Modernization Project
Employer Memo

Reminder

In preparation for our target Go-Live date of **April 1, 2019**, do not forget to practice submitting your **Manual Contributions**. Our Sandbox environment is built for your agency to practice these transactions *before* Go-Live.

This includes:
- Entering Contribution Information
- Making RSA-1 Contributions
- Submitting Contribution Reports

Important:

Global Changes: Please review the Global Changes Quick Reference Guide. Global Changes functionality is an important tool that many employers will need to submit your first contribution report. If you are switching from monthly reporting, to weekly, bi-weekly, or semi-monthly reporting, you should know how Global Changes can help you.

Before submitting a contribution file, make sure you have first created a **Payroll Schedule**, a **Contract Schedule** (TRS Only), and publish your **Enrollment File** (See prior communication for details).

RSA-1: Remember that RSA-1 contributions need to be submitted in the same file as all other RSA Contributions. Watch the videos below to see how this works.

Training

Please click here to view the following **training videos** for more information:

Enter Manual Contribution (ERS)
These videos cover:
How to Enter Manual Contribution Information for ERS

Enter Manual Contribution (TRS)
These videos cover:
How to Enter Manual Contribution Information for TRS

Support

We would love to hear from you! For additional support, please contact an **Employer Services Representative**.
- Phone: 334-517-7005
- Email: employer.services@rsa-al.gov