The RSA Modernization Project

Employer Self-Service Portal

August 24, 2017
Retirement Systems of Alabama

Agenda

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

Objectives

- **Employer Self-Service** = ESS
  - ESS is internet based and does not require you to download software
  - Works BEST with Internet Explorer
  - The ESS Portal will accept files via certified file upload or online entry
  - ESS requires that there is only one administrator per employer; multiple users can be created by the administrator
  - Employers will be able to certify employee requests through ESS
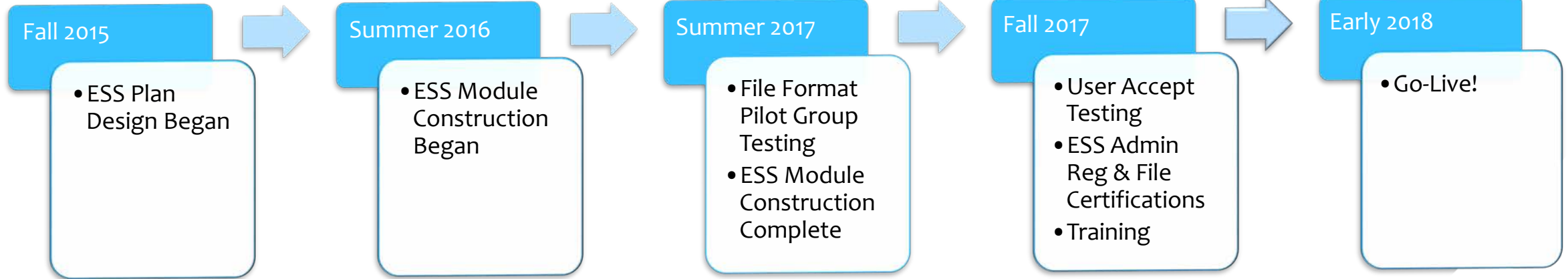
Objectives

- **Enrollment files** 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
  - All employees must be reported whether contributing or not
  - Enrollment files can be submitted as frequently as daily
  - Newly enrolled members will receive welcome packet from RSA which includes beneficiary designation

Objectives

- **Contribution files** 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
  - All employees must be reported whether contributing or not
  - Contribution files will be submitted based on payroll frequency
  - Retirement contributions and RSA-1 contributions will be reported on the same file
  - Remitting your payment online

Project Overview

Fall 2015
- ESS Plan Design Began

Summer 2016
- ESS Module Construction Began

Summer 2017
- File Format Pilot Group Testing
- ESS Module Construction Complete

Fall 2017
- User Accept Testing
- ESS Admin Reg & File Certifications
- Training

Early 2018
- Go-Live!

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 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
  - Maintain contact information, User IDs, passwords, and PINs for your ESS users

Enrollment File

- There are 4 fields in the Enrollment File which create a unique enrollment record for an employee
  - Employer Code (4 alphanumberic unit code)
  - Contribution Group

4.1.1   ERS Contribution Groups – Local Units

Description	Position Code	Contribution Group for a Contributing Member	Contribution Group for a Non-Participating Employee
Firefighter	021	021CONT	021NONP
Law Enforcement Officer	022	022CONT	022NONP
Elected Official	031	031CONT	031NONP
County Engineer	043	043CONT	043NONP
Local Employee	044	044CONT	044NONP
FLC Dual	099	099CONT	Not Applicable

Table 4-1: ERS Contribution Groups – Local Units

  - Position Status   01=regular   03=seasonal   04=temporary
  - Enrollment Begin Date (normally the employee's start date for the position)

- Probate Judges have their unique Employer code and the contribution group is 068____
- Should any of these fields change between Enrollment File submissions, a new record should be created for the employee

Contribution File

- Contribution File
    - Separate contribution records should be submitted in a Contribution File when reporting multiple contribution groups or multiple position statuses for one employee or if the employee is paid in multiple payroll frequencies.

    - Scheduled Type of Units Worked on the Enrollment File needs to match with Type of Units Worked on 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%

County Commission

- A majority of the Counties participate in both ERS and JRF

  - Regular and FLC members in ERS

  - Probate Judge in JRF

- If your County participates in both ERS and JRF, you will have a separate ESS login for ERS and JRF

  - Each county that participates in both ERS and JRF will be provided with two administrator user registration forms, one for ERS and one for JRF

  - You currently report ERS and JRF employees separately, this will continue in ESS

County Commission

- The RSA expects most Counties will have at least 50 employees reported under ERS
    - We recommend you provide RSA with Enrollment and Contribution data via Certified File Upload in the ESS Portal
    - If you have less than 50 employees, we recommend you provide RSA with Enrollment and Contribution data via Manual Online Entry in the ESS Portal

- The employees you report under ERS must only be uploaded/entered in the ESS Portal via your ERS login

County Commission

- The RSA expects each County will have one or two Probate Judge(s) participating in JRF

  - We recommend you provide RSA with Enrollment and Contribution data via Manual Online Entry in the ESS Portal

- Your JRF participating member(s) must only be entered in the ESS Portal via your JRF login

County Commission

- The Unit Code with which you report JRF participating Probate Judges will change in the ESS system
  - You currently report Probate Judges under the JZPJ Unit Code via your CRA File
  - The new system will require you to report Probate Judges under a Unit Code in this form : JXYZ. The XYZ represents your ERS Unit Code.
    - Example: Autauga County must report ERS employees under a EAUT Unit Code in ESS. Autauga County must report JRF participating Probate Judges under a JAUT Unit Code in ESS.

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 – 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 – 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 – 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

ESS Functionality – Contribution via Online Entry

- If you have less than 50 employees, we recommend you provide RSA with Enrollment and Contribution data via Manual Online Entry in the ESS Portal

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 – Manage Payment Accounts

- Employers will have the ability to add and manage payment accounts

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.

Training Strategy

- Training Sessions in late fall 2017
  - Training will be provided at various locations around the state
  - Online training Videos will be available on RSA's website to walk you through multiple functions of ESS prior to go-live and afterwards for your viewing convenience

- ESS Training Website
  - http://www.rsa-al.gov/index.php/employers/ess-portal/ess-training/

- Dedicated staff to help navigate you through ESS

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

What's Next?

Summer 2017
- 35 agencies participated in Pilot Program with test files

Early Fall 2017
- ESS Administrator Registration

Middle Fall 2017
- File Certification and Data Cleanup

Late Fall 2017
- ESS Training
- Administrator User creates other user accounts

Early 2018
- Go-Live