

Summer Academy 2017

DRS ePay

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Setting Up DRS ePay

Chelan County Treasurer is now officially allowing school districts within their boundaries to begin using DRS ePay. Once this opportunity is open for every county, you will see how the setup is simple.

There are three steps the school district must do before making any changes in RDS for setting up DRS ePay.

1. **Sign up for ePay with DRS.** Note: DRS requires this application to be mailed, so allow for a little extra time.
2. **Notify the County Treasurer** so they can get started with their end of the process.
 - a. Once the County Treasurer is notified, they will send a new payment transmittal for the school district to fill out and send back.
3. **Wait to hear back confirmations** from BOTH the County Treasurer and DRS. Do NOT move forward without confirmation. If the changes are made in the software and DRS did not set up their end of DRS ePay, you cannot go backwards in payroll and print out a warrant.
4. **Time to make changes in the software!**

Setting UP DRS ePay in RDS

Menu path: HR\PA\CO\DE

For each of the deductions make the following changes
Vendor: DEPT OF RETIREMENT SYSTEMS: DEPT OF 000
Invoice Type: Wire

Make sure this is completed for each deduction:

SERS Plan 2	SERS Plan 3	
PERS Plan 1	PERS Plan 2	PERS Plan 3
TRS Plan 1	TRS Plan 2	TRS Plan 3

HR\PA\CO\DE - 737 - Deduction Code

Deduction Code: 1ReE2 Active

Check Stub Desc: SERS Plan 2

Long Description: SERS Plan 2

Warning! Code has history. The insensitive fields may not be changed.

Group: Retirement ACH: No

Reimbursed
Use Account Breakdown
Decreases Federal Gross
Decreases State Gross
Decreases FICA Gross

Pay Level: 1-All Pay W2 Information: R-Retire Include in disposable earnings calculation

Account/Amount Information

Account Number: 01 L 6 10 0000 00 0000 000 0000 0000

Amount Type: Amount Amount/Percent: .00 Maximum Amount: 0.00 YTD to

Vendor Information

Vendor: DEPT OF RETIREMENT SYSTEMS DEPT OF 000 Account Detail: No

Message: Batch Number: PW Invoice Type: Wire

Invoice Description: Payroll accrual

REQUIRED: Short description for this code.

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Make the same changes to the Retirement benefits

Menu path: HR\PA\CO\BE

Vendor: DEPT OF RETIREMENT SYSTEMS: DEPT OF 000

Invoice Type: Wire

Make sure this is completed for each benefit:

SERS Plan 2

SERS Plan 3

PERS Plan 1

PERS Plan 2

PERS Plan3

TRS Plan 1

TRS Plan 2

TRS Plan 3

HR\PA\CO\BE - 738 - Benefit Codes

Benefit Code: 1ReE2 Active OK Cancel

Check Stub Description: SERS Plan 2 Print on Payroll Check and Display in Employee Access

Long Description: SERS Plan 2

Warning! Code has history. The insensitive fields may not be changed.

Group: Retirement ACH: No Use Account Breakdown Cost to Employer

Increases Federal Gross Increases State Gross Increases FICA Gross

Pay Level: 1-All Pay Include in UC Wages

W2 Information: None

Account/Amount Information

Object Debit: 4050 Benefit Overlay Mask: *1**

Account Number: 01 L 610 0000 00 0000 000 0000 0000

Time Period Minimum/Maximum Amounts

Time Period: None Per Check Monthly

Maximum Amount: 0.00

Minimum Amount: 0.00

Minimum Day: 1

Amount Type: Amount Amount/Percent: .00 Maximum Amount: 0.00 YTD to

Vendor Information

Vendor: DEPT OF RETIREMENT SYSTEMS DEPT OF 000 Account Detail: No

Message: Batch Number: PW Invoice Type: Wire

Invoice Description: Payroll accrual

REQUIRED: The short description for this code.

**Check that the WIRE account is set to go to 240 cash account.
NOT 241, warrants outstanding.**

Menu path: HR\PA\CO\CA

- Double check that your district has a WIRE account.
- Edit the Bank Cash Accounts to ensure that it is going to 240.

The screenshot shows a software window titled "HR\PA\CO\CA - 742 - Bank Cash Accounts Maintenance". The window contains the following fields and controls:

- Bank Cash Code:** WIRE
- Bank Name:** CHELAN COUNTY TREASURER-WIRE TRANSFER
- Account Desc:** WIRE TRANSFER
- Bank Account Nbr:** (empty field)
- Account Type:** 27-Checking
- Prenote Date:** (empty field)
- Last Check Nbr:** 0
- Old Bank Number:** 000
- Summary Code:** WIRE-CASH ACCOUNT
- Bank Cash Account:** ** A 240 0000 00 0000 000 0000 0000 (highlighted in yellow)
- Due To/From Fund:** (empty field)
- Use Restricted Funds
- Restricted Funds:** (empty list box)
- REQUIRED:** Bank Name Code for the cash account.
- Buttons: OK, Cancel
- Logo: SkyDoc