Overview of Enrollments:
- Enrollments in the Employer Self-Service (ESS) Portal will be taking the place of the Form 100.
- When a new participating employee is enrolled, they will receive a welcome packet that includes a beneficiary designation form.

When Should I Add an Enrollment?
- You should add an enrollment anytime you hire a new employee, whether they contribute or not
- You should add an enrollment if an employee has a change in position status or contribution group

When Should I End an Enrollment?
- You should end an enrollment when an employee terminates employment, and you should enter an end date and end reason
- You should end an enrollment if an employee has a change in position status or contribution group

Scenarios

Post-Retirement Employment	Change In Contribution Group	New Employee	Change in Employer
Jane is a retiree under the Employees' Retirement System, who is going back to work for post-retirement employment as a local employee. The new employer needs to create a new enrollment for this employee. Jane would remain as a **Tier 1** employee because that is the tier she retired under. Her position status would be **"Seasonal / Irregular,"** and her contribution group would be **"Non-Participating Local Employee."** Remember, if they want to continue receiving a benefit from the Retirement Systems, retirees cannot work full time and cannot earn over $31,000 per calendar year.	Robert contributes under the Teachers' Retirement System. He is a teacher, but will be changing contribution groups and becoming a principal. The employer needs to first end his current enrollment as a teacher and create a new enrollment for his principal position, with a new enrollment begin date. When you end an enrollment, you must enter the <u>end date</u> and <u>end reason</u>. In this scenario, the end reason would be **"Change in Contribution Group."** You would then create a new enrollment with his new contribution group.	Jason is a new employee and has never contributed to the RSA before. Jason is a certified law enforcement officer who began employment after January 1, 2013 on a permanent basis. Therefore, Jason would be classified as a Tier 2 employee. First, the employer will need to add Jason and enter in his demographic information. Then, they will click on **"Go to Enrollments"** and **"Add a New Enrollment."** In this scenario, Jason's tier is **Tier 2**, the position status would be **Regular**, and his contribution group would be **Law Enforcement Officer.**	Susan began contributing under the Teachers' Retirement System in May 1999, therefore she is a Tier 1 employee. She stopped working for that employer and began working as a bus driver with a new employer in March 2019. The previous employer will need to terminate her existing enrollment, and the new employer will add her new enrollment by searching for Susan under the search criteria, click **"Maintain"** and select **"Enrollments."** Susan would be in a **"Regular"** position status, and her contribution group would be **"Bus Driver."** The new employer can then adjust any demographic information, if needed.

Position Code Descriptions

Alphanumeric Code	Definition
01 = Regular	Should be used for full-time employees, as well as part-time employees who have a regular work schedule.
03 = Seasonal / Irregular	Should be used for employees who do not have a regular work schedule. This includes retirees who have returned to work.
04 = Temporary	Should be used for someone hired with a pre-determined termination date that is less than one year from the date of hire.
05= Adjunct (TRS Only)	Should be used for employees who are paid per course.
06 = Substitute Teacher (TRS Only)	Should be used for employees who are paid at a substitute rate.
08 = Ineligible to Contribute	Should be used for positions that are by definition never eligible to contribute towards an RSA retirement benefit regardless of the full-time/part-time status of the person or any previous eligibility that was established for the member.
09= Ineligible to contribute to TRS and Ineligible for PEEHIP (TRS Only)	Same as Position Status 08 but should be used by agencies that offer PEEHIP when the employee is ineligible for both TRS participation and PEEHIP benefits (e.g. an elected school board member).