



RSA-1 Only Quick Start Guide

This guide assumes that the employer has already created a **Payroll Schedule**, and provided the **RSA with Bank Account information** from which to receive RSA-1 contributions. Detailed videos on creating this information is found on the [Employer Self-Service Training](#) site.

This Quick Start Guide is to help employers with members participating **only** in RSA-1 to create enrollments and enter contribution information. This first month using the Employer Self-Service portal, employers will need to enter enrollment information for each member participating **only** in the RSA-1 plan. They will also need to create new contribution records for each employee to submit the first contribution report in the new system. Once an enrollment record has been created, employers will only need to update the record if a member's enrollment information changes – such as the member goes on leave, or is terminated. Detailed information on enrollments can be found on the [Employer Self-Service Training](#) site.

Adding New Employees and Creating Enrollments

After Go-Live, RSA agencies who participate only in the RSA-1 Plan will be required to create enrollment information for each of their members. The following steps explain how that will work:

- Step 1 --** Log into the ESS Portal using your username and password. You should receive a separate e-mail from the RSA with details on securely logging-in to the ESS Portal.
- Step 2 --** From the **Report** Menu, select **Submit Report**. The **Submit Report** page will appear, and underneath Enrollments, select **Enter Online** as shown below.

The screenshot shows the 'Submit Report' page in the ESS Portal. On the left, a dark sidebar menu has 'Report' highlighted, and 'Submit Report' is selected. The main content area has a breadcrumb trail: 'Getting Started > Details > Summary > Payments > Results'. Below this is a section titled 'Enrollments' with the text: 'Choose this option to upload **only enrollments** in a file. You can upload multiple enrollment files per month as needed to enroll new members or update enrollment information for existing members.' At the bottom of this section are two buttons: 'Upload File' and 'Enter Online'. The 'Enter Online' button is highlighted with a red box.

- Step 3 --** On the **Demographics** screen that displays, click on the **Add New Employee** Button

The screenshot shows the 'Search Employee' screen. It has a search bar at the top. Below it are fields for 'Employee SSN:', 'PID:', and 'Display Records:' (set to 50). At the bottom right, there are four buttons: 'Search', 'Show Active', 'Show All', and 'Add New Employee'. The 'Add New Employee' button is highlighted with a red box.



Step 4 -- The **Add Employee Demographics Page** will appear. Enter the **Employee SSN** and **Date of Birth**. Then click on **Verify SSN and Date of Birth**. A message reading, **SSN Does Not Exist Continue with Adding New Employee Record** will appear in the top left.

Note: If the person already exists, the demographic information will auto-populate. Review and move straight to step 6.

Employee Information

SSN: * 345678912 Date of Birth: * 01/01/1981

Foreign National with no SSN: ☐

Personal Information

First Name: * Suffix: *
Middle Name: *
Last Name: *
Gender: *
Address Line 1: *
Address Line 2: *
City: *
State: *
Zip Code: *
Address Effective Date: *

Today: March 26, 2019

Step 5 -- Continue to enter remaining Demographic Information, and then click **Save Changes** at the bottom of the screen once complete. Fields with a **red star** are required.

Personal Information

First Name: * Test Suffix: * Select Suffix
Middle Name: * Gender: * Male
Last Name: * Employee

Address Information

Address Line 1: * 123 Main Street State: * Alabama
Use for actual street address or post office box.
Address Line 2: * Zip Code: * 36043
Use for Apartment, Building, Unit, Floor, Suite, etc. (optional)
City: * Montgomery Address Effective Date: * 3/26/2019
Foreign Address: ☐

Back Save Changes

Step 6 -- A **Record Created Successfully** message will appear. Click on **Go to Enrollments**.

Back Record created successfully. Go to Enrollments Save Changes



Step 7 -- A Screen with **Enrollment Details** will appear. Click on **Add New Enrollment**.

Step 8 -- A pop-up will appear to enter **Enrollment Detail** information.

Fill in all required information (all fields with a **red star**). While populating these fields, please keep the following important information in mind:

- **Retirement Plan** – Select **ERS NONP Local Regular**
- **Contribution Group** – Select **Non-Participating RSA-1**
- **Position Status** – Select **Ineligible to Contribute**. (Ineligibility refers only to an RSA pension plan. This member can still be eligible for RSA-1)
- **Payroll Frequency** – Make sure to enter a payroll frequency that aligns with a payroll schedule you've already created

Once all information has been entered, click **Save Changes**. A message reading, **Record Created Successfully** will appear.

Click **Cancel** or the **X** button to close out of the Enrollment Detail screen.

You have now successfully created an enrollment record for the member. Once you have created enrollments for all participating RSA-1 members, you are ready to submit a contribution report.



Submitting a Contribution Report

Step 1 -- Log-in to ESS using your Username and Password

Step 2 -- From the **Report** menu, selection **Submit Report**. When the Submit Report screen appears, select **Enter Online** from the **Contributions** section.

The screenshot shows the 'Report' menu on the left with 'Submit Report' highlighted. The main area is titled 'Contributions' and contains instructions: 'Choose this option to upload only contributions in a file. Once an enrollment has been created for an employee, you can upload a contribution file to report contribution details. An enrollment must exist before contributions can be reported for an employee.' At the bottom, there are two buttons: 'Upload File' and 'Enter Online', with 'Enter Online' highlighted.

Step 3 -- Select the **Employer**, **Reporting Frequency**, **Pay Period**, and **Pay Date** for the contribution report that you would like to submit. Then click **Continue**. You need to create a Payroll Schedule with the correct payroll frequency and pay period. See [this video](#) for how to create a Payroll Schedule.

The screenshot shows the 'Employer Selection' form. It has a navigation bar with 'Getting Started', 'Details', 'Summary', 'Payments', and 'Results'. The form title is 'Employer Selection'. Below it, it says 'Please select from the following:'. There are four dropdown menus: 'Select the Employer:' with 'EMPR - Test Employer' selected, 'Select Reporting Frequency:' with 'Monthly' selected, 'Pay Period:' with '03/01/2019 - 03/31/2019 - Arrears (0 Days)' selected, and 'Pay Date:' with '03/29/2019' selected. A 'Continue' button is at the bottom right, highlighted.



Step 4 -- The **Contribution Details** page will appear. Click on the Employer hyperlink in the grid as shown below.

Getting Started > Details > Summary > Payments > Results

Report Submission #: 6206 Submission Date: 03/26/2019 Type: Contributions Only Mode: Enter Online Status: In Progress

Employer Details

Employer	Total Records	Pay Date	Reporting Frequency	Records Passed	Rejected Records	Records with Errors	Total Employees	Number Of Missing Employees	Total Wages	Total Employee Contributions	Total Employer Contributions	RSA-1	Status	Submission Context Type	Cur Con Sub
EMPR-Test Employer	0	02/28/2019	Monthly	0	0	0	0	1	\$0.00	\$0.00	\$0.00	\$0.00	Processed	PROD	Rep

Display Records: 10 Page Number 1 of 1

Back Void Report Submit Details

Step 5 -- At the Bottom of the page, click on the **Add Contribution** button.

Search Details

Last Name	First Name	SSN	PID	Date of Birth	Errors	Tier/Group	Contribution Group	Position Status	Pay Period	Employee Contribution Rate	Employer Contribution Rate	Wages	Wages that Exceed IRS Limit	Employee Contribution	Employer Contribution	Wages
No records to display.																

Page Number 1 of 0

Back Void Report Add Contribution Submit Details

Step 6 -- The **Add Employee Contribution Window** will appear. You can search for the member you would like to submit a contribution for by **SSN**, **PID**, or **Last Name**. You will also need to select the **Plan Year** and **Payroll Period** for which you're submitting a contribution. Once you have entered this information, click on the **Search** button.

Add Employee Contribution

Search Employee

SSN: [] OR []

PID: [1100000] OR []

Last Name: []

Plan Year: []

Payroll Period: []

Cancel Search



Step 7 -- If there is an enrollment record for the member you have entered, the pop-up will expand to show the **Existing Contribution Record Found**. Select the **Radio Button** next to the text reading, **Add a new record with the information I entered**, and click **Continue** as shown below.

Add Employee Contribution:

Search Employee

SSN:

PID: OR

Last Name:

Plan Year:

Payroll Period:

Existing Contribution Found

An existing contribution record has previously been reported for this employee. Please verify the details and select an action below.
I want to:
Update the previously reported information.

Name	PID	Pay Period Begin Date	Pay Period End Date	Contrib. Group	Payment Reason	Wages
No records found						

☒ Add a new record with the information I entered.

Step 8 -- The **Add Employer Contribution** window will pop-up. Select a **Payment Reason** as **Other Non-Pensionable**, then Enter **Wages** and **RSA-1 Contribution** information and click **Save**.

Add Employee Contribution:

Personal Information

PID: SSN:

First Name: Last Name:

Tier Group: Employment Begin - End Date:

Contribution Group: Position Status:

Payroll Period: Payroll Frequency:

LOA Status Effective Date: LOA Status:

Scheduled Units Effective Date: Scheduled Type of Units Worked:

Scheduled Units to Work per Week: Scheduled Full Time Units per Week:

Units Annually Contracted to Work:

Contribution Information

Payment Reason	Error Count	Units Worked	Type of Units Worked	Full Time Units	Wages	Excess of RS	Employee Contribution	Employer Contribution	RSA-1 Contribution	Rate of Pay	Type of Rate of Pay	Summer Position	Override Warnings
Other Non-Pensionable					\$1,000.00								
Total:		0.00		0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00				

A **Record Saved Successfully** message will appear.

Click **Cancel** in the bottom left or the **X** button in the top right to close out of the window.

Step 9 -- Repeat steps 5 – 8 until you have added contribution information for all active members for whom you want to submit contributions.



Step 10 -- Once you have entered all required contribution information, click on the **Submit Details** button at the bottom of the page.

Search Details

	Last Name	First Name	SSN	PID	Date of Birth	Errors	Tier/Group	Contribution Group	Position Status	Pay Period	En Cont
Edit	USER	TEST	XXX-XX-8123	11655660	01/01/1981	0	99	09NONP - Non-Participating RSA-1 Only	Ineligible To Contribute	02/01/2019-02/28/2019	

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[Add Contribution](#)[Submit Details](#)

[Back](#)[Void Report](#)

Step 11 -- The Summary Screen will display. Review all details, checking that you are submitting all required RSA-1 contributions. We recommend confirming that total **Wages** and **RSA-1 Contributions** match your records. Click **Proceed to Payment**.

Getting Started > Details > Summary > Payments > Results

Report Submission #: 6207 Submission Date: 03/26/2019 Type: Contributions Only Mode: Enter Online Status: In Progress

Contribution Summary

Regular Contributions

Employer / Retirement Plan	Wages	Employee Contributions	Employer Contributions
EMPR - Test Employer			
ERS NONP Local Regular- Non Participating	\$ 1,000.00	\$ 0.00	\$ 0.00
Total	\$1,000.00	\$0.00	\$0.00

Retirement System

	Wages	Employee Contributions	Employer Contributions
Employees' Retirement System of Alabama	\$1,000.00	\$0.00	\$0.00
Totals	\$1,000.00	\$0.00	\$0.00

Prior Period Adjustments and/or Retroactive Contributions

No Adjustments available.

Invoices

Apply	Employer	Invoice	Invoice Type	Date	Amount
You have no invoices outstanding.					

RSA-1 Contributions

Employer	Amount
EAGC - AL GULF COAST CONV & VISIT BUR	\$30.00

[Unsubmit and Review Details](#)[Proceed to Payment](#)



Step 12 -- The Payment Screen will appear. In the **Remit Your RSA-1 Payments Grid** Enter the required **Payment Amount** next to the bank account you wish to pay from. If you have set-up more than one account, you can pay from more than one bank account.

Enter your **ESS PIN**, and click on **Submit Your Payment**.

Remit Your RSA-1 Payments:Save Allocation

EMPR – Test Employer	bank - WELLS FARGO BANK NA (MINNESOTA), ...1234	<input type="text" value="\$30.00"/>	Total Reported:	\$30.00
			Total Applied:	\$30.00
			Balance Remaining:	\$0.00
Total Amount Due:				\$30.00
Total Applied:				\$30.00
Balance Remaining:				\$0.00

ESS PIN:

Go BackSubmit Your Payment

Step 13 -- An alert will appear asking you to confirm your submission. Click **OK** to confirm and submit payment.

Once you click OK, the submission will be finalized and no more edits can be made. Would you like to continue?

Step 14 -- A results page displays summarizing your RSA-1 submission. We recommend printing this screen or otherwise saving it for your own records.

Getting Started > Details > Summary > Payments > Results

Report Submission #: 5385 Submission Date: 03/26/2019 Type: Contributions Only Mode: Enter Online Status: In Progress

Contribution Results					
Contribution Report	Count	Employee Contribution	Employer Contribution	RSA-1 Contribution	Total Contribution
Contribution Records Rejected	0	N/A	N/A	N/A	N/A
Contribution Records in Error	0	\$0.00	\$0.00	\$0.00	\$0.00
Contribution Records without Error	1	\$0.00	\$0.00	\$100.00	\$100.00
Total	1	\$0.00	\$0.00	\$100.00	\$100.00
Invoice Payments Due (Credits)					\$0.00

Payments	From	Payments Submission Date	Payment Amount
RSA-1	EFT - FEDERAL RESERVE BANK, ...6789	03/26/2019	\$100.00

PrintRemittance Advice