

The RSA Modernization Project



Employer Self-Service Portal



August 24, 2017
Retirement Systems of Alabama

Agenda



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 - 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



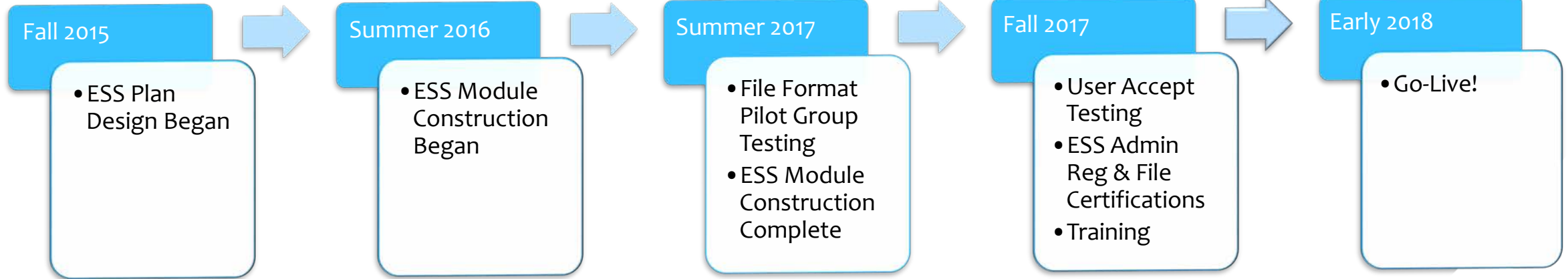
- **Enrollment files** through ESS
 - Enrollment data is currently provided on a Form 100, and sent to the RSA. Under the new system, employers will send enrollment data to RSA via ESS enrollment file
 - All employees must be reported whether contributing or not
 - Enrollment files can be submitted as 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



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 alphanumeric 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

The Retirement Systems of Alabama

Log in to your account

Log In To Your Account

User ID:

Password:

[Need to register?](#)

[Forgot User ID or Password?](#)

[Need a PIN? \(Personal ID Letter\)](#)

Note: The information contained in this site is available via a secure connection.

Use Member Online Services to:

- View your account details
- Update your contact information
- Make requests to the RSA
- Check the status of your requests

[Online Calculators](#)

[Public Benefit Estimator](#)

Hours of Operation: 8:00am - 5:00pm Central Time
Phone: 334.517.7000 or Toll Free: 877.517.0020

The Retirement Systems of Alabama

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Solicitation of Personal Information
RSA members should never respond to an unsolicited e-mail, text message, or phone call requesting personal information to verify information about their retirement account or to re-activate an online account. The RSA does not solicit members by e-mail or phone to verify or request security information. If you ever receive such a fraudulent request, please do not respond, email us at member.services@rsa-al.gov or call 334.517.7000 or 877.517.0020.

The Retirement Systems of Alabama
P.O. Box 302150
Montgomery, AL 36130-2150

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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

The screenshot shows the 'Add User' form in the ESS system. The header includes the Retirement Systems of Alabama logo, the title 'The Retirement Systems of Alabama', and user information for Lisa Brannen (TDLS - Dallas Co Bd Of Ed) with a 'Log Out' button. A navigation bar contains 'Employer Home', 'Report', 'Services', 'Account', 'Admin', and 'Logout'. An 'Available Forms' dropdown is set to 'Open'. The main form area is titled 'Add User' and contains instructions: 'Choose a contact person, enter a unique User ID, select the appropriate security role(s) and click Submit.' A note states: 'Please Note: Only those employees that have been set up as Contact Persons may be assigned an ESS account.' The form fields are: 'Contact Person' (dropdown menu), 'User ID' (text input), 'Roles' (checkboxes for ESS Administrator, ESS Employer Reporting, ESS File Validation, ESS Staff, PEEHIP, and RSA-1), 'E-mail' (checkbox), and 'Active' (checkbox, which is checked). 'Cancel' and 'Submit' buttons are at the bottom.



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

The screenshot shows the 'Payroll Schedule' page in the ESS Portal. The page header includes the 'The Retirement Systems of Alabama' logo and navigation tabs: 'Employer Home', 'Report', 'Services', 'Account', 'Admin', and 'Logout'. A user profile box in the top right identifies the user as 'Employer Self Service Lisa Brannen' with the role 'TDLS - Dallas Co Bd Of Ed' and a last login time of 'Wed, Jun 07 2017 2:09 PM'. Below the header, there is a dropdown menu for 'Available Forms' and an 'Open' button. The main content area is titled 'Payroll Schedule' and contains a table with the following columns: 'Calendar Year', 'Retirement System', 'Payroll Frequency', 'Initial Pay Date', 'Arrears', and 'Generate'. The table lists payroll schedules for the year 2017, specifically for the 'Teacher's Retirement System of Alabama' with a 'Monthly' frequency and an 'Initial Pay Date' of '01/01/2017'. The 'Arrears' column is set to 'Current'. A detailed table of pay dates and periods is shown, with columns for 'Pay Date', 'Pay Period Begin Date', 'Pay Period End Date', and 'Skip Report'. Each row includes an 'Edit' link and a checkbox. At the bottom of the page, there is a form with dropdown menus for 'Calendar Year', 'Retirement System', 'Payroll Frequency', and 'Initial Pay Date', followed by a 'Generate' button.

Calendar Year	Retirement System	Payroll Frequency	Initial Pay Date	Arrears	Generate
2017	Teacher's Retirement System of Alabama	Monthly	01/01/2017	Current	

Pay Date	Pay Period Begin Date	Pay Period End Date	Skip Report
12/30/2016	12/01/2016	12/31/2016	<input type="checkbox"/>
01/31/2017	01/01/2017	01/31/2017	<input type="checkbox"/>
02/28/2017	02/01/2017	02/28/2017	<input type="checkbox"/>
03/31/2017	03/01/2017	03/31/2017	<input type="checkbox"/>
04/28/2017	04/01/2017	04/30/2017	<input type="checkbox"/>
05/31/2017	05/01/2017	05/31/2017	<input type="checkbox"/>
Edit 06/30/2017	06/01/2017	06/30/2017	<input type="checkbox"/>
Edit 07/31/2017	07/01/2017	07/31/2017	<input type="checkbox"/>
Edit 08/31/2017	08/01/2017	08/31/2017	<input type="checkbox"/>
Edit 09/29/2017	09/01/2017	09/30/2017	<input type="checkbox"/>
Edit 10/31/2017	10/01/2017	10/31/2017	<input type="checkbox"/>
Edit 11/30/2017	11/01/2017	11/30/2017	<input type="checkbox"/>
Edit 12/29/2017	12/01/2017	12/31/2017	<input type="checkbox"/>



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

The screenshot displays the ESS Portal interface for The Retirement Systems of Alabama. The top navigation bar includes the RSA logo, the site name, and user information for Lisa Brannen (TDLS - Dallas Co Bd Of Ed) with a Log Out button. Below the navigation bar are tabs for Employer Home, Report, Services, Account, Admin, and Logout. The Report tab is active, showing a breadcrumb trail: Getting Started > Details > Summary > Payments > Results. The main content area is divided into two columns: Enrollments and Contributions. Each column has an 'Upload File' button and an 'Enter Online' button. The Enrollments section states: 'Choose this option to upload only enrollments in a file. You can upload multiple enrollment files per month as needed to enroll new members or update enrollment information for existing members.' The Contributions section states: 'Choose this option to upload only contributions in a file. Once an enrollment has been created for an employee, you can upload a contribution file to report contribution details. An enrollment must exist before contributions being reported for an employee.' A 'View History' button is located at the bottom right of the main content area. The footer contains a 'Solicitation of Personal Information' notice, contact information for The Retirement Systems of Alabama (P.O. Box 302150, Montgomery, AL 36130-2150), and a copyright notice for 2012.



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

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

Available Forms: [v] Open

Employee Information

Enter Employee Information

Enter the employee's information that you wish to work with and then click on the Search button.

Search By: SSN [v] * 001010031 [Search]

PID	SSN	Employee Name	Date of Birth	Address
11569042	XXX-XX-0031	MARTHA WASHINGTON	07/04/1985	201 SOUTH UNION ST ,MONTGOMERY,AL-36120

View Account History
Employee Name : MARTHA WASHINGTON Employee SSN : XXX-XX-0031 PID : 11569042 Date Of Birth : 07/04/1985

Account Information

Retirement System :	Teacher's Retirement System of Alabama [v]
Tier/Group :	Tier 2
Most Recent Contribution Group :	Contributing Teacher
Most Recent Employer :	DALLAS CO BD OF ED
Membership Status :	Active
Earliest Entry Date :	06/01/2017
Begin Date :	06/01/2017
End Date :	PRESENT
Date of Last Contribution :	

[Eligibility Questions?](#)

Account History: No contribution history for this employer found for this account. If the member has never worked for the logged in employer, the member details will not display.



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

The screenshot shows the user interface of the ESS portal. At the top, there is a navigation bar with the RSA logo and the text "The Retirement Systems of Alabama". On the right, a user profile for "Employer Self Service Lisa Brannen" is visible, including the text "TDLS - Dallas Co Bd Of Ed" and "Last Login: Wed, Jun 07 2017 2:09 PM". Below the navigation bar, there are tabs for "Employer Home", "Report", "Services", "Account", "Admin", and "Logout". A search bar labeled "Available Forms:" is also present. The main content area is divided into two sections: "Enrollments" and "Contributions". The "Contributions" section is highlighted with a red box and contains the following text: "Choose this option to upload **only contributions** in a file. Once an enrollment has been created for an employee, you can upload a contribution file to report contribution details. An enrollment must exist before contributions being reported for an employee." Below this text are two buttons: "Upload File" and "Enter Online". The "Enter Online" button is highlighted with a red box. At the bottom of the page, there is a footer with contact information and a copyright notice: "Copyright © 2012 Retirement System Of Alabama . All rights reserved."



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

The screenshot displays a web interface for file validation. At the top, there are navigation tabs: 'Getting Started', 'Details' (selected), 'Summary', 'Payments', and 'Results'. Below the tabs, a summary row shows: Report #: 7123, Submission Date: 03/31/2016, Type: Contributions, Mode: File Upload, and Status: In Process.

A yellow note box contains the following text: "Note! The page is set to auto-refresh every 5 seconds and provide progress. You may manually refresh the page at any time (may take a few seconds for the correct status be displayed). On successful completion of file and business validations, you will be redirected to the details page. In case of failures, you will be redirected to the file upload page."

The main content area is titled 'Contributions' and contains two validation progress bars:

- Contribution layout validations:** A blue progress bar is at 100%. Below it, the text reads: "Lines: Total (7) | Processed (6) | Errors (1)". A note below states: "Note: The total record count includes the Header and Footer rows also."
- Contribution business validations:** A blue progress bar is at 100%. Below it, the text reads: "Records: Total (4) | Passed (3) | Errored (1) | Pending (0)".

At the bottom of the interface, there are two buttons: a green 'Back' button and a grey 'Void Report' button.



ESS Functionality – Manage Payment Accounts

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

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 [UserGuide](#)

Log Out

Employer Home Report Services Account Admin Logout

Available Forms:

Manage Payment Accounts

The Payment Accounts module allows employers to manage various methods for payment. Accounts entered through this module will be available for use on the Submit Monthly Summary and Invoices screens of Employer Self Service. Users will click the Nickname of the account to update entered account information. New account information can be entered using the Add a Payment Account button.

Existing Payment Accounts

Nickname	Bank Name	Bank Account Number	Receipt Type	
PAYROLL	WELLS FARGO BANK	...3456	EFT	Delete



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.

A screenshot of the Employer Self Service portal. The header includes the RSA logo, the text 'The Retirement Systems of Alabama', and a user profile for Lisa Brannen (TDLS - Dallas Co Bd Of Ed) with a 'Log Out' button. A navigation bar contains 'Employer Home', 'Report', 'Services', 'Account', 'Admin', and 'Logout'. The main content area is titled 'Employer Certification' and lists three categories: 'Employee Retirement Request', 'Employee Service Purchase Requests', and 'Employee Refund Requests', each with a 'Show All' link.

Employer Self Service
Lisa Brannen
TDLS - Dallas Co Bd Of Ed
Last Login: Wed, Jun 07 2017 2:09 PM [UserGuide](#) [Log Out](#)

[Employer Home](#) [Report](#) [Services](#) [Account](#) [Admin](#) [Logout](#)

Employer Certification

Employee Retirement Request	Show All: <input type="checkbox"/>
Employee Service Purchase Requests	Show All: <input type="checkbox"/>
Employee Refund Requests	Show All: <input type="checkbox"/>

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?

