Enrollment File Quick Tips:

1. Each enrollment for an individual person should have unique values for:
   a. Employer Code
   b. Field 2—Contribution Group
   c. Field 3—Position Status
   d. Field 6—Enrollment Begin Date

2. Field 2 –Contribution Group: Every employee in your Enrollment File must have a Contribution Group, whether in a contributing or non-participating group. Please refer to the Contribution Group appendices tables within the Process Enrollment/Contribution File formats for acceptable values. Bus aides/assistants are support workers.

3. Field 3 –Position Status: The RSA does not expect to receive a contribution on a consistent payroll frequency basis for non-regular employees. The RSA system understands that seasonal (03), temporary (04), adjunct (05) and substitute teachers (06) may not be paid during each pay period. Full-time **and** Part-time employees paid on a regular payroll frequency basis should be coded as regular (01).   Any retired member who has returned to work should be coded as seasonal (03).

4. Field 5 –PID---this is a conditional field: In the event you do **not** have a valid SSN available for an employee, an RSA PID may be reported as an alternative. You would initiate a manual enrollment through the Employer Self Service Portal (ESS) to receive the PID. If you have a valid SSN, then the PID field is not required and this field should be left blank. Do not send all zeroes.

5. Fields 9 & 10---these are required fields: If an employee has never been on unpaid leave, the LOA Status Date would equal the Enrollment Begin Date (field 6) and the LOA Status would = 00.

6. Fields 12, 13 & 14---these are required fields: Scheduled Type of Units, #Units to Work and FTE units indicate what the individual is expected to work on a weekly basis. The comparable fields 18, 19 & 20 in the Contribution file indicate what the individual actually worked during the pay period. The type of units in field 12 in the Enrollment file and field 18 in the Contribution file must agree. An example for a part-time employee might look like:

   The enrollment file:

   Field 12 type of units = 02 = hours
   Field 13 schedule Units =19
   Field 14 schedule FTE = 40

   The contribution file might be for a bi-weekly pay period:

   Field 18 type of units = 02 = hours
   Field 19 actual Units = 32
   Field 20 actual FTE = 80

7. Fields 20, 21, 22 & 23---Employee's Name and Suffix: DO NOT include any periods.

8. End of Footer Record should also be end of file. There **should not be a carriage return** after Employer Code because that indicates another Header record is to follow.

Contribution File Quick Tips:

1. Header Record-Field 3—Employer code: Be sure your RSA plan identifier is the first value (E for ERS, T for TRS and J for JRF); the remaining 3 alphanumeric values will be your agency Unit Code.

2. Header Record-Field 4 –Pay Date: Each Employer must set up payroll frequency schedules within the ESS Portal prior to submitting a Contribution File. The pay date which is set up for a specific payroll period in the ESS Portal must match the Pay Date in this field when reporting contributions for that specific payroll period.

3. Header Record-Field 5 –Payroll Frequency: Please ensure the Payroll Frequency you are reporting in this value is consistent with the Payroll Frequency you reported in the Enrollment file for those records.

4. Detail Records-Fields 6&7—Dates: The Beginning and Ending Pay Period Dates should correspond to those dates you established within the ESS Portal before go-live for each payroll frequency.

5. Detail Record-Field 8-Required—Summer Position: Only applies to TRS employers. TRS employers will indicate a 1 if the wages reported for that pay period are related to a summer position. ERS and JRF employers will use 0 for all employees.

6. Field 9---Payment Reason: If an employee has been paid wages during this pay period for more than one payment reason, a separate detail record must be reported for each pay reason.   If the employee does not have two records in the ENRL file, then multiple pay amounts for the same reason (regular pay), must be combined into one line on the CONT file.

7. Field 13 and Field 17---Wages: Highly-compensated employees may receive wages in a fiscal year that exceed limits for the wages, employee contributions, and employer contributions to qualified retirement systems as set forth in IRC 401 (a)(17). These limits vary per fiscal year; the RSA will supply the limits at the beginning of each fiscal year. The portion of wages that exceed the limit should be reported in field 17 with no contributions.

8. Field 21---RSA-1 Contribution: If the employee has elected to participate in the optional RSA-1 plan, the amount deducted from their wages during this pay period should be reported in this field.

9. End of Footer Record should also be end of file. There **should not be a carriage return** after Employer Code because that indicates another Header record is to follow.