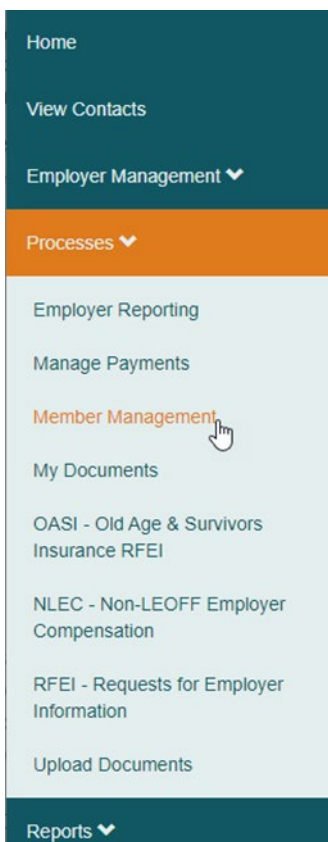
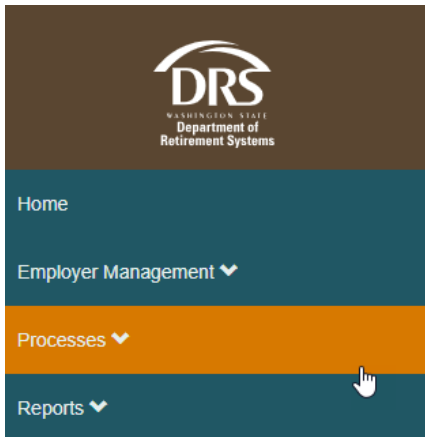




ERA: Verify 2008 ERF and Retirement Status

How to look up a member if they retired under the 2008 ERFs or applied for retirement

1. Open the Process menu and select “Member Management”



2. Select “Start”

Member Management Process

Select **Start** to begin a new Member Management Case.

The Member Management Process provides access to:

- Member Lookup – Verify an employee’s retirement membership and other earnings information.
- Determine Member Eligibility – Verify a position’s or an employee’s eligibility to participate in a DRS-covered retirement system and plan.
- Enroll Member – Enroll a member in a DRS-covered retirement system and plan.
- Update Member – Update information related to a member.

3. Enter the member’s Social Security number and select “Search”

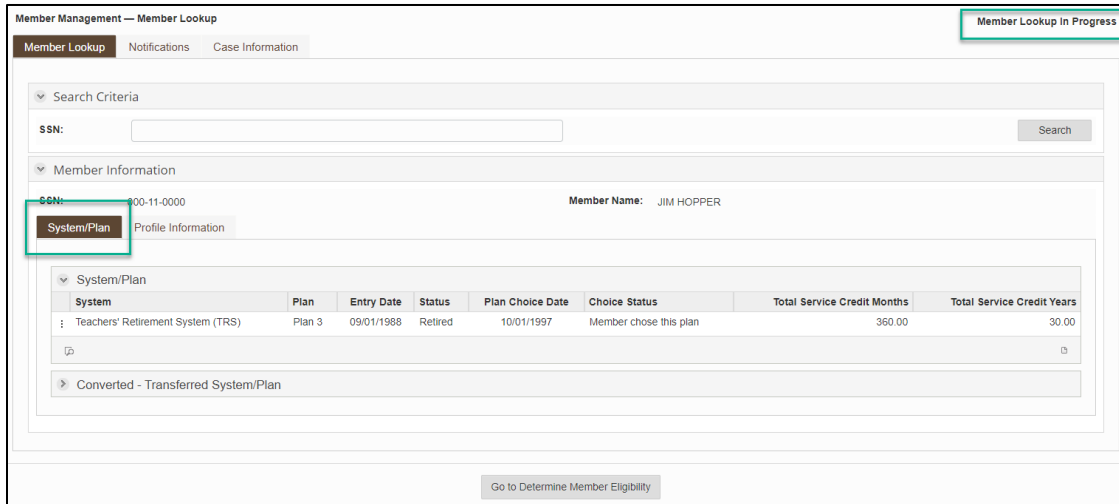
Member Management — Member Lookup Member Lookup In Progress

Member Lookup Case Information

Search Criteria

SSN:

The “Member Lookup In Progress” screen is displayed under “System/Plan.”



Member Management — Member Lookup Member Lookup In Progress

Member Lookup | Notifications | Case Information

Search Criteria

SSN: Search

Member Information

SSN: 000-11-0000 Member Name: JIM HOPPER

System/Plan | Profile Information

System/Plan

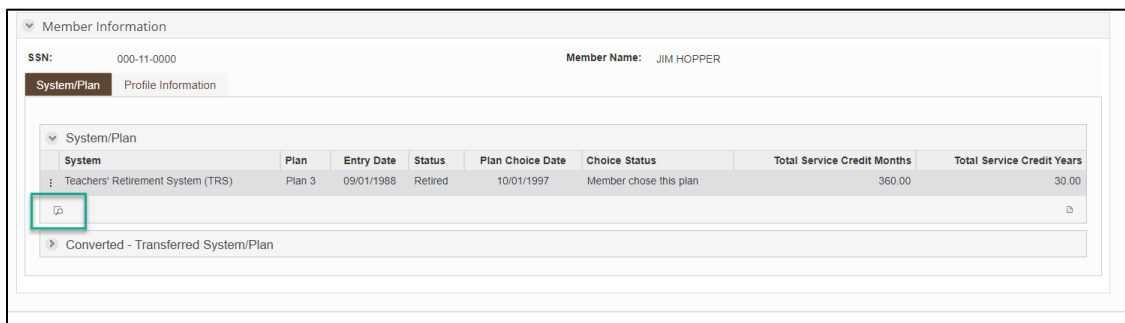
System	Plan	Entry Date	Status	Plan Choice Date	Choice Status	Total Service Credit Months	Total Service Credit Years
Teachers' Retirement System (TRS)	Plan 3	09/01/1988	Retired	10/01/1997	Member chose this plan	360.00	30.00

Converted - Transferred System/Plan

Go to Determine Member Eligibility

The System and Plans for the member are displayed with detailed information

- Select the “System/Plan” you wish to view detail for. The line will turn grey. Select the magnifying glass/paper icon at the bottom left corner.



Member Information

SSN: 000-11-0000 Member Name: JIM HOPPER

System/Plan | Profile Information

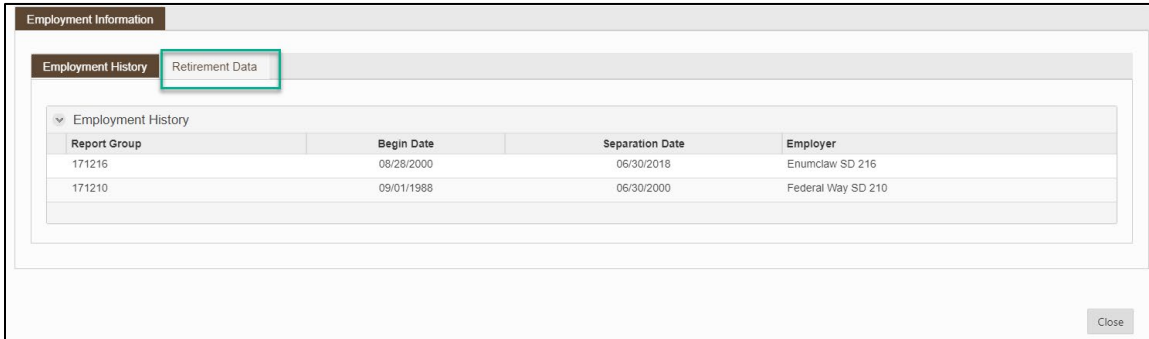
System/Plan

System	Plan	Entry Date	Status	Plan Choice Date	Choice Status	Total Service Credit Months	Total Service Credit Years
Teachers' Retirement System (TRS)	Plan 3	09/01/1988	Retired	10/01/1997	Member chose this plan	360.00	30.00

Converted - Transferred System/Plan

“Employment Information” will display with “Employment History and Retirement Data.”

5. Select “Retirement Data”



Report Group	Begin Date	Separation Date	Employer
171216	08/28/2000	06/30/2018	Enumclaw SD 216
171210	09/01/1988	06/30/2000	Federal Way SD 210

Examples:

- A. The member is retired under the 2008 Early Retirement Factors (ERF)



Benefit Reduction Type : 2008 Early Retirement Factor **Retirement Date:** 03/01/2019

- B. The member retired with a regular service retirement



Retirement Date: 07/01/2011

C. The member has applied for retirement

Employment Information			
Employment History		Retirement Data	
Retirement Date:	12/01/2019	Applied For Retirement:	Yes
Retirement Eligibility:	Unreduced Benefit		
Retirement Status:	Logged		

Close

When you see **Applied for Retirement** with a date in the past, that doesn't mean the member has retired yet. The application was logged but it has not gone through the final process. Once it's gone through the final process it will look like example A. Please check "Member Management" again. In example D the member applied for retirement with a date in the past. This member will actually be a 2008 ERF retiree upon completion of the process.

D. The member has applied for retirement with a retroactive date

Employment Information			
Employment History		Retirement Data	
Retirement Date:	11/01/2019	Applied For Retirement:	Yes
Retirement Eligibility:	Reduced Benefit		

Close

E. The member is eligible for retirement but hasn't submitted an application

Employment Information	
Employment History	Retirement Data
Retirement Eligibility:	Reduced Benefit

Close

F. If the member isn't eligible to retire there will be no "Retirement Data" tab



Employment Information

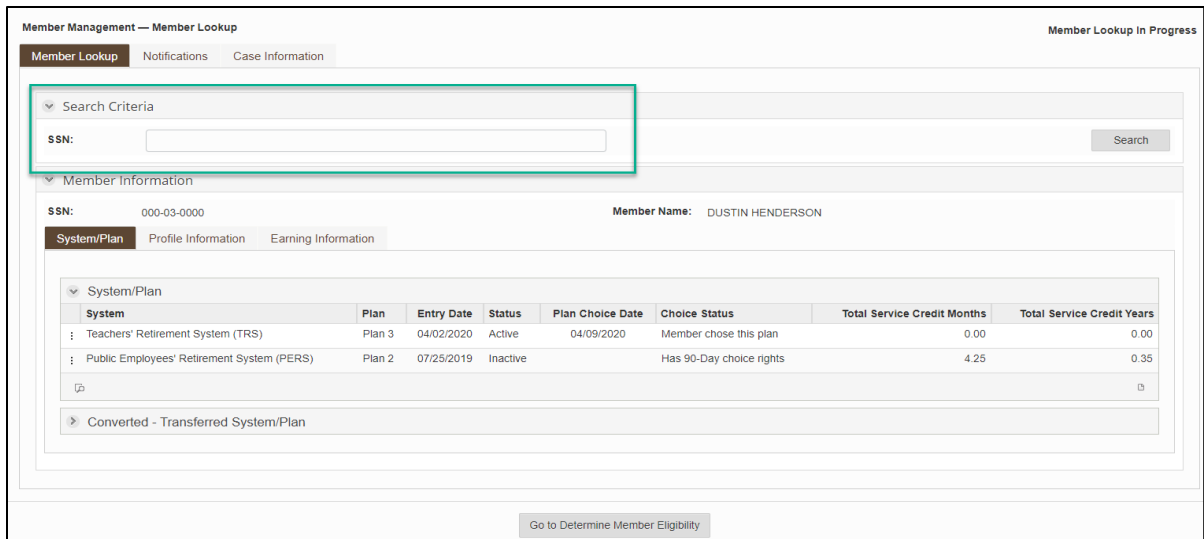
Employment History

Report Group	Begin Date	Separation Date	Job Type	Position Title	Position ID	RTW Status	Substitute	Employer
4115P	07/25/2019	01/31/2020					No	Hawkins, Town of

Close

6. Select "Close" at the bottom of the screen to close out of the "Retirement Data" or the "Detail Form" screen

If you have more members to look up, this can be done directly in the "Member Lookup In Progress" screen or you can start at the beginning from the process menu.



Member Management — Member Lookup Member Lookup In Progress

Member Lookup Notifications Case Information

Search Criteria

SSN: Search

Member Information

SSN: 000-03-0000 Member Name: DUSTIN HENDERSON

System/Plan Profile Information Earning Information

System	Plan	Entry Date	Status	Plan Choice Date	Choice Status	Total Service Credit Months	Total Service Credit Years
Teachers' Retirement System (TRS)	Plan 3	04/02/2020	Active	04/09/2020	Member chose this plan	0.00	0.00
Public Employees' Retirement System (PERS)	Plan 2	07/25/2019	Inactive		Has 90-Day choice rights	4.25	0.35

Converted - Transferred System/Plan

[Go to Determine Member Eligibility](#)