

eReporting FAQ

Consult our FAQ page to get many of your questions answered:

doa.alaska.gov/drb/employer/employer-ereporting-faq.html

Contact your payroll contact if you still have questions:

doa.alaska.gov/drb/employer/employer-ereporting-contacts.html

Validations

What validations are performed by Employer eReporting?

Validations for eReporting are still in progress. Checking [here](#) before you validate your payroll will let you know what is currently being checked. New validations will be added over time.

What does the "Status" field mean on the Control tab?

This field identifies the "Status" of the payroll selected or the processing stage. There are four different status types or stages:

IN PROCESS = still working on this payroll, has not yet been validated, has been validated but has had changes since validation OR has been validated but failed with **CRITICAL** errors that **MUST** be corrected. **CANNOT** be and **IS NOT** submitted.

VALIDATING = this payroll is being validated, stand by; other users cannot make/save changes while this payroll is being validated but you can create or work on another payroll.

Payment Options

- ▶ Check: mailing a check directly to the Division of Retirement and Benefits
- ▶ Other ACH; an existing ACH payment that we are phasing out
- ▶ Select your Account: Employer eReporting electronic payment – select the name of the account you want to use from the list to make an eReporting electronic payment.
(This option requires an additional password.)
- ▶ No Payment: can only be used if pre-approved by the Division of Retirement and Benefits

eReporting Payment Options

Advantages of eReporting Electronic Payment Option

- ▶ Decreased Cost and Increased Efficiency
 - No check writing
 - Decrease in check stock purchase
 - No postage expense
 - No transactional cost for employer

Setting up a Bank Account

The full access rights user will have the authority to setup the Banking Tab for the eReporting Electronic Payment option

Or

call your payroll contact to help walk you through the process.

Bank Tab – Notes

- ▶ The password is linked to the Account not the UserID.
- ▶ The password is not maintained by the Division or stored in the application – The Division cannot reset the password.
- ▶ If the password is forgotten you can delete the account and setup a new Account.
 - Account deletions do not require a password.
 - Each time a new account is set up or changed a pre-note has to successfully process before the account can be used for payment, this may take up to 7 business days.

Late Payrolls

- ▶ All payrolls and money are due to be transmitted to the plan no later than 15 days after the payroll issue date
- ▶ An email reminder will be sent to the payroll contact.
- ▶ 30 days late – A certified letter will be mailed to the payroll contact with a courtesy copy to the Administrator.
- ▶ 60 days late – A certified letter will be mailed to the Administrator.

Late fees

AS. 14.25.065. TRANSMITTAL OF CONTRIBUTIONS.

(a) All contributions deducted in accordance with AS 14.25.050 and 14.25.055 shall be transmitted to the plan for deposit in the retirement fund no later than 15 days following the close of the payroll period, with the final contributions due for any school year transmitted no later than July 15.

(b) The contributions of employers under AS 14.25.070 must be transmitted to the plan for deposit in the retirement fund at the close of each pay period. If the contributions are not submitted within 15 days of the close of each payroll period, interest must be assessed on the outstanding contributions at one and one-half times the most recent actuarially determined rate of earnings for the plan from the date that contributions were originally due. In addition, the amount of the contributions and interest may be deducted by the department of Education and Early Development from the state funds due the school district and the amount so deducted transmitted to the plan for deposit in the retirement fund. Amounts due from the University of Alaska and interest as prescribed in this section may be deducted by the commissioner of administration from any state funds due the University of Alaska and the amount deducted transmitted to the administrator for deposit in the retirement fund.

For TRS DCR Members;

AS. 14.25.370. TRANSMITTAL OF CONTRIBUTIONS. [EFFECTIVE JULY 1, 2006]

All contributions deducted in accordance with AS 14.25.310 – 14.25.590 shall be transmitted to the plan for deposit in the trust fund as soon as administratively feasible, but in no event later than 15 days following the close of the payroll period.

Employer Services

Our Employer Services web page has many of the resources you will need:

doa.alaska.gov/drb/employer/index.html

including a link to employee forms:

doa.alaska.gov/drb/forms/index.html

DB and DCR Employee Forms

- ▶ PERS/TRS Defined Benefit Refund Election
(PERS Tiers I, II, III / TRS Tiers I, II)
doa.alaska.gov/drb/forms/pdf/gen008.pdf
- ▶ PERS Defined Contribution Retirement Plan
Distribution/Direct Rollover Request
(PERS Tier IV)
doa.alaska.gov/drb/forms/pdf/GW-PERS-distribution-election.pdf
- ▶ TRS Defined Contribution Retirement Plan
Distribution/Direct Rollover Request
(TRS Tier III)
doa.alaska.gov/drb/forms/pdf/GW-TRS-distribution-election.pdf