



Modernization Project Employer Memo

Reminder

In preparation for our target Go-Live date of **April 1, 2019**, do not forget to practice updating your **Administration and Account information**. Our [Sandbox](#) environment is built for your agency to practice these transactions *before* Go-Live



This includes:

- Office Location
- Contact Persons
- Users
- Payment Information

Important:

In addition to setting up your Payment Accounts, it is critical that you **remove all Debit Blocks** on your payment accounts by April 1st. To remove a Debit Block, you need to **contact your financial** institution and provide them with the ACH Company ID for the following types of transactions applicable to your organization:

- Employee / Employer: F636045055
- PEEHIP: G636045055
- RSA-1: H636045055

Training

Please [click here](#) to view some of our **training videos** for more information:



[Administration Menu Part 1](#)

This video covers:
Payment Accounts and Office Locations



[Administration Menu Part 2](#)

This video covers:
Contact Persons and Users

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



Modernization Project Contract Schedule

Reminder

In preparation for our target Go-Live date of **April 1, 2019**, don't forget to practice creating a **Contract Schedule**! Our [Sandbox](#) environment is built for your agency to practice this *before* Go-Live.

This includes:

- How to Create a Contract Schedule
- How to Edit a Contract Schedule
- How to link a Payroll Schedule to a Contract Schedule



Important:

Even if you have been certified by our File Certification program, you still need to practice creating a Contract Schedule.

What is it? Since TRS employees work contracts of varying lengths, from 9 to 12 months, a contract schedule is needed to correctly calculate salary and service credit for TRS members.

Remember: Before an employer can create a Contract Schedule, a Payroll Schedule must first be created.

View our [Contract Schedule Guide](#) for more information on Contract Schedules.

Training

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



Contract Schedule

These videos cover:
How Create, Edit, and Delete a
Contract Schedule

Support

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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

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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

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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

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Modernization Project Enrollments – File Upload

Reminder

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

This includes:

- Uploading an Enrollment File
- Correcting Errors
- Submitting the Enrollment File



Important:

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

Before submitting an enrollment file, make sure you have first created a [Payroll Schedule](#), and a [Contract Schedule](#) (TRS Only).

Position Status: Position Status is an important code indicating what basis the employee is working – such as a permanent (full-time or part-time) employment, seasonal employment, post-retirement employment, or temporary employment with a confirmed end date.

Alphanumeric Code	Description
01 = Regular	Should be used for full-time employees, as well as part-time employees who have a regular work schedule.
03 = Seasonal / Irregular	Should be used for employees who do not have a regular work schedule. This includes retirees who have returned to work.
04 = Temporary	Should be used for someone hired with a pre-determined termination date that is less than one year from the date of hire.
05= Adjunct (TRS Only)	Should be used for employees who are paid per course.
06 = Substitute Teacher (TRS Only)	Should be used for employees who are paid at a substitute rate
08 = Ineligible to Contribute	Should be used for positions that are never eligible to contribute towards an RSA retirement benefit regardless of the full-time/part-time status of the person or any previous eligibility that was established for the member.
09 = Ineligible to contribute to TRS and ineligible for PEEHIP (TRS Only)	Same as 08 but should be used by agencies that offer PEEHIP when the employee is ineligible for both TRS participation and PEEHIP benefits (e.g. an elected school board member).

Training

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



[Enrollments Upload File \(TRS\)](#)

These videos cover:
How to Upload an Enrollment File for TRS



[Enrollments Upload File \(ERS\)](#)

These videos cover:
How Upload an Enrollment File for ERS

Support

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Modernization Project Employer Memo

Reminder

In preparation for our target Go-Live date of **April 1, 2019**, do not forget to practice submitting your **Manual Contributions**. Our [Sandbox](#) environment is built for your agency to practice these transactions *before* Go-Live.

This includes:

- Entering Contribution Information
- Making RSA-1 Contributions
- Submitting Contribution Reports



Important:

Global Changes: Please review the [Global Changes Quick Reference Guide](#). Global Changes functionality is an important tool that many employers will need to submit your first contribution report. If you are switching from monthly reporting, to weekly, bi-weekly, or semi-monthly reporting, you should know how Global Changes can help you.

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:



[Enter Manual Contribution \(ERS\)](#)

These videos cover:
How to Enter Manual Contribution Information for ERS



[Enter Manual Contribution \(TRS\)](#)

These videos cover:
How to Enter Manual Contribution Information for TRS

Support

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Modernization Project Employer Memo

Reminder

In preparation for our target Go-Live date of **April 1, 2019**, don't forget to practice submitting your **Manual Enrollments**. Our [Sandbox](#) environment is built for your agency to practice these transactions *before* Go-Live.

This includes:

- Creating a New Person
- Adding an Enrollment Record
- Editing an Existing Enrollment Record
- Ending an Enrollment



Important:

Please review the [Enrollments Quick Reference Guide](#) to read important examples of when you will need to update enrollment information, and what **Position Status** to enter in your enrollment records. Position Status is an important code indicating what basis the employee is working – such as a permanent (full-time or part-time) employment, seasonal employment, post-retirement employment, or temporary employment with a confirmed end date. Please see the attachment for more details.

Training

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



[Enter Manual Enrollments \(ERS\)](#)

[Enter Manual Enrollments \(TRS\)](#)

These videos cover:
How to Enter Manual Enrollment Information for both ERS and TRS



[Search Demographics](#)

This video covers:
Search Demographics, a key tool in viewing and updating Enrollment information

Support

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Modernization Project Payroll Schedule

Reminder

In preparation for our target Go-Live date of **April 1, 2019**, don't forget to practice creating a **Payroll Schedule**! Our [Sandbox](#) environment is built for your agency to practice this *before* Go-Live.

This includes:

- How to Create a Payroll Schedule
- How to Edit a Payroll Schedule
- How to Delete a Payroll Schedule



Important:

Even if you have been certified by our File Certification program, you still need to practice creating a Payroll Schedule.

What is it? A Payroll Schedule is a schedule created based on an employer's pay frequency, used to identify when employees are paid. The payroll schedule is needed to notify the RSA when contributions and/or wages are to be expected. A Payroll Schedule is **required** to submit any enrollment or contribution information.

Remember: The **Initial Pay Date** is the first pay date of the plan year. At Go-Live, employers will need to create payroll schedules picking up where your last CRA submission left off. (Example: The employer's last CRA file was submitted to the RSA on March 10, 2019, and it contained wages for the pay period ending January 31, 2019 (which were *paid* on February 20, 2019). In the new system, this employer will begin creating payroll schedules for the pay period starting February 1, 2019.

Can you have multiple payroll schedules?

- If there are multiple pay frequencies, employers should create a separate payroll schedule for each pay frequency.
- If there are multiple schedules with the same pay frequency, create them in chronological order (based on the Pay Period Begin Date).



View our [Payroll Schedule Guide](#) for more information on Payroll Schedules.

Training

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



Payroll Schedule

These videos cover:
How to Create, Edit, and Delete
a Payroll Schedule

Support

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Modernization Project **Returned Check**

Important

Good afternoon,

This is a notification that the RSA will be returning the paper check you submitted for March Contributions. On April 1st, The RSA went live with its new Employer Self-Service (ESS) portal. This portal replaces the old CRA portal. Rather than accepting paper checks, ESS now allows employers to submit their payments electronically via EFT. **The RSA will no longer accept paper checks, nor will it allow contribution information to be submitted via CRA.**

For the RSA to correctly allocate funds to the right members, employers will need to submit updated enrollment and contribution information for each member via ESS. The RSA has created a dedicated [training page](#) to help employers navigate the new system. We have created detailed guides and videos on how to provide EFT information, update enrollments, and submit your first contribution report.

If you want more help, please call a representative at the contact information shown below.

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



Modernization Project RSA-1 Only Reporting

Reminder

Starting **April 1, 2019**, the RSA will Go-Live with its new Employer Self-Service Portal. This portal will be used to submit enrollment and contribution information for members participating in RSA-1 plans. This will be the **only method to submit RSA-1 contributions** going forward.

Please read below for information on how to use the new system for employer who only submit RSA-1 contribution information, specifically:

- Logging-in and getting started
- Creating a Bank Account
- Creating a Payroll Schedule
- Submitting Enrollment Information
- Submitting RSA-1 Only Contribution Information



In addition – there is lots of training how to navigate the Employer Self-Service portal located on the [ESS training page](#).

Logging-in and Getting Started:

To gain access to the Employer Self-Service portal, an administrator from your agency needs to complete the **Portal Administrator User Registration** form. If you have not received this form, please reach out to the RSA.

Once an initial administrator has been created, they can add additional users. Please watch [this video](#) for details on creating new users.

Creating a Bank Account

In order to submit contribution information to the RSA, each agency must provide the RSA with a payment account the RSA can debit for the money owed. [This video](#) demonstrates how to add a Payment Account in ESS.

In addition to setting up your Payment Accounts, it is critical that you remove all Debit Blocks on your payment accounts. To remove a Debit Block, you need to contact your financial institution and provide them with the ACH Company ID for RSA-1 transactions: H636045055

It is important to note that the RSA will only debit your account after you tell it to do so. After submitting each contribution report, your agency will authorize the RSA to pull the amount owed in contributions.

Creating a Payroll Schedule

Before submitting Enrollment and Contribution Information, you need to create a Payroll Schedule in ESS. Payroll Schedules inform the RSA of when you will be submitting contributions, and for which pay periods to expect them. This is crucial to keeping accurate data.

Watch this video for details on creating a [payroll schedule](#).

Submitting Enrollment Information

The attached guide will provide details on how to enter Enrollment information for your members enrolled only in RSA-1.

Submitting RSA-1 Contribution Information

The attached guide will show how to submit RSA-1 Only contributions for your members.

Support

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- Phone: 334-517-7005

Email: employer.services@rsa-al.gov



Modernization Project Employer Memo

In an effort to make the transition to our new Pension Administration System (DPAS) and Employer Self-Service (ESS) portal more successful, it has been decided that TRS will pre-populate your payroll and contract schedules for the remainder of the 2018-2019 scholastic year and all of the 2019-2020 scholastic year (July-June).

You have already received an email request for your 2018-2019 and 2019-2020 payroll and contract schedules so that TRS will have the most accurate information possible. If you have not returned those schedules, please do so by Friday, March 29th, at noon. ***The schedules should be sent to your File Certification Team Contact that has been assisting you with your files.*** If this information is not received we will be using the information you have entered in the Test 1 “sandbox” to populate your schedules.

How does this change employer responsibilities at Go-Live?

- Only primary administrator information will be available in ESS.
- You will need to set up all of your users, bank account(s), and address.
- You MUST review the payroll and contract schedules for accuracy.
- Check all pay dates and pay period begin and end dates for accuracy (edit if necessary).
- Once you have reviewed the dates above, you may then begin uploading your enrollment file.

IF YOU PUBLISH AN ENROLLMENT FILE WITH INCORRECT PAY PERIOD BEGIN AND END DATES OR AN INCORRECT PAY DATE IT WILL STOP YOU FROM MOVING FORWARD.

We hope that this will help you by creating a smoother transition into the new system. Thank you all for your hard work during this process.

TRS Benefits



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:

Enrollment End Reason:

LOA Status Effective Date: * 03/26/2019

LOA Status: * Not on Unpaid Leave <v>

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