

# Quick Tips for Reporting and Eligibility

Washington State Department of Retirement Systems



## Reporting Reminders

- Use ERA Member Management to verify prior membership before reporting the system and plan for all new employees.
- Report the begin date on the first retirement transmittal for all new employees.
- Report compensation, employer contributions, non-Plan 3 member contributions and hours in the months earned.
- Only Plan 3 member contributions are reported as paid.
- When you hire a Plan 3 member, do not report member contributions or the rate option/investment program to DRS until the member provides you with a completed [Member Information Form \(MIF\)](#) or is defaulted to rate option A and SELF.
- Report comp-time cash out amounts with Status Code A in the months earned.
- Lump sum payments of unused leave should be reported with the correct status code and are reportable only for Plan 1 members of PERS, TRS and WSPRS.
- Retroactive payments need to be reported in the months earned.
- If you hire a DRS retiree as an employee, you must report the employment on the retirement transmittal report.
- Report retirees returning to work in the system associated with their job and with the appropriate type code. Retirees working as substitutes for education employers must be reported as retirees returning to work and not as substitutes.
- For PERS, TRS and SERS employers: new members have up to 90 days to choose Plan 2 or Plan 3 – report the member in Plan 2 until the member provides you with a completed MIF or is defaulted into Plan 2.

## Eligibility

- Remember to review and document position eligibility status at least annually. Determining position eligibility is the same for active members and for retirees who return to work.
- Elected officials, governor-appointed officials, city, county, port district and PUD managers or administrators have the option to join PERS ([WAC 415-108-550](#)).
- The [Retirement Status Verification](#) form or similar documentation must be completed if an employee is a retiree from one of the Washington State Retirement Systems. Ask all new employees to complete this documentation ([RCW 41.50.139](#)).