ERS: Manual Submitters

Introduction

Welcome to Employer Self-Service! This environment is live. Please use this checklist to help guide your activities over the next two weeks. For each activity there is a link to resources available to you.

Note: Everything you have done up until **April 1st 2019** has been in the TEST system, or "Sand Box". The only information that is transferring over to the "Live system" will be the credentials of the Administrator that the RSA set up (Username, Password). Going forward you will be in the "Live system" and all information you enter will be saved.

F5 Notice

At Go-Live, users will have two methods of securely accessing the Employer Self-Service (ESS) portal. Up until this point in the test system, users have had to sign into the F5 screen before accessing ESS for security reasons. RSA will now offer the ability for users of the production system to install a certificate that will allow them to bypass the F5 screen, and go directly into the system with their standard username and password.

If you wish to continue logging in via the F5 screen, no action is required. The F5 login password will change periodically, so check your ESS Message Center (located under the Services menu) for continuous updates.

If you wish to bypass the F5 login screen, you may download the certificate. Each agency's ESS Administrator received the certificate in a secure message from the RSA.

The following milestones must be completed along the recommended timeline:

DAY ONE OF GO-LIVE

Activity	In this guide	Other resources available
☐ **Login**	Page 3	Video: Registration and Logging in
☐ **Add Bank Account Information** Ensure that you have removed debit blocks from your account.	Page 3	Video: Administration Menu Part 1
☐ **Add Office Location(s)**		
☐ **Add Contact Person(s)**	Page 4	Video: Administration Menu Part 2
☐ **Add Other ESS Users**		
☐ **Populate Payroll Schedule**	Page 5	Video: Payroll Schedule

Please be sure the first Pay Period Begin/End Dates you are entering in the payroll schedule reflect the dates in the first Contribution Submission. You will report in ESS for each payroll frequency. These dates may overlap with the month specified in the last CRA report uploaded in Legacy.

Correctly entering these dates is critical to the processing of your Enrollment and Contribution submissions. If you have ANY questions, please call Employer Services at 334-517-7005.

WEEK ONE OF GO-LIVE

Activity	In this guide	Other resources available

☐ **Review Enrollment Information**
    ○ Confirm the Contribution Group and Position Status for every Active.
    ○ Member shown in the system.
    ○ Add Recent Hires/Add Enrollment End Dates for Terminated Employees.
    ○ Add Non-Participating Employees.
    ○ Update anything else that has changed since your last CRA File submission.
    ○ Verify Scheduled Units to Work.
    ○ Run the Current Enrollment Detail report and the Current Enrollment Summary report to verify your Enrollment information that needs to be updated.
	Page 5	Video: Enrollments Enter Online (ERS)

BY APRIL 10TH, 2019

Activity	In this guide	Other resources available
☐ **Enter Contributions Online for the Payroll Period(s) after the last CRA file was submitted** ○ Call out any global changes	Page 7	Video: Enter Contributions Online (ERS)

Logging In

You can use your user ID and password to log in to the Employer Self-Service website 24 hours a day, 7 days a week.

- From the Employer Self-Service **Login** screen, enter your **User ID** and your **Password**.
- Click **Next**.

On Day-One of Go-Live, your agency's designated ESS Portal Administrator will be able to log-into ESS using their existing username and credentials. The ESS Portal Administrator was designated by your agency on a paper form provided to the RSA in the fall. The original Portal Administrator will then need to create additional users in ESS, and assign them the appropriate roles and contact types.

Adding Bank Account Information

Payment accounts allow employers to manage various methods of payment. Accounts entered through this module can be used to pay monthly submissions or outstanding invoices.

- From the **Home** screen, you can add a new payment account by navigating to the **Manage Your Payment Accounts** screen by clicking on **Admin**, and then selecting **Manage Payment Accounts**.

- Click on **Add a Payment Account** to add a new payment account. A new screen to **Add a Payment Account** displays.

- From the drop down menu, choose **EFT** as the receipt type. EFT is an electronic funds transfer.

- Enter in a **Nickname** for this account such as "My Checking Account." Enter in the **Routing Number**, which can be found in your checkbook. Enter in the **Bank Account Number**, which can be found in your checkbook. Retype the **Bank Account Number**.

- Click **Continue**.

- Enter your **RSA PIN**.

- Click **Submit**.

- The confirmation message displays. You will also receive an email notification confirming that a new payment account has been added. Click **Continue**.

- Your newly added account will appear in the list of existing payment accounts.

To remove a Debit Block, you need to contact your financial institution and provide them with the ACH Company ID for the following types of transactions applicable to your organization:

- Employee / Employer: F636045055

- PEEHIP: G636045055

- RSA-1: H636045055

Adding an Office Location

- You can add an office location by Navigating to the **Office Locations** screen by clicking on **Admin**, and then selecting **Manage Office Locations**.

- You will be directed to the **Manage Office Locations** page. If the office location already exists, a list of existing office locations displays.

- Scroll down and click **Add an Office Location**.

- Add an **Effective Date** by clicking on the date from the drop-down menu.

- From the drop-down menu, select the **Status**. New locations will generally be **Active**.

- Choose a location type from the options in the drop-down menu. Note: Employers can only set one location type as the primary location.

- Enter the address into the **Address Line 1**. **Address Line 2** is optional. Enter in the **City** name.

- Select the **State** from the drop-down menu, enter in the **ZIP Code**.

- Select the **County** from the list. Click **Submit**. The confirmation message displays.

- Click **Continue**. You will be returned to the **Manage Office Locations** screen where you will see the location has been added to the list.

Adding a Contact Person

- You can add a contact person by navigating to the **Manage Contact Persons** screen by clicking on **Admin**, and then selecting **Manage Contact Persons**.

- You will be directed to the **Manage Contact Persons** page. Click on **Add Contact Person**.

- Fill in the required fields on the form, which are denoted by red asterisks. You may also include any additional information. Enter in the **First Name** of the contact person. Enter in the **Last Name**.

- Select the **Office Location** from the drop-down menu.

- Enter your **Email**.

- Enter the **Work Number**.

- Select a **Contact Type**.

- Click **Submit**.

- A confirmation message appears that the contact person has been successfully saved. Click **Continue**.

- You will be returned to the **Contact Persons** screen where you will see the added contact.

Adding Other ESS Users

- You can add a user by navigating to the manage users screen by clicking on **Admin**, and then selecting **Manage Users**. This screen displays all of the ESS users and their roles.

- To add a new user, click **Add User**.

- Select a contact person from the **Contact Person** drop-down menu (Note: This drop-down menu populates from the people listed on the **Contact Person** screen).

- Enter a unique **User ID** for the person (Note: The user ID must be between 5 and 20 characters, using Uppercase letters, lowercase letters, and numbers 0 to 9).

- Select the checkbox next to the role(s) you would like to assign.

- The email address for the user automatically displays. The **Status** of the user is automatically set to **Active**. Click **Submit**.

- A confirmation message displays to confirm the addition of a new user (Note: Three separate emails are sent to the new user, each with the user ID, temporary password, or PIN. The user must sign into ESS within 72 hours with the log in information emailed to them before the information expires). Click **Continue**.

- You will be returned to the **Manage Users** screen. And the new user will appear in the list.

Creating Payroll Schedules

- Go to the Report Tab and select **Payroll Schedule**.

  - There will be two monthly payrolls already created. **DO NOT PAY ATTENTION TO THESE**. They are used for RSA Data Conversion.

- **EMPLOYERS** have to know what the last pay period they reported to the RSA in the CRA file Before Go Live.

- The next pay period your agency should set up in ESS at go live should be the next pay date after the last one submitted in CRA.

- It is okay if you have multiple payroll frequencies, Bi-Weekly, Semi-Monthly, and Weekly.

  - Example (Bi-weekly): If you submitted February's dates of 1st -28th then you would start your next pay period of March 1-15 and pay date of 3/16. (1 Day Arrears)

  - Example (weekly): If you submitted February's dates of 1st -28th then you would start your next pay period of March 1st-7th paid on the 3/8. (1 Day Arrears)

- Once your pay roll is set up correctly, you can continue to the Enrollment portion of the process.

Please be sure the first Pay Period Begin/End Dates you are entering in the payroll schedule reflect the dates in the first Contribution Submission. You will report in ESS for each payroll frequency. These dates may overlap with the month specified in the last CRA report uploaded in Legacy.

Correctly entering these dates is critical to the processing of your Enrollment and Contribution submissions. If you have ANY questions, please call Employer Services at 334-517-7005.

Maintain & Add Enrollments

The Active Enrollments shown in the ESS Portal reflect the reporting you have done through CRA files. If a Contribution Group or Position Status needs to be changed, you must create a new enrollment with the updated Contribution Group and/or Position Status. The Enrollment Begin Date must be the same as the First Pay period begin date for that employee's payroll frequency.

- Go to the **Services** tab and select **Search Demographics**.

- Go to maintain button on the left side of the screen. Click **Enrollments**.

- Look over each of your employee's **ENROLLMENT DETAILS** to verify all information is correct, such as **Scheduled units to work and Scheduled Full Time Units of Work**.

- If you have new hires that are not on the Search Demographics Screen, then you will need to click **Add a New Employee** on the **Search Demographics** screen.

  o Remember-adding a new employee in the ESS Portal will now take the place of the Form 100.

- Once all Employee Enrollment information is entered and corrected, continue to the contribution portion of the process.

Starting Contributions

- Go to the **Report** menu and select **Submit Report**.

- You will always use **ENTER ONLINE** under **CONTRIBUTIONS**.

  o Select your Employer.

  o Select your Reporting Frequency.

  o Select your Pay Period.

  o Select your Pay Date.

  o Select Copy Regular Payment Lines From (At Go live your only option will be Monthly).

- This will ONLY copy over the REGULAR PAYMENT line information from the previous submission. You will have to manually enter OVERTIME under the REGULAR Pay line for those employees every time for each contribution submission.

- Set your Wages Multiplier appropriately.

- AFTER THE FIRST SUBMISSION AT GO LIVE THE WAGES MULTIPLIER WILL USUALLY BE 1.00

- Set your Rate of Pay Multiplier appropriately. (See wages multiplier guide).

- The Rate of Pay Multiplier will always stay 1.00 unless you are trying to give the majority of people in your agency a Cost of Living raise or an across the board raise.

- Set your Current Period Fulltime Work Units appropriately.

- Once this information is entered and correct select continue.

Contributions

- The next page you will be brought to is the **Detail** page.

- Make sure to check for any Missing Employees, then click on your employer's agency code and name, which is a hyperlink.

- This brings you to a page that DEFAULTS TO SHOW ERRORS ONLY**.**

- If you have errors, click the edit button by the employee's name with the error**.**

- Review the information on the employee with the error, scroll to the bottom to review the error and error message.

- If you have warning messages that you deem are correct you must override them.

- **YOU MUST CORRECT ALL ERRORS BEFORE SUBMITTING YOUR CONTIRBUION FILE.**

- If you have no errors, click **Show All** to see all employees on that contribution report.

- Review all information for accuracy.

- Add overtime if necessary.

- Add lump sum/other pensionable wages if necessary.

- If you need to add a contribution to a new hire or wages for a non-participating employee, you will need to select the **Add Contribution** button.

- Enter the employee's social security number or their PID (personal identification), select the plan year as well as the payroll period.

- Select add **new record** to this contribution and continue.

- Add all contribution information, Units Worked, Type of Units Worked, Fulltime units worked, Wages, etc.

- Once all contribution information is entered correctly save changes and exit the screen.

- Once all contribution information is entered correctly you can proceed to **Submit Details.**

Summary

- Once you selected the **Submit Details** button you will be brought to the Summary Page of the ESS Portal

- Review all contribution information.

- o Contributions wages, employee contributions, and employer contributions.

- o Information will be displayed by Tier Group's.

- o If the total wages, employee contributions, and employer contributions are correct then select **Proceed to Payments**. If the total wages, employee contributions, and employer contributions are incorrect select **Unsubmit and Review Details**.

Payments

- Once you selected **Proceed to Payments** you will be brought to the Payments screen of the ESS Portal.

- Review your payment information. Employee Contributions, Employer Contributions, Total Employee and Employer Contributions, and RSA-1 Contributions.

- Check for Invoices, in the new system you will be receiving invoices for Debits and Credits.

- Review information one last time for accuracy, enter Remit your Employee/Employer Contributions and invoice Payments. Enter the amount owed into the total amount due box. **Save Allocation**.

- Enter your **PIN**. Entering the pin number is the same as signing the bottom of a check. DO NOT GIVE OUT YOUR PIN NUMBER.

- Once all information is correct and you have entered your ESS PIN Number select **Submit Your Payment**.

Results

- Once payment has been submitted to the RSA, you are brought to the Results page of the ESS Portal.

- Review all information and select Print for your records.