

October 13, 2023

Good morning,

This email is being sent to all Employer Self-Service (ESS) Portal Contacts under the Employees' Retirement System (ERS).

The ERS 2022-2023 Fiscal Year End close process is tentatively scheduled to run beginning Thursday, November 9, 2023, at 6:00 p.m., until Monday morning, November 13, 2023, at 7:00 a.m.

**It is necessary for your agency to ensure that all 2022-2023 payrolls are posted in the ESS Portal no later than November 3, 2023, so that your employees' annual statements will reflect the correct service and salary.**

Once concluded, all ERS agencies will receive notification in the ESS Portal Message Center that the agency's ERS Annual Statement Listing, Annual Checklist Report, Exception Report for ERS, and Overtime Limit Refunds are now available in the ESS Portal.

If you have any questions or need assistance, please contact Employer Services at 334.517.7005, option 1, or [Employer.Services@rsa-al.gov](mailto:Employer.Services@rsa-al.gov). Employer Services Representatives are available Monday – Friday, 8:00 a.m. – 5:00 p.m.

Sincerely,

Employer Services