HARRIS
School Solutions

NextGen
RSA Reporting USER GUIDE

Contact Us

E: support@harriscomputer.com
P: 800.239.6224
F: 251.544.4901
eSupport: https://support.harriscomputer.com/home.aspx

This page left blank intentionally.

Table of Contents

Overview 4
New RSA Data Elements in NextGen 4
Payment Reason 6
Enrollment End Reason 7
Work Schedules 8
Work Schedule Codes 8
Work Schedule Days 9
Employee Type Maintenance 10
Mass Change Employee Job/Employee Type 13
Employee Type Report 15
Mass Change Employee Jobs 16
RSA Employee Maintenance 18
Creating the Enrollment Data Table 23
Enrollment Data Table Maintenance 25
Generating the Enrollment File 28
Creating the Contribution Data Table 32
Contribution Data Table Maintenance 34
Generating the Contribution File 37
Useful Comparison Reports 41
Salary and Benefits by GL Report 41
MTD Combined Deduction Report 42
Appendix A – Codes 43

Overview

Retirement Systems of Alabama (RSA) chose the Deloitte Pension Administration System (DPAS) to replace many of their outdated legacy computer systems. This system provides an Employer Self-Service Web Portal that will be used by the districts to manage member enrollments and submit contribution reports. These files will contain 18 new data elements that will allow for the collection of more thorough and accurate data. The DPAS system has strict edits that will cause a file to be rejected when the codes are not accurate. Therefore, the setup of the new codes is a critical task that will likely require a significant amount of time for analysis and data entry.

This document will walk you through setting up information and generating the files required by the new RSA reporting specifications. The districts will be responsible for uploading two files:

- NEW! The Enrollment File will enable new employees to be enrolled electronically, as well as, communicating name, address and status changes for existing employees. All employees (who are not substitutes) must be reported on this file whether they are eligible to contribute or not. This file can be submitted as frequently as daily.
- The Contribution File will replace the existing upload files for retirement wages and contributions. The new file format includes fields for both TRS and RSA-1 Contributions. All employees (who are not substitutes) must be reported on this file whether they were paid during the reporting period or not.

Please contact RSA for any questions related to RSA rules and policies.

New RSA Data Elements in NextGen

Employee Master

- LOA Status Effective Date
- LOA Status Reason
- Retirement Tier

Employee Job Record

- Contribution Group
- Position Status
- Enrollment Begin Date
- Enrollment End Date
- Enrollment End Reason
- Scheduled Units Effective Date
- Scheduled Units Per Week
- Type of Rate of Pay
- Use Enrollment Job No

Employee Type Master

- Build RSA Enrollment Record
- Contribution Group
- Position Status
- Work Schedule Code
- Type of Rate of Pay
- Type of Units Worked
- FT Units Per Week
- Active Flag

Adjustment Code

- Payment Reason

Termination Code

- State Termination Code (used for Enrollment End Reason)

Work Schedule Code and Days

- Work Schedule Code
- Work Schedule Year
- Work Days Per Month/Pay Period

Payment Reason

Payment Reasons are used to explain fluctuations in wages. Regular pay includes straight time pay, shift differential pay, call-back pay, vacation, sick leave (not paid as a lump sum), and other related pensionable compensation made to an employee.

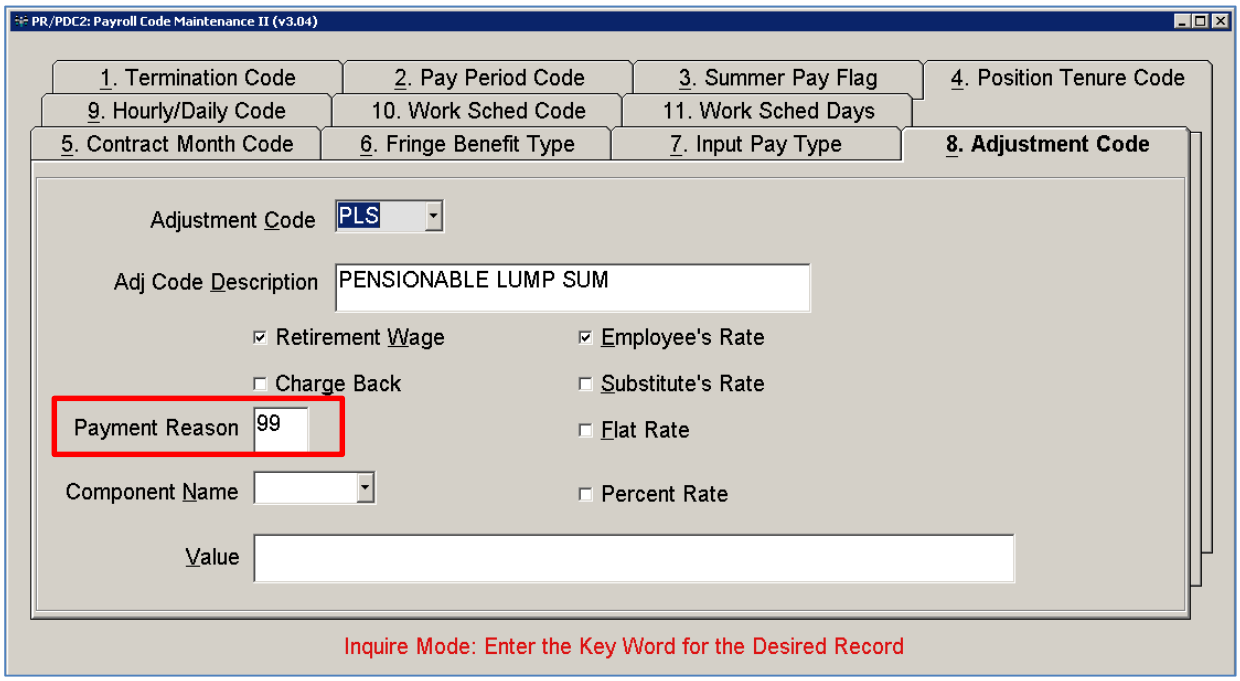
Regular pay does not include Lump Sum/Longevity, Overtime, Comp Time, Terminating Vacation, or Terminating Sick Leave paid as a lump sum. There are separate payment reasons for these items.

If a pay adjustment is entered into Input Pay and the adjustment code used has a Payment Reason defined, the Payment Reason will be included in the Contribution File. A Payment Reason of 00 – Regular will be submitted for any pay adjustment that does not have a separate payment reason defined.

Valid Codes:

Reason	Description
00	Regular Pay
01	Pensionable Lump Sum/Longevity
02	Overtime
98	Non-Pensionable Lump Sum/Longevity
99	Other Non-Pensionable Wages

Payroll>PR Setup>Payroll Code Maintenance II – Tab 8 (PR/PDC2)



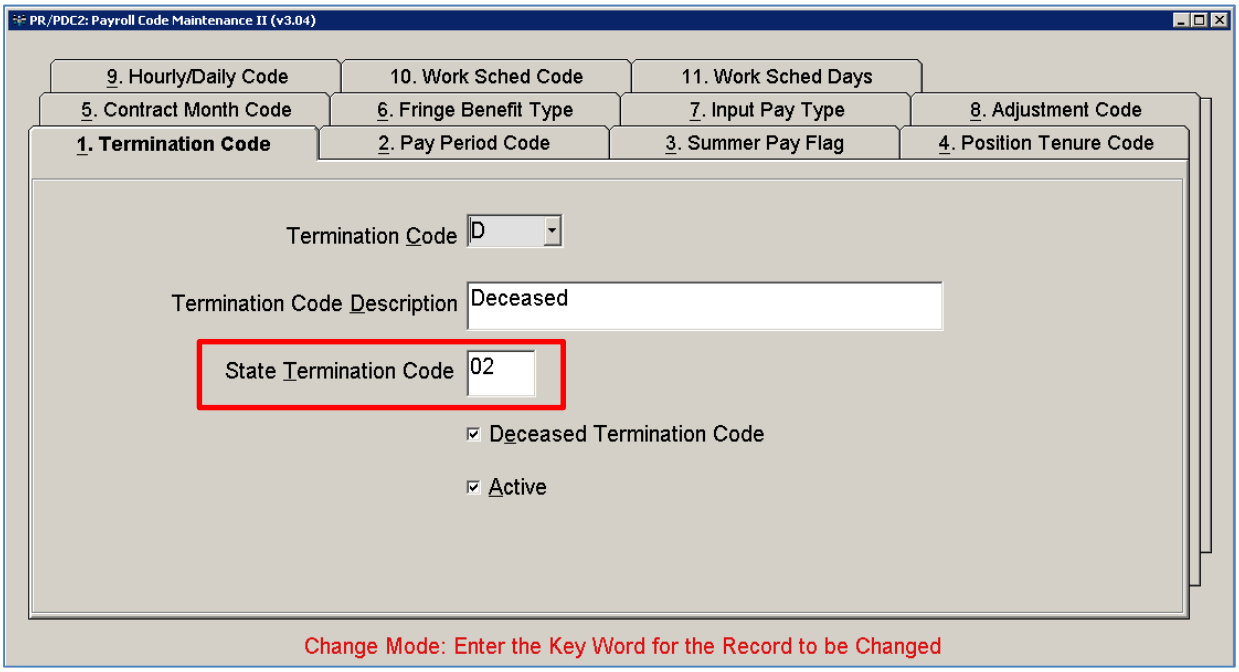
Enrollment End Reason

Verify that your **state** termination codes are up to date and accurate. This information is defined on Payroll Code Maintenance II, tab 1 in the State Termination Code field. **Note**: Termination Codes may vary by district. When an employee is terminated, the system will automatically set the RSA Enrollment End Date to equal the Termination Date and the RSA Enrollment End Reason to equal the State Termination code of the Employee Termination code.

Valid Codes:

Reason	Description
00	Change in Contribution Group
01	Retirement
02	Death
03	Change in Position Status
04	Transfer
05	Hired in Error
06	Voluntary Termination
07	Involuntary Termination
08	Gross Misconduct

Payroll>PR Setup>Payroll Code Maintenance II, Tab 1 – Termination (PR/PDC2)



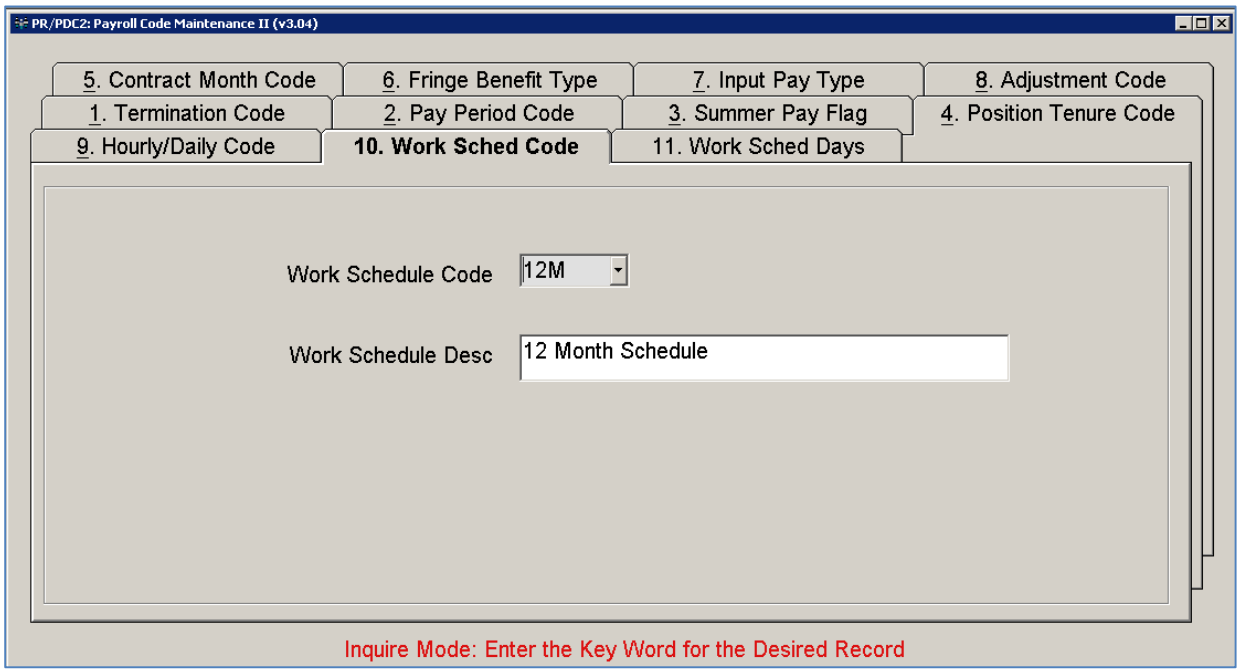
Work Schedules

You must define a work schedule for each unique set of 'Actual Employee Work Days Per Pay Period'. To do this, you will need set up Work Schedule Codes and then define how many days the employee with the work schedule will be expected to work each period in the year. The work schedule codes are then tied to employee types in Employee Type Maintenance (PR/ETPM).

Work Schedule Codes

A few commonly used codes have been pre-loaded for your convenience. These codes may be used and/or you may set up new ones.

Payroll>PR Setup>Payroll Code Maintenance II – Tab 10 Work Sched Code (PR/PDC2)



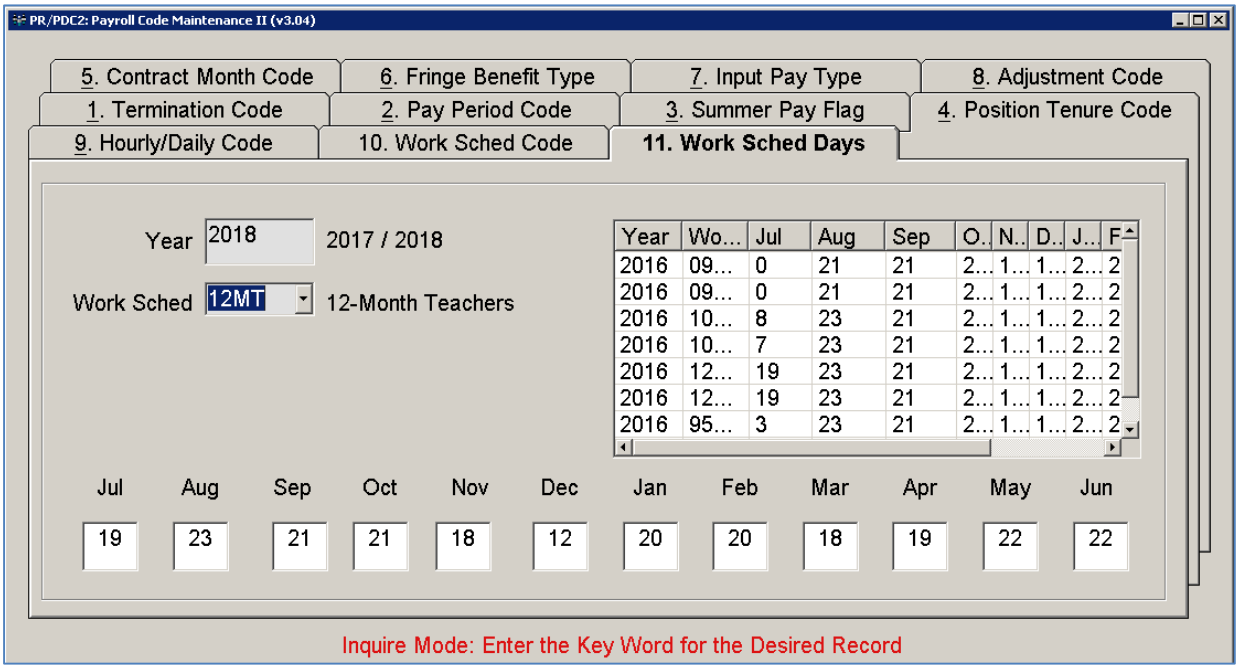
To Add New Work Schedule Codes:

1. Click on the **Add** button.
2. Enter a unique **Work Schedule Code**.
3. Enter a **Work Schedule Description**.
4. Click on the **Save** button.

Work Schedule Days

For each Work Schedule Code defined on Tab 10, you must identify the 'Actual Employee Work Days Per Pay Period' for the year.

Payroll>PR Setup>Payroll Code Maintenance II – Tab 11 Work Sched Days (PR/PDC2)



1. Click on the **Add** button.

2. Enter the **Year**. For example, 2018 will represent July 2017 through June 2018.

3. Select a Work Schedule code from the **Work Sched** drop down. These codes should populate from the codes defined on Tab 10. If the code has been created on Tab 10 but you do not see it in the drop-down you may type it in.

4. For each month in the year, enter the number of days an employee working on this work schedule would be expected to work.

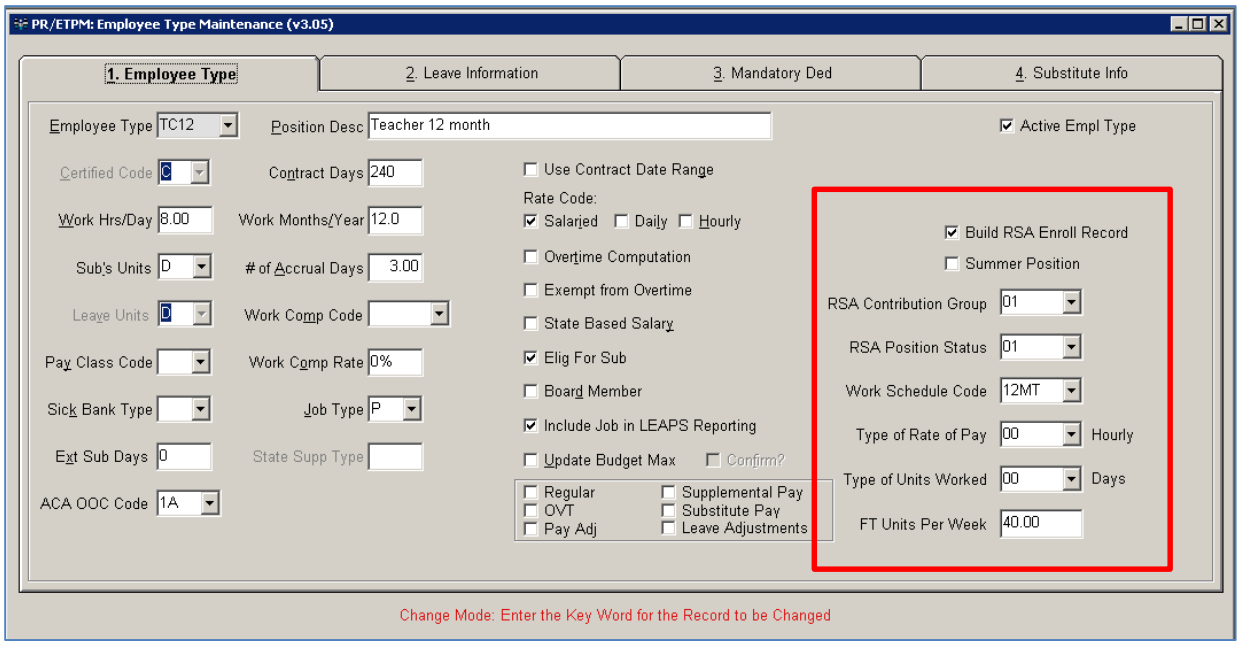
5. Click on the **Save** button.

6. Repeat these steps for each Work Schedule Code that has been defined.

Employee Type Maintenance

- The new RSA fields on this transaction can be populated in mass by employee type by using the Mass Change Employee Job/Employee Type transaction (PR/USPF). See page 11.
- Only Employee Types that should produce a record in the Enrollment file need to have the RSA fields defined. The **Build RSA Enroll Record** flag must be selected for the other RSA fields to be available. If the Build RSA Enroll Record flag is not selected, the other RSA fields will be grayed out.
- You may need to add new Employee Types if more than one Contribution Group, Position Status, etc. applies to employees that currently share an existing Employee Type.
- Support workers (Contribution Groups 015, 016, 017, 019 and 020) should always have Type of Units Worked defined as **02 (Hours)** and Type of Rate of Pay defined as **00 (Hourly)**.
- Bus Drivers should always have Type of Units Worked and Type of Rate of Pay defined as **01 (Shifts)**.
- There is now a flag available to designate an Employee Type as active or inactive. To inactivate an employee type, select the **Change** button, un-check the **Active Empl Type** flag and click on the **Save** button. Inactive Employee Types will no longer show up in Employee Type lists on reports and will not be available to be assigned to employees in Employee Maintenance.
- You should review all existing settings on active employee types, especially the contract days, job types and work hours per day. To review Employee Type settings you may run the Employee Type Report (PR/ETPR).

Payroll>PR Setup>Employee Type Maintenance (PR/ETPM)



1. Click on the **Change** button.

2. Select the **Employee Type**.

3. Select the **Build RSA Enroll Record** option.

4. Enter the appropriate RSA Contribution Group, RSA Position Status, Work Schedule Code, Type of Rate of Pay, Type of Units Worked and FT Units Per Week for the employee type.

5. Click the **Save** button.

Valid Codes:

TRS Contribution Groups

Description	Code	PEEHIP Empl Designation	Old Retire Class
Other – Professional/Administrative	010	Professional/Administrative	00
Teacher	011	Professional/Administrative	01, 51
Principal	012	Professional/Administrative	02, 52
Superintendent	013	Professional/Administrative	03, 53
Administrative	014	Professional/Administrative	04, 54
Clerical	015	Support	05, 55
Lunchroom	016	Support	06, 56
Maintenance	017	Support	07, 57
Bus Driver	018	Bus Driver	08, 58
Mechanic	019	Support	09, 59
Other – Support Worker	020	Support	60
Firefighter	021	Professional/Administrative	11, 71
Law Enforcement Officer	022	Professional/Administrative	10, 12, 70
Nurse	023	Professional/Administrative	
Physician's Assistant	024	Professional/Administrative	
Physician	025	Professional/Administrative	
FLC Dual	099	Professional/Administrative	

Position Status Codes

Status	Description
01	Regular
03	Seasonal
04	Temporary
05	Adjunct
07	Substitute Teacher (Retirees Only)

Work Schedule Codes – Defined by each District

Type of Rate of Pay

Type	Description
00	Hourly (All Support)
01	Shifts (Bus Drivers)
02	Monthly
03	Yearly

Type of Units Worked

Type	Description
01	Days
01	Shifts (Bus Drivers)
02	Hours (All Support)

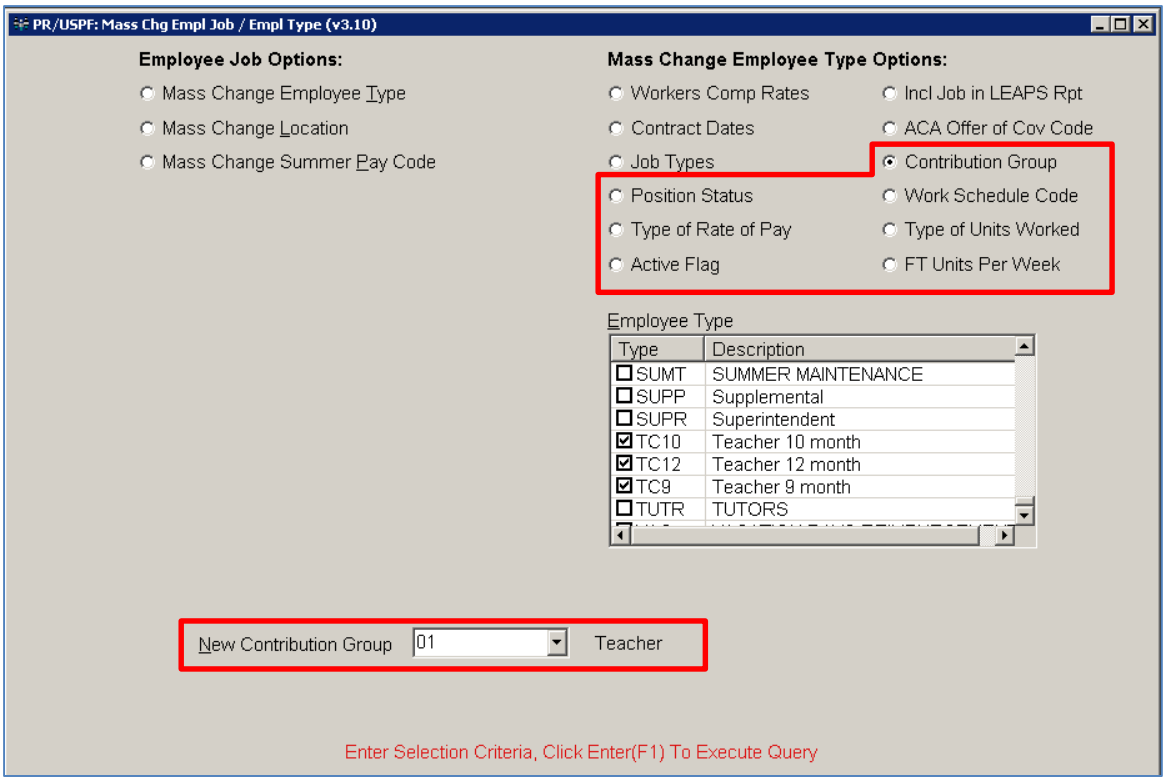
Mass Change Employee Job/Employee Type

The following RSA codes can be mass assigned to **Employee Types** using the Mass Chg Empl Job/Empl Type (PR/USPF) transaction:

- Contribution Group
- Position Status
- Work Schedule Code
- Type of Rate of Pay
- Type of Units Worked
- Active Flag
- FT Units Per Week

Note: Your transaction may have a different name or be in a different location. From the menu, search for transaction code **USPF**.

Payroll>Miscellaneous Procedures>Miscellaneous PR Maint>Mass Chg Empl Job/Empl Type (PR/USPF)



Note: These steps and screen shots walk you through updating the Contribution Group codes. Each code listed can be updated in the same manner. Only one option can be updated at a time.

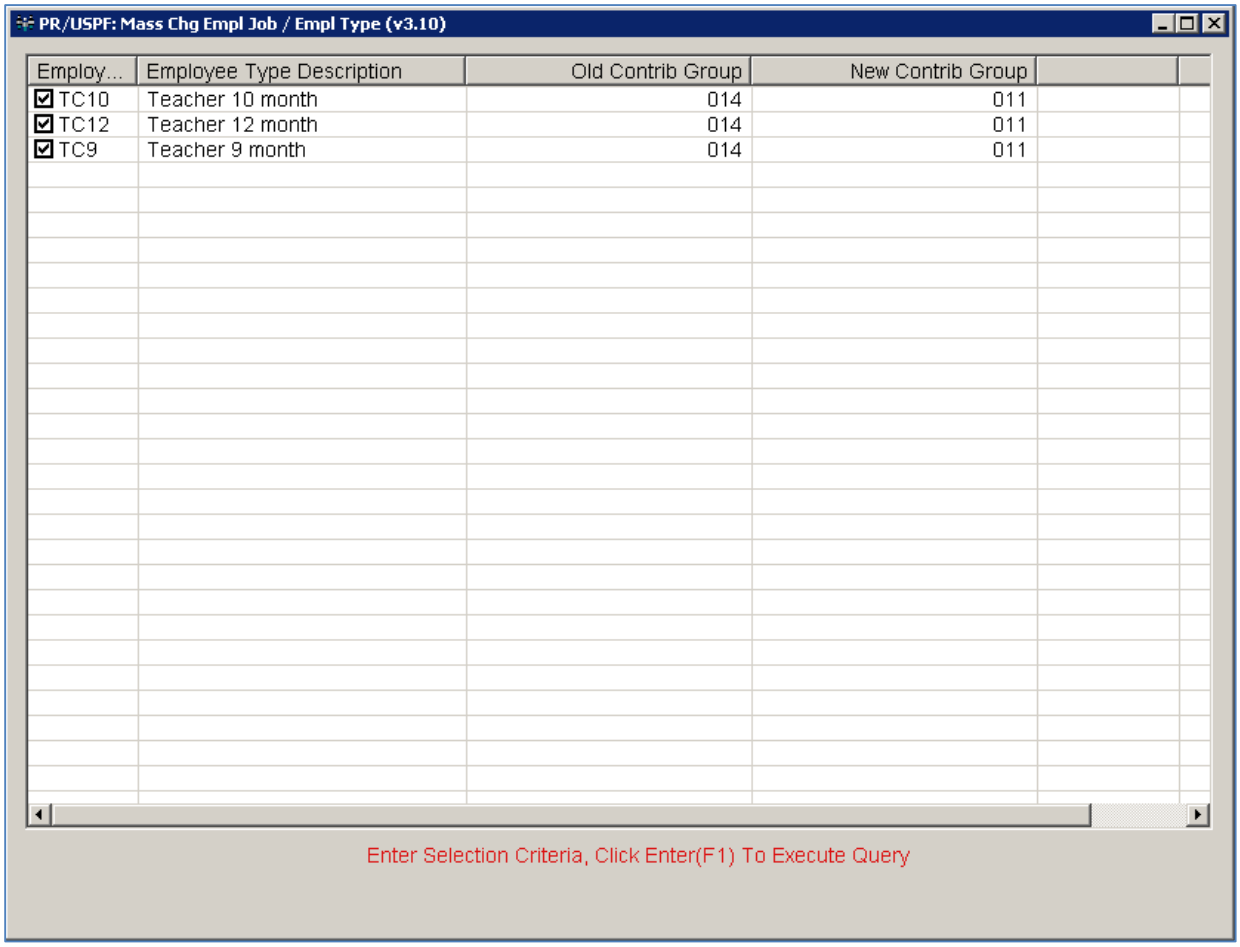
1. Select the **Contribution Group** option in the Mass Change Employee Type Options section of the transaction.

2. Select the **Employee Types** that you want to update to the new code.

3. Select the **New Contribution Group** code in the drop-down.

4. Click on the **Enter** button.

5. A list of Employee Types will display and the Old Contribution Group and New Contribution Group will be listed. If there are any employee types you do not want to update, you can uncheck the checkbox next to the Employee Type. If you would like to print the list, you can select the **PrtScr** button at the top of the screen.



Employ...	Employee Type Description	Old Contrib Group	New Contrib Group
☑ TC10	Teacher 10 month	014	011
☑ TC12	Teacher 12 month	014	011
☑ TC9	Teacher 9 month	014	011

6. Press the **Save** button. Any Employee Type that has a checkmark next to it will be updated. When the update is complete you will see a message in Red at the bottom of the screen that says 'Update Completed Successfully'.

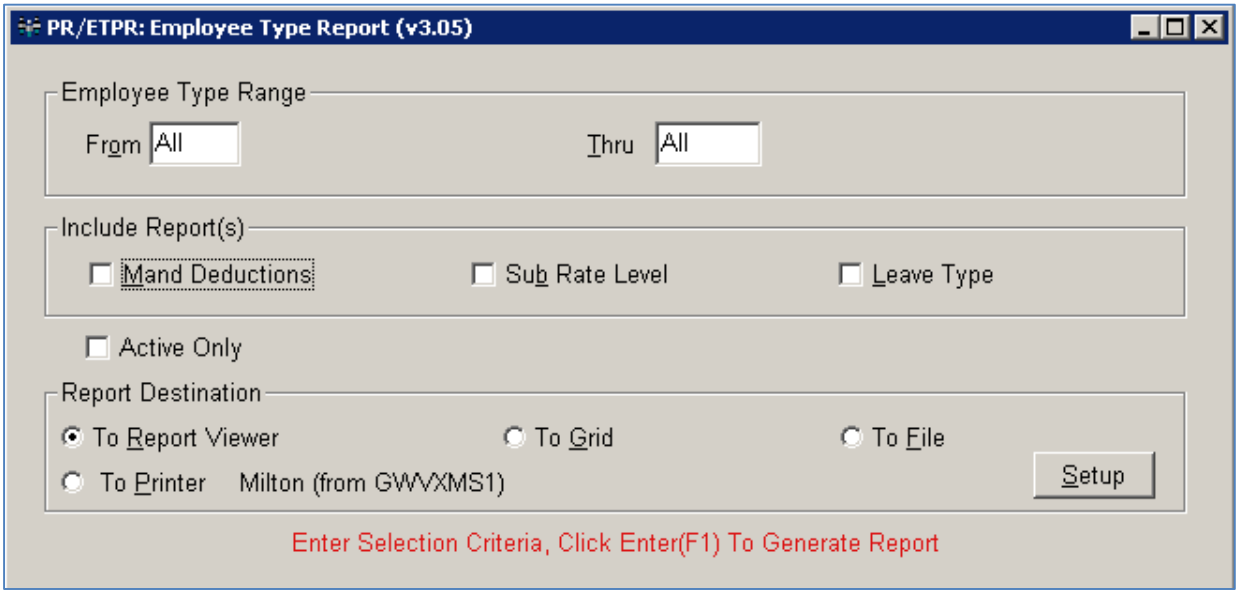
Note: If there are no records that need to be updated a message will display that reads: No Records Match the Update Selection Criteria.

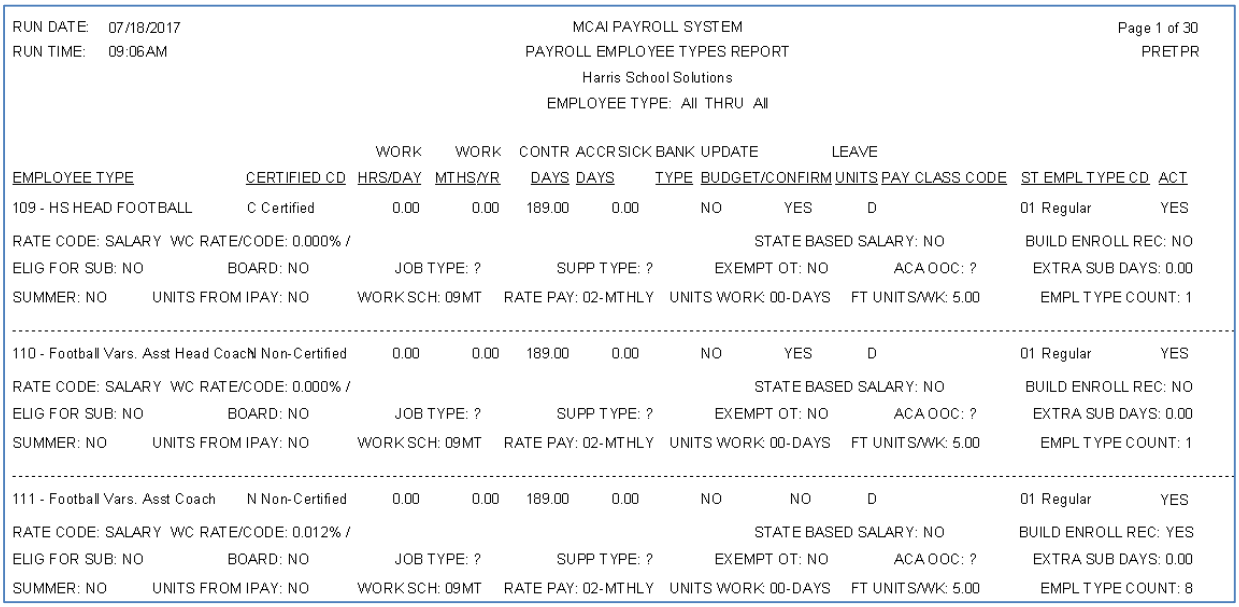
Employee Type Report

To review Employee Type settings you may run the Employee Type Report.

- All new RSA fields from the Employee Type Maintenance screen are included on the report as well as a count of all active jobs tied to the Employee Type.
- Select the **Grid** Report Destination to view a spreadsheet-like view of the data. Select the **To Report Viewer** Report Destination to see a report view of the data.
- Exclude any Employee Types that have been set to inactive by selecting the **Active Only** flag.

Payroll>PR Setup>PR Parameter Reports>Employee Type Report (PR/ETPR)





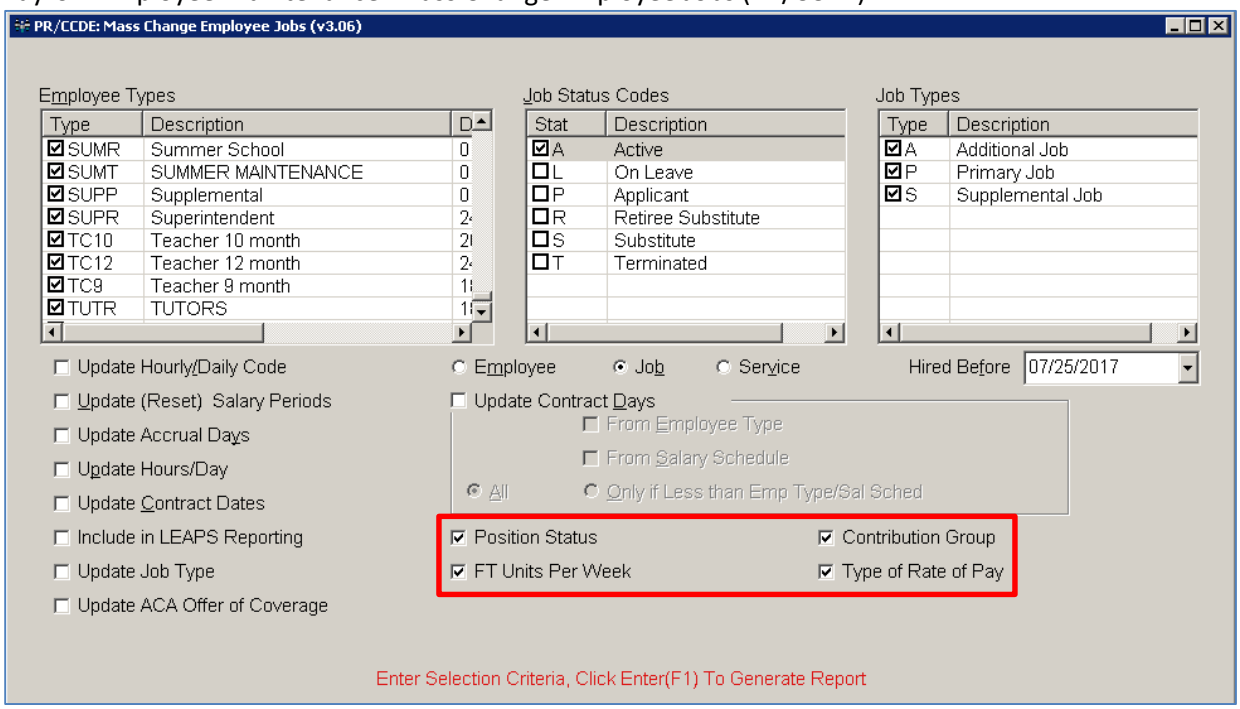
RUN DATE: 07/18/2017 MCAI PAYROLL SYSTEM Page 1 of 30
RUN TIME: 09:06AM PAYROLL EMPLOYEE TYPES REPORT PRETPR
Harris School Solutions
EMPLOYEE TYPE: All THRU All

EMPLOYEE TYPE	CERTIFIED CD	WORK HRS/DAY	WORK MTHS/YR	CONTR DAYS	ACCR DAYS	SICK BANK TYPE	UPDATE BUDGET/CONFIRM	LEAVE UNITS	PAY CLASS CODE	ST EMPL TYPE CD	ACT
109 - HS HEAD FOOTBALL	C Certified	0.00	0.00	189.00	0.00	NO	YES	D		01 Regular	YES
RATE CODE: SALARY WC RATE/CODE: 0.000% /							STATE BASED SALARY: NO			BUILD ENROLL REC: NO	
ELIG FOR SUB: NO	BOARD: NO	JOB TYPE: ?		SUPP TYPE: ?		EXEMPT OT: NO		ACA OOC: ?		EXTRA SUB DAYS: 0.00	
SUMMER: NO	UNITS FROM IPAY: NO	WORK SCH: 09MT		RATE PAY: 02-MTHLY		UNITS WORK 00-DAYS		FT UNITS/WK: 5.00		EMPL TYPE COUNT: 1	
110 - Football Vars. Asst Head Coach	N Non-Certified	0.00	0.00	189.00	0.00	NO	YES	D		01 Regular	YES
RATE CODE: SALARY WC RATE/CODE: 0.000% /							STATE BASED SALARY: NO			BUILD ENROLL REC: NO	
ELIG FOR SUB: NO	BOARD: NO	JOB TYPE: ?		SUPP TYPE: ?		EXEMPT OT: NO		ACA OOC: ?		EXTRA SUB DAYS: 0.00	
SUMMER: NO	UNITS FROM IPAY: NO	WORK SCH: 09MT		RATE PAY: 02-MTHLY		UNITS WORK 00-DAYS		FT UNITS/WK: 5.00		EMPL TYPE COUNT: 1	
111 - Football Vars. Asst Coach	N Non-Certified	0.00	0.00	189.00	0.00	NO	NO	D		01 Regular	YES
RATE CODE: SALARY WC RATE/CODE: 0.012% /							STATE BASED SALARY: NO			BUILD ENROLL REC: YES	
ELIG FOR SUB: NO	BOARD: NO	JOB TYPE: ?		SUPP TYPE: ?		EXEMPT OT: NO		ACA OOC: ?		EXTRA SUB DAYS: 0.00	
SUMMER: NO	UNITS FROM IPAY: NO	WORK SCH: 09MT		RATE PAY: 02-MTHLY		UNITS WORK 00-DAYS		FT UNITS/WK: 5.00		EMPL TYPE COUNT: 8	

Mass Change Employee Jobs

The Position Status, Contribution Group, FT Units Per Week and Type of Rate of Pay from the Employee Type can be pushed out to Employee Job Records by running the Mass Change Employee Jobs transaction.

Payroll>Employee Maintenance>Mass Change Employee Jobs (PR/CCDE)



1. Select the Employee Types to update from.

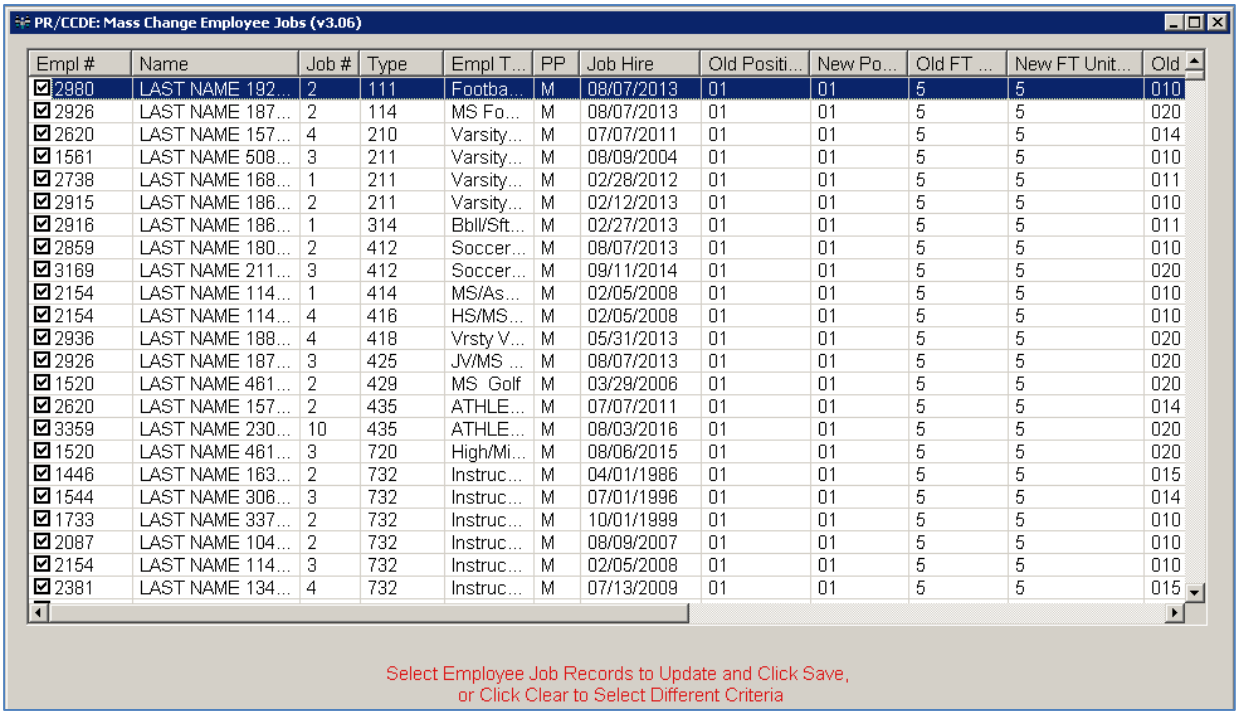
2. Select the **Job Status Codes** and **Job Types** to update.

3. Select **Position Status, Contribution Group, FT Units Per Week**, and **Type of Rate of Pay** flags. You may also process one option at a time if you wish.

4. Enter a **Hired Before** date and **Employee** or **Job** option. If you have employees that have been entered into payroll with a future hire date you will want to put a future date here to include those employees. Anyone with a hire date (employee or job, depending on the option selected) after this date will not be included in this update.

5. Press the **Enter** button. A list of employees will display along with the 'Old' and 'New' code values for each field selected. A record will display for the employee if any one of the fields selected has a different value on the job versus what is on the employee type. You can de-select any record that you do not want to update by unchecking the check box next to the

record. If you would like, you can export the list view to Excel by selecting the **PrtScr** button at the top of the transaction.



Empl #	Name	Job #	Type	Empl T...	PP	Job Hire	Old Positi...	New Po...	Old FT ...	New FT Unit...	Old
2980	LAST NAME 192...	2	111	Footba...	M	08/07/2013	01	01	5	5	010
2926	LAST NAME 187...	2	114	MS Fo...	M	08/07/2013	01	01	5	5	020
2620	LAST NAME 157...	4	210	Varsity...	M	07/07/2011	01	01	5	5	014
1561	LAST NAME 508...	3	211	Varsity...	M	08/09/2004	01	01	5	5	010
2738	LAST NAME 168...	1	211	Varsity...	M	02/28/2012	01	01	5	5	011
2915	LAST NAME 186...	2	211	Varsity...	M	02/12/2013	01	01	5	5	010
2916	LAST NAME 186...	1	314	Bbll/Sft...	M	02/27/2013	01	01	5	5	011
2859	LAST NAME 180...	2	412	Soccer...	M	08/07/2013	01	01	5	5	010
3169	LAST NAME 211...	3	412	Soccer...	M	09/11/2014	01	01	5	5	020
2154	LAST NAME 114...	1	414	MS/As...	M	02/05/2008	01	01	5	5	010
2154	LAST NAME 114...	4	416	HS/MS...	M	02/05/2008	01	01	5	5	010
2936	LAST NAME 188...	4	418	Vrsty V...	M	05/31/2013	01	01	5	5	020
2926	LAST NAME 187...	3	425	JV/MS ...	M	08/07/2013	01	01	5	5	020
1520	LAST NAME 461...	2	429	MS Golf	M	03/29/2006	01	01	5	5	020
2620	LAST NAME 157...	2	435	ATHLE...	M	07/07/2011	01	01	5	5	014
3359	LAST NAME 230...	10	435	ATHLE...	M	08/03/2016	01	01	5	5	020
1520	LAST NAME 461...	3	720	High/Mi...	M	08/06/2015	01	01	5	5	020
1446	LAST NAME 163...	2	732	Instruc...	M	04/01/1986	01	01	5	5	015
1544	LAST NAME 306...	3	732	Instruc...	M	07/01/1996	01	01	5	5	014
1733	LAST NAME 337...	2	732	Instruc...	M	10/01/1999	01	01	5	5	010
2087	LAST NAME 104...	2	732	Instruc...	M	08/09/2007	01	01	5	5	010
2154	LAST NAME 114...	3	732	Instruc...	M	02/05/2008	01	01	5	5	010
2381	LAST NAME 134...	4	732	Instruc...	M	07/13/2009	01	01	5	5	015

6. Click the **Save** button. Once saved, updated information will display in the Application Center in the RSA Employee Maintenance>RSA Job Maintenance screen.

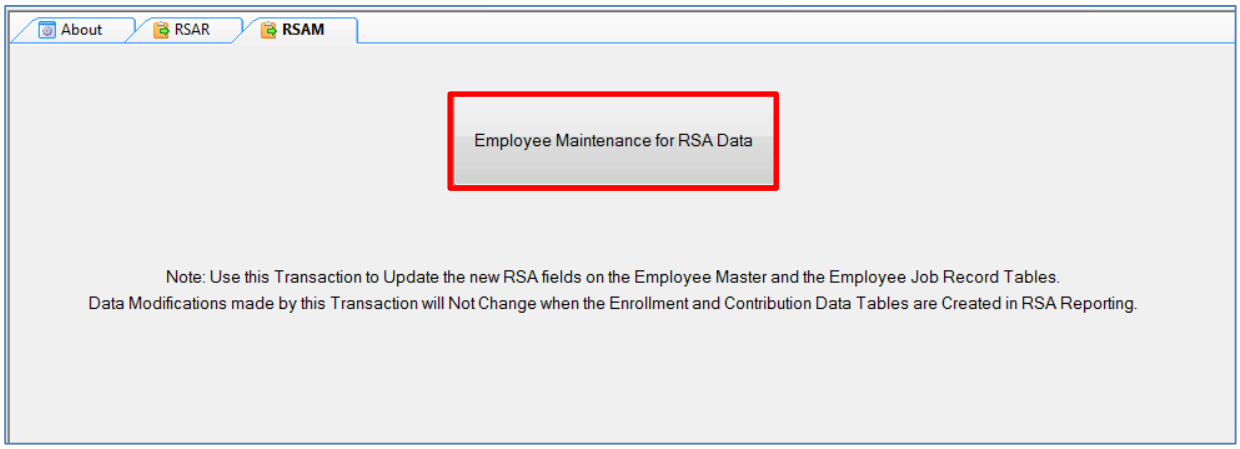
RSA Employee Maintenance

Use this transaction to update employee and job information related to RSA reporting and to find records with exceptions that will cause an error when submitted to RSA.

- LOA Status Effective date will default from the Employee Data Hire Date field.
- LOA Status Reason will default to **00-Not on Unpaid Leave**.
- Retirement Tier will default to '00' in Employee Maintenance when new employees are added. Until it is changed to 01, 02 or 99, it will be treated as an exception record.
- When information is updated in this screen, the data will be saved and will not be cleared unless by a user.

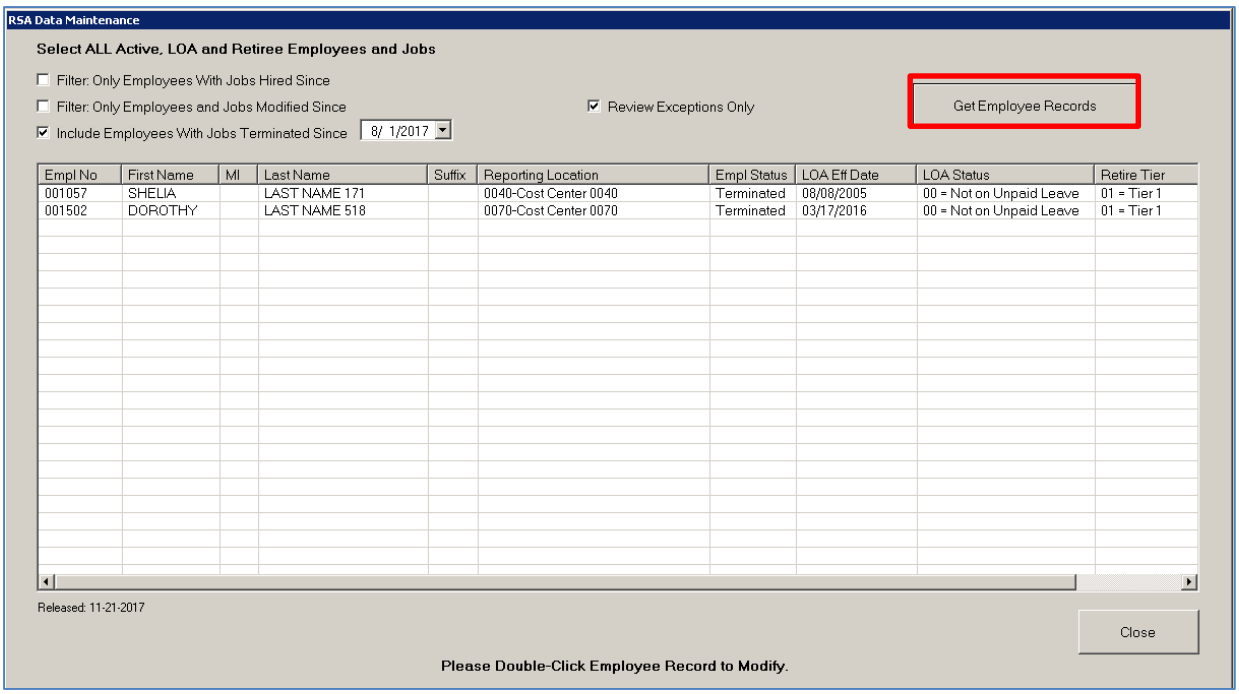
1. Sign into the Application Center.
2. Select State Specific>Alabama>**RSA Employee Maintenance**.
3. Select the **Employee Maintenance for RSA Data** button.

State Specific>Alabama>RSA Employee Maintenance

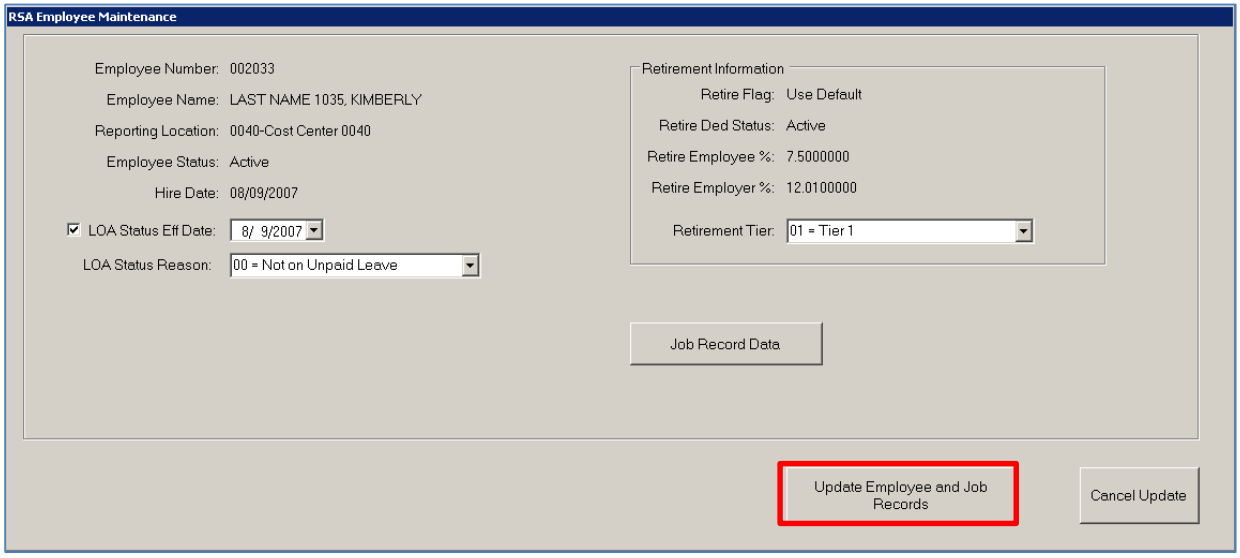


4. You can use the options on the left to filter the list view by jobs hired since a certain date, jobs terminated since a certain date, and/or employees modified since a certain date. Select the **Review Exceptions Only** flag to filter the list view to only employees that have data problems that will produce an error when submitted to RSA. The exception may be related to employee level data and/or job level data.

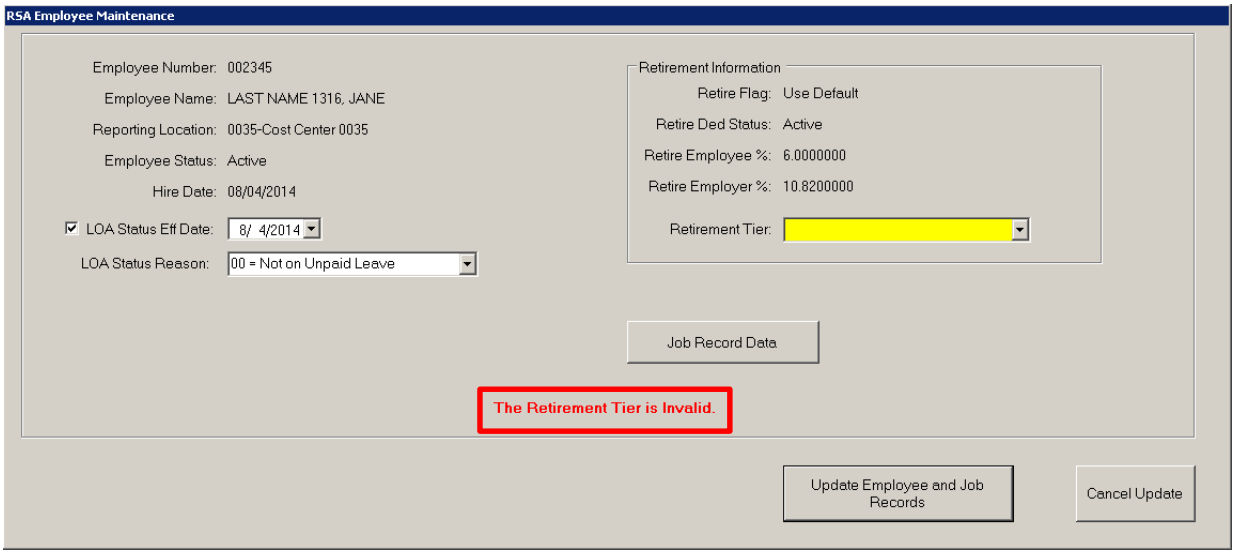
5. Click on the **Get Employee Records** button. A list of employees will display based on the criteria selected.



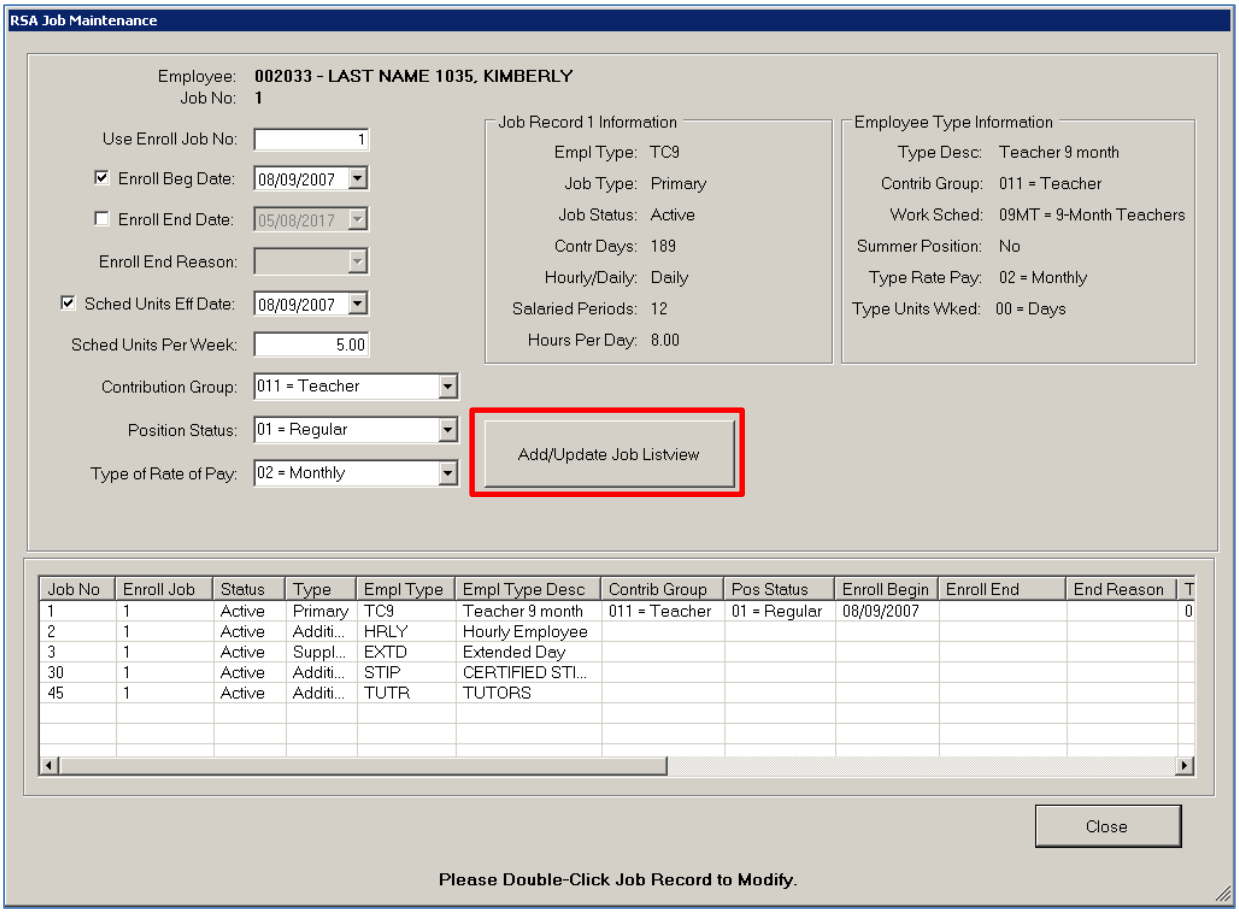
6. To view/modify an employee record, find the record in the list view and double-click it. The employee data will display in a new screen. You may modify the LOA information or Retirement Tier information. To save modified data, click on the **Update Employee and Job Records** button. To close the screen without updating any data click on the **Cancel** button.



Note: If there is any invalid data on the screen when the **Update Employee and Job Records** button is selected an error will display as in the example below. You will need to correct the error and click Update again.



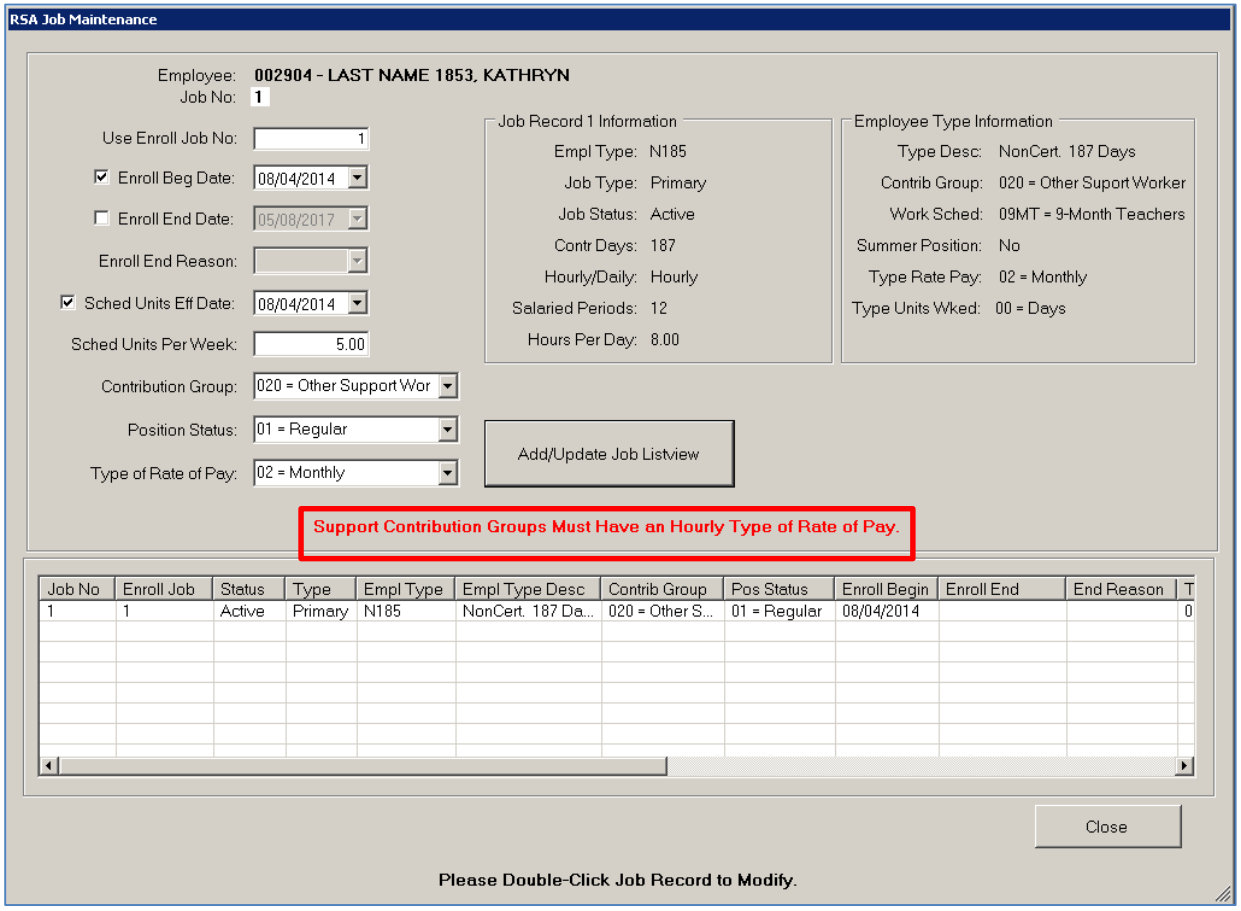
7. To view/modify this employee's job information, select the **Job Record Data** button. The RSA Job Maintenance screen will display and show all active jobs for the employee.



8. To modify information for a particular job, double-click the job in the list view. The job details will display in the fields at the top of the screen. Make any needed changes and press the **Add/Update Job Listview** button. Click on the **Close** button to go back to the RSA Employee Maintenance screen. <u>You must also click **Update Employee and Job Records** button on the employee's **RSA Employee Maintenance** screen in order to save the job changes.</u>

A Note about Use Enroll Job Number: Multiple jobs can roll up into a single job number for the purposes of RSA reporting. If a job has an employee type that does not have the 'Build RSA Enroll Record' flag selected, then that job will roll into (be included with) the primary job with the lowest job number. In the above example, jobs 2 through 45 are all rolling into primary job 1. Therefore, the value in the **Enroll Job** column will show job 1 instead of the actual NextGen job number.

Note: If there are any errors on the screen when the Update button is selected an error will display as seen in the example below. You will need to correct the error and click the **Add/Update Job Listview** button again. <u>You must also click **Update Employee and Job Records** button on the employee's **RSA Employee Maintenance** screen in order to save the job changes.</u>

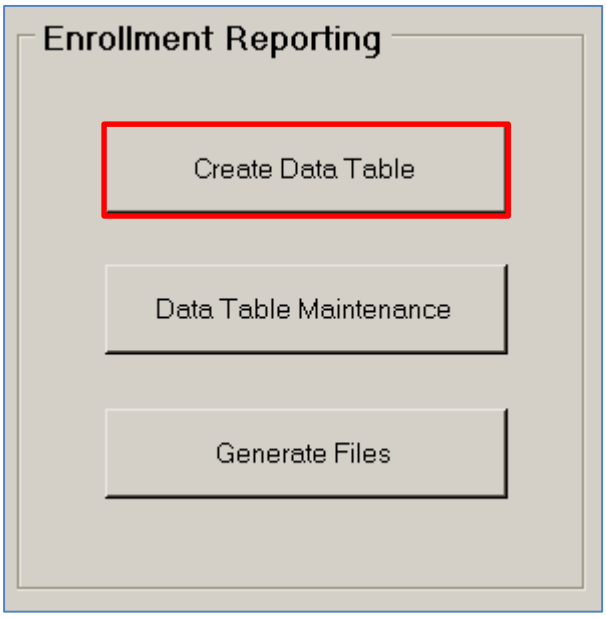


Creating the Enrollment Data Table

The Enrollment file must be submitted to RSA whenever a new employee is hired, or if information on an existing employee is changed. This file may be submitted daily if needed.

1. Click on State Specific>Alabama>**RSA State Reporting**.

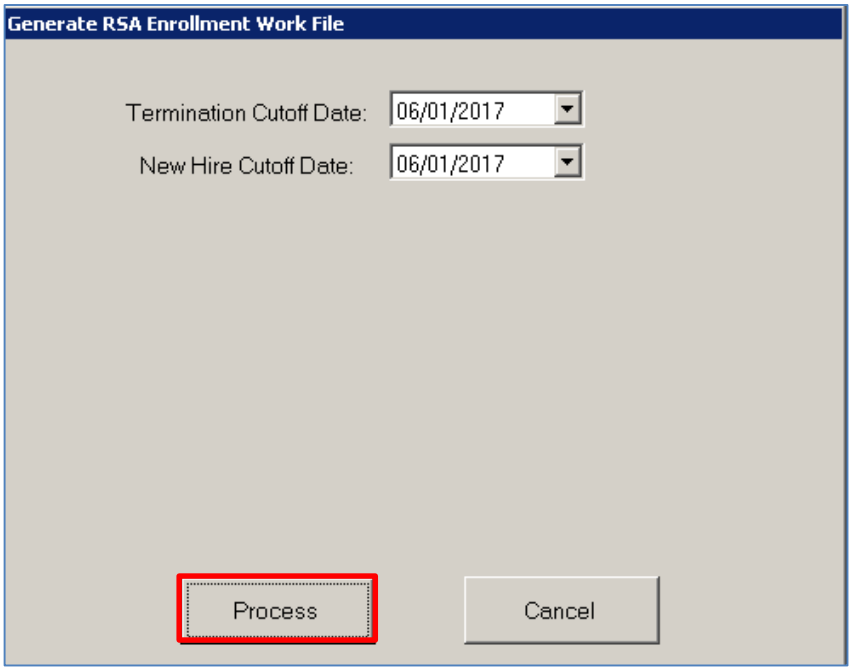
2. Select the **Create Data Table** button within the **Enrollment Reporting** section of the screen.



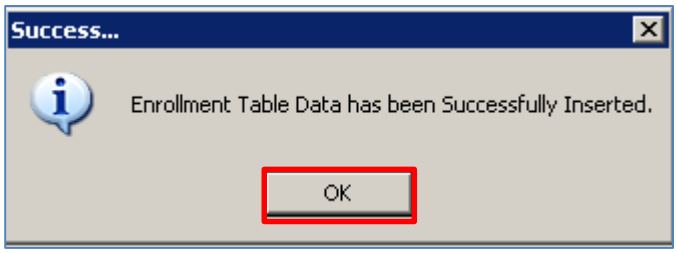
3. Select a **Termination Cutoff Date**. No one terminated before this date will be included in the Enrollment Work File.

4. Select a **New Hire Cutoff Date**. No one hired after this date will be included in the Enrollment Work File.

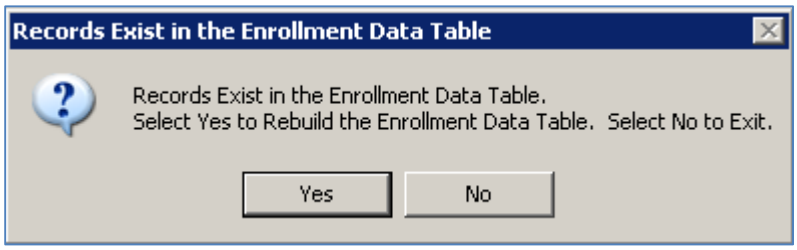
5. Click on the **Process** button to generate the Enrollment data or the **Cancel** button to stop the process.



6. Click **OK**.



Note: If the Enrollment Work File was generated at a prior time a box will display indicating that records already exist. Selecting **Yes** will overwrite the existing records in the Enrollment table with new data. Selecting **No** will cancel the process and existing enrollment records will be reported when generating the Enrollment File.



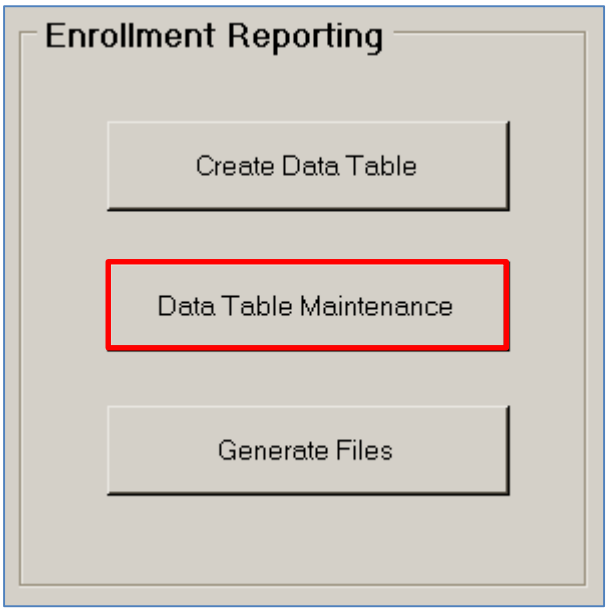
Enrollment Data Table Maintenance

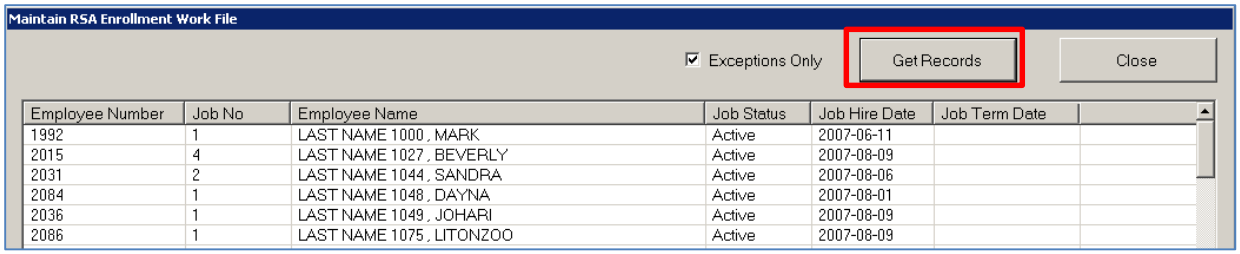
You may use Enrollment Data Table Maintenance to modify or delete an existing record, or add a new record within the Enrollment data table.

Important Note: If you modify a record in the Enrollment Data Table Maintenance, it will only affect the data in Enrollment Data Table. If the information is not corrected in NextGen or in RSA Employee Maintenance, the exception will occur again when the Enrollment data table is created again. Information updated in RSA Enrollment Data Table Maintenance will be reset when the enrollment data table is generated again.

1. Click on State Specific>Alabama>**RSA State Reporting**.

2. Select the **Data Table Maintenance** button within the **Enrollment Reporting** section of the screen.



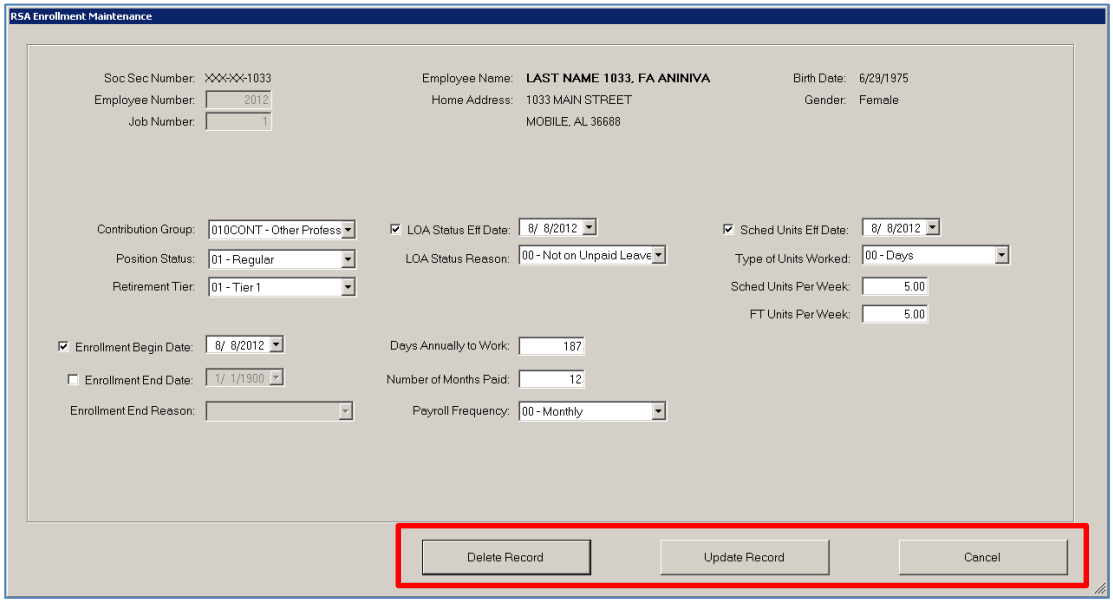


To modify a record:

1. Select the **Exceptions Only** flag to filter the list view to only employees that have data problems that will produce an error when submitted to RSA. To see all records, leave this option un-selected.

2. Click on the **Get Employee Records** button. A list of employees will display based on the criteria selected.

3. To modify or delete an enrollment record, find the record in the list view and double-click it. The employee data will display in a new screen. Modify the data and click on the **Update** button or click on the **Delete** button to delete the record. To close the screen without updating any data click on the **Cancel** button.



To Add a Record:

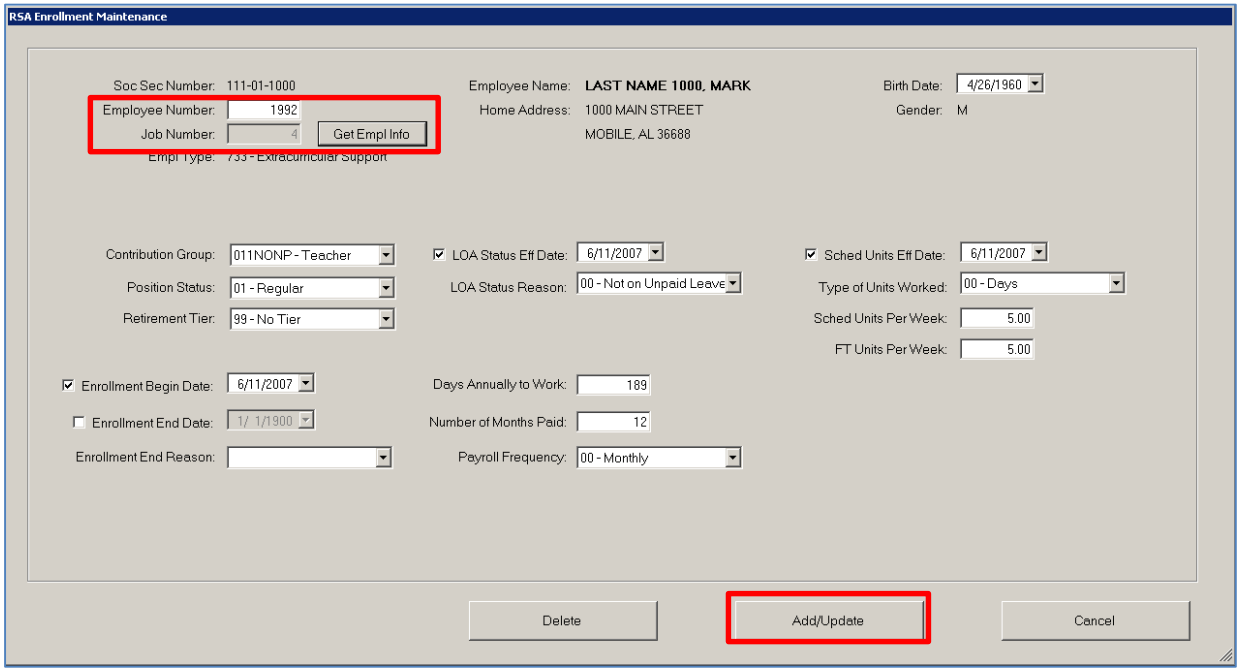
1. Click on the **Get Records** button.

2. Click on the **Add Record** button.

3. Enter the **Employee Number** and **Job Number**.

4. Click on the **Get Empl Info** button.

   Note: If a record already exists in the employee data table for this employee number/job number combination you will see a message that says 'The Employee Job Record Already Has An Enrollment Record'. Follow the instructions for modifying a record if changes need to be made to this record.

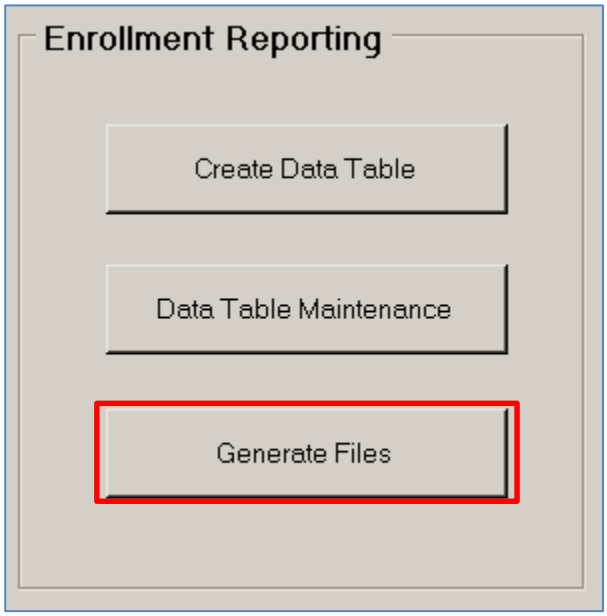


5. Make any necessary changes to the fields on the screen and click on the **Add/Update** button. The record will be added into the table. Click on the **Get Records** button again to refresh the list view and see the newly added record.

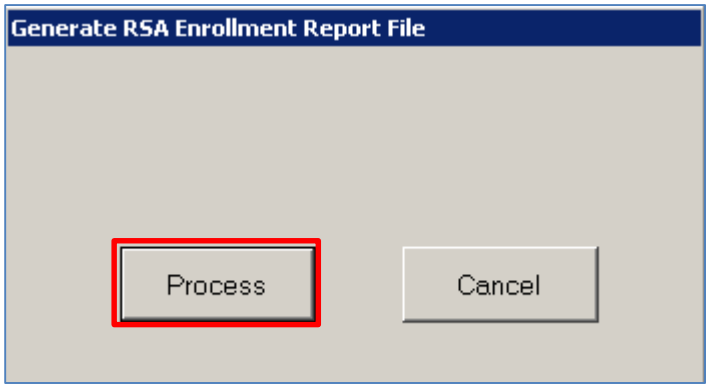
Generating the Enrollment File

Two files can be exported. The first will have a .ENRL extension and it will be the file you will submit to RSA. The second is a .CSV file that you can save for your records if you wish.

1. Select the **Generate Files** button in the **Enrollment Reporting** box.

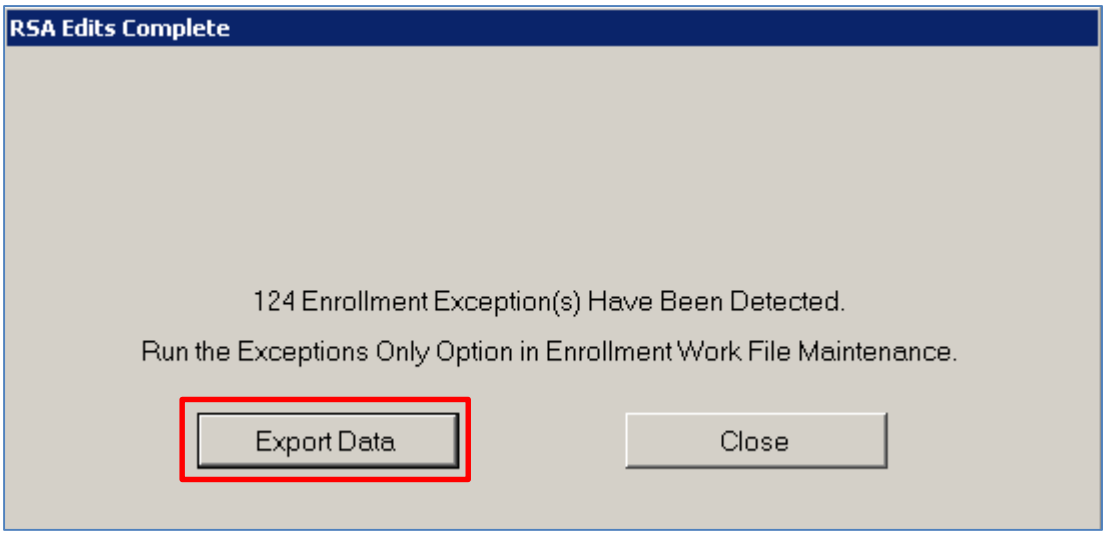


2. Click on the **Process** button.



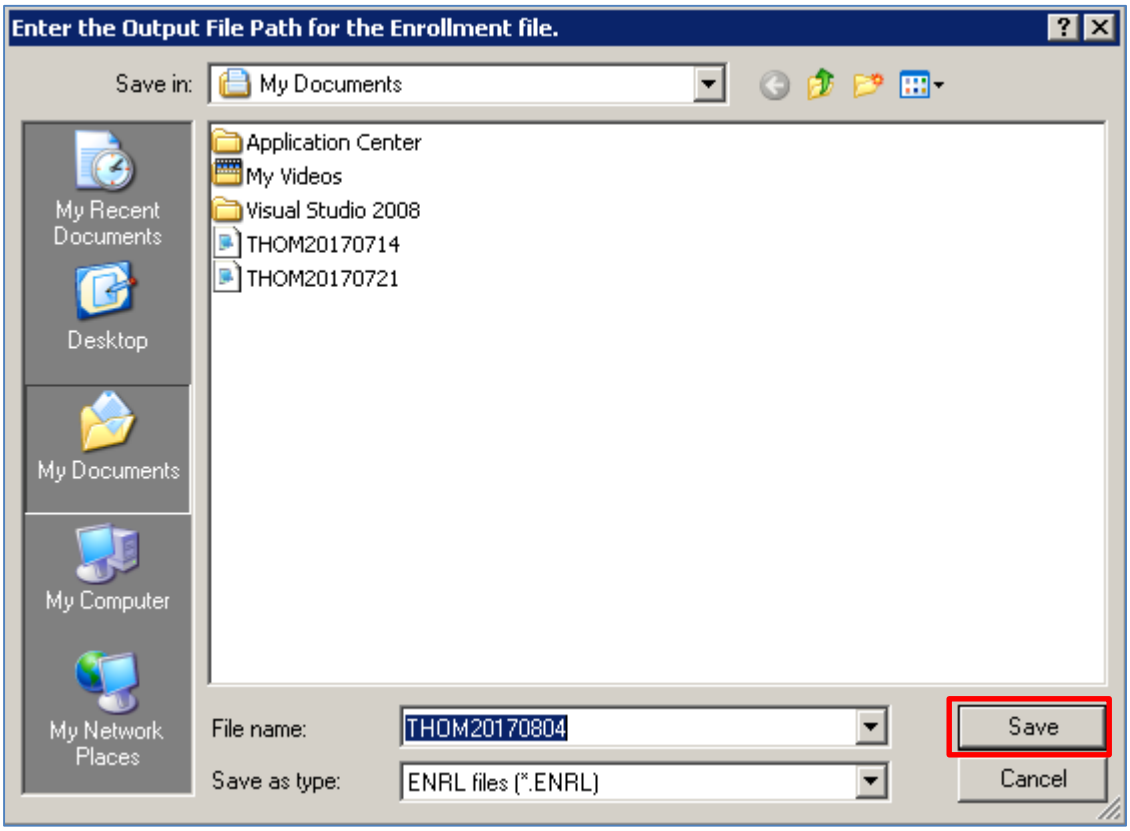
3. A RSA Edits Complete box will display. If there are any exceptions you will see a count. You should clear up any exceptions before submitting your file to RSA by returning to Enrollment Table Maintenance and checking exceptions.

4. Click on the **Export Data** button.



5. Browse to the location where you want to save the file and click **Save**.

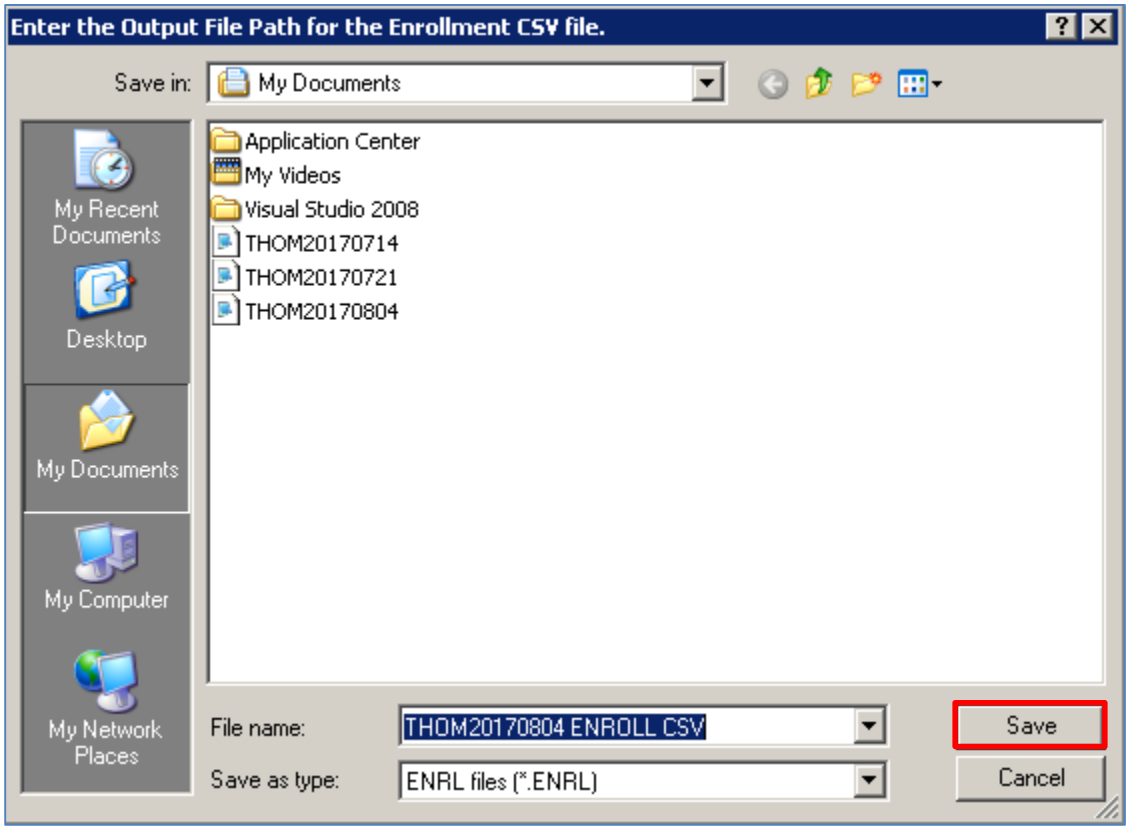
Note: Do not change the name of this file. The file is automatically named using RSA requirements.



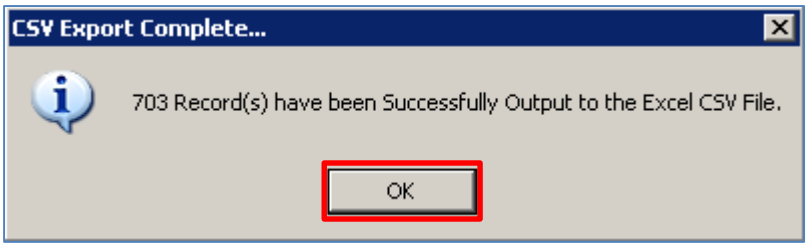
6. When the export is complete you will get a message with the record count in the file. Click **OK**.

7. A box will display allowing you to browse to the location where you want to save a file for your records. This .CSV file does not need to be submitted to RSA. It is for your records only. Browse to the location where you want to save the file and click **Save**.

   Note: If you do not wish to create the .CSV file, press **Cancel**.



8. When the export is complete you will get a message with the record count in the file. Click **OK**.



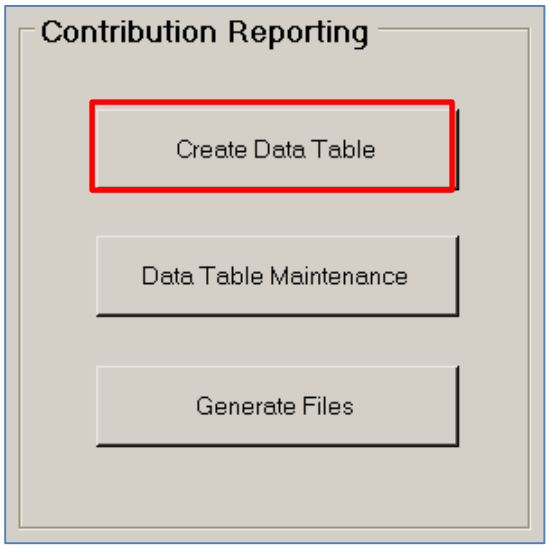
9. Submit the .ENRL file to RSA.

Creating the Contribution Data Table

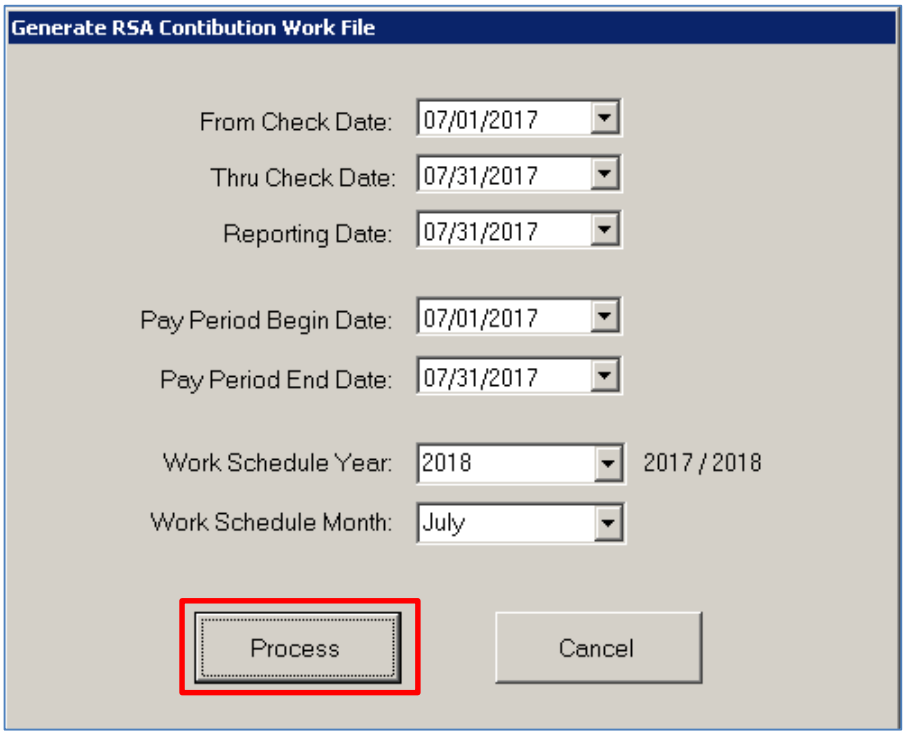
The Contribution file will be used to remit gross wages and contribution information for all employees, regardless of their contribution status. Enrollments must be created prior to employees being reported on a contribution file.

1. Click on State Specific>Alabama>**RSA State Reporting**.

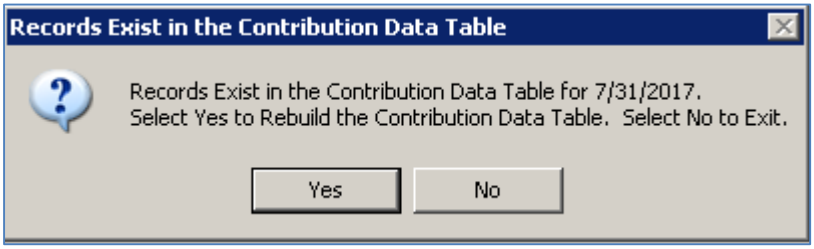
2. Select the **Create Data Table** button within the **Contribution Reporting** section of the screen.



3. Enter the selection criteria and click on the **Process** button.



4. If the Contribution Data Table has been previously generated for the reporting date a box will display indicating that records already exist. Click **Yes** to overwrite the existing records in the Contribution table with new data. Selecting **No** will cancel the process and existing contribution records will be reported when generating the Contribution file.



5. Once the data has been inserted click **Ok**.

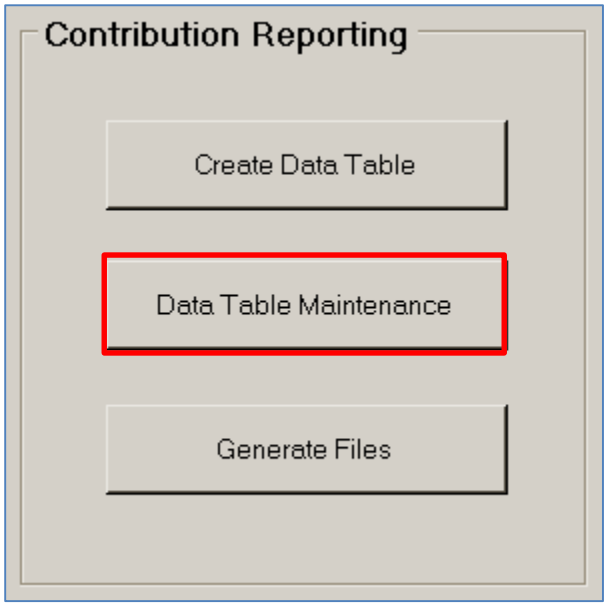
Contribution Data Table Maintenance

You may use Contribution Data Table Maintenance to modify or delete an existing record, or add a new record.

Important Note: If you correct or add a record in the RSA Contribution Data Table Maintenance, this will ONLY be corrected in the Contribution data table. Information updated in **Contribution Data Table Maintenance** will be reset when the contribution data table is generated again for the same reporting date. If the information is not corrected in NextGen or in RSA Employee Maintenance, the exception will occur again when the Contribution file is generated.

1. Click on State Specific>Alabama>**RSA State Reporting**.

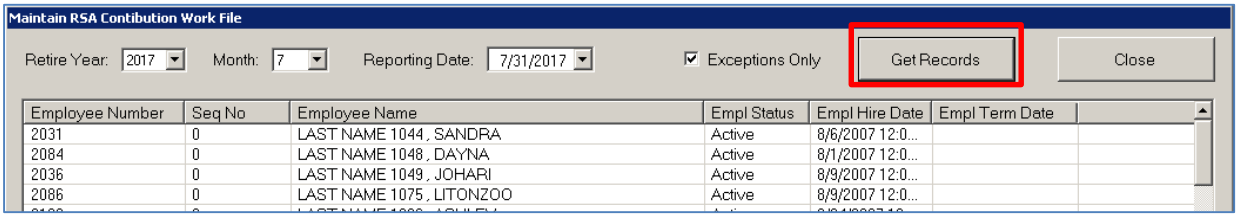
2. Click on the **Data Table Maintenance** button in the **Contribution Reporting** box.



3. Enter the **Retire Year**, **Month** and **Reporting Date**.

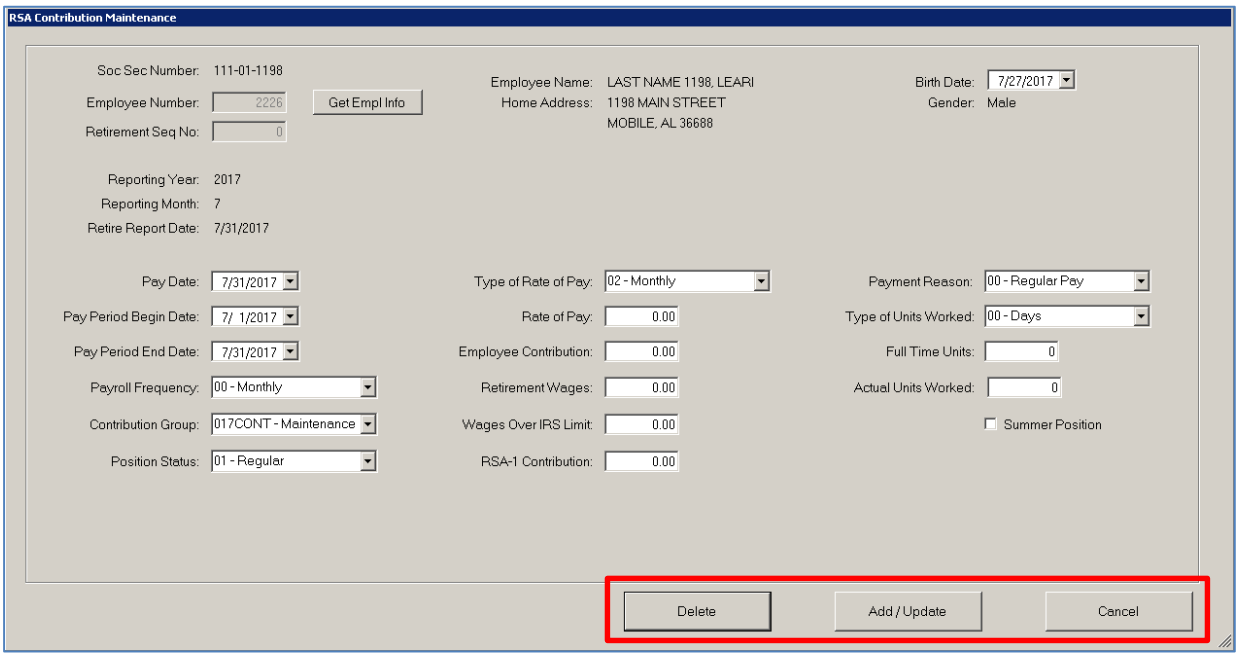
4. If you would like to view only records with errors click on the **Exceptions Only** flag.

5. Click the **Get Records** button. A list of records will display.



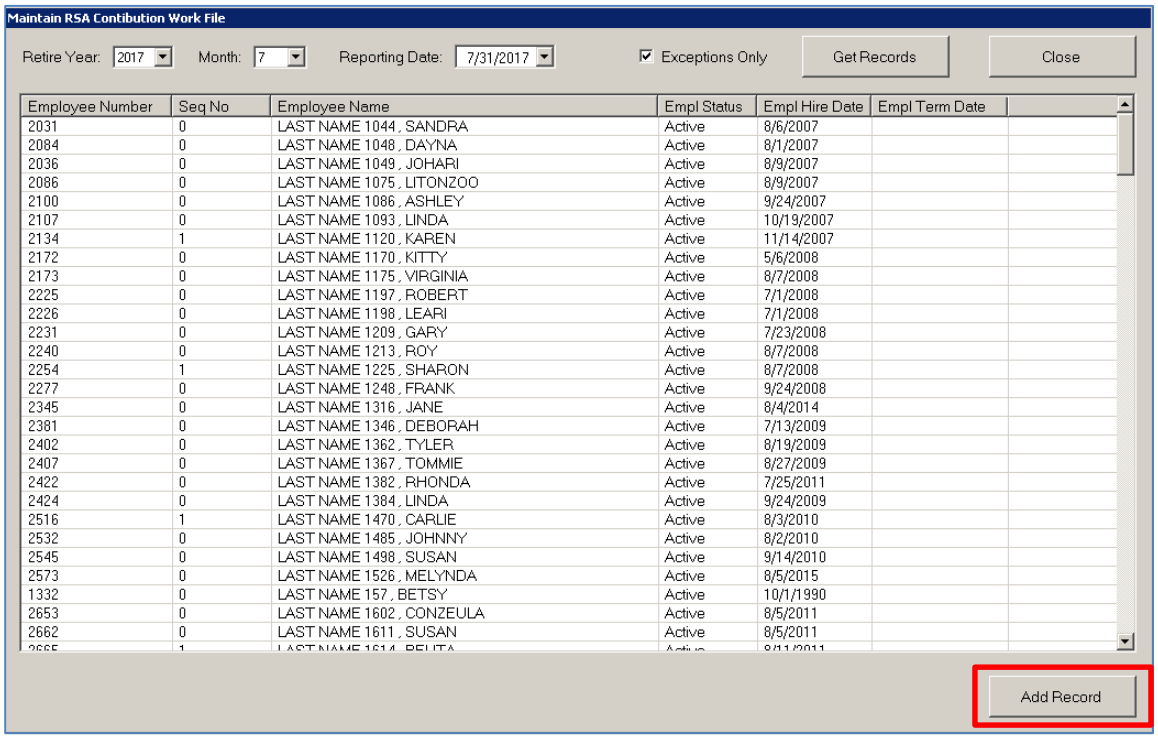
To modify or delete a contribution record:

1. Find the record in the list view and double-click it. The employee data will display in a new screen. Modify the data and click on the **Update** button or click on the **Delete** button to delete the record. To close the screen without updating any data click on the **Cancel** button.



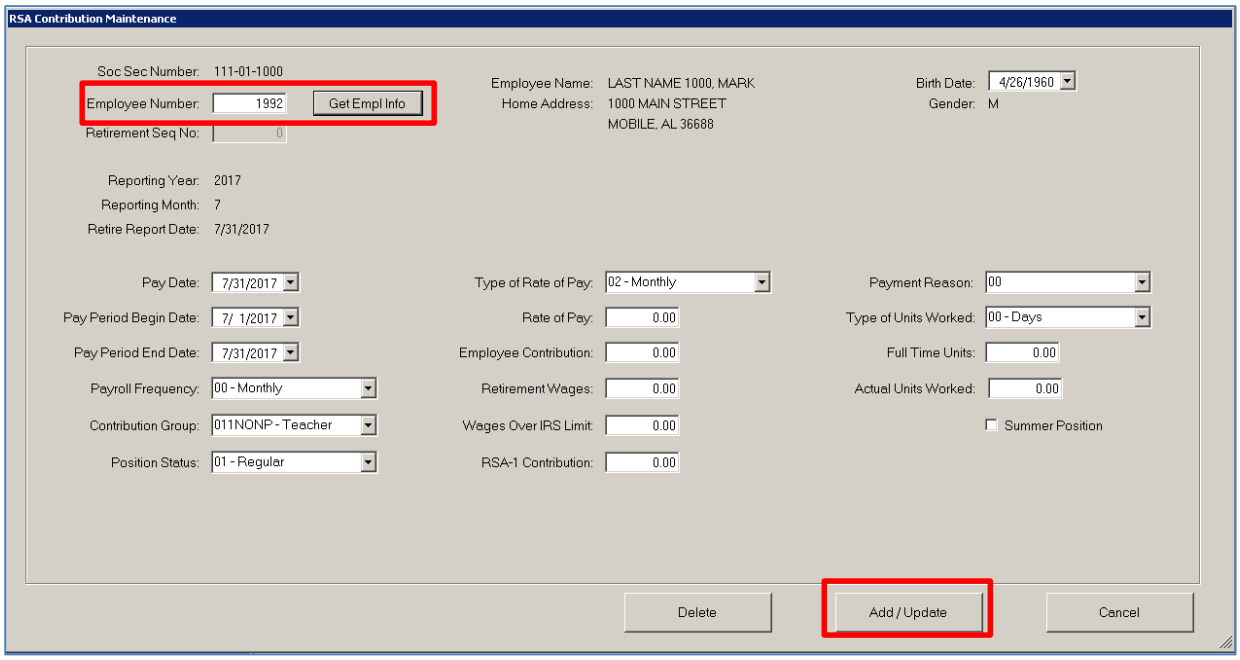
To add a new contribution record:

1. Click on the **Add Record** button.



Employee Number	Seq No	Employee Name	Empl Status	Empl Hire Date	Empl Term Date
2031	0	LAST NAME 1044 , SANDRA	Active	8/6/2007	
2084	0	LAST NAME 1048 , DAYNA	Active	8/1/2007	
2036	0	LAST NAME 1049 , JOHARI	Active	8/9/2007	
2086	0	LAST NAME 1075 , LITONZOO	Active	8/9/2007	
2100	0	LAST NAME 1086 , ASHLEY	Active	9/24/2007	
2107	0	LAST NAME 1093 , LINDA	Active	10/19/2007	
2134	1	LAST NAME 1120 , KAREN	Active	11/14/2007	
2172	0	LAST NAME 1170 , KITTY	Active	5/6/2008	
2173	0	LAST NAME 1175 , VIRGINIA	Active	8/7/2008	
2225	0	LAST NAME 1197 , ROBERT	Active	7/1/2008	
2226	0	LAST NAME 1198 , LEARI	Active	7/1/2008	
2231	0	LAST NAME 1209 , GARY	Active	7/23/2008	
2240	0	LAST NAME 1213 , ROY	Active	8/7/2008	
2254	1	LAST NAME 1225 , SHARON	Active	8/7/2008	
2277	0	LAST NAME 1248 , FRANK	Active	9/24/2008	
2345	0	LAST NAME 1316 , JANE	Active	8/4/2014	
2381	0	LAST NAME 1346 , DEBORAH	Active	7/13/2009	
2402	0	LAST NAME 1362 , TYLER	Active	8/19/2009	
2407	0	LAST NAME 1367 , TOMMIE	Active	8/27/2009	
2422	0	LAST NAME 1382 , RHONDA	Active	7/25/2011	
2424	0	LAST NAME 1384 , LINDA	Active	9/24/2009	
2516	1	LAST NAME 1470 , CARLIE	Active	8/3/2010	
2532	0	LAST NAME 1485 , JOHNNY	Active	8/2/2010	
2545	0	LAST NAME 1498 , SUSAN	Active	9/14/2010	
2573	0	LAST NAME 1526 , MELYNDA	Active	8/5/2015	
1332	0	LAST NAME 157 , BETSY	Active	10/1/1990	
2653	0	LAST NAME 1602 , CONZEULA	Active	8/5/2011	
2662	0	LAST NAME 1611 , SUSAN	Active	8/5/2011	

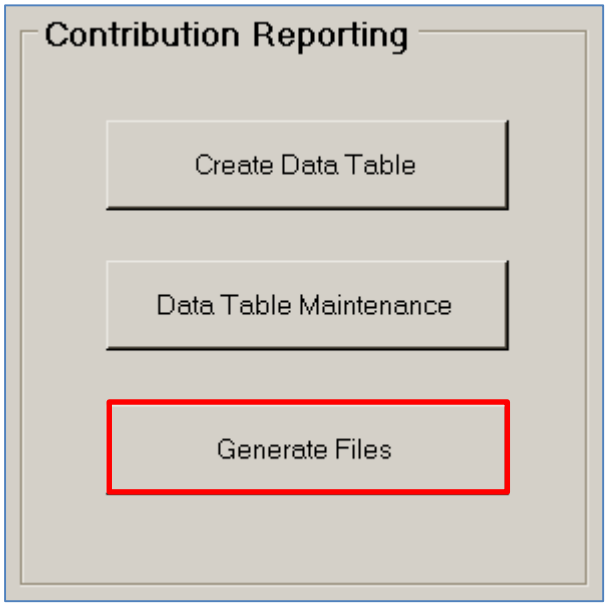
2. A box will display with blank fields. Enter the Employee number and click on the **Get Empl Info** button. The employee's NextGen data will pull into the field. Make any necessary changes and click on the **Add/Update** button.



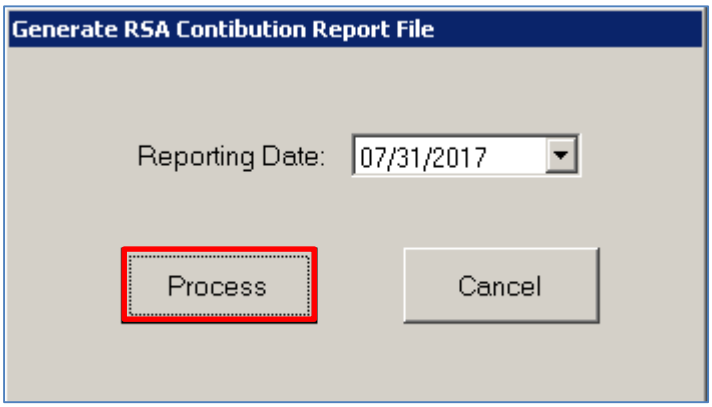
Generating the Contribution File

1. Click on State Specific>Alabama>**RSA State Reporting**.

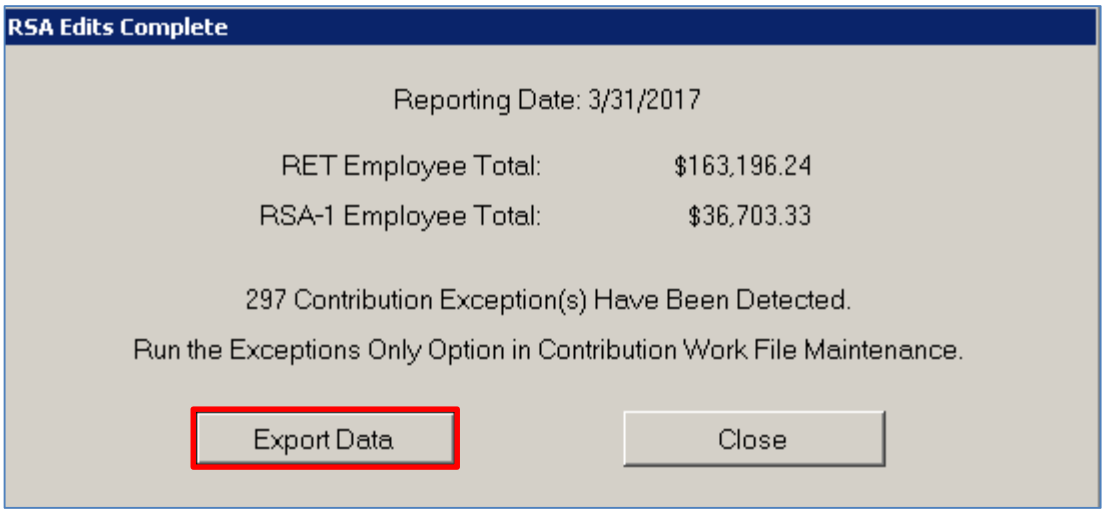
2. Click on the **Generate Files** button in the **Contribution Reporting** box.



3. Enter the **Reporting Date** and click on the **Process** button.



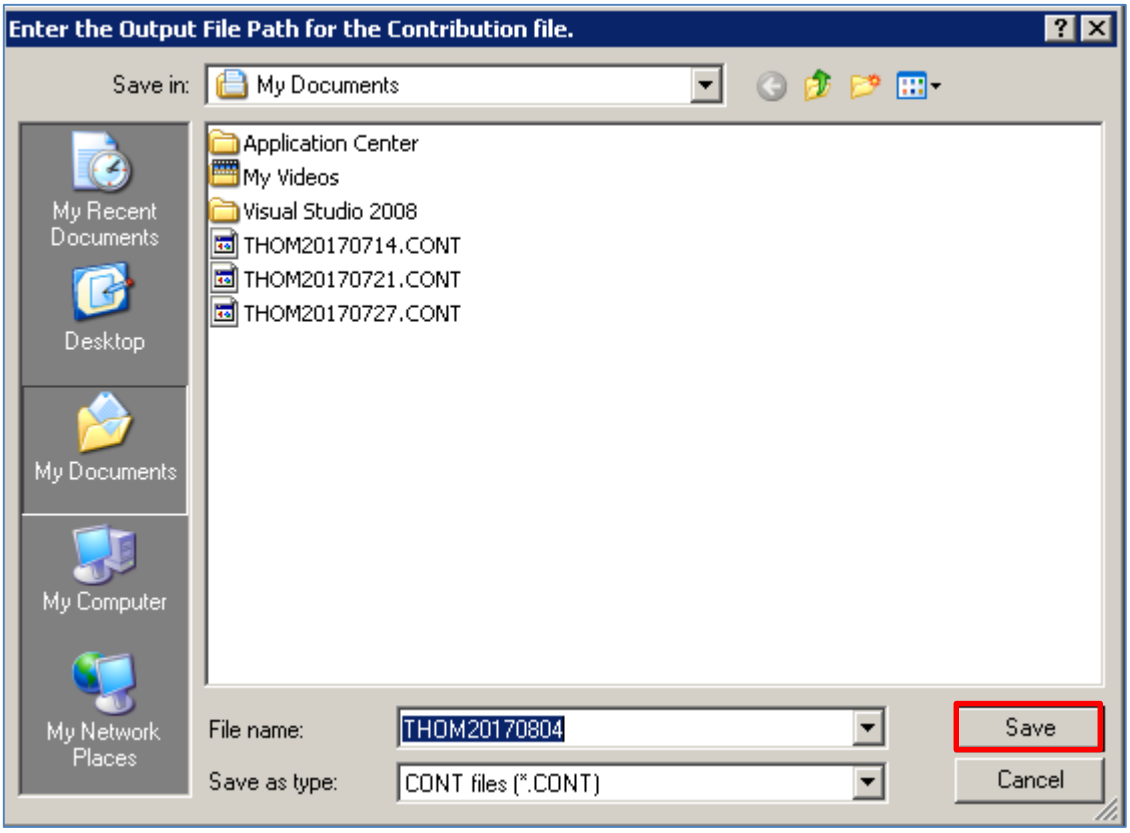
4. A **RSA Edits Complete** box will display that will show you the RET and RSA employee totals. If there are any exceptions you will see a count. You should clear up any exceptions before submitting your file to RSA.



5. Click on the **Export Data** button.

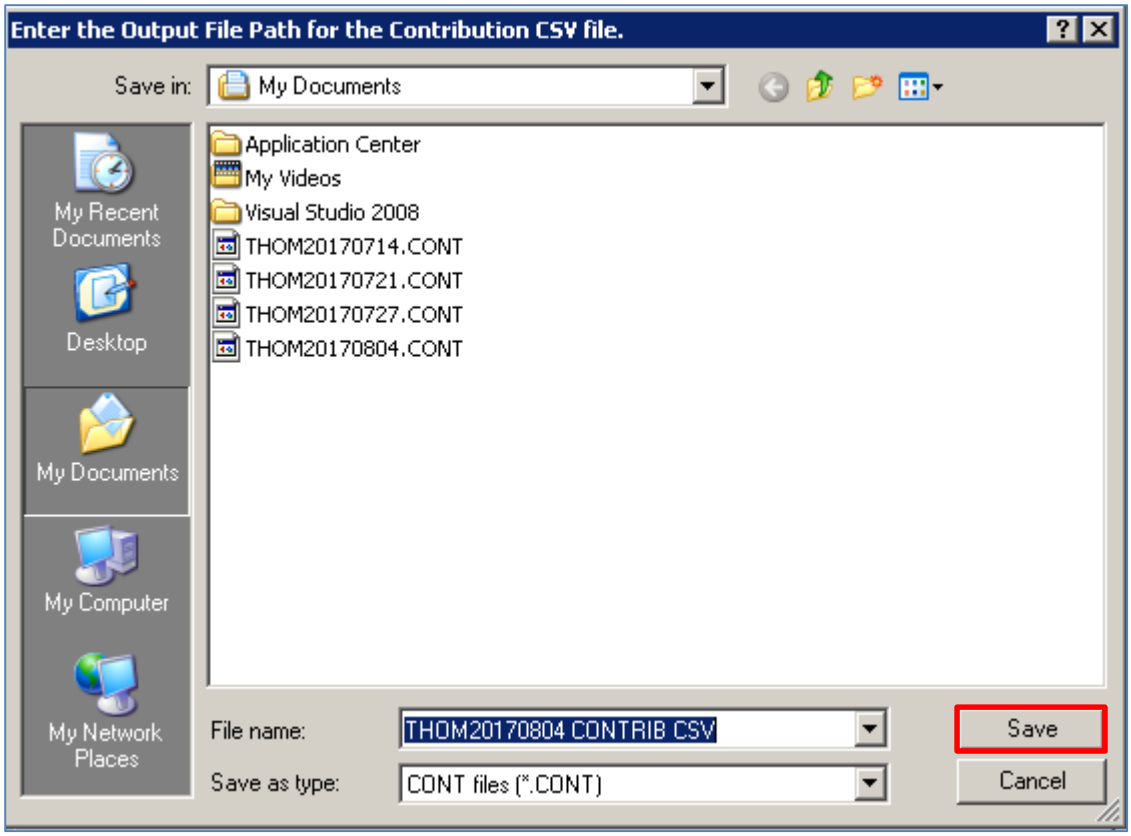
6. Browse to the location where you want to save the file and click **Save**.

Note: Do not change the name of this file. The file is automatically named using RSA requirements.

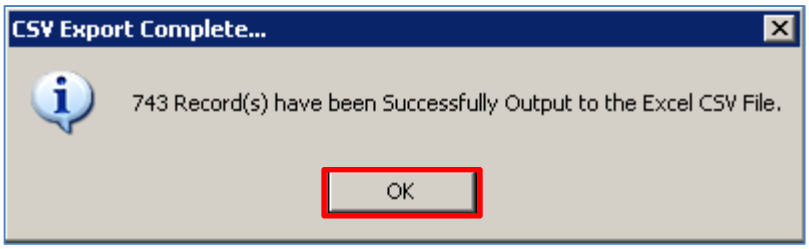


7. When the export is complete you will get a message with the record count in the file. Click **OK**.

8. A box will display allowing you to browse to the location where you want to save a file for your records. This .CSV file does <u>not</u> need to be submitted to RSA. It is for your records only. Browse to the location where you want to save the file and click **Save**. **Note**: If you do not wish to create the .CSV file, press **Cancel**.



9. When the export is complete you will get a message with the record count in the file. Click **OK**.



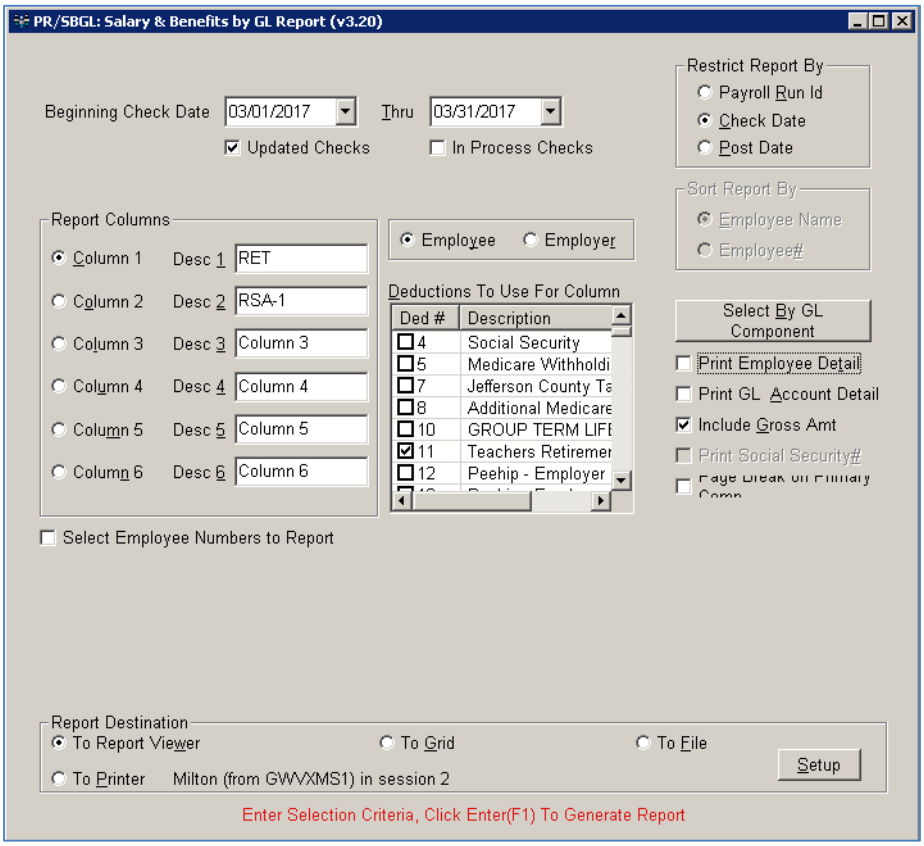
10. Submit the .CONT file to RSA.

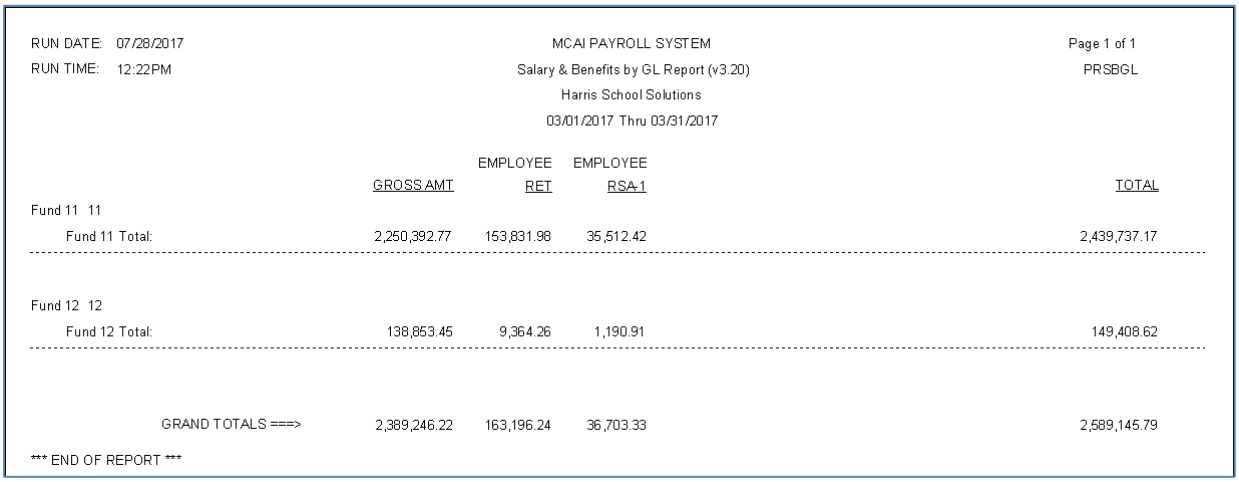
Useful Comparison Reports

You can check the RET and RSA numbers that display when you generate the Contribution file by running the MTD Combined Deduction Report or Salary and Benefits by GL report for the same check range. On either report you can select RSA deductions to be included in one column and RET in another column to get the totals broken out.

Salary and Benefits by GL Report

Payroll>PR Check Processing>Regular Checks>Computed Reports>Salary and Benefits by GL (PR/SBGL)





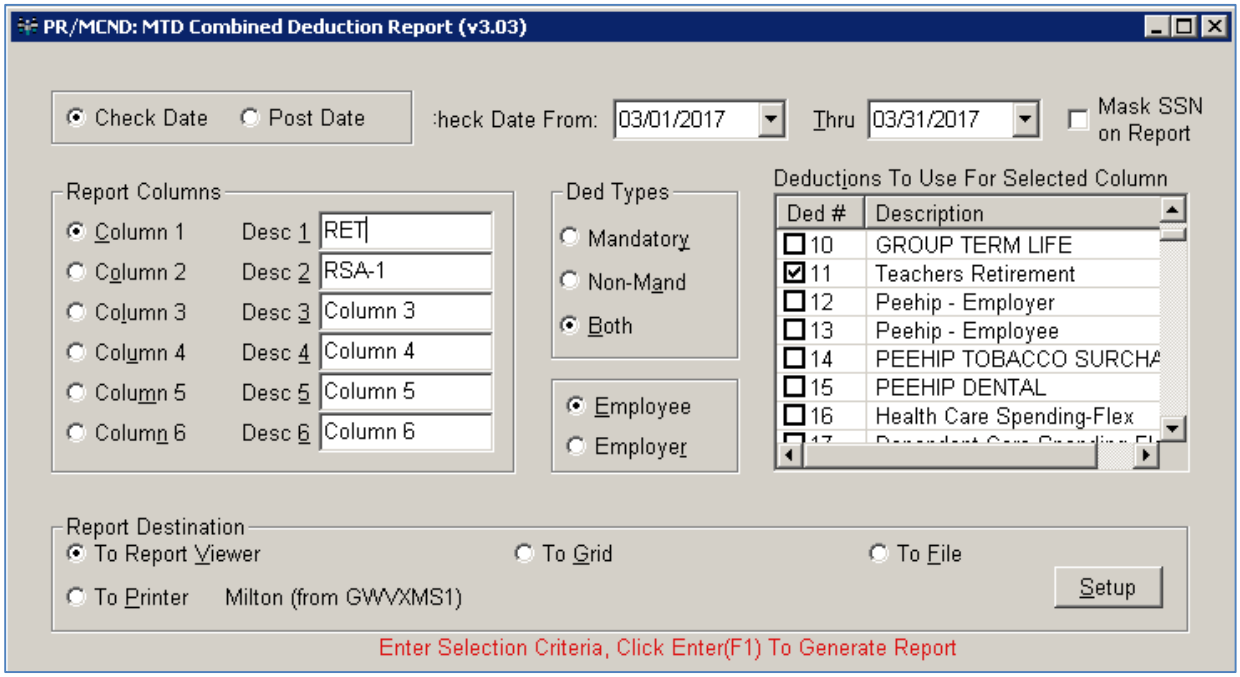
RUN DATE: 07/28/2017 | MCAI PAYROLL SYSTEM | Page 1 of 1
RUN TIME: 12:22PM | Salary & Benefits by GL Report (v3.20) | PRSBGL
Harris School Solutions
03/01/2017 Thru 03/31/2017

	GROSS AMT	EMPLOYEE RET	EMPLOYEE RSA-1	TOTAL
Fund 11 11				
Fund 11 Total:	2,250,392.77	153,831.98	35,512.42	2,439,737.17
Fund 12 12				
Fund 12 Total:	138,853.45	9,364.26	1,190.91	149,408.62
GRAND TOTALS ===>	2,389,246.22	163,196.24	36,703.33	2,589,145.79

*** END OF REPORT ***

MTD Combined Deduction Report

Payroll>Monthly Procedures>MTD Combined Deduction Report (PR/MCND)



Sample MTD Combined Deductions Report:

RUN DATE: 07/27/2017 MCAI PAYROLL SYSTEM Page 9 of 9
RUN TIME: 10:55AM MTD COMBINED DEDUCTIONS REPORT PRMCND
Harris School Solutions
FROM 03/01/2017 TO 03/31/2017

EMPLOYEE NAME	EMPLOYEE#	SOC.SEC.#	EMPLOYEE 11 RET	EMPLOYEE 38 RSA-1					TOTAL
LAST NAME 727 , ELLEN	1705	111-01-0727	354.16	0.00					354.16
LAST NAME 733 , TARYN	1325	111-01-0733	338.45	0.00					338.45
LAST NAME 734 , TIMOTH	1339	111-01-0734	503.46	0.00					503.46
LAST NAME 739 , MATTHE	1170	111-01-0739	203.18	0.00					203.18
LAST NAME 744 , CONNIE	1145	111-01-0744	409.04	420.00					829.04
LAST NAME 746 , CHRIST	1637	111-01-0746	338.45	0.00					338.45
LAST NAME 977 , ANNAGR	2023	111-01-0977	457.18	0.00					457.18
LAST NAME 996 , ASHLEY	2041	111-01-0996	338.45	0.00					338.45
LAST NAME 998 , MELANI	2018	111-01-0998	374.71	0.00					374.71
		TOTAL===>	163,196.24	36,703.33	0.00	0.00	0.00	0.00	**199,899.57**

*** END OF REPORT ***

Appendix A – Codes

TRS Contribution Groups

Description	Code	PEEHIP Empl Designation	Old Retire Class
Other – Professional/Administrative	010	Professional/Administrative	00
Teacher	011	Professional/Administrative	01, 51
Principal	012	Professional/Administrative	02, 52
Superintendent	013	Professional/Administrative	03, 53
Administrative	014	Professional/Administrative	04, 54
Clerical	015	Support	05, 55
Lunchroom	016	Support	06, 56
Maintenance	017	Support	07, 57
Bus Driver	018	Bus Driver	08, 58
Mechanic	019	Support	09, 59
Other – Support Worker	020	Support	60
Firefighter	021	Professional/Administrative	11, 71
Law Enforcement Officer	022	Professional/Administrative	10, 12, 70
Nurse	023	Professional/Administrative	
Physician's Assistant	024	Professional/Administrative	
Physician	025	Professional/Administrative	
FLC Dual	099	Professional/Administrative	

Position Status Codes

Status	Description
01	Regular
03	Seasonal
04	Temporary
05	Adjunct
07	Substitute Teacher (Retirees Only)

Type of Units Worked

Type	Description
01	Days
01	Shifts (Bus Drivers)
02	Hours (All Support)

Type of Rate of Pay

Type	Description
00	Hourly (All Support)
01	Shifts (Bus Drivers)
02	Monthly
03	Yearly

Enrollment End Reason Codes

Reason	Description
00	Change in Contribution Group
01	Retirement
02	Death
03	Change in Position Status
04	Transfer
05	Hired in Error
06	Voluntary Termination
07	Involuntary Termination
08	Gross Misconduct

LOA Status Codes

Status	Description
00	Not on Unpaid Leave
01	Unpaid FMLA
02	Unpaid Maternity
03	Unpaid Medical Leave
04	Unpaid Military
05	Unpaid Worker's Comp
06	Other Unpaid Leave

Payroll Frequency

Status	Description
00	Monthly
01	Semi-Monthly
02	Bi-Weekly
03	Weekly