

QUICK REFERENCE GUIDES

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PAYMENT ACCOUNT

Payment accounts allow employers to manage various methods of payment. Accounts entered through this module can be used to pay monthly submissions or outstanding invoices.

How Do I Add a Payment Account?

- From the **Home** screen you can add a new payment account by navigating to the **Manage Your Payment Accounts** screen by clicking on **Admin** and then selecting **Manage Payment Accounts**.
- Click on **Add a Payment Account** to add a new payment account.
- A new screen to **Add a Payment Account** displays.
- From the drop down menu choose **EFT** as the receipt type. EFT is an electronic funds transfer.
- Enter in a **Nickname** for this account such as “My Checking Account.”
- Enter in the **Routing Number**, which can be found in your checkbook.
- Enter in the **Bank Account Number**, which can be found in your checkbook.
- Retype the **Bank Account Number**.
- Click **Continue**.
- Enter your **RSA PIN**.
- Click **Submit**.
- The confirmation message displays. Click **Continue**. *You will also receive an email notification confirming that a new payment account has been added.*
- Your newly added account will appear in the list of existing payment accounts.

How Do I Edit a Payment Account Nickname?

- You can edit a payment account nickname by navigating to the **Manage Your Payment Accounts** screen and clicking on **Admin** and selecting **Manage Payment Accounts**.
- Click on the **Nickname** of the existing payment account that you want to update.
- Delete the current nickname and type in the new nickname. Only the nickname can be edited on this screen.
- Enter your **RSA PIN**.
- Click **Update**.
- The confirmation message displays that your payment account nickname has been updated. Click **Continue**.
- Your newly added nickname will appear in the list of existing payment accounts.

How Do I Delete a Payment Account?

- You can delete a payment account by navigating to the **Manage Your Payment Accounts** screen and clicking on **Admin** and selecting **Manage Payment Accounts**.
- Click on the delete link next to the existing payment account that you want to delete.
- The **Delete a Payment Account** screen displays. Enter your PIN in the **RSA PIN** field.
- Click **Delete**.
- A pop up window will appear asking if you wish to delete the payment account. Click **Ok**.
- The confirmation message displays that your payment account has been deleted. Click **Continue**.
- Your account will no longer appear in the list of existing payment accounts.

REMEMBER: You can only delete a payment account if no payment is in process.

PAYROLL SCHEDULE

The Payroll Schedule contains critical information that must be provided by the employer in order to enroll employees or submit wage and contribution information. The Payroll Schedule is used to assist employers in ensuring contribution information is reported in a timely manner. It is the employer's responsibility to provide the payroll schedule to the RSA for a plan year using the Payroll Schedule screen. The Payroll Schedule screen provides the ability to add, view, or edit employer payroll schedules. The Employer Payroll Schedule is determined by the frequency with which an employer pays their employees, as indicated by the specific dates for a plan year. Employers with ESS Administrative and Employer Reporting roles can submit and maintain payroll schedules. Each payroll schedule only needs to be created once at the beginning of the plan year. Separate payroll schedules should be added for each payroll frequency. The payroll schedules can be edited as needed.

How Do I Create a Payroll Schedule?

- To add a payroll schedule navigate to the **Payroll Schedule** screen by clicking on **Report** and then selecting **Payroll Schedule**.
- The Payroll Schedule screen displays.
- Select the **Retirement System** from the drop down menu.
- Select the **Plan Year** from the drop-down menu.
- Select the **Payroll Frequency** from the drop-down menu. The Payroll Frequency is how often the employees receive compensation. Separate payroll schedules should be added for each payroll frequency.
- Enter the date in the **Initial Pay Date** field. The **Initial Pay Date** is the first pay date for the corresponding plan year.
- **Arrears** is the length of the delay between when the Employee worked and when they are paid for that work.
- Select **Days** from the drop-down menu.
- Enter the number of days in arrears that employees are paid in the **Days** field.
- Click **Generate**.
- A new Pay Schedule is populated for the selected year with the Pay Dates; it includes the Pay Period Beginning and Ending Dates.
- A Pay Period is highlighted in yellow if it falls on a weekend or holiday. If this happens, the Pay Date will be set to the previous business day. A message will be displayed to remind you of these changes.

How Do I Edit an Initial Pay date?

- To edit a payroll schedule, navigate to the **Payroll Schedule** screen by clicking on **Report** and then selecting **Payroll Schedule**.
- Click on **Edit** next to the plan year you would like to edit.
- Adjust the **Initial Pay Date** by entering in the new date.

- Click **Generate**.
- The new payroll schedule will be generated with the new initial pay date adjustment.

How Do I Edit a Specific Pay Period?

- To edit a payroll schedule, navigate to the **Payroll Schedule** screen by clicking on **Report** and then selecting **Payroll Schedule**.
- Click on **Edit** next to the plan year you would like to edit.
- To edit individual pay periods, click edit next to the pay period you would like to change.
- Enter the new date.
- Click **Save**.
- The new date will be listed in the payroll schedule.

How Do I Skip a Report?

- To edit a payroll schedule, navigate to the **Payroll Schedule** screen by clicking on **Report** and then selecting **Payroll Schedule**.
- Click on **Edit** next to the plan year you would like to edit.
- Employers can indicate pay periods that will be skipped. Click **Edit** next to that pay period.
- Check the **Skip Report** check box.
- Click **Save**.
- The payroll schedule is updated, and the pay period that is being skipped is indicated by a checkmark next to it.

How Do I Delete a Payroll Schedule?

- To delete a payroll schedule, navigate to the **Payroll Schedule** screen by clicking on **Report** and then selecting **Payroll Schedule**.
- Click on the red **X** next to the Plan Year you would like to delete. **Only payroll schedules with future dates can be deleted.**
- The payroll schedule will be deleted and no longer be listed on the payroll schedule screen.

CONTRACT SCHEDULE

Instructions on how to create contract schedules, update existing schedules such as adding payroll schedules, employer contract units, full time units, how to change beginning and end dates, and how to delete schedules.

The **Maintain Contract Schedule** screen is only available for TRS Employers. This tab allows a TRS Employer to define a contract schedule for each plan year. Contract schedules only need to be set-up once a year.

Multiple contract schedules allow for DPAS to correctly process TRS employees working 9, 10, 11, or 12 month contracts.

What Are the Inputs to Create a Contract Schedule?

- To create a contract schedule, navigate to the **Contract Schedule** screen by clicking on **Report** and then selecting **Contract Schedule**.
- The **Contract Schedule** screen displays.
- Select the **Plan Year** from the drop-down menu.
- **Note:** ESS will only allow an Employer to select the current plan year, the immediately preceding plan year, or the immediately subsequent plan year.
- Enter in the contract description. The **Contract Description** is an open text field and the user can create a name to easily remember the purpose of each contract schedule which is created.
- The **Begin Date** is the date for which the contract schedule will begin to be in effect. Enter in a beginning date by choosing from the calendar or typing in the date in the text box.
- The **End Date** is the date for which the contract schedule will cease to be in effect. Enter in an ending date by choosing from the calendar or typing in the date in the text box.
- Click **Save**. You must click save before moving onto the other sections on the contract schedule screen.
- From the drop-down menu, choose the payroll schedule for which this contract schedule is aligned.
- Click **Save**. You must click **Save** before moving onto the other sections on the contract schedule screen, or you will lose your information.
- A contract schedule can have multiple types of units worked such as hours, shifts, days, or courses. For the contract schedule, select the units worked depending on how your employer schedules the employees. For example, a full-time worker on a 10 month schedule may be expected to work 1600 hours, or 200 days, but a full-time for a 9 month schedule may be 1440 hours or 180 days.
- If you do not create a contract schedule for a particular number of units contracted, you cannot enroll a member with that kind of contract. For example, you cannot enroll a member on a 200 days schedule until you've added that to a contract schedule.

- A particular combination of units and days can only exist on one contract schedule. For example, you cannot have 200 days worked on 2 separate contract schedules for the same plan year.
- Click **Save**.
- The *Full Time Units per Pay Period* section displays the new schedule and will populate each time you add a record.
- Click on the **Plus Sign** to expand the schedule. The contract can be viewed in its entirety.

How Do I Add Payroll Schedules, Employer Contract Units, and Full Time Units Per Pay Period to an Existing Contract Schedule?

- To connect a payroll schedule to the contract schedule, navigate to the **Contract Schedule** screen by clicking on **Report** and then selecting **Contract Schedule**.
- Click on the button next to the contract schedule to view the schedule in its entirety.
- Once selected, you can add a payroll schedule, an employer contract unit, or both. Each section has additional rows, and new rows will be added after clicking save.
- In addition, you can add full time units to a pay period within the contract schedule.
- To add a payroll schedule, select the payroll schedule in the new row under the Employer Contract and Payroll Schedule section.
- Select the first pay period end date for the additional payroll schedule.
- Click **Save**.
- You can also add employer contract units.
- Select the contract schedule you would like to edit.
- Under **Employer Contract Units**, select the type of units worked from the drop-down menu.
- Then enter the **Units Contracted** value.
- Click **Save**.
- To add *Full Time Units per Pay Period*, click on the **Plus Sign** next to a schedule to view it in its entirety.
- When the payroll schedule displays, click on **Edit** next to a pay period where the full time units need to be updated.
- Enter the required updates to the full time units.
- Click **Save**.
- The schedule will be updated, and the new full time units will be displayed.

How Do I Edit a Contract Schedule's Beginning and/or Ending Date?

- To edit a contract schedule's beginning and or ending date, navigate to the **Contract Schedule** screen by clicking on **Report** and then selecting **Contract Schedule**.
- Click on the **Edit** icon next to the plan year you would like to edit.
- You can update the beginning date by choosing from the calendar or typing in the date in the text box.
- You can update the ending date by choosing from the calendar or typing in the date in the text box.
- Click **Save**.
- The contract schedule displays with the new beginning and ending dates.

How do I delete a contract schedule?

- To delete a contract schedule, navigate to the **Contract Schedule** screen by clicking on **Report** and then selecting **Contract Schedule**.
- Click on the red **X** icon next to the **Plan Year** you would like to delete.
- A confirmation message will appear asking if you are sure you want to delete the contract schedule record.
- Click **OK**.
- The contract schedule will delete and no longer be listed.

TRS ENROLLMENTS - ENTER ONLINE

Information on how to enter enrollments online, add a new employee, and add a new enrollment. The Enter Online functionality allows you to add a new employee and enrollment, as well as review and update existing employees and their enrollments. **A *Payroll Schedule and Contract Schedule* must be set up before you can add an enrollment.**

How Do I Enter Enrollments Online?

- To access the **Report** screen, click on the **Report** menu option.
- Select **Submit Report**.
- The **Submit Report** screen displays. Click on **Enter Online**. The **Enter Online** button will direct you to **the Search Employee Demographics** screen.
- The **Search Demographics** screen displays. *Note: You can also access this same screen by clicking on the **Services** menu, **Search Demographics**.* By default, only the active Employees are shown on this screen.
- If you'd like to view all employees who have ever worked for you, select the **Show All** button.
- You can also search for a specific employee by using the search criteria listed and clicking **Search**.
- You can edit an Employee listed below by clicking the **Maintain** option.
- Then you can click **Demographics** or **Enrollments** to edit their information. *Note: If the employee does not currently work for you, the **Demographics** option will be grayed out, and you will not be able to edit the Employee's demographic information.*
- Please view the **Search Demographics** demonstration video to learn more.

How Do I Add a New Employee?

- To add a new employee, select the **Add a New Employee** button.
- First, enter the social security number of the new employee.
- Enter the new employee's date of birth.
- Select the **Verify SSN and Date of Birth** button to see if this person exists yet in the system.
- If the employee does not yet exist in the system, you will receive the confirmation message to continue adding the new employee record.
- Once the SSN and Date of Birth are verified, you may continue with **the Personal Information** and **Address Information** sections.
- Once you have filled in all required fields, click **Save Changes**.
- A success message displays at the bottom of the screen that the record was created successfully.

How Do I Add a New Enrollment?

- Now, click **Go to Enrollments**.
- The **Add/Edit Enrollments** screen displays. Notice that this employee is currently listed as Tier 99. Tier 99 means the employee does not yet have an enrollment or is non-participating.
- Now, click the **Add New Enrollment** button. The New Enrollment pop up window displays. Fill in all required fields.
- First, choose a **Retirement Plan**.
- The **Contribution Group** is dependent on which retirement plan is selected.
- Next, choose the **Position Status** from the drop-down menu.
- Enter the **Scheduled Units to Work per Week**.
- Select the **Scheduled Type of Units Worked** from the drop-down menu.
- Enter the **Scheduled Full Time Units per Week**.
- Select the **Payroll Frequency** from the drop-down menu.
- Enter the **Units Annually Contracted to Work**. It is important to note, that the Units Annually Contracted to Work must match what is on the employer Contract Schedule.
- Select the **Number of Months Paid** from the drop-down menu.
- When you enter the **Enrollment Begin Date** the **Scheduled Units Effective Date** and the **LOA Details** automatically populate. Click **Save Changes**. The data you've entered will be validated against the business validations. If there are any errors, they would be displayed in the **Enrollment Validation Errors** section.
- Close out of the pop-up window.
- The **Add/Edit Enrollments** screen displays. *Notice that this employee is now Tier 2 since an enrollment has been created for them.*
- Click **Back** to go back to the **Search Demographics** screen.

TRS CONTRIBUTIONS – ENTER ONLINE

Before attempting to make a contribution submission, make sure the following steps have been completed:

- A Payroll Schedule and Contract Schedule for the current plan year for the file you are submitting must be created.
- A Payment Account must be created. (Please view the Admin Menu Part 1 video for more information on this.)
- Enrollments must be up-to-date for the employees added to or missing from your last contribution submission.
- Be sure to check whether a report is already in progress. You will not be able to use the Enter Online functionality if there is already a report in progress.

Here are some things to keep in mind while using Enter Online.

- The Enter Online functionality copies wage and contribution information for all employees with a matching pay frequency reported in the previous submission.
- The system will copy over records for a Regular payment reason, but will not copy Overtime amounts or other payment reasons. You will need to manually add those records.
- Lastly, if an employee was in the prior pay period contribution submission, and has stopped working before the current pay period began, the system will NOT copy over their record from the prior submission.
- If the employee is still being paid this period, you will need to manually add that employee.

How Do I use the Enter Online functionality for Contributions?

1. Navigate to the **Submit Report** screen by clicking on the **Report** menu and choosing the **Submit Report** option.
2. Click the **Enter Online** button under the *Contributions* section
3. Click **Continue** to move on.

How Do I Add a Contribution?

- Click on the **Employer Name** hyperlink.
- At the bottom of this screen click the **Add Contribution** button.
- The **Add Employee Contribution** pop up window displays.
- Enter a **Social Security Number, PID, or Last Name**.
- Choose a **Plan Year**.
- Select a **Payroll Period**.
- Click **Search**. If there was an existing contribution for this employee it would display in this table. **If no existing contribution is found, then click the radio button next to Add a new record.**
- Click **Continue**.

- The **Add Employee Contribution** screen displays.
- Fill in the fields appropriately in the *Contribution Information* section.
- Once all information is entered, click **Submit**
- The record is saved. If there were any errors with the information you entered, they would display on this pop up window. If you need to enter Overtime, you can do so by choosing a **Payment Reason** of Overtime in a new row.
- Close out of this window by clicking **X** and you will be taken back to the Details screen.
- The added employee is displayed as part of the report. Click **Submit Details** to move on.
- The **Summary** screen displays. View a summary of the amounts that were submitted by Retirement Plan, as well as Wages, Employee Contributions and Employer Contributions. Scroll down. This screen can also be used to select any invoices that you may have from a credit or a debit, which would reduce or increase what is owed. Select the checkbox to choose to apply an invoice.
- Select **Proceed to Payment**.
- The **Payments** screen displays. This screen summarizes everything that is owed for the report, split by Employer and the Contribution type. If you have set up multiple payment accounts, they will display here. You can pay with more than one payment account. (Please view the Admin Menu, Part 1 video for more information on setting up a Payment Account.)
- Click **Edit** next to the bank account you'd like to pay with.
- Enter the amount you would like to pay using that account, and click **Update**.
- Enter your **RSA PIN**.
- Click **Submit your Payment**.
- Confirm your submission by clicking **OK**. It is important to note that once you click **OK**, you will no longer be able to edit your submission. In addition, you are authorizing the RSA to receive the payment amount from the indicated bank accounts.
- The **Results** screen displays. Print a copy of this screen for your records. Click the **Remittance Advice** hyperlink to view a report of what was submitted by Contribution Group.

How Do I Pay RSA-1 Contributions?

- On the **Payments** screen you will see two different payment sections. One section to remit your employee and employer contributions and invoices. And another section to remit your RSA-1 Payments.
- First, enter the **Payment Amount** for the Employee/Employer Contributions and invoices.
- Click **Update**.
- Then, follow the same process for the RSA-1 payments. You can use the same Payment Account, or choose a different one if you have multiple payment accounts set up.

- Click **Update**.
- Enter your **RSA PIN**.
- Click **Submit Your Payment**.
- Confirm your submission by clicking **OK**. It is important to note that once you click OK, you will no longer be able to edit your submission. In addition, you are authorizing the RSA to receive the payment amount from the indicated bank accounts.
- The **Results** screen displays.

How Do I Void a Report?

- Click on Report – View History. The number of errors in the report will be listed.
- 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 now listed as **Void**.
- Click **X** in the top right-hand side to close the window.
- Once the file has been corrected, click **Enter Online** to begin the process again.

DOWNLOAD PIDS AND VIEW REPORTING PACKETS

How Do I Download PIDs?

- To navigate to the **Download PIDs** screen, click on the **Report** menu option.
- Then, select **Download PIDs**. The **Download PIDs** screen displays. Use the **Download PIDs** screen to download the PID for a particular Employee or for a set of Employees using specific search criteria.
- This screen offers an easy way to download the file and import it into your payroll or HR system to populate the **PID** field.

It is your responsibility to download a new Employee's PID. The RSA suggests the following process:

- Prior to the submission of the Contribution report, use the Download PIDs screen to produce a list of the new PIDs for the previous Enrollment Report.
- By waiting until just prior to submitting your current report, you retrieve the most up to date list of PIDs. You cannot download a PID for a new Employee who has not worked for an Employer covered by the RSA.
- Select the **Search By** drop-down menu. You can search by:
- **Newly Created Enrollments**: This allows you to build a list of Employees who have been reported since the Download PID file was last generated.
- **Date of Enrollment**: This allows you to pull a list of Employee PIDs corresponding to their Date of Employment
- **Pay Date**: This allows you to select the begin pay date and end pay date
- **SSN**: This allows you to search for the Employee using their social security number.
- Select an option from the drop-down menu, and enter any parameters that may be required.
- Click the **Show** button.
- The list of Employees based on the search criteria displays. Click on a checkbox to select, or deselect, the Employees you would like to download.
- Click the **Add to List** button to add the selected Employees. Then, Click the **Download Employees** link.
- Enter your **RSA PIN**.
- Click **Download to File**.
- The PID file is downloaded as a CSV file in Microsoft Excel. Click **Open**.

Note: The CSV file contains only those Employees you selected. Close out of the Microsoft Excel window to return to the Download PIDs screen.

How Do I View A Reporting Packet?

- To navigate to the **Reporting Packets** screen, click on the **Report** menu option and select **View Reporting Packets**.
- The **Reporting Packets** screen displays. Each time a contribution report is posted, the system generates a Reporting Packet. Email correspondence is sent to the Primary Reporting Official when the reporting packet is generated to notify them that a message is waiting in their Message Center Inbox in Employer Self-Service. There are 4 reports that will be included in the Reporting Packet: Leave Without Pay, Demographic Errors, Non-Participating Part Time Status, and Overtime Limit Report.
- Choose a year from the **Plan Year** drop-down menu. Choose a date from the **Pay Date** drop-down menu. The Reporting Packet will display based on the search parameters you select. Click on a **Report Name** link to view a PDF of the report.
- The report downloads. Click **Open**. The report displays in a new window. Close out of this window to go back to the **Reporting Packets** screen.

INVOICES

How Do I Maintain My Invoices?

- Navigate to the Invoices screen by clicking on the **Report** menu option.
- Then select **Invoices**.
- The **Invoice** screen displays. You can use this screen to apply payments to outstanding debit invoices.
- On this screen, the unpaid invoices display by default. To view only **Paid** invoices, select the **Show Paid Invoices** checkbox.
- You can search for invoices using the search criteria available, including the **Recent Invoices**, **Date Range**, and the **Invoice Type** search options.
- To view an invoice, select the **Invoice** link.
- The invoice downloads. Click **Open**.
- The invoice displays. Review the invoice, and close out to continue.
- Select the check box to the left of the outstanding invoice that you want to pay. You can select more than one invoice to pay at a time.
- Select the **Pay Invoice** button.

How Do I Pay with A Payment Account?

- You must create a **Payment Account** in the ESS portal in order to make a payment.
- If you would like to set up a payment account, you can click the **Add a New Payment Account** link to do so.
- Please refer to the Admin Menu, Part 1 demonstration video to learn more.
- Step 1 of the process is to apply payment. You will remit payment for these invoices with a payment account.
- Click **Edit** next to the payment account you choose to use for payment.
- Next, enter the amount that you would like to pay from that account. You can pay using more than one account.
- Click **Apply** to save updates, or click **Cancel** to close the edit field without saving your updates.
- Click **Continue to Step 2**.
- Review the information you entered. Then enter your **RSA Pin**.
- Click **Submit**.
- The confirmation message displays, and your payment is submitted. Please print this screen, and save for your records.
- Click **Pay Another Invoice** to go back to the **Invoices** screen.
- You are returned to the **Invoices** screen. Notice the invoice you paid is now in **Pending** status.