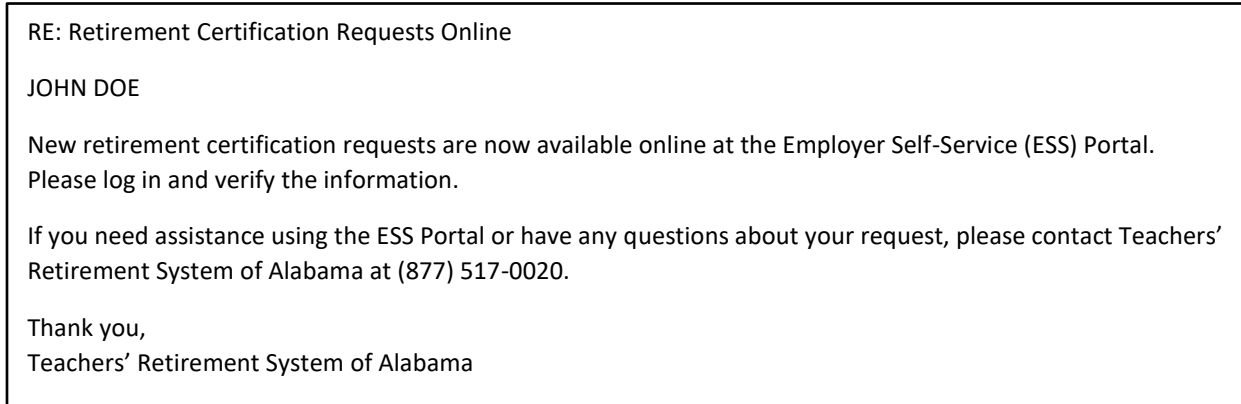
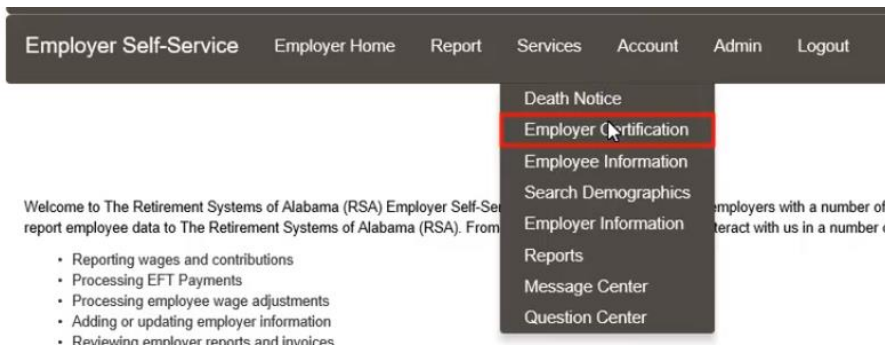


## INSTRUCTIONS FOR EMPLOYER CERTIFICATION IN THE ESS PORTAL

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



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.

| PID      | Member Name | Request Date | Approved Date | Contribution Group   | Position Status | Status                    |
|----------|-------------|--------------|---------------|----------------------|-----------------|---------------------------|
| 11223777 | JOHN DOE    | 9/12/2018    |               | Contributing Teacher | Regular         | Pending ESS Certification |

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. 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:   
 Termination Date:

**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.

| <input type="checkbox"/> | Pay Date                                | Payment Reason | Wages                                | Employee Contribution | Employer Contribution | Type of Units Worked | Actual Units Worked             | Full Time                       |
|--------------------------|---|----------------|--------------------------------------|-----------------------|-----------------------|----------------------|---------------------------------|---------------------------------|
| <input type="checkbox"/> | 04/30/2018                              | Regular Pay    | \$7,290.13                           |                       |                       | Days                 | 20                              | 20                              |
| <input type="checkbox"/> | 05/31/2018                              | Regular Pay    | \$7,290.13                           |                       |                       | Days                 | 20                              | 20                              |
| <input type="checkbox"/> | 06/29/2018                              | Regular Pay    | \$7,290.13                           |                       |                       | Days                 | 20                              | 20                              |
| <input type="checkbox"/> | 07/31/2018                              | Regular Pay    | \$7,290.13                           |                       |                       | Days                 | 20                              | 20                              |
| <input type="checkbox"/> | 08/31/2018                              | Regular Pay    | \$7,290.13                           |                       |                       | Days                 | 20                              | 20                              |
| <input type="checkbox"/> | 09/28/2018                              | Regular Pay    | \$7,290.13                           |                       |                       | Days                 | 20                              | 20                              |
| <input type="checkbox"/> | <input type="text" value="10/31/2018"/> | Regular Pay    | <input type="text" value="7290.13"/> | <input type="text"/>  | <input type="text"/>  | Days                 | <input type="text" value="20"/> | <input type="text" value="20"/> |

**Final Sick Leave Certification:**

Unused Sick Leave Days at Retirement:

**Comments from the RSA:**

Please certify salary from 4/1/2018-10/31/2018.

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.
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: <input checked="" type="checkbox"/> |
|-----------------------------|-------------|--------------|---------------|--|-----------------|----------|---|
| 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 |   |