

# How to do your own compliance review



Washington State Department of Retirement Systems

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

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