Alabama RSA Reporting Guide

new world ERP – Human Resources: State Requirements

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INTRODUCTION

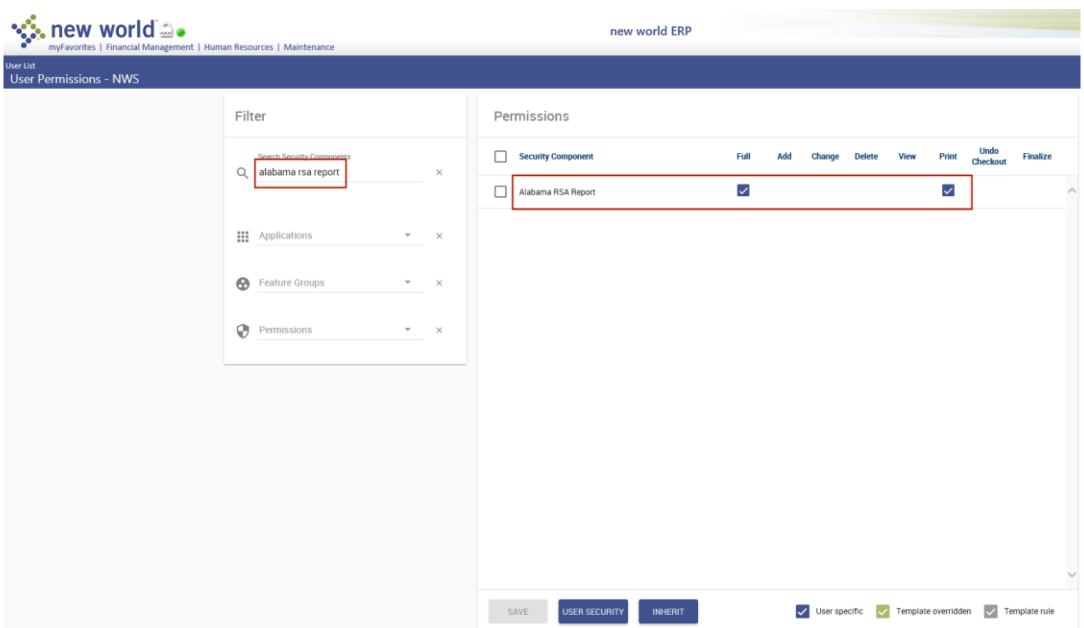
This guide provides instructions for the setup and creation of the new Alabama RSA Report and transmittal files. The Alabama RSA Report replaces the Alabama ERS and RSA-1 reports. Contributions data from ERS and RSA-1 reporting is included in the RSA report and transmittal files.

PERMISSIONS

Users need permission to two security components, ***Alabama RSA Report*** and ***Alabama System Settings Maintenance***:

ALABAMA RSA REPORT

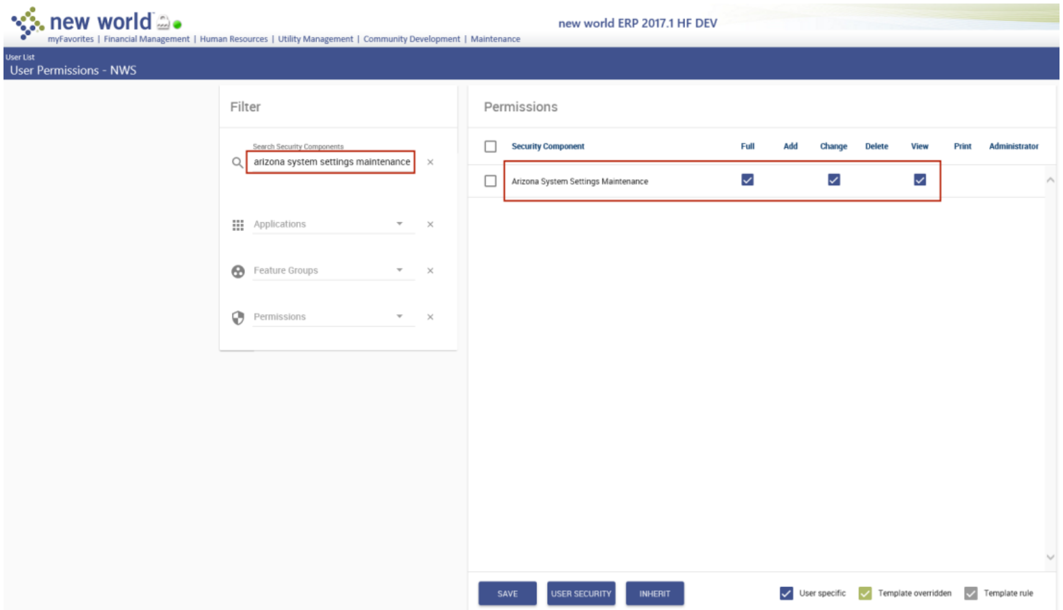
1. Navigate to **Maintenance > new world ERP Suite > Security > Users**. The User List page opens.
2. Select the user's row.
3. Click **Permissions**. The User Permissions page opens, containing a grid of security components and a filter panel.
4. In the *Search Security Components* filter, type ***Alabama RSA Report*** (the entry is not case sensitive). The grid reloads to contain the ***Alabama RSA Report*** security component only:



5. Select *Full* permissions.
6. Click **Save**.
7. For the permissions to take effect, the user must log off and log back onto the system.

ALABAMA SYSTEM SETTINGS MAINTENANCE

1. In the *Search Security Components* filter, type ***alabama system settings maintenance***. The grid reloads to contain the ***Alabama System Settings Maintenance*** security component only:



2. Select *Full* permission.
3. Click **Save**.
4. For the permissions to take effect, the user must log off and log back onto the system.

SETUP

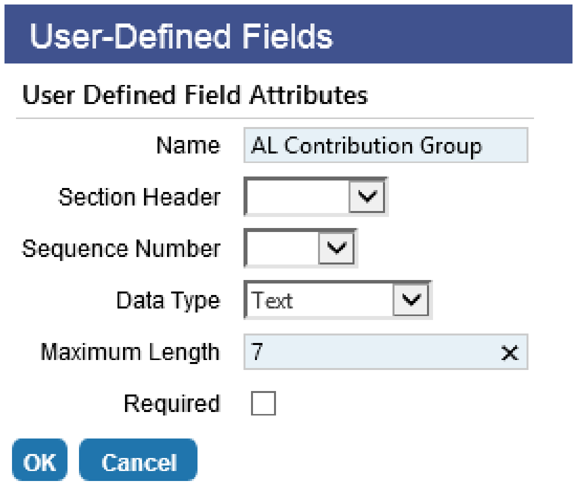
USER-DEFINED FIELDS

Create the following 11 user-defined fields (UDFs) for contributions and enrollment reporting:

Record Type	Name	Data Type	Contributions Reporting	Enrollment Reporting
Employee Employment	*AL Contribution Group*	Text	X	X
Employee Employment	*AL Position Status*	Text	X	X
Employee Employment	*AL PID*	Text	X	X

Record Type	Name	Data Type	Contributions Reporting	Enrollment Reporting
Employee Employment	*AL Summer Position*	Text	X	
Employee Employment	*AL Enrollment Begin Date*	Date/Time		X
Employee Employment	*AL Enrollment End Date*	Date/Time		X
Employee Employment	*AL Enrollment End Reason*	Text		X
Employee Employment	*AL LOA Status Effective Date*	Date/Time		X
Employee Employment	*AL LOA Status*	Text		X
Employee Employment	*AL Scheduled Units Eff Date*	Date/Time		X
Employee Employment	*AL Tier/Group*	Text		X

1. Navigate to Maintenance > new world ERP Suite > Security > User-Defined Fields. The User-Defined Field List page opens.
2. In the *Record Type* field, select ***Employee Employment***.
3. In the *Maintenance Type* field, select ***Attributes***. The grid loads all UDFs that have been added to the **Employment** tab in Workforce Administration.
4. Click **New**. The User-Defined Fields dialog opens.
5. Make entries as shown in the image below. If you have not created a *Section Header* for grouping the UDFs, you may leave this field and *Sequence Number* blank:



The *AL Contribution Group* field holds a seven-digit code depending on the retirement system and the employee's position. It maps to the current *AL Class Code* UDF, a two-digit text field.

6. Click **OK** to save the UDF and add it to the grid on the User-Defined Field List page.
7. Repeat steps 4-6 for the remaining contribution UDFs, making the entries shown in the tables below:

Field	Entry
Name	***AL Position Status***
Data Type	***Text***
Maximum Length	***2***
Required	***Leave unchecked***

The valid entries for the *AL Position Status* field are ***01*** (Regular), ***03*** (Seasonal), ***04*** (Temporary), ***05*** (Adjunct) and ***06*** (Substitute Teacher). If the field is left blank, ***01*** is used.

Field	Entry
Name	***AL PID***
Data Type	***Text***
Maximum Length	***8***
Required	***Leave unchecked***

The *AL PID* field holds an optional eight-digit employee ID assigned by the RSA.

Field	Entry
Name	***AL Summer Position***
Data Type	***Text***
Maximum Length	***1***
Required	***Leave unchecked***

The valid entries for the *AL Summer Position* field are ***0*** (No) and ***1*** (Yes). An entry of ***1*** applies to TRS only. If the field is left blank, ***0*** is used.

Field	Entry
Name	***AL Enrollment Begin Date***
Data Type	***Date/Time***
Required	***Leave unchecked***

The *AL Enrollment Begin Date* field holds the date an employee enrolled in the current contribution group/position status. If the field is left blank, the employee's *Hire Date* is used.

Field	Entry
Name	***AL Enrollment End Date***
Data Type	***Date/Time***
Required	***Leave unchecked***

The *AL Enrollment End Date* is reported when an employee is terminated or when the employee's contribution group/position status changes.

Field	Entry
Name	***AL Enrollment End Reason***
Data Type	***Text***
Maximum Length	***2***
Required	***Leave unchecked***

The valid entries for the *AL Enrollment End Reason* field are ***00*** (Change in Contribution Group), ***01*** (Retirement), ***02*** (Death), ***03*** (Change in Position Status), ***04*** (Transfer), ***05*** (Hired in Error), ***06*** (Voluntary Termination), ***07*** (Involuntary Termination) and ***08*** (Gross Misconduct).

Field	Entry
Name	***AL LOA Status Effective Date***
Data Type	***Date/Time***
Required	***Leave unchecked***

If the field is left blank, the *AL Enrollment Begin Date* is used.

Field	Entry
Name	***AL LOA Status***
Data Type	***Text***
Maximum Length	***2***
Required	***Leave unchecked***

The valid entries for the *AL LOA Status* field are ***00*** (Not on Unpaid Leave), ***01*** (Unpaid FMLA), ***02*** (Unpaid Maternity), ***03*** (Unpaid Medical Leave), ***04*** (Unpaid Military), ***05*** (Unpaid Workman's Comp), ***06*** (Other Unpaid). If the field is left blank, ***00*** (Not on Unpaid Leave) is used.

Field	Entry
Name	***AL Scheduled Units Eff Date***
Data Type	***Date/Time***
Required	***Leave unchecked***

If the field is left blank, the *AL Enrollment Begin Date* is used.

Field	Entry
Name	***AL Tier/Group***
Data Type	***Text***
Maximum Length	***2***
Required	***Leave unchecked***

The valid entries for the *AL Tier/Group* field are ***01*** (Tier 1 or Group 1), ***02*** (Tier 2 or Group 2), ***03*** (Group 3) and ***99*** (No Tier or Group). If the field is left blank, ***99*** is used.

To use the UDFs you have created, navigate to Human Resources > Workforce Administration > Search > Employee Number link > Employment tab:

Note: To update employee UDFs en masse through an Excel spreadsheet, consider using the new world ERP UDF Mass Update Add-In. The user guide for the add-in is in the same folder with this guide.

VALIDATION SET 589

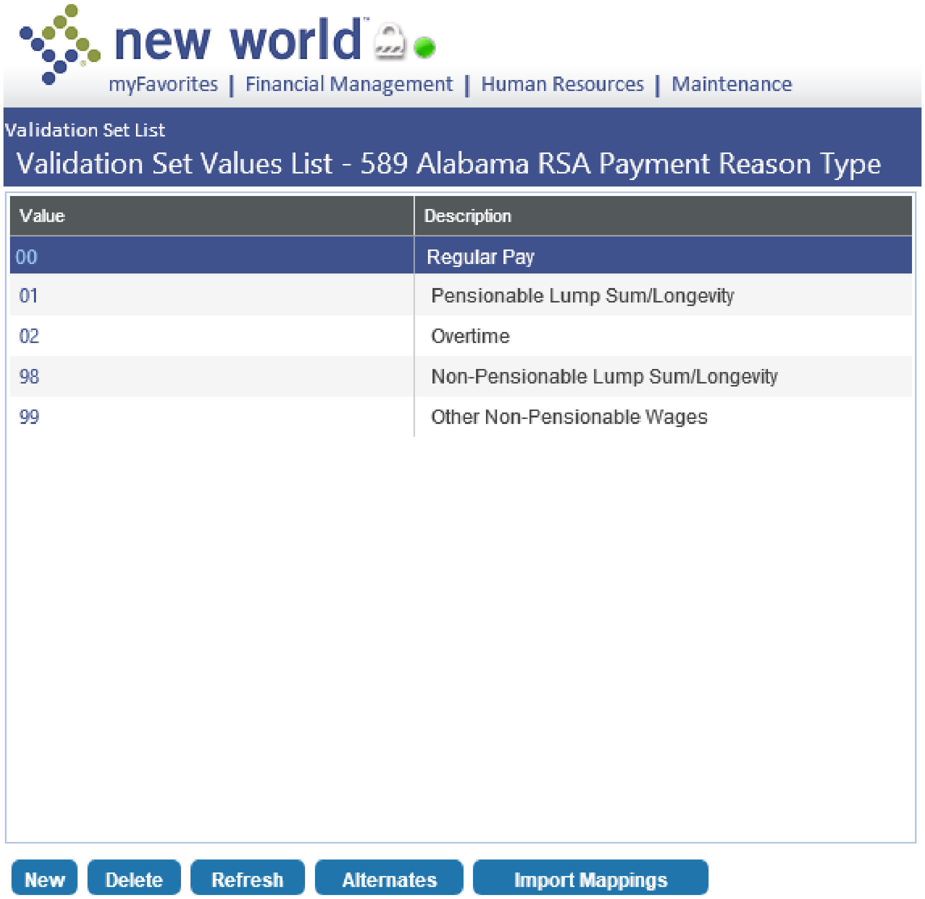
Validation set **589 Alabama RSA Payment Reason Type** has been created to contain the payment reason codes you will map to hours codes in the next section, System Settings Maintenance.

To add the appropriate codes to the new validation set, follow these steps:

1. Navigate to Maintenance > new world ERP Suite > System > Validation Sets > Validation Set List. The Validation Set List page opens, containing a grid of all validation sets.
2. Select row **589 Alabama RSA Payment Reason Type**.
3. Click **Values**. The Validation Set Values List-589 Alabama RSA Payment Reason Type page opens.
4. Click **New**. The Validation Set Value-589 page opens.
5. In the *Value* field, type ***00***.
6. In the *Description* field, type ***Regular Pay***.
7. Click **Save**. The payment reason type code of ***00 Regular Pay*** is added to the grid on the Validation Set Values List-589 Alabama RSA Payment Reason Type page.
8. Repeat steps 4-7 to add the following payment reason type codes to the grid:

Value	Description
01	***Pensionable Lump Sum/Longevity***
02	***Overtime***
98	***Non-Pensionable Lump Sum/Longevity***
99	***Other Non-Pensionable Wages***

When you are finished adding the codes, the grid on the Validation Set Values List-589 Alabama RSA Payment Reason Type page should look as follows:



SYSTEM SETTINGS MAINTENANCE

Before creating your state retirement data, you need to perform additional setup on the Alabama System Settings Maintenance page. The setup includes mapping hours codes to payment reasons and selecting deductions for employee and RSA-1 contributions.

1. Navigate to **Human Resources > State Requirements > AL > System Settings Maintenance**. The Alabama System Settings Maintenance page opens. This page contains two tabs: **Company Settings** and **RSA Settings**.

COMPANY SETTINGS

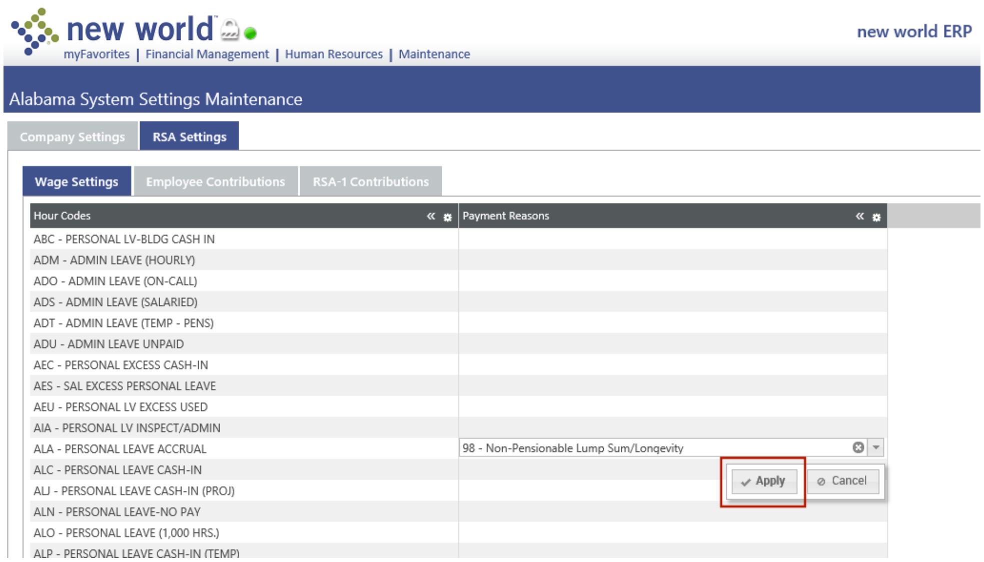
Note: To navigate back and forth from this page to the Alabama RSA Report page while performing setup and running reports, use the **RSA Report** button on this page and the **Settings** button on the RSA Report page.

2. Type the four-character, state-assigned *Employer Code*.
3. In the *Full Time Units* field, type the number of units an employee would have worked to have been considered a full-time employee. Two decimal places are assumed. This value is used in the enrollment reports and transmittal files.
4. Type the *Scheduled Full Time Units per Week*. Two decimal places are assumed. This value is used in the contributions reports and transmittal files.
5. According to the IRS, when an employee's wages reach a specified limit, the employee no longer may contribute to this type of retirement plan. The amount is set by the IRS and may change from year to year. For 2017 the limit is $265,000; for 2018 it will be $270,000. Type the appropriate dollar amount in the *IRS Wage Limit* field.
6. Click **Save**.

RSA SETTINGS

The **RSA Settings** tab contains three tabs: **Wage Settings**, **Employee Contributions** and **RSA-1 Contributions**.

1. On the **Wage Settings** tab, map hours codes to the appropriate payment reason codes, clicking the **Apply** button after each selection:



   The available payment reason codes are the ones you added to the new validation set, **589 Alabama RSA Payment Reason Type**, in the **Setup** section of this guide.

   If you select a code by mistake, click the **X** on the right side of the cell to remove it from the cell.

Note: So all wages appear on the RSA report, every hours code to be reported to the Retirement System of Alabama should be mapped to a payment reason code.

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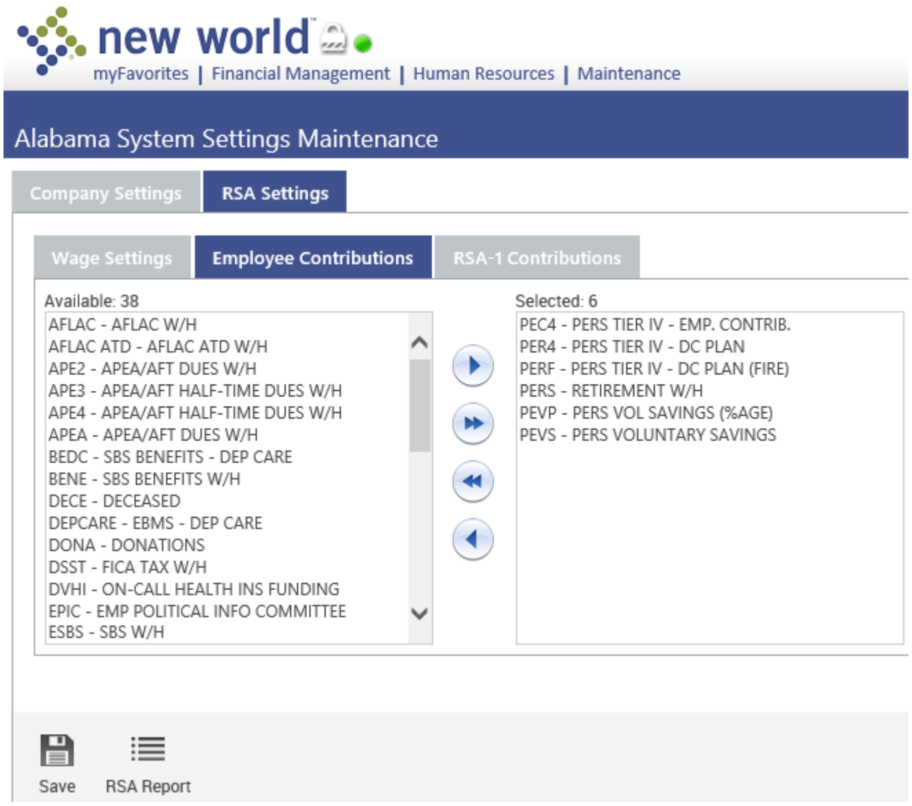
2. On the **Employee Contributions** tab, select the deduction codes that will be used in generating RSA contributions data:



The deduction codes selected appear in the *Employee Contributions* column of the RSA contributions transmittal.

3. Click **Save**.
4. On the **RSA-1 Contributions** tab, select the deduction codes that will be used in generating RSA-1 contributions data.

   The deduction codes selected appear in the *RSA-1 Contributions* column of the RSA contributions transmittal.

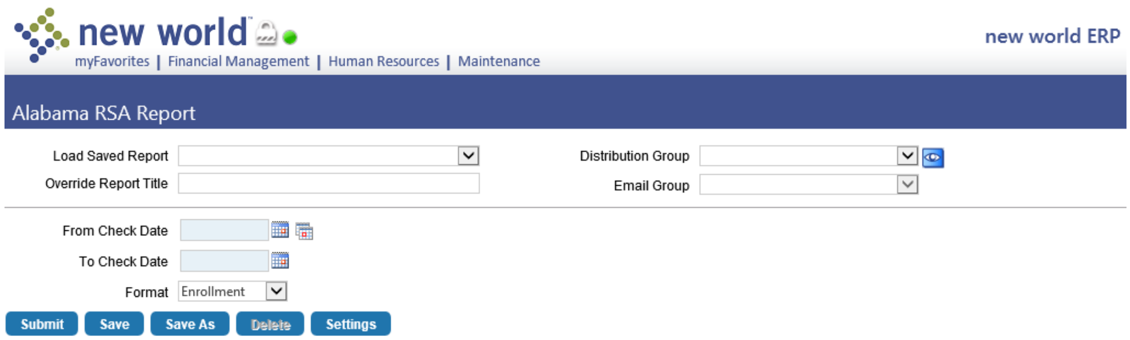
Note: Employer contributions (benefit codes) no longer are reported.

5. Click **Save**.

GENERATE ENROLLMENT AND CONTRIBUTIONS FILES

When you have completed the setup, you are ready to submit your organization's data to the Retirement System of Alabama.

1. Navigate to **Human Resources > State Requirements > AL > RSA Report**. The Alabama RSA Report page opens:



> **Note**: To navigate back and forth from this page to the Alabama System Settings Maintenance page while performing setup and running reports, use the **Settings** button on this page and the **RSA Report** button on the Alabama System Settings Maintenance page.

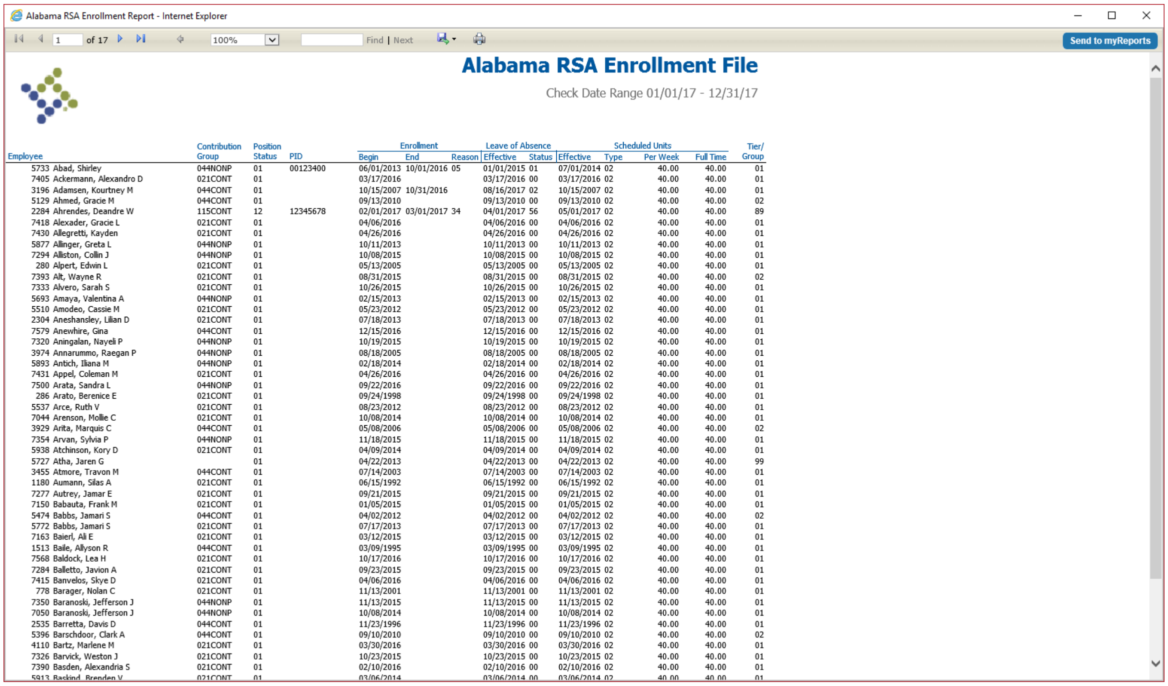
2. Select the *From Check Date* and *To Check Date* of the date range to be reported.

3. Select a *Format*: ***Enrollment*** or ***Contribution***. The enrollment file contains demographics data for every employee who qualified to receive a paycheck within the date range selected. This file may be transmitted to the state as often as you want. The contributions file contains payroll contributions data for every employee who received a paycheck within the date range selected.

4. Click **Submit**. If you selected ***Enrollment*** in step 3, the Alabama RSA Enrollment File generates and displays, and the enrollment transmittal is sent to myReports. The report is sorted by employee name. If you selected ***Contribution***, the Alabama RSA Contributions File generates and displays, and the contributions transmittal is sent to myReports. The report is sorted by employee name, followed by check date and payroll frequency.

> **Note**: In myReports, if you are presented with a dialog asking you to select a program to use in opening the transmittal file, select **Notepad**.

SAMPLE ALABAMA RSA ENROLLMENT FILE

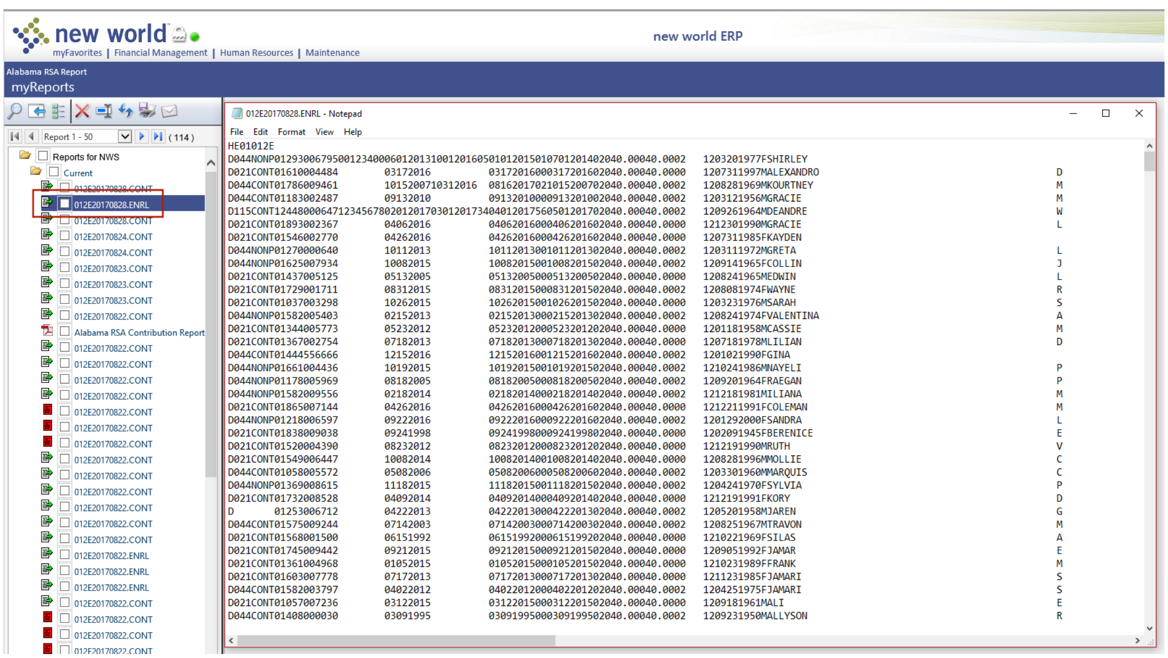


Alabama RSA Enrollment File

Check Date Range 01/01/17 - 12/31/17

Employee		Contribution Group	Position Status	PID	Enrollment Begin	Enrollment End	Enrollment Reason	Leave of Absence Effective	Leave of Absence Status	Scheduled Units Effective	Scheduled Units Type	Scheduled Units Per Week	Full Time	Tier/ Group
5733	Abad, Shirley	044NONP	01	00123400	06/01/2013	10/01/2016	05	01/01/2015	01	07/01/2014	02	40.00	40.00	01
7405	Ackermann, Alexandro D	021CONT	01		03/17/2016			03/17/2016	00	03/17/2016	02	40.00	40.00	01
3196	Adamsen, Kourtney M	044CONT	01		10/15/2007	10/31/2016		08/16/2017	02	10/15/2007	02	40.00	40.00	01
5129	Ahmed, Gracie M	044CONT	01		09/13/2010			09/13/2010	00	09/13/2010	02	40.00	40.00	02
2284	Ahrendes, Deandre W	115CONT	12	12345678	02/01/2017	03/01/2017	34	04/01/2017	56	05/01/2017	02	40.00	40.00	89
7418	Alexader, Gracie L	021CONT	01		04/06/2016			04/06/2016	00	04/06/2016	02	40.00	40.00	01
7430	Allegretti, Kayden	021CONT	01		04/26/2016			04/26/2016	00	04/26/2016	02	40.00	40.00	01
5877	Allinger, Greta L	044NONP	01		10/11/2013			10/11/2013	00	10/11/2013	02	40.00	40.00	01
7294	Alliston, Collin J	044NONP	01		10/08/2015			10/08/2015	00	10/08/2015	02	40.00	40.00	01
280	Alpert, Edwin L	021CONT	01		05/13/2005			05/13/2005	00	05/13/2005	02	40.00	40.00	01
7393	Alt, Wayne R	021CONT	01		08/31/2015			08/31/2015	00	08/31/2015	02	40.00	40.00	02
7333	Alvero, Sarah S	021CONT	01		10/26/2015			10/26/2015	00	10/26/2015	02	40.00	40.00	01
5693	Amaya, Valentina A	044NONP	01		02/15/2013			02/15/2013	00	02/15/2013	02	40.00	40.00	01
5510	Amodeo, Cassie M	021CONT	01		05/23/2012			05/23/2012	00	05/23/2012	02	40.00	40.00	01
2304	Aneshansley, Lilian D	021CONT	01		07/18/2013			07/18/2013	00	07/18/2013	02	40.00	40.00	01
7579	Anewhire, Gina	044CONT	01		12/15/2016			12/15/2016	00	12/15/2016	02	40.00	40.00	01
7320	Aningalan, Nayeli P	044NONP	01		10/19/2015			10/19/2015	00	10/19/2015	02	40.00	40.00	01
3974	Annarummo, Raegan P	044NONP	01		08/18/2005			08/18/2005	00	08/18/2005	02	40.00	40.00	01
5893	Antich, Iliana M	044NONP	01		02/18/2014			02/18/2014	00	02/18/2014	02	40.00	40.00	01
7431	Appel, Coleman M	021CONT	01		04/26/2016			04/26/2016	00	04/26/2016	02	40.00	40.00	01
7500	Arata, Sandra L	044NONP	01		09/22/2016			09/22/2016	00	09/22/2016	02	40.00	40.00	01
286	Arato, Berenice E	021CONT	01		09/24/1998			09/24/1998	00	09/24/1998	02	40.00	40.00	01
5537	Arce, Ruth V	021CONT	01		08/23/2012			08/23/2012	00	08/23/2012	02	40.00	40.00	01
7044	Arenson, Mollie C	021CONT	01		10/08/2014			10/08/2014	00	10/08/2014	02	40.00	40.00	01
3929	Arita, Marquis C	044CONT	01		05/08/2006			05/08/2006	00	05/08/2006	02	40.00	40.00	02
7354	Arvan, Sylvia P	044NONP	01		11/18/2015			11/18/2015	00	11/18/2015	02	40.00	40.00	01
5938	Atchinson, Kory D	021CONT	01		04/09/2014			04/09/2014	00	04/09/2014	02	40.00	40.00	01
5727	Atha, Jaren G		01		04/22/2013			04/22/2013	00	04/22/2013	02	40.00	40.00	99
3455	Atmore, Travon M	044CONT	01		07/14/2003			07/14/2003	00	07/14/2003	02	40.00	40.00	01
1180	Aumann, Silas A	021CONT	01		06/15/1992			06/15/1992	00	06/15/1992	02	40.00	40.00	01
7277	Autrey, Jamar E	021CONT	01		09/21/2015			09/21/2015	00	09/21/2015	02	40.00	40.00	01
7150	Babauta, Frank M	021CONT	01		01/05/2015			01/05/2015	00	01/05/2015	02	40.00	40.00	01
5474	Babbs, Jamari S	044CONT	01		04/02/2012			04/02/2012	00	04/02/2012	02	40.00	40.00	02
5772	Babbs, Jamari S	021CONT	01		07/17/2013			07/17/2013	00	07/17/2013	02	40.00	40.00	01
7163	Baierl, Ali E	021CONT	01		03/12/2015			03/12/2015	00	03/12/2015	02	40.00	40.00	01
1513	Baile, Allyson R	044CONT	01		03/09/1995			03/09/1995	00	03/09/1995	02	40.00	40.00	01
7568	Baldock, Lea H	021CONT	01		10/17/2016			10/17/2016	00	10/17/2016	02	40.00	40.00	01
7284	Balletto, Javion A	021CONT	01		09/23/2015			09/23/2015	00	09/23/2015	02	40.00	40.00	01
7415	Banvelos, Skye D	021CONT	01		04/06/2016			04/06/2016	00	04/06/2016	02	40.00	40.00	01
778	Barager, Nolan C	021CONT	01		11/13/2001			11/13/2001	00	11/13/2001	02	40.00	40.00	01
7350	Baranoski, Jefferson J	044NONP	01		11/13/2015			11/13/2015	00	11/13/2015	02	40.00	40.00	01
7050	Baranoski, Jefferson J	044NONP	01		10/08/2014			10/08/2014	00	10/08/2014	02	40.00	40.00	01
2535	Barretta, Davis D	044CONT	01		11/23/1996			11/23/1996	00	11/23/1996	02	40.00	40.00	01
5396	Barschdoor, Clark A	044CONT	01		09/10/2010			09/10/2010	00	09/10/2010	02	40.00	40.00	02
4110	Bartz, Marlene M	021CONT	01		03/30/2016			03/30/2016	00	03/30/2016	02	40.00	40.00	01
7326	Barvick, Weston J	021CONT	01		10/23/2015			10/23/2015	00	10/23/2015	02	40.00	40.00	01
7390	Basden, Alexandria S	021CONT	01		02/10/2016			02/10/2016	00	02/10/2016	02	40.00	40.00	01
5913	Baskind, Brenden V	021CONT	01		03/06/2014			03/06/2014	00	03/06/2014	02	40.00	40.00	01

SAMPLE ALABAMA RSA ENROLLMENT TRANSMITTAL



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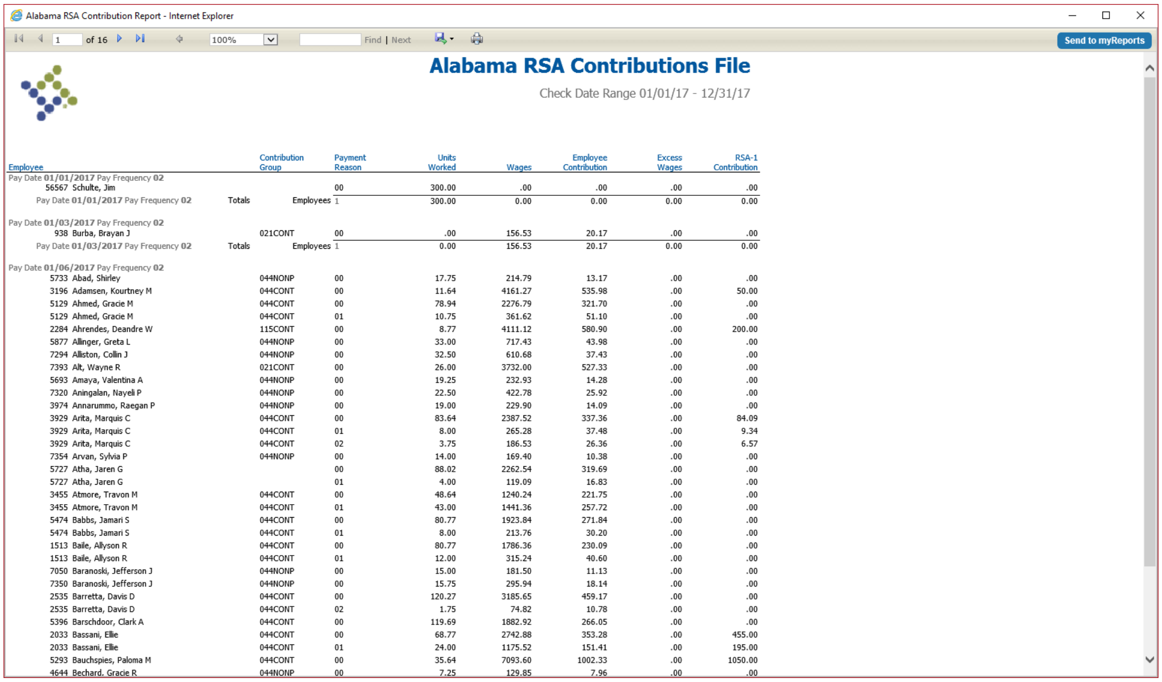
```
HE01012E
D044NONP012930067950012340006012013100120160501012015010701201402040.00040.0002   1203201977FSHIRLEY
D021CONT01610004484        03172016          0317201600031720160 2040.00040.0000   1207311997MALEXANDRO     D
D044CONT01786009461        1015200710312016  08162017021015200702040.00040.0002   1208281969MKOURTNEY      M
D044CONT01183002487        09132010          09132010000913201002040.00040.0002   1203121956MGRACIE        M
D115CONT124480006471234567802012017030120173404012017560501201702040.00040.0002   1209261964MDEANDRE       W
D021CONT01893002367        04062016          04062016000406201602040.00040.0000   1212301990MGRACIE        L
D021CONT01546002770        04262016          04262016000426201602040.00040.0000   1207311985FKAYDEN
D044NONP01270000640        10112013          10112013001011201302040.00040.0002   1203111972MGRETA         L
D044NONP01625007934        10082015          10082015001008201502040.00040.0002   1209141965FCOLLIN        J
D021CONT01437005125        05132005          05132005000513200502040.00040.0000   1208241965MEDWIN         L
D021CONT01729001711        08312015          08312015000831201502040.00040.0002   1208081974FWAYNE         R
D021CONT01037003298        10262015          10262015001026201502040.00040.0000   1203231976MSARAH         S
D044NONP01582005403        02152013          02152013000215201302040.00040.0002   1208241974FVALENTINA     A
D021CONT01344005773        05232012          05232012000523201202040.00040.0000   1201181958MCASSIE        M
D021CONT01367002754        07182013          07182013000718201302040.00040.0000   1207181978MLILIAN        D
D044CONT01444556666        12152016          12152016001215201602040.00040.0002   1201021990FGINA
D044NONP01661004436        10192015          10192015001019201502040.00040.0002   1210241986MNAYELI        P
D044NONP01178005969        08182005          08182005000818200502040.00040.0002   1209201964FRAEGAN        P
D044NONP01582009556        02182014          02182014000218201402040.00040.0002   1212181981MILIANA        M
D021CONT01865007144        04262016          04262016000426201602040.00040.0000   1212211991FCOLEMAN       M
D044NONP01218006597        09222016          09222016000922201602040.00040.0002   1201292000FSANDRA        L
D021CONT01838009038        09241998          09241998000924199802040.00040.0000   1202091945FBERENICE      E
D021CONT01520004390        08232012          08232012000823201202040.00040.0000   1212191990MRUTH          V
D021CONT01549006447        10082014          10082014001008201402040.00040.0000   1208281996MMOLLIE        C
D044CONT01058005572        05082006          05082006000508200602040.00040.0002   1203301960MMARQUIS       C
D044NONP01369008615        11182015          11182015001118201502040.00040.0002   1204241970FSYLVIA        P
D021CONT01732008528        04092014          04092014000409201402040.00040.0000   1212191991FKORY          D
D       01253006712        04222013          04222013000422201302040.00040.0002   1205201958MJAREN         G
D044CONT01575009244        07142003          07142003000714200302040.00040.0002   1208251967MTRAVON        M
D021CONT01568001500        06151992          06151992000615199202040.00040.0000   1210221969FSILAS         A
D021CONT01745009442        09212015          09212015000921201502040.00040.0000   1209051992FJAMAR         E
D021CONT01361004968        01052015          01052015000105201502040.00040.0000   1210231989FFRANK         M
D021CONT01603007778        07172013          07172013000717201302040.00040.0000   1211231985FJAMARI        S
D044CONT01582003797        04022012          04022012000402201202040.00040.0002   1204251975FJAMARI        S
D021CONT01057007236        03122015          03122015000312201502040.00040.0000   1209181961MALI           E
D044CONT01408000030        03091995          03091995000309199502040.00040.0002   1209231950MALLYSON       R
```


new world a tyler erp solution

SAMPLE ALABAMA RSA CONTRIBUTIONS FILE



SAMPLE ALBAMA RSA CONTRIBUTIONS TRANSMITTAL