

Respond to a DRS request in OASI-RFEI

Take these steps to respond to a DRS request in OASI-RFEI.

1. Open the Processes menu and select "OASI-Old Age & Survivor Insurance RFEI" to open a new request

Convertise to the terms of term	
Home	
Employer Management 🗸	
Processes 🗸	
Reports 🗸	-
Home	
View Contacts	
Employer Management 🗸	
Processes 💙	
Employer Reporting	
Manage Payments	
Member Management	
My Documents	
OASI - Old Age & Survivors Insurance RFEI	
NLEC - Non-LEOFF Employer Compensation	
RFEI - Requests for Employer Information	
Upload Documents	



2. Enter Wage Data

The OASI Request list will be displayed.

Request List

This is a list of OASI requests. You can select a request to view by clicking on the report year. You may search the list by entering specific criteria, or sort the list by clicking on the hyperlinks in the table heading.

Report Year:		Status:			
	Ι	Open	• Search	Clear	
<u>Report Year</u>	Request Date	÷	Organization	<u>Wage Data</u> <u>Status</u>	Last Updated
<u>2019</u>	1/23/2020 12:0	0:00 AM	PASCO CITY OF	Open	01/23/2020
Display 10	v rows per page. View	ving 1 - 10 of 1 Rec	ords		

3. To filter the data, select the drop down list in the "Status" field

Request List							
This is a list of OASI requests. You can select a request to view by clicking on the report year. You may search the list by entering specific criteria, or sort the list by clicking on the hyperlinks in the table heading.							
Report Year:	Status:						
	Open 🔻	Search	Clear				
Report Year Request Date	All	on	<u>Wage Dat</u>	ta <u>Status</u>	Last Updated		
<u>2019</u> 1/23/2020 12:00	Cancelled	'Y OF		Open	01/23/2020		
Display 10 🔻 rows per page. Viewi	Closed						
	New Messages						
	Open						

4. To display all OASI historical data select "All" in the drop down list and then select the "Search"

Request List This is a list of OAC by clicking on the	St I requests. You can select a request to hyperlinks in the table heading.	view by clicking on the report year.	You may search the list by enter	ing specific criteria, or sort the list
Report Year:	Status:			
	All	• Search	Clear	
Report Year	Request Date	Organization	Wage Data Stat	us Last Updated
<u>2019</u>	1/23/2020 12:00:00 AM	PASCO CITY OF	Ope	n 01/23/2020
<u>2014</u>	11/12/2014 12:00:00 AM	PASCO CITY OF	0.00 Clos	ed 01/24/2020
<u>2013</u>	1/31/2014 12:00:00 AM	PASCO CITY OF	16,198,653.25 Clos	ed 10/30/2014
2012	1/31/2013 12:00:00 AM	PASCO CITY OF	15,513,322.04 Clos	ed 10/30/2014
<u>2011</u>	1/31/2012 12:00:00 AM	PASCO CITY OF	14,710,653.30 Clos	ed 10/30/2014
2010	1/31/2011 12:00:00 AM	PASCO CITY OF	14,897,285.35 Clos	ed 10/30/2014
Display 10 🔻	rows per pag∉. Viewing 1 - 10 of 6 Re	ecords		



5. Select the tax year from the "Report Year" column to enter the data

Request List

This is a list of OASI requests. You can select a request to view by clicking on the report year. You may search the list by entering specific criteria, or sort the list by clicking on the hyperlinks in the table heading.

Report Year:	Status:			
	All	• Search	Clear	
Report Year	<u>Request Date</u> ↓	Organization	Wage Data Status	Last Updated
2019	1/23/2020 12:00:00 AM	PASCO CITY OF	Open	01/23/2020
2014	11/12/2014 12:00:00 AM	PASCO CITY OF	0.00 Closed	01/24/2020
<u>2013</u>	1/31/2014 12:00:00 AM	PASCO CITY OF	16,198,653.25 Closed	10/30/2014
<u>2012</u>	1/31/2013 12:00:00 AM	PASCO CITY OF	15,513,322.04 Closed	10/30/2014
<u>2011</u>	1/31/2012 12:00:00 AM	PASCO CITY OF	14,710,653.30 Closed	10/30/2014
<u>2010</u>	1/31/2011 12:00:00 AM	PASCO CITY OF	14,897,285.35 Closed	10/30/2014
Display 10	rows per page. Viewing 1 - 10 of 6 Re	ecords		

6. "Request" is displayed to enter the wage data

Wage data amount is found in Box 3 of the W-3.

Request						
Use this screen to When finished ser	view, u nd your	pdate, and respond to requeste request to DRS.	d informat	tion. Changes can I	be saved so you	can return at a later time to complete your requests
Send to DRS	Save	Return to List				
Request Inform	nation					
Organizat Request D	ion: ate:	PASCO CITY OF 01/23/2020		Status: Last Updated:	Open 01/23/2020 01	:16:03
Request						
Wage Year		Wage Data				
2019		1269115.99	0			
Messages						
Send / View Me	ssages	θ				
Notes						
Employer Notes	0					
						é



7. Select "Save"

Request

Use this screen to view, update, and respond to requested information. Changes can be saved so you can return at a later time to complete your requests. When finished send your request to DRS.

Send to DRS Save	Return to List		
Request Information			
Organization: Request Date:	PASCO CITY OF 01/23/2020	Status: Last Updated:	Open 01/23/2020 01:16:03
Request			
Wage Year	Wage Data		
2019	1269115.99	Θ	

8. A confirmation message will be displayed

Request							
Request Package Saved.							
Use this screen to view, u When finished send your	Use this screen to view, update, and respond to requested information. Changes can be saved so you can return at a later time to complete your requests. When finished send your request to DRS.						
Send to DRS Save	Return to List						
Request Information	1						
Organization: Request Date:	PASCO CITY OF 01/23/2020	Status: Last Updated:	Open 01/24/2020 10:59:50				
Request							
Wage Year	Wage Data						
2019	1,269,115.99	Θ					



9. To submit the "Wage Data," select "Send to DRS"

Request							
Request Package S	Request Package Saved.						
Use this screen to view, upda When finished send your requ	Use this screen to view, update, and respond to requested information. Changes can be saved so you can return at a later time to complete your requests. When finished send your request to DRS.						
Send to DRS Save	Return to List						
Request Information							
Organization: PA Request Date: 01	ASCO CITY OF 1/23/2020	Status: Last Updated:	Open 01/24/2020 10:59:50				
Request							
Wage Year	Wage Data						
2019	1,269,115.99	θ					

10. A confirmation will be displayed that the request was sent to DRS and the "Status" will change from "Open" to "Closed"

Request List	t							
Request package sent to DRS.								
This is a list of OASI by clicking on the hy-	This is a list of OASI requests. You can select a request to view by clicking on the report year. You may search the list by entering specific criteria, or sort the list by clicking on the hyperlinks in the table heading.							
Report Year:	Status:							
	All	• Search	Clear					
Report Year	<u>Request Date</u> ↓	Organization	<u>Wage Data</u> <u>Stat</u>	tus Last Updated				
<u>2019</u>	1/23/2020 12:00:00 AM	PASCO CITY OF	1,269,115.99 Clos	ed 01/24/2020				
<u>2014</u>	11/12/2014 12:00:00 AM	PASCO CITY OF	0.00 Clos	ed 01/24/2020				
<u>2013</u>	1/31/2014 12:00:00 AM	PASCO CITY OF	16,198,653.25 Clos	ed 10/30/2014				
2012	1/31/2013 12:00:00 AM	PASCO CITY OF	15,513,322.04 Clos	ed 10/30/2014				
<u>2011</u>	1/31/2012 12:00:00 AM	PASCO CITY OF	14,710,653.30 Clos	ed 10/30/2014				
2010	1/31/2011 12:00:00 AM	PASCO CITY OF	14,897,285.35 Clos	ed 10/30/2014				
Display 10 🔻	rows per page. Viewing 1 - 10 of 6 Re	cords						



11. An email will be sent to the user confirming the "Wage Data" has been submitted to DRS

All Unr	ead		Search Current Mailbox (Ctrl+E)	P	Current Mailbo	(
100	FROM	SUBJECT		RECEIVED	CATEG 🕅	
A Date: T	oday					
1	OASI@drs.wa.gov	Department of Retirement	Systems(DRS) - OASI Request S	Fri 1/24/2020 1		

	Fri 1/24/2020 11:02 AM	
	OASI@drs.wa.gov	
	Department of Retirement Systems(DRS) - OASI Request Submitted	
To Callar, De	ebbie (DRS)	
1 This messag	e was sent with High importance.	~
Dear Coal, The Reque Departmen	Lauren, st for Old Age & Survivor Insurance (OASI) information from Pasco City Of for year 2019 has been submitted to the t of Retirement Systems.	
You can <u>ac</u>	cess your account to review all current and past OASI requests.	

For more information, visit OASI Social Security for public employers.