

January 7, 2022

Good afternoon,

This email is being sent to all Employer Self-Service (ESS) Portal Contacts under the Employees' Retirement System (ERS).

Employer Services would like to notify you of a new report that can be found in the ESS Portal. This report is called "Retirees by Employer" and can be located by going to the Services tab > Reports. When generating the "Retirees by Employer" report, users can select a specific Benefit Status based on the options listed below.

Active: Retirees who are currently receiving their benefit.

Cancelled: Members who have cancelled their retirement request prior to their retirement date.

Closed: Retirement account is closed (i.e., retiree is deceased).

Pending: Retirement application has been received and is being processed.

Suspended: Benefit has been paused due to retiree death pending payment to the beneficiary, the retiree has returned to work in a full-time status, OR they have exceeded the Earnings Limitation (retirees working part-time) and their benefit is suspended until the beginning of the next calendar year (January 1st).

Users can generate a report listing All retirees, however, it will not include the individual Benefit Status of the retirees.

If you have any questions or need assistance, please contact Employer Services at 334.517.7005, option 1, or Employer.Services@rsa-al.gov. Employer Services Representatives are available to assist you Monday – Friday, 8:00 a.m. – 5:00 p.m.

Sincerely,
Employer Services

January 19, 2022

Good morning,

This email is being sent to all ERS County Commission Portal Contacts under the Employers' Retirement System. This email is to serve as a reminder that your agencies Court Reporters with a Full Time Enrollment with the Administrative Office of Courts (E006) should also have a Contributing Enrollment with each County Employer paying a Supplement to the Court Reporters.

If you need to create a Contributing Enrollment, the Retirement Plan should be ERS CONT Local Regular, Contribution Group should be Contributing Local Employee, Position Status should be Regular, enter the hours and the Enrollment Date should be the beginning of the next available payroll according to your Payroll Schedule.

If you have any questions or need assistance, please contact Employer Services at 334.517.7005, option 1, or Employer.Services@rsa-al.gov. Employer Services Representatives are available to assist you Monday – Friday, 8:00 a.m. – 5:00 p.m.

Sincerely,

Employer Services

February 11, 2022

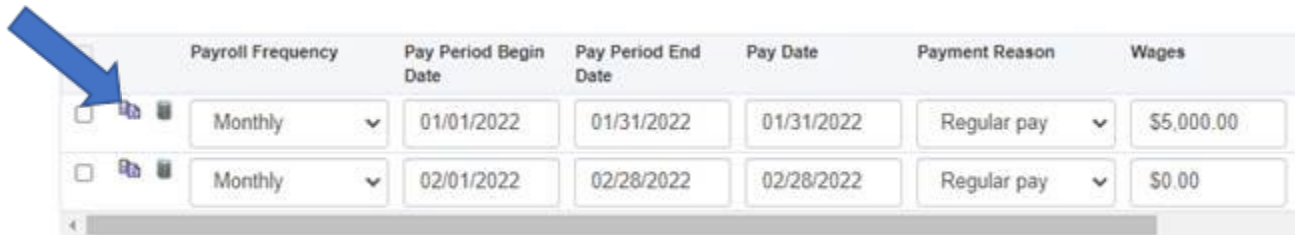
Good afternoon,

This email is being sent to all ESS Portal Users under the Employee's Retirement System.

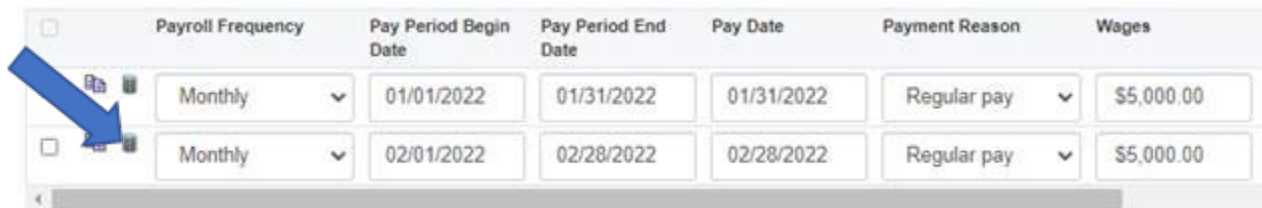
Copy and paste features have been added to the retirement certification screen. This allows ESS users to copy the information entered for salary, units worked, full-time units, and paste this information into another contribution row.

However, the information being pasted into the new contribution row may need to be edited to accurately report for that particular pay period.

To **copy** the information entered for salary, units worked, and full-time units, select the copy button.



To **paste** the information entered for salary, units worked, and full-time units, select the paste button. (Remember, this information may need to be edited)



For example: If you are copying the December pay period of 12/1-12/31 paid 12/31 to the January pay period of 1/1-1/31, you will need to adjust the number of actual units worked and full time units to accurately report the January pay period.

If you have any questions or need assistance, please contact Employer Services at 334.517.7005, option 1, or Employer.Services@rsa-al.gov. Employer Services Representatives are available to assist you Monday – Friday, 8:00 a.m. – 5:00 p.m.

Sincerely,
Employer Services

April 13, 2022

Good afternoon,

This email is being sent to all ESS Portal Contacts for local agencies that participate under the Employees' Retirement System (ERS).

The RSA Employer Services Division is pleased to provide you with the [ESS Portal Manual for ERS Employers](#). This manual is also available on the RSA website at www.rsa-al.gov . To access this manual online select the Employer page, then select Employer Services.

The purpose of this manual is to serve as a guide to assist you with navigation and with the processes for reporting in the ESS Portal. We hope this manual will be a significant help to you in performing your reporting responsibilities in the ESS Portal.

For assistance with portal-related questions, please contact Employer Services at 334.517.7005, option 1, or Employer.Services@rsa-al.gov .

For assistance with benefits-related questions, please contact ERS at 1.877.517.0020 or 334.517.7000.

Sincerely,

Employer Services

May 9, 2022

Good afternoon,

This email is being sent to all local employers under the Employees' Retirement System (ERS).

The Retirement Systems of Alabama (RSA) would like to remind you that now is the time to begin setting up your 2022-2023 payroll schedule(s) in the Employer Self-Service (ESS) Portal. Please keep in mind: the ERS is unable to process any retirement applications or member withdrawals effective October 1, 2022, until the 2022-2023 payroll schedule(s) are completed.

If you have any additional questions, please feel free to contact the Employer Services Division. Employer Services Representatives are available Monday through Friday 8:00 a.m.-5:00 p.m. and can be reached at 334.517.7005 option 1 or Employer.Services@rsal-al.gov.

Sincerely,
Employer Services
The Retirement Systems of Alabama

October 20, 2022

Good afternoon,

This email is being sent to all local employers under the Employees' Retirement System (ERS).

We want to inform you of a recent change in the reporting of a retiree in the ESS Portal. With this most recent change, if a retiree is enrolled with your agency, but is not on your contribution submission, they will now show as a missing employee. If a retiree does not work within the specific pay period you are reporting, employers must still include the retiree on their contribution submission. To report these retirees who did **not** work, employers will enter 1 for the Units Worked, the number of full-time units (i.e. 80 hours for a bi-weekly pay period), their rate of pay, and type of rate of pay.

As a reminder, the Retirement Systems of Alabama (RSA) postretirement employees **must** be enrolled as Non-Participating, Seasonal/Irregular with less than full-time hours. (For example, if 40 hours per week is considered to be full-time, the retiree **must** be enrolled as working 39 hours out of 40 hours or less.) Unless they have returned to full-time employment. (Please contact the RSA)

Employers **must** also report all wages the RSA retiree earns within the **CALENDAR YEAR**. Each calendar year has a specific earnings limitation that retirees cannot exceed. Currently, for the 2022 calendar year the retiree earnings limitation is \$34,000. The 2022 Postretirement Employment Restrictions can be found [here](#). The retiree earnings limitation for the 2023 calendar year will be \$37,000. The 2023 Postretirement Employment Restrictions can be found [here](#).

If you have any questions or need assistance, please contact Employer Services at 334.517.7005, option 1 for ERS Employers, or Employer.Services@rsa-al.gov. Employer Services Representatives are available to assist you Monday-Friday, 8:00 a.m.-5 p.m.

Thank you,

Employer Services