

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 Document Review the documents	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 Stat	e Departme	ent of Retirement S	systems			
		DCP De	ferral Amou	nt Change Report				
							Reporting Period:	11/2023
Run Date	e: 11/09/2023					Ver/Exp:	01 of 01	
Reportin	g Group: 10000D		EMPLOYER	RTRAINING			System: D	Plan: 1
	*1	a 100% deferral rate is	indicated, it	means 100% of a pa	rticipant's NE	Грау.		
			PRETAX DEFERRAL (NON-TAXED)			ROTH DEFERRAL (TAXED)		
SSN	Participant	Effective Pay Date	<u>% Rate</u>	Amount	Catch-up	% Rate	Amount	Catch-up
	SELLED DATRICIA A	11/30/2023		\$500.00			\$200.00	
	JELLER, FAIRICIA A	11/30/2023						
-	RUTHERFORD, KAREN J	11/30/2023	5%			2%		



Submit the DCP Report

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



6. Select "Employer Reporting"





7. Select "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	F
	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 (E	RA Portal Only) — Crea	te 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 Inform 	nation		
Report Type:	O Regular O Co	rrection	
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

Report	Group Info	mation													
stem: stem:	p: 100000 Deferre	d Compensation R	Program (DCP)			Status: Employer: Report Period:	Active Employ 08/20	er Training 23			Version:	1			
mings	Members	Summary	Report Information	Case Information											
- Defin	ed Contribu	tions													
Row	SSN 1	Last Name	First Name	Compensation	Deferred Contribution / Deferrals	Так Туре		Employer Cont ?	Employer Contribution	DCP Temporary Suspension	Expected Deferral Amount	Deferral Percentage	DCP Has Change	Remove	Detail
5		HIND	STANISLAVA	\$0.00	\$0.00	Pretax (N)		Wes O No		No		5.00	No		<u>Detail</u>
0		FURIOSA	ZENA	\$0.00	\$0.00	Pretax (N)		Ves O No		No		5.00	No		Detail
7		FURIOSA	ZENA	\$0.00	\$0.00	Roth (T)				No		3.00	No		Qeta)
1		TINTIN	LEIA	\$0.00	\$25.00	Pretax (N)		🕞 Yes 🥥 No		No	\$25.00		No		Detail
9		TINTIN	LEIA	\$0.00	\$65.00	Roth (T)				No	\$05.00		No		Detail
- 4		FILIPPA	DUNJA	\$0.00	\$175.00	Rath (T)				No	\$175.00		No		Qetai
3		JURICA	MARIEKA	\$0.00	\$500.00	Pretax (N)		🕞 Yes 🔘 No		No	\$500.00		No		Detail
10		LU.	NANCY	\$0.00	\$0.00	Pretax (N)		C Yes O No		Yes		7.00	No		Detail
15		LIU	NANCY	\$0.00	\$0.00	Roth (T)				Yes		2.00	No		Deta)
12		MAYER	SARA	\$0.00	\$85.00	Pretax (N)		🖸 Yes 🙆 No		No	\$85.00		No		Detail
								EII 2							. 10
Rafach	Farrison														
e Add	Multiple Fa	nines													
	crosses a														
Add E	aminga														
Reassig	n Case														
assign to	User:							•							



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 Reporti	ng (ERA Portal Only) — Manage M	lembers — ERP-20191010-001	5						Manag	e Members
👻 Report Gro	up Information								_	
Report Group:	4115D		Status: A	Active						
System:	Deferred Compensation Program ((DCP)	Employer: H	Hawkins, Town of						
Report Type:	Regular		Report Period:	08/2019			Version	u: 1		
Earnings	Members Summary R	eport Information Case	Information							
Members	3									
SSN ©	Last Name	First Name	Middle Name		Records	Rejects	Status	Remove	Detail	Edit
	BYERS	WILLIAM			1	0	Not Validated		<u>Detail</u>	Edit
	BYERS	JONATHAN			1	0	Not Validated		Detail	Edit
Refresh Earni	ings	Sav	e Cancel Repo	rt Add Membe	- Subr	nit 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. DRS does not pre-fill the Employer Contributions field. The employer needs to add those amounts to each report.



Member Re	eporting Information						
iN:	000-02-0000		Report Group:	4115D	Status:	Active	
ember Name:	WILLIAM BYERS		System:	Deferred Compensation Program (DCP)	Employer:	Hawkins, Town of	
port Period:	08/2019		Report Type:	Regular Version: 1	Due Date:	08/10/2019	
port Period: Records	08/2019 Member Profile	ummary Report Infor	Report Type: mation Case I	Regular Version: 1	Due Date:	08/10/2019	
Records	08/2019 Member Profile	ummary Report Infor	Report Type: mation Case I	Regular Version: 1	Due Date:	08/10/2019	
Records	08/2019 Member Profile Profile nent Information	iummary Report Infor	Report Type: mation Case I	Regular Version: 1	Due Date:	08/10/2019	

Expanded view of the Member Profile

Expanded view examples

Member Profile

Records M	lember Profile Summary	Report Information	Case Information	
_				
Member P	rofile			
Update Informa	tion: 🔾 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				
- in the second				
Email: 0	DRSDLERAqa@drs.wa.gov			

Employment Information

I	Records	Member Profile	Summary	Report Information	Case Information	
	Member	er Profile				
	Employ	ment Information				
	~		-			
						No records
	Add Emplo	oyment Information				



Defined Contributions

Records	Member Profile	Summary Report Information	Case Information							
Member Profile Employment Information										
Defined Contributions										
Row 1	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		
5	\$0.00	\$75.00	No	\$75.00		Yes	0	Messages		
Add Define	ed 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	Employer Reporting (ERA Portal Only) — Edit Member — ERP-20191010-0015							
Member Re	eporting 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 Informati	on Case Information						
Member	Profile							
Employn	nent 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	ng (ERA Portal Only)	- Edit Membe	r — ERP-20191010-00	15								Edit Member
Member Re	eporting Information	ı										
SSN:	000-02-0000			Report Group:	4115D					Status:	Active	
Member Name:	WILLIAM BYERS			System:	Deferred	Compensation	Program (I	DCP)		Employer:	Hawkins, Town of	
Report Period:	08/2019			Report Type:	Regular	Vers	ion: 1	1		Due Date:	08/10/2019	
Records	Member Profile	Summary	Report Information	Case Info	rmation							
Member	Profile											
> Employn	nent Information											
Defined	Contributions											
				Save & Contin	ue	Validate	Remo	we	Save & Retur	n		



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

Employer Rep	oorting (ERA Po	ortal Only) — M	anage Members –	- ERP-20230928-1666										Mar	hage Member
😟 Report	Group Inforr	nation													
Report Grou	p: 10000D					Status:	Active								
System:	Deferred	Compensation F	Program (DCP)			Employer:	Employ	er Training							
Report Type	Regular					Report Period:	08/20	13			Version:	1			
Earnings	Members	Summary	Report Informat	ion Case Information											
	,														
· Defin	ed Contributi	ons													
Row	SSN 0	Last Name	First Name	Compensation	Deferred Contribution / Deferrals	Tax Type		Employer Cont ?	Employer Contribution	DCP Temporary Suspension	Expected Deferral Amount	Deferral Percentage	DCP Has Change	Remove	Detail
5		HIND	STANISLAVA	\$0.00	\$0.00	Pretax (N)	•	🔘 Yes 🔘 No		No		5.00	No		Detail
6		FURIOSA	ZENA	\$0.00	\$0.00	Pretax (N)	•	🔵 Yes 💿 No		No		5.00	No		<u>Detail</u>
7		FURIOSA	ZENA	\$0.00	\$0.00	Roth (T)	•			No		3.00	No		Detail
8		TINTIN	LEIA	\$0.00	\$25.00	Pretax (N)	•	🔘 Yes 🔘 No		No	\$25.00		No		Detail
9		TINTIN	LEIA	\$0.00	\$85.00	Roth (T)	•			No	\$65.00		No		Detail
4		FILIPPA	DUNJA	\$0.00	\$175.00	Roth (T)	•			No	\$175.00		No		Detail
3		JURICA	MARIEKA	\$0.00	\$500.00	Pretax (N)		🔘 Yes 🔘 No		No	\$500.00		No		Detail
10		LIU	NANCY	\$0.00	\$0.00	Pretax (N)	•	🔵 Yes 🔕 No		Yes		7.00	No		Detail
11		LIU	NANCY	\$0.00	\$0.00	Roth (T)	•			Yes		2.00	No		Detail
12		MAYER	SARA	\$0.00	\$85.00	Pretax (N)		🔵 Yes 💿 No		No	\$85.00		No		Detail
								1 2							D
Refresh	Earnings														
🛞 Add	Multiple Earr	nings													
A44 C		-													
AUGE	anniga.														
👻 Reassig	n Case														
Reassign to	User: .														
						Save	Cance	Report Add M	lember Reassion						

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 Compensa	tion Program (DCP)	Employer: Hawkins, Town of		
Report Type: Regular		Report Period: 08/2019	Version:	1
Earnings Members Sun	Report Information Case Inform	nation		
Expected Monthly 2 Reports:	Records Rep	ported: 3		
Deferrals Reported: \$150.00	Deferrals Re	ejected: \$0.00	Total Deferrals Processed:	\$0.00
Recalc Summary				
	Save	Cancel Report Add Memb	er Submit Report	

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



21. Select "Submit Report" to submit your DCP report

Employer Reporti	ng (ERA Portal Only) — Manage Members — ERP-2019	010-0015	Manage Members
Report Gro	up 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 Mon Reports:	thly 2	Records Reported: 3	
Deferrals Repo	orted: \$150.00	Deferrals Rejected: \$0.00 Total Deferrals Processed: \$0.00	
		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 (El	A Portal Only) — ERP-2	0191010-0015								Manage Members	
Report Information	Report Groups	Members	Earnings	Summary	Case Information						
Reporting Method: Report Group:	Reporting Method: Interactive Report Group: 4115D - Active										
😪 Report Group	Information										
Current Period:	Current Period: 08/2019 System: DCP - Deferred Compensation Program (DCP)										
Reports Received:	0		Reports Expe	cted: 2							
 Report Inform 	ation										
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"

Home
Employer Management 💙
Processes 💙
Employer Reporting
Manage Bank Account
Manage Payments
Member Management
My Documents
OASI - Old Age & Survivors Insurance RFEI
NLEC - Non-LEOFF Employer Compensation
RFEI - Requests for Employer Information
Upload Documents
Reports 🗸



3. Select "Start"



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

ge Payments (ERA Portal	Only) — Create or Update a	Payment — EPP	-20191010	-0000002						Create a	Payment In Prog
ayments Information	Case Information										
Payment Details											
Cohodulad Davarant Datas					44	Deserved Methods	-				
ast Undate:	MM/DD/TTTT				2	Payment method:	r.				
Daymont Amounto											
Fayment Amounts					Coloridate Tet	-					
	_				Calculate for	di					
Pending Receivables	Open Receivables	Manual Payr	ments	Totals							
✓ Plan 2											
Report Period	Report Group Numbe	r		Syste	em/Plan		Pending Balance			A	mount to be Paid
10/2019	4115P			P2			\$238.74				\$0.00
							Total Disa	0.4			
							Total Plan	z Amount:			\$0.0
Plan 3 Report Period Report G	roup Number System/Plan	DB Employer	DC Self	DC WSIB	Pending Balance	DB Emp	loyer	DC Self	D	WSIB A	mount 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:			50.0
■ DCP											30.0
Report Period Rep	port Group Number	System/Plan				Version Number	Report Type	Pending	Balance	A	mount to be Paid
08/2019 411	5D	Deferred Compe	insation Pri	ncipal Fun	d	1	Regular		\$150.00		\$0.00
							Total DCP	Amount:			\$0.0
					Calculate Tot	al					
			F	Reassign	Cancel	Save	Next				



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.

✓ Payment Details										
Scheduled Payment Date:	MM/E	DD/M	m							鎆
Last Update:	0	Oct		▼ 2	019	۲	0			2
	Su	Мо	Tu	We	Th	Fr	Sa			
Payment Amounts			1	2	3	4	5			
	6	7	8	9	10	11	12			
	13	14	15	16	17	18	19			Calculate Tot
	20	21	22	23	C	25	26			
Pending Receivables	27	28	29	30	31			Payments	Totals	

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.

 Payment Details 			
Scheduled Payment Date:	10/17/2019	Payment Method:	•
Last Update:	10/15/2019 5:58 pm	2	- Electronic
 Payment Amounts 			Check (Payment Advice Only)

DCP will always be visible in the "Pending Receivables" tab.

Banor	t Pariod Re	nort Group Numbe			Cuela	m/Plan	D	anding Palance			Amount to be Baid
10	2010 444	ED STOLD MULTIDE			- Sysic	invertain		6028 74			Amount to be Palo
10/	2019 41	55			F2			3230.74			30.00
								Total Plan 2	Amount:		\$0.0
 Plan 3 											
eport Period	Report Group Numb	er 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:		50.0
⇒ DCP											
Report Peri	od Report Group	Number	System/Plan				Version Number Rep	ort Type	Pending E	Balance	Amount to be Paid
08/2019	4115D		Deferred Compe	ensation Pri	ncipal Fun	d	1 Reg	ular	s	150.00	\$0.00
								Total DCP A	mount:		\$0.0
						Calculate Tot	al				



5. Enter the amount to be paid

S 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	\$0.0¢
				Total DC	P Amount:	\$0.00

6. Select "Calculate Total"

✓ DCP							
Report Period	Report Group Number	System/Plan	Version Nur	nber	Report Type	Pending Balance	Amount to be Paid
08/2019	4115D	Deferred Compensation Principal Fund		1	Regular	\$150.00	\$150.00
			Calculate Total		Total DCP	Amount:	\$150.00
		Reassign	Cancel Save		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 DC	P Amount:	\$150.00
		Cal	ilculate Total				
		Reassign Ca	Cancel	Save	Next		

"Create a Payment Completed" screen is displayed.



8. Select the "Payment Advice" link to view the payment advice

anage Payments (ERA Portal (Only) — Review payme	nt advice — EPP-20191010-00	00003				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			3			
 Payment Advices 						-	
	System *				Payment Advice		
DCP					EPP_EPayAdvice.pdf		
					-	-	
 Payment Amounts ar 	nd Totals						
S DCP							
Invoice Number	Report Period	Report Group Number	System	Plan Componenties Drinsing Eurod		Receivable Type	Amount to be Paid
	00/2013	41130	Delened	Compensation Principal Pund			\$150.00
					Total DCP An	nount:	\$150.00
					Total Payme	ent Amount:	\$150.00
			Reassign	Cancel Update	Submit		

Payment Advice Example

Department of Retirement Systems	orm is for internal use by emp	ctronic Su bloyers only.	ımma	ry
Employer:	Hawkins, Town of (4115)	Case #:		EPP-20191010-0000003
Scheduled Payment Date:	10/17/2019	Case Cre	ation Date:	10/10/2019 2:15:00 PM
Payment Amount:	150.00			
Payment Advice Su	ummary		Payment A	dvice Totals
Payment Advice Su Payment Advice Plans 1 and 2	ummary		Payment A	dvice Totals
Payment Advice Su Payment Advice Plans 1 and 2 Plan 3	ummary		Payment A 0.00 0.00	dvice Totals
Payment Advice So Payment Advice Plans 1 and 2 Plan 3 DCP (Deferred Compensation	ummary		Payment A 0.00 0.00 150.00	dvice Totals
Payment Advice So Payment Advice Plans 1 and 2 Plan 3 DCP (Deferred Compensation HERP (Higher Education Emp	ummary n Program) loyers only)		Payment A 0.00 0.00 150.00 0.00	dvice Totals
Payment Advice So Payment Advice Plans 1 and 2 Plan 3 DCP (Deferred Compensation HERP (Higher Education Emp Other	ummary Program) loyers only)		Payment A 0.00 0.00 150.00 0.00 0.00	dvice Totals
Payment Advice So Payment Advice Plans 1 and 2 Plan 3 DCP (Deferred Compensation HERP (Higher Education Emp Other	ummary		Payment A 0.00 0.00 150.00 0.00 0.00	dvice Totals



9. Select "Submit" to submit the electronic payment

Payments Informal n Case Information Payment Details Payment Method: Electronic Scheduled Payment Date: 10/15/2019 5.58 pn Payment Method: Electronic Payment Advices Payment Advice Payment Advice Payment Advices Payment Advice Payment Advice Payment Amounts and Totals Payment Report Period Report Period Report Group Number SystemPlan Report Period Report Group Number SystemPlan Report Period SystemPlan Station Total DCP Total DCP Amount: Station Stat	Manage Payments (ERA Portal C	only) — Review payme	ent advice — EPP-2019107	10-0000003				Create a Payment Completed
Payment Details Scheduled Payment Date: 10/17/2019 Payment Method: Electronic Last Update Date: 10/15/2019 5:58 pm </td <td>Payments Information</td> <td>Case Information</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td>	Payments Information	Case Information						
Payment Details Scheduled Payment Date: 10/17/2019 Payment Method: Last Update Date: 10/15/2019 5.55 pm Payment Advices System * System * <t< td=""><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></t<>								
Scheduld Payment Date: 10/17/2019 Payment Method: Electronic Last Update Date: 10/15/2019 5.55 pm I Payment Advices Payment Advices Payment Advices System * Payment Advice Payment Advices Payment Amounts and Totals Poper Evandation Principal Fund Report Period Report Group Number System * System * Total DCP Amount: Stotal Date Amount: Stotal	 Payment Details 							
Last Update Date: 10/15/2019 5.58 pm Payment Advice Payment Advice System * Payment Advice DCP EPP EPayAdvice, tod * Payment Amounts and Totals * DCP invoice Number Report Period Report Group Number 06/2019 4115D Deferred Compensation Principal Fund Status Total DCP Amount: 5150.00 Total Payment Amount: \$150.00	Scheduled Payment Date:	10/17/2019			Payment Method:	Electronic		
	Last Update Date:	10/15/2019 5:58 pm			1			
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Reassign Cancel Update Submit				Reassig	n Cancel Update	Submit		

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.

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Processes 💙
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My Documents
OASI - Old Age & Survivors Insurance RFEI
NLEC - Non-LEOFF Employer Compensation
RFEI - Requests for Employer Information
Upload Documents
Reports 🔶