

Agencies that submit via Enter Online (Manual Entry):

Hello, this is Hunter Norris again with the Employer Services Division. I want to walk you through a few upcoming changes to how employers will report RSA-1 contributions after Go-Live through the Employer Self-Service Portal.

Agencies that submit contributions via Enter Online (manual entry) or agencies that submit via File Upload but have not made the necessary changes to their file format will submit RSA-1 contributions via Enter Online. We recommend users submit their RSA-1 contributions before reporting their retirement contributions, as RSA-1 contributions are due within ten days of being deducted from the employee's paycheck.

Now, we will look at how users will submit their RSA-1 Contributions via Enter Online. ESS Users will navigate to the Report tab and select Submit Report. Then, Enter Online under the section titled RSA -1 Contributions. Users will select their Employer, Reporting Frequency, Pay Period, and Pay Date. Once the screen refreshes, users will select the last pay period they reported in the Copy Regular Payment Lines drop-down menu. During the enter online process, only records with RSA-1 contributions in either the Pre-Tax, Roth, or both fields will be brought into the RSA-1 contribution submission.

Once the RSA-1 contribution submission has been started, users must make any changes needed from the previous submission. Users must clear any errors that may populate before submitting payment for RSA-1 contributions.

Users can still process prior period adjustments on RSA-1 Contributions. However, users will only be able to add RSA-1 Contributions that were not previously reported and are within the past six months from the pay date on the current submission.

Once the RSA-1 contribution submission is complete, users can begin their retirement contributions submission. During the retirement contribution submission process, all records will be copied over and displayed without RSA-1 contributions included.

If you have any questions regarding the upcoming changes to RSA-1, please contact the Employer Services Division.