Welcome to training on how to use the Enter Online Functionality of ESS.

How Do I use the Enter Online functionality for Contributions?

To begin, navigate to the **Submit Report** screen by clicking on the **Report** menu and choosing the **Submit Report** option.

Before attempting to submit a contribution file, make sure the following steps have been completed:
- A Payroll Schedule and Contract Schedule for the current plan year for the file you are submitting must be created.
- A Payment Account must be created. Please view the Admin Menu Part 1 video for more information on this.
- Enrollments must be up-to-date for the Employees added to or missing from your last contribution file.

Be sure to check whether a report is already in progress. You will not be able to use the Enter Online functionality if there is already a report in progress.

Here are some things to keep in mind while using Enter Online.
- The Enter Online functionality copies wage, and contribution information, for all Employees reported in a previous submission.
- The system will copy over records for a Regular payment reason, but will not copy Overtime amounts or other payment reasons. You will need to manually add those records in.
- If an employee was in the prior pay period contribution submission, and has stopped working before the current pay period began, the system will NOT copy over their record from the prior submission.
- If the employee is still being paid this period, you will need to add that employee in manually

To begin, click the **Enter Online** button under the *Contributions* section

You will use this screen to identify which report you are using to Enter Online. We are going to view two different scenarios using this screen. Scenario 1 will show an Employer who pays their Employees on a monthly basis.
Scenario 2 will show an Employer who pays their Employees on a semi-monthly basis. This is scenario 1. First, select the Employer you are reporting for.

Next, select the **Reporting Frequency** that you are currently reporting.

This employer is reporting on a monthly basis.

Now, select the **Pay Period** for which you are Entering Online for. The drop-down menu will show you the next expected Pay Period based on the payroll schedule you created and the reporting frequency you selected above.

Select the **Pay Date** for which you are entering online for.

Select which report you would like to copy over records from. The **Copy Regular Payment Lines From** drop-down menu allows you to choose which report you are copying from. Here, we are copying from a Monthly report.

It is important to note that for every unique combination of Pay Frequency, Pay Period, or Pay Date, you will need to repeat this process.

Let's pause and consider Scenario 2. Up until this point, you have submitted a report to the RSA on a monthly basis. Now, you have the option to submit weekly, bi-weekly, or semi-monthly reports as well. In scenario 2, the employer is now going to report on a semi-monthly basis.

So, this employer wants to report wages and contributions for the semi-monthly pay period of August 1 to August 15, which was paid out on August 31, but the only report that exists to pull from is a monthly report.

The system will notify you that you are about to copy a past monthly report to your current semi-monthly report. As a result, the payroll frequency of each enrollment tied to this contribution submission will be updated to semi-monthly as well.

How Do I Use the Global Changes Section?

To take a closer look at the *Global Changes* section, we'll continue with Scenario 2, who is reporting on a semi-monthly basis. The global changes section allows you to make changes to the Wages, Rate of Pay, and Full Time work units for all employees tied to the report you are submitting.

The first time contributions are entered, you will need to use this section.

For example, if you're now reporting semi-monthly, rather than monthly, you'll need to report half the wages. Since this employer is now reporting semi-monthly, they only need to change what was earned during a shorter pay period.

To do this, you can change the **Wages Multiplier** field to 0.5, and keep the **Rate of Pay Multiplier** field at 1.00, since the Rate of Pay will not need to change.

Another example of using the *Global Changes* section is increasing each employee's wages by 2.5% due to COLA.
In this case, the **Wages Multiplier** field would be changed to 1.025.

Additionally, the **Rate of Pay Multiplier** field would be changed to 1.025.

In the **Prior Period Fulltime Work Units** field, the system is identifying the full time work units for the report that is being copied from. In this case, it's 176 Hours.

In Scenario 2, the Employer is copying from a monthly report with a pay period of July 1 through July 31, to a semi-monthly report with a pay period of August 1 through August 15. In this case, the Employer needs to change the **Current Period Fulltime Work Units**, to 88 Hours, to accommodate the shorter pay period.

Now, let's return to Scenario 1. In this scenario our reporting frequency is Monthly, and we are copying over from a Monthly report. If you do not need to make any global changes, simply leave the numbers as is, which will copy over the wages and rate of pay at 100%. Now, let's click **Continue** to move on with this scenario.

How Do I View Employer Details?

As the system copies this information from the prior submission, it runs business validations on the wage and contribution information to ensure they are still appropriate for the current pay period.

Now that the validations have run, I can see that one Employee is missing in my report. If an employee began working during this pay period, there is nothing in a previous submission to copy over. Therefore, the system will mark that employee as being missing from the report (assuming you already created the new enrollment before you began to enter contributions online for the current Pay Period).

The report downloads. Click **Open**.

The report displays. Here, we can view who the missing employee is. Click the **X** to close out of this report.

How Do I Add a Contribution for a Missing Employee?

Next, click on the **Employer Name** hyperlink.

If you want to view all of the records in your file, click the Show All button. Now, At the bottom of this screen, we will add the missing contribution record to this file by clicking the **Add Contribution** button.

The **Add Employee Contribution** pop up window displays. Enter a **Social Security Number**, **PID**, or **Last Name**.

Choose a **Plan Year**. You can only add a contribution for the current or prior plan year. If you need to report adjustments for a pay period which falls before the prior plan year, you must contact the RSA.

Lastly, choose a **Payroll Period**.

Click **Search**.

No contributions were found for the employee during that pay period. If there was an existing contribution, it would display in this table. If you are looking to adjust a record you previously reported, you would click on the existing contribution in the table. However, if you missed reporting a specific contribution originally, then you can click the radio button next to **Add a new record with the information I entered**.

Click **Continue**.

The **Add Employee Contribution** screen displays.

Fill in the fields appropriately in the *Contribution Information* section.

Once all information is entered, click **Submit.**

The record is saved. If there were any errors with the information you entered, they would display on this pop up window. If you need to enter **Overtime**, you can do so now by choosing a **Payment Reason** of **Overtime** in a new row.

In addition, the confirmation message displays at the top. Close out of this window by clicking **X**.

Here we are back on the **Details** screen.

We can search for the Employee we just added by using their **PID**.

Click **Search**.

The added employee is displayed as part of the report. Click **Submit Details** to move on.

How Do I Review My Submission and Make a Payment?

Once you finish fixing errors and add all missing employees, the next step in the process is to review the submission and make a payment. The **Summary** screen displays. View a summary of the amounts that were submitted by Retirement Plan, as well as Wages, Employee Contributions and Employer Contributions.

Scroll down. This screen can also be used to select any invoices that you may have from a credit or a debit, which would reduce or increase what is owed. Select the checkbox to choose to apply an invoice.

Select **Proceed to Payment**.

The **Payments** screen displays. This screen summarizes everything that is owed for the report, split by Employer and the Contribution type.

If you have set up multiple payment accounts, they will display here. You can pay with more than one payment account. Please view the Admin Menu, Part 1 video for more information on setting up a Payment Account. Click **Edit** next to the bank account you'd like to pay with.

Enter the amount you would like to pay using that account, and click **Update**.

Enter your **RSA PIN**.

Click **Submit Your Payment**.

Confirm your submission by clicking **OK**. It is important to note that once you click **OK**, you will no longer be able to edit your submission. In addition, you are authorizing the RSA to retrieve the payment amount from the indicated bank accounts.

The **Results** screen displays. Print one copy of this screen for your records. Lastly, Click the **Remittance Advice** hyperlink to view a report of what was submitted by Contribution Group.

How Do I Pay RSA-1 Contributions?

Here we are on the **Payments** screen for a different employer. This employer has RSA-1 Contributions.
Upon scrolling down, you will see two different payment sections. One section to remit your employee and employer contributions and invoices. And another section to remit your RSA-1 Payments.

First, enter the **Payment Amount** for the Employee/Employer Contributions and invoices.

Click **Update**.

Then, follow the same process for the RSA-1 payments. You can use the same Payment Account, or choose a different one if you have multiple payment accounts set up.

Click **Update**.

Enter your **RSA PIN**.

Click **Submit Your Payment**.

Confirm your submission by clicking **OK**. It is important to note that once you click OK, you will no longer be able to edit your submission. In addition, you are authorizing the RSA to retrieve the payment amount from the indicated bank accounts.

The **Results** screen displays.

How Do I Void a Report?

If you would like to cancel the submission that is in progress, click **Void Report**. Clicking this button will allow you to void anything that is in progress, and restart the process.

A message displays that if you void the report, the information will not be uploaded.

To void the report, click **OK**.

To verify the status of a voided report, click **Report**.

Then select **View History**.

The **Report History** displays. The report status is now listed as **Void**.

Click **X** in the top right-hand side to close the window.

Once the file has been corrected, click **Upload File** to begin the process again.

For additional information or assistance, please contact an Employer Services Representative (ESR) at 334 517 7005 or employer.services@rsa-al.gov.