

How to Submit a Contribution Report (Manual Submission)

Contributions Overview: The system allows you to copy employees, wages, units worked, and other related payroll data from your most recent Contribution Report and make any necessary changes before you submit your subsequent Contribution Report.

Upon Go-Live: You will be able to select the most recent CRA Contribution Report that you submitted (it will display as being for a “Monthly” payroll frequency because CRA reporting was done monthly, and the pay period will correspond to the name of your last CRA file, regardless of the actual pay periods you reported in that file).

- You can make any necessary Global Changes (see the **Using the Global Changes Functionality When Reporting Contributions Guide**) before copying the records into a new submission for the pay period(s) you are reporting.
- If the CRA wages contained Regular Pay as well as Overtime, or other wage types, the data will appear in the Regular Pay record because the wages and wage types were not identified in the CRA file. You will need to review, correct, and manually enter Overtime, Lump Sum / Longevity, or other payment reasons below the Regular Pay record for employees every time for each contribution submission.
- Remember that you must have created your Payroll Schedule (and Contract Schedule, if you are a TRS participating employer) before you can attempt to submit your Contribution Report. Over the course of the plan year, the RSA expects Contribution Reports for every payroll schedule record, unless a payroll schedule is skipped.

Once you submit your initial contribution report in the ESS Portal live environment the next time you submit a contribution report you will select “Copy Regular Payment Lines” from the first submission after go live. It will either be Copy Regular Payment Lines from a Bi-Weekly, Weekly, Semi-Monthly, or Monthly. This will **ONLY** copy over the regular payment line information from the previous submission. You will have to manually enter Overtime under the Regular Pay line for those employees every time for each contribution submission.

Payment Reasons (such as Overtime, Lump Sum/Longevity, etc.): Overtime needs to be separated out of all Regular Pay for employees if it is reported together. You will add another payment line under Regular Pay for Overtime and any Other Pensionable Wages for any employees. These wages will need to be entered manually for each pay period when needed.

Multiple Payroll Frequencies: Employers will have to copy over from the last monthly CRA report to the payroll frequency with the most employees first. Once they have copied from a CRA monthly they will have to manually delete everyone from the contribution submission who is not on that payroll schedule. Then, you will need to go into those employees demographics and change their payroll frequencies back to what they actually are. Then, when you go to do the other report for the other frequency you will not copy anything over. Just hit continue after selecting the pay date. (Ex: if you have a weekly and a bi-weekly payroll schedule- you will first have to copy the CRA monthly over to the one with the most employees. For example, weekly, after that you will have to manually delete everyone from the submission who should not be in the weekly payroll. Then, go into those bi-weekly employees enrollments one-by-one and change them back to bi-weekly. When you go to do the bi-weekly report, you will not copy over any regular payment lines, you will just hit continue after selecting everything else.)

Step-by-Step Instructions

1. Log into ESS Portal. Hover over Report tab and click **Submit Report**.
2. Next, click on **Enter Online** under Contributions. That will bring you to the “Getting Started” page.

Getting Started > Details > Summary > Payments Results

Enrollments	Contributions
<p>Choose this option to upload only enrollments in a file.</p> <p>You can upload multiple enrollment files per month as needed to enroll new members or update enrollment information for existing members.</p>	<p>Choose this option to upload only contributions in a file.</p> <p>Once an enrollment has been created for an employee, you can upload a contribution file to report contribution details. An enrollment must exist before contributions can be reported for an employee.</p>
<p>Upload File Enter Online</p>	<p>Upload File Enter Online</p>

3. Select Employer, Reporting Frequency (this should match the payroll frequency), Pay Period, and Pay Date.
4. After selecting Pay Date, a drop down box will appear saying Select Copy Regular Payment Lines From and select the option of the last recorded CRA report. You can look above at the section called **Contributions Overview** for more explanation.
5. A section titled Global Changes will pop up. (Refer to the **Using the Global Changes Functionality When Reporting Contributions.**)

Global Changes:

Wages Multiplier:

Rate of Pay Multiplier:

Prior Period Fulltime Work Units	Current Period Fulltime Work Units
0.00 Hours	<input type="text" value="0.00"/> Hours

6. After completing the Global Changes, click **Continue**.
7. You will be sent to the loading page, where it will load to 100%, the screen will blink for a second, as it is refreshing the page. Click **Continue**.
8. Next, you will be taken to a page that has a grid box in the middle that begins with these titles: Employer Name, Total Records, Pay Date, etc. Click on blue Employer Name.

Employer	Total Records	Pay Date	Reporting Frequency	Records Passed	Rejected Records	Records with Errors	Total Employees	Number Of Missing Employees	Total Wages	Total Employee Contributions	Total Employer Contributions	RSA-1	Status	Submit Context Type
EFPI - FORT PAYNE IMPROVEMENT AUTH	29	03/01/2019	Bi-Weekly	29	0	0	29	0	\$70,834.35	\$3,653.40	\$13,927.52	\$0.00	Processed	PROD

[Prev](#)
 Display Records: 10
 Page Number 1 of 1

- You will be taken to another screen which is automatically set to display a list of your employees with errors. If you have no errors, then click the **Show All** button to see all of your employees.

Search Contributions

SSN:

First Name:

Error Validations:

Display Records:

PID:

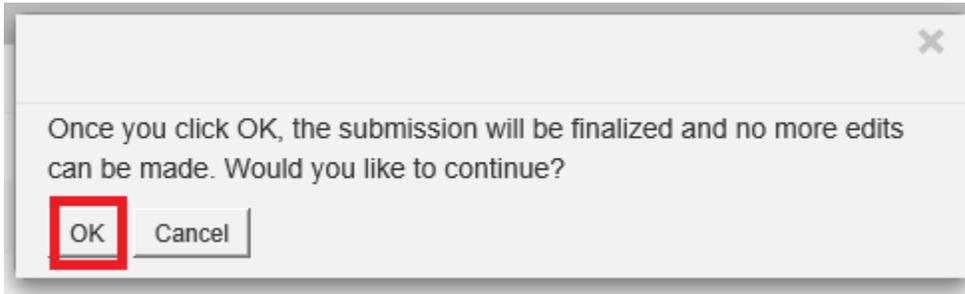
Last Name:

- To fix the errors for your employees, click **Edit** beside their name, Update Contribution box will pop up, make corrections, then click **Save Changes** to save your corrections, and click the **Cancel** button at the bottom left hand side. (Clicking **Cancel** will not cancel the corrections you made.)
- After all employees are corrected, click **Submit Details**, to proceed to summary page.
- Click **Proceed to Payment** button. Input the amount you need to pay in the bottom box beside where your bank account is listed and click **Save Allocation**. Then, input your ESS PIN number and click **Submit Payment**.

Checking - REGIONS BANK, ...6789	<input style="width: 100%;" type="text" value="\$0.00"/>	Total Reported:	\$17,580.92
		Total Applied:	\$0.00
		Balance Remaining:	\$17,580.92
Total Amount Due:		\$17,580.92	
Total Applied:		\$0.00	
Balance Remaining:		\$17,580.92	

ESS PIN: *

13. A message will pop up asking if you are sure you want to finalize this report, click **OK**.



14. Results Page will come up that you can print off for your records.

Getting Started > Details > Summary > Payments > Results						
Report Submission #: 5471	Submission Date: 03/29/2019	Type: Contributions Only	Mode: Enter Online	Status: In Progress		
Contribution Results						
Contribution Report	Count	Employee Contribution	Employer Contribution	RSA-1 Contribution	Total Contribution	
Contribution Records Rejected	0	N/A	N/A	N/A	N/A	
Contribution Records in Error	0	\$0.00	\$0.00	\$0.00	\$0.00	
Contribution Records without Error	29	\$3,653.40	\$13,927.52	\$0.00	\$17,580.92	
Total	29	\$3,653.40	\$13,927.52	\$0.00	\$17,580.92	
Invoice Payments Due (Credits)						\$0.00
Payments	From	Payments Submission Date		Payment Amount		
Employee/Employer Contributions and Invoices	Checking - REGIONS BANK, ...6789	03/29/2019		\$17,580.92		
						Remittance Advice

If you have any questions or problems, call or email Employer Services:

Phone: (334) 517-7005

Email: employer.services@rsa-al.gov