What is Employer Certification?

ESS allows an Employer to certify Employee transactions through the self-service module instead of filling out and signing paper forms. A certification request will only appear when an Employee or former Employee has initiated a request with the RSA for a retirement, refund, or service purchase. The Employer will be notified via the Secure Message Center module when a certification is needed.

There are 3 types of certification requests:
- Retirement Request
- Service Purchase
- Refund Request

Employer Certification Screen

On the Certification screen, only certifications in pending status display by default. Administrative and Employer Reporting users can use the Certification screen to approve or reject these requests.

Employers will continue to complete paper forms for Retirement, Service Audits, and Refunds. However, certification requests can now be initiated by the RSA as well.

	NOW	AFTER GO-LIVE
Retirement Request	• Employers meet with employees to complete the Application for Retirement. • Employer enters contributions to be deducted through last contribution date. • Employer certifies sick leave.	• Employers will still meet with employees to complete the Application for Retirement. • Employees will have the ability to request retirement from their Member Online Account (MOS) as well. • Once RSA receives the retirement application, if the RSA needs the Employer to certify the Employee's wages or sick leave information, the counselor can send a request to the Employer. • The Employer will now report **wages**, instead of contributions, through the last contribution date and sick leave information.
Service Purchase	• Employers send RSA a letter when a member requests to purchase service credit (i.e., medical, maternity, error). • Employee completes service purchase request forms (i.e., out-of-state, military).	• Employers will still send RSA a letter when a member requests to purchase service credit (i.e., medical, maternity, error). • If the employee initiates contact with RSA concerning a service purchase, RSA will send a Service Purchase Certification request to the Employer through ESS. • Employees can initiate a Service Purchase request using MOS, but a certification request will only be sent if Employer certification is required.
Refund Request	• Employers use the RSA-7 form to initiate a request for refund of an Employee's RSA account. • If the RSA-7 is received without certification it is returned to the Employer for completion.	• Employers will still use the RSA-7 form at Go-Live; this functionality will not be enabled until a future date. • Notification will be sent to all Employers once this functionality is available.