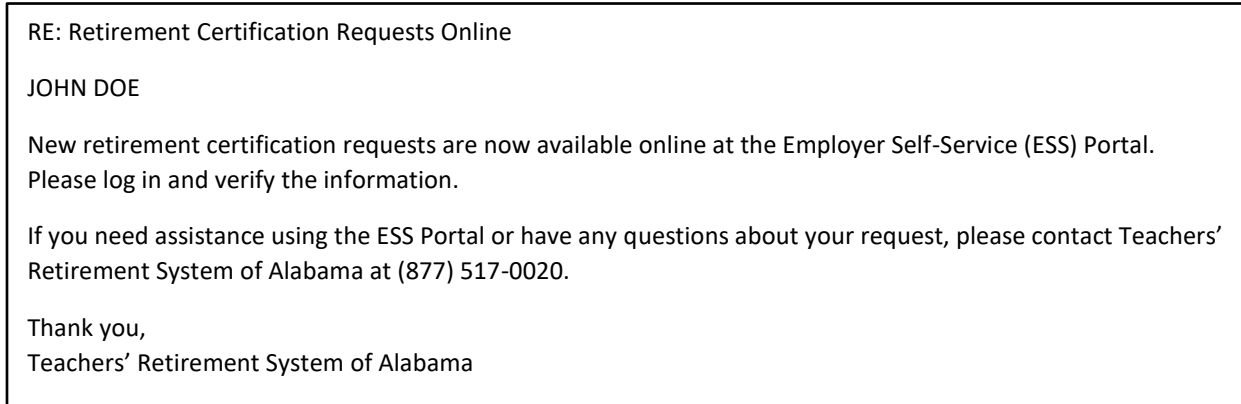# INSTRUCTIONS FOR EMPLOYER CERTIFICATION IN THE ESS PORTAL

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:

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 Teachers' Retirement System of Alabama at (877) 517-0020.

Thank you,
Teachers' Retirement System of Alabama

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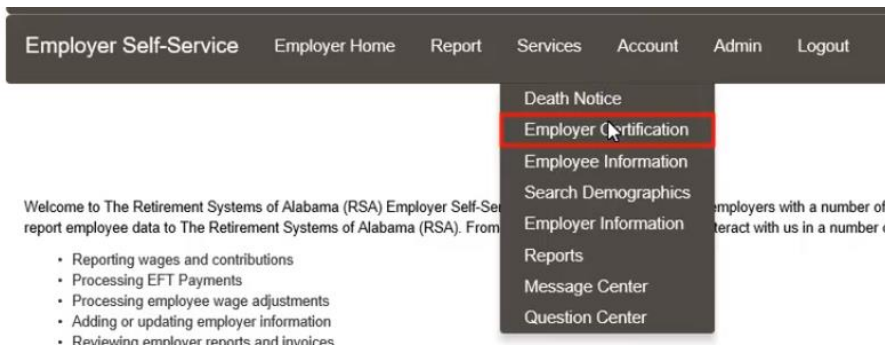
The Employer Certification screen then displays. A certification will only appear when an Application for Retirement has been received without employer certification. The status of the request is **PENDING ESS CERTIFICATION**, which means you, as the employer, must take action to approve or reject the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

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:

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.