Washington State Department of Retirement Systems

Quick Start Retirement – Web Based Employer Transmittals

The following is a summary of the steps involved in submitting a Retirement Transmittal Report using Web Based Employer Transmittals (WBET). Use the menu of navigation links located in the upper right hand corner of WBET to navigate the application. Follow the steps listed below for each **Navigation Link**.

Submitting a Regular Report

Navigation Link:	Take these steps:
My Services	• Log on to DRS eServices. • Click **Web Based Employer Transmittal.** The application will open on **Report Listing**.
Report Listing	Select the **Regular Retirement Transmittal Report** that you want to work on. The report will open on **Report Summary.**
Report Summary	Enter retirement totals by plan on the left-hand side of the screen. Click **Save**. Select **Earning Detail** on the navigation menu.
Earning Detail	Review the earning details. It will be pre-filled with the last report's information. Update hours and/or compensation as necessary for each member and click **Save**. • To **add someone** to the report, click navigation link **Add Employee**. • To **add an earning period** for someone on the report, click "Add Earning Period." • To **separate someone**, click "Update Member Info" and enter an eligibility end date. • To **update member profile** information**,** click "Update Member Info." • To **update retiree profile** information, click "Update Retiree Info." When done, click **Save & Edit Report**. If there are problems, you will see the Report Edit Messages. Messages in red are errors that need to be corrected. Messages in yellow are warnings and should be reviewed to verify accuracy. Next, select **Report Summary**.
Report Summary	Make sure the totals on the left-hand side match the totals on the right. • If they do not match, go back to **Earning Detail** and make adjustments. • If they do match, click **Submit Report**. (WBET won't let you submit a report unless both sides match.) After submitting your report, **Printable Report** will open.
Printable Report	Click **Print Report** to print a paper copy, or click **Save Report to Disk** to save an electronic copy of the report. Choose one of the following: • If you are **paying by check**, click "To Pay by Check." This will allow you to access your pre-filled payment advice (the pre-filled option is only available the day you submit your report.) Print it, add your warrant/check number, and mail it with your check to DRS. Select **Report Listing**. • If you are **paying electronically**, click "To Make ePayment." This will take you to the ePay application where you can submit your payment information. After completing ePayment, select **My Services.** Choose **Web Based Employer Transmittal**. **Report Listing** will open.
Report Listing	Make sure the report status has changed to "submitted." • If the report is not in "submitted" status, go back into the report. Go to **Report Summary** and resubmit. • If the report is in "submitted" status, **Exit** or select another report.

Submitting a Correction Report

The steps involved to submit a Transmittal Correction Report are exactly the same as for a Regular Transmittal Report---except:
Select **Correction Retirement Transmittal Report** on the **Report Listing** screen. The Correction Report is not pre-filled with information. Click **Add Employee** for each member for whom you want to submit information.
You may want to enter the **Report Summary** totals *after* you complete the **Earning Detail** (because you might not have earning and contribution totals calculated for your corrections).