Welcome to training on how to upload a contribution file and fix errors.

<u>How Do I Upload a Contribution File?</u>

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

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. Please view the demonstration videos for more information.
- Add a Payment Account. Please view the Admin Menu, Part 1 video for more information.
- 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.

As a best practice, identify whether any reports are currently in progress. If a report is already in progress, you will not be able to upload another report.

To view a history of any recent reports that may have been submitted, click on the **Report** menu option, and choose the **View History** option.

The **View History** screen allows you to check and maintain the status of any reports you have uploaded, and view information about the report. Here, we can see I have several voided reports, and 1 posted report.

When viewing the submission history, there are several links that are helpful:

- The *Report Submission* link is helpful if you ever need to revisit a previous report.
- By clicking on the *File Errors* link, you will be able to view any file errors that may exist in the report.
- The *Business Errors* link will direct you to the business errors that may exist in the file.

To go back to the **Submit Report** page, click on **Report**.

Then select **Submit Report**.

Here we are on the **Submit Report** screen. First, we'll upload a file that has no errors so that you can see the process from start to finish. Next, we will upload a file with various errors and show how to fix those errors. We will also demonstrate how to add a contribution.

To begin, select **Upload File** under the *Contributions* section.

Before we get started, notice the wizard at the top of the screen. To submit a report, we will visit each of these 5 screens.
Select a file to upload from your computer by clicking **Browse**.

The file type should be ".cont." Files must be named with the employer code, year, month and day.

Select the file, and click **Open**.

Click **Upload File**.

As the file is uploading, the progress details display.

At this point, the system will validate the data you have submitted to make sure it is in accordance with the RSA's file format specifications. The system will identify: how many records have been submitted, how many records pass all the validations, and how many records have an error.

Once finished, the page refreshes automatically. Our file has no errors. The **Continue** button is now enabled. Click **Continue**.

The **Details** screen provides a summarized view of the file. Note that there are zero errors in this report. To view more information about the report you submitted, click on the *Employer's Name*.

By default, only employees with errors will display. Since we had zero errors in our file, nothing will display. To view all the employees that were submitted in the file, click the **Show All** button.

All employees submitted in the file display. To continue, click **Submit Details**.

The **Contribution Summary Screen** displays. Here, you can view a summary of the amounts that were submitted by retirement plan and then split by wages, employee contributions, and employer contributions.

By scrolling down the page you can view the invoices that you may have from a credit or a debit, which would reduce or increase the amount that is unpaid.

Select the invoice or invoices that you would like to apply.

Next, click **Proceed to Payment**.

The **Payments** screen displays. This screen summarizes everything that is owed for this report by employer and then by contribution type. Any invoices that were chosen on the previous screen will show up in the *Invoice* section.

Payment accounts that have been set up will display on this screen. If you have multiple accounts set up, 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 payment account you would like to use for payment.

Enter the amount you'd like to pay with that payment account.

Click **Update**.

Then, 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 a summary of what has been submitted. Please print one copy of the **Results** screen for your records.

The remittance advice allows you to view the contributions by contribution group. Select the *Remittance Advice* link to download the report.

Once downloaded, click **Open**.

The report displays. Click on the **X** in the top right-hand corner to close out the report.

You are now returned to the **Contribution Results** screen.

How Do I Void a Report?

Once your file is uploaded, it will be checked for validation errors by DPAS. The number of errors in the report will be listed.

When there are many errors, you can fix the original file, and upload it again. If that is the 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 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.

How Do I Correct Contribution File Errors in ESS?

Now we will upload another file by clicking the **Upload File** button.

Some errors will reject the file altogether. A message displays that the file was rejected. Check your email for the specific issue.

In this example, our error states that the header and footer are incorrect. The header and footer should match the format shown here. In this case, we need to fix the errors in the original file, and re upload it.

Once the errors are fixed, upload the file again.

The file is checked for errors, and the **Continue** button becomes enabled. Click **Continue** to move to the next screen where you will correct any outstanding validation errors.

The **Employer Details** screen displays and provides a summarized view of the file batch status.

This screen also identifies the number of contribution records with an error.

Click on the *Employer* hyperlink.

By default, the records that have errors display. Each record that contains an error will display an indicator in the *Errors* column. The **Error Validation** drop-down menu allows you to filter by the type of error that exists. To address the errors, click **Edit** next to the record identified with an error.

The Update Employee Contribution pop up window displays.

At the bottom of this pop up window, the specific errors are listed. The **Type of Units Worked** is not valid.

To fix this error, click on the drop-down menu for **Type of Units Worked**.

Select the **Type of Units Worked**.

Click **Save Changes**.

Upon clicking **Save Changes**, the error message no longer displays.

At the top of the screen, a confirmation message displays that the record was saved successfully. Close out of this pop up window.

Upon returning to the details screen, only two records remain in error. Click **Edit** to address the errors in the next record.

This record has three messages. There are two warnings, and there is one error that requires correcting. Remember:
Warnings and errors both require action to be taken to correct them, however, warnings can be overridden. Errors cannot be overridden, and must be corrected.

To fix the error and warnings, add this member's wages.

By entering the correct wages for this member, the first warning is addressed, which states that $0 in wages was reported for John Doe. This update also addresses the second warning, indicating that John Doe's wages vary greatly from the previous reporting period. Finally, entering wages fixes the error stating that the employee contribution must be equal to the wages times the applicable contribution rate.

Click **Save Changes** to update the record.

When the record saved successfully message displays, you can exit out of the pop up window.

Now, let's correct the final error record by clicking edit next to it.

According to the two error messages corresponding to this record, the units worked field will need to be edited. Enter the correct amount of units worked.

Click **Save Changes** to complete this edit.

When the record saved successfully message displays, you can exit out of the pop up window.

You are returned to the **Employer Details** screen.

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

No records are left in error, and the **Submit Details** button is now enabled. Before we move on, we will add a contribution record to this file by clicking the **Add Contribution** button.

The Add Employee Contribution pop up window displays. Enter a Social Security Number, the PID, or the last name of the employee. For this example, the social security number is entered.

Select a plan year for the contribution you would like to add.

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

Click **Search**.

No contributions were found for the employee during that pay period. If there were 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.

In the *Contribution Information* section, enter the appropriate contribution information for this employee.

Now that the contribution information is filled out, click **Submit**.

If you need to enter overtime, you can do so now by choosing a **Payment Reason** of **Overtime** in a new row.

The success message displays. If there were any errors with the information you entered, they would display on this pop-up window. Close out the window.

On the **Employer's Details** screen, you can search for the employee's contribution. For this example, we will search using the Social Security Number.

Click **Search**.

The Employee displays.

Click the *Employer Details* hyperlink to return to the **Employer Details** screen.

Once you are back on the **Employer Details** screen, click **Submit Details**.

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 to select any invoices that you may have from a credit or a debit, which would reduce or increase what is owed. To apply an invoice, select the checkbox.

Continuing selecting the checkboxes until all of the invoices that should be applied are chosen.

Once all of the necessary invoices are selected, click **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 use for payment.

Enter the payment amount.

Click **Update**.

Enter your RSA PIN.

Click **Submit Your Payment** to complete the 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 by clicking the print button.

Click the *Remittance Advice* hyperlink to view a report of what was submitted by contribution group.

<u>How Do I Pay RSA-1 Contributions?</u>

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 or 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.

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