



## Modernization Project **Go-Live Update**

### Important



Good afternoon,

This is an important message from the RSA. RSA will be going live with our new Pension Administration System currently targeted for **April 1, 2019**. Thank you for all your help preparing for Employer Self-Service Go-Live. Whether you've attended training, logged into the Test Environment to practice, or worked with the RSA's file certification team – we appreciate and recognize all of your effort which will make this project a success.

Please note: In order to have a proper cut-over of all of your CRA retirement files and other pertinent monthly contributions to the RSA, we **will need your agency to have all payments** (ie., ERS, TRS, JRF, PEEHIP, or RSA-1) to us **no later than March 11, 2019**. This means that your CRA files for February 2019 and before must all be uploaded to the CRA website and payment must be received in our office by **March 11, 2019**.

After that date, **we will remove the CRA website and your CRA files will no longer be accepted in its current format**. We will notify you when the Employer Self Service Portal (ESS) is open for you to upload future files or manually input your enrollment and contribution data. Remember that the ESS portal will also replace the current PEEHIP portal that some TRS agencies use.

We are excited to be at this very pivotal moment in our history at RSA and we appreciate all of the effort your agency has given us to go forward with the project.

Thank you and we are looking forward to a successful go-live.  
The RSA

### **Support**

We would love to hear from you! For additional support, please contact an **Employer Services Representative**.

- Phone: 334-517-7005
- Email: [employer.services@rsa-al.gov](mailto:employer.services@rsa-al.gov)

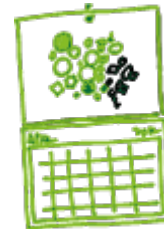


## Modernization Project **Go-Live Update**

### Important

Good afternoon,

This is an important message from the RSA. As you know, the RSA will be Going Live with our new **Pension Administration System** on April 1, 2019. See below for relevant information over the next two weeks



### Downtime

In order to effectively transition to the new system, the RSA will begin taking legacy systems offline starting **Friday, March 22<sup>nd</sup>** at 1PM. This means that the RSA will **stop processing** things like new retirement, refund, or service purchase applications. In addition, no supplemental payrolls will be run during this time. The Member Online Services (MOS) portal will also come down. Any data in our legacy system as of Friday will be copied over into the new system, including historic enrollment and contribution information. As a reminder, the CRA and PEEHIP portals were taken down last week.

We anticipate that the RSA will be closed for business on Monday, April 1<sup>st</sup> and Tuesday, April 2<sup>nd</sup> as the new systems are brought online. If members ask, please alert them that the RSA will return to business as usual on Wednesday, April 3<sup>rd</sup>.

### Day-1 Expectations

On Day One of Go-Live, your agency will receive access to the new Employer Self-Service website. **Only the administrator in your system will receive access** and will need to provide additional users with access. If you do not know who is designated as the administrator, contact the RSA to confirm. Details will follow next week on how to log-in on Day-1.



As a reminder, we encourage you to practice in the [sandbox](#) the activities that will be required of you before you can enter enrollment and contribution information, including:

- Adding Users and Contact Persons
- Setting up Payment Information
- Creating a Payroll Schedule
- Creating a Contract Schedule (TRS Only)

Keep in mind that the only information from the Test environment that will copy over is user information for you designated administrator. **These means that additional users, payroll schedules, contract schedules, and bank account information will not copy over.**

[Click here](#) to find additional training videos on these tasks.

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