Modernization Project
Contributions – File Upload

Reminder
In preparation for our target Go-Live date of **April 1, 2019**, do not forget to practice submitting your **Contribution Files!** Our Sandbox environment is built for your agency to practice this *before* Go-Live.

This includes:
- Uploading a Contribution File
- Correcting Errors
- Submitting the Contribution File

Important:
Even if you have been certified by our File Certification program, you still need to practice uploading files.

Before submitting a contribution file, make sure you have first created a **Payroll Schedule**, a **Contract Schedule** (TRS Only), and publish your **Enrollment File** (See prior communication for details).

RSA-1: Remember that RSA-1 contributions need to be submitted in the same file as all other RSA Contributions. Watch the videos below to see how this works.

Training
Please click here to view the following **training videos** for more information:

Contributions File Upload (TRS)
These videos cover:
How to Upload a Contribution File for TRS

Contributions File Upload (ERS)
These videos cover:
How Upload a Contribution File for ERS

Support
We would love to hear from you! For additional support, please contact an **Employer Services Representative**.
- Phone: 334-517-7005
- Email: employer.services@rsa-al.gov