

March 29, 2021

Good morning,

This email is being sent to all Employer Self-Service (ESS) Portal contacts under the Employees' Retirement System (ERS).

Employer Services sent the below email in early February regarding the Overtime Limit Report. We would like to add that if an employee retires during the plan year, the employee can only remit up to 120% or 125% of overtime based on the compensation earned for the months worked. We would also like to remind employers of the importance of reporting Regular (Base) Wages correctly as this directly has an effect on the amount of overtime that can be reported as pensionable.

Please let us know if we can be of any further assistance by calling 334.517.7005 or by emailing Employer.Services@rsa-al.gov.

Sincerely,

Employer Services

Good afternoon,

This email is being sent to all Employer Self-Service (ESS) Portal contacts under the Employees' Retirement System (ERS).

We would like to remind you of the Overtime Limit report. The Overtime Limit tracks the Base Wages that have been reported Year-to-Date (YTD), Annualized Base Wages, Other Reported Wages, Overtime Wages (YTD) and Estimated Overtime Limit. The purpose of this report is to provide a summary of employee wages for purposes of tracking the earnable compensation limit for employees of a specified employer. This report should be used as a tool when trying to calculate an employee's overtime limit.

The overtime limit for Tier 1 employees is 20% of their annual base salary and for Tier 2 employees is 25% of their annual base salary. For example, if the annual base salary for a Tier 1 employee is \$50,000, their overtime limit is \$10,000. If the annual base salary for a Tier 2 employee is \$50,000, their overtime limit is \$12,500.

As a reminder, for agencies who have adopted Act 2019-132 (Tier 1 benefits for Tier 2 employees), the Tier 2 employees will follow the Tier 1 overtime limit.

March 29, 2021

Please let us know if we can be of any further assistance by calling 334.517.7005 or by emailing Employer.Services@rsa-al.gov.

Sincerely,

Employer Services

Good morning,

This email is being sent to all Employer Self-Service (ESS) Portal Contacts under the Employees' Retirement System. We want to inform you of the enhancements below that have been recently implemented in the ESS Portal.

- ER0329 (“This enrollment has been ended. Are you sure you want to remove the enrollment end date to reinstate this enrollment?”) has been added to warn employers that a previously ended enrollment will be reinstated in the current enrollment submission.
- The severity of ER0173 (“The employee's address was not updated since a refund or retirement application is in progress.”) has changed from a Warning to an Error
- The Employer Remittance Report, which allows an employer to view the contributions for Contribution Groups within a Payroll date range, is now available under Services > Reports.

If you have any questions, please feel free to contact Employer Services by calling 334-517-7005 or by emailing Employer.Services@rsa-al.gov.

Sincerely,

Employer Services Division

Good morning,

This email is being sent to all Employer Self-Service (ESS) Portal Contacts under the Employees' Retirement System (ERS).

Recently ERS has come across several agencies who are using the enrollment end reason of Hired In Error on their employees enrollments when they realize they set them up wrong in the ESS Portal. If any wages and/or contributions have been submitted under this enrollment, then they will need to be zeroed out and reported under the correct enrollment before using the end reason of Hired in Error. You can make these changes through Prior Pay Period Adjustments on your contribution submission.

Please note: Someone from Employer Services will reach out to your agency if you have any employees who are currently set up this way.

If you have any questions, please feel free to contact Employer Services by calling 334.517.7005 or by emailing Employer.Services@rsa-al.gov.

Sincerely,
Employer Services

Good afternoon,

This email is being sent to all Employer Self-Service (ESS) Portal person contacts of employers participating under the Employees' Retirement System (ERS) and the Judicial Retirement Fund (JRF).

It is very important that employers receive current address change authorizations from active, retired and terminated employees before an address is updated in the ESS Portal. Benefit and refund checks, 1099s, and other RSA communications can be impacted by the employer making address changes that are not confirmed by the member. For example: recently, a retiree's address was updated/changed in the ESS Portal and the retiree's benefit check was mailed to the updated/changed address. Since the address was not correct for the retiree, the benefit check was returned to ERS. This resulted in a delay of the retiree receiving their benefit check.

Please feel free to contact the ERS if you have any address change questions or need assistance by emailing jessica.moore@rsa-al.gov or wendy.walker@rsa-al.gov. You may also contact Employer Services if you need assistance or have questions related to the ESS Portal at 334.517.7005.

Sincerely,
Employees' Retirement System

Good afternoon,

This email is being sent to all Employer Self-Service (ESS) Portal contacts whose employer has chosen to adopt Act 2019-132 under the Employees' Retirement System (ERS) which allows Tier 2 employees to receive Tier 1 benefits.

As we are nearing the beginning of the data conversion process, we wanted to notify you of some changes you will see in the ESS Portal soon.

- **Enrollments:**
 - You will see the description change for the "Retirement Plan" for your Tier 2 employees as noted below. Tier 1 and Non-Participating will remain the same.
 - Tier 1:
 - ERS T1 CONT Local Regular
 - ERS T1 CONT Local FLC
 - Tier 2:
 - ERS T2 CONT Local Regular -> ERS T2 to T1 CONT Local Regular
 - ERS T2 CONT Local FLC -> ERS T2 to T1 CONT Local FLC
 - Non-Participating:
 - ERS NONP Local Regular
 - ERS NONP Local FLC
 - For those who upload enrollment files, your contribution group codes uploaded through the file will not change.

- **Contributions:**
 - You will see the same description changes as notated above for the "Contribution Group."
 - For those who upload contribution files, your contribution group codes will not change. However, you will need to update the contribution rates in your payroll software.
 - You can locate these rates by navigating to the Services tab > Employer Information, the rates are located under "Current Rates."

You will not see the new retirement plans for your Tier 2 enrollments until after your final 2020 Plan Year Contribution File has been processed. Once that is complete any new enrollment you create for a Tier 2 person would have the new "T2 to T1" plans in place of the "T2" plans and the old "T2" plans will no longer be available. After that we will process your conversion and when you receive notification that the conversion is complete you will see these new plans for all your existing Tier 2 enrollments.

If you have any questions, please feel free to contact the Employer Services Division by calling 334.517.7005 or by emailing Employer.Services@rsa-al.gov.

Sincerely,

Employer Services

Good morning,

This email is being sent to all Employer Self-Service (ESS) portal contacts under the Employees' Retirement System (ERS).

As a reminder, you must remit contributions on **all wages** earned up until retirement regardless of when the employee gets paid. When certifying wages in the portal for the final pay period, please note that when the employee's last day of employment falls in the middle of the pay period, the wages should be prorated accordingly for that pay period.

Any deviations from the employer certification for projected salary or last date of paid employment could result in changes to creditable service and/or average final salary. These changes could reduce the retiree's benefit or render them ineligible for retirement upon the final audit.

If you have any questions or need assistance, please feel free to contact the Employer Services Division. We can be reached by phone at 334.517.7005 or by email at Employer.Services@rsa-al.gov.

Sincerely,
Employer Services

Good afternoon,

This email is being sent to all Employer Self-Service (ESS) Portal contacts under the Employees' Retirement System (ERS).

We would like to remind you of the Overtime Limit report. The Overtime Limit tracks the Base Wages that have been reported Year-to-Date (YTD), Annualized Base Wages, Other Reported Wages, Overtime Wages (YTD) and Estimated Overtime Limit. The purpose of this report is to provide a summary of employee wages for purposes of tracking the earnable compensation limit for employees of a specified employer. This report should be used as a tool when trying to calculate an employee's overtime limit.

The overtime limit for Tier 1 employees is 20% of their annual base salary and for Tier 2 employees is 25% of their annual base salary. For example, if the annual base salary for a Tier 1 employee is \$50,000, their overtime limit is \$10,000. If the annual base salary for a Tier 2 employee is \$50,000, their overtime limit is \$12,500.

As a reminder, for agencies who have adopted Act 2019-132 (Tier 1 benefits for Tier 2 employees), the Tier 2 employees will follow the Tier 1 overtime limit.

Please let us know if we can be of any further assistance by calling 334.517.7005 or by emailing Employer.Services@rsa-al.gov.

Sincerely,
Employer Services