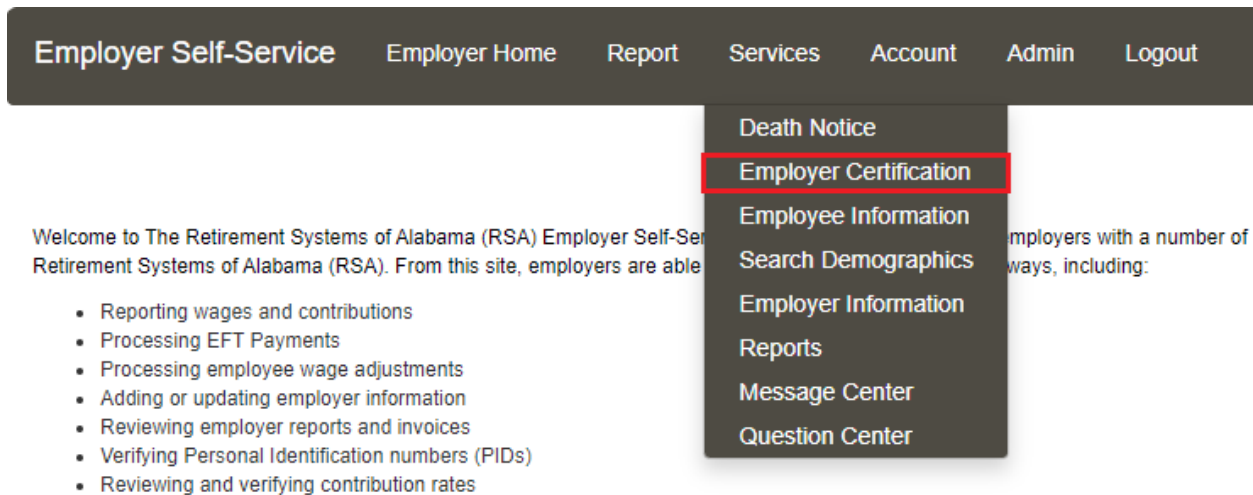


Employer Certification

- ERS employers must certify pensionable wages and hours within the ESS Portal prior to the employee’s retirement.
- It is imperative that the Employer Certifications are accurate. Any deviations from the projected salary/wages on the certification can result in changes in service, average final salary and may reduce the employee’s benefits or change their eligibility to retire.

Accessing an Employer Certification in ESS

- An agency will be notified via email when an *Application for Retirement* needs Employer Certification. You may also view the message in the ESS Portal Message Center.
- For ESS Users to receive communications regarding Employer Certifications in the ESS Portal, they must have the role of either “Administrator” or “Staff” and the contact type of “Retirement Certification.”
- To access the certification requests, select Services > Employer Certification.



- The Employer Certification screen will then display. If the status of the request is Pending ESS Certification, action must be taken to complete the certification.
- To begin certifying, select the PID hyperlink to open the Retirement Certification screen.

Employee Retirement Request									Show All: ▾
PID	Member Name	Request Date	Approved Date	Contribution Group	Position Status	Status	Employer	Retirement Date	
10000000	John Doe	12/16/2024		Contributing Regular State Employee	Regular	Pending ESS Certification			

Last Date of Paid Employment and the Termination Date

- The ‘Last Date of Paid Employment’ is the last day for which the employee is paid. This day is not the date they receive their final paycheck.
- The ‘Termination Date’ is the employee’s last day of employment, paid or unpaid. The termination date is always prior to the effective date of retirement. The effective date of retirement is the 1st day of the month in which the employee is to retire.
- On the certification screen, these two dates are populated with the last day of the month prior to the listed retirement date. Verify the dates are accurate and make changes if necessary.



Last Date of Paid Employment:

01/31/2025

Termination Date:

01/31/2025

Breakdown of Final Wages

- The certification screen will populate all pay periods from the initial request date through the retirement date.
- Proceed with entering the projected base wages, the Type of Units Worked, the projected Actual Units Worked, and the Full-time Units for each pay period listed.
- Once you complete one contribution row, you can copy the information you entered for salary, units worked, and full-time units by clicking this button  on the associated row. You can then paste this information to another contribution row if the information is the same for that particular pay period by selecting this button  .

- Users can delete a row that is not needed by checking the box for that row and then selecting **Delete** in the bottom left-hand corner.
- Users can also add a row if needed by selecting **Add Line Item** in the bottom left-hand corner.
- When the employee’s last day of employment falls in the middle of a pay period, ensure the wages and actual units worked are prorated accordingly for the partial pay period prior to their last day.
- Once you have accurately projected the requested payroll periods, select **Calculate** for the ESS Portal to calculate the employee contributions.

	Payroll Frequency	Pay Period Begin Date	Pay Period End Date	Pay Date	Payment Reason	Wages	Employee Contribution	Employer Contribution	Type of Units Worked	Actual Units Worked	Full Time Units
<input type="checkbox"/>	Bi-Weekly	11/22/2024	12/05/2024	12/13/2024	Regular pay	\$2,500.00	\$187.50	\$505.25	Hours	80	80
<input type="checkbox"/>	Bi-Weekly	12/06/2024	12/19/2024	12/27/2024	Regular pay	\$2,500.00	\$187.50	\$505.25	Hours	80	80
<input type="checkbox"/>	Bi-Weekly	12/20/2024	01/02/2025	01/10/2025	Regular pay	\$2,500.00	\$187.50	\$505.25	Hours	80	80
<input type="checkbox"/>	Bi-Weekly	01/03/2025	01/16/2025	01/24/2025	Regular pay	\$2,500.00	\$187.50	\$505.25	Hours	80	80
<input type="checkbox"/>	Bi-Weekly	01/17/2025	01/30/2025	02/07/2025	Regular pay	\$2,500.00	\$187.50	\$505.25	Hours	80	80
<input type="checkbox"/>	Bi-Weekly	01/31/2025	02/13/2025	02/21/2025	Regular pay	\$250.00	\$18.75	\$50.53	Hours	8	80

- Select **Save** in the bottom right-hand corner afterward to see if any errors occur or if the salary breakdown was accepted successfully.

Final Sick Leave Certification

- The Final Sick Leave Certification box will only be displayed if your agency has adopted the Unused Sick Leave Conversion Provision and the member elects to convert unused sick days toward retirement service credit.
- Enter the projected unused sick leave the employee will have at the time of retirement in days, not hours.

Final Sick Leave Certification:

Unused Sick Leave Days at Retirement :

Comments Section & Completing the Certification

- Review comments from the RSA staff regarding the employee's retirement application, conversion of sick days, etc.
- There is a section, Notes or Comments To the RSA. This text box is used to explain any unusual circumstances or provide further details you think may be pertinent for a retirement counselor to review.
- To finalize the employer certification, select **Complete Certification**.

Comments from the RSA:

Member wishes to convert unused sick leave days. Please fill out certification and return within seven days.

Notes or Comments To the RSA:

[← Back to Dashboard](#) [Save Changes](#)

[Print Certificate](#) [Complete Certification](#)

This will submit the certification to RSA.

This will save the information on this page.

- To print a copy of what has been certified, select **Print Certificate**.
- Any changes that occur once the certification has been completed must be reported to ERS, in writing to Employer Services at employer.services@rsa-al.gov.