

QUICK REFERENCE GUIDES

TABLE OF CONTENTS

PAYMENT ACCOUNT	3-4
PAYROLL SCHEDULES	5-6
CONTRACT SCHEDULES	7-10
TRS ENROLLMENTS.....	11-14
TRS CONTRIBUTIONS	15-20
DOWNLOADING PIDS & REPORTING PACKETS	21-22
INVOICES	23

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. You will also receive an email notification confirming that a new payment account has been added. Click **Continue**.
- 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 by clicking on **Admin**, and then 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 nickname by navigating to the **Manage Your Payment Accounts** screen by clicking on **Admin** and then 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 that does not have a payment 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 schedule 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 the employees are paid in arrears 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 ENROLLMENT FILE UPLOAD

How Do I Upload an Enrollment File?

- 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.
- Once your file is uploaded, it will be checked for validation errors by DPAS. The reporting official and you will receive a confirmation email.
- To see the files, click **Report**.
- Then select **View History**.
- The **Report History** displays 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 DPAS. 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** 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.
- 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.
- **The Show Errors Only** box is selected 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 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**. Information for all employees is now updated in the system.

How Do I Manually Add an Employee to an Enrollment Record?

- On the **Employer Details** screen, click on the employer hyperlink.
- Click **Add New Employee** and 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**. 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, Last Name, and Gender** from the drop-down menu.
- Enter the **Address Information** for the employee. Enter in the **Street Information, City**, Select the **State** from the drop-down menu, and enter the **Zip Code**.
- Next, enter the **Enrollment Information**.
- Click **Go to Enrollments**, then click **Add New Enrollment**.
- Choose the **Contribution Group, Retirement Plan, and Position Status** from the drop-down menus.
- Enter in the **Scheduled Units to Work per Week**.
- Select the **Schedule Type of Units Worked** for the employee from the drop-down menu.
- Enter in the **Scheduled Full Time Units per Week**.
- Select the **Payroll Frequency** from the drop-down menu.
- Enter the **Units Annually Contracted to Work**.
- Select the **Number of Months Paid** from the drop-down menu.
- Enter in the **Enrollment Begin Date**, or choose the date from the calendar. The **Scheduled Units Effective Date** and the **LOA Status Effective Date** will automatically populate with the Enrollment Begin date.
- 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.

TRS CONTRIBUTION FILE UPLOAD

Before attempting to submit a contribution file, 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. Please view the demonstration videos for more information.
- Add a Payment Account. (Please view the Admin Menu, Part 1 video for more information.)
- Enrollments must be up-to-date for the Employees added to or missing from your last contribution file.
- Lastly, you must upload a file that meets the Contribution File Format requirements.

As a best practice, identify whether any reports are currently in progress. If a report is already in progress, you will not be able to upload another report. To view a history of any recent reports that may have been submitted, click on the **Report** menu option, and choose the **View History** option. The **View History** screen allows you to check and maintain the status of any reports you have uploaded and view information about the report.

When viewing the submission history, there are several links that are helpful:

- The *Report Submission* link is helpful if you ever need to revisit a previous report.
- By clicking on the *File Errors* link, you will be able to view any file errors that may exist in the report.
- The *Business Errors* link will direct you to the business errors that may exist in the file.

How Do I Upload a Contribution File?

- Navigate to the **Submit Report** page, click on **Report**.
- Then select **Submit Report**.
- Select **Upload File** under the *Contributions* section.
- Select a file to upload from your computer by clicking **Browse**. The file type should be “.CONT.” Files must be named with the employer code, year, month and day.
- Select the file, and click **Open**.
- Click **Upload File**.
- As the file is uploading, the progress details display. At this point, the system will validate the data you have submitted to make sure it is in accordance with the RSA’s file format specifications. The system will identify: how many records have been submitted, how many records pass all the validations, and how many records have an error. Once finished, the page refreshes automatically. The **Continue** button is now enabled. Click **Continue**.

- The **Details** screen provides a summarized view of the file. To view more information about the report you submitted, click on the *Employer's Name*. By default, only employees with errors will display. To view all the employees that were submitted in the file, click the **Show All** button. All employees submitted in the file display. To continue, click **Submit Details**.
- The **Contribution Summary Screen** displays. Here, you can view a summary of the amounts that were submitted by retirement plan and then split by wages, employee contributions, and employer contributions.
- By scrolling down the page you can view the invoices that you may have from a credit or a debit, which would reduce or increase the amount that is unpaid.
- Select the invoice, or invoices, that you would like to apply.
- Next, click **Proceed to Payment**.
- The **Payments** screen displays. This screen summarizes everything that is owed for this report by employer and then by contribution type. Any invoices that were chosen on the previous screen will show up in the *Invoice* section.
- Payment accounts that have been set up will display on this screen. If you have multiple accounts set up, 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 payment account you would like to use for payment.
- Enter the amount you'd like to pay with that payment account.
- Click **Update**.
- Then, 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 a summary of what has been submitted. Please print a copy of the **Results** screen for your records.
- The remittance advice allows you to view the contributions by contribution group. Select the *Remittance Advice* link to download the report.
- Once downloaded, click **Open**. The report displays. Click on the **X** in the top right-hand corner to close out the report.
- You are now returned to the **Contribution Results** screen.

How Do I Void a Report?

- Once your file is uploaded, it will be checked for validation errors by DPAS. 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 Contribution File Errors in ESS?

- Upload a file by clicking the **Upload File** button.
- The file is checked for errors, and the **Continue** button becomes enabled. Click **Continue** to move to the next screen where you will correct any outstanding validation errors.
- The **Employer Details** screen displays and provides a summarized view of the file batch status. This screen also identifies the number of contribution records with an error.
- Click on the *Employer* hyperlink.
- By default, the records that have errors display. Each record that contains an error will display an indicator in the *Errors* column. The **Error Validation** drop-down menu allows you to filter by the type of error that exists. To address the errors, click **Edit** next to the record identified with an error.
- The Update Employee Contribution pop up window displays. At the bottom of this pop up window, the specific errors are listed.
- Correct the error shown and Click **Save Changes**.
- Upon clicking **Save Changes**, the error message no longer displays.
- At the top of the screen, a confirmation message displays that the record was saved successfully. Close out of this pop up window.
- Click **Edit** to address the errors in the next record. Click **Save Changes** to complete this edit.
- When the record saved successfully message displays, you can exit out of the pop up window and you are returned to the **Employer Details** screen.

How Do I Add a Contribution?

- When no records are left in error the **Submit Details** button is now enabled. Before we move on, we will add a contribution record to this file by clicking the **Add Contribution** button.
- The Add Employee Contribution pop up window displays. Enter a Social Security Number, the PID, or the last name of the employee.
- Select a plan year for the contribution you would like to add.
- Finally, select a **Payroll Period** for the contribution.
- Click **Search**.
- If there were an existing contribution, it would display in this table. If no contributions were found for the employee during that pay period, click the radio button next to **Add a new record**.
- Click **Continue**.
- The **Add Employee Contribution** screen displays.

- In the *Contribution Information* section, enter the appropriate contribution information for this employee.
- Now that the contribution information is filled out, click **Submit**.
- If you need to enter overtime, you can do so now by choosing a **Payment Reason of Overtime** in a new row.
- The success message displays. If there were any errors with the information you entered, they would display on this pop-up window. Close out the window.
- On the **Employer's Details** screen, you can search for the employee's contribution.
- Click **Search**. The Employee displays.
- Click the *Employer Details* hyperlink to return to the **Employer Details** screen.
- Once you are back on the **Employer Details** screen, click **Submit Details**.
- 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 to select any invoices that you may have from a credit or a debit, which would reduce or increase what is owed. To apply an invoice, select the checkbox.
- Continuing selecting the checkboxes until all of the invoices that should be applied are chosen.
- Once all of the necessary invoices are selected, click **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 use for payment. Enter the payment amount.
- Click **Update**.
- Enter your RSA PIN.
- Click **Submit Your Payment** to complete the 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 one copy of this screen for your records by clicking the print button.
- Click the *Remittance Advice* hyperlink to view a report of what was submitted by contribution group.

How Do I Pay RSA-1 Contributions?

- Navigate to the **Payments** screen. Upon scrolling down, 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 or 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.

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.