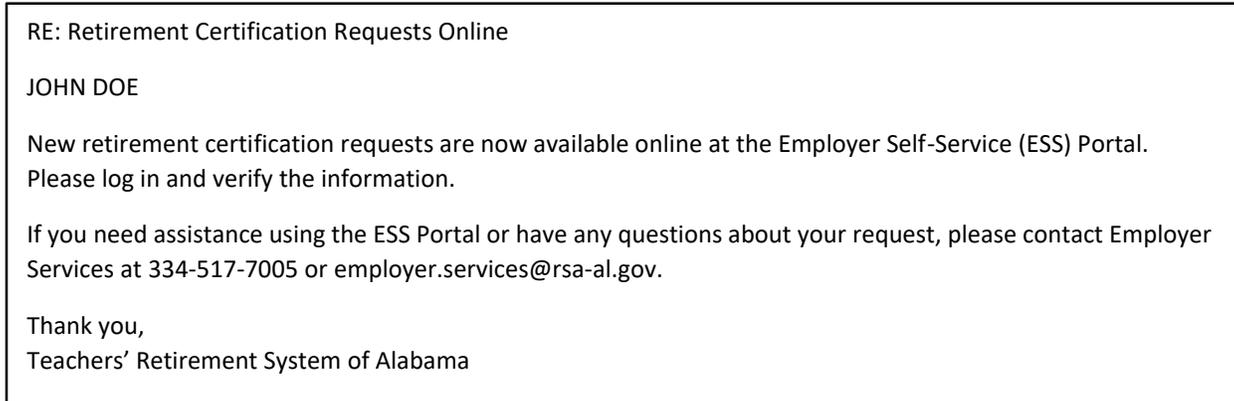# INSTRUCTIONS FOR EMPLOYER CERTIFICATION IN THE ESS PORTAL

The employer will be notified via the Secure Message Center module when a certification request has been sent and needs completion. Here is an example of an email that you may receive:

RE: Retirement Certification Requests Online

JOHN DOE

New retirement certification requests are now available online at the Employer Self-Service (ESS) Portal. Please log in and verify the information.

If you need assistance using the ESS Portal or have any questions about your request, please contact Employer Services at 334-517-7005 or employer.services@rsa-al.gov.

Thank you,
Teachers' Retirement System of Alabama

To access the certification requests, go to the **SERVICES** menu and select **EMPLOYER CERTIFICATION**:
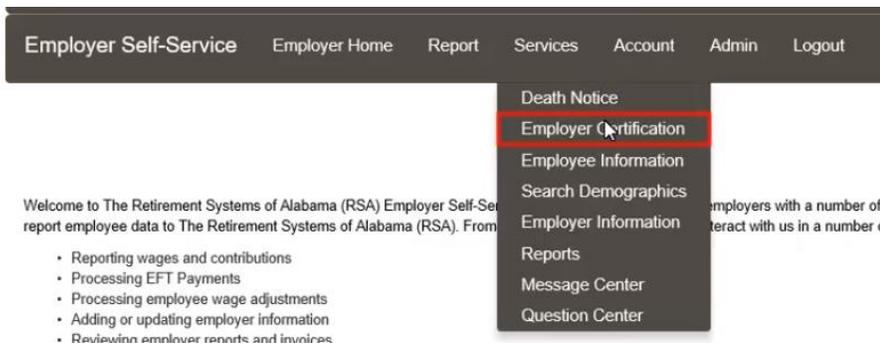
The Employer Certification screen then displays. A certification will only appear when an Application for Retirement has been received without employer certification. The status of the request is **PENDING ESS CERTIFICATION**, which means you, as the employer, must take action to approve or reject the certification. By default, only certification in this status are shown.

To view a history of certifications you can click the *Show All* box on the right hand side of the screen. Any previous certifications will then display.

When certifying a retirement request, you, as the employer, must verify the wage and contribution information for all pay periods (since the last contribution posting) through the last date of paid employment. **LAST DATE OF PAID EMPLOYMENT** is the **not** the last pay date, it is the **pay period end date** of the final paycheck.

For example, if your agency pays in arrears, for a 9-month employee paid over 12 months:
Last date of paid employment may be *07/31/2020* (paid on 08/31/2020) with a *termination date* of *05/28/2020*

For an agency that is not paid in arrears:
Last date of paid employment may be *08/31/2020* (paid on 08/31/2020) with a *termination date* of *05/28/2020*

Select the PID hyperlink to open the *Retirement Certification* screen:

PID:	11223777	Member Name:	JOHN DOE	Retirement Date:	11/01/2018

Last Date of Paid Employment: 10/31/2018
Termination Date: 10/31/2018

Breakdown of Final Wages

Please list all payroll information that will be reported for the employee from the date this application is completed through the employee's last contribution date. Any separate payment types (e.g., Regular, Bonus, Leave of Absence) should be added as separate line item in the grid below.

Wages such as annual leave or sick leave lump sum payments are not creditable and should not be included in the breakdown of final salary. If you have questions regarding the types of payments that are creditable, please contact us at 334.517.7000 or 877.517.0020.

	Pay Date	Payment Reason	Wages	Employee Contribution	Employer Contribution	Type of Units Worked	Actual Units Worked	Full Time
☐	04/30/2018	Regular Pay ▾	$7,290.13			Days ▾	20	20
☐	05/31/2018	Regular Pay ▾	$7,290.13			Days ▾	20	20
☐	06/29/2018	Regular Pay ▾	$7,290.13			Days ▾	20	20
☐	07/31/2018	Regular Pay ▾	$7,290.13			Days ▾	20	20
☐	08/31/2018	Regular Pay ▾	$7,290.13			Days ▾	20	20
☐	09/28/2018	Regular Pay ▾	$7,290.13			Days ▾	20	20
☐	10/31/2018	Regular Pay ▾	7290.13			Days ▾	20	20

[Delete] [Add Line Item]   [Calculate] [Save]

Final Sick Leave Certification:
Unused Sick Leave Days at Retirement :   [0]

Comments from the RSA:
Please certify salary from 4/1/2018-10/31/2018.

[Complete Certification]

1. You will verify the Last Date of Paid Employment, Termination Date, and add any wages that will be earned through the last date of paid employment. Be sure to scroll all the way to the right of the screen and complete all required information. *It is important to note that only Regular Pay will populate on this screen. If the employee is expected to earn overtime, or wages from any other payment reason, you will need to add the row manually.*
2. Once you are satisfied with the information that you have entered, click *CALCULATE*. This will calculate the employee and employer contributions based on the wages entered; then click *SAVE*.
3. Enter any unused sick leave the member may have remaining in the *Final Sick Leave Certification* section. This must be a whole number. Do not round up.
4. Review any *Comments from the RSA* and click *COMPLETE CERTIFICATION*.

You are returned to the *Employer Certification* screen and the request is no longer displayed. Remember, to view any previously submitted certifications you may click the *Show All* box. A status of ***PROGRESS*** displays which means that it has been submitted back to the RSA for further processing.

Employee Retirement Request							Show All: ☑
PID	Member Name	Request Date	Approved Date	Contribution Group		Position Status	Status
11223777	JOHN DOE	9/12/2018		Contributing Teacher		Regular	Progress
11223222	JANE DOE	9/12/2018		Contributing Principal		Regular	Progress
11223111	JARED DOE	9/12/2018		Contributing Other - Professional/Administrative		Regular	Progress