

Retirement

Setting Up Retirement

- | Check eligibility/ Ineligibility with the PO13D screen
- | Check MRV (Member Reporting Verification) for prior service
 - New Hires
 - Rehires
 - Transfers
 - Appointment Changes

Retirement

Separations

- | Last Day of Pay Period
- | Annual leave buy out (PERS 1)
 - Correct Annual Leave Buy-Out
 - Reverse compensation and hours with “A” code
 - Replace compensation and hours with “T” code

Retirement

HRMS Reports

I 70-90 day report

(ZHR_RPTBNN28A – Agency 70-Day Rpt/ 90-Day Default)

- Twice a month
- Future Payroll

Note: Refer to Handout # One

Retirement

HRMS Reports

- | Active employee with no deductions report
(ZHR_RPTPY024 – Report for GAP 24)
 - Twice a Month
 - Each Payroll

Note: Refer to Handout # Two

Retirement

Common Retro Activity Corrections for Retirement

- | Retirement not set-up in HRMS
- | Employee in wrong plan
- | Overpayments

Retirement

Scenario #1 – Retirement Plan Not Established

Problem: New employee discovered retirement plan was not set-up.

Solution:

1. Verify Eligibility
2. Prior Service
3. Set up Retirement in HRMS
4. Set up Employee with Retirement Systems (DRS)
5. Set up Payments

Retirement

Scenario #1 – Retirement Plan Not Established

1. Verify Eligibility – PO13D transaction
2. Prior Membership – MRV
3. Set up Retirement in HRMS – PA30/Benefits/Savings
4. Set up Employee with DRS – WBET
5. Set up Payments – PA30/Addt'l Pmts/Recurring Pmts
2989 - Current Year
2987 - Prior Year

NOTE: Refer to Handout # Three

Retirement

Scenario #2 – Employee Placed in Wrong Plan

Problem:

Employee defaulted to PERS 3 in error.

Solution:

1. Correct retirement plan in HRMS
2. Correct employee's retirement account with DRS

Retirement

Scenario #2 – Employee Placed in Wrong Plan

1. Correct Retirement Plan – PA30/Benefits/Savings
 - Pencil/Change
2. Correct Retirement Account w/DRS – WBET
 - Report Hours & compensation for past periods
 - Credit Redistribution, if applicable

NOTE: Refer to Handout # Four and Five

Retirement

Transmittal Edit Messages Report

- | Twice per month, after each payroll exit (blank if no errors)
- | Review and correct each report as it is received

Retirement

Account Activity Report

- I Data consists of:
 - Automated JV's (through HRMS)
 - Credit Redistributions
 - Manual JV's
 - Penalties & Interest

For more detailed information please contact DRS.

Retirement (Resources)

DRS website:

<https://www.drs.wa.gov/>

DSSH Headquarters Payroll Retirement Desk:

| Shawnte Papac (360) 664-5913

| papacsj@dshs.wa.gov

DOP HRMS On-Line Quick Reference (OLQR)

<http://win-shrweb.dis.wa.gov/olgr/nav/index.htm>

Retirement – Arrears Deductions

The retirement Wage Types for arrears post to **GL5199**:

2987 – Arrears to DRS subject to withholding

2988 – Restore to DRS

2989 – Arrears to Treasurer withholding deferred

3787 – DB: Arrears payable to DRS

3788 – DB: Restore to DRS

3789 – DB: Arrears payable to Treasurer

Retirement – Arrears Deductions

3788 – DB: Restore to DRS

2988 – Restore to DRS

Should be moved through a manual JV from GL 5199 to DRS:

- Each payday –if possible
- At minimum once per month

Retirement – Arrears Deductions

2987 - Arrears to DRS subject to Withholding

2989 - Arrears to Treasury Withholding Def

3787 - DB: Arrears payable to DRS

3789 - DB: Arrears payable to Treasurer

- If there is a debit in HRMS, the credit deductions will clear the GL
- If there is not a debit a JV is used to move funds out of GL 5199 to DRS or the expenditure line of coding for the employee

Retirement

