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 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.
Lastly, you must upload a file that meets the Contribution File Format requirements.

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, with a matching pay frequency, reported in the 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.
Lastly, 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.

Fill in the drop-down menus.

Click **Continue** to move on.

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 online).
Click Continue to move on and add the employee to the report.

Here we are on the **Details** screen which will provide a summarized view of the file. Note that there is one missing employee. You can view the **Missing Employees Report** for more information. To view this report, scroll to the right.

In the **Number of Missing Employees** column, click the **Number** hyperlink to view the report of the missing employees.

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.

Click on the **Employer Name** hyperlink.

<u>How Do I Add a Contribution?</u>

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

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**.

Next, select a **Plan Year** for the contribution you would like to add.

Lastly, select a **Payroll Period** for the contribution.

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. 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.

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

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. Close out of this window by clicking **Cancel**.

Here we are on the **Employer Details** screen. We can search for the employee we just added by using their **Social Security Number**.

Click **Search**.

The new employee is displayed in the report. Click **Submit Details** to move on.

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.

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 receive the payment amount from the indicated bank accounts.

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

The report downloads. Click **Open**.

The report displays as a PDF.

Close out of this report to return to the **Results** screen.

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 receive the payment amount from the indicated bank accounts.

The **Results** screen displays.

How Do I Void a Report?

Once your file is uploaded, it will be checked for validation errors.

The number of errors in the report will be listed.

When there are many errors, it may be easier to fix the original file, and upload it again.

In this case, you can click **Void Report**.

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 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.