Modernization Project
Go-Live Update

Important

Good afternoon,

This is an important message from the RSA. As you know, the RSA will be Going Live with our new **Pension Administration System** on April 1, 2019. See below for relevant information over the next two weeks

Downtime

In order to effectively transition to the new system, the RSA will begin taking legacy systems offline starting **Friday, March 22nd** at 1PM. This means that the RSA will **stop processing** things like new retirement, refund, or service purchase applications. In addition, no supplemental payrolls will be run during this time. The Member Online Services (MOS) portal will also come down. Any data in our legacy system as of Friday will be copied over into the new system, including historic enrollment and contribution information. As a reminder, the CRA and PEEHIP portals were taken down last week.

We anticipate that the RSA will be closed for business on Monday, April 1st and Tuesday, April 2nd as the new systems are brought online. If members ask, please alert them that the RSA will return to business as usual on Wednesday, April 3rd.

Day-1 Expectations

On Day One of Go-Live, your agency will receive access to the new Employer Self-Service website. **Only the administrator in your system will receive access** and will need to provide additional users with access. If you do not know who is designated as the administrator, contact the RSA to confirm. Details will follow next week on how to log-in on Day-1.

As a reminder, we encourage you to practice in the **sandbox** the activities that will be required of you before you can enter enrollment and contribution information, including:
- Adding Users and Contact Persons
- Setting up Payment Information
- Creating a Payroll Schedule
- Creating a Contract Schedule (TRS Only)

Keep in mind that the only information from the Test environment that will copy over is user information for you designated administrator. **These means that additional users, payroll schedules, contract schedules, and bank account information will not copy over.**

Click here to find additional training videos on these tasks.

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