional A1 status code.

Rates of Pay/Compensation		Reported as:
Regular Pay:	80 X $20 = $1600	A: $1600 +$240 + $320 = $2160
Overtime at 1.5X:	8 X $30 = $240	80 + 8 + 8 = 96 hours
Overtime at 2.0X:	8 X $40 = $320	
Overtime at 2.5X:	4 X $50 = $200	A1: $200, 4 hours

The MRL will look like this:

Record Type ID	Rpt Grp #	Rpt Prd	Rpt Type	Rpt Version #	SSN	Sys Code	Plan Code	Type Code	Earning Period	Status Code	Hours	Days	Compen-sation	Emp Cont	DB Mbr Cont	Extended Status Code
B	123456	201702	R	01	987654321	P	2	20	201701		96.0	0.0	2160.00	241.49	132.19	A
B	123456	201702	R	01	987654321	P	2	20	201701		4.0	0.0	200.00	22.36	12.24	A1

The Defined Contribution Record: "C" Record

The Defined Contribution Record should be on each report for every Plan 3 member who has a retirement deduction. The first time a member is reported in Plan 3, the Defined Contribution Record, the Member Profile Record and the Plan Choice Record must be reported. DCP deferrals are included on this record type.

Updates to the Defined Contribution Record include one deprecated field.

Defined Contribution Record Layout:

Field	Format	Field length	Fixed start	Fixed end	Key field	Updated for ERA? (Y/N)	Description
Record Type Identifier	Character	1	1	1		N	For the Defined Contribution Record, this ID is "C." Each record has a Record Type Identifier. If employers are using a spreadsheet to create the transmittal report, or the file contains rows that are not filled with transmittal report data (such as column headings), they must mark the rows with "L" so the DRS system will not read them as data.
Reporting Group Number	Character	6	2	7	Y	N	This is a DRS-assigned number and is system specific. Employers who participate in multiple systems have a specific Report Group Number for each system.
Reporting Period	YYYYMM	6	8	13	Y	N	Identifies the year and month of the transmittal report. The same reporting period should be used for all entries within the report.
Report Type	Character	1	14	14	Y	N	Indicates whether the report is a regular report (R) or a correction report (C).
Report Version Number	##	2	15	16	Y	N	Identifies which report this is in the month's sequence of reports (such as, 01 for the first, 02 for the second).
Social Security Number	#########	9	17	25		N	A valid Social Security Number must be present for the transaction to be processed.
System Code	Character	1	26	26		N	Identifies the system being reported.

Field	Format	Field length	Fixed start	Fixed end	Key field	Updated for ERA? (Y/N)	Description
Defined Contribution/Deferrals	+/-#######.##	11	27	37		N	Used to report member contributions for Plan 3 members and deferrals for DCP/JRA participants. Once a member chooses Plan 3, all member contributions should be reported in Plan 3 — including any contributions on earnings as a Plan 2 member.
Deprecated – Taxed/Non-taxed Status	Character	1	38	38		Y	No longer supported; values will be ignored.
Investment Program	Character	4	39	42		N	For Plan 3, employers fill this field with: • "WSIB" to direct member contributions to the Washington State Investment Board • "SELF" to direct member contributions to the Self-Directed Investment Program **Note:** If a non-transferring Plan 3 member fails to select an investment program within 90 days of eligibility, the employer's system must report "SELF."
Rate Option	Character	1	43	43		N	There are currently six rate options: A, B, C, D, E or F. Employers fill in this field with the applicable value to indicate the rate option the Plan 3 member has selected. **Note**: If a non-transferring member fails to select a rate option within 90 days of eligibility, employers must report A.

The Plan Choice Record: "T" Record

The Plan Choice Record applies only to PERS, SERS, and TRS members. The Plan Choice Record needs to be submitted only one time per member, per system.

DRS will not move a Plan 2 member into Plan 3 without a Plan Choice Date or Transfer Date. The Plan Choice information is required when the choice/transfer date is reported.

When reporting a member on the Plan Choice Record, the employer must make sure to include the Defined Contribution Record.

The Plan Choice Record will not be updated for ERA.

Plan Choice Record Layout:

Field	Format	Field length	Fixed start	Fixed end	Key field	Updated for ERA? (Y/N)	Description
Record Type Identifier	Character	1	1	1		N	For the Plan Choice Record, this ID is "T." Each record has a Record Type Identifier. If employers are using a spreadsheet to create the transmittal report, or the file contains rows that are not filled with transmittal report data (such as column headings), they must mark the rows with "L" so the DRS system will not read them as data.
Reporting Group Number	Character	6	2	7	Y	N	This is a DRS-assigned number and is system specific. Employers who participate in multiple systems have a specific Report Group Number for each system.
Reporting Period	YYYYMM	6	8	13	Y	N	Identifies the year and month of the transmittal report. The same reporting period should be used for all entries within the report.
Report Type	Character	1	14	14	Y	N	Indicates whether the report is a regular report (R) or a correction report (C).
Report Version Number	##	2	15	16	Y	N	Identifies which report this is in the month's sequence of reports (such as 01 for the first, 02 for the second).

Field	Format	Field length	Fixed start	Fixed end	Key field	Updated for ERA? (Y/N)	Description
Social Security Number	#########	9	17	25		N	A valid Social Security Number must be present for the transaction to be processed.
System Code	Character	1	26	26		N	Identifies the system being reported.
Plan Choice Date or Transfer Date	YYYYMMDD	8	27	34		N	Used for the dates from the Member Information Form (MIF) or the Member Transfer Form.
Plan Choice	Character	2	35	36		N	Provides the two-character code that describes the member's choice: 2C – New Plan 2 member chooses Plan 2 3C – New Plan 2 member chooses Plan 3 3D – New Plan 2 member is defaulted into Plan 3 3X – Plan 2 member of PERS, SERS, TRS or transfers to Plan 3 per the January transfer option

Data format options

DRS accepts three formats from automated systems on the MRL, as described below.

	ASCII text format – tab delimited	**ASCII text format – comma separated values (CSV)**	**ASCII text format – fixed length**
Typical system requirements	PC-based spreadsheet or database program	PC-based spreadsheet or database program	Mainframe, or PC-based database

Excel files must be saved in one of these file types. Many employers who use Excel choose “CSV (Comma delimited)” from the Excel “Save as type” drop down menu.

The EBCDIC format, a fixed length option for employers using an IBM Mainframe system, will no longer be accepted once an employer adopts ERA.

Interactive

Employers can choose to report and submit corrections in ERA by using Interactive. If an employer uses one of the other transmittal methods (SFT or Manual File Upload) for regular reporting, they may also use Interactive for corrections and/or DCP reporting.

Employers using Interactive will not package information in a file format. Instead, employers will log into the Employer Portal and use (interact with) the processes there to enter and submit retirement data for each member.

Employers using Interactive for regular reporting will need to key in all information for each member the first time the member is reported. In the following earning periods, ERA will pre-fill data from the prior earning period. Employers can then edit the data or submit it as is.

Recommended and minimum configurations

ERA is a web-based application and will function on a variety of browsers and devices. Modern browsers and devices—such as those recommended below—provide the best user experience. Employers experiencing errors in ERA will be encouraged to upgrade to these minimum configurations.

Minimum configurations for ERA end users		
Desktop (PC) or Laptops	Screen Resolution	1024 x 768 or higher
	Browsers	• Chrome 24 or higher (Chrome is recommended) • Internet Explorer 9 or higher (recommended: IE 10) • Safari 5 or higher • Firefox 19 or higher
Mobile Devices (tablets, smartphones)	Devices/OS	• iOS 6 or higher (iPad, iPhone) • Android smartphones and tablets (Android version 4.0 or higher) • Windows 8 tablet and desktop

Status Codes

Detailed information on previously existing codes is in the ERA Employer Handbook, Chapter 7: Transmittal Codes. Each status code listed below will be reported in the new "Extended Status Code" field. For more information on how to use the new status code (A1), please see the examples on page 25.

Status codes for active members

Code	Description	PERS		PSERS	SERS	TRS		LEOFF		JRS	WSPRS	
		1	2/3	2	2/3	1	2/3	1	2		1	2
A	Reporting a member for regular service base pay and overtime earnings less than or equal to 2 times the hourly rate of pay. If employer does not use code A1, overtime earnings greater than 2 times the hourly rate of pay are also reported using this code.	X	X	X	X	X	X	X	X	X	X	X
New – A1 –	Reporting a member with overtime earnings greater than two times the hourly rate of pay. Use is optional, and these earnings could instead be reported under code A.	X	X	X	X	X	X		X	X	X	X
B	Reporting a member on unpaid leave	X	X	X	X	X	X	X	X	X	X	X
C	*Valid only for earning periods from September 1983 through August 1990*. Reporting a classified school	X	X		X							

Code	Description	PERS		PSERS	SERS	TRS		LEOFF		JRS	WSPRS	
		1	2/3	2	2/3	1	2/3	1	2		1	2
	district employee eligible for service credit in a month when hours fell below 70 or 90 due to a scheduled school closure.											
D	*Valid only for earning periods of August 1989 and earlier*. Reporting a PERS higher education member eligible for service credit in a month with a break in service.	X	X									
E	Reporting a LEOFF 1 member on disability leave.							X				
F	Reporting a TRS member on paid sabbatical leave.					X	X					
G	Reporting a TRS Plan 1 member working part time					X						
H	*Valid only for earning periods of August 1990 and earlier.* Reporting a TRS member working as a substitute teacher.					X	X					
J	*Invalid code after December 1992 reporting period.* Reporting a member whose name has changed.	X	X			X	X	X	X	X	X	
K	*Invalid code after December 1992 reporting period.* Reporting a member's taxed contributions for a prior earning period when compensation and service had already been reported.	X	X			X	X	X	X	X	X	
L	*Valid only for earning periods from January 1987 through August 1991.* Reporting a member in an eligible position who did not earn service credit and had zero contributions due.	X	X		X		X		X			
M	Reporting a member's lump sum payments, such as: retroactive pay increases, court-ordered back-pay, settlements, longevity pay, and lump-sum bonus payments (if reportable).	X	X	X	X	X	X	X	X	X	X	X
N	Reporting a non-retiring member or a retiree returning to work with a lump-sum cash out of vacation leave.	X				X					X	

Code	Description	PERS		PSERS	SERS	TRS		LEOFF		JRS	WSPRS	
		1	2/3	2	2/3	1	2/3	1	2		1	2
P	Reporting a non-retiring member with a lump-sum cash out of sick leave. Is not used by state agencies or education employers.	X										
Q	*Valid only for earning periods of December 1992 and earlier.* Reporting a PERS Plan 2 elected official who had compensation and contributions but no hours to report.		X									
R	Reporting a non-retiring member with a lump-sum cash out other than for regular compensation, overtime, vacation leave or sick leave.	X				X						
S	Reporting a non-retiring member who has separated from eligible employment and terminated employment.	X	X	X	X	X	X	X	X	X	X	X
T	Reporting a lump-sum cash out of vacation leave up to 240 hours (PERS/WSPRS) or 30 days (TRS)	X				X					X	
U	Reporting a lump-sum cash out of vacation leave over and above 240 hours (PERS/WSPRS) or 30 days (TRS). Is not used by state agencies or higher education employees unless employee has a letter of necessity.	X				X					X	
V	Reporting a retiring member with a lump-sum cash out of vacation leave earned before the last 24 months of employment.	X				X						
W	Reporting a retiring member with a lump-sum cash out of sick leave earned during the last 24 months of employment. Is not used by state agencies or education employers.	X										
X	Reporting a retiring member with a lump-sum cash out of sick leave earned before the last 24 months of employment. Is not used by state agencies or education employers.	X										

Code	Description	PERS		PSERS	SERS	TRS		LEOFF		JRS	WSPRS	
		1	2/3	2	2/3	1	2/3	1	2		1	2
Y	Reporting a lump sum cash out other than regular compensation, overtime, sick leave, vacation leave, sabbatical leave or compensatory leave.	X				X						

Status codes for retiree return to work

Code	Description	PERS	PSERS	SERS	TRS
		P0	N0	E0	T0
A	For reporting a retiree's regular service base pay and overtime earnings less than or equal to 2 times the hourly rate of pay. If the employer does not use code A1, overtime earnings greater than 2 times the hourly rate of pay are also reported using this code.	X	X	X	X
New – A1 –	Reporting a retiree with overtime earnings greater than two times the hourly rate of pay. Use is optional, and these earning could instead be reported under code A.	X	X	X	X
B	Reporting a retiree returning to work on leave for entire calendar month.	X	X	X	X
N	Reporting a retiree returning to work with a lump-sum cash out of vacation leave accrued during the retiree's new position.	X	X	X	X
P	Reporting a retiree returning to work with a lump-sum cash out of sick leave accrued during the retiree's new position.	X	X	X	X
R	Reporting a retiree returning to work with a lump-sum cash out other than for regular compensation, overtime, vacation leave or sick leave accrued during the retiree's new position.	X	X	X	X
S	Reporting a retiree returning to work who has terminated employment.	X	X	X	X

Status codes for substitutes (School Districts and Educational Service Districts)

Code	Description – SERS and TRS substitutes	SERS	TRS	TRS
	Potential member:	2/3	1	2/3
	Report In:	E0	T0	T0
A	Reporting a substitute for regular service base pay and overtime earnings less than or equal to 2 times the hourly rate of pay. If employer does not use code A1, overtime earning greater than 2 times the hourly rate of pay are also reported using this code.	X	X	X
New – A1 –	Reporting a substitute with overtime earnings greater than two times the hourly rate of pay. Use is optional, and these earning could instead be reported under code A.	X	X	X
B	Optional for reporting a substitute on leave for an entire calendar month.	X	X	X
N	Reporting a substitute with a lump-sum cash out of vacation leave.		X	
R	Reporting a substitute with a lump-sum cash out other than for regular compensation, overtime, vacation leave or sick leave.		X	
S	Reporting a substitute who has terminated employment.	X	X	X

Addendum for Version 2.0

Use of the new A1 status code is now optional. The addendum table below shows the differences between the two versions and references the page numbers for the Version 2.0 text:

Page number	Version 1.0 (original)	Version 2.0 (updated to reflect new A1 status code changes)
5	Extended Status Code A new status code field that is four characters long. Employers will use new status codes to differentiate between base and overtime compensation. The new overtime status codes are mandatory. Footnote: The Overtime Status Codes are two-digit codes used to document when overtime is equal to or less than two times the hourly rate of pay, and when overtime is greater than two times the hourly rate of pay. See page 24 for more information on how to use these codes.	Extended Status Code A new status code field that is four characters long is mandatory. Employers can use a new status code to differentiate overtime compensation that is more than twice the base salary. Use of the new overtime status code is optional. Footnote: The Overtime Status Code is a two-digit code used to document when overtime is greater than two times the base rate of pay. See page 25 for more information on how to use the code.
23	Field New – Extended Status Code Description A – For reporting a member with regular service base pay without overtime. New codes include: A1 – For reporting a member with overtime earnings less than or equal to two times the hourly rate of pay.	Field New – Extended Status Code Description A – For reporting a member with regular service base pay and overtime earnings up to and including two times the hourly rate of pay. A1 – For reporting a member with overtime earnings more than two times the hourly rate of pay.

Page number	Version 1.0 (original)	Version 2.0 (updated to reflect new A1 status code changes)
24	A2 – For reporting a member with overtime earnings more than two times the hourly rate of pay. A1 Example A2 Example See updates in the right-hand column.	An Example was added. A1 Example was revised to reflect the changes related to the use of the optional A1 status code.
30-32	Status codes for active members Code A Description Reporting a member for regular service base pay without overtime. New A1 Description Reporting a member with overtime earnings less than or equal to two times the hourly rate of pay. New A2 Description Reporting a member with overtime earnings more than two times the hourly rate of pay.	Status codes for active members Code A Description Reporting a member for regular service base pay and overtime earnings less than or equal to 2 times the hourly rate of pay. If the employer does not use code A1, overtime earnings greater than 2 times the hourly rate of pay are also reported using this code. New A1 Description Reporting a member with overtime earnings greater than two times the hourly rate of pay. Use of this code is optional, and these earnings could instead be reported under code A.
33	Status codes for retiree return to work Code A Description For reporting a retiree's regular service base pay without overtime. New A1 – new code Description For reporting a retiree with overtime earnings less than or equal to two times the hourly rate of pay.	Status codes for retiree return to work Code A Description For reporting a retiree's regular service base pay and overtime earnings less than or equal to 2 times the hourly rate of pay. If the employer does not use code A1, overtime earnings greater than 2 times the hourly rate of pay are also reported using this code. New A1 – new code Description

Page number	Version 1.0 (original)	Version 2.0 (updated to reflect new A1 status code changes)
	New A2 Description Reporting a retiree with overtime earnings more than two times the hourly rate of pay.	For reporting a retiree with overtime earnings greater than two times the hourly rate of pay. Use of this code is optional, and these earnings could instead be reported under code A.
33-34	Status codes for substitutes (School Districts and Educational Service Districts) Code A Description Reporting a substitute for regular service base pay without overtime. New – A1 Description Reporting a substitute with overtime earnings less than or equal to two times the hourly rate of pay. New – A2 Description Reporting a substitute with overtime earnings more than two times the hourly rate of pay.	Status codes for substitutes (School Districts and Educational Service Districts) Code A Description Reporting a substitute for regular service base pay and overtime earnings less than or equal to two times the hourly rate of pay. If the employer does not use code A1, overtime earning greater than 2 times the hourly rate of pay are also reported using this code. New – A1 Description Reporting a substitute with overtime earnings greater than two times the hourly rate of pay. Use of this code is optional, and these earnings could instead be reported under code A.

Addendum for Version 3.0

Descriptions of fields in the Interactive reporting are clarified, and options for “M” record updates are clarified. The addendum table below shows the differences between the two versions and references the page numbers for the Version 3.0 text:

Page number	Version 2.0 (March 2017)	Version 3.0 (June 2017)
4	ERA is under construction now and is scheduled to launch to public employers over 12 months, from November 2017 through October 2018.	ERA is under construction now and is scheduled to launch to public employers over 12 months, from January through December 2018.

Page number	Version 2.0 (March 2017)	Version 3.0 (June 2017)
5	Email To indicate the member's work or personal email address (for contacting the member regarding retirement information).	Email To indicate the member's work or personal email address. Used to contact the member regarding retirement information.
5	Foreign Address Several fields used to indicate country, province name or city, and foreign postal code of a foreign address (for contacting the member regarding retirement information).	Foreign Address Several fields added to the Mailing Address to indicate country, province name or city, and foreign postal code of a foreign address. These fields are added to the Mailing Address to provide a complete foreign address. Used to contact the member regarding retirement information.
5	[New in Version 3.0]	Physical Address Several optional fields used to indicate a physical address when it is different from the mailing address. Only available in Interactive. Used to contact the member regarding retirement information. *Available in Interactive only*
5	[New in Version 3.0]	Mailing Address Several fields to indicate the mailing address. SFT and Manual Upload employers send this mandatory address in their files. Used to contact the member regarding retirement information. *Available in Interactive, Manual File Upload, and SFT*
5	Phone	Phone Number

Page number	Version 2.0 (March 2017)	Version 3.0 (June 2017)
	Fields (one for domestic and one for foreign) used to indicate the member's work or home phone number (for contacting the member regarding retirement information).	Fields (one for domestic and one for foreign) used to indicate the member's work or home phone number. Used to contact the member regarding retirement information.
6	[New in Version 3]	Phone Number Type Field used to indicate if a phone number reported in the "Phone number" fields is the member's home or work number. *Available in Interactive, Manual File Upload, and SFT*
6	Exceed Date for retirees who return to work To report the date a return-to-work retiree who is in an eligible position and exceeded the yearly limit of 867 hours. *Available in Interactive only*	Exceed Date for retirees who return to work To indicate the date a return-to-work retiree, who is in an eligible position, exceeded the yearly limit of 867 hours. *Available in Interactive as read only*
6	Max Compensation Exceeds Date To indicate the date a member who has reached the approaching level of the IRC section 401(a)(17) limits will go over the compensation limits for the year. *Available in Interactive only*	Max Compensation Exceeds Date The date a member reached the annual IRC section 401(a)(17) limits. *Available in Interactive as read only*
6	Max Compensation Exceeds Indicator To indicate if a member will go over the compensation limits for the year (IRC section 401(a)(17) limits). *Available in Interactive only*	Max Compensation Exceeds Indicator Information to indicate if a member is approaching the annual compensation limits [IRC section 401(a)(17)]. *Available in Interactive as read only*
7	New features • Interactive – DRS is adding a few additional data elements that are only accessible through the	New features • Interactive – DRS is adding a few additional data elements that are only accessible through the Interactive reporting

Page number	Version 2.0 (March 2017)	Version 3.0 (June 2017)
	Interactive reporting method. Some fields are rarely used, so DRS won't ask all employers to update their MRL for a field that is only necessary in limited situations. A couple examples include updating the Exceed Date for retirees who return to work, or providing a Max Compensation Exceeds Date for an active member who has reached the IRC 401(a) (17) limits.	method. Some fields are rarely used, so DRS won't ask all employers to update their MRL for a field that is only necessary in limited situations. A couple examples include Job type and Position ID.
12	The Member Profile Record: "M" Record (not applicable for retirees) The Member Profile Record is required the first time employers report an employee (does not include a DCP participant). The record will also be used to report changes in the member's or participant's name, address, phone number, email, birth date and gender code. Updates to the Member Profile Record include two deprecated fields and seven new fields.	The Member Profile Record: "M" Record (not applicable for retirees) The Member Profile Record is required the first time employers report an employee (does not include a DCP participant). The record will also be used to report changes in the member's or participant's name, address, phone number, email, birth date and gender code. Employers have two options for reporting changes to the information in this record. Both options exist today, and no changes are necessary beyond the previously noted updates to the MRL. See pages 17-18 for details. Updates to the Member Profile Record include two deprecated fields and seven new fields.
14-15	Member Profile Record Layout: City Used to report the name of the city within the mailing address for both domestic and foreign addresses. State Code Used to report the state abbreviation within the mailing address for domestic addresses.	Member Profile Record Layout: City Used to report the name of the city within the mailing address for both domestic and foreign addresses. City is required for domestic addresses; city is only required for foreign addresses if the Foreign Province Name is left blank.

Page number	Version 2.0 (March 2017)	Version 3.0 (June 2017)
	ZIP Code Used to report the ZIP code within the mailing address for domestic addresses. ZIP Code Extension Used to report the ZIP code extension within the mailing address for domestic addresses. New – Phone Number Type Used to provide the phone number type (work = W, home = H). New – Phone Number Used to provide the member's domestic work or home phone number. New – Foreign Phone Number Used to provide the member's foreign work or home phone number. New – Foreign Country Name Used to provide the country within the mailing address for foreign addresses. New – Foreign Province Name Used to provide the province name within the mailing address for foreign addresses. New – Foreign Postal Code Used to provide the postal code within the mailing address for foreign addresses.	State Code Used to report the state abbreviation within the mailing address for domestic addresses. State is required for domestic addresses. ZIP Code Used to report the ZIP code within the mailing address for domestic addresses. Zip code is required for domestic addresses. ZIP Code Extension Used to report the ZIP code extension within the mailing address for domestic addresses. Zip Code Extension is optional for domestic addresses. New – Phone Number Type Used to provide the phone number type (work = W, home = H). Phone Number Type is optional. If a phone number is reported and this field is left blank, the field will default to W = work. New – Phone Number Used to provide the member's domestic work or home phone number. Phone number is optional. New – Foreign Phone Number Used to provide the member's foreign work or home phone number. Foreign Phone Number is optional. New – Foreign Country Name Used to provide the country within the mailing address for foreign addresses. Foreign Country Name is required for foreign addresses. New – Foreign Province Name Used to provide the province name within the mailing address for

Page number	Version 2.0 (March 2017)	Version 3.0 (June 2017)
	New – Email Address Used to provide the member's work or personal email address.	foreign addresses. Foreign Province Name is only required for foreign addresses if the City is left blank. New – Foreign Postal Code Used to provide the postal code within the mailing address for foreign addresses. Foreign Postal Code is optional. New – Email Address Used to provide the member's work or personal email address. Email Address is optional.
16-17	[New in Version 3.0]	To report changes to the member's or participant's information on the "M" record: **Employers can choose one of two options for updating member's or participant's personal information.** Employers can continue using the option they use today. Neither option requires changes to the MRL. **Option 1:** Submit a partial "M" record. There are six separate parts to an "M" record: 1. Name 2. Address 3. Phone Number 4. Email Address 5. Birth Date 6. Gender Code Employers using this option can update a single part, or multiple parts, as long as the employer includes all the fields associated with that part. Fields required for a change to a specific part are listed in this column. Multiple changes can be submitted in one record (for example, Name and Address).

Page number	Version 2.0 (March 2017)	Version 3.0 (June 2017)
		To update the member's or participant's personal information: 1. Name (First, Last and/or Middle) • Record Type Identifier • Reporting Group Number • Reporting Period • Report Type • Report Version Number • Social Security Number • Member/Participant Last Name • Member/Participant First Name • Member/Participant Middle Name • Member/Participant Name Title • Member/Participant Suffix 2. Address • Record Type Identifier • Reporting Group Number • Reporting Period • Report Type • Report Version Number • Social Security Number • Address Line 1 • Address Line 2 • Address Line 3 • City • State Code • ZIP Code • ZIP Code Extension • Foreign Country Name • Foreign Province Name • Foreign Postal Code 3. Phone Number (Domestic or Foreign Phone Number, and/or Phone Number Type)

Page number	Version 2.0 (March 2017)	Version 3.0 (June 2017)
		• Record Type Identifier • Reporting Group Number • Reporting Period • Report Type • Report Version Number • Social Security Number • Phone Number Type • Phone Number • Foreign Phone Number 4. Email Address • Record Type Identifier • Reporting Group Number • Reporting Period • Report Type • Report Version Number • Social Security Number • Email Address 5. Birth Date • Record Type Identifier • Reporting Group Number • Reporting Period • Report Type • Report Version Number • Social Security Number • Birth Date 6. Gender Code • Record Type Identifier • Reporting Group Number • Reporting Period • Report Type • Report Version Number • Social Security Number

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		• Gender Code **Option 2:** Submit every mandatory field, as a complete "M" record. Submit the mandatory fields, updating any changing fields. DRS will update fields with the new data, as needed.

Addendum for Version 4.0

Reference to the launch date is removed. The EBCDIC file format will no longer be accepted once an employer adopts ERA. Recommended and minimum configurations for ERA end users are clarified. ERA adoption scheduling impacts for employers with software limitations or Service Organizations are explained.

The addendum table below shows the differences between the two versions and references the page numbers for the Version 4.0 text:

Page number	Version 3.0 (June 2017)	Version 4.0 (February 2018)
4	ERA is under construction now and is scheduled to launch to public employers over 12 months, from January through December 2018.	DRS is continuing to work toward the launch of an ERA system that best meets the needs of our employer partners. We will announce new rollout dates on the ERA Employer webpage after we finish refining our project schedule. If you have questions or concerns about the rollout, please contact us at DRSERAOutreach@DRS.wa.gov or call Debbie Callar at 360-664-7167.
7	[New in Version 4.0]	**ERA adoption scheduling impacts for employers with software limitations or Service Organizations** DRS will schedule a transition date for each employer. Each employer will receive training and a customized ERA Adoption Packet and will complete a readiness assessment before transitioning to ERA. DRS will schedule employers in groups (not individually) when:

Page number	Version 3.0 (June 2017)	Version 4.0 (February 2018)
		Your data is submitted to DRS by a Service Organization. In ERA, a Service Organization is an entity that submits data on behalf of an employer. If our records show an entity is or has a Service Organization, all report groups associated with the Service Organization will transition to ERA together. **Your software provider has limitations.** A software vendor contacted DRS to request that their clients adopt the new multiple record layout simultaneously. DRS might be able to accommodate requests like this, but only if we hear from employers in advance. Please contact the ERA Outreach Team at DRSERAOutreach@drs.wa.gov so we can discuss your needs.
29	**Data format options** DRS accepts four formats from automated systems on the MRL, as described below. • ASCII text format – tab delimited (PC-based spreadsheet or database program) • ASCII text format – comma separated values (CSV) (PC-based spreadsheet or database program) • ASCII text format – fixed length (Mainframe, or PC-based spreadsheet • EBCDIC format – fixed length (IBM Mainframe) Excel files must be saved in one of these file types. Many employers who use Excel choose "CSV (Comma delimited)" from the Excel "Save as type" drop down menu.	**Data format options** DRS accepts three formats from automated systems on the MRL, as described below. • ASCII text format – tab delimited (PC-based spreadsheet or database program) • ASCII text format – comma separated values (CSV) (PC-based spreadsheet or database program) • ASCII text format – fixed length (Mainframe, or PC-based spreadsheet Excel files must be saved in one of these file types. Many employers who use Excel choose "CSV (Comma delimited)" from the Excel "Save as type" drop down menu.
29-30	[New in Version 4.0]	**Recommended and minimum configurations** ERA is a web-based application and will function on a variety of browsers and devices. Modern browsers and devices—such as those recommended below—provide the best user experience. Employers

Page number	Version 3.0 (June 2017)	Version 4.0 (February 2018)

		experiencing errors in ERA will be encouraged to upgrade to these minimum configurations.
		
		Desktop (PC) or Laptops
		• Screen Resolution: 1024 x 768 or higher
		• Browser:
		  • Chrome 24 or higher (Chrome is recommended)
		  • Internet Explorer 9 or higher (recommended: IE 10)
		  • Safari 5 or higher
		  • Firefox 19 or higher
		
		Mobile devices (tablets, smartphones)
		• Devices/OS
		  • iOS 6 or higher (iPad, iPhone)
		  • Android smartphones and tablets (Android version 4.0 or higher)
		  • Windows 8 tablet and desktop

Addendum for Version 4.1

Descriptions of the new “Extended Status Code” field is clarified. The addendum table below shows the differences between the two versions and references the page numbers for the Version 4.1 text:

Page number	Version 4.0 (February 2018)	Version 4.1 (September 2018)
5	Overview This document provides employer requirements for transmittal reporting to the Department of Retirement Systems (DRS), utilizing the Employer Reporting Application (ERA). DRS is continuing to work toward the launch of an ERA system that best meets the needs of our employer	Overview This document provides employer requirements for transmittal reporting to the Department of Retirement Systems (DRS), utilizing the Employer Reporting Application (ERA). ERA employer requirements include: • Reporting method options • Changes to the Multiple Record Layout (MRL)

Page number	Version 4.0 (February 2018)	Version 4.1 (September 2018)
	partners. We will announce new rollout dates on the ERA Employer webpage after we finish refining our project schedule. If you have questions or concerns about the rollout, please contact us at DRSERAOutreach@DRS.wa.gov or call Debbie Callar at 360-664-7167. For up-to-date project information, please see the ERA Employer webpage. ERA employer requirements include: • Reporting method options • Changes to the Multiple Record Layout (MRL) • New status codes • New data elements	• New status codes • New data elements DRS launched ERA to Early Adopters in September 2018 and Full Rollout will begin in December 2018. This document will continue to be updated as we progress in the employer rollout. For up-to-date project information, including information about the rollout schedule, please see the ERA Project Page.
6	Extended Status Code A new mandatory status code field that is four characters long. Employers can use a new status code in this field to differentiate overtime compensation that is more than twice the base salary. Use of the new overtime status code is optional.	Extended Status Code A new mandatory status code field that is four characters long. Employers will use this field to report all status codes, both old and new. In addition to all existing status codes, DRS added a new status code to differentiate overtime compensation that is more than twice the base salary. Use of the new overtime status code is optional.
23	Deprecated – Status Code This field is being replaced with the new four-character “Extended Status Code” field.	Deprecated – Status Code No longer supported; values will be ignored. This field is being replaced with the new four-character “Extended Status Code” field. **All status codes must be reported in the new field.**
24	New – Extended Status Code	New – Extended Status Code

Page number	Version 4.0 (February 2018)	Version 4.1 (September 2018)
	For employers who use the new Extended Status Code (A1) A – For reporting a member with regular service base pay and overtime earnings up to and including 2 times the hourly rate of pay. A1– For reporting a member with overtime earnings more than two times the hourly rate of pay. For Employers who do not use the new Extended Status Code (A1) A – For reporting a member with regular service base pay and overtime earnings. See the example on page 24.	Status codes for the compensation, contributions and hours or days being reported for a member. You can use only one status code per reported transaction. If you need to report more than one status code for a member, use additional transactions for each status code. This field accepts status codes between 1-4 characters in length. For a list of all the codes you can report in this field, please see the list on page 31. For more detail on status codes, see the ERA Employer Handbook, Chapter 7: Transmittal Codes.
31	Status Codes Detailed information on previously existing codes is in the DRS Employer Handbook, Chapter 7: Transmittal Codes. For more information on how to use the new status code (A1), please see the examples on page 24.	Status Codes Detailed information on previously existing codes is in the ERA Employer Handbook, Chapter 7: Transmittal Codes. Each status code listed below will be reported in the new "Extended Status Code" field. For more information on how to use the new status code (A1), please see the examples on page 25.