



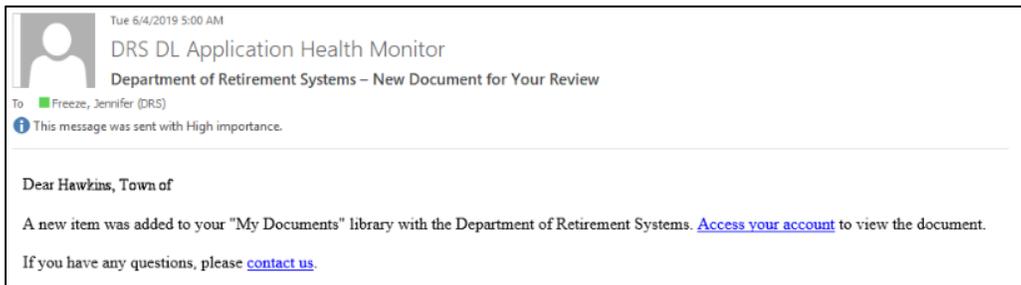
ERA: How to Submit an Interactive DCP Report and Schedule a Payment

Follow this process to submit a DCP report through Interactive and schedule a payment.

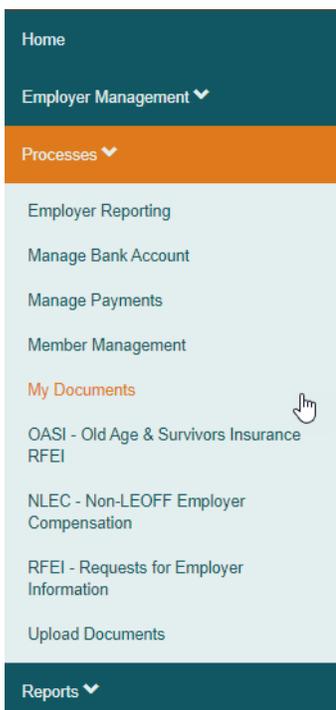
Please review the DCP Change Report **before** running your organization’s payroll to ensure accuracy. DCP reports are considered late if not paid within five days of payroll. The DCP Change Report is in “My Documents” under “Processes.”

DCP Change Report:

1. An email notification is sent when the DCP Change Report is ready



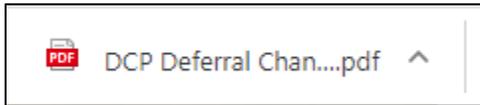
2. Open the Process “My Documents” to access the DCP Change Report



My Documents
Review the documents below for accuracy. If you have any questions, please contact us.

	Document	Create Date	Available Until	Reporting Group
View Remove	Interactive Report - 202001 R01 New	2/3/2020	5/3/2020	902B13
View Remove	Transmittal Edit Messages - 202001 R01 New	2/3/2020	5/3/2020	902B13
View Remove	Payment Advice	1/30/2020	4/30/2020	N/A
View Remove	ERA Generated Correction Report - 202001 R01 New	1/30/2020	4/30/2020	320414
View Remove	Transmittal Edit Messages - 202001 R01	1/30/2020	4/30/2020	320414
View Remove	Transmittal Edit Messages - 202001 R01	1/30/2020	4/30/2020	92171
View Remove	DCP Deferral Change Report	1/9/2020	4/9/2020	902B13
View Remove	Interactive Report - 201912 R01	12/31/2019	3/31/2020	902B13
View Remove	Transmittal Edit Messages - 201912 R01	12/31/2019	3/31/2020	902B13

3. Select View to open the DCP Deferral Change Report. In the bottom left of the screen, the PDF document is ready to be opened.



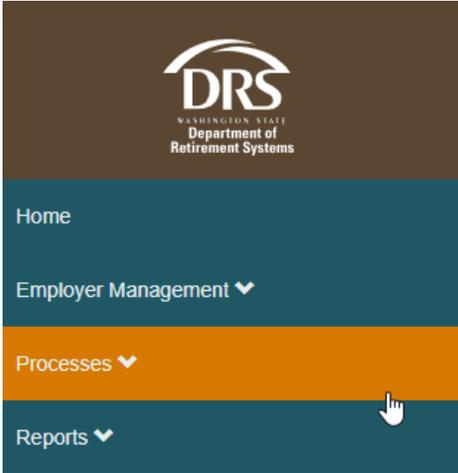
4. Select the DCP Deferral Change Report to open.

Washington State Department of Retirement Systems				
DCP Deferral Amount Change Report				
Run Date: 01/09/2020	Reporting Period: 01/2020		Ver/Exp: 01 of 01	
Reporting Group: 902B13	System: D		Plan: 1	
<u>Social Security Number</u>	<u>Participant</u>	<u>Effective Pay Date</u>	<u>Deferral Rate</u>	<u>Deferral Amount</u>
-3054	PAULS DEBORAH J	01/31/2020		\$2,083.00

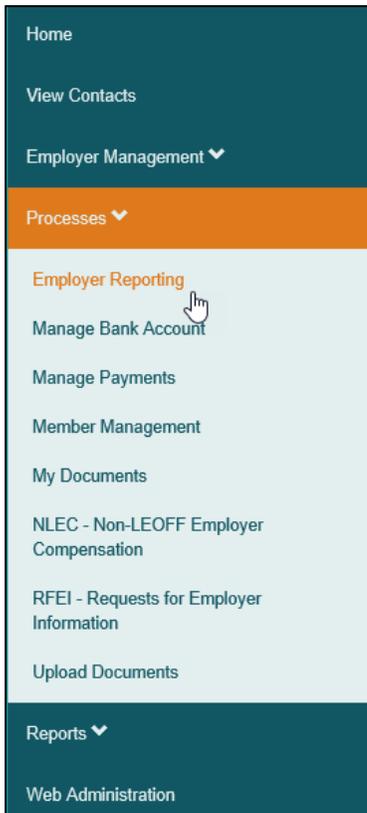


Submit the DCP Report

5. Open the Process “Employer Reporting” to start a regular DCP report



6. Select “Employer Reporting”



7. Select “Start”



Employer Reporting Process

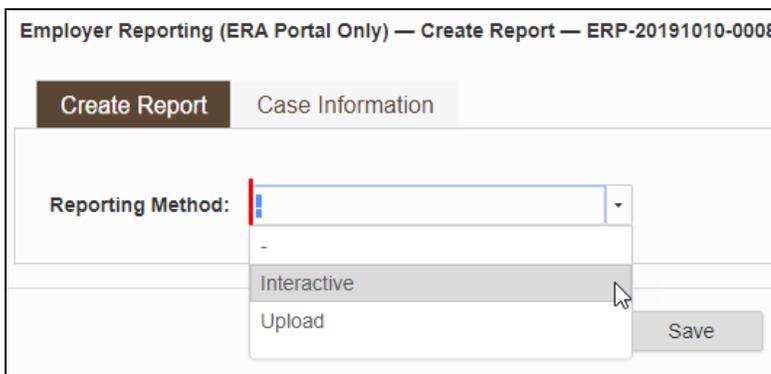
Select **Start** to submit a new report, or to run a simulation.

The Employer Reporting Process provides access to:

- Submit Earning Reports
- Submit member information
- Submit Correction Reports

Start

8. If the organization is an Interactive reporter, skip to step 9. If the organization is an upload reporter, select “Interactive” from the “Reporting Method” drop-down list.



Employer Reporting (ERA Portal Only) — Create Report — ERP-20191010-0008

Create Report Case Information

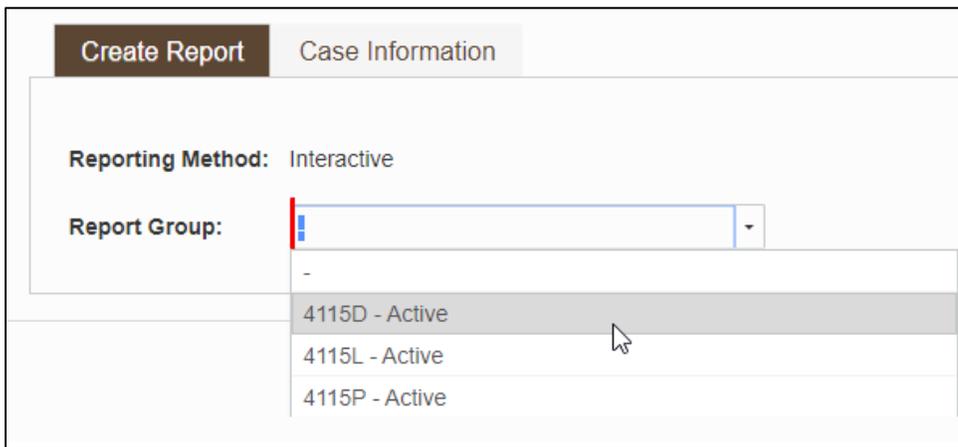
Reporting Method: []

-
- Interactive
- Upload

Save

9. Select the DCP reporting group from the “Report Group” drop-down list

Please make a note of the case number to ensure you can easily find the case later.



Create Report Case Information

Reporting Method: Interactive

Report Group: []

-
- 4115D - Active
- 4115L - Active
- 4115P - Active

10. The “Create Report” screen will display

- Confirm that the Report Period aligns with the current payroll information
- Under “Report Type” confirm “Regular” is selected
- Select “Next”

Employer Reporting (ERA Portal Only) — Create Report — ERP-20191010-0015 Create Report

Create Report Case Information

Reporting Method: Interactive

Report Group: 4115D - Active

Report Group Information

Current Period: 08/2019 System: Deferred Compensation Program (DCP)

Reports Received: 0 Reports Expected: 2

Report Information

Report Type: Regular Correction

Report Period: 08/2019 Version: 1 Due Date: 08/10/2019

Save Cancel Report **Next**

11. The “Manage Members” screen will display on the “Earnings” tab

Employer Reporting (ERA Portal Only) — Manage Members — ERP-20191010-0015 Manage Members

Report Group Information

Report Group: 4115D Status: Active

System: Deferred Compensation Program (DCP) Employer: Hawkins, Town of

Report Type: Regular Report Period: 08/2019 Version: 1

Earnings Members Summary Report Information Case Information

Defined Contributions

Row	SSN	Last Name	First Name	Compensation	Defined Contribution/Deferrals	DCP Temporary Suspension	Expected Deferral Amount	Deferral Percentage	DCP Has Change	Remove	Detail
1	000-02-0000	BYERS	WILLIAM	\$0.00	\$75.00	No	\$75.00		Yes	<input type="checkbox"/>	Detail
2	000-06-0000	BYERS	JONATHAN	\$0.00	\$0.00	No		10.00	Yes	<input type="checkbox"/>	Detail

Refresh Earnings

Add Multiple Earnings

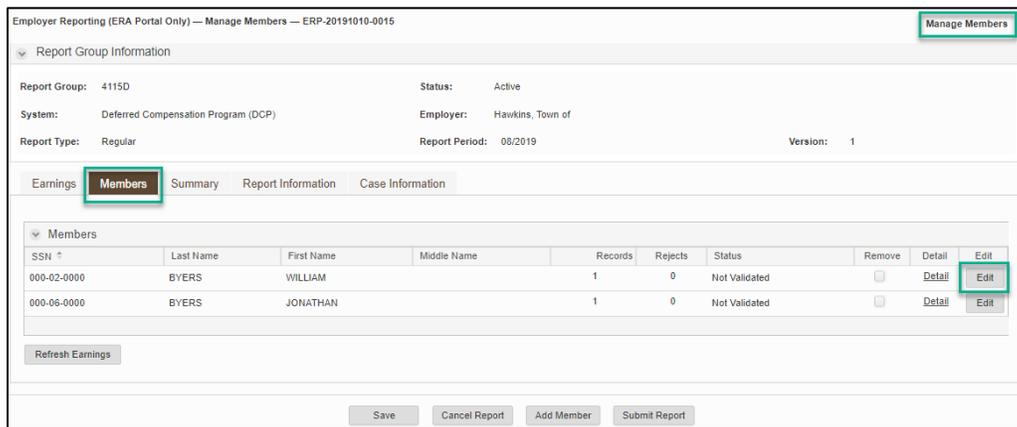
Add Earnings

Save Cancel Report Add Member Submit Report

12. Select “Members” to:

- Change address
- Enter an end date
- Change deferral rate/amount

13. Select “Edit” to make changes to a member’s record



Employer Reporting (ERA Portal Only) — Manage Members — ERP-20191010-0015 Manage Members

Report Group Information

Report Group: 4115D Status: Active

System: Deferred Compensation Program (DCP) Employer: Hawkins, Town of

Report Type: Regular Report Period: 08/2019 Version: 1

Earnings **Members** Summary Report Information Case Information

Members

SSN	Last Name	First Name	Middle Name	Records	Rejects	Status	Remove	Detail	Edit
000-02-0000	BYERS	WILLIAM		1	0	Not Validated	<input type="checkbox"/>	Detail	Edit
000-06-0000	BYERS	JONATHAN		1	0	Not Validated	<input type="checkbox"/>	Detail	Edit

Refresh Earnings

Save Cancel Report Add Member Submit Report

The “Edit Member” screen will display the member’s information at the top. The different records for the member are displayed in the “Records” tab.

14. Select the right facing arrow next to each record to expand the record.

To collapse each record select the record title.

- “Member Profile” — updates information about the member’s profile such as address, phone number or email address
- “Employment Information” — updates information for a member’s employment period such as begin and end dates
- “Defined Contribution” — updates a member’s deferral amount or percentage rate

Employer Reporting (ERA Portal Only) — Edit Member — ERP-20191010-0015 Edit Member

Member Reporting Information

SSN: 000-02-0000 Report Group: 4115D Status: Active
 Member Name: WILLIAM BYERS System: Deferred Compensation Program (DCP) Employer: Hawkins, Town of

Report Period: 08/2019 Report Type: Regular Version: 1 Due Date: 08/10/2019

Records Member Profile Summary Report Information Case Information

Member Profile
 Employment Information
 Defined Contributions

Save & Continue Validate Remove Save & Return

Expanded view of the Member Profile

Expanded view examples

Member Profile

Records Member Profile Summary Report Information Case Information

Member Profile

Update Information: Yes No Row: 4 Rejects: 0 Messages

Title:

First Name: WILLIAM Middle Name:

Last Name: BYERS

Extension: Suffix:

Gender: Male

Birth Date: 03/22/1971

Address

Type: Mailing Address Foreign Address: No

Line 1: TEST DO NOT SEND SE

Line 2:

Line 3:

State: Washington City: Olympia

ZIP Code: 98501 ZIP Extension:

Phone

Number:

Email

Email: DRSDLER4qa@drs.wa.gov

Employment Information

Records Member Profile Summary Report Information Case Information

Member Profile

Employment Information

No records

Add Employment Information

Defined Contributions

Row #	Compensation	Defined Contribution/Deferrals	DCP Temporary Suspension	Expected Deferral Amount	Deferral Percentage	DCP Has Change	Rejects	Messages	Remove
1	\$0.00	\$75.00	No	\$75.00		Yes	0	Messages	<input type="checkbox"/>
5	\$0.00	\$75.00	No	\$75.00		Yes	0	Messages	<input type="checkbox"/>

Add Defined Contribution

15. Select “Validate” when all the updates have been made. Validate will edit the information you entered against edits. They will display on the current screen. Selecting the “Validate” button after each member update ensures there will be nothing left to do at the end of the process.

Employer Reporting (ERA Portal Only) — Edit Member — ERP-20191010-0015 Edit Member

Member Reporting Information

SSN: 000-02-0000 Report Group: 4115D Status: Active
 Member Name: WILLIAM BYERS System: Deferred Compensation Program (DCP) Employer: Hawkins, Town of
 Report Period: 06/2019 Report Type: Regular Version: 1 Due Date: 06/10/2019

Records | Member Profile | Summary | Report Information | Case Information

Member Profile
 Employment Information
 Defined Contributions

Save & Continue | **Validate** | Remove | Save & Return

16. Fix any edits (go back to step 14)

17. After you fix the edits, select “Save & Return.” You will return to the “Manage Members” screen.

Employer Reporting (ERA Portal Only) — Edit Member — ERP-20191010-0015 Edit Member

Member Reporting Information

SSN: 000-02-0000 Report Group: 4115D Status: Active
 Member Name: WILLIAM BYERS System: Deferred Compensation Program (DCP) Employer: Hawkins, Town of
 Report Period: 06/2019 Report Type: Regular Version: 1 Due Date: 06/10/2019

Records | Member Profile | Summary | Report Information | Case Information

Member Profile
 Employment Information
 Defined Contributions

Save & Continue | Validate | Remove | **Save & Return**

18. The “Manage Members” screen will display on the “Earnings” tab

Employer Reporting (ERA Portal Only) — Manage Members — ERP-20191010-0015 Manage Members

Report Group Information

Report Group: 4115D Status: Active
 System: Deferred Compensation Program (DCP) Employer: Hawkins, Town of
 Report Type: Regular Report Period: 08/2019 Version: 1

Earnings Members Summary Report Information Case Information

Defined Contributions

Row	SSN	Last Name	First Name	Compensation	Defined Contribution/Deferrals	DCP Temporary Suspension	Expected Deferral Amount	Deferral Percentage	DCP Has Change	Remove	Detail
1	000-02-0000	BYERS	WILLIAM	\$0.00	\$75.00	No	\$75.00		Yes	<input type="checkbox"/>	Detail
5	000-02-0000	BYERS	WILLIAM	\$0.00	\$75.00	No	\$75.00		Yes	<input type="checkbox"/>	Detail
2	000-06-0000	BYERS	JONATHAN	\$0.00	\$0.00	No		10.00	Yes	<input type="checkbox"/>	Detail

Refresh Earnings

Add Multiple Earnings

Add Earnings

Save Cancel Report Add Member Submit Report

19. Select “Summary” to view a summary of your report

Employer Reporting (ERA Portal Only) — Manage Members — ERP-20191010-0015 Manage Members

Report Group Information

Report Group: 4115D Status: Active
 System: Deferred Compensation Program (DCP) Employer: Hawkins, Town of
 Report Type: Regular Report Period: 08/2019 Version: 1

Earnings **Summary** Members Report Information Case Information

Expected Monthly Reports: 2 Records Reported: 3

Deferrals Reported: \$150.00 Deferrals Rejected: \$0.00 Total Deferrals Processed: \$0.00

Recalc Summary

Save Cancel Report Add Member Submit Report

20. Select “Recalc Summary” to recalculate the summary page with your updates

21. Select “Submit Report” to submit your DCP report

Employer Reporting (ERA Portal Only) — Manage Members — ERP-20191010-0015 Manage Members

Report Group Information

Report Group: 4115D Status: Active

System: Deferred Compensation Program (DCP) Employer: Hawkins, Town of

Report Type: Regular Report Period: 08/2019 Version: 1

Earnings | Members | **Summary** | Report Information | Case Information

Expected Monthly Reports: 2 Records Reported: 3

Deferrals Reported: \$150.00 Deferrals Rejected: \$0.00 Total Deferrals Processed: \$0.00

[Recalc Summary](#)

[Save](#) [Cancel Report](#) [Add Member](#) [Submit Report](#)

The “Manage Member” screen will display without buttons at the bottom. This is how you know the report has been submitted.

Employer Reporting (ERA Portal Only) — ERP-20191010-0015 [Manage Members](#)

Report Information | Report Groups | Members | Earnings | Summary | Case Information

Reporting Method: Interactive

Report Group: 4115D - Active

Report Group Information

Current Period: 08/2019 System: DCP - Deferred Compensation Program (DCP)

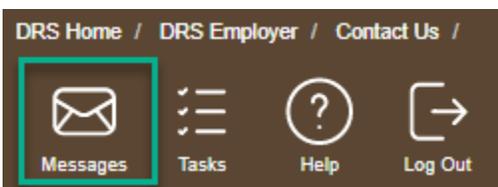
Reports Received: 0 Reports Expected: 2

Report Information

Report Type: Regular

Report Period: 08/2019 Version: 1 Due Date: 08/10/2019

This report won’t process until we receive the DCP payment. When the report and the payment reconcile, a message will be displayed in “Messages” on the menu bar letting you know the report processed successfully.

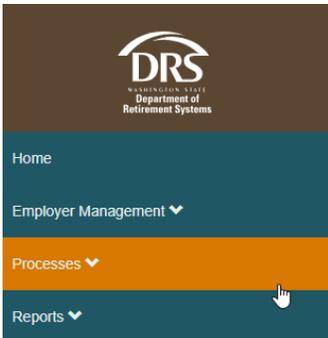




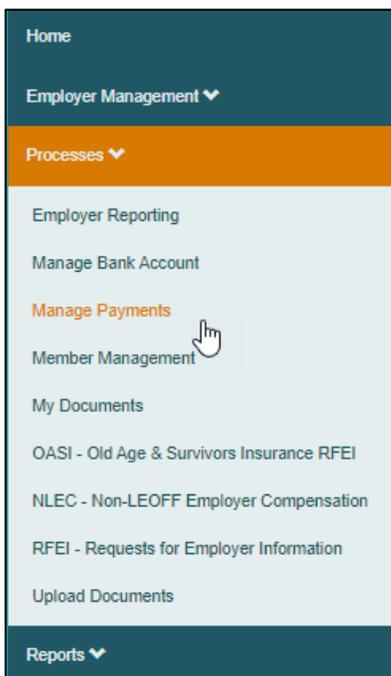
Scheduling an ERA DCP Payment

Please allow approximately five minutes from the time the DCP report was submitted before scheduling a payment.

1. Open the Process “Employer Reporting” to start a regular DCP report



2. Select “Manage Payments”



3. Select "Start"

Manage Payments

Select **Start** to begin a new Manage Payments Case.

The Manage Payments process provides access to view statements, create payment advices and to submit payments electronically.

“Create a Payment in Progress” screen will display with mandatory field shown in red.

Manage Payments (ERA Portal Only) — Create or Update a Payment — EPP-20191010-0000002 Create a Payment In Progress

Payments Information | Case Information

Payment Details

Scheduled Payment Date: Payment Method:

Last Update:

Payment Amounts

Pending Receivables | Open Receivables | Manual Payments | Totals

Plan 2

Report Period	Report Group Number	System/Plan	Pending Balance	Amount to be Paid
10/2019	4115P	P2	\$238.74	<input type="text" value="\$0.00"/>
Total Plan 2 Amount:				\$0.00

Plan 3

Report Period	Report Group Number	System/Plan	DB Employer	DC Self	DC WSIB	Pending Balance	DB Employer	DC Self	DC WSIB	Amount to be Paid
08/2019	4115P	PERS Plan 3	\$0.00	\$0.00	\$56.25	\$56.25	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$0.00
09/2019	4115P	PERS Plan 3	\$0.00	\$473.00	\$225.00	\$698.00	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$0.00
10/2019	4115P	PERS Plan 3	\$192.90	\$34.00	\$450.00	\$676.90	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$0.00
Total Plan 3 Amount:										\$0.00

DCP

Report Period	Report Group Number	System/Plan	Version Number	Report Type	Pending Balance	Amount to be Paid
08/2019	4115D	Deferred Compensation Principal Fund	1	Regular	\$150.00	<input type="text" value="\$0.00"/>
Total DCP Amount:						\$0.00

Under the “Payment Details” section in “Scheduled Payment Date,” select a date using the calendar, or key in the date the payment should be scheduled. The date will always be at least two business days in the future.

4. In “Payment Method,” select either “Check” or “Electronic.” If paying by check, please print the payment advice and attach a copy with the check to ensure proper application.

DCP will always be visible in the “Pending Receivables” tab.

Report Period	Report Group Number	System/Plan	Pending Balance	Amount to be Paid						
10/2019	4115P	P2	\$238.74	\$0.00						
Total Plan 2 Amount:				\$0.00						
Report Period	Report Group Number	System/Plan	DB Employer	DC Self	DC WSIB	Pending Balance	DB Employer	DC Self	DC WSIB	Amount to be Paid
08/2019	4115P	PERS Plan 3	\$0.00	\$0.00	\$56.25	\$56.25				\$0.00
09/2019	4115P	PERS Plan 3	\$0.00	\$473.00	\$225.00	\$698.00				\$0.00
10/2019	4115P	PERS Plan 3	\$192.90	\$34.00	\$450.00	\$676.90				\$0.00
Total Plan 3 Amount:										\$0.00
Report Period	Report Group Number	System/Plan	Version Number	Report Type	Pending Balance	Amount to be Paid				
08/2019	4115D	Deferred Compensation Principal Fund	1	Regular	\$150.00	\$0.00				
Total DCP Amount:						\$0.00				

5. Enter the amount to be paid

DCP							
Report Period	Report Group Number	System/Plan	Version Number	Report Type	Pending Balance	Amount to be Paid	
08/2019	4115D	Deferred Compensation Principal Fund	1	Regular	\$150.00		\$0.00
Total DCP Amount:							\$0.00

6. Select "Calculate Total"

DCP							
Report Period	Report Group Number	System/Plan	Version Number	Report Type	Pending Balance	Amount to be Paid	
08/2019	4115D	Deferred Compensation Principal Fund	1	Regular	\$150.00		\$150.00
Total DCP Amount:							\$150.00
<input type="button" value="Calculate Total"/>							
<input type="button" value="Reassign"/> <input type="button" value="Cancel"/> <input type="button" value="Save"/> <input type="button" value="Next"/>							

"Total DCP Amount" will show the amount to be paid.

7. Select Next

DCP							
Report Period	Report Group Number	System/Plan	Version Number	Report Type	Pending Balance	Amount to be Paid	
08/2019	4115D	Deferred Compensation Principal Fund	1	Regular	\$150.00		\$150.00
Total DCP Amount:							\$150.00
<input type="button" value="Calculate Total"/>							
<input type="button" value="Reassign"/> <input type="button" value="Cancel"/> <input type="button" value="Save"/> <input type="button" value="Next"/>							

"Create a Payment Completed" screen is displayed.



8. Select the “Payment Advice” link to view the payment advice

Manage Payments (ERA Portal Only) — Review payment advice — EPP-20191010-0000003 Create a Payment Completed

Payments Information Case Information

Payment Details

Scheduled Payment Date: 10/17/2019 Payment Method: Electronic
 Last Update Date: 10/15/2019 5:58 pm

Payment Advices

System: DCP [Payment Advice EPP_EPayAdvice.pdf](#)

Payment Amounts and Totals

Invoice Number	Report Period	Report Group Number	System/Plan	Receivable Type	Amount to be Paid
	09/2019	4115D	Deferred Compensation Principal Fund		\$150.00
Total DCP Amount:					\$150.00
Total Payment Amount:					\$150.00

Reassign Cancel Update Submit

Payment Advice Example

DRS **Payment Advice Electronic Summary**
 WASHINGTON STATE Department of Retirement Systems
 This form is for internal use by employers only.

Payment Information

Employer:	Hawkins, Town of (4115)	Case #:	EPP-20191010-0000003
Scheduled Payment Date:	10/17/2019	Case Creation Date:	10/10/2019 2:15:00 PM
Payment Amount:	150.00		

Payment Advice Summary

Payment Advice	Payment Advice Totals
Plans 1 and 2	0.00
Plan 3	0.00
DCP (Deferred Compensation Program)	150.00
HERP (Higher Education Employers only)	0.00
Other	0.00
Grand Total:	150.00

9. Select “Submit” to submit the electronic payment

Manage Payments (ERA Portal Only) — Review payment advice — EPP-20191010-0000003 Create a Payment Completed

Payments Information Case Information

Payment Details

Scheduled Payment Date: 10/17/2019 Payment Method: Electronic
 Last Update Date: 10/15/2019 5:58 pm

Payment Advices

System: DCP Payment Advice: [EPP_EPayAdvice.pdf](#)

Payment Amounts and Totals

Invoice Number	Report Period	Report Group Number	System/Plan	Receivable Type	Amount to be Paid
	08/2019	4115D	Deferred Compensation Principal Fund		\$150.00
Total DCP Amount:					\$150.00
Total Payment Amount:					\$150.00

The “Create a Payment Completed” screen will be displayed without buttons at the bottom. This is how you can tell the payment has been submitted.

“Reassign” allows a user who created the payment advice to reassign the case to another user within the organization to edit or update the payment.

If “Submit” is not selected, the electronic payment will remain in the “Create a Payment Completed” status and the payment will be stopped within 24 hours.

A PDF payment advice will be sent to your “My Documents” in the Process menu.

