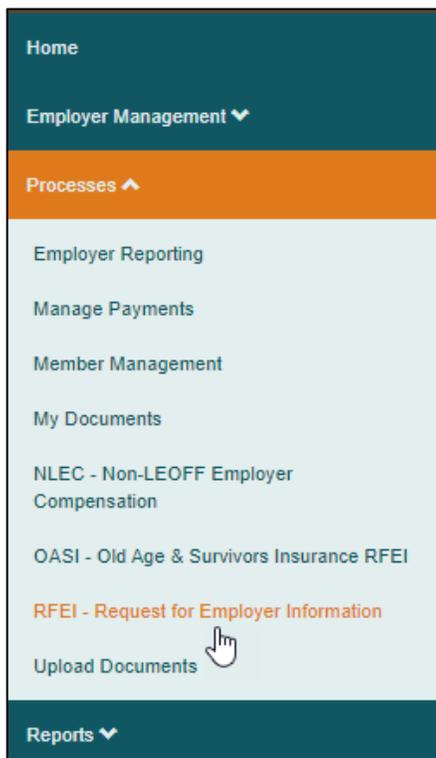
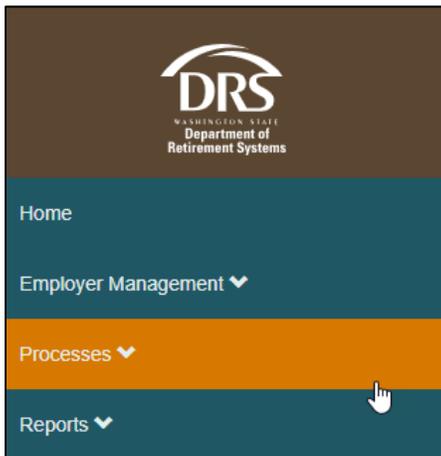


Complete an RFEI (Request for Employer Information)

Follow these steps to fill out and return an RFEI to DRS.

1. Open the Process menu and select “RFEI-Request for Employer Information”





2. Select a Request Type

- Furlough
- Earnings/Hours
 - Missing Earnings/Hours
 - Negative Earnings/Hours
 - Spiked Earnings/Hours
 - Low Earnings/Hours
- Retiree Exceeded Allowable Limit

3. The Request List for all the organizations RFEIs opens

RFEI Request Types examples:

Request Types
Furlough
Furlough
Missing Earnings/Hours Negative Earnings/Hours
Missing Earnings/Hours
Spiked Earnings
Low Earnings

4. Select the SSN to be worked on in the first column

Request List
 This is a list of RFEI requests. You can see the full SSN by hovering over it with your mouse, or select a request to view by clicking on the SSN. You may search the list by entering specific criteria, or sort the list by clicking on the hyperlinks in the table heading.

SSN: Name: Report Group: Assigned: Me Status: Open

SSN	Name	Report Group	Request Date	Requests Completed	Request Types	Completion Date	Assigned Person/Group
8262	Johnson, Jesse	5672	06/09/2020	0 of 1	Low Hours		
2222	RACHEL GREEN	5672		0 of 1	Missing Earnings/Hours		
0000	RACHEL D GREEN	5672		0 of 1	Missing Earnings/Hours		
2389	MARTIN MOORE	5672		0 of 1	Missing Earnings/Hours		
0814	JASON MOORMAN	5672		0 of 1	Missing Earnings/Hours		
2505	KATHLEEN HOBBS	5672		0 of 1	Missing Earnings/Hours		
2467	KATHLEEN ARNDT	5672		0 of 1	Missing Earnings/Hours		
3838	BLANCA FLORES MARIN	5672		0 of 1	Missing Earnings/Hours		Monica Green
1980	KIMBERLY LEDYARD	5672		0 of 1	Missing Earnings/Hours		
2001	SUZANNE MORTELL	5672		0 of 1	Missing Earnings/Hours		

Display 10 rows per page. Viewing 1 - 10 of 180 Records

Request opens for the member.

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, mark each request as completed and send your request to DRS.

Member Information

Full Name:	RACHEL GREEN	System:	PERS
SSN:	55532222	Assigned To:	NONE
Last Updated:	11/06/2020	Status:	Open

Requests

Missing Earnings/Hours			<input type="button" value="View Earnings"/>	<input type="button" value="Finalize Request"/>
Request Type	From Date	To Date		
Missing Earnings/Hours	06/2020	09/2020		

Request Instructions
 The month(s) listed are missing earnings, hours, or both. Please review and verify the accuracy of this reporting.

Please click the View Earnings link and either:

1. Confirm as correct by explaining the reason for the missing earnings, hours, or both in the comments section supplied, or
2. Make necessary corrections through WBET or your transmittal

Messages

Retirement Specialist Notes
 NONE.

Employer Notes
 * Please do not paste links or other HTML text into this box. It will create an error.

5. To view messages, select the Send/View Messages button

There are no messages to view in this example

6. To send an email message to the requestor Select the Send/View Messages button

Please click the View Earnings link and either:

1. Confirm as correct by explaining the reason for the missing earnings, hours, or both in the comments section supplied, or
2. Make necessary corrections through WBET or your transmittal

Messages

Send / View Messages

Retirement Specialist Notes
NONE.

Employer Notes
* Please do not paste links or other HTML text into this box. It will create an error.

Messages opens.

7. Select "Send A New Message"

Messages

Return to request

Request Information

Member Name:	RACHEL GREEN	Assigned To:	NONE
SSN:	555332222	Request Type:	Missing Earnings/Hours
System:	PERS	Last Update:	None

Send A New Message

An email opens for user to type their message.

8. When complete select "Send Message"

Messages

Return to request

Request Information

Member Name:	RACHEL GREEN	Assigned To:	NONE
SSN:	555332222	Request Type:	Missing Earnings/Hours
System:	PERS	Last Update:	None

Send A New Message

Send Message Clear Message

Font Family Font Sizes A

Please call me regarding this RFI as soon as you can.
Thank you



9. User is returned to the Request List to select another member or the same member if there is more information to be added.

Request List
 This is a list of RFEI requests. You can see the full SSN by hovering over it with your mouse, or select a request to view by clicking on the SSN. You may search the list by entering specific criteria, or sort the list by clicking on the hyperlinks in the table heading.

SSN: Name: Report Group: Assigned: Me Status: Open

SSN	Name	Report Group	Request Date ↓	Requests Completed	Request Types	Completion Date	Assigned Person/Group
2252	Johnson, Jesse	5672	06/09/2020	0 of 1	Low Hours		
2222	RACHEL GREEN	5672		0 of 1	Missing Earnings/Hours		
0000	RACHEL D GREEN	5672		0 of 1	Missing Earnings/Hours		
2389	MARTIN MOORE	5672		0 of 1	Missing Earnings/Hours		
0814	JASON MOORMAN	5672		0 of 1	Missing Earnings/Hours		
2505	KATHLEEN HOBBS	5672		0 of 1	Missing Earnings/Hours		
2467	KATHLEEN ARNDT	5672		0 of 1	Missing Earnings/Hours		
3030	BLANCA FLORES MARIN	5672		0 of 1	Missing Earnings/Hours		Monica Green
1980	KIMBERLY LEDYARD	5672		0 of 1	Missing Earnings/Hours		
2001	SUZANNE MORTELL	5672		0 of 1	Missing Earnings/Hours		

Display 10 rows per page. Viewing 1 - 10 of 180 Records

10. Notes to the requestor can be added to the Employer Notes at the bottom of the screen

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, mark each request as completed and send your request to DRS.

Member Information

Full Name: RACHEL GREEN System: PERS
 SSN: 555332222 Assigned To: NONE
 Last Updated: 01/26/2022 Status: Open

Requests

Missing Earnings/Hours

Request Type: Missing Earnings/Hours From Date: 06/2020 To Date: 09/2020

Request Instructions
 The month(s) listed are missing earnings, hours, or both. Please review and verify the accuracy of this reporting.

Please click the View Earnings link and either:
 1. Confirm as correct by explaining the reason for the missing earnings, hours, or both in the comments section supplied, or
 2. Make necessary corrections through WBET or your transmittal

Messages

Retirement Specialist Notes
 NONE

Employer Notes
 * Please do not paste links or other HTML text into this box. It will create an error.

Note regarding this member



11. Select the type of employer document to be uploaded from the Document Description within the Document Information section

At any time Save at the top of the screen will save all the information entered. A red message will be displayed when the RFEI is saved:

Request

• Request Package Saved.

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, mark each request as completed and send your request to DRS.

Save Return to List

Member Information

Full Name:	Martinez, Kathleen M	System:	SERS
SSN:	554114862	Assigned To:	Cindy Stone
Last Updated:	01/26/2022	Status:	Open

Requests

Furlough Finalize Request

• Request Package Saved.

Request Type: Furlough View Verification of Expenditure Reduction Effort Form

Request Instructions: The Department of Retirement Systems is verifying this employee's salary and hours per the 2009-2011 Expenditure Reduction Effort (SB 6157), 2011-2013 Expenditure Reduction Effort (HB 6676), and pursuant to the Shared Work Program associated with RCW 49.46. If an employee is not authorized, please indicate that in comments.

IMPORTANT:

12. If Save or Return to List is selected before the "Finalize Request" button is selected, the RFEI will not be complete

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, mark each request as completed and send your request to DRS.

Complete & Send to DRS Save Return to List

Member Information

Full Name:	RACHEL GREEN	System:	PERS
SSN:	555332222	Assigned To:	NONE
Last Updated:	01/26/2022	Status:	Open

Requests

Missing Earnings/Hours Finalize Request

Request Type	From Date	To Date	View Earnings
Missing Earnings/Hours	06/2020	09/2020	

Request Instructions: The month(s) listed are missing earnings, hours, or both. Please review and verify the accuracy of this reporting.

Please click the View Earnings link and either:

1. Confirm as correct by explaining the reason for the missing earnings, hours, or both in the comments section supplied, or
2. Make necessary corrections through WBET or your transmittal

Messages: Send / View Messages

Retirement Specialist Notes: NONE

Employer Notes: * Please do not paste links or other HTML text into this box. It will create an error.

Note regarding this member



13. To finalize an RFEI the button “View Earnings” or “View Verification of Expenditure Reduction Effort Form” must be selected

There are two examples below:

Example 1

The screenshot shows a 'Requests' table with one entry: 'Missing Earnings/Hours' with a 'Finalize Request' button on the right. Below the table, the 'Request Type' is 'Missing Earnings/Hours', 'From Date' is '06/2020', and 'To Date' is '09/2020'. A yellow box highlights the 'View Earnings' button.

14. Select “View Earnings”

The Verify Earnings/Hours page is displayed with directions and a table for the employer to fill in.

15. Select “SAVE And Close”

The 'Verify Earnings' page displays employee information for RACHEL GREEN (SSN: 555332222, System/Plan: PERS). It includes instructions to verify missing earnings and a table for reporting. The table has columns for Earning Period, Transmittal Type Code, Status Code, Compensation Reported, Hours Reported, and Comments. The data rows show months 06/2020 through 09/2020, all with 0.00 for both Compensation and Hours Reported.

Earning Period	Transmittal Type Code	Status Code	Compensation Reported	Hours Reported	Comments
06/2020			0.00	0.00	
07/2020			0.00	0.00	
08/2020			0.00	0.00	
09/2020			0.00	0.00	

Original Request page is displayed. The “Finalize Request” button is no longer greyed out.

16. Select “Finalize Request”

The 'Request' page shows a confirmation message 'Earnings Saved.' and instructions to use the screen to view, update, and respond to requested information. It includes buttons for 'Complete & Send to DRS', 'Save', and 'Return to List'. Below, the 'Member Information' section shows the same employee details as the previous page. At the bottom, the 'Requests' table shows the 'Missing Earnings/Hours' request with the 'Finalize Request' button highlighted in yellow.

User remains on the Request page and the “Finalize Request” button changes to “Edit Request.”

17. Select Complete & Send to DRS

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, mark each request as completed and send your request to DRS.

Member Information

Full Name:	RACHEL GREEN	System:	PERS
SSN:	55532222	Assigned To:	NONE
Last Updated:	01/26/2022	Status:	Open

Requests

Missing Earnings/Hours

Request Type	From Date	To Date	<input type="button" value="View Earnings"/>
Missing Earnings/Hours	06/2020	09/2020	

User is returned to the Request List

18. The RFEI request is complete

Request List

• Request package sent to DRS for verification.

This is a list of RFEI requests. You can see the full SSN by hovering over it with your mouse, or select a request to view by clicking on the SSN. You may search the list by entering specific criteria, or sort the list by clicking on the hyperlinks in the table heading.

SSN:
 Name:
 Report Group:
 Assigned: Me

Status:

SSN	Name	Report Group	Request Date	Requests Completed	Request Types	Completion Date	Assigned Person/Group
8282	Johnson, Jesse	5672	06/09/2020	0 of 1	Low Hours		
0000	RACHEL D GREEN	5672		0 of 1	Missing Earnings/Hours		
2389	MARTIN MOORE	5672		0 of 1	Missing Earnings/Hours		
0814	JASON MOORMAN	5672		0 of 1	Missing Earnings/Hours		

Example 2

Requests

Furlough

Request Type

Furlough

19. Select “View Verification of Expenditure Reduction Effort Form”

The Verification of Expenditure Reduction Effort 2009-2011/2011-2013 is displayed with directions and a table for the employer to fill in.

Always check the notes section at the bottom of the screen where the time frame in question is indicated.

20. Select “SAVE”



21. Select "Return to Request"

Verification of Expenditure
Reduction Effort 2009-2011/2011-2013

Save Return To Request

Employee Name: Martinez, Kathleen M
SSN: 554114862
System/Plan: SERS

The Department of Retirement Systems is verifying this employee's salary and hours per the 2009-2011 Expenditure Reduction Effort (SB 6157), 2011-2013 Expenditure Reduction Effort (HB 2070), and/or related to the Shared Work Program associated with COVID 19. If an employee was not furloughed, please indicate that in your response.

For furloughs related to COVID-19 or the Shared Work program, please respond to this message indicating what months the employee was furloughed and provide the regular salary they would have earned for each furlough month as if they had not been furloughed

- **2009-2011** - Only submit requested information for periods affected by furlough. These are periods in which compensation reported was reduced due to reduction in hours/days worked.
- **2011-2013** - Only submit requested information for periods affected by a reduction in salary or a reduction in salary related to a reduction in hours.
- **Do not make any changes to your transmittal.**

*****Only complete months that were impacted by furloughs or temporary salary reduction. All other months can be left blank and we will use the salary as reported*****

For school districts (TRS or SERS), if it is more convenient than filling out the month by month breakdown, in the notes sections please provide the following information for each impacted school year:

1) Base contract amount with the salary reduction

2) Base contract amount without the salary reduction

	2009-2010		2010-2011		2011-2012		2012-2013	
	Compensation	Hours/Days	Compensation	Hours/Days	Compensation	Hours/Days	Compensation	Hours/Days
July	<input type="text"/>							
August	<input type="text"/>							
September	<input type="text"/>							
October	<input type="text"/>							
November	<input type="text"/>							
December	<input type="text"/>							

Original Request page is displayed. The "Finalize Request" button is no longer grayed out.

22. Select “Finalize Request”

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, mark each request as completed and send your request to DRS.

Save Return to List

Member Information

Full Name: Martinez, Kathleen M	System: SERS
SSN: 554114862	Assigned To: Cindy Stone
Last Updated: 01/26/2022	Status: Open

Requests

Furlough Finalize Request

Request Type
Furlough View Verification of Expenditure Reduction Effort Form

Request Instructions
The Department of Retirement Systems is verifying this employee's salary and hours per the 2009-2011 Expenditure Reduction Effort (SB 6157), 2011-2013 Expenditure Reduction Effort (HB

User remains on the Request page and the “Finalize Request” button changes to “Edit Request.”

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, mark each request as completed and send your request to DRS.

Save Return to List

Member Information

Full Name: Martinez, Kathleen M	System: SERS
SSN: 554114862	Assigned To: Cindy Stone
Last Updated: 01/26/2022	Status: Open

Requests

Furlough Edit Request

Request Type
Furlough View Verification of Expenditure Reduction Effort Form

23. Select “Return to List” to display the entire RFEI list

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, mark each request as completed and send your request to DRS.

Save **Return to List**

Member Information

Full Name: Martinez,	System: SERS
SSN:	Assigned To: Cindy Stone
Last Updated: 01/26/2022	Status: Open

Requests

24. The RFEI is complete