Welcome to training on how to use the Employer Certification functionality in ESS.

To begin, select the **Services** menu.

Select **Employer Certification**.

The **Employer Certification** screen displays.

There are 3 sections that display on this screen: **Employee Retirement Request**, **Employee Service Purchase Requests,** and **Employee Refund Requests**.

This module allows you to certify Employee transactions.
You will be notified by email when a certification is needed. Here is an example of an email that you may receive. In this example, the email states that new refund requests are now available in your ESS Portal.

Here is a more in-depth look at each type of certification. Feel free to pause the video now if you'd like to read more about each one.

A certification will only appear when an Employee or former Employee has initiated a request with the RSA for a Retirement, Refund, or Service Purchase.

The Status of the request is **Pending ESS Certification**, which means you, as the employer, must take action to approve or reject the certification. By default, only certifications in this status are shown.

To view a history of certifications, you can click the **Show All** checkbox for a specific certification type.

Any previous certifications for the certification type will display.

<u>How Do I Certify a Retirement Request?</u>

When certifying a Retirement request, you, as the employer, must verify the wage and contribution information for all pay periods (since the last contribution date) through the last date of paid employment. Here, there is one retirement certification that we need to approve. Select the **Employee PID** hyperlink to view the certification.

The **Retirement Certification** screen displays. I will scroll down to view all fields on this page.

First, verify the Member information for who you are certifying. Confirm the **Last Date of Paid Employment**, and the **Termination Date** are correct. If necessary, you can edit these fields.

Verify the Breakdown of Final Wages that has populated is correct. You will need to scroll to the right to view all fields. It is important to note that only Regular Pay will populate on this screen. If the employee is expected to earn Overtime, or wages from any other Payment Reason, you will need to enter that manually.

If you need to manually add a new row, click the **Add Line Item** button.

A new row will display. If you'd like to delete the row, click the checkbox and select delete.

The row no longer displays. Once you are satisfied with the information you've entered, click **Calculate**.

Once you click **Calculate**, The **Employee Contribution** and **Employer Contribution** fields populate. Click **Save**.

Next, enter any unused sick leave days the employee may have. Review any comments from the RSA. Lastly, click **Complete Certification**. Note: You cannot reject a Retirement certification.

You are returned to the **Employer Certification** screen. The certification no longer displays.

To view any previous certifications, click the **Show All** checkbox.

The certification I just completed displays with a **Status** of **Progress**. This means, it has been submitted back to the RSA for further processing.

How Do I Certify a Service Purchase Request?

An Employee may be eligible to purchase service for a period of time when contributions were not previously paid. Once an Employee initiates a service purchase request, you, as the Employer, may be asked to certify information as part of that request.

There are two Service Purchase requests waiting to be certified.

Click the **Employee PID** hyperlink to view the request.

First, verify the employee's information. Then, verify the **Start Date** and **End Date** for the Service Purchase. If necessary, you can edit these fields by clicking the **Edit** link.

If you need to add another row, click the **Add New Entry** button.

A new row will display. Enter the necessary information.

Then, click **Save**.

The confirmation message displays. If you'd like to delete the row, click the **Delete** link.

The row no longer displays. Then, when you are satisfied with the information displaying, click **Submit Certification**.

You are returned to the **Employer Certification** screen. The certification no longer displays. Click the **Show All** checkbox.

The certification now displays with a **Status** of **Progress**. This status means it has been submitted back to the RSA for further processing.

How Do I Certify an Employee Refund Request?

When terminating employment prior to meeting retirement eligibility, Employees may choose to withdraw their accumulated retirement contributions and the returnable portion of interest payable. Here, we have one Refund request to certify.

Verify that the information listed for the employee is correct. If needed, you can edit the **Last Contribution Date**.

Once you have verified all information is correct, click **Certify**.

The certification is no longer displayed on the screen. Click the **Show All** button.

The certification displays and now has a **Status** of **Progress**. **Progress** means that it has been submitted back to the RSA for further processing.

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