



## **WRS 457(b) Deferred Compensation Required Electronic Submission Transition**

**Effective Date of Transition:** November 1, 2027

**Transition Period:** May 2026 – October 2027

### **EXECUTIVE SUMMARY**

To enhance data security and ensure timely submission of participant contributions, all contributing agencies are required to transition from paper remittance and check payments to Electronic Remittance and Automated Clearing House (ACH) payments. Moving to electronic submission is designed to ensure compliance with Federal Regulations and to reduce the 25-day processing delays often associated with paper checks.

The transition will also enhance data security. Electronic transmission eliminates the risk of sensitive participant data (Social Security numbers, DOBs) being lost or intercepted in the mail.

This transition document outlines the 18-month roadmap to modernize the 457(b) plan remittance process.

### **PHASE 1: PREPARATION & TECHNICAL ALIGNMENT (MONTHS 1–6)**

*MAY 2026 – OCTOBER 2026*

- **Authorization:** Agencies must complete and submit the Plan Service Center (PSC) Access Authorization Form to establish secure portal credentials, if not already established.
- **Determine Electronic Submission Options:** The agency should contact the Empower Client Service Manager, Jacklyn Fischer at [jacklyn.fischer@empower.com](mailto:jacklyn.fischer@empower.com), to determine which payroll processing option is appropriate for the agency. The file upload option is for agencies with over 50 contributing employees and guided payroll processing is for agencies with under 50 contributing employees.
- **File Mapping:** Agencies that will remit using file mapping must work with Empower on mapping and testing. The file must include certain fields.
- **Identify primary payroll contact(s)** for your agency and notify the Deferred Compensation Compliance Analyst, Courtney Lewis at [wrs.457pln@wyo.gov](mailto:wrs.457pln@wyo.gov).

## Phase 2: Testing & Integration (Months 7–12)

November 2026 – April 2027

- **Template testing:** Agencies that will remit using file mapping will begin submitting electronic testing to Empower to ensure data accuracy.
- **Payroll Processing Tutorials:** Agencies that will remit using guided payroll processing should review the tutorials and coordinate with Empower to update their status to electronic submission.
- **ACH Setup:** Agencies must link bank accounts to the Plan Service Center (PSC) to eliminate “lost in the mail” risks. \*Must coordinate with Empower to switch the agency’s status from check to ACH prior to adding the bank account and have PSC access established.

## Phase 3: Onboarding & Training (Months 13–17)

May 2027 – September 2027

- **Webinar:** Training sessions on using the secure upload portal and troubleshooting file “kick-outs” (errors).
- **Payroll Videos:** Agencies may view training videos as time allows to guide initial electronic submissions. Please visit the WRS [website](#) to access the tutorials.

## Phase 4: Full Implementation (Month 18)

October 2027 – November 2027

- **October 15, 2027:** Final date for paper remittance and check acceptance.
- **November 1, 2027: Requirement Goes Live. An employer will be subject to a \$50 penalty per payroll** for any paper submissions received after the transition deadline.
- **Late remittance** could result in Department of Labor (DOL) late-remittance penalties for the employer.

## Implementation Timeline at a Glance

Milestone	Deadline	Responsibility
<b>PSC Portal Registration</b>	July 31, 2027	Agency Payroll Dept
<b>First Test File Upload (for file upload agencies)</b>	September 15, 2027	Agency Payroll Dept
<b>ACH Banking Link Verified</b>	October 15, 2027	Agency Finance Dept
<b>End of Paper Remittance</b>	October 15, 2027	All Agencies

Agencies may contact the Empower Senior Client Service Manager, Jacklyn Fischer by emailing [jacklyn.fischer@empower.com](mailto:jacklyn.fischer@empower.com) if a phone call is preferred, please make that request via email.