PR – Setup and Processing of WA State DCP Reporting

This Quick Guide details how to navigate the Setup and Processing of Washington State DCP Reporting Including WA Roth 457.

Setup and Processing of Washington State DCP Reporting

1. System -> #5 Edit Misc System Codes – Add 'DcpDeductionCodes' and 'DcpTaxableDeductionCodes' if not already in PR Module Misc List Code

a. Add Deduction Codes for WA Roth 457 under 'DcpTaxableDeductionCodes'

b. Add Deduction Codes for WA DCP under 'DcpDeductionCodes'

Modify / Add Misc List Codes

Module: PR
Type: DcpDeductionCodes

Code	Value
DC	WA DCP 457

Print

2. **New Member** – DCP Reporting uses the Employee Setup Information from the Washington State PERS / DCP form.

3. Click Employer Setup:

Washington State PERS / DCP

Employee #: [ ]

Report Group	Report Period	Report Version	Monthly Reports	Report Type	System Code	Organization Display	PathToFile
2404	202301	01	01	R ✓	P ✓		O:\Payroll\PR\PERS
				✓	✓		

Employee Setup
Edit Contributions
Purge Contributions
Employer Setup
Calculate PERS
Create PERS Xmit File

- **Report Group -** This is a DRS - assigned number and is system specific. An employer who participates in multiple systems has a specific department number for each system.
- **Report Period** - The reporting period identifies the year and month of the transmittal report. The same reporting period should be used for all entries within the report.
- **Report Version** - DRS can arrange for employers who report electronically to submit multiple regular transmittal reports for each calendar month. The Report Version Number and Expected Monthly Reports fields identify the expected number of regular transmittal reports for a specific month.
  - Employers using the multiple reporting option must use the Report Version Number to identify which transmittal report this is in the month's sequence of reports.

- Employers who are not using the multiple reporting option should always enter 01 in the Report Version Number field.

Note: To use the multiple reporting option you must make prior arrangement with DRS.

- **Monthly Reports** – the number of the report being submitted. If the total of reports for the month is 4 and this is the first report for the month, enter 1, second report for the month, enter 2, etc.

- **Report Type** - This field is used to indicate whether the report is a regular transmittal report or a correction report. Valid values: R, C.
- **System Code** - Identifies the system being reported. D – DCP Reporting
- **Organization Display** – Option - Use this field in conjunction with the Control Number field for purposes of managing the distribution of annual statements. This is an optional field.
- **Path To File** – Output where the file will be upon creation.

4. Click Create DCP Xmit File.

- **Earning Period Date Range –** Enter the starting and ending date range for DCP Reporting.
- **Deduction Code –** (One-time setup) – Click the green checkmark to enter the deduction code(s) used for DCP deductions.
- **Report Group –** Auto populates based on the data entered on the Employer Setup form.
- **Report Period –** Auto populates based on the data entered on the Employer Setup form.
- **Report Version –** Auto populates based on the data entered on the Employer Setup form.
- **Monthly Reports –** Auto populates based on the data entered on the Employer Setup form.
- **Report Type –** Auto populates based on the data entered on the Employer Setup form.
- **System Code –** Auto populates based on the data entered on the Employer Setup form.
- **Organization Display –** Auto populates based on the data entered on the Employer Setup form.
- **Path to File –** Auto populates based on the data entered on the Employer Setup form.

Select the **Audit** button to display the audit report that list all DCP information for each employee setup in PERS by social security number, based on the date range specified.

Select the **Start** button to create the text file that will be submitted to the state. This file will be located in the path setup in Path to File field.