



# TRS: Manual 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 1<sup>st</sup> 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
<input type="checkbox"/> <b>Login</b>	Page 3	<a href="#">Video: Registration and Logging in</a>
<input type="checkbox"/> <b>Add Bank Account Information</b> Ensure that you have removed debit blocks from your account.	Page 3	<a href="#">Video: Administration Menu Part 1</a>
<input type="checkbox"/> <b>Add Office Location(s)</b>		
<input type="checkbox"/> <b>Add Other ESS Users</b>	Page 4	<a href="#">Video: Administration Menu Part 2</a>
<input type="checkbox"/> <b>Add Contact Person(s)</b>		
<input type="checkbox"/> <b>Validate Payroll Schedule</b>	Page 5	<a href="#">Video: Payroll Schedule</a>
<input type="checkbox"/> <b>Validate Contract Schedule Information</b> 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 <u>prepopulated</u> .		<a href="#">Video: Contract Schedule (TRS only)</a>

**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.**

## WEEK ONE OF GO-LIVE

Activity	In this guide	Other resources available
<input type="checkbox"/> <b>Review Enrollment Information</b> <ul style="list-style-type: none"> <li>○ Confirm the Contribution Group and Position Status for every Active Member shown in the system.</li> <li>○ Add Recent Hires/Add Enrollment End Dates for Terminated Employees</li> <li>○ Add Non-Participating Employees</li> <li>○ Update anything else that has changed since your last CRA File submission</li> <li>○ Verify Scheduled Units to Work</li> <li>○ Run the Current Enrollment Detail report and the Current Enrollment Summary report to verify your Enrollment information that needs to be updated.</li> </ul>	Page 6	<a href="#">Video: Enrollments Enter Online (TRS)</a>

## BY APRIL 10<sup>TH</sup>, 2019

Activity	In this guide	Other resources available
<input type="checkbox"/> <b>Enter Contributions Online for the Payroll Period(s) after the last CRA file was submitted (for Manual Submitters)</b> <ul style="list-style-type: none"> <li>○ Call out any global changes</li> </ul>	Page 7	<a href="#">Video: Contributions Enter Online (TRS)</a>



## 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 **RSA 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 February's dates of 1<sup>st</sup> -28<sup>th</sup> 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 February's dates of 1<sup>st</sup> -28<sup>th</sup> then you would start your next pay period of March 1<sup>st</sup>-7<sup>th</sup> 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.

## Maintain & Add Enrollments

The Active Enrollments shown in the ESS Portal reflect the reporting you have done through CRA files. If a Contribution Group or Position Status needs to be changed, you must create a new enrollment with the updated Contribution Group and/or Position Status. The Enrollment Begin Date must be the same as the First Pay period begin date for that employee's payroll frequency.

For example, Jane Doe has been a contributing teacher since September 2016, but appears in the ESS portal with the Contribution group of **Other-Professional Admin**. Jane Doe is paid on a monthly basis and will be reported in the first contribution file with the Pay Period Begin Date of March 1, 2019. The Employer must create a new Contributing Teacher Enrollment for Jane Doe with an Enrollment Begin Date of March 1, 2019. The Employer must also end the existing Other-Professional Admin Enrollment with an **End Date** of February 28, 2019 and an **End Reason** of **Change in Contribution Group**.

- Go to the **Services** tab and select **Search Demographics**.
- Select **Maintain** on the left side of the screen. Click **Enrollments**.
- Look over each of your employee's **Enrollment Details** to verify all information is correct, such as **Contribution Group, Position Status, Scheduled Units to Work and Scheduled Full Time Units of Work**.
  - If the **Contribution Group** or **Position Status** is incorrect, end that enrollment with an End Reason of **Change in Contribution Group** or **Change in Position Status**.



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- If you have new hires that are not on the Search Demographics screen, then you will need to click **Add New Employee** on the **Search Demographics** screen.
  - Remember-adding a new employee in the ESS portal will now take the place of the Form 100.
- Once all Employee Enrollment information is entered and corrected, continue to the Contribution portion of the process.

## Starting Contributions

- Go to the **Report** tab and select **Submit Report**.
- You will always use **Enter Online** under **Contributions**.
  - Select your Employer.
  - Select your Reporting Frequency.
  - Select your Pay Period.
  - Select your Pay Date.
  - Select Copy Regular Payment Lines From (At go-live your only option will be Monthly).
- This will ONLY copy over the REGULAR PAYMENT line information from the previous submission. You will have to manually enter **OVERTIME** under the **REGULAR** Pay line for those employees every time for each contribution submission.
- Set your **Wages Multiplier** field appropriately.
- AFTER THE FIRST SUBMISSION AT GO LIVE THE WAGES MULTIPLIER WILL USUALLY BE 1.00.
- Set your **Rate of Pay Multiplier** field appropriately.
- The **Rate of Pay Multiplier** field will always stay 1.00 unless you are trying to give **everyone** in your Agency a Cost of Living raise or an across the board raise.
- Set your **Current Period Fulltime Work Units** appropriately.
- Once this information is entered and correct select continue.

## Contributions

- The next page you will be brought to is the **Details** page of the process.
- Make sure to check for any Missing Employees, then 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 in error.



- Review the information on the employee with the error, scroll to the bottom to review the error and error message.
- If you have warnings that you deem are correct, you must override them to clear the warning message.
- **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.
- Add overtime if necessary.
- Add lump sum/other pensionable wages if necessary.
- If you need to add a contribution to a new hire or wages for a non-participating employee you will need to select **Add Contribution**.
- Enter the employee's social security number or their PID (personal identification), select the plan year as well as the payroll period.
- Select add **new record** to this contribution and click **Continue**.
- Add all contribution information, Units Worked, Type of Units Worked, Fulltime units worked, Wages, etc.
- Once all contribution information is entered correctly save changes and close out of the window.
- Once all contribution information is entered correctly you can click **Submit Details**.

## Summary Screen

- Once you selected the **Submit Details** button you will be brought to the Summary Page of the ESS Portal
- Review all contribution information.
  - 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

- Once you selected **Proceed to Payments** you will be brought to the Payments screen of the ESS Portal
- Review your payment information. 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 information one last time for accuracy, enter Remit your Employee/Employer Contributions and invoice Payments. Enter the amount owed into the total amount due box. **Save Allocation.**
- Enter your **ESS PIN**. Entering the PIN is the same as signing the bottom of a check. **DO NOT GIVE OUT YOUR PIN.**
- Once all information is correct and you have entered your ESS PIN select **Submit Your Payment.**

## Results

- 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.