



Modernization Project **TRS Refunds – Ending the Enrollment**

Important Reminder about Refunds:



Enrollment End Date

Please note that when submitting a Request for Member Refund (RSA Form-7), it is important to also provide an Enrollment End Date and Enrollment End Reason for the active enrollment. Ending the enrollment is required for timely processing of the member's refund, and will prevent the employer from experiencing errors when submitting the next contribution report.

Please note that the Employer Self-Service portal will accept contributions for trailing wages up to 3 months after the enrollment end date.

Ending and Enrollment in DPAS

To end an enrollment in Employer Self-Service:

1. Navigate to: Services > Search Demographics
2. Search for the Member PID you want to end the Enrollment for
3. Open the Enrollment Record you would like to end
4. Update the Enrollment End Date, and Enrollment End Reason fields shown below, and click **Save Changes**

Enrollment Validation Errors

There are no validation errors found for this enrollment record.

Current Tier/Group:	Tier 99
Employer: *	TUNI – TRS University <v>
Retirement Plan: *	TRS CONT <v>
Contribution Group: *	Contributing Admin <v>
Position Status: *	Ineligible To Contribute <v>
Scheduled Units Effective Date: *	03/26/2019
Scheduled Units to Work per week: *	40.00
Scheduled Type of Units Worked: *	Hours <v>
Scheduled Full Time Units per week: *	40.00
Payroll Frequency: *	Monthly <v>
Units Annually Contracted to Work:	
Number of Months Paid:	12 <v>
Enrollment Begin Date: *	03/26/2019
Enrollment End Date:	<input type="text"/>
Enrollment End Reason:	Select Enrollment End Reason
LOA Status Effective Date: *	03/26/2019
LOA Status: *	Not on Unpaid Leave <v>

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

Think you may have missed an e-mail from us? See all of our Employer Communications [here](#).