



Modernization Project Employer Memo

Reminder

After our target Go-Live on **April 1, 2019**, Employers will be able to certify Retirement and Service Purchase information via the ESS portal. Rather than needing a paper-form for this information, an RSA Counselor can request it electronically. An Employer can then log-in to ESS, and provide the required wage or contribution information. This will speed the time required to validate this information.

The ability to certify Refunds online via ESS may be enabled at a future date, but at Go-Live the process will remain the same



Important:

Please review this [worksheet](#) explaining the basics of how certification will work for Retirements and Service Purchases.

It's critical that employers respond to these requests quickly, as applications cannot be completed until an employer has provided certification.

Training

Please [click here](#) to view the following **training videos** for more information:



[Employer Certification](#)

This Video covers:

How to **Certify a Retirement or Service Purchase**

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