

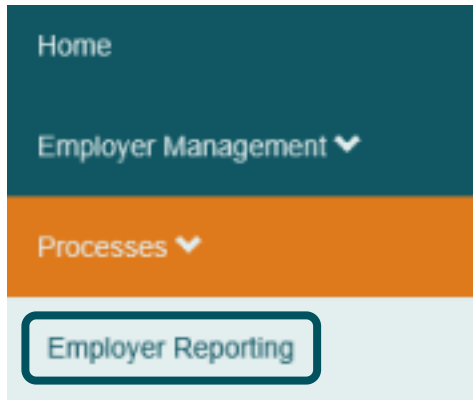
## How to Submit a Zero Balance Report

### When to process a zero balance report

- Whenever a payroll calendar is changed, you might need to align the new calendar with the new pay dates. For example, if you're changing a calendar from monthly to semi-monthly.
- Whenever there are no DCP deferrals to report for a payroll cycle because all active members are in Temporarily Suspended status or on a Leave of Absence.

### How to submit a zero report for interactive reporting

1. From the ERA homepage, select **Processes** and then **Employer Reporting**:



2. 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



3. Select your **Reporting Method** and **Report Group** number from the drop-down menus:

Employer Reporting (ERA Portal Only) — Create Report — ERP-20181101-0001 Create Report

**Create Report** Case Information

Reporting Method:

Interactive  
Upload

**Create Report** Case Information

Reporting Method:

Report Group:

5004 - Active  
899S64 - Active  
A002 - Active

4. Report Type should be **Regular**. Select **Next**:

Report Information

Report Type: ☒ Regular ☐ Correction

Report Period: 09/2018 Version: 1 Due Date: 09/10/2018

5. Select **Members**. Then select the box under **Remove** next to each employee in the report:

Report Group Information

Report Group: 6015D Status: Active

System: Deferred Compensation Program (DCP) Employer:

Report Type: Regular Report Period: 11/2018 Version: 1

Earnings **Members** Summary Report Information Case Information

Members

SSN *	Last Name	First Name	Middle Name	Records	Rejects	Status	Remove	Detail	Edit
				1	0	Not Validated	<input checked="" type="checkbox"/>	Detail	Edit

- NOTE: If there are no DCP deductions to report for a payroll cycle because all active members are in Temporarily Suspended status or on a Leave of Absence, do not select "Remove." Change the Defined Contribution/Deferrals to zero for each member:

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
					\$0.00 \$0.00	No	\$25.00		Yes	<input type="checkbox"/>	Detail

6. Select the **Summary** tab and then **Recalc Summary**:

Earnings Members **Summary** Report Information Case Information

Expected Monthly Reports: 2 Records Reported: 167

Deferrals Reported: \$52,884.50 Deferrals Rejected: \$0.00 Total Deferrals Processed: \$52,884.50

Recalc Summary

7. The totals should now all show zero. Select **Submit Report**:

Expected Monthly Reports: 2      Records Reported: 0

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

Recalc Summary

Save      Cancel Report      Add Member      **Submit Report**

## How to submit a zero transmittal for Manage File Transfer (MFT) or Manual Upload reporting:

Use the transmittal template and complete the **Summary Record** only. Compensations/contributions should be zero and no member Defined Contribution records should be included.

Submit the transmittal via MFT or through the Manual Upload process as usual.

Blank MRL Template (22) - Excel

Washington State Department of Retirement Systems  
Transmittal Template Multiple Record Layout (MRL)

**PLEASE READ** For help, place your pointer over any box with a red triangle in the corner. Right click on the mouse to show comment. box with a red triangle in the corner. Add additional line?

**Summary Record**

Rpt Grp No	Rpt Per	Rpt Type	Rpt V No	Expected Rpts	Total Comp	Total Mbr Cont	Total Emp Cont	Total Hours	Total Records	Total Days
XXXXX	201801		1	2	0.00	0.00	0.00	0.0	0	0.0

**Member Profile Record**

Rpt Grp No	Rpt Per	Rpt Type	Rpt V No	SSN	Name Chng	Mbr Last Name	Mbr First Name	Mbr Mid Name	Mbr Ext	Mbr Title	Mbr Suffix	Address Chng	Address 1	Address 2	Address 3	City	State	Zip Code

**Employment Information Record**

Rpt Grp No	Rpt Per	Rpt Type	Rpt V No	SSN	Sys Code	Plan Code	Type Code	Elig Start Date	Elig End Date	Dis Start Date	Dis End Date	Control Number	Org Display

**Defined Benefit Record**

Rpt Grp No	Rpt Per	Rpt Type	Rpt V No	SSN	Sys Code	Plan Code	Type Code	Earning Per	Shares Code	Hours	Days	Mbr Comp	Employer Cont	Def Ben Member Cont	Extended Status Code

**Member Profile** and **Employment Information Records** *can* be included but aren't needed.