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:

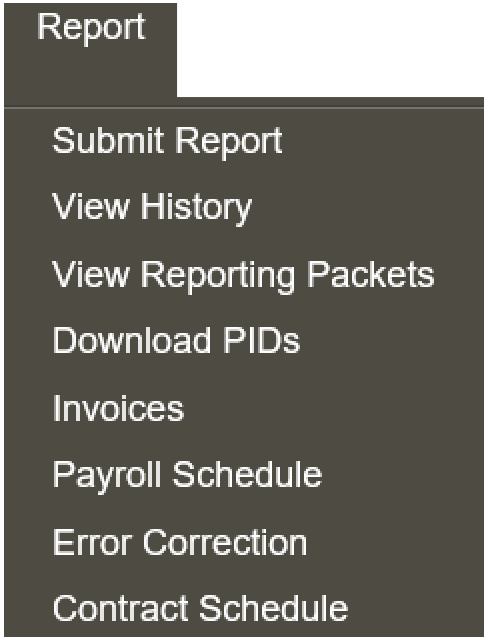
1. Setting up your agency info and your users of the ESS system
2. Uploading enrollment and contribution files
3. Manually entering employees into ESS
4. Correcting errors
5. Searching for employee information

Please note that the sandbox is for practice. The only information that will be brought over to the live environment is the Username, Password, and PIN for your Administrator.

Overview of ESS Tabs

Report

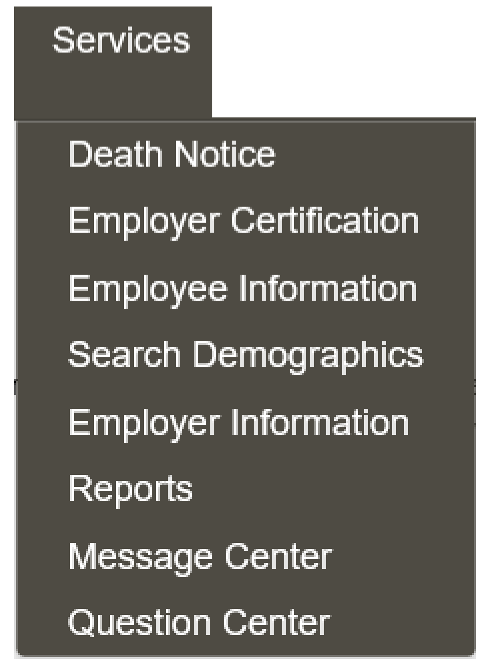
- Submit Reports
  - Submit Enrollments
  - Submit Contributions
- View the History of submitted files
- View Reporting Packets
- Download PIDs
- View Invoices
- Create a Payroll Schedule
- Perform Error Correction
- Create a Contract Schedule



Overview of ESS Tabs

Services

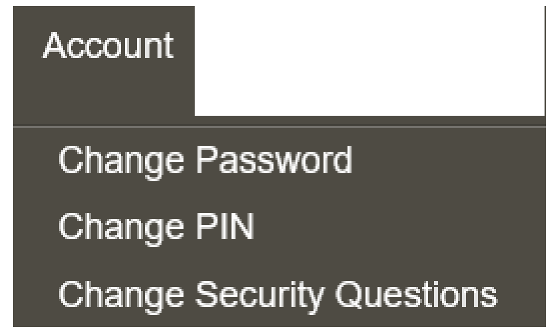
- Death Notice (for current or prior employees)
- Employer Certification for retirements, service purchase, or refunds
- Employee Information to look up anyone in RSA's database
- Search Demographics of your employees
- Employer Information
- Reports
- Message and Question Centers



Overview of ESS Tabs – Account / Admin

Account

- Change Password, Pin, or Security Questions

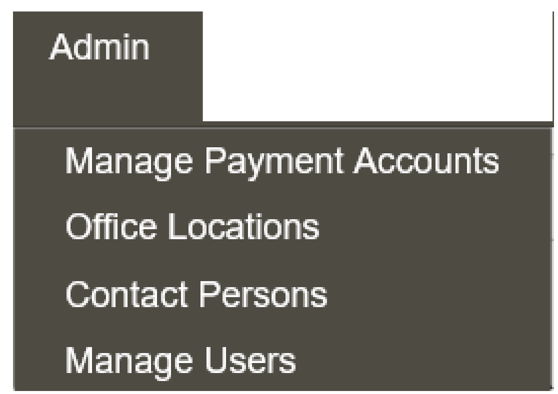


Admin

- Manage Payment Accounts

1. Office Locations
2. Contact Persons
3. Manage Users

Must complete in this order



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 / Employee	F636045055
PEEHIP	G636045055
RSA-1	H636045055

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.

For file submitters, once you have enrolled an employee, it is up to you whether you submit a full enrollment file with each submission or if you only submit changes.

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
- Units Annually Contracted to Work

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.
05= Adjunct	Should be used for employees who are paid per course.
06 = Substitute Teacher	Should be used for employees who are paid at a substitute rate

Position Status

Alphanumeric Code	Definition
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 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	Same as Position Status 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).

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

- 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

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TRS Contribution Groups

Description	PEEHIP Employment Designation	Position Code	Contribution Group for a Contributing Member	Contribution Group for a Non-Participating Employee
Other—Professional/Administrative	Professional/Admin	010	010CONT	010NONP
Teacher-	Professional/Admin	011	011CONT	011NONP
Principal	Professional/Admin	012	012CONT	012NONP
Superintendent	Professional/Admin	013	013CONT	013NONP
Administrative	Professional/Admin	014	014CONT	014NONP
Clerical	Support	015	015CONT	015NONP
Lunchroom	Support	016	016CONT	016NONP
Maintenance	Support	017	017CONT	017NONP
Bus Driver	Bus Driver	018	018CONT	018NONP
Mechanic	Support	019	019CONT	019NONP
Other—Support Worker	Support	020	020CONT	020NONP
Firefighter	Professional/Admin	021	021CONT	021NONP
Law Enforcement Officer	Professional/Admin	022	022CONT	022NONP
Nurse	Professional/Admin	023	023CONT	023NONP
Physician's Assistant	Professional/Admin	024	024CONT	024NONP
Physician	Professional/Admin	025	025CONT	025NONP
FLC Dual	Professional/Admin	099	099CONT	Not Applicable

Table 4-3: TRS Contribution Groups

Support employees must be reported in hours for PEEHIP purposes

Common ENRL Errors

- Full Time Units vs Scheduled Units
- Enrollment Begin date does not match other dates
- Reporting Type of Units differently than Scheduled Units (e.g. reporting days but 40 units per week)

New Enrollment

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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

Severity of Errors on Enrollment and Contribution Files:

Error – A record with an "Error" will require the agency to fix the problem in the file and re-upload or edit this record via manual entry within the ESS Portal.

Warning – A "Warning" notification will require the agency to override the warning within the ESS Portal.

Informational – An "Informational" notification requires no action from the agency to continue to load the file in the ESS Portal. However, they may need to change info in their system or investigate the difference.

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
- Contract Information

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

File Format Components

Personal Information

- PID
- SSN

Enrollment Information

- Contribution Group
- Position Status
- Type of Units Worked

Pay Record Information

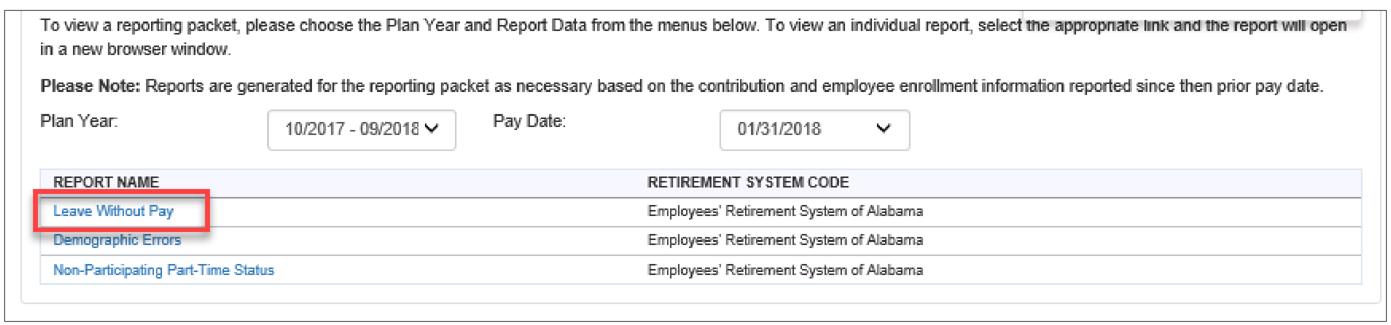
- Payroll Frequency
- Pay Period Begin Date
- Pay Period End Date
- Payment Reason
- Wages
- Increase / Decrease Wages
- Wages that Exceed IRS Limit
- Increase / Decrease Wages that Exceed IRS Limit
- Employee Contribution
- Increase / Decrease Employee Contribution
- Rate of Pay
- Type of Rate of Pay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

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 TRS.
3. Reporting packets will be sent to each employer using ESS Secure Message Center.

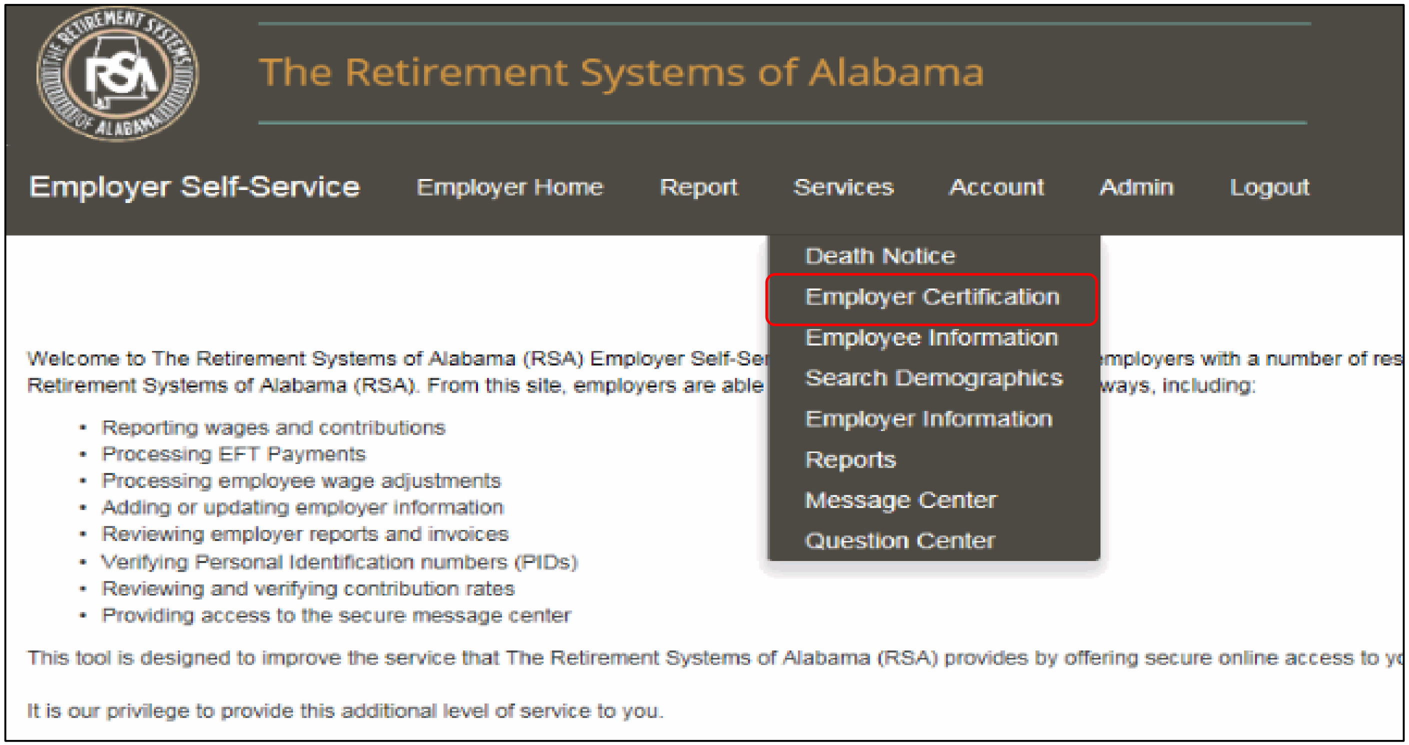
Reporting Packets

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



Services

Services - Overview



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 TRS with the beneficiary’s contact information
- Provides a link to the Application for Survivor Benefit form

Services – Enrollment and Contribution Related

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, contract and FTE changes

Employer Information

- Contribution rates
- Basic plan information
- GASB reports and other actuarial reports

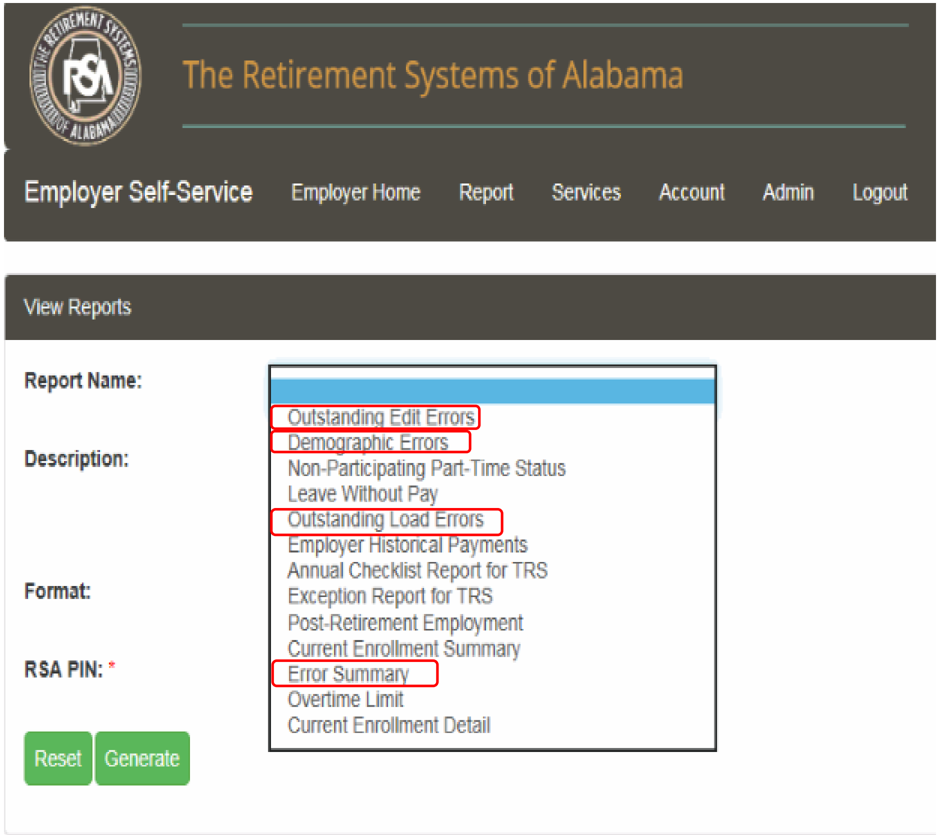
These sections will assist you with enrollment and contribution files

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



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

Services – Employer Certification

Employee Retirement Request

Allows RSA to request certification of Retirement Applications by ESS

Employer Certification

Employee Retirement Request Show All:

PID: 10031000 Member Name: JOHN DOE Retirement Date: 07/01/2018

Last Date of Paid Employment: 06/30/2018

Termination Date: 06/30/2018

Breakdown of Final Wages

Please list all payroll information that will be reported for the employee from the date this application is completed through the employee's last contribution date. Any separate payment types (e.g., Regular, Bonus, Leave of Absence) should be added as separate line item in the grid below.

Wages such as annual leave or sick leave lump sum payments are not creditable and should not be included in the breakdown of final salary. If you have questions regarding the types of payments that are creditable, please contact us at 334.517.7000 or 877.517.0020.

	Pay Date	Payment Reason	Wages	Employee Contribution	Employer Contribution	Type of Units Worked	Actual Units Worked	Full Time Units	Pay Period Begin Date	Pay Dat
		Please select				Please select	0	0		

Delete | Add Line Item | Calculate | Save

Final Sick Leave Certification:

Unused Sick Leave Days at Retirement : 0

Comments from the RSA:

Retirement Certification

Complete Certification

Services – Employer Certification

Employee Service Purchase Requests

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

Employer Certification

Employee Retirement Request Show All:

Employee Service Purchase Requests Show All:

PID	Member Name	Request Date	Service Type	Status
11564699	VK SP MOS CRM FLC ENHANCED	4/13/2017	Error	Pending ESS Certification
11564912	VK DUPLICATE MOS REQ	4/19/2017	Error	Pending ESS Certification
11564912	VK DUPLICATE MOS REQ	4/19/2017	Error	Pending ESS Certification
11565517	VK MOS DUPLICATE	5/2/2017	Noble Eagle	Pending ESS Certification
11565517	VK MOS DUPLICATE	5/2/2017	Noble Eagle	Pending ESS Certification

Back to Dashboard

PID: 10987020 **Employee Name:** DEBORAH BRYANT **Service Type:** Noble Eagle Military (Act-94)

Start Date	End Date	Actions
07/01/2018	09/30/2018	Edit Delete

Add New Entry

Service Details:

Start Date	End Date	Wages	Months Worked	Days Worked	Months Required	Part Time %
07/01/2018	09/30/2018	50000.00 *	3 *	0 *	9	0

Please enter whole number values for Months Worked and Days Worked.

Save

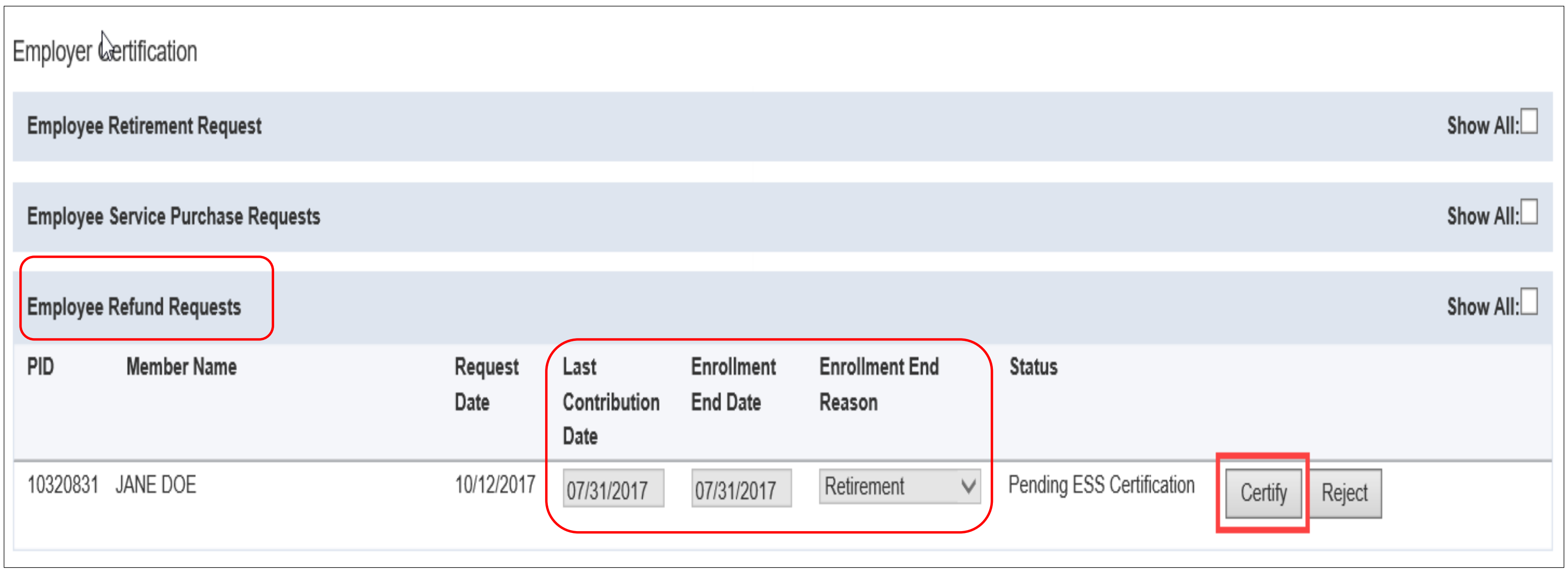
Reject Request Submit Certification

Services – Employer Certification

Employee Refund Requests

If a request for refund form (RSA Form 7) is submitted electronically, then it can be sent to you for certification using this feature

NOTE: This feature will NOT be enabled at the time of go-live; paper certifications will still be in use until further notice.



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**
  - Set-up a **Contract Schedule**
  - Create a **New Employee**
  - Create a **New Enrollment**
  - Edit an **Existing Enrollment**
  - Submit **Contribution Information**