AASBO 2022

TRS & The ESS Portal

February 9,2022

Contact Type(s)

- [ ] Agency Head
- [ ] Disability Contact
- [ ] Enrollment Coordinator
- [ ] Human Resource Director
- [ ] IT
- [ ] Office Coordinator
- [ ] PEEHIP Clerk
- [ ] Reporting Official
- [ ] Retirement Certification
- [ ] RSA-1
- [ ] Service Purchases
- [ ] Withdrawal Certification

Contact Persons

- The Retirement Systems of Alabama has added additional contact types to the Contact Persons information screen in ESS.
- This gives your agency the ability to inform the RSA of whom the appropriate contact person is for each type.
- It is the responsibility of each agency's ESS Portal Administrator to keep this information up to date.
- This information should be updated anytime a contact changes types, a contact leaves your agency, or anytime a new person assumes one or more of these contact types.
- The RSA uses this list of contacts to communicate with your agency based on the information provided by the Administrator.
- A contact person does not have to be an ESS user but an ESS user must be listed as a contact person for your agency.

Contact Types

- Agency Head
- Disability Contact
- Enrollment Coordinator
- Human Resource Director
- IT
- Office Coordinator
- PEEHIP Clerk
- Reporting Official - Receives all system generated communications related to the submission of enrollment and contribution reports.

Contact Types Continued

- Retirement Certification- ESS users must be assigned this contact type to receive emails regarding Retirement Certifications. The user must have the role of ESS Administrator or ESS Staff to access the Employer Certification screen in the ESS Portal.
- RSA-1
- Service Purchases- ESS users must be assigned this contact type to receive emails regarding Service Purchases. The user must have the role of ESS Administrator or ESS Staff to access the Employer Certification screen in the ESS Portal.
- Withdrawal Certification- ESS users must be assigned this contact type to receive emails regarding Withdrawal Certifications. The user must have the role of ESS Administrator or ESS Staff to access the Employer Certification screen in the ESS Portal.
- An employee should be set as a "Primary Contact" if they are the primary contact for your agency for that specific job duty. There can only be one Primary Contact for each Contact Type.

How to Add A Contact Person

- To add an ESS contact person the ESS Portal Administrator(s) will select the ADMIN tab > Manage Contact Persons > Add a Contact Person. (If the contact person being entered needs to have access to the ESS portal the ESS Portal Administrator(s) will also need to add them under Manage Users.

- The following information is required to create a contact person:
  - First Name • Last Name • Job Title • Office Location • Email Address • Work Phone Number.
  - Once the ESS Portal Administrator(s) has entered the information above select the appropriate Contact Type for that contact.

How to Edit, Update, and Delete a Contact Person

- To edit a contact person, ESS Portal Administrator(s) will select the ADMIN Tab > Manage Contact Persons > Edit > Edit, update the information as necessary > Update.
- To update an existing employee’s contact type who is not a primary contact, select Edit next to that employee’s name, update the information as necessary, then select Update.
- To delete a contact person that is not an ESS User, the ESS Portal Administrator(s) will select the ADMIN tab > Manage Contact Persons > Edit > Delete.
- To delete a contact person who is an ESS user the ESS Portal Administrator(s) will need to select the ADMIN tab > Manage Users > Edit, then inactivate their ESS User account. Then select the ADMIN tab > Manage Contact Persons > Edit > Delete.
- If the ESS Contact Person you are trying to delete is marked “Primary Contact” you will need to designate or add another employee as “Primary Contact” for that contact type before you can delete them.

Retirement Certifications

- **As of January 1, 2022, TRS will only accept retirement certifications through ESS, not on paper. The certification section has been removed from the retirement application.**

- A copy and paste feature has been added to the retirement certification screen. This feature allows ESS users to copy the information entered for salary, units worked, full-time units, and annual salary and paste this information into another contribution row.
  - However, the information being pasted into the new contribution row may need to be edited to accurately report for that particular pay period.

Retirement Certification Copy Feature

- To copy the information entered for salary, units worked, full-time units, and annual salary, select the copy button.

	Payroll Frequency	Pay Period Begin Date	Pay Period End Date	Pay Date	Payment Reason	Wages
	Monthly	01/01/2022	01/31/2022	01/31/2022	Regular pay	$5,000.00
	Monthly	02/01/2022	02/28/2022	02/28/2022	Regular pay	$0.00

Retirement Certification Paste Feature

- To paste the information entered for salary, units worked, full-time units, and annual salary, select the paste button.

	Payroll Frequency	Pay Period Begin Date	Pay Period End Date	Pay Date	Payment Reason	Wages
	Monthly	01/01/2022	01/31/2022	01/31/2022	Regular pay	$5,000.00
	Monthly	02/01/2022	02/28/2022	02/28/2022	Regular pay	$5,000.00

- However, the information being pasted into the new contribution row may need to be edited to accurately report for that particular pay period.

Retirement Certification Notes & Sick Leave

- If there is anything that the employer thinks may be confusing about a particular certification (e.g. the member is receiving extra pay, less pay, or anything else that might look odd), employers can type notes to the counselor to clarify the information submitted.

- Many TRS agencies contact TRS after a retirement has been certified to report that an employee's sick leave balance has changed. The preferred procedure is for the agency to send an email to TRSInfo@rsa-al.gov indicating the member's name, PID, and final sick leave balance.

Actual Units vs Full Time Units on Contribution Submissions

- **Actual Units Worked** represents the number of days, hours, shifts, or courses the employee actually worked for the pay period being reported. (This includes sick and vacation leave being used in the place of hours worked.)
- **Full Time Units** represents the number of days, hours, shifts, or courses an employee is required to work to be considered full time in the pay period being reported. (This is the number of possible working days excluding holidays in a pay period.)
  - The ratio between the Actual Units Worked and Full Time Units is what calculates the service credit an employee earns. It is imperative that the Actual Units Worked and the Full Time Units are reported correctly for the employee to earn the appropriate amount of service credit.

Actual Units Worked vs Full Time Units Example

- The pay period being reported is 8/1-8/31 paid 8/31. Your 187 day contract employees start on 8/9.
  - We would expect to see the Actual Units Worked reported as 17 days.
  - We would expect to see the Full Time Units reported as 22 days.

- The pay period being reported is 8/1-8/31 paid 8/31. Your 1496 hour contract employees start on 8/9.
  - We would expect to see the Actual Units Worked reported as 136 hours.
  - We would expect to see the Full Time Units reported as 176 hours.

Post-retirement Employees

All retirees who return to full-time or part-time employment must be enrolled and have their wages reported in the ESS Portal. (This includes creating enrollments for substitutes or employees hired/paid through third party vendors such as Kelly Services, Soliant, etc.)

- Retirees are to be enrolled with a <u>non-participating contribution group (Non-participating Teacher, Non-participating Bus Driver, etc.)</u>.
- In order for Retirees to display on the Post-retirement Employment Report, retirees must be reported on contribution submissions with <u>pensionable payment reasons (Regular Pay, Lump Sum/Longevity)</u>.

Post-retirement Employment Report

- To view the Post-retirement Employment Report select > Services Tab > Reports > Post-Retirement Employment.

  - The Post-retirement Employment Report Lists all working retirees for an employer if enrolled, reported with a pensionable payment reason, and the earnings limitations for that particular calendar year.

  - ***If you have Retirees that are paid through accounts payable, Retirees who have not been enrolled and reported, or Retirees who were not reported correctly, you will still need to complete the Post-retirement Employment Employing Agency Annual Certification form.***

Questions

- If you have any questions, please contact Employer Services at 334-517-7005(2) or by email at Employer.Services@rsa-al.gov.