

Welcome to training on how to Download PIDs and review a Reporting Packet.

### **How Do I Download PIDs?**

To navigate to the **Download PIDs** screen, click on the **Report** menu option.

Then, select **Download PIDs**.

The **Download PIDs** screen displays.

Use the **Download PIDs** screen to download the PID for a particular Employee or for a set of Employees using specific search criteria.

This screen offers an easy way to download the file and import it into your payroll or HR system to populate the **PID** field.

It is your responsibility to download a new Employee's PIDs. The RSA suggests the following process:

Prior to the submission of the Contribution report, use the Download PIDs screen to produce a list of the new PIDs for the previous Enrollment Report.

By waiting until just prior to submitting your current report, you retrieve the most up to date list of PIDs. You cannot download a PID for a new Employee who has not worked for an Employer covered by the RSA.

Select the **Search By** drop-down menu.

You can search by:

**Newly Created Enrollments:** This allows you to build a list of Employees who have been reported since the Download PID file was last generated

**Date of Enrollment:** This allows you to pull a list of Employee PIDs corresponding to their Date of Employment

**Pay Date:** This allows you to select the begin pay date and end pay date

**SSN:** This allows you to search for the Employee using their social security number.

Select an option from the drop-down menu, and enter any parameters that may be required.

Click the **Show** button.

The list of Employees based on the search criteria displays. Click on a checkbox to select, or deselect, the Employees you would like to download.

Click the **Add to List** button to add the selected Employees.

Then, Click the **Download Employees** link.

Enter your **RSA PIN**.

Click **Download to File**.

The PID file is downloaded as a CSV file in Microsoft Excel. Click **Open**.

Note: The CSV file contains only those Employees you selected. Close out of the Microsoft Excel window to return to the **Download PIDs** screen.

### **How Do I View A Reporting Packet?**

To navigate to the **Reporting Packets** screen, click on the **Report** menu option and select **View Reporting Packets**.

The **Reporting Packets** screen displays. Each time a contribution report is posted, the system generates a Reporting Packet.

Email correspondence is sent to the Primary Reporting Official when the reporting packet is generated to notify them that a message is waiting in their Message Center Inbox in Employer Self-Service.

There are 4 reports that will be included in the Reporting Packet, and the description of each is provided. Feel free to press pause to view the descriptions of each.

Choose a year from the **Plan Year** drop-down menu. Choose a date from the **Pay Date** drop-down menu. The Reporting Packet will display based on the search parameters you select. Click on a **Report Name** link to view a PDF of the report.

The report downloads. Click **Open**.

The report displays in a new window.

Close out of this window to go back to the **Reporting Packets** screen.

For additional information or assistance, please contact an Employer Services Representative (ESR) at 334-517-7005 or [employer.services@rsa-al.gov](mailto:employer.services@rsa-al.gov).