Welcome to training on how to upload enrollment files, correct errors on enrollment files, and add an employee to the file.

How Do I Upload an Enrollment File?

You can submit an enrollment file by navigating to the **Submit Report** screen.

By clicking on **Report**, and then selecting **Submit Report**.

Under the **Enrollments** section, select **Upload File.**

Select a file to upload from your computer by clicking **Browse**.

Select the file you would like to upload.

The file type must be .ENRL.

Click **Open**.

Click **Upload File**.

When the file is not named correctly, an error message displays.

Files must be named with the employer code, year, month, and day.

Rename your file, and then click **Browse** to select the file.

If there is another type of error, a message displays identifying that the file was rejected. Check your e-mail for the specific issue.

An example of an error is that the header and footer are incorrect.

Fix any errors that are outlined in the email and resubmit the file.

Another common error is that there is another ENRL file already in progress.

To see the files, click **Report**.

Then select **View History**.

The **Report History** displays.

Once your file is uploaded, it will be checked for business validation errors by DPASS.

The reporting official and you will get a confirmation email.

And the **Continue** button will become enabled.

Click **Continue** to move to the next screen, where you will correct any outstanding validation errors.

How Do I Void a Report?

Once your file is uploaded, it will be checked for validation errors by DPASS.

The number of errors in the report will be listed.

When there are many errors, you can fix the original file, and upload it again.

If that is the case, you can click **Void Report**.

A message displays that if you void the report, the information will not be uploaded.

To void the report, click **OK**.

To verify the status of a report, click **Report**.

Then select **View History**.

The **Report History** displays. The report status is listed as **Void**.

Click X in the top right-hand side to close the window.

Once the file has been corrected, click **Upload File** to begin the process.

How Do I Correct Enrollment File Errors in ESS?

Once the enrollment report has been processed, you will be directed to the **Employer Details** screen, which will provide a summarized view of the file batch status.

This screen also identifies the number of enrollment records with an error.

Click on the **Employer** hyperlink.

Scroll down to see the list of errors.

Each record that contains an error will display with an **Error** indicator in the **Errors** column

Click **Edit** next to the record identified with an error.

Click **Edit** from the drop-down menu to access the **Personal** and **Enrollment** information.

The **Add or Edit Enrollment Record** screen displays with all of the **Personal** and **Enrollment** information for this employee.

The rows at the top of the screen under **Enrollment Validation Errors** section, call out any errors that exist.

To correct the error, update the employee information.

In this example the **Contribution Group** needs to be updated.

Before adding the **Contribution Group**, the **Retirement Plan** will need to be selected.

Click on the **Retirement Plan** drop-down menu.

And select the **Retirement Plan**.

Next, correct the **Contribution Group**.
By selecting a group from the drop-down menu.

Click **Save Changes**.

Once the errors have been updated, and the file is saved, a message displays that there are no validation errors for the enrollment record.

You can click X at the top right-hand side of the screen to return to the **Employer Details** screen.

Once on the **Employer Details** screen, click edit for the next record which has an error.

In this example, the record has an incorrect **Enrollment Begin Date**.

To correct the **Enrollment Begin Date**, choose from the calendar, or erase the previous date.

Then enter the correct date.

Click **Save Changes**.

A message displays that the record was updated.

Click X in the top right-hand corner to return to the **Employer Details** screen.

On the **Employers Screen**, click edit next to the next record that has an error.

In this example, it is the last error for this file.

This error was due to **Scheduled Units** were not entered.

The **Scheduled Units to Work Per Week** field needs to correspond to the selected **Scheduled Type of Units Worked** field.

For this example, enter in the number of hours worked per week.

Click **Save Changes**.

A message displays that the record was updated.

Click X in the top right-hand corner to return to the **Employer Details** screen.

The Show Errors Only checkbox is checked by default and if all errors are corrected, no records will be displayed under the **Search Details** section.

Click **Show All** to view all of the records.

If all records are correct and no additional employees need to be added, click **Submit Details**.

Then click **Finalize Submission**.

A confirmation message displays.

You will receive an email once the process is complete.

Click **Go Back** to go to the **Employer Details** screen.

A message displays stating that no other edits can be made if finalized.

If the enrollment is correct, click **OK**.

Once on the **Employer Details** screen, the status updates to published, and the information for all employees is now updated in the system.

<u>How Do I Add an Employee to an Enrollment Record?</u>

On the **Employer Details** screen, click on the **Employer** hyperlink.

Click **Add New Employee**.

The **Add or Edit Enrollment** pop-up window displays.

Enter the **Social Security Number** and **Date of Birth**, and click **Verify social security number and Date of Birth**.

Or enter the **PID and Date of Birth**, and click **Verify PID and Date of Birth.**

For this example, the **Social Security Number** will be added.

Enter the **Date of Birth**.

Choose the date from the calendar, or enter it in the date field.

Click **Verify Social Security Number and Date of Birth**.

A message displays verifying that the person is not in the system.

The fields for entering information are now available.

Enter in the employee's **First Name**.

Enter in the employee's **Last Name**.

Select the **Gender** from the drop-down menu.

Next, enter the **Enrollment Information**.

Choose the **Retirement Plan** from the drop-down menu.

Choose the **Contribution Group** from the drop-down menu.

Select the **Position Status** from the drop-down menu.

Enter in the **Enrollment Begin Date**, or choose the date from the calendar.

Select the **Schedule Type of Units Worked** for the employee from the drop-down menu.

Enter in the **Scheduled Units to Work per Week**.

Enter in the **Scheduled Full Time Units per Week**.

Select the **Payroll Frequency** from the drop-down menu.

Lastly, enter the **Address Information** for the employee.

Enter the **Street Address**.

Enter in the **City**.
Select the **State** from the drop-down menu.

Enter the **Zip Code**.

Click **Save Changes**.

A message displays that the record was successfully saved.

Click on the X in the top right-hand corner to return to the **Employer Details** screen.

Once all additions have been made, click **Submit Details**.

A list of all records will be displayed.

Then click **Finalize Submission**.

A message displays stating that no other edits can be made if finalized.

If the enrollment is correct, click **OK**.

A confirmation message displays.

You will receive an email once the process is complete.

Click **Go Back** to go to the **Employer Details** Screen.

Once on the **Employer Details** screen, the status updates to published, and the information for all employees is now updated in the system.

How Do I Report the Death of an Active Employee?

It is important that an Active Employee’s death is accurately reported.

This can be done in the Enrollment record that you submit. When an Employee dies, you must change the Enrollment End Date to be the same as the Date of Death, either in the .ENRL file or using the **Search Demographics** module.

Let’s take a look at an example of how you can submit this information to the RSA.

In this example, The Employee is actively employed. You become aware that the Employee's death occurred on Sunday, October 7th. The Enrollment End Date reported should be October 7th.

Please view the **Death Notice** demonstration video for more information on how you can report an Employee’s death in Employer Self-Service.

For additional information or assistance, please contact an Employer Services Representative at 334-517-7005
or employer.services@rsa-al.gov.