



## Modernization Project Employer Memo

### **Reminder**

After our target Go-Live on **April 1, 2019**, Employers will be able to report a member's death to the RSA via the Employer Self-Service portal. Employers can report a death for any employee who works, or previously worked for that employer. Timely reporting of a death is important to get beneficiaries paid money they are owed as quickly as possible.

### **Important:**

When reporting a Member's Death, if that member is currently enrolled in your agency, it is important to end the enrollment as well. The death benefit cannot be calculated until a member's enrollment has been ended. Make sure to enter the **Date of Death** as the **Enrollment End Date** when ending the enrollment. Ending the enrollment will help expedite the RSA's ability to calculate and pay any death benefits. Employers can also download an Application for Survivor Benefit form to be provided to beneficiary.

### **Training**

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



#### [Death Notice](#)

This Video covers:  
How to **Report a Member's Death**

### **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](mailto:employer.services@rsa-al.gov)