

# The RSA Modernization Project



## Employer Self-Service (ESS) Portal

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# Agenda



- **Topics**

- RSA Modernization Project Update
- PEEHIP Reporting
- Your Process for PEEHIP Reporting
- Enrollment Scenarios
- Preparing for File Certification



# Questions



- If you have any questions during our presentation, please e-mail them to [DPAS\\_4C@rsa-al.gov](mailto:DPAS_4C@rsa-al.gov)
- Please provide your Name, School and Position in the e-mail. We will provide a listing of questions and answers from this presentation.

# The RSA Modernization Project Update



- The RSA is in the final phase of a multi-year, multi-phase implementation to replace its core systems.
- The Employer File Certification pilot program is complete
- Next Steps
  - You will receive a kickoff communication on the next steps
  - You will need to send in an enrollment file and a contribution file in the new format via a secure email link you will receive
  - Once we validate the format of the file you will receive instructions and training materials on how to log into our test system and upload your files
- Expectations
  - This process will move quickly over the next few months
  - The RSA expects each employer to quickly correct the errors identified to be certified to use the new system when we are ready to go live
  - The RSA has a support team in place to work with the employers in this effort

# PEEHIP Reporting



- Employers role in notifying PEEHIP of new hires/terminations
  - Employers currently notify PEEHIP of new hires/terminations via the PEEHIP Portal. This functionality will cease at ESS go-live.
  - At go-live, PEEHIP will be notified of new hires/terminations via enrollment information entered manually online or uploaded through the ESS Portal
  - If a new employee is eligible for PEEHIP, please provide enrollment information on them ASAP through the ESS Portal. This will allow PEEHIP to offer PEEHIP benefits to them in a timely manner, and for your employee to log into the RSA Member Online Service to select the benefits in which he or she wants to enroll.

# PEEHIP Reporting – When to login to the ESS Portal?



- You will need to log into the ESS Portal and manually enter online enrollment information in the following situations:
  - If a new employee is eligible for PEEHIP
  - If a current employee goes on, or returns from, LOA, Military Leave, etc.
  - If a current employee terminates employment via retirement, transfer, etc.
- Please enter this information as soon as possible for contributing employees to allow PEEHIP to timely offer coverage or terminate coverage for employees. Information on non-contributing employees can be sent via file upload.

# PEEHIP Reporting – Current Fields



- Current PEEHIP Portal Key Fields
  - Job Code
  - Status
  - Status Effective Date
  - Reason
  - Employee Class
- At go-live, you will no longer report this information through the PEEHIP Portal. You will report this information through an Enrollment Record which will be uploaded or manually entered in the ESS Portal.

# PEEHIP Reporting – Field Mapping



- Job Code
  - Available codes – Teacher, Principal, Superintendent, Administrative, Clerical, Lunchroom, Maintenance, Bus Driver, Mechanic, Not Used
- At go-live, Job Code will become Classification Group. These classification codes are differentiated by Contributing (CONT) and Non-Participating (NONP)
  - The following slide shows a crosswalk from CRA Fields and PEEHIP Portal to ESS Contribution Groups.

# TRS/PEEHIP Code File Mapping



Description	Current System Fields		PEEHIP Portal	PEEHIP	New System Fields		
	CRA Tier 1 Classification Code	CRA Tier 2 Classification Code	Job Code	Employment Designation	Position Code	Contribution Group for a Contributing Member	Contribution Group for a Non-Participating Employee
Other-Professional/Administrative	0	60	Other	Professional /Admin	010	010CONT	010NONP
Teacher	1	51	Teacher	Professional/Admin	011	011CONT	011NONP
Principal	2	52	Principal	Professional/Admin	012	012CONT	012NONP
Superintendent	3	53	Superintendent	Professional/Admin	013	013CONT	013NONP
Administrative	4	54	Administrative	Professional/Admin	014	014CONT	014NONP
Clerical	5	55	Clerical	Support	015	015CONT	015NONP
Lunchroom	6	56	Lunchroom	Support	016	016CONT	016NONP
Maintenance	7	57	Maintenance	Support	017	017CONT	017NONP
Bus Driver	8	58	Bus Driver	Bus Driver	018	018CONT	018NONP
Mechanic	9	59	Mechanic	Support	019	019CONT	019NONP
Other—Support Worker	N/A	N/A	Not Used	Support	020	020CONT	020NONP
Firefighter	11	71	Not Used	Professional/Admin	021	021CONT	021NONP
Law Enforcement Officer	12	72	Not Used	Professional/Admin	022	022CONT	022NONP
Nurse	N/A	N/A	Not Used	Professional/Admin	023	023CONT	023NONP
Physician's Assistant	N/A	N/A	Not Used	Professional/Admin	024	024CONT	024NONP
Physician	N/A	N/A	Not Used	Professional/Admin	025	025CONT	025NONP
FLC Dual	N/A	N/A	Not Used	Professional/Admin	099	099CONT	Not Applicable

Available on our ESS Training Website: <http://www.rsa-al.gov/index.php/employers/ess-portal/ess-training/>

# PEEHIP Reporting – Field Mapping



- Status
  - Available Codes – Hired, Terminated, Military Leave, Leave of Absence, FMLA
- At go-live, a Status field will no longer be required. You will report this information via:
  - A new hire will require a new Enrollment Record (see next slide)
  - A termination will require you to enter an Enrollment End Reason and Enrollment End Date for that employee's enrollment
  - Any LOA will require you to enter an LOA Status and LOA Status Effective Date for that employee's enrollment

# PEEHIP Reporting – New Enrollment



- Fields required for a new enrollment are:

<b>Contribution Group</b>	<b>Position Status</b>	<b>SSN</b>	<b>Enrollment Begin Date</b>
<b>LOA Status Effective Date</b>	<b>LOA Status</b>	<b>Scheduled Units Effective Date</b>	<b>Scheduled Type of Units Worked</b>
<b>Scheduled Units to Work per Week</b>	<b>Scheduled Full Time Units per Week</b>	<b>Payroll Frequency</b>	<b>Days Annually Expected to Work</b>
<b>Number of Months Paid</b>	<b>Date of Birth</b>	<b>Gender</b>	<b>Name</b>
<b>Address</b>	<b>Tier</b>		

# PEEHIP Reporting – Field Mapping



- ESS Portal Field – Enrollment End Reason

Field Name	Available Codes
Enrollment End Reason	00 = Change in Contribution Group 01 = Retirement 02 = Death 03 = Change in Position Status 04 = Transfer 05 = Hired in Error 06 = Voluntary Termination 07 = Involuntary Termination 08 = Gross Misconduct

# PEEHIP Reporting – Field Mapping



- ESS Portal Field – LOA (Unpaid) Status

Field Name	Available Codes
LOA Status	00 = Not on Unpaid Leave 01 = Unpaid FMLA 02 = Unpaid Maternity 03 = Unpaid Medical Leave 04 = Unpaid Military 05 = Unpaid Workman's Comp 06 = Other Unpaid Leave

# PEEHIP Reporting – Field Mapping



- Status Effective Date
- At go-live, a Status Effective Date will no longer be reported. You will report this information via:
  - New Hire – Enrollment Begin Date
  - Termination – Enrollment End Reason
  - LOA – LOA Status Effective Date

# PEEHIP Reporting – Field Mapping



- Reason
  - Available Codes – Hired New, Hired Transfer, Terminated Voluntary, Terminated Involuntary, Terminated Transfer, Terminated Death, Terminated Gross Misconduct, Hired in Error
- At go-live, Reason will no longer be required. You will report this information via:
  - New hire will require a new Enrollment Record
  - Any terminations/transfers will require you to enter an Enrollment End Reason and Enrollment End Date for that employee's enrollment

# PEEHIP Reporting – Field Mapping



- Employee Class
  - Available Codes – 0, 0.25, 0.50, 0.75, 1
- At go-live, Employee Class will no longer be required. This information will be calculated within the ESS System based on the entries you make in the following four fields:
  - Scheduled Units Effective Date
  - Scheduled Type of Units Worked
  - Scheduled Units to Work per week
  - Scheduled Full Time Units per week

# PEEHIP Reporting – Scheduled Units



- These four fields are very important for PEEHIP participating employers.
  - Fields are used to determine the PEEHIP per member per month cost to PEEHIP participating employers employer contribution.
  - Fields are used to determine eligibility for PEEHIP eligible members.
    - See the Employer Contributions page (next slide) of the PEEHIP member handbook for coverage qualifications. Link: <http://www.rsa-al.gov/index.php/members/peehip/>

# PEEHIP Eligibility Rules



	Entitlement if Enrolled in Hospital Medical or HMO Plan	Entitlement if Enrolled in Optional Coverage Plans
<b>Professional/Administrative Employee Works</b>		
Less than 1/4 time	0	0
At least 1/4 time but < 1/2 time	1/4 insurance coverage	1 Plan
At least 1/2 time but < 3/4 time	1/2 insurance coverage	2 Plans
At least 3/4 time but < Full-time	3/4 insurance coverage	3 Plans
Full-time	Full coverage	4 Plans
	(Each additional optional plan can be purchased for \$38/month or \$50/month for the family dental plan.)	
<b>Support Worker Works</b>		
0 to 4.9 hours/week	0	0
5.0 to 9.9 hours/week	1/4 insurance coverage	1 Plan
10.0 to 14.9 hours/week	1/2 insurance coverage	2 Plans
15.0 to 19.9 hours/week	3/4 insurance coverage	3 Plans
20 or more hours/week	Full coverage	4 Plans
	(Each additional optional plan can be purchased for \$38/month or \$50/month for the family dental plan.)	

# PEEHIP Reporting – Scheduled Units



- These same four fields combine to allow the RSA system to understand the employee's expected work schedule and administer retirement service credit, if applicable.
  - Scheduled Units Effective Date
  - Scheduled Type of Units Worked (ex. 00 = Days, 01 = Shifts, 02 = Hours)
  - Scheduled Units to Work per week (expected units to work per week)
  - Scheduled Full Time Units per week (should not = 0)

# Your Process for PEHIP Reporting



## New Hire

- Is my system updated to make this entry via ESS Portal?
- Do I understand how ESS Fields determine PEEHIP allocation?
- Who is responsible at your organization for making this entry?

## Termination

- Is my system updated to make this entry via ESS Portal?
- What fields in my system do I use to make this entry?
- Who is responsible at your organization for making this entry?

## LOA (Unpaid)

- Is my system updated to make this entry via ESS Portal?
- What fields in my system do I use to make this entry?
- Who is responsible at your organization for making this entry?

# Major issues in reporting



- We have identified several issues after testing several of our Pilot Group's enrollment files:
  - In the case of part-time, temporary or seasonal workers who do not have a set schedule of hours to work, you will be able to enter a 0 (zero) in the scheduled units to work per week.
  - Ensure that all job positions in your system include a field for full time units. The ESS Format will not accept 0 values in the scheduled full time units to work per week.
  - If the ratio of scheduled units worked divided by full time units to work for a regular position status is  $\geq 50\%$ , the system will expect this employee to be in a contributing group.

# Enrollment File



- There are 4 fields in the Enrollment File which create a unique enrollment record for an employee
  - Employer Code (ex. THOV – Hoover City Schools)
  - Contribution Group (ex. 011CONT – Contributing Teacher)
  - Position Status (ex. 01 = Regular, 05 = Adjunct, 06 = Substitute Teacher)
  - Enrollment Begin Date
- Should any of these fields change between Enrollment File submissions, a new record should be created for the employee

# Examples – Enrollment Record



- A full-time contributing K-12 teacher is paid on a monthly basis. This teacher is salaried at \$40,000 per year and is scheduled to work 5 days per week. The following would be key fields for manually entering via the ESS Portal.
  - Contribution Group = 011CONT (Contributing Teacher)
  - Position Status = 01 (Regular Full-Time)
  - Scheduled Type of Units Worked = 00 (Days)
  - Scheduled Units to Work per Week = 5 Days
  - Payroll Frequency = 00 (Monthly)

# Examples – Enrollment Record



- A full-time contributing K-12 principal is paid on a monthly basis. This principal is paid at a rate of \$20/per hour. The following would be key fields for manually entering via the ESS Portal.
  - Contribution Group = 012CONT (Contributing Principal)
  - Position Status = 01 (Regular Full-Time)
  - Scheduled Type of Units Worked = 02 (Hours)
  - Scheduled Units to Work per Week = 40 Hours
  - Payroll Frequency = 00 (Monthly)

# Examples – Enrollment Record



- A part-time non-contributing Clerical worker is paid on a monthly basis. This Clerical worker is paid at a rate of \$8.50/per hour. The following would be key fields for manually entering via the ESS Portal.
  - Contribution Group = 015NONP (Non-participating Clerical)
  - Position Status = 03 (Seasonal)
  - Scheduled Type of Units Worked = 02 (Hours)
  - Scheduled Units to Work per Week = 15 Hours
  - Payroll Frequency = 00 (Monthly)

# Examples – Enrollment Record



- A full-time contributing K-12 teacher also works as needed as an after school care worker. They are paid on a monthly basis. This scenario requires only one enrollment record. Any scenario where a full-time position also works another job on a part-time, temporary or seasonal basis will result in only one enrollment record for the full-time position. The following would be key fields for manually entering via the ESS Portal.
  - Contribution Group = 011CONT (Contributing Teacher)
  - Position Status = 01 (Regular Full-Time)
  - Scheduled Type of Units Worked = 00 (Days)
  - Scheduled Units to Work per Week = 5 Days
  - Payroll Frequency = 00 (Monthly)

# Examples – Enrollment Record



- A full-time contributing K-12 teacher also works regularly scheduled shifts as a bus driver. They are paid as a teacher on a monthly basis, and monthly as a bus driver. This scenario requires 2 separate enrollment records for one person. The following would be key fields for manually entering via the ESS Portal for the full-time teacher position.
  - Contribution Group = 011CONT (Contributing Teacher)
  - Position Status = 01 (Regular Full-Time)
  - Scheduled Type of Units Worked = 00 (Days)
  - Scheduled Units to Work per Week = 5 Days
  - Payroll Frequency = 00 (Monthly)

# Examples – Enrollment Record



- A full-time contributing K-12 teacher also works regularly scheduled shifts as a bus driver. They are paid as a teacher on a monthly basis, and monthly as a bus driver. This scenario requires 2 separate enrollment records for one person. The following would be key fields for manually entering via the ESS Portal for the regularly scheduled bus driver position.
  - Contribution Group = 018CONT (Bus Driver)
  - Position Status = 01 (Regular Full-Time)
  - Scheduled Type of Units Worked = 01 (Shifts) – Bus Drivers must be reported in shifts
  - Scheduled Units to Work per Week = 5 Shifts
  - Payroll Frequency = 00 (Monthly)

# Examples – Enrollment Record



- A full-time contributing K-12 administrator is retiring on 5/31/2018. This administrator is paid on a monthly basis at \$25/per hour. The following would be key fields for manually entering via the ESS Portal.
  - Contribution Group = 010CONT (Professional/Administrative)
  - Position Status = 01 (Regular Full-Time)
  - Scheduled Type of Units Worked = 02 (Hours)
  - Scheduled Units to Work per Week = 40 Hours
  - Payroll Frequency = 00 (Monthly)
  - Enrollment End Date = 5/31/2018
  - Enrollment End Reason = 01 (Retirement)

# Examples – Enrollment Record



- A full-time contributing Bus Driver is paid on a monthly basis. This Bus Driver is paid at a rate of \$30/per shift. The following would be key fields for manually entering via the ESS Portal.
  - Contribution Group = 018CONT (Contributing Bus Driver)
  - Position Status = 01 (Regular)
  - Scheduled Type of Units Worked = 01 (Shifts) – Bus Drivers must be reported in shifts
  - Scheduled Units to Work per Week = 10 shifts
  - Payroll Frequency = 00 (Monthly)

# Preparing for File Certification



## System Update

- Who will update your current system to accommodate new file formats?
- Complete by Tuesday, February 20<sup>th</sup> 2018

## File Certification

- Who at your school will work with the RSA File Certification Team to determine if your files meet the file format specifications?

## File Upload

- Once your files are certified, who will upload them into the ESS Portal during training?
- Who will correct errors?