Modernization Project
Employer Memo

Reminder
In preparation for our target Go-Live date of **April 1, 2019**, don't forget to practice submitting your **Manual Enrollments**. Our Sandbox environment is built for your agency to practice these transactions *before* Go-Live.

This includes:
- Creating a New Person
- Adding an Enrollment Record
- Editing an Existing Enrollment Record
- Ending an Enrollment

Important:
Please review the **Enrollments Quick Reference Guide** to read important examples of when you will need to update enrollment information, and what **Position Status** to enter in your enrollment records. 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. Please see the attachment for more details.

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

Enter Manual Enrollments (ERS)
Enter Manual Enrollments (TRS)
These videos cover:
How to Enter Manual Enrollment Information for both ERS and TRS

Search Demographics
This video covers:
Search Demographics, a key tool in viewing and updating Enrollment information

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