



Welcome to Employer Self-Service Training



2018



Agenda

- Introduction
- Enrollments
- Contributions
- Services



Introduction



“The Sandbox”

In the test environment you will be able to practice with functions such as:

1. Setting up your agency info and your users of the ESS system
2. Uploading enrollment and contribution files
3. Manually entering employees into ESS
4. Correcting errors
5. Searching for employee information

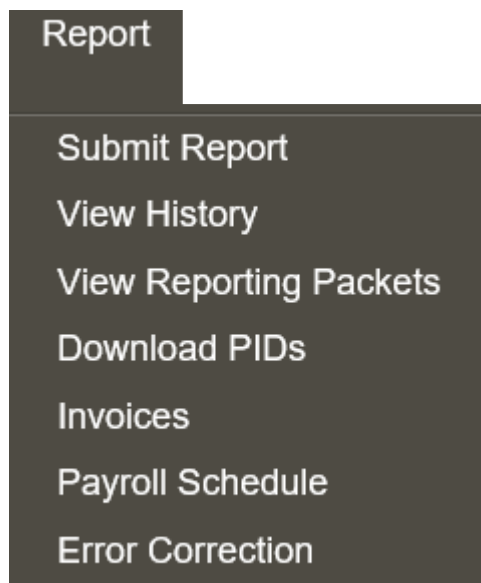
Please note that the sandbox is for practice only and the only information that will be brought over to the live environment is that of the Administrator for your agency



Overview of ESS Tabs

Report

- Submit Enrollments
- Submit Contributions
- View the History of submitted files
- Set up a Payroll Schedule
- View Invoices



Demo in ESS



Overview of ESS Tabs

Services

- Death Notice (for current or prior employees)
- Employer Certification for retirements, service purchase, or refunds
- Employee Information to look up anyone in RSA's database
- Search Demographics of your employees
- Employer Information
- Reports
- Message and Question Centers

Services

- Death Notice
- Employer Certification
- Employee Information
- Search Demographics
- Employer Information
- Reports
- Message Center
- Question Center

Demo in ESS



Overview of ESS Tabs

Account

- Change Password, Pin, or Security Questions

A screenshot of the 'Account' menu in the ESS system. The menu is displayed as a dark grey box with a white header 'Account' and three white text items: 'Change Password', 'Change PIN', and 'Change Security Questions'.

Admin

- Manage Payment Accounts

- Office Locations
- Contact Persons
- Manage Users



Must complete in this order

A screenshot of the 'Admin' menu in the ESS system. The menu is displayed as a dark grey box with a white header 'Admin' and four white text items: 'Manage Payment Accounts', 'Office Locations', 'Contact Persons', and 'Manage Users'.

Demo in ESS



Manage Payment Accounts

- All payments will be made by debit to your account
- You must ensure that you have removed debit blocks from your account
- To do this, contact your financial institution and provide them with the ACH Company ID for the transactions

Type of Transaction

ACH Company ID

Employer

F636045055

RSA-1

H636045055



How to Set up a Payment Account

- Select Admin
- Select Manage Payment Accounts
- Select Add Payment Account
- Fill in the Account Information (such as Routing Number and Account Number)
- (Use 084302614 as the routing number for this example)
- Select Continue
- You will receive a message that your account was added successfully

Demo in ESS



Enrollments



Enrollment

Enrollments take the place of the Form 100. After a new participating employee is enrolled, they will receive a welcome packet that includes beneficiary designation.

Any time an employee changes in contribution group or position status, they should have a new enrollment; you must end the previous enrollment.



Enrollment Record Overview



Job-Related Information

- Record Type
- Contribution Group
- Position Status
- Enrollment Begin Date
- Enrollment End Date
- Enrollment End Reason
- LOA Status Effective Date
- LOA Status
- Scheduled Units Effective Date
- Scheduled Type of Units Worked
- Scheduled Units to Work per Week
- Schedule Full Time Units per week
- Payroll Frequency
- Number of Months Paid
- Tier/Group



Personal and Demographic Information

- First Name
- Middle Name
- Last Name
- Suffix
- Date of Birth
- Gender
- SSN
- PID
- Primary Address Line
- Secondary Address Line
- City
- State
- Zip Code
- Foreign Address Line
- Country Code



Position Status

Alphanumeric Code	Definition
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.
08 = Ineligible to Contribute	Should be used for positions that are by definition never eligible to contribute towards an RSA retirement benefit regardless of the fulltime/part-time status of the person or any previous eligibility that was established for the member.



Contribution Groups- ERS LOCAL

Description	Position Code	Contribution Group for a Contributing Member	Contribution Group for a Non-Participating Employee
Firefighter	021	021CONT	021NONP
Law Enforcement Officer	022	022CONT	022NONP
Elected Official	031	031CONT	031NONP
FLC Elected Official	032	032CONT	032NONP
County Engineer	043	043CONT	043NONP
Local Employee	044	044CONT	044NONP
FLC Dual	099	099CONT	Not Applicable



Leave of Absence (LOA)

What is LOA?

LOA is used to indicate that someone has been placed on **unpaid** leave

What does LOA impact?

LOA helps track service credit that members may be eligible to purchase at a later time

Examples of when to place someone on LOA include medical, maternity, or military leave



Payroll Schedule

Under Reports, select Payroll Schedule

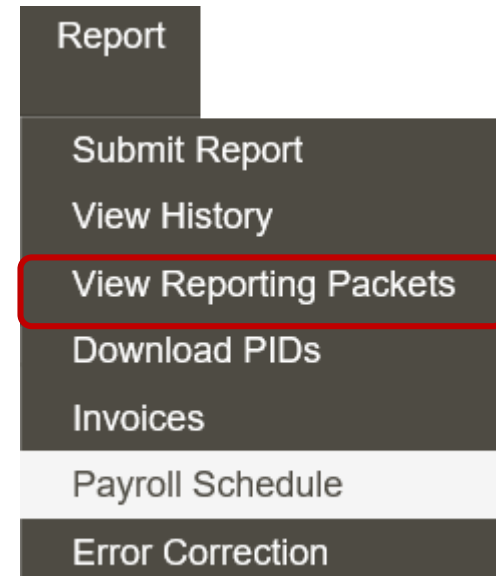
Select Plan Year 2018-2019

Select Payroll Frequency of Monthly

Select Initial Pay Date 10/31/2018

Select 0 Days in Arrears

Select Generate



Demo in ESS



Payroll Schedule

- Payroll Schedule must be set up for each plan year for each type of payroll.
- Three components to the payroll schedule:
 - Pay date: Date the wages are paid
 - Pay period begin date: the first day of the pay period
 - Pay period end date: the last day of the pay period
- The dates in the payroll schedule must match the same dates used when reporting wages and employee contributions.
- Edit Payrolls

Payroll Schedule

Payroll Schedule

Retirement System	Plan Year	Payroll Frequency	Initial Pay Date	Arrears	Generate
⊕ Employees' Retirement System of Alabama	2017 - 2018	Monthly	10/31/2017	0 Days	
⊕ Employees' Retirement System of Alabama	2017 - 2018	Weekly	10/01/2017	0 Days	
⊕ Employees' Retirement System of Alabama	2016 - 2017	Monthly	10/31/2016	0 Days	
* Employees' Retirement System of Alabama	* []	* []	* []	* []	Generate

Demo in ESS



Payroll Schedule

Warning: One or more rows has a Pay Date on a weekend or holiday and has been adjusted to the previous business day.

Payroll Schedule

Payroll Schedule

		Retirement System	Plan Year	Payroll Frequency	Initial Pay Date	Arrears				Generate
Edit		Employees' Retirement System of Alabama	2018 - 2019	Monthly	10/31/2018	0 Days				
							Pay Date	Pay Period Begin Date	Pay Period End Date	Skip Report
Edit							10/31/2018	10/01/2018	10/31/2018	<input type="checkbox"/>
Edit							11/30/2018	11/01/2018	11/30/2018	<input type="checkbox"/>
Edit							12/31/2018	12/01/2018	12/31/2018	<input type="checkbox"/>
Edit							01/31/2019	01/01/2019	01/31/2019	<input type="checkbox"/>
Edit							02/28/2019	02/01/2019	02/28/2019	<input type="checkbox"/>
Edit							03/29/2019	03/01/2019	03/31/2019	<input type="checkbox"/>
Edit							04/30/2019	04/01/2019	04/30/2019	<input type="checkbox"/>
Edit							05/31/2019	05/01/2019	05/31/2019	<input type="checkbox"/>
Edit							06/28/2019	06/01/2019	06/30/2019	<input type="checkbox"/>
Edit							07/31/2019	07/01/2019	07/31/2019	<input type="checkbox"/>
Edit							08/30/2019	08/01/2019	08/31/2019	<input type="checkbox"/>
Edit							09/30/2019	09/01/2019	09/30/2019	<input type="checkbox"/>
								<input type="text"/>	<input type="text"/>	<input type="text"/>

Demo in ESS



Enter Online Enrollments - Demo

- Adding Employee
- Adding Enrollments
- Updated Existing Enrollments
 - Search Demographics

The screenshot displays a web interface with a breadcrumb trail at the top: 'Getting Started > Details > Summary > Payments Results'. Below this, there are two main sections: 'Enrollments' and 'Contributions'. Each section contains a description and two buttons: 'Upload File' and 'Enter Online'. The 'Enter Online' button in the 'Enrollments' section is highlighted with a red rectangular box. At the bottom right of the interface, there is a 'View History' button with a magnifying glass icon. The footer of the page reads 'The Retirement Systems of Alabama'.

Demo in ESS



Manual Enrollments

The screenshot shows the Employer Self-Service (ESS) portal for The Retirement Systems of Alabama. The navigation bar includes 'Employer Self-Service', 'Employer Home', 'Report', 'Services', and 'Account'. The 'Report' menu is open, showing options: 'Submit Report', 'View History', 'View Reporting Packets', 'Download PIDs', 'Invoices', 'Payroll Schedule', and 'Error Correction'. The 'Submit Report' option is highlighted. Below the menu, there are two buttons: 'Upload File' and 'Enter Online'. The 'Enter Online' button is highlighted. The page also shows a 'Submissions in Progress' section with 'No records found.' and a URL: est2-ess.rsa-al.gov/Employer/Pages/ERGettingStarted.aspx

- To manually enroll an employee,
- Select Report
- Select Submit Report
- Select Enter Online

Demo in ESS



Manual Enrollments

The screenshot shows the 'Employer Self-Service' interface. At the top, there is a navigation bar with links for 'Employer Home', 'Report', 'Services', 'Account', 'Admin', and 'Logout'. The user is logged in as 'EXYZ - John Doe'. Below the navigation bar, there is a search section titled 'Search Employee Demographics'. It contains a text input field for 'Available Forms:' and an 'Open Form' button. Below this, there is a section for 'Search Employee' with four input fields: 'Employee SSN:', 'PID:', 'First Name:', and 'Last Name:'. A red box highlights these four input fields. Below the search fields, there is an 'Advanced Search' section with a 'Display Records:' dropdown set to '10'. A red box highlights the 'Search' button. To the right of the 'Search' button are buttons for 'Show Active', 'Show All', and 'Add New Employee'. Below the search section, there is a 'Search Details' section with a table of search results. The table has columns for 'Last Name', 'First Name', 'PID', 'SSN', 'Birth Date', 'Employer', and 'Action'. The first row of data shows 'MEMBER', 'MICHAEL', '10000001', 'XXX-XX-0001', '12/17/1981', 'XYZ_AIRPORT', and 'Maintain'. A red box highlights the 'Maintain' link in the 'Action' column.

Last Name	First Name	PID	SSN	Birth Date	Employer	Action
MEMBER	MICHAEL	10000001	XXX-XX-0001	12/17/1981	XYZ_AIRPORT	Maintain

- You may search for any employee in the RSA database by SS#, PID, or name
- Enter Data and Select Search
- If the person is in RSA's database, you can enroll the employee by clicking Maintain, and updating the employee's data

Demo in ESS



Manual Enrollments

Employee Information

SSN: * Date of Birth: * [Verify SSN and Date of Birth](#)

Foreign National with no SSN:

Personal Information

First Name: * Suffix:

Middle Name: Gender: *

Last Name: *


Address Information

- Select Add New Employee
- Enter Personal and Demographic Data
- Select Save Changes

Demo in ESS



Manual Enrollments

 Go to Enrollments

Add New Enrollment

 Save Changes

- Select Go to Enrollments
- Add New Enrollment
- Fill in Enrollment information
- Select Save Changes

Note that the Tier automatically populates to Tier 99 because RSA does not have a record of this person in the system. You must determine if they are a Tier 99 (NONP) or Tier 2 (CONT).

If the employee has ever been a Tier 1 employee, they will be a Tier 1 employee for life.



Enrollment Reports

- Current Enrollment Summary
- Current Enrollment Detail

View Reports

Report Name:

Description:

Format:

RSA PIN: *

Outstanding Edit Errors

Demographic Errors

Non-Participating Part-Time Status

Leave Without Pay

Outstanding Load Errors

Employer Historical Payments

Annual Checklist Report for ERS

Exception Report for ERS

Post-Retirement Employment

Current Enrollment Summary

Error Summary

Overtime Limit

Current Enrollment Detail

Demo in ESS



Common ENRL Errors

- Position Status Not Valid
- Full Time Units vs Scheduled Units
- Contribution Group
- Enrollment Begin date

New Enrollment ✕

Enrollment Validation Errors

Error Code	Error Message	Severity	Category
ER0274	Invalid work schedule provided. (Scheduled Units per Week must be greater than 0, Scheduled Full Time Units per week must be greater than 0, and Scheduled Units per Week cannot exceed Scheduled Full Time Units per Week or the Scheduled Fulltime units is outside the allowable limits).	Error	GENERAL

Demo in ESS



Contributions



Enrollments vs. Contributions

Enrollments


- Contribution Group
- Position Status
- Type of Units Worked
- Begin Date
- End Date
- Unpaid Leave (LOA)
- Expected Work Schedule
- Payroll Frequency

Contributions

- Contribution Group
- Position Status
- Type of Units Worked
- Pay Period Begin Date
- Pay Period End Date
- Pay Date
- Units worked during the Pay Period
- Wages earned during the Pay Period




Contribution Components




Personal Information

- PID
- SSN



Enrollment Information

- Contribution Group
- Position Status
- Type of Units Worked



Pay Record Information

- Payroll Frequency
- Pay Period Begin Date
- Pay Period End Date
- Payment Reason
- Wages
- Increase / Decrease Wages
- Wages that Exceed IRS Limit
- Increase / Decrease Wages that Exceed IRS Limit
- Employee Contribution
- Increase / Decrease Employee Contribution
- Rate of Pay
- Type of Rate of Pay
- Summer Position
- Full Time Units
- Actual Units Worked
- RSA-1 Contribution




FIRST TIME CONTRIBUTION SET-UP FOR ENTER ONLINE

Getting Started > Details > Summary > Payments Results

Enrollments

Choose this option to upload **only enrollments** in a file.

You can upload multiple enrollment files per month as needed to enroll new members or update enrollment information for existing members.


 Upload File

 Enter Online

Contributions

Choose this option to upload **only contributions** in a file.

Once an enrollment has been created for an employee, you can upload a contribution file to report contribution details. An enrollment must exist before contributions can be reported for an employee.

 Upload File

 Enter Online

Demo in ESS



Correcting Contribution File Errors

A few common errors are:

- Incorrect/missing full time units
- Actual units worked invalid
- Same payment reason reported
- Unexpected employee contribution
- Type of units worked mismatch
- Invalid payment reason

Demo in ESS



Add Adjustment or New Contribution

Contribution records can be added or adjusted anytime before payment is submitted.

- Example of adjustment: employee was overpaid/underpaid the previous pay period.
- Example of adding: employee was paid overtime or other pensionable wages.
- If contributions do not match what the system is calculating you must correct the amounts before moving forward. An error message will not let you proceed.
- **REMEMBER:** Whatever you adjust or add in ESS you **MUST** add in your system as well.

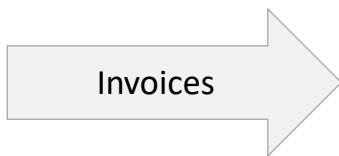
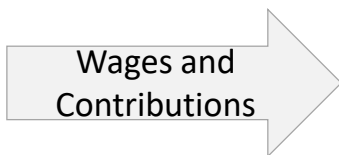
Demo in ESS



Review the Summary

SUMMARY SCREEN

ESS allows employers to view a summary of the amounts that were submitted. The payment amounts from the accounts display along with any applicable invoices.



Contribution Summary			
Regular Contributions			
Employer / Retirement Plan	Wages	Employee Contributions	Employer Contributions
XYZ - XYZ AIRPORT			
ERS T1 Local Regular- Contributing	\$ 15,102.40	\$ 755.12	\$ 1,895.36
Total	\$15,102.40	\$755.12	\$1,895.36
Employer / Retirement Plan	Wages	Employee Contributions	Employer Contributions
XYZ - XYZ AIRPORT			
ERS T2 Local Regular- Contributing	\$ 2,951.67	\$ 177.10	\$ 275.39
Total	\$2,951.67	\$177.10	\$275.39
Totals	\$18,054.07	\$932.22	\$2,170.75
Prior Period Adjustments and/or Retroactive Contributions			
No Adjustments available.			
Invoices			



Payment Screen

- The employer will be presented with a finalized list of all costs for the contribution report submission, including any credits or debits that may have resulted from the applied invoices.

Getting Started > Details > Summary > **Payments** Results

Report Submission #: 9553 Submission Date: 06/20/2018 Type: Contributions Only Mode: Enter Online Status: In Progress

Contribution Payments

Review Your Payment Information

Employer	Employee Contributions	Employer Contributions	RSA-1 Contributions	Total
XYZ - XYZ Employer	\$22,920.83	\$37,794.49	\$0.00	\$60,715.32
Totals	\$22,920.83	\$37,794.49	\$0.00	\$60,715.32

Invoices

Invoice	Employer	Invoice Type	Date	Amount
2018EMP000554	XYZ - XYZ Employer	Employer Penalty	05/02/2018	\$967.77
2018EMP000630	XYZ - XYZ Employer	Employer Contribution Report	06/13/2018	(\$1,171.22)
Total Invoices Applied				(\$203.45)

Remit Your Employee/Employer Contributions and Invoice Payments:

Pay from	Amount	
bank - WELLS FARGO BANK, ...1234	\$0.00	<input type="button" value="Edit"/>
Total Applied:	\$0.00	
Balance Remaining:	\$60,511.87	
Total Amount Due:	\$60,511.87	
The RSA PIN: *	<input type="text" value="0000"/>	

Demo in ESS



Contributions Submitted – Now What?

1. RSA will now retrieve the authorized payment amount from your EFT account.
2. The contributions are then posted to the employees' accounts with ERS.
3. Reporting packets will be sent to each employer using ESS Secure Message Center.



Reporting Packets

- The **Reporting Packets** screen displays all reporting packets for the Plan Year and / or Pay Date.
 - Leave Without Pay
 - Non-Participating Part Time Status
 - Overtime Limit Report
- Click on the **Report Name** link to view a PDF of the reporting packet.

To view a reporting packet, please choose the Plan Year and Report Data from the menus below. To view an individual report, select the appropriate link and the report will open in a new browser window.

Please Note: Reports are generated for the reporting packet as necessary based on the contribution and employee enrollment information reported since then prior pay date.

Plan Year: Pay Date:

REPORT NAME	RETIREMENT SYSTEM CODE
Leave Without Pay	Employees' Retirement System of Alabama
Overtime Limit Report	Employees' Retirement System of Alabama
Non-Participating Part-Time Status	Employees' Retirement System of Alabama



Services



Services - Overview

The Retirement Systems of Alabama

Employer Self-Service Employer Home Report **Services** Account Admin Logout

- Death Notice
- Employer Certification**
- Employee Information
- Search Demographics
- Employer Information
- Reports
- Message Center
- Question Center

Welcome to The Retirement Systems of Alabama (RSA) Employer Self-Service. From this site, employers are able to manage their retirement accounts. For employers with a number of retirement systems, including:

- Reporting wages and contributions
- Processing EFT Payments
- Processing employee wage adjustments
- Adding or updating employer information
- Reviewing employer reports and invoices
- Verifying Personal Identification numbers (PIDs)
- Reviewing and verifying contribution rates
- Providing access to the secure message center

This tool is designed to improve the service that The Retirement Systems of Alabama (RSA) provides by offering secure online access to your retirement accounts. It is our privilege to provide this additional level of service to you.



Services – Death Notice

Death Notice

- Allows you to report the death of active and retired members online
 - This is simply a notification of a member's death which will initiate the proper correspondence be mailed from our office
- Allows you to provide ERS with the beneficiary's contact information
- Provides a link to the Application for Survivor Benefit form



Services – Enrollment and Contribution Related

New Item

Employee Information

- View an employee's basic account information and demographics
 - Address, date of birth, PID, Tier Status, service credit and salary history

Search Demographics

- View an employee's information that your agency has reported to RSA
- Edit demographic information
- Edit enrollment information
 - Add new enrollment
 - Update LOA Status, Enrollment begin/end dates, and FTE changes

Employer Information

- Contribution rates
- Basic plan information
- GASB reports
- Actuarial Valuation reports

These sections will assist you with enrollment and contribution files



Services - Reports

Reports

- Allows you to generate reports related to enrollment and contribution files
- Annual Checklists

NOTE: you must click the “Generate” button to view the report

View Reports

Report Name:

Description:

Format:

RSA PIN: *

Reset Generate

- Outstanding Edit Errors
- Demographic Errors
- Non-Participating Part-Time Status
- Leave Without Pay
- Outstanding Load Errors
- Employer Historical Payments
- Annual Checklist Report for ERS
- Exception Report for ERS
- Post-Retirement Employment
- Current Enrollment Summary
- Error Summary
- Overtime Limit
- Current Enrollment Detail



Services – Message and Question Center

Message Center

- RSA can use this feature to contact you for information
- Allows you to maintain records of requests you have received from RSA
- You will receive an email notification to notify you of new messages

Question Center

- You can use this feature to contact RSA with questions
- RSA will respond to your question accordingly





Services – Employer Certification

Employee Retirement Request

- Allows RSA to request certification of Retirement Applications by ESS

Employee Service Purchase Requests

- RSA will use this feature to request certification of service or salary credit when calculating purchases

Employee Refund Requests

- If an request for refund form (RSA Form 7) is submitted electronically, then the certification request can be sent to you electronically
- If a paper RSA Form 7 is submitted to RSA, you will still receive a certification request letter by mail, as is currently our process



Summary



Summary

- View online CBT (computer based training) videos on the RSA website
- Practice creating and maintaining records in the Test Environment
- Ask for help! You may contact the RSA Employer Services Division at 334-517-7005 or employer.services@rsa-al.gov
- THANK YOU for all of your cooperation, assistance and patience during this process!



Exercises

- Please complete the following exercises:
 - Set-up a **Method of Payment**
 - Create a **Payroll Schedule**
 - Create a **New Employee**
 - Create a **New Enrollment**
 - Edit an **Existing Enrollment**
 - Submit a **Contribution File**

