



TRS Update: ESS FAQ's and Tips

What ESS Roles should be assigned to each staff member?

- ▶ ESS Administrator - access to all screens, add bank account info, add other users and reset user passwords (the primary administrator can add other administrators)
- ▶ ESS File Validation - set up contract/payroll schedules, submit enrollment/contribution files, view/resolve errors
- ▶ ESS Employer Reporting - access to ESS File Validation Role and can submit contribution and invoice payments
- ▶ ESS Staff - access to certification in Services and Report menu

ESS Contact Types

- ▶ Reporting Official - receives all system generated communications related to submission of enrollment and contribution reports
This includes Balance, Post, and Employer Reporting Packets
- ▶ All other contact types (Agency Head, IT, RSA-1, PEEHIP Clerk) may receive ad-hoc correspondence from RSA

When is a New Enrollment Required for an existing employee?

- ▶ When the employee changes Position Status or Contribution Group

Examples:

If a Regular Teacher changes to a Seasonal/Irregular Teacher, it is a change in position status

If a Nonparticipating Teacher (011NONP) changes to a Contributing Teacher (011CONT), it is a change in contribution group

How should I enroll TRS retirees who have returned to work?

Part Time Employees:

- ▶ Contribution Group: Nonparticipating
- ▶ Position Status: Seasonal/Irregular
- ▶ Scheduled Units to Work should be less than Full Time
(e.g. if you enter 20 scheduled and 20 full time, they are full time)

Full Time Employees: (Retirement Benefits will be suspended)

- ▶ Contribution Group: Nonparticipating
- ▶ Position Status: Regular
- ▶ Please note that post-DROP members must be Contributing immediately if they return to full time employment

How should I enroll an ERS retiree who has begun TRS employment?

Part Time Employees:

- ▶ Contribution Group: Nonparticipating
- ▶ Position Status: Regular if eligible for PEEHIP
Seasonal/Irregular if not eligible for PEEHIP
- ▶ Scheduled Units to Work should be less than Full Time

Full Time Employees:

- ▶ Contribution Group: Participating
- ▶ Position Status: Regular
- ▶ Scheduled Units to Work should reflect Full Time

Do I need to send an Enrollment File before each Contribution File?

- ▶ You need to submit an enrollment file (or manually enroll employees) when you have changes or new employees
- ▶ Remember that you only need to submit the changes and new enrollments after the first full file
- ▶ You can submit enrollment files as often as needed, even multiple times per day

To View Enrollments

Search Employee Demographics

Enter an employee SSN, or PID and click the Search button.

Note: Clicking the Show All button will display all employees for the logged in employer. If you would like to view employees who do not have an enrollment with your agency, use the search options.

Search Employee

Employee SSN: PID:

Display Records: ▼

[Search](#) [Show Active](#) [Show All](#) [Add New Employee](#)

Search Details

Action	Last Name	First Name	Birth Date	Employer
Maintain	TRITZ	JENNIFER	Xx/xx/xxxx	TEACHERS RETIREMENT SYSTEM

Page Number: ▼ Of 1

[Prev](#) [Next](#)

Click on Maintain Enrollments to see the employee's enrollments
Tip: This is also where you can check for Tier Status

To Add Enrollments

Employee Details

Action	Contribution Group	Employer	Position Status	LOA Status	LOA Status Effective Date	Enrollment Begin Date	Enrollment End Date	Enrollment End Reason
<input checked="" type="radio"/> Edit	Contributing Other - Professional/Administrative	TEACHERS RETIREMENT SYSTEM	Regular	Not on Unpaid Leave	09/08/2003	09/08/2003		

LOA Status History

Action	LOA Status Effective Date	LOA Status *
Action ▾	09/08/2003	Not on Unpaid Leave

Enrollment Work Units History

Action	Scheduled Units Effective Date	Scheduled Units to Work per week *	Scheduled Full Time Units per week *	Scheduled Type of Units Worked *	Units Annually Contracted to Work	Number of Months Paid
Action ▾	09/08/2003	40.00	40.00	Hours	2080	12
Action ▾	03/01/2006	40.00	40.00	Hours	260	12
Action ▾	03/01/2019	40.00	40.00	Hours	2080	12


[← Back](#) [+ Add New Enrollment](#)

Select Add New Enrollment and provide the requested information. Then, Edit the previous enrollment and add an End Date and Enrollment End Reason.


What if I enroll someone with the wrong position status or contribution group?

- ▶ Go to Search Demographics and Add New Enrollment with correct data
- ▶ If no contributions are attached to the enrollment, edit the existing enrollment to Add a Term Date that matches the hire date and Add the End Reason of Hired in Error




Employee Details

Action	Contribution Group	Employer	Position Status	LOA Status	LOA Status Effective Date	Enrollment Begin Date	Enrollment End Date	Enrollment End Reason
 Edit	Contributing Other - Professional/Administrative	TEACHERS RETIREMENT SYSTEM	Regular	Not on Unpaid Leave	09/08/2003	09/08/2003		

LOA Status History

Action	LOA Status Effective Date	LOA Status *
 Action ▾	09/08/2003	Not on Unpaid Leave

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 Action ▾	09/08/2003	40.00	40.00	Hours	2080	12
 Action ▾	03/01/2006	40.00	40.00	Hours	260	12
 Action ▾	03/01/2019	40.00	40.00	Hours	300	12

[← Back](#) [➕ Add New Enrollment](#)


What if I enroll someone with the wrong position status or contribution group?

- ▶ Go to Search Demographics and Add New Enrollment with correct data
- ▶ If contributions are attached to the enrollment, Create a new enrollment with the correct data, then Edit the existing enrollment to Add a Term Date and Add the End Reason of Change in Position Status or Change in Contribution Group




Employee Details

Action	Contribution Group	Employer	Position Status	LOA Status	LOA Status Effective Date	Enrollment Begin Date	Enrollment End Date	Enrollment End Reason
 Edit	Contributing Other - Professional/Administrative	TEACHERS RETIREMENT SYSTEM	Regular	Not on Unpaid Leave	09/08/2003	09/08/2003		

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 Action ▾	03/01/2006	40.00	40.00	Hours	260	12
 Action ▾	03/01/2019	40.00	40.00	Hours	280	12

[← Back](#) [+ Add New Enrollment](#)




How can I make a change to an enrollment if the contribution file is in progress?

Report Submission #	Submission Date	Mode	Type	Status	File Errors	Business Errors	Action
57077	01/30/2020	File Upload	Contributions Only	In Progress	View	View	Void Report Suspend Report

- Click Report - View History
- Click Suspend Report to suspend the Contribution File
- You can make changes to details in Search Demographics :
 - Begin/End Dates
 - Work Units History
 - LOA Status/Date
- You can upload an Enrollment File while the Contribution File is suspended

How do I change an employee's scheduled work units?

- ▶ A new enrollment is not necessary
- ▶ Use the same steps to find the employee in Search Demographics
- ▶ Click Action, then Edit under the Enrollment Work Units History
- ▶ Always save changes by clicking Update

Enrollment Work Units History						
Action	Scheduled Units Effective Date	Scheduled Units to Work per week *	Scheduled Full Time Units per week *	Scheduled Type of Units Worked *	Units Annually Contracted to Work	Number of Months Paid
 Action ▾	09/08/2003	40.00	40.00	Hours	2080	12
 Action ▾	03/01/2006	40.00	40.00	Hours	260	12
 Action ▾	03/01/2019	40.00	40.00	Hours	2080	12

Example: a Teacher changes from a 9 month to a 10 month position

What reports can I generate to find errors?

Report:	Description:
Outstanding Load Errors	Describes load errors by employee
Outstanding Edit Errors	Describes edit errors by employee
Demographic Errors	Identifies errors such as gender or address
Missing Employees	Displays “Regular” employees who are not on the contribution report
Error Summary	Provides a summary of errors within a specific report period
Current Contribution Submission	Provides name, PID, contribution/position status, difference in employer/employee contributions and what RSA calculated, difference in RSA-1 contributions

What is the new report in ESS?

Report:	Description:
Wages and Contributions	Wages and contribution are broken down at the member level - Provides full ss#, name, wages, difference in actual employer and employee contributions vs. RSA calculated, RSA-1 contribution

Address Errors

- ▶ If you submit a new address on the enrollment file, it will change an employee's address automatically
- ▶ If you submit an address for an employee that RSA has marked invalid (meaning mail has been returned from that address), you will receive a warning

When are contributions due?

- ▶ Code of Alabama 36-27-24 requires payments to be made on the first day of the month following the month that the contribution was earned.
- ▶ Example:
 - Payment occurs in April
 - Contribution is due May 1
 - Contribution is delinquent May 10
 - Interest begins to accrue May 31 @7.7%

Variance on monthly payment

- ▶ If your payment is within \$10.00 of the RSA-calculated contribution, the system will automatically “write off” the difference
 - ▶ There are two thresholds for the payment; the lesser of:
 1. Within \$500 of the total TRS payment
- Or
2. Within 1% of the total TRS payment

When do I enter payroll and contract schedules?

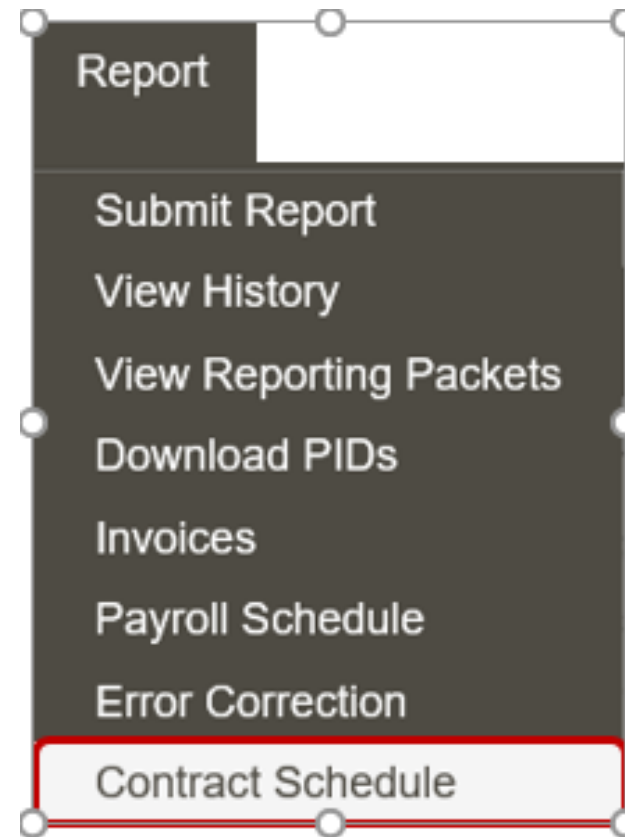
- ▶ They must be set up at the beginning of each plan year for each type of payroll frequency
- ▶ Do not set up a contract for summer school
- ▶ Please note that we cannot process retirements or member withdrawals for your agency unless this information is entered (i.e. you should enter them March 1 each year)

Can I add a New Contract Schedule while a Contribution File is in Progress?

▶ Yes

Select Report, then Contract Schedule
Be sure to enter the data in all 3 grids

Note that you cannot make changes
to existing schedules



What is a Missing Employee?

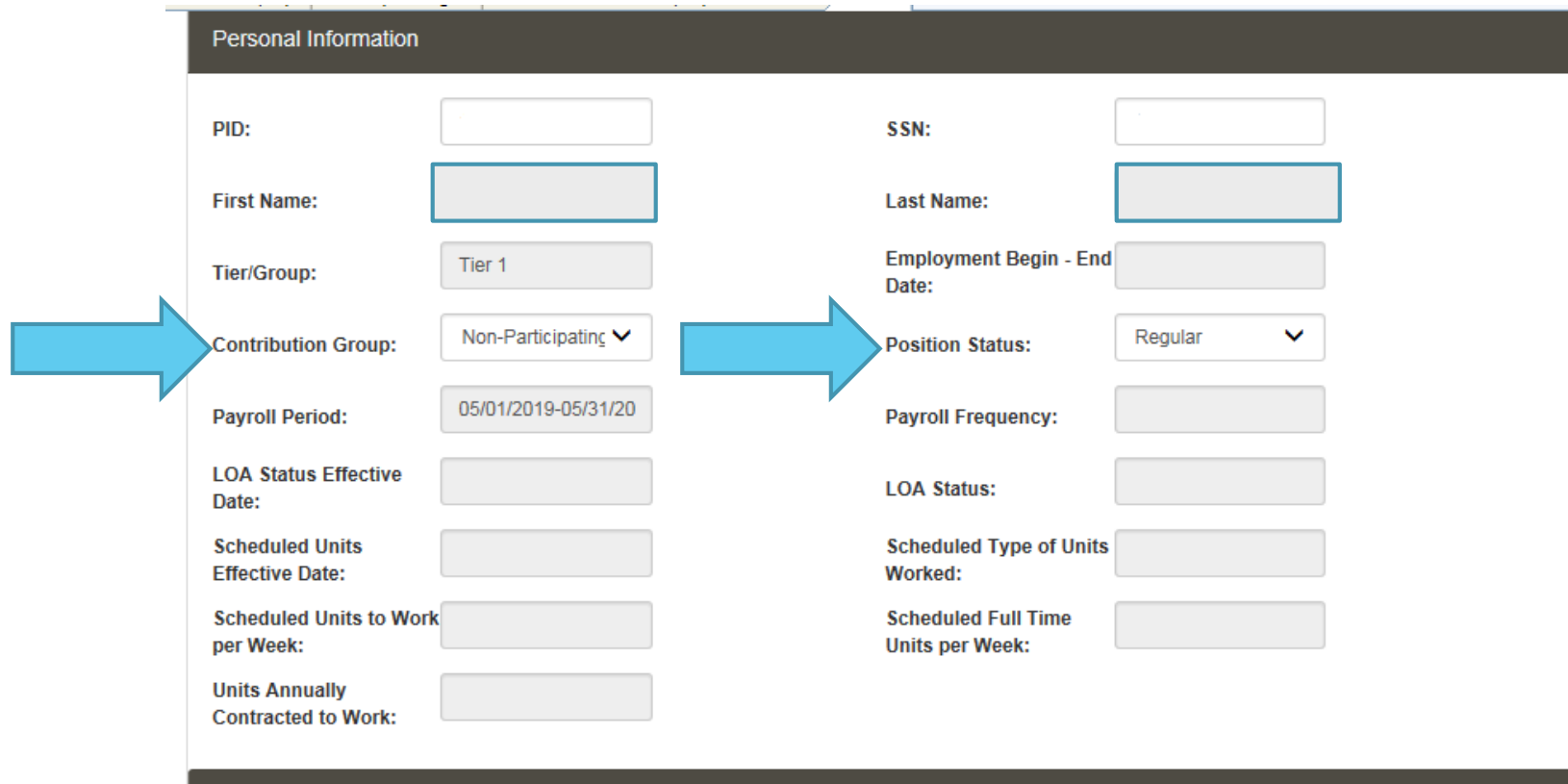
<u>Employer</u>	<u>Total Records</u>	<u>Pay Date</u>	<u>Reporting Frequency</u>	<u>Records Passed</u>	<u>Rejected Records</u>	<u>Records with Errors</u>	<u>Total Employees</u>	<u>Number Of Missing Employees</u>
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If an employee has a position status of Regular and is not on LOA, they should be on your contribution file

Reasons an employee might be missing:

1. LOA status was not updated
2. No term date was entered for their enrollment (Note: you do not have to void your file to enter a term date)
3. The data on the enrollment file does not match the contribution file so the system is unable to map to the matching enrollment

What do I do if a contribution record is linking to the wrong enrollment?



The image shows a screenshot of a 'Personal Information' form. The form is divided into two columns. The left column contains fields for PID, First Name, Tier/Group, Contribution Group, Payroll Period, LOA Status Effective Date, Scheduled Units Effective Date, Scheduled Units to Work per Week, and Units Annually Contracted to Work. The right column contains fields for SSN, Last Name, Employment Begin - End Date, Position Status, Payroll Frequency, LOA Status, Scheduled Type of Units Worked, and Scheduled Full Time Units per Week. Two blue arrows point to the 'Contribution Group' and 'Position Status' fields, which are currently set to 'Non-Participating' and 'Regular' respectively. The 'Contribution Group' field has a dropdown arrow, and the 'Position Status' field also has a dropdown arrow.

Personal Information			
PID:	<input type="text"/>	SSN:	<input type="text"/>
First Name:	<input type="text"/>	Last Name:	<input type="text"/>
Tier/Group:	<input type="text" value="Tier 1"/>	Employment Begin - End Date:	<input type="text"/>
Contribution Group:	<input style="border: 1px solid blue;" type="text" value="Non-Participating"/>	Position Status:	<input style="border: 1px solid blue;" type="text" value="Regular"/>
Payroll Period:	<input type="text" value="05/01/2019-05/31/20"/>	Payroll Frequency:	<input type="text"/>
LOA Status Effective Date:	<input type="text"/>	LOA Status:	<input type="text"/>
Scheduled Units Effective Date:	<input type="text"/>	Scheduled Type of Units Worked:	<input type="text"/>
Scheduled Units to Work per Week:	<input type="text"/>	Scheduled Full Time Units per Week:	<input type="text"/>
Units Annually Contracted to Work:	<input type="text"/>		

When the Contribution Group or Position Status are White, that indicates that you can change them to link to another enrollment. Note that you may also need to end a prior enrollment.

Responsibilities Regarding the Post Retirement Employment Report

- ▶ This report tracks retirees who are employed by a TRS agency
- ▶ Per the Code of Alabama, it is the responsibility of the TRS agency to notify RSA if a retiree has exceeded the earnings limitation (\$32,000 in 2020)

Please note that you must report the retired employees' wages on your contribution file with a pensionable payment reason for their data to be reflected on the report.

Certifying a Retirement Application in ESS

Retirement Certification[Back to Dashboard](#)

PID: 10031000 **Member Name:** JOHN DOE **Retirement Date:** 07/01/2018

Last Date of Paid Employment:
Termination Date:

Breakdown of Final Wages

Please list all payroll information that will be reported for the employee from the date this application is completed through the employee's last contribution date. Any separate payment types (e.g., Regular, Bonus, Leave of Absence) should be added as separate line item in the grid below.

Wages such as annual leave or sick leave lump sum payments are not creditable and should not be included in the breakdown of final salary. If you have questions regarding the types of payments that are creditable, please contact us at 334.517.7000 or 877.517.0020.

<input type="checkbox"/>	Pay Date	Payment Reason	Wages	Employee Contribution	Employer Contribution	Type of Units Worked	Actual Units Worked	Full Time Units	Pay Period Begin Date	Pay Date
<input type="checkbox"/>	<input type="text"/>	Please select ▼	<input type="text"/>	<input type="text"/>	<input type="text"/>	Please select ▼	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>	<input type="text"/>

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Final Sick Leave Certification:

Unused Sick Leave Days at Retirement :

Comments from the RSA:

Retirement Certification

PEEHIP - Position Status on Enrollment File

01 = Regular**	Should be used for full-time employees, as well as part-time employees who have a regular work schedule.
03 = Seasonal/Irregular	Should be used for employees who do not have a regular work schedule and may not receive a check every pay period. This includes retirees who have returned to work.
04 = Temporary	Should be used for someone hired with a pre-determined termination date that is less than one year from the date of hire.
05 = Adjunct	Should be used for employees who are paid per course by universities and community colleges only.

**These impact PEEHIP eligibility

Position Status

08 = Ineligible to Contribute to TRS, May be Eligible for PEEHIP**

Should be used for positions that are by definition never eligible to contribute towards an RSA retirement benefit regardless of the fulltime/part-time status of the person or any previous eligibility that was established for the member (e.g. someone who signed a non-election affidavit in 1975).

09= Ineligible to contribute to TRS and ineligible for PEEHIP

Same as Position Status 08 but should be used by agencies that offer PEEHIP when the employee is ineligible for both TRS participation and PEEHIP benefits

**These impact PEEHIP eligibility

Description	PEEHIP Employment Designation	Position Code	Contribution Group for a Contributing Member	Contribution Group for a Non-Participating Employee
Other—Professional/Administrative	Professional/Admin	010	010CONT	010NONP
Teacher-	Professional/Admin	011	011CONT	011NONP
Principal	Professional/Admin	012	012CONT	012NONP
Superintendent	Professional/Admin	013	013CONT	013NONP
Administrative	Professional/Admin	014	014CONT	014NONP
Clerical	Support	015	015CONT	015NONP
Lunchroom	Support	016	016CONT	016NONP
Maintenance	Support	017	017CONT	017NONP
Bus Driver	Bus Driver	018	018CONT	018NONP
Mechanic	Support	019	019CONT	019NONP
Other—Support Worker	Support	020	020CONT	020NONP
Firefighter	Professional/Admin	021	021CONT	021NONP
Law Enforcement Officer	Professional/Admin	022	022CONT	022NONP
Nurse	Professional/Admin	023	023CONT	023NONP
Physician's Assistant	Professional/Admin	024	024CONT	024NONP
Physician	Professional/Admin	025	025CONT	025NONP
FLC Dual	Professional/Admin	099	099CONT	Not Applicable

How do I get help?

You may contact the RSA Employer Services Division at 334-517-7005 or employer.services@rsa-al.gov

THANK YOU for all of your cooperation, assistance and patience during this process!