TRS: File Submitters

Introduction

Welcome to Employer Self-Service! This environment is live. Please use this checklist to help guide your activities over the next two weeks. For each activity there is a link to resources available to you.

Note: Everything you have done up until **April 1st 2019** has been in the TEST system, or "Sand Box". The only information that is transferring over to the "Live system" will be the credentials of the Administrator that the RSA set up (Username, Password). Going forward you will be in the "Live system" and all information you enter will be saved.

F5 Notice

At Go-Live, users will have two methods of securely accessing the Employer Self-Service (ESS) portal. Up until this point in the test system, users have had to sign into the F5 screen before accessing ESS for security reasons. RSA will now offer the ability for users of the production system to install a certificate that will allow them to bypass the F5 screen, and go directly into the system with their standard username and password.

If you wish to continue logging-in via the F5 screen, no action is required. The F5 Login password will change periodically, so check your ESS Message Center (located under Services) for continuous updates.

If you wish to bypass the F5 login screen, you may download the certificate. Each agency's ESS Administrator received the certificate in a secure message from the RSA.

The following milestones must be completed along the recommended timeline:

DAY ONE OF GO-LIVE

Activity	In this guide	Other resources available
☐ **Login**	Page 3	Video: Registration and Logging in
☐ **Add Bank Account Information** Ensure that you have removed debit blocks from your account. ☐ **Add Office Location(s)**	Page 3	Video: Administration Menu Part 1
☐ **Add Contact Person(s)** ☐ **Add Other ESS Users**	Page 4	Video: Administration Menu Part 2
☐ **Validate Payroll Schedule and Contract Schedule Information** Your payroll and contract schedules for the remainder of the 2018-2019 scholastic year and all of the 2019-2020 scholastic year (July-June) will be prepopulated.	Page 5	Video: Payroll Schedule Video: Contract Schedule (TRS only)
Please be sure the first Pay Period Begin/End Dates you are entering In the payroll schedule reflect the dates in the first Contribution Submission. You will report in ESS for each payroll frequency. These dates may overlap with the month specified in the last CRA report uploaded in Legacy. **Correctly entering these dates is critical to the processing of your Enrollment and Contribution submissions. If you have ANY questions, please call Employer Services at 334-517-7005.**		

WEEK ONE OF GO-LIVE

Activity	In this guide	Other resources available
☐ **Upload and publish a Full Enrollment File**	Page 6	[Video: Enrollments Upload File (TRS)](#)
☐ *Optional*: **Make any additional adjustments using the Search Demographics screen, if necessary** 　o Add Recent Hires/Add Enrollment End Dates for Terminated Employees 　o Update anything else that has changed since your last CRA File submission 　o Verify Scheduled Units to Work		[Video: Search Demographics](#)
Once your first enrollment file is published, your first Pay Period Begin Date for each payroll frequency becomes locked. Your first contribution file will need to have records with that same Pay Period Begin Date, or your contribution file will be rejected.		

BY APRIL 10TH, 2019

Activity	In this guide	Other resources available
☐ **Upload Contribution file for the Payroll Period(s) after the last CRA file was submitted**	Page 7	[Video: Contributions Upload File (TRS)](#)

Logging In

You can use your user ID and password to log in to the Employer Self-Service website 24 hours a day, 7 days a week.

- From the Employer Self-Service **Login** screen, enter your **User ID** and your **Password**.
- Click **Next**.

On Day-One of Go-Live, your agency's designated ESS Portal Administrator will be able to log-into ESS using their existing username and credentials. The ESS Portal Administrator was designated by your agency on a paper form provided to the RSA in the fall. The original Portal Administrator will then need to create additional users in ESS, and assign them the appropriate roles and contact types.

Adding Bank Account Information

Payment accounts allow employers to manage various methods of payment. Accounts entered through this module can be used to pay monthly submissions or outstanding invoices.

- From the **Home** screen, you can add a new payment account by navigating to the **Manage Your Payment Accounts** screen by clicking on **Admin**, and then selecting **Manage Payment Accounts**.

- Click on **Add a Payment Account** to add a new payment account. A new screen to **Add a Payment Account** displays.

- From the drop down menu, choose **EFT** as the receipt type. EFT is an electronic funds transfer.

- Enter in a **Nickname** for this account such as "My Checking Account." Enter in the **Routing Number**, which can be found in your checkbook. Enter in the **Bank Account Number**, which can be found in your checkbook. Retype the **Bank Account Number**.

- Click **Continue**.

- Enter your **PIN**.

- Click **Submit**.

- The confirmation message displays. You will also receive an email notification confirming that a new payment account has been added. Click **Continue**.

- Your newly added account will appear in the list of existing payment accounts.

To remove a Debit Block, you need to contact your financial institution and provide them with the ACH Company ID for the following types of transactions applicable to your organization:

- Employee / Employer: F636045055

- PEEHIP: G636045055

- RSA-1: H636045055

Adding an Office Location

- You can add an office location by Navigating to the **Office Locations** screen by clicking on **Admin**, and then selecting **Manage Office Locations**.

- You will be directed to the **Manage Office Locations** page. If the office location already exists, a list of existing office locations displays.

- Scroll down and click **Add an Office Location**.

- Add an **Effective Date** by clicking on the date from the drop-down menu.

- From the drop-down menu, select the **Status**. New locations will generally be **Active**.

- Choose a location type from the options in the drop-down menu. Note: Employers can only set one location type as the primary location.

- Enter the address into the **Address Line 1**. **Address Line 2** is optional. Enter in the **City** name.

- Select the **State** from the drop-down menu, enter in the **ZIP Code**.

- Select the **County** from the list. Click **Submit**. The confirmation message displays.

- Click **Continue**. You will be returned to the **Manage Office Locations** screen where you will see the location has been added to the list.

Adding a Contact Person

- You can add a contact person by navigating to the **Manage Contact Persons** screen by clicking on **Admin**, and then selecting **Manage Contact Persons**.

- You will be directed to the **Manage Contact Persons** page. Click on **Add Contact Person**.

- Fill in the required fields on the form, which are denoted by red asterisks. You may also include any additional information. Enter in the **First Name** of the contact person. Enter in the **Last Name**.

- Select the **Office Location** from the drop-down menu.

- Enter your **Email**.

- Enter the **Work Number**.

- Select a **Contact Type**.

- Click **Submit**.

- A confirmation message appears that the contact person has been successfully saved. Click **Continue**.

- You will be returned to the **Contact Persons** screen where you will see the added contact.

Adding Other ESS Users

- You can add a user by navigating to the manage users screen by clicking on **Admin**, and then selecting **Manage Users**. This screen displays all of the ESS users and their roles.

- To add a new user, click **Add User**.

- Select a contact person from the **Contact Person** drop-down menu (Note: This drop-down menu populates from the people listed on the **Contact Person** screen).

- Enter a unique **User ID** for the person (Note: The user ID must be between 5 and 20 characters, using Uppercase letters, lowercase letters, and numbers 0 to 9).

- Select the checkbox next to the role(s) you would like to assign.

- The email address for the user automatically displays. The **Status** of the user is automatically set to **Active**. Click **Submit**.

- A confirmation message displays to confirm the addition of a new user (Note: Three separate emails are sent to the new user, each with the user ID, temporary password, or PIN. The user must sign into ESS within 72 hours with the log in information emailed to them before the information expires). Click **Continue**.

- You will be returned to the **Manage Users** screen. And the new user will appear in the list.

Creating Payroll Schedules

Your payroll schedules for the remainder of the 2018-2019 scholastic year and all of the 2019-2020 scholastic year (July-June) will be prepopulated.

- Go to the **Report** tab and select **Payroll Schedule**.

  - There will be two monthly payrolls already created. **DO NOT PAY ATTENTION TO THESE**. They are used for RSA Data Conversion.

- Employers must know the last pay period they reported to the RSA in the CRA file before go-live.

- The next pay period your agency should set up in ESS at go-live should be the next pay date after the last one submitted in CRA.

- It is okay if you have multiple payroll frequencies: Bi-Weekly, Semi-Monthly, and Weekly.

  - Example (Bi-weekly): If you submitted Februarys dates of 1st -28th then you would start your next pay period of March 1-15 and pay date of 3/16. (1 Day Arrears)

  - Example (weekly): If you submitted Februarys dates of 1st -28th then you would start your next pay period of March 1st-7th paid on the 3/8. (1 Day Arrears)

- Once your payroll is set up correctly, you can continue to the Enrollment portion of the process.

Please be sure the first Pay Period Begin/End Dates you are entering in your payroll schedule reflect the dates in the first Contribution Submission. You will report in ESS for each payroll frequency. These dates may overlap with the month specified in the last CRA report uploaded in Legacy.

Correctly entering these dates is critical to the processing of your Enrollment and Contribution submissions. If you have ANY questions, please call Employer Services at 334-517-7005.

Creating Contract Schedules

Your contract schedules for the remainder of the 2018-2019 scholastic year and all of the 2019-2020 scholastic year (July-June) will be prepopulated.

- **Before you can create a Contract Schedule, a Payroll Schedule must be created first.**

- Go to the **Report** tab and select **Contract Schedule**.

    - Enter your different types of Employer Contracts- 9 month, 10 months, 11 months, and 12 months. Connect each contract schedule to their matching Payroll Schedule and the Contract Units that go along with that particular Contract-182 days, 202 days, 364 shifts, 1512 hours, etc.…

    - Their contract information can be found on the bottom of the Form 100 for each employee hired prior to go-live.

- Once all of your Employee Contracts are entered correctly, you can continue to the Enrollment portion of the process.

Uploading Your Enrollment File

- Once your payroll and contract schedules are correct your next set is to upload your enrollment file.

- Go to the Report Tabs and select **Submit Report.**

- You will select **Upload File** under **Enrollment.**

- The next page you will be brought to is the Detail page of Enrollments.

- Select **Choose File** and select the Enrollment file you wish to upload.

- Once the file is selected click the **Upload File** button to continue.

- The next page displays Enrollment layout validations and Enrollment business validations, it may take a minute to fully process. Your file will either reject, or a **Continue** button will appear in the bottom right-hand corner.

- Select the **Continue** button.

- Make sure to check for any Enrollment record(s) that have errors and need resolution

- Click on your employer's agency code and name, which is a hyperlink.

- This brings you to a page that **DEFAULTS TO SHOW ERRORS ONLY.**

- If you have errors, click the **Edit** button for the employee's name with the error**.**

- Review the information for the employee with the error, scroll to the bottom to review the error and error message.

- **YOU MUST CORRECT ALL ERRORS BEFORE SUBMITTING YOUR FIRST ENROLLMENT.**

- If you have no errors, click on the **Show All** button to see all employees on that Enrollment File.

- Review all information for accuracy.

- **IF ENROLLMENT POSITION STATUS, CONTRIBUTION GROUPS, AND OTHER INFORMATION IS CORRECT YOU CAN SUBMIT AND PUBLISH YOUR FILE.**

- You can now continue to the contribution submission portion of the process.

Uploading Your Contribution File

- Go to the **Report** tab and select **Submit Report.**

- Select **Upload File** under **Contributions.**

- The **Detail** screen displays.

- Select **Choose File** and select the contribution file you wish to upload.

- Once the file is selected click **Upload File** to continue.

- The next page displays Contribution layout validations and Contribution business validations, it may take a minute to fully process. Your file will either reject, or a **Continue** button will display in the bottom right-hand corner.

- Select the **Continue** button.

- Make sure to check for any Contribution record(s) that have errors needing resolution and to check for missing employees.

- Click on your employer's agency code and name, which is a hyperlink.

- This brings you to a page that **DEFAULTS TO SHOW ERRORS ONLY.**

- If you have errors, click the edit button by the employee's name with the error**.**

- Review the information for the employee with the error, scroll to the bottom to review the error and error message. If you have Warning Errors that you deem are correct you must override them to clear the error.

- **YOU MUST CORRECT ALL ERRORS BEFORE SUBMITTING YOUR CONTRIBUTION FILE.**

- If you have no errors, click on the **Show All** button to see all employees on that contribution report.

- Review all information for accuracy.

- Once all contribution information is entered correctly, select **Submit Details.**

Summary Screen

- Once you select the **Submit Details** button you will be brought to the **Summary** screen of the ESS Portal.

- Review all contribution information including contributions, wages, employee contributions, and employer contributions.

  - Information will be displayed by Tier Groups.

- If the total wages, employee contributions, and employer contributions are correct then select **Proceed to Payments**. If the total wages, employee contributions, and employer contributions are incorrect select **Unsubmit and Review Details**.

Payments Screen

- Once you select **Proceed to Payments**, the Payments screen displays.

- Review your payment information including: Employee Contributions, Employer Contributions, Total Employee and Employer Contributions, and RSA-1 Contributions.

- Check for invoices; in the new system you will be receiving invoices for Debits and Credits.

- Review the information for accuracy, enter Remit your Employee/Employer Contributions and invoice Payments. Enter the amount owed into the **Total Amount Due** field, and save.

- Enter your **ESS PIN**. Entering the pin number is the same as signing the bottom of a check. DO NOT GIVE OUT YOUR PIN NUMBER.

- Once all information is correct and you have entered your ESS PIN select **Submit Your Payment**.

Results Screen

- Once payment has been submitted to the RSA, you are brought to the Results page of the ESS Portal.

- Review all information and select **Print** for your records.