# Modernization Project
# **Enrollments – File Upload**

## Reminder

In preparation for our target Go-Live date of **April 1, 2019**, do not forget to practice submitting your **Enrollment Files!** Our Sandbox environment is built for your agency to practice this *before* Go-Live.

This includes:

- Uploading an Enrollment File
- Correcting Errors
- Submitting the Enrollment File

## Important:

**Even if you have been certified by our File Certification program, you still need to practice uploading files.**

**Before** submitting an enrollment file, make sure you have first created a **Payroll Schedule**, and a **Contract Schedule** (TRS Only).

**Position Status:** Position Status is an important code indicating what basis the employee is working – such as a permanent (full-time or part-time) employment, seasonal employment, post-retirement employment, or temporary employment with a confirmed end date.

| Alphanumeric Code | Description |
|---|---|
| 01 = Regular | Should be used for full-time employees, as well as part-time employees who have a regular work schedule. |
| 03 = Seasonal / Irregular | Should be used for employees who do not have a regular work schedule. This includes retirees who have returned to work. |
| 04 = Temporary | Should be used for someone hired with a pre-determined termination date that is less than one year from the date of hire. |
| 05= Adjunct (TRS Only) | Should be used for employees who are paid per course. |
| 06 = Substitute Teacher (TRS Only) | Should be used for employees who are paid at a substitute rate |
| 08 = Ineligible to Contribute | Should be used for positions that are never eligible to contribute towards an RSA retirement benefit regardless of the full-time/part-time status of the person or any previous eligibility that was established for the member. |
| 09 = Ineligible to contribute to TRS and ineligible for PEEHIP (TRS Only) | Same as 08 but should be used by agencies that offer PEEHIP when the employee is ineligible for both TRS participation and PEEHIP benefits (e.g. an elected school board member). |

## Training

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

**[Enrollments Upload File (TRS)](#)**
These videos cover:
**How to Upload an Enrollment File** for TRS

**[Enrollments Upload File (ERS)](#)**
These videos cover:
**How Upload an Enrollment File** for ERS

## 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](mailto:employer.services@rsa-al.gov)