Agenda

- Topics
  - Objectives
  - Project Overview
  - What's New?
  - What's Next?
  - Administrator User
  - Enrollment/Contribution File
  - ESS Functionality
  - Training Strategy

Objectives

- Employer Self-Service = ESS
  - ESS is internet based and does not require you to download software

- Prepare you to submit a contribution file through ESS
  - The new contribution file format expands upon the former CRA format in an effort to more efficiently capture accurate and detailed information; several new data elements are required
  - The ESS Portal will accept a file via certified file upload or online entry
  - Discuss your role in correcting errors
  - Remitting your payment online

Objectives

- Prepare you to submit an enrollment file through ESS
  - Enrollment data is currently provided on a Form 100, and sent to the RSA. Under the new system, employers will send enrollment data to RSA via ESS enrollment file
  - The ESS Portal will accept a file via certified file upload or online entry
  - This new enrollment process will enable the RSA to obtain employee data in a more efficient and timely manner
  - You will be required to clean up current enrollment data
    - We currently have several employees with missing dates of birth, gender, etc., due to incomplete enrollment forms

Objectives

- Familiarize you with ESS functionality
    - Administrator User registration
    - Create and maintain your agencies ESS users
    - Updating employer location and contact information
    - Certifying member applications

- Provide you with pre and post go-live support

Project Overview

November 2015	July 2016	June 2017	October 2017
• ESS Plan Design Began	• ESS Module Construction Began	• ESS Module Construction Complete	• Go-Live!
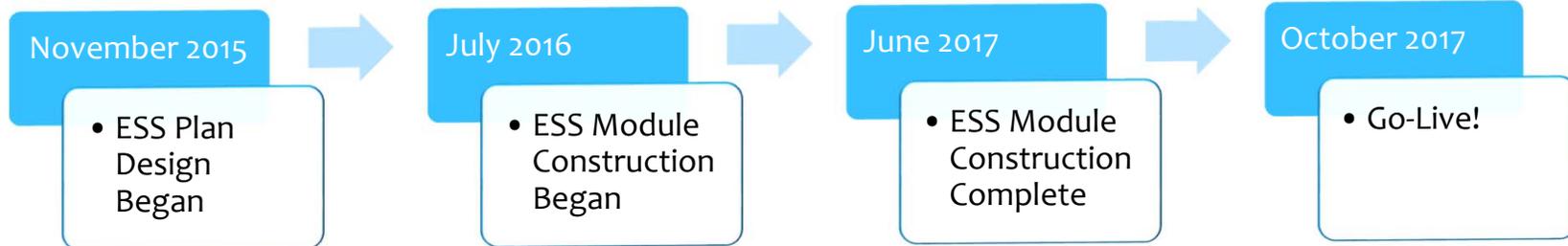
What's New?

- Employers will be creating an enrollment file and contribution file based on RSA file format
  - The RSA will be certifying your files beginning in July 2017

- Employers will upload/submit enrollment files through ESS Portal
  - Enrollment files can be submitted as frequently as daily

- Employers will upload/submit contribution files through ESS Portal
  - Contribution files will be submitted based on payroll frequency

- Employers will also be able to SFTP enrollment and contribution files

- TRS employers will not be required to submit information on these exempt employees:
  - Substitutes (any TRS Retiree working as a substitute must be reported)
  - Employees for which being a student is a requirement

What's New?

- DPAS will perform business rule validations on files in real-time
  - You will be responsible for correcting the majority of errors
  - Errors related to file formatting, file layout or tier will reject a file upload
  - Business errors/warnings will not reject a file upload, however, you must fix errors or override warnings within the ESS Portal

- Payments will be made online via ESS
  - You must enter your PIN to remit payment or apply invoices
  - Please ensure that you do not have debit block on your account
  - EFT information must be set up prior to submitting initial report in DPAS

What's New?

- Employers will be responsible for maintaining contact information, User IDs, passwords, and PINs for your ESS users
  - ESS requires that there is only one administrator per employer; multiple users can be created by the administrator
  - Multiple users can work in the ESS Portal simultaneously

- Employers will be able to certify employee requests through ESS

- Newly enrolled members will receive welcome packet from RSA which includes beneficiary designation

What's New?

- Employers will be able to:
  - View current and future contribution rates once loaded in ESS
  - View salary and service information for current employees
  - Access certain financial reporting documents for your employer
  - Receive messages from the RSA via ESS Message Center
  - Report an employee as deceased via ESS
  - Look up employee tier in ESS (this functionality is currently available in CRA)
  - Download employee PIDs

What's Next?

April – June 2017	July 2017	July – August 2017	July – September 2017	July – September 2017	October 2017
• Agencies create new file format	• ESS Administrator Registration	• File Certification and Data Cleanup	• ESS Training	• Administrator User creates other user accounts	• Go-Live
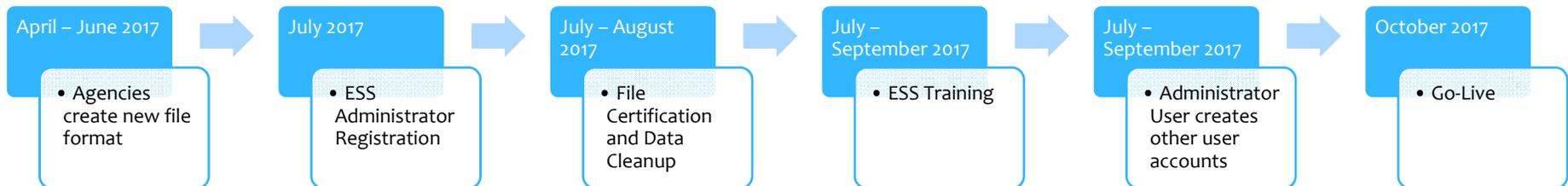
Administrator User

- ESS Administrator User
    - Only 1 per employer – Each employer will receive an administrator registration form via email in late June 2017
    - This user will create and maintain other users
        - Other ESS users will only be able to access certain ESS functions (File Upload/Entry, Validation, Employee Certifications, etc.) as granted by the Administrator User
    - Upload enrollment and contribution files
    - Maintain employer contact information
    - Enter banking information for EFT payments
    - Verify prior membership
    - View employer reports
    - Receive and send secure messages from RSA

Administrator User

This DRAFT administrator registration form is for display purposes only.
Please do not fill out the form from this slide.

| Please type or print using black ink and e-mail back to the RSA. | **EMPLOYER SELF-SERVICE PORTAL**
ADMINISTRATOR REGISTRATION

Retirement Systems of Alabama
P. O. Box 302150 ◆ Montgomery, Alabama 36130-2150
(334) 517-7411 or 877.517.0020
Fax: 334.517.7001 or 877.517.0021
Web site: **www.rsa-al.gov** | |

Employer Self-Service Portal

The RSA has modernized their Employer Self-Service Portal as part of a new pension administration system. This ESS Portal functions in a myriad of ways to assist Agencies/School Systems by providing web based services. Functionality allows users to create/upload enrollment submissions and contribution reports, access financial statements and update agency information, just to name a few. Each Agency/School System must designate one ESS Administrator who will be responsible for setting up and maintaining their system's users with proper permissions in the ESS Portal. The ESS Administrator (where possible) should not be the same individual who performs payroll and HR duties. Please fill out the form below to register your system's designated ESS Administrator. Once complete, e-mail this form to the RSA at ESSAdminReg@rsa-al.gov.

Registration Information

This form should be completed by the agency/school system administrator.

Agency or School System Name: _____

Agency or School System Agency Code: _____

RSA System: ☐ TRS   ☐ ERS   ☐ JRF

Name of Authorizing Official: _____
                                    First   Middle   Last

Title: _____

Please complete the information below for your agency/school system's designated ESS Administrator. This employee will be responsible for maintaining your system's ESS Portal with RSA.

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Enrollment File

- Enrollment File
  - Employers can submit enrollments via online entry and/or certified file upload
    - An enrollment file can be submitted as frequently as daily
    - We anticipate employers with >50 employees will submit via certified file upload

  - Each position held by an employee must have a record in the enrollment file
    - For example, an employee who holds a teacher and bus driver position

  - Multiple teaching positions will be recorded as one enrollment record
    - For example, an employee who teaches math, science, etc.

  - Employers have the ability to upload full active file or changes for each submission
    - First enrollment file in October 2017 must be a full file

Enrollment File

- 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 online or uploaded through the ESS Portal

  - If an employee is eligible for PEEHIP, please provide enrollment information on them ASAP through the ESS Portal. This will allow PEEHIP to enroll/terminate the employee in a timely manner.

Enrollment File

- There are 4 fields in the Enrollment File which create a unique enrollment record for an employee
  - Employer Code
  - Contribution Group
  - Position Status
  - Enrollment Begin Date

- Should any of these fields change between Enrollment File submissions, a new record should be created for the employee

Contribution File

- Contribution File
  - Contribution Due Date
    - If pay date is in month "X", you must upload file and submit a payment by the 10th day of month "X + 1"
  - Delinquent payments
    - Delinquent accounts shall accrue interest at the actuarial assumed investment rate beginning 30 days after the original contribution due date (Per TRS Statute 16-25-21)
    - Current investment rate is 7.75%
  - September 2017 payroll file and contributions must be received by TRS no later than October 5th

Contribution File

- Separate contribution records should be submitted in a Contribution File when reporting multiple contribution groups for one employee
  - For example, if an employee is paid in their position as both a Teacher and a Bus Driver on the same Contribution File
    - Teacher who is contributing – Contribution Group of 011CONT
    - Bus Driver who is contributing – Contribution Group of 018CONT

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Contribution File

- Separate contribution records should be submitted in a Contribution File when reporting multiple position statuses for one employee
  - For example, if an employee is paid in their position as a regular and adjunct Teacher on the same Contribution File
    - Regular position status - 01
    - Adjunct position status - 05

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Contribution File

- Separate contribution records should be submitted when reporting multiple payroll frequencies for one employee in the Enrollment File
    - For example, if an employee is paid on a monthly payroll frequency as a Teacher and on a bi-weekly frequency as a Bus Driver
    - The RSA does not expect to receive a contribution on a consistent payroll frequency basis for non-regular employees. The system understands that seasonal, temporary, adjunct and substitute teachers may not be paid during each pay period.

Enrollment/Contribution File

- Matching Fields
  - The system will be validating that certain fields within the Enrollment and Contribution File match
    - Contribution Group
    - Position Status
    - SSN
    - PID (if provided)
    - Scheduled Type of Units Worked on the Enrollment File needs to match with Type of Units Worked on Contribution File
    - Employer Code on header records

ESS Functionality – Employer User Login

- Once you are granted access as an ESS User, the RSA will e-mail you a temporary User ID, Password and PIN

- Users will need to login to the ESS Portal with the RSA temporary credentials within 72 hours of receiving this e-mail and update your account with a User ID, Password and PIN of your choosing

ESS Functionality – Employer User Login

- Terms and Conditions will be displayed after a successful login

- Please read, understand and agree to the terms and conditions prior to continuing to the ESS Portal

ESS Functionality – Employer User Login

- After accepting the terms and conditions, you will be taken to our welcome page

- This page provides an overview of the functionality provided by our ESS Portal

ESS Functionality – Update Security Questions

- Update your security questions

ESS Functionality – Add Office Location

- Employers will have the ability to add one or multiple office locations

- Location Types:
  - Primary Address
  - Mailing Address
  - Satellite Office
  - Third Party Preparer

ESS Functionality – Manage Office Locations

- Employers will have the ability to manage office locations

ESS Functionality – Add Contact Person

- Each employer will manage their contact information

- Employers may assign multiple contacts with different contact types

- A contact must be established prior to the Administrator User assigning a User role for that contact

ESS Functionality – Add User Roles

- Your employer's Administrator User will assign an ESS user role to contacts at your employer

- Note: you must be entered as a contact for your employer prior to being assigned an ESS user role

ESS Functionality – Manage User Roles

- Your employer's Administrator User will manage other users within your employer

ESS Functionality – Payroll Scheduling

- Prior to uploading or manually entering a Contribution File, employers will need to set up payroll schedules within the ESS Portal

- ESS has the ability to accept Contribution Files on 4 different payroll frequencies

  - Monthly, Semi-Monthly, Bi-Weekly and Weekly

ESS Functionality - Enrollment/Contribution Submission

- Enrollment /Contribution File Submission functions are located under the "Report" tab

- The ESS Portal allows agencies to upload a file via certified file upload or by manual online entry

ESS Functionality – Enrollment via File Upload

- When you are ready to upload your Enrollment File, select the "Upload File" button below Enrollments

ESS Functionality - Enrollment via File Upload

- Employers will have the ability to upload an Enrollment File from your network

- Supported file type is ".ENRL"

- Files are limited to 20 MB

ESS Functionality – Enrollment via Online Entry

- When you are ready to enter records for your Enrollment File, select the "Enter Online" button below Enrollments

ESS Functionality – Enrollment via Online Entry

- Agencies will have the ability to manually enter/change enrollment records through the ESS Portal

- Agencies will also be able to search for an employee to determine if they have participated in RSA prior to employment with your employer
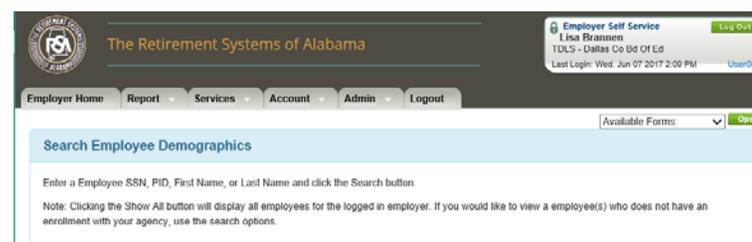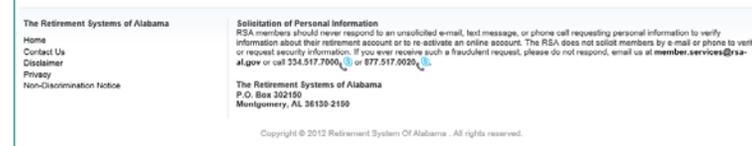
ESS Functionality – Employee Tier Search

- Agencies currently have the ability to check an employee's Tier status through CRA, this functionality will also be available in the ESS Portal

- This functionality is located under the "Services" tab

ESS Functionality – Enrollment via Online Entry

- If previous information is available on the employee you are searching, additional demographic data will display on the next screen

- If you select to add a new employee, you will need to fill out this additional demographic data

ESS Functionality – Enrollment via Online Entry

- You will receive a success notification after saving valid changes for an employee

ESS Functionality – Enrollment via Online Entry

- After entering demographic data on an employee, you will need to add enrollment data

- Click the "Add New Enrollment" button to view the next screen

ESS Functionality – Enrollment via Online Entry

- On this screen, you will enter the remaining enrollment data for your employee

- After saving this information by selecting the "save changes" button, you will be taken to the enrollment record for this employee

ESS Functionality – Enrollment via Online Entry

- Once you submit new information or changes for an employee, their enrollment record will be visible under Employee Details grid

- From this screen, you will also be able to add an additional enrollment for this member

ESS Functionality – Contribution via File Upload

- When you are ready to upload your Contribution File, select the "Upload File" button below Contributions

ESS Functionality – Contribution via File Upload

- Employers will have the ability to upload a Contribution File from your network

- Supported file type is ".CONT"

- Files are limited to 20 MB

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ESS Functionality –
Contribution via Online Entry

- When you are ready to enter records in your Contribution File, select the "Enter Online" button below Contributions

ESS Functionality – Contribution via Online Entry

- After selecting the "Enter Online" button, you will be taken to this screen
- Certain information will be prepopulated based on payroll frequencies you have set up
- You must set up payroll schedules as seen earlier in this presentation prior to submitting a Contribution File

ESS Functionality – File Validations

- Our system will run immediate validations against your file submission

- Any errors in your file will be itemized on another screen

ESS Functionality – File Errors

- Any errors will be highlighted within the record in which they occurred

ESS Functionality –
Manage Payment Accounts

- Employers will have the ability to manage payment accounts

ESS Functionality – Edit Payment Accounts

- Employers will have the ability to add payment accounts

ESS Functionality – Death Notice

- Agencies will be able to submit death information to the RSA via the ESS Portal

ESS Functionality – Employer Certification

- Agencies will be able to certify employee requests via the ESS Portal

- The RSA is currently reviewing the process by which employers will certify employee requests via the ESS Portal. Once the process is finalized, the RSA will notify Agencies.

The Retirement Systems of Alabama

Employer Self Service
Lisa Brannen
TDLS - Dallas Co Bd Of Ed

Last Login: Wed, Jun 07 2017 2:09 PM

Log Out

UserGuide

Employer Home | Report | Services | Account | Admin | Logout

Employer Certification

Employee Retirement Request	Show All: ☐
Employee Service Purchase Requests	Show All: ☐
Employee Refund Requests	Show All: ☐

Training Strategy

- Training Sessions in late summer 2017
  - Training will be provided at various locations around the state in August and September
  - WebEx presentations will be conducted and placed on RSA's website for your viewing convenience

- Online training videos
  - Videos will be available on RSA's website to walk you through multiple functions of ESS prior to go-live and afterwards

- Dedicated staff to help navigate you through ESS

- Dedicated email to address questions
  - DPAS_4C@rsa-al.gov

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Training Strategy

- Provide Resources Prior to Go-Live in October 2017:
  - ESS Training Website
    - http://www.rsa-al.gov/index.php/employers/ess-portal/ess-training/
  - ESS User Guides
  - FAQ's – The first FAQ was uploaded to our training website on June 1, 2017.
  - Quick Reference Guides
    - Error messages and corrections
    - New fields required in Contribution File