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.

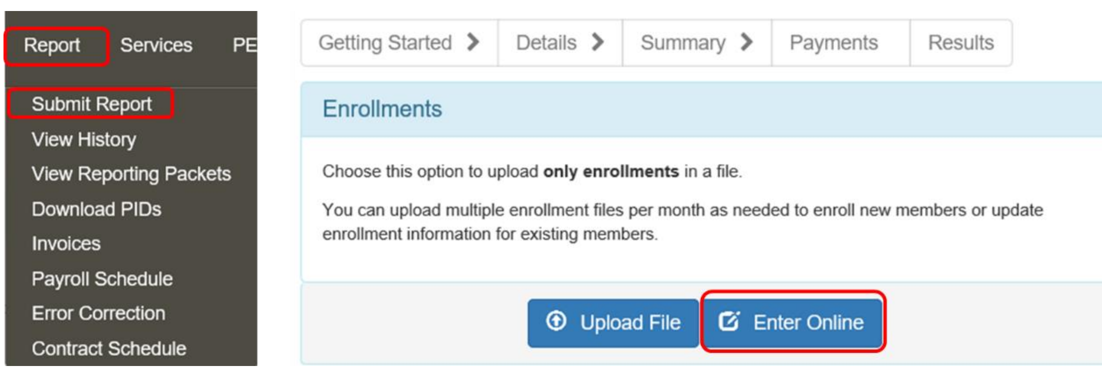
This Quick Start Guide is to help employers with members participating ***only*** in RSA-1 to create enrollments and enter contribution information. This first month using the Employer Self-Service portal, employers will need to enter enrollment information for each member participating ***only*** in 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.

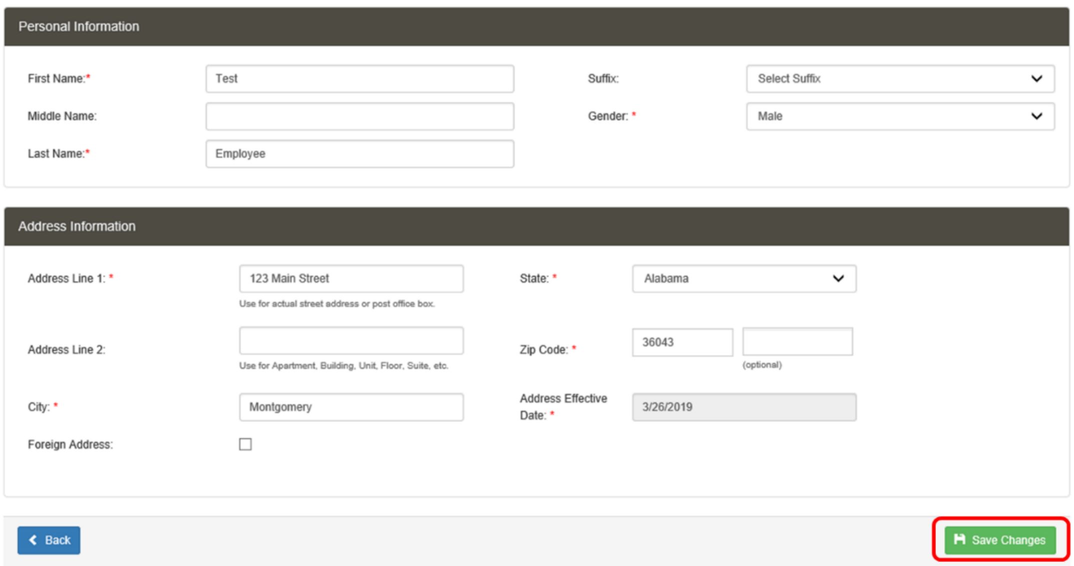


Step 3 -- On the **Demographics** screen that displays, click on the **Add New Employee** Button

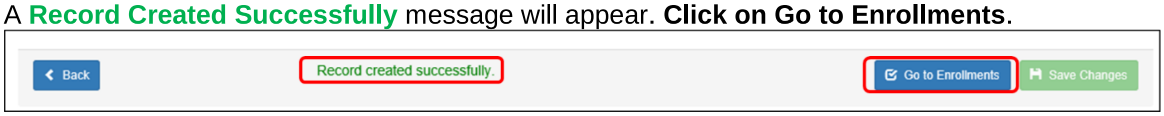
Step 4 -- The **Add Employee Demographics Page** will appear. Enter the **Employee SSN** and **Date of Birth**. Then click on **Verify SSN and Date of Birth**. A message reading, **SSN Does Not Exist Continue with Adding New Employee Record** will appear in the top left.

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

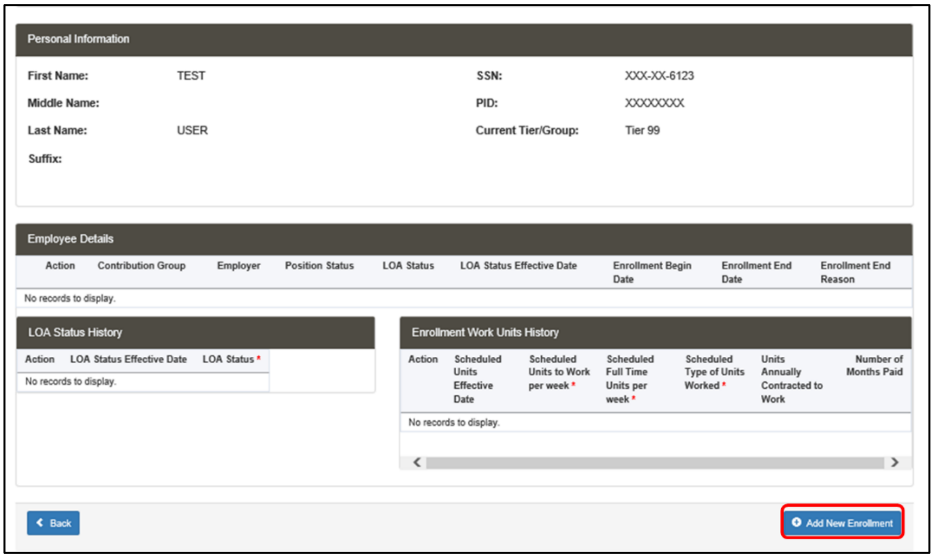
Step 5 -- Continue to enter remaining Demographic Information, and then click **Save Changes** at the bottom of the screen once complete. Fields with a red star are required.



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



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



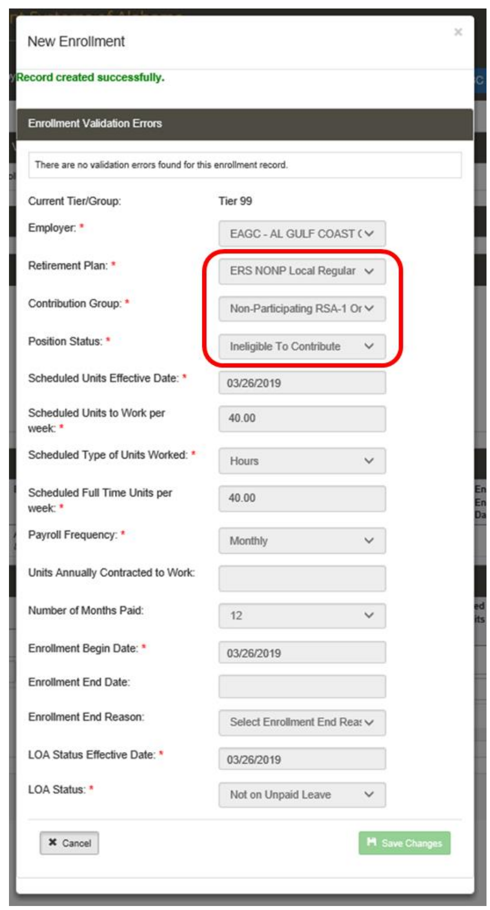
Step 8 -- A pop-up will appear to enter **Enrollment Detail** information.

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.

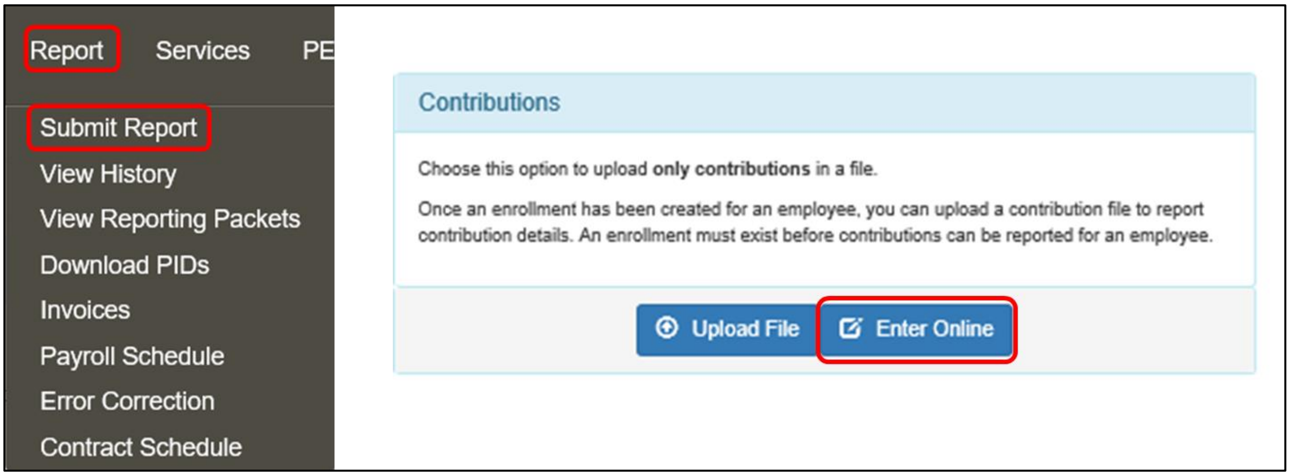


You have now successfully created an enrollment record for the member. Once you have created enrollments for all participating RSA-1 members, you are ready to submit a contribution report.

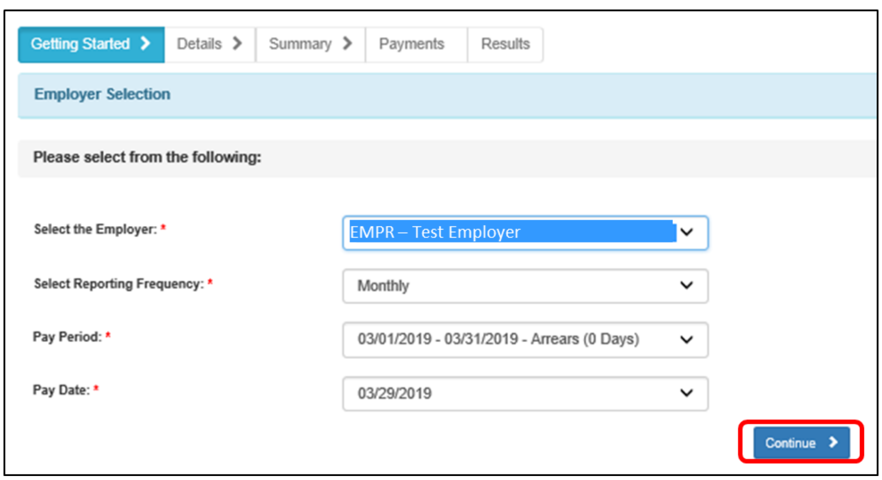
Submitting a Contribution Report

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

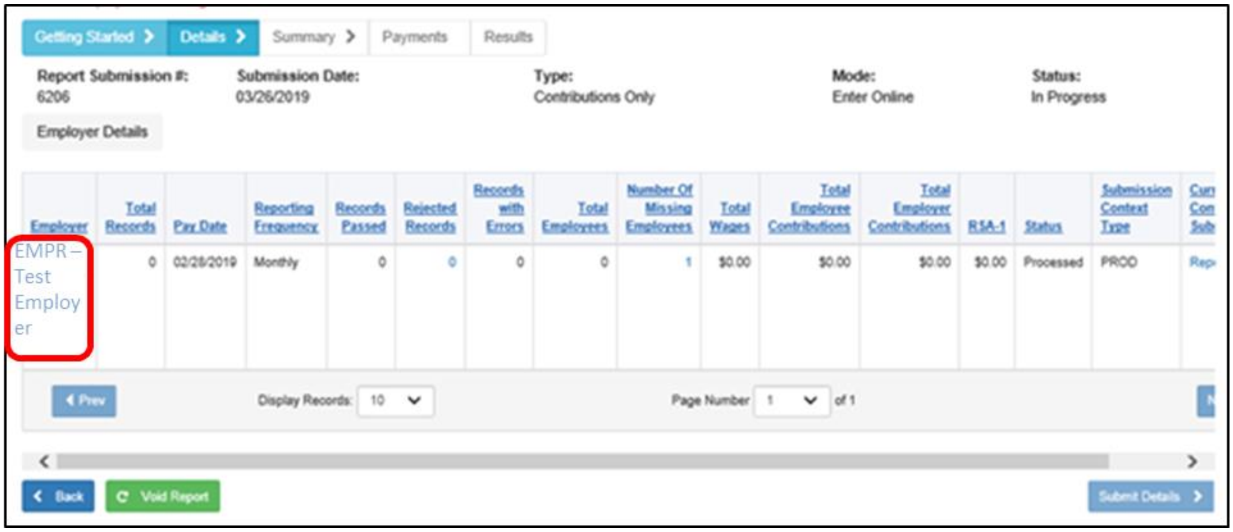
Step 2 -- From the **Report** menu, selection **Submit Report**. When the Submit Report screen appears, select **Enter Online** from the **Contributions** section.



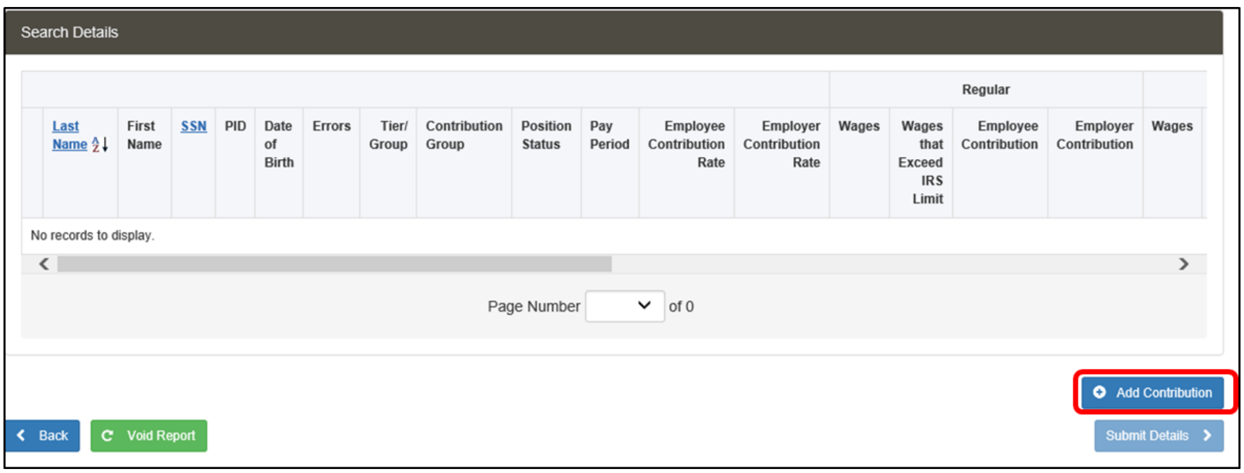
Step 3 -- Select the **Employer**, **Reporting Frequency**, **Pay Period**, and **Pay Date** for the contribution report that you would like to submit. Then click **Continue.** You need to create a Payroll Schedule with the correct payroll frequency and pay period. See **this video** for how to create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



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

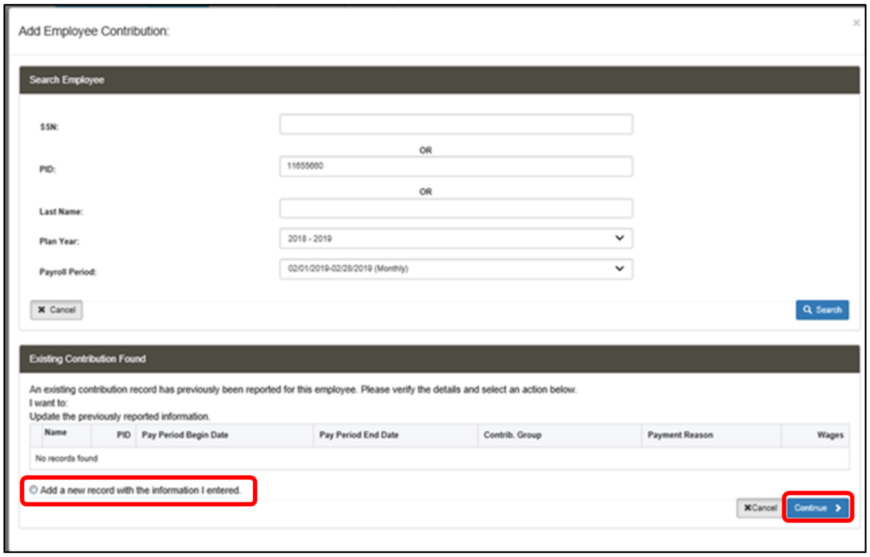


Step 5 -- At the Bottom of the page, click on the **Add Contribution** button.

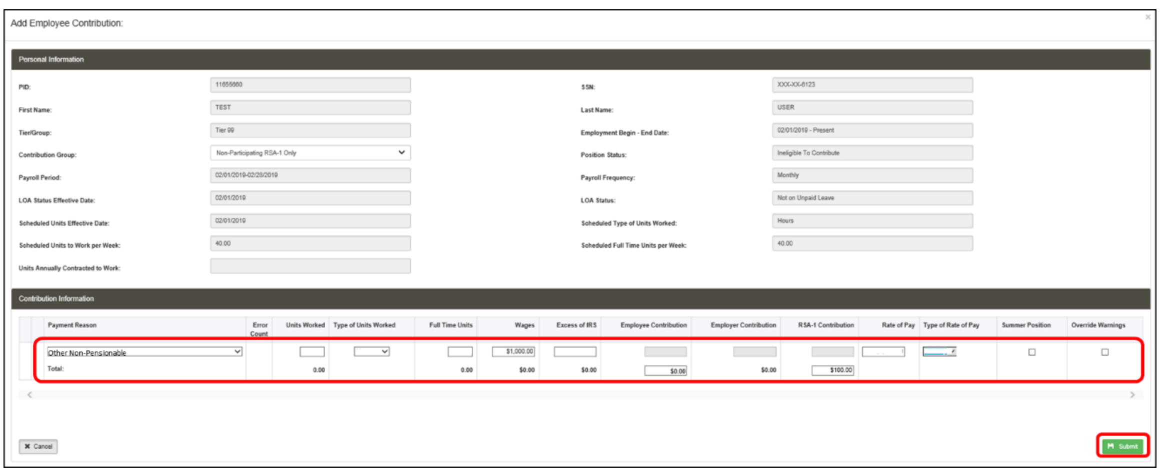


Step 6 -- The **Add Employee Contribution Window** will appear. You can search for the member you would like to submit a contribution for by **SSN**, **PID**, or **Last Name**. You will also need to select the **Plan Year** and **Payroll Period** for which you're submitting a contribution. Once you have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

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.



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.

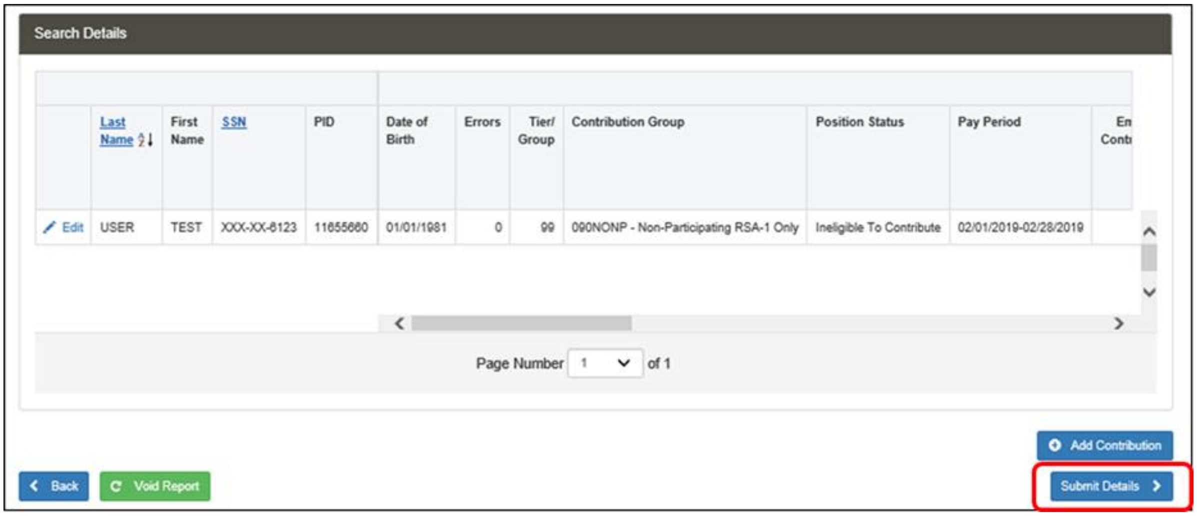


A **Record Saved Successfully** message will appear.

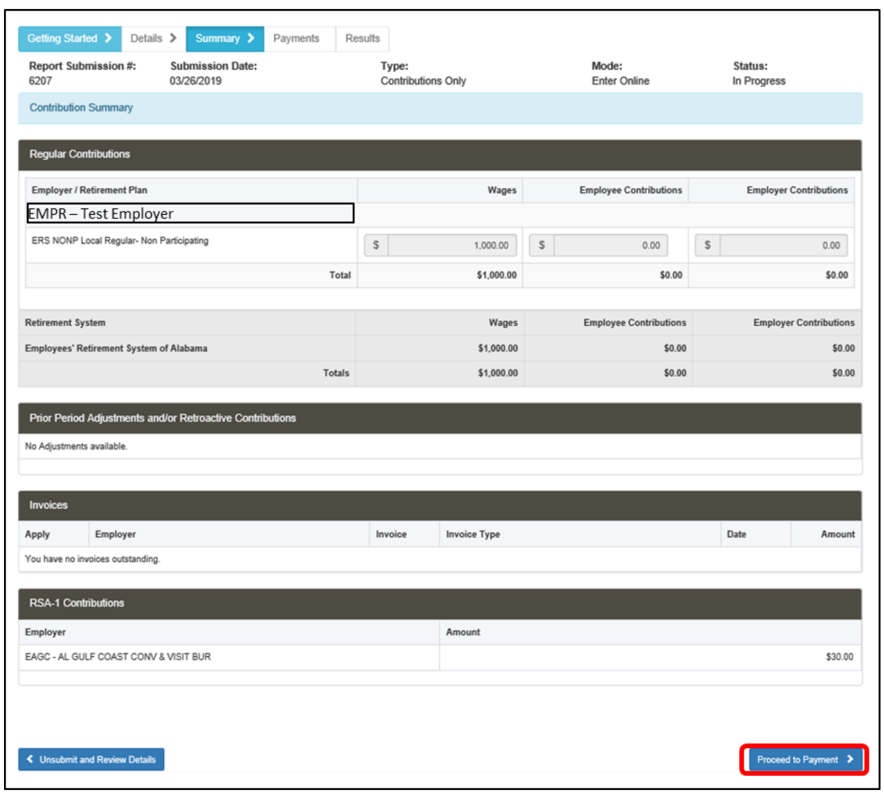
Click **Cancel** in the bottom left or the **X** button in the top right to close out of the window.

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.

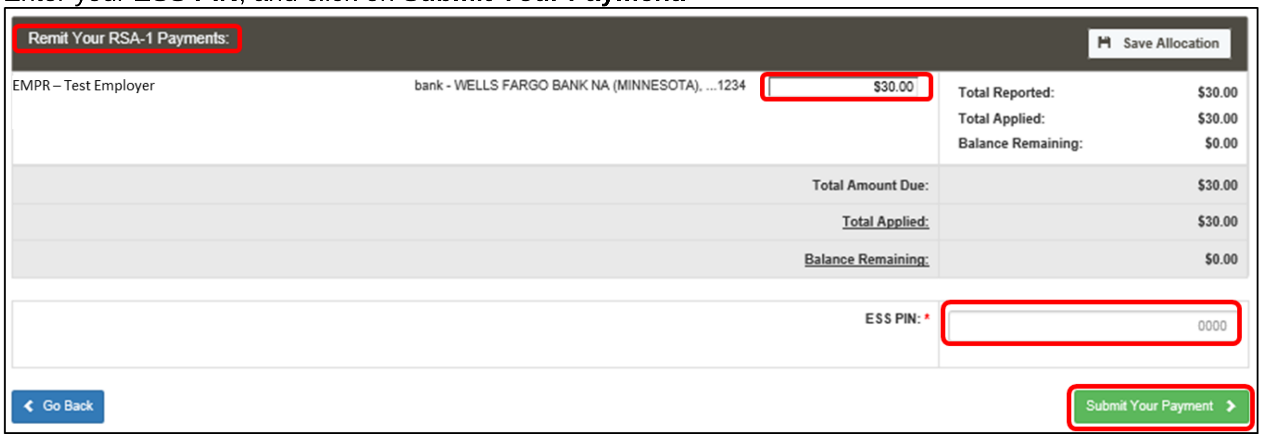


Step 11 -- The Summary Screen will display. Review all details, checking that you are submitting all required RSA-1 contributions. We recommend confirming that total **Wages** and **RSA-1 Contributions** match your records. Click **Proceed to Payment**.

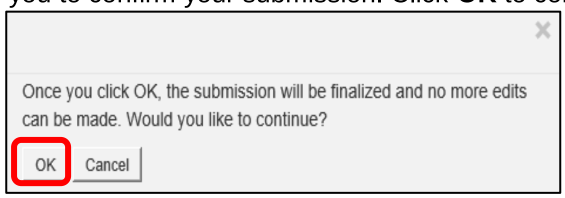


Step 12 -- The Payment Screen will appear. In the **Remit Your RSA-1 Payments Grid** Enter the required **Payment Amount** next to the bank account you wish to pay from. If you have set-up more than one account, you can pay from more than one bank account.

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



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



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