



A Guide for Employers

Using DRS Eservices to verify your Employer Contribution Allocations

The following guide has been prepared to provide employers the detail of the employer contributions utilized by DRS to determine each employer's proportionate share of the Net Pension Liability reported in the Schedules of Employer and Non Employer Allocations published by DRS to assist employers in the implementation of GASB 68. Employer Contribution transmittals received and processed by DRS within the fiscal year (July-June) are used as the basis for determining each employer's proportionate share of the collective pension amounts reported in the Schedules of Employer and Non Employer Allocations for the following Cost-Sharing Multiple-Employer retirement plans:

- Public Employees' Retirement System (PERS) Plan 1
- Public Employees' Retirement System (PERS) Plan 2&3
- School Employees' Retirement System (SERS) Plan 2&3
- Public Safety Employees' Retirement System (PSERS) Plan 2
- Teachers' Retirement System (TRS) Plan 1
- Teachers' Retirement System (TRS) Plan 2&3
- Law Enforcement Officers' and Fire Fighters' Retirement System (LEOFF) Plan 2

The Processed Transmittal Summary reports reflect the transmittals that DRS has accepted and processed. Employers may need to access their Current Account Activity and Transmittal edit messages available for review through DRS Eservices.

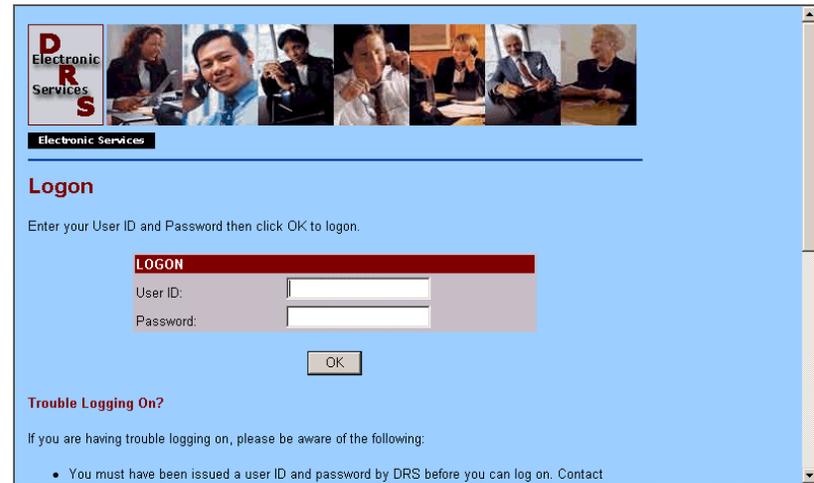
Using DRS Electronic Services to verify your Employer Contribution Allocations (continued)

Logging on

1. From the Logon screen, type your user ID and password and click OK. Your user ID and password are provided to you by DRS. The password is case sensitive and must be typed exactly as written.

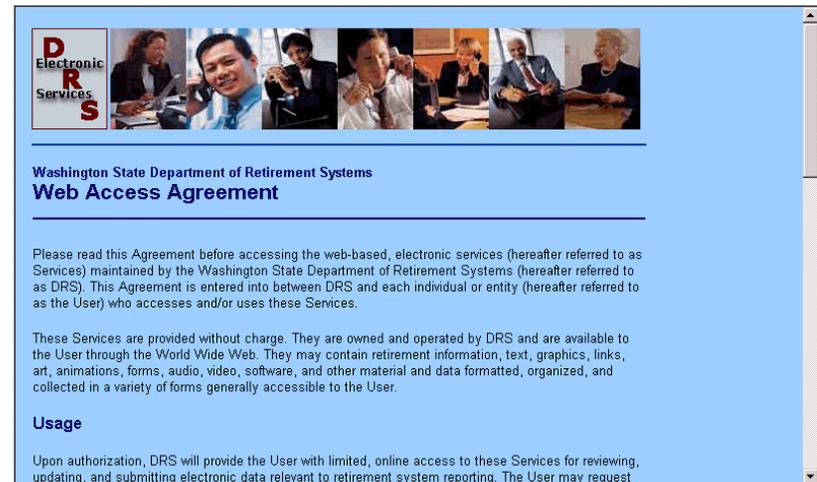
Note: The URL address for the Logon screen is:

<https://fortress.wa.gov/drs/eservices/Logon/Logon.asp>



The screenshot shows the DRS Electronic Services Logon screen. At the top left is the DRS logo. To its right is a banner image showing several people in business attire. Below the banner is the text "Electronic Services". The main heading is "Logon". Below this, it says "Enter your User ID and Password then click OK to logon." There are two input fields: "User ID:" and "Password:". Below the fields is an "OK" button. At the bottom, there is a section titled "Trouble Logging On?" with the text "If you are having trouble logging on, please be aware of the following:" and a bullet point: "• You must have been issued a user ID and password by DRS before you can log on. Contact".

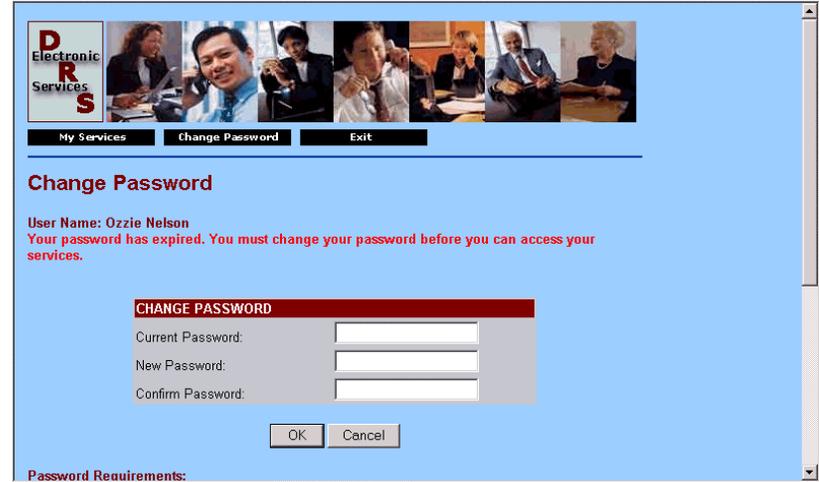
2. If you are a first time user, read and accept the Web Access Agreement. The access agreement spells out your responsibilities when using the DRS electronic services. Read through the agreement. At the bottom of the page, click Accept.



The screenshot shows the DRS Electronic Services Web Access Agreement screen. At the top left is the DRS logo. To its right is a banner image showing several people in business attire. Below the banner is the text "Electronic Services". The main heading is "Washington State Department of Retirement Systems Web Access Agreement". Below this, it says "Please read this Agreement before accessing the web-based, electronic services (hereafter referred to as Services) maintained by the Washington State Department of Retirement Systems (hereafter referred to as DRS). This Agreement is entered into between DRS and each individual or entity (hereafter referred to as the User) who accesses and/or uses these Services." Below this is a section titled "Usage" with the text "Upon authorization, DRS will provide the User with limited, online access to these Services for reviewing, updating, and submitting electronic data relevant to retirement system reporting. The User may request".

Using DRS Electronic Services to verify your Employer Contribution Allocations (continued)

3. Change the initial logon password.
Type the password you received from DRS in the Current Password box. Come up with your own password that meets the specific requirements. Type it once in the New Password box and again in the Confirm Password box. Click OK. (A box will display to verify the change. Click OK again.)
4. Access the applications from the My Services screen.
The My Services screen lists all the applications you have been authorized to use. They are listed alphabetically.
5. To access the Processed Transmittal Summary Reports, click on Select next to the REPORTS Service.



DRS Electronic Services

My Services Change Password Exit

Change Password

User Name: Ozzie Nelson
Your password has expired. You must change your password before you can access your services.

CHANGE PASSWORD

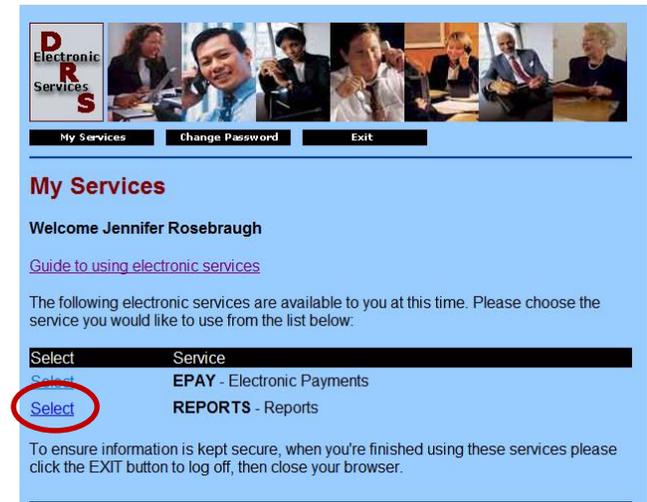
Current Password:

New Password:

Confirm Password:

OK Cancel

Password Requirements:



DRS Electronic Services

My Services Change Password Exit

My Services

Welcome Jennifer Rosebraugh

[Guide to using electronic services](#)

The following electronic services are available to you at this time. Please choose the service you would like to use from the list below.

Select	Service
Select	EPAY - Electronic Payments
Select	REPORTS - Reports

To ensure information is kept secure, when you're finished using these services please click the EXIT button to log off, then close your browser.

Using DRS Electronic Services to verify your Employer Contribution Allocations (continued)

6. From the Reports List screen click on SELECT, next to the Processed Transmittal Summary.

Washington State Department of Retirement Systems
REPORTS

Report List

This is a list of reports available to you. Select the report you would like to view from the list. You may be prompted for additional input to properly display the information.

Organization: Retirement Systems Dept Of

Report
Processed Transmittal Summary
Current Account Activity

7. From the Processed Transmittal Summary Screen select the transmittal summary you would like to run:

- Period Type:** Select Process Date (date DRS processed your transmittal)
- Period Begin (MM/YYYY):** Enter the month/year you want the data to start with (We recommend starting with July of the fiscal year you are reconciling)
- Period End (MM/YYYY):** Enter the month/year you want the data to end
 - You can only run up 12 months at a time.
 - You will need to run 12 months (July through June) to access all the contributions included in your employer contribution allocation (*example: Fiscal Year 2014 employer allocation includes transmittals with a Process Date of July 2013 through June 2014*)
- Click **Get Report Data**.

Washington State Department of Retirement Systems
REPORTS

Processed Transmittal Summary

Please select a period type, enter the month and year of the period(s) you would like to retrieve. Click the Get Report Data button to display results. You may retrieve up to 12 months of information at one time.

Period Type: Process Date | Period Begin: (MM/YYYY) 07/2013 | Period End: (MM/YYYY) 06/2014 | Get Report Data | Export to Excel

8. The requested Processed Transmittal Summary will display with the following Data:

Using DRS Electronic Services to verify your Employer Contribution Allocations (continued)

Reporting Group Number: This is a DRS assigned number specific to system and plan.

System Plan: System reported (one letter) plus Plan number:

- P1 = Public Employees' Retirement System (PERS) Plan 1
- P2 = Public Employees' Retirement System (PERS) Plan 2
- P3 = Public Employees' Retirement System (PERS) Plan 3
- E2 = School Employees' Retirement System (SERS) Plan 2
- E3 = School Employees' Retirement System (SERS) Plan 3
- N2 = Public Safety Employees' Retirement System (PSERS) Plan 2
- T1 = Teachers' Retirement System (TRS) Plan 1
- T2 = Teachers' Retirement System (TRS) Plan 2
- T3 = Teachers' Retirement System (TRS) Plan 3
- L2 = Law Enforcement Officers' and Fire Fighters' Retirement System (LEOFF) Plan 2
- L1 = Law Enforcement Officers' and Fire Fighters' Retirement System (LEOFF) Plan 1
- S1 = Washington State Patrol Retirement System (WSPRS) Plan 1
- S2 = Washington State Patrol Retirement System (WSPRS) Plan 2
- J1 = Judicial Retirement System (JRS)
- U1 = Judges' Retirement Fund (Judges)
- D1 = Deferred Compensation Plan (DCP)
- R1 = Judicial Retirement Account (JRA)
- Z1 = Higher Education Retirement Plan (HERP)

Process Date: This is the date DRS processed your transmittal

Version: R = Regular Transmittal and C = Correction Transmittal, number indicates series submitted within the month.

Report Period: This is normally the payroll period you are reporting for.

Employee Compensation: Includes the Compensation contributions are payable on.

RTW/SUB Compensation: Includes the compensation reported as a retiree returning to work or compensation as a substitute (no contributions due)

Employee Contributions: Contributions reported for employees

Employer Contributions (A): Employer portion of contributions applied to the plan

Using DRS Electronic Services to verify your Employer Contribution Allocations (continued)

Plan 1 UAAL (B): Employer portion of contributions applied to P1 or T1 Unfunded Actuarially Accrued Liability:

- T2 and T3 will have amounts in this column applied to T1 UAAL
- E2, E3, P2, P3 and N2 will have amounts in this column applied to P1 UAAL

Administrative Fee (C): Employer portion of contributions payable to DRS for the administration of the system plan

Total Employer Contributions (A+B+C): Total Employer Contribution processed by DRS



Washington State Department of Retirement Systems
REPORTS

Processed Transmittal Summary

[My Services](#)
[Report Lookup](#)
[Report List](#)
[Exit](#)

Please select a period type, enter the month and year of the period(s) you would like to retrieve. Click the Get Report Data button to display results. You may retrieve up to 12 months of information at one time.

Period Type: Period Begin: (MM/YYYY) Period End: (MM/YYYY)

Processed Transmittal Summary

Organization Name: RETIREMENT SYSTEMS DEPT OF
Organization Id: 0807

Reporting Group Number	System Plan	Process Date	Version	Report Period	Employee Compensation	RTW/SUB Compensation	Employee Contributions	Employer Contributions (A)	Plan 1 UAAL (B)	Administrative Fee (C)	Total Employer Contributions (A+B+C)
0126	P1	07/09/2013	R02	06/2013	12,680.94	0.00	634.13	745.10	0.00	16.91	762.01
0126	P2	07/05/2013	R02	06/2013	416,160.28	0.00	19,052.15	15,959.66	12,988.32	656.86	29,604.84
0126	P3	07/09/2013	R02	06/2013	110,310.00	0.00	7,010.13	4,544.26	3,698.22	187.04	8,429.52

Using DRS Electronic Services to verify your Employer Contribution Allocations (continued)

9. Export your report to Excel format by clicking on **Export to Excel** and **Open**



Washington State Department of Retirement Systems
REPORTS

Processed Transmittal Summary

[My Services](#)
[Report Lookup](#)
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[Exit](#)

Please select a period type, enter the month and year of the period(s) you would like to retrieve. Click the Get Report Data button to display results. You may retrieve up to 12 months of information at one time.

Period Type: Period Begin: (MM/YYYY) Period End: (MM/YYYY)

Processed Transmittal Summary

Organization Name: RETIREMENT SYSTEMS DEPT OF
Organization Id: 0807

Reporting Group Number	System Plan	Process Date	Version	Report Period	Employee Compensation	RTW/SUB Compensation	Employee Contributions	Employer Contributions (A)	Plan 1 UAAL (B)	Administrative Fee (C)	Total Employer Contributions (A+B+C)
0126	P1	07/09/2013	R02	06/2013	12,680.94	0.00	634.13	745.10	0.00	16.91	762.01
0126	P2	07/09/2013	R02	06/2013	416,160.28	0.00	19,052.15	15,959.66	12,988.32	656.86	29,604.84
0126	P3	07/09/2013	R02	06/2013	116,913.93	0.00	7,013.15	4,544.26	3,698.22	187.04	8,429.52
0126	P1	07/24/2013	R01	07/2013	11,968.96	0.00	635.00	955.67	0.00	16.93	972.60
0126	P2	07/24/2013	R01	07/2013	419,563.99	0.00	20,397.97	20,640.24	16,797.47	663.34	38,101.05
0126	P3	07/24/2013	R01	07/2013	117,749.73	0.00	7,089.78	5,862.09	4,770.70	188.38	10,821.17
0126	P1	08/08/2013	R02	07/2013	12,760.74	0.00	635.00	955.67	0.00	16.93	972.60
0126	P2	08/08/2013	R02	07/2013	414,516.17	0.00	20,230.54	20,470.12	16,659.03	657.92	37,787.07
0126	P3	08/08/2013	R02	07/2013	118,298.89	0.00	7,110.29	5,889.42	4,792.93	189.28	10,871.63
0126	P2	08/15/2013	C01	07/2013	1,460.00	0.00	71.83	72.68	59.15	2.34	134.17
0126	P1	08/23/2013	R01	08/2013	11,771.01	0.00	635.00	955.67	0.00	16.93	972.60
0126	P2	08/23/2013	R01	08/2013	416,304.42	0.00	20,318.75	20,560.05	16,732.21	660.77	37,953.03
0126	P3	08/23/2013	R01	08/2013	118,232.28	0.00	7,133.93	5,886.10	4,790.24	189.17	10,865.51
0126	P1	09/09/2013	R02	08/2013	12,760.74	0.00	635.00	955.67	0.00	16.93	972.60
0126	P2	09/09/2013	R02	08/2013	414,750.48	0.00	20,242.26	20,482.69	16,669.26	658.28	37,810.23
0126	P3	09/09/2013	R02	08/2013	115,810.83	0.00	7,022.21	5,765.54	4,692.13	185.31	10,642.98
0126	P1	09/24/2013	R01	09/2013	12,760.74	0.00	635.00	955.67	0.00	19.06	974.73
0126	P2	09/24/2013	R01	09/2013	414,159.36	0.00	20,213.18	20,453.28	16,645.32	739.64	37,838.24
0126	P3	09/24/2013	R01	09/2013	115,979.53	0.00	7,030.79	5,773.96	4,698.98	208.76	10,681.70
0126	P1	10/09/2013	R02	09/2013	12,760.74	0.00	635.00	955.67	0.00	19.06	974.73
0126	P2	10/09/2013	R02	09/2013	416,880.70	0.00	20,347.06	20,588.78	16,755.59	744.83	38,089.20
0126	P3	10/09/2013	R02	09/2013	115,570.27	0.00	7,001.47	5,753.60	4,682.40	208.02	10,644.02
0126	P1	10/24/2013	R01	10/2013	12,760.74	0.00	635.00	955.67	0.00	19.06	974.73
0126	P2	10/24/2013	R01	10/2013	419,544.19	0.00	20,478.09	20,721.37	16,863.50	749.27	38,334.14
0126	P3	10/24/2013	R01	10/2013	115,811.45	0.00	7,023.59	5,765.60	4,692.17	208.45	10,666.22
0126	P1	11/07/2013	R02	10/2013	12,760.74	0.00	635.00	955.67	0.00	19.06	974.73
0126	P2	11/07/2013	R02	10/2013	420,746.29	0.00	20,503.53	20,747.07	16,884.41	750.21	38,381.69
0126	P3	11/07/2013	R02	10/2013	116,546.96	0.00	7,065.17	5,802.22	4,721.97	209.79	10,733.98
0126	P1	11/22/2013	R01	11/2013	11,802.57	0.00	648.77	976.39	0.00	19.47	995.86
0126	P2	11/22/2013	R01	11/2013	419,128.38	0.00	20,356.46	20,598.24	16,763.30	744.84	38,106.38
0126	P3	11/22/2013	R01	11/2013	117,383.86	0.00	7,086.12	5,843.88	4,755.88	211.29	10,811.05
0126	P3	11/27/2013	C01	11/2013	0.00	0.00	0.00	20.22	16.45	0.36	37.03
0126	P1	12/09/2013	R02	11/2013	10,812.84	0.00	648.77	976.39	0.00	19.47	995.86
0126	P2	12/09/2013	R02	11/2013						751.51	38,448.19
0126	P3	12/09/2013	R02	11/2013						224.26	11,474.43
0126	P1	12/23/2013	R01	12/2013						19.47	995.86

Do you want to open or save **MonthTranSum_T_201307_201406.xlsx** from test-fortress.wa.gov?

Using DRS Electronic Services to verify your Employer Contribution Allocations (continued)

10. Your report exported to Excel format will include 2 additional columns:
- Organization ID:** Assigned to you by DRS, specific to each individual employer
 - Organization Name:** This is the name DRS has on file of your organization.

Organization Id	Organization Name	Reporting Group Number	System Plan	Process Date	Version	Report Period	Employee Compensation	RTW/SUB Compensation	Employee Contribution	Employer Contribution (A)	Plan 1 UAAL (B)	Administrative Fee (C)	Total Employer Contribution (A+B+C)
0807	RETIREMENT SYS	0126	P1	07/09/201	R02	06/2013	10568.94	2112	634.13	745.1	0	16.91	762.01
0807	RETIREMENT SYS	0126	P2	07/09/201	R02	06/2013	410608.94	5551.34	19052.15	15959.66	12988.32	656.86	29604.84
0807	RETIREMENT SYS	0126	P3	07/09/201	R02	06/2013	116913.93	0	7013.15	4544.26	3698.22	187.04	8429.52
0807	RETIREMENT SYS	0126	P1	07/24/201	R01	07/2013	10583.34	1385.62	635	955.67	0	16.93	972.6

11. Save your Excel file, this will be the template for your reconciliation (Example: Fiscal Year 2014)
- Rename the tab as your Fiscal Year (example FY14)
 - Make a copy of the data in the next tab and label as Fiscal Year **By System Plan** (example: FY14 By System Plan)

Organization Id	Organization Name	Reporting Group Number	System Plan	Process Date	Version	Report Period	Employee Compensation	RTW/SUB Compensation	Employee Contribution	Employer Contribution (A)	Plan 1 UAAL (B)	Administrative Fee (C)	Total Employer Contribution (A+B+C)
0807	RETIREMENT SYS	0126	P1	07/09/201	R02	06/2013	10568.94	2112	634.13	745.1	0	16.91	762.01
0807	RETIREMENT SYS	0126	P2	07/09/201	R02	06/2013	410608.94	5551.34	19052.15	15959.66	12988.32	656.86	29604.84
0807	RETIREMENT SYS	0126	P3	07/09/201	R02	06/2013	116913.93	0	7013.15	4544.26	3698.22	187.04	8429.52
0807	RETIREMENT SYS	0126	P1	07/24/201	R01	07/2013	10583.34	1385.62	635	955.67	0	16.93	972.6
0807	RETIREMENT SYS	0126	P2	07/24/201	R01	07/2013	414595.26	4968.73	20397.97	20640.24	16797.47	663.34	38101.05
0807	RETIREMENT SYS	0126	P3	07/24/201	R01	07/2013	117749.73	0	7089.78	5862.09	4770.7	188.38	10821.17
0807	RETIREMENT SYS	0126	P1	08/08/201	R02	07/2013	10583.34	2177.4	635	955.67	0	16.93	972.6
0807	RETIREMENT SYS	0126	P3	08/08/201	R02	07/2013	411196.67	3319.5	20230.54	20470.12	16659.03	657.92	37787.07

Excel tabs: FY14, **FY14 By System Plan**

Using DRS Electronic Services to verify your Employer Contribution Allocations (continued)

12. Format your fiscal year data in the **by System Plan** tab to reconcile to your employer contribution allocation:
 - a. Sort data by **System Plan**
 - b. Insert 2 rows between each system plan
 - c. Total each column for the individual system plans
 - d. **Employer Contribution (A)** total should match your employer contribution allocation:
 - i. You will need to combine the totals in **Employer Contribution (A)** for the following Systems and Plans:
 1. PERS 2 and PERS 3 (PERS 2 + PERS 3 = Total)
 2. SERS 2 and SERS 3 (SERS 2 + SERS 3 = Total)
 3. TRS 2 and TRS 3 (TRS 2 + TRS 3 = Total)
 - e. **Plan 1 UAAL (B)** total should match the total in PERS 1 or TRS 1 Plan 1 UAAL in the Schedule of Employer Contribution Allocations:
 - i. PERS 1 UAAL: This total will match the combined total of your **Plan 1 UAAL (B)** amounts for plans:
 1. PERS 2 and 3
 2. SERS 2 and 3
 3. PSERS 2
 - ii. TRS 1 UAAL: This total will match the combined total of your **Plan 1 UAAL (B)** amounts for TRS plan 2 and 3
13. Recommended formatting:
 - a. Wrap text for your column headers
 - b. Accounting format for columns with dollar amounts
 - c. Top and double bottom border for column totals

Using DRS Electronic Services to verify your Employer Contribution Allocations (continued)

Organization Id	Organization Name	Reporting Group Number	System Plan	Process Date	Version	Report Period	Employee Compensation	RTW/SUB Compensation	Employee Contribution	Employer Contribution (A)	Plan 1 UAAL (B)	Administrative Fee (C)	Total Employer Contribution (A+B+C)
0807	RETIREMENT SYSTEMS DEPT OF	0126	P2	07/09/201	R02	06/2013	410,608.94	5,551.34	19,052.15	15,959.66	12,988.32	656.86	29,604.84
0807	RETIREMENT SYSTEMS DEPT OF	0126	P2	07/24/201	R01	07/2013	414,595.26	4,968.73	20,397.97	20,640.24	16,797.47	663.34	38,101.05
0807	RETIREMENT SYSTEMS DEPT OF	0126	P2	08/08/201	R02	07/2013	411,196.67	3,319.50	20,230.54	20,470.12	16,659.03	657.92	37,787.07
0807	RETIREMENT SYSTEMS DEPT OF	0126	P2	08/15/201	C01	07/2013	1,460.00	-	71.83	72.68	59.15	2.34	134.17
0807	RETIREMENT SYSTEMS DEPT OF	0126	P2	08/23/201	R01	08/2013	412,984.92	3,319.50	20,318.75	20,560.05	16,732.21	660.77	37,953.03
0807	RETIREMENT SYSTEMS DEPT OF	0126	P2	09/09/201	R02	08/2013	411,430.98	3,319.50	20,242.26	20,482.69	16,669.26	658.28	37,810.23
0807	RETIREMENT SYSTEMS DEPT OF	0126	P2	09/24/201	R01	09/2013	410,839.86	3,319.50	20,213.18	20,453.28	16,645.32	739.64	37,838.24
0807	RETIREMENT SYSTEMS DEPT OF	0126	P2	10/09/201	R02	09/2013	413,561.20	3,319.50	20,347.06	20,588.78	16,755.59	744.83	38,089.20
0807	RETIREMENT SYSTEMS DEPT OF	0126	P2	10/24/201	R01	10/2013	416,224.69	3,319.50	20,478.09	20,721.37	16,863.50	749.27	38,334.14
0807	RETIREMENT SYSTEMS DEPT OF	0126	P2	11/07/201	R02	10/2013	416,741.12	4,005.17	20,503.53	20,747.07	16,884.41	750.21	38,381.69
0807	RETIREMENT SYSTEMS DEPT OF	0126	P2	11/22/201	R01	11/2013	413,751.88	5,376.50	20,356.46	20,598.24	16,763.30	744.84	38,106.38
0807	RETIREMENT SYSTEMS DEPT OF	0126	P2	12/09/201	R02	11/2013	417,463.12	5,376.50	20,539.09	20,783.01	16,913.67	751.51	38,448.19
0807	RETIREMENT SYSTEMS DEPT OF	0126	P2	12/23/201	R01	12/2013	417,997.40	5,376.50	20,565.35	20,809.61	16,935.32	752.46	38,497.39
0807	RETIREMENT SYSTEMS DEPT OF	0126	P2	01/09/201	R02	12/2013	418,047.29	5,376.50	20,567.79	20,812.11	16,937.35	752.55	38,502.01
0807	RETIREMENT SYSTEMS DEPT OF	0126	P2	01/23/201	R01	01/2014	421,273.77	5,376.50	20,726.53	20,972.74	17,068.08	758.35	38,799.17
0807	RETIREMENT SYSTEMS DEPT OF	0126	P2	02/07/201	R02	01/2014	424,011.07	5,273.65	20,861.25	21,108.99	17,178.95	763.29	39,051.23
0807	RETIREMENT SYSTEMS DEPT OF	0126	P2	02/24/201	R01	02/2014	424,899.15	3,319.50	20,904.91	21,153.22	17,214.95	764.89	39,133.06
0807	RETIREMENT SYSTEMS DEPT OF	0126	P2	03/07/201	R02	02/2014	428,157.96	3,319.50	21,065.26	21,315.45	17,346.98	770.75	39,433.18
0807	RETIREMENT SYSTEMS DEPT OF	0126	P2	03/24/201	R01	03/2014	428,762.90	3,319.50	21,095.03	21,345.61	17,371.53	771.82	39,488.96
0807	RETIREMENT SYSTEMS DEPT OF	0126	P2	04/09/201	R02	03/2014	426,081.74	3,319.50	20,963.12	21,212.12	17,262.88	767.00	39,242.00
0807	RETIREMENT SYSTEMS DEPT OF	0126	P2	04/24/201	R01	04/2014	423,582.30	3,319.50	20,840.15	21,087.68	17,161.61	762.52	39,011.81
0807	RETIREMENT SYSTEMS DEPT OF	0126	P2	05/08/201	R02	04/2014	416,493.68	3,319.50	20,491.40	20,734.80	16,874.43	749.74	38,358.97
0807	RETIREMENT SYSTEMS DEPT OF	0126	P2	05/22/201	R01	05/2014	424,110.33	3,319.50	20,866.16	21,114.09	17,183.11	763.45	39,060.65
0807	RETIREMENT SYSTEMS DEPT OF	0126	P2	06/09/201	R02	05/2014	427,618.31	3,319.50	21,038.61	21,288.70	17,325.20	769.70	39,383.60
0807	RETIREMENT SYSTEMS DEPT OF	0126	P2	06/24/201	R01	06/2014	425,827.97	3,319.50	20,950.57	21,199.57	17,252.68	766.45	39,218.70
							10,057,722.51	96,473.89	493,687.04	496,231.88	403,844.30	17,692.78	917,768.96

Example of fiscal year 2014 transmittals received and processed for PERS Plan 2

Using DRS Electronic Services to verify your Employer Contribution Allocations (continued)

14. When done using the applications, click the Exit link. You will see a pop-up window asking you to confirm that you want to exit. If you do, click OK. If you don't, click Cancel and you will return to the application.



Washington State Department of Retirement Systems
REPORTS

Processed Transmittal Summary

- [My Services](#)
- [Report Lookup](#)
- [Report List](#)
- [Exit](#)

Please select a period type, enter the month and year of the period(s) you would like to retrieve. Click the Get Report Data button to display results. You may retrieve up to 12 months of information at one time.

Period Type: Process Date | Period Begin: (MM/YYYY) 07/2013 | Period End: (MM/YYYY) 06/2014 | Get Report Data | Export to Excel

Processed Transmittal Summary

Organization Name: RETIREMENT SYSTEMS DEPT OF
Organization Id: 0807

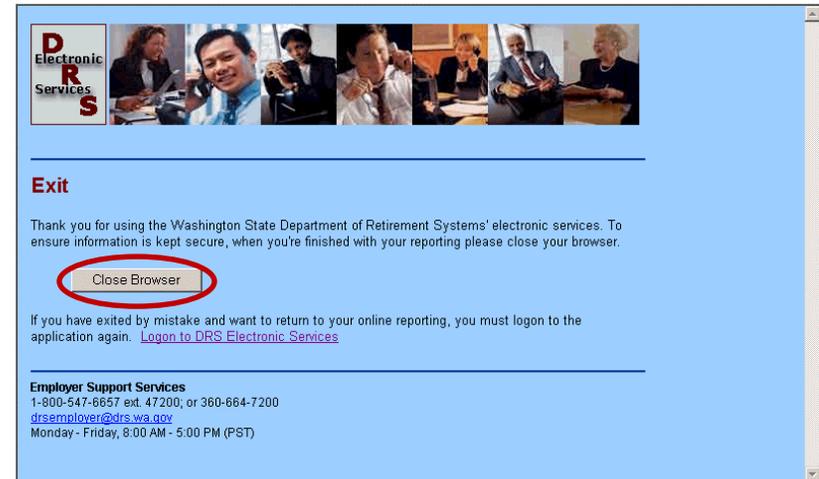
Reporting Group Number	System Plan	Process Date	Version	Report Period	Employee Compensation	RTW/SUB Compensation	Employee Contributions	Employer Contributions (A)	Plan 1 UAAL (B)	Administrative Fee (C)	Total Employer Contributions (A+B+C)
0126	P1	07/09/2013	R02	06/2013	12,680.94	0.00	634.13	745.10	0.00	16.91	762.01
0126	P2	07/09/2013	R02	06/2013	416,160.28	0.00	19,052.15	15,959.66	12,988.32	656.86	29,604.84
0126	P3	07/09/2013	R02	06/2013	116,913.93	0.00	7,013.15	4,544.26	3,698.22	187.04	8,429.52
0126	P1	07/24/2013	R01	07/2013	11,968.96	0.00	635.00	955.67	0.00	16.93	972.60
0126	P2	07/24/2013	R01	07/2013	419,563.99	0.00	20,397.97	20,640.24	16,797.47	663.34	38,101.05
0126	P3	07/24/2013	R01	07/2013	117,749.73	0.00	7,080.78	5,962.09	4,770.70	188.38	10,821.17
0126	P1	08/08/2013	R02	07/2013	12,760.74	0.00	635.00	955.67	0.00	16.93	972.60
0126	P2	08/08/2013	R02	07/2013	414,516.17	0.00	19,052.15	15,959.66	12,988.32	656.86	29,604.84
0126	P3	08/08/2013	R02	07/2013	118,298.89	0.00	7,013.15	4,544.26	3,698.22	187.04	8,429.52
0126	P2	08/15/2013	C01	07/2013	1,460.00	0.00	635.00	955.67	0.00	16.93	972.60
0126	P1	08/23/2013	R01	08/2013	11,771.01	0.00	635.00	955.67	0.00	16.93	972.60
0126	P2	08/23/2013	R01	08/2013	416,304.42	0.00	20,397.97	20,640.24	16,797.47	663.34	38,101.05
0126	P3	08/23/2013	R01	08/2013	118,232.28	0.00	7,013.15	4,544.26	3,698.22	187.04	8,429.52
0126	P1	09/09/2013	R02	08/2013	12,760.74	0.00	635.00	955.67	0.00	16.93	972.60

Message from webpage

You have chosen to exit the application. Do you wish to continue?

Using DRS Electronic Services to verify your Employer Contribution Allocations (continued)

15. Use the Exit screen to finish logging off. When you're done working, you should close the browser window that is open on your computer. Doing so will protect data in the application and keep others from being able to access it through the Internet. To complete logging off, click the Close Browser button.



Using DRS Electronic Services to verify your Employer Contribution Allocations (continued)

Understanding the Employer and Nonemployer Allocation Schedules

Q1: How does an employer locate their proportionate share on the Employer and Nonemployer Allocation Schedules?

A. Each Employer's *Organization Name* and DRS *Organization Identification Number* is included in the allocation schedules. Employers are able to find their allocation percentages by right clicking within the schedule, click on the find option and enter your organization name or four digit Organization Identification Number. If your organization is included in the financial reporting of the state you will be listed under State of Washington. If your organization is not included in the financial reporting of the state you will be listed under All Other Employers.

Q2: Who is considered a Nonemployer in the allocation schedules?

A. Nonemployers are:

- Employers that contributed to PERS 2/3, SERS 2/3 or PSERS 2 contribute to the UAAL of PERS Plan 1. An employer is considered a Nonemployer of PERS Plan 1 if they had no employees in PERS Plan 1.
- Employers that contributed to TRS 2/3 contribute to the UAAL of TRS Plan 1, an employer is considered a Nonemployer of TRS Plan 1 if they had no employer contributions to TRS Plan 1
- State of Washington general fund contributions to LEOFF Plan 2
- State of Washington historical general fund contributions to LEOFF Plan 1

Q3: Why do employers have more than one allocation percentage?

A. Each cost-sharing multiple-employer plan administered by DRS has a separate allocation schedule:

- Public Employees' Retirement System (PERS) Plan 1
- Public Employees' Retirement System (PERS) Plans 2/3
- Teachers' Retirement System (TRS) Plan 1
- Teachers' Retirement System (TRS) Plans 2/3
- School Employees' Retirement System (SERS) plans 2/3

Using DRS Electronic Services to verify your Employer Contribution Allocations (continued)

- Law Enforcement Officers' and Fire Fighters' Retirement System (LEOFF) Plan 1
- Law Enforcement Officers' and Fire Fighters' Retirement System (LEOFF) Plan 2
- Public Safety Employees' Retirement System (PSERS) Plan 2

Employers will have a separate allocation percentage for each plan they contributed to for fiscal year 2013 and 2014. Plan 2 and 3 for PERS, SERS and TRS are combined as PERS 2/3, SERS 2/3 and TRS 2/3.

The Plan 1 UAAL employer contribution portion of PERS 2/3, SERS 2/3 and PSERS 2 has a combined allocation on the PERS Plan 1 allocation schedule under Plan 1 UAAL.

The Plan 1 UAAL employer contribution portion of TRS 2/3 has an allocation on the TRS Plan 1 allocation schedule under Plan 1 UAAL.

Q4: Why do some employers have allocation percentages in the LEOFF plan 1 Employer and Nonemployer Allocation Schedules when no employer contributions are currently collected for LEOFF plan 1?

A. Total allocation percentages are based on the total historical employer contributions to LEOFF Plan 1 (1971-2000). The State of Washington contributed 87.12% of LEOFF plan 1 employer contributions, all other employers contributed the remaining 12.88% of employer contributions.

The cumulative retirement benefit payments through the fiscal year were utilized to determine the employer allocation amounts and percentages listed under All Other Employers in the LEOFF Plan 1 Employer and Nonemployer Allocation Schedules.

The allocation method chosen by the plan reflects the projected long-term contribution effort based on historical data.

Employer Support Services
Washington State Department of Retirement Systems
1-800-547-6657 (Option 6, Option 2); or 360-664-7200