

Agencies that submit via File Upload:

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 File Upload and have made the necessary changes to their contribution file format will upload their contribution file under RSA-1 Contributions and again under Retirement Contributions. Please note that users can use the current file format without making the changes if no Roth participants need to be reported. If you do have Roth participants and you have not made the necessary changes, please see the video on submitting via Enter Online (Manual Entry). We recommend users upload and submit their RSA-1 contributions before uploading and submitting 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 upload their files. ESS Users will navigate to the Report tab and select Submit Report. Then, select Upload File under the section titled RSA-1 Contributions. Users will select Choose File and upload the appropriate contribution file. During the upload 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 file is uploaded, 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 will upload the same file under the Retirement Contributions section. During the retirement contribution upload process, all records will be uploaded 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.