

Retirement Correcting WMS Codes Reported Incorrectly to DRS

PC00_M99_CW
TR

Change History

Update the following table as necessary when this document is changed:

Date	Name	Change Description
4/20/05	Kathy Henry	First draft
4/21/05	Joanne Gallaher	SME review, approval
4/26/05	Heather Hanson	Training review, approval
8/17/05	Jenelle Anderson	Added Message Type table
6/28/2005		Agency review, approval

Purpose

Use this procedure to report the correct status code to the Department of Retirement Systems (DRS) for lump sum payments made to Washington Management Service (WMS) employees after incorrect status codes were reported to DRS.

HRMS only sends status codes *A* and *B* to DRS. Lump sum payments to WMS employees need to be reported as a status code *M*.

Trigger

Perform this procedure when lump sum payments were made to a WMS employee and reported to DRS with the wrong code.

Prerequisites

- A lump sum payment was made to a WMS employee.
- The payment was reported to DRS using an incorrect status code.

Menu Path

Human Resources → Payroll → Americas → USA → Info system → Payroll results → PC00_M99_CWTR

Transaction Code

PC00_M99_CWTR

Helpful Hints

The system may display three types of messages at various points in the process. The messages you see may differ from those shown on screen shots in this procedure. The types of messages and responses are shown below:

Message Type	Description
Error 	Example:  Make an entry in all required fields. Action: Fix the problem(s) and then click  (Enter) to proceed.
Warning 	Example:  Record valid from xx/xx/xxxx to 12/31/9999 delimited at end. Action: If an action is required, perform the action. Otherwise, click  (Enter) to proceed.
Confirmation  or 	Example:  Save your entries. Action: Perform the required action to proceed.

*Title: Retirement Correcting WMS Codes Reported
Incorrectly to DRS*

Processes :

Sub-Processes :

HRMS Training Documents

Related Procedure

[Run and View Wage Type Report](#)

State of Washington HRMS

File name: RETIREMENT STATUS
CODE FOR WMS LUMP SUM
PAYMENTS_CORRECT.DOC
Reference Number:

Version: SME Approved Script
Last Modified: 7/10/2006 3:12:00 PM

SAP Parent
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Processes :
Sub-Processes :

HRMS Training Documents

Procedure

1. Start the transaction using the above menu path or transaction code **PC00_M99_CWTR**.
2. Run the Wage Type Reporter (see [Run and View Wage Type Report](#)).

3. Complete the following fields:

Field Name	R/O/C	Description
Personnel Number	O	The employee's unique identifying number.
Personnel area	R	The agency or sub-agency.
Payroll area	O	A grouping of similar employees for whom payroll is run at the same time and in the same way.

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Field Name	R/O/C	Description
Payroll interval	R	The date range for the report.  This would normally be the dates of the last pay period.
Wage type	R	The first type of payment or deduction. Example: 1141
to	R	The last type of payment or deduction. Example: 1141

4. Note the amounts of any lump sum payments (wage type 1141).
5. Go to [DRS Web-based Services](#) to logon and make the correction in the WBET system. Change the status code on the lump sum payments to **M**.



For instructions on making the corrections, go to [DRS Employer Handbook – Chapter 8](#).



For more information about Transmittal Codes, see [DRS Employer Handbook – Chapter 7](#)

6. You have completed this transaction.

Result

You have corrected the reporting of lump sum payments to DRS.