RSA Initializations & Edits

*When the new RSA Tables and Fields are created/converted on a client’s NextGen server, the new fields are initialized as follows:*

**Employee Type Master Initialization at Conversion**

* Build Enrollment Record – Set to Checked if there are Active/Primary Jobs for that Employee Type
* Position Status – Set to ’01 = Regular’ IF Build Enrollment Record is Checked
* Contribution Group – Set as follows IF Build Enrollment Record is Checked
	+ Set to 010 if Old Retire Member Class = 00
	+ Set to 011 if Old Retire Member Class = 01 or 51
	+ Set to 012 if Old Retire Member Class = 02 or 52
	+ Set to 013 if Old Retire Member Class = 03 or 53
	+ Set to 014 if Old Retire Member Class = 04 or 54
	+ Set to 015 if Old Retire Member Class = 05 or 55
	+ Set to 016 if Old Retire Member Class = 06 or 56
	+ Set to 017 if Old Retire Member Class = 07 or 57
	+ Set to 018 if Old Retire Member Class = 08 or 58
	+ Set to 019 if Old Retire Member Class = 09 or 59
	+ Set to 020 if Old Retire Member Class = 60
	+ Set to 021 if Old Retire Member Class = 11 or 71
	+ Set to 022 if Old Retire Member Class = 12 or 72
* Work Schedule Code – Set to ‘09MT = 9 Month Teachers’ IF Build Enrollment Record is Checked
* Type of Rate of Pay – Set as follows IF Build Enrollment Record is Checked
	+ Set to 00 if Contribution Group = 015, 016, 017, 019 or 020
	+ Set to 01 if Contribution Group = 018
	+ Set to 02 if Contribution Group = 010, 011, 012, 013, 014, 021, 022, 023, 024, 025 or 099
* Type of Units Worked – Set as follows IF Build Enrollment Record is Checked
	+ Set to 02 if Contribution Group = 015, 016, 017, 019 or 020
	+ Set to 01 if Contribution Group = 018
	+ Set to 00 if Contribution Group = 010, 011, 012, 013, 014, 021, 022, 023, 024, 025 or 099
* FT Units Per Week – Set as follows IF Build Enrollment Record is Checked
	+ Set to 40.0 if Contribution Group = 015, 016, 017, 019 or 020
	+ Set to 10.0 if Contribution Group = 018
	+ Set to 5.0 if Contribution Group = 010, 011, 012, 013, 014, 021, 022, 023, 024, 025 or 099

**Employee Master Initialization at Conversion**

* LOA Status Effective Date – Set to Employee’s Hire Date
* LOA Status
	+ Set to ’00 = Not on Unpaid Leave’
	+ Set to ’06 = Other Unpaid Leave’ if the Employee’s Status is On Leave
* Retirement Tier
	+ Set to 01 if OLD Retire Member Class between 00 and 12
	+ Set to 02 if OLD Retire Member Class between 51 and 72
	+ Set to 99 if OLD Retire Member Class is blank

**Employee Job Initialization at Conversion**

* Position Status – Set to ’01 = Regular’
* Contribution Group
	+ Set to 010 if Old Retire Member Class = 00
	+ Set to 011 if Old Retire Member Class = 01 or 51
	+ Set to 012 if Old Retire Member Class = 02 or 52
	+ Set to 013 if Old Retire Member Class = 03 or 53
	+ Set to 014 if Old Retire Member Class = 04 or 54
	+ Set to 015 if Old Retire Member Class = 05 or 55
	+ Set to 016 if Old Retire Member Class = 06 or 56
	+ Set to 017 if Old Retire Member Class = 07 or 57
	+ Set to 018 if Old Retire Member Class = 08 or 58
	+ Set to 019 if Old Retire Member Class = 09 or 59
	+ Set to 020 if Old Retire Member Class = 60
	+ Set to 021 if Old Retire Member Class = 11 or 71
	+ Set to 022 if Old Retire Member Class = 12 or 72
* Type of Rate of Pay
	+ Set to 00 if Contribution Group = 015, 016, 017, 019 or 020
	+ Set to 01 if Contribution Group = 018
	+ Set to 02 if Contribution Group = 010, 011, 012, 013, 014, 021, 022, 023, 024, 025 or 099
* Enrollment Begin Date – Set to Employee’s Hire Date
* Enrollment End Date – Set to Employee’s Term Date (if Employee’s Status is Terminated)
* Enrollment End Reason – Set to ’06 = Voluntary Termination’ (if Employee’s Status is Terminated)
* Scheduled Units Effective Date – Set to Employee’s Hire Date
* Scheduled Units Per Week – Set to 5.00
* Use Enrollment Job No
	+ Set to Job No if Job Type = ‘Primary’
	+ Set to the lowest Active/Primary Job No if Job Type <> ‘Primary’

*When a new Employee and/or Employee Job is added in Employee Maintenance (PR/EMNT) or in Update PR from PC (PR/UPPR), the RSA Fields are initialized as follows:*

**Employee Master Initialization by PR/EMNT**

* LOA Status Effective Date – Set to Employee’s Hire Date
* LOA Status – Set to ’00 = Not on Unpaid Leave’
* Retirement Tier – Set to 00

**Employee Job Initialization by PR/EMNT**

* Position Status – Set to the Employee Type’s Position Status
* Contribution Group – Set to the Employee Type’s Contribution Group
* Type of Rate of Pay – Set to the Employee Type’s Type of Rate of Pay
* Type of Units Worked – Set to the Employee Type’s Type of Units Worked
* Enrollment Begin Date – Set to the Employee Hire Date
* Enrollment End Date – Set to Employee Job’s Term Date (if Employee Job’s Status is Terminated)
* Enrollment End Reason – Set to the State Term Code associated with the Employee Job’s Term Code (if Employee’s Status is Terminated)
* Scheduled Units Effective Date – Set to the Employee Hire Date
* Scheduled Units Per Week – Set to the Employee Type’s FT Units Per Week
* Use Enrollment Job No
	+ Set to Job No if Job Type = ‘Primary’
	+ Set to the lowest Active/Primary Job No if Job Type <> ‘Primary’

*If ‘Build RSA Enroll Record’ is checked in Employee Type Maintenance (PR/ETPM), the data items are validated as follows:*

**Employee Type Maintenance Validation**

* Position Status may not be blank and must equal 01, 03, 04, 05 or 06
* Type or Rate of Pay may not be blank and must equal 00, 01, 02 or 03
* Contribution Group may not be blank and must equal 010, 011, 012, 013, 014, 015, 016, 017, 018, 019, 020, 021, 022, 023, 024, 025 or 099
* If the Contribution Group is 018, the Type of Rate of Pay must be 01
* If the Contribution Group is 015, 016, 017, 019 or 020, the Type of Rate of Pay must be 00
* Type of Units Worked may not be blank and must equal 00, 01 or 02
* If the Contribution Group is 018, the Type of Units Worked must be 01
* If the Contribution Group is 015, 016, 017, 019 or 020, the Type of Units Worked must be 02
* Scheduled Units Per Week < 0 or > 999.99
* Work Schedule code may not be blank
* Type of Units Worked is 00 and Annual Units Worked < 175 or > 262
* Type of Units Worked is 01 and Annual Units Worked < 175 or > 524
* Type of Units Worked is 02 and Annual Units Worked < 700 or > 2088

**RSA Employee Maintenance (Application Center)**

*Use this transaction to update the new RSA fields on the Employee Master and the Employee Job Record tables. Data modifications made by this transaction will NOT change when the Enrollment and Contribution Data Tables are created in RSA Reporting. The selection options are as follows:*

* When all of the runtime options are **Unchecked**, the transaction selects:
	+ *Persons with an Employee Status that is not Substitute (new)*
	+ Persons having Job Records with a Status of Active, On Leave, *Substitute* or Retiree Sub
* When the ‘**Filter: Only Employees and Jobs Hired Since**’ is checked, the transaction filters Employee Jobs with a Hire Date equal to or greater than the Date specified.
* When the ‘**Filter: Only Employees and Jobs Modified Since**’ is checked, the transaction filters Employee Jobs that have Audit Trail records with an Audit Date equal to or greater than the Date specified.
* When the ‘**Include Employees and Jobs Terminated Since**’ is checked, the transaction also selects Persons having Job Records with a Status of Terminated and a Termination Date equal to or greater than the Date specified.
* When the ‘**Review Exceptions Only**’ is checked, the transaction selects Employee and Job Records with a Status of Active, On Leave or Retiree Sub AND one of the following errors:
	+ LOA Status Effective Date is blank
	+ LOA Status is blank or not equal to 00, 01, 02, 03, 04, 05 or 06
	+ Retirement Tier is blank or not equal to 01, 02 or 99
	+ The employee has an Active job that has a Use Enroll Job No that is not Active
	+ Contribution Group is blank or not equal to 010, 011, 012, 013, 014, 015, 016, 017, 018, 019, 020, 021, 022, 023, 024, 025 or 099
	+ Type of Rate of Pay is blank or not equal to 00, 01, 02 or 03
	+ Contribution Group is 018 and Type of Rate of Pay <> 01
	+ Contribution Group is 015, 016, 017, 019 or 020 and Type of Rate of Pay <> 00
	+ Type of Units Worked is blank or not equal to 00, 01 or 02
	+ Contribution Group is 018 and Type of Units Worked <> 01
	+ Contribution Group is 015, 016, 017, 019 or 020 and Type of Units Worked <> 02
	+ Position Status is blank or not equal to 01, 03, 04, 05 or 06
	+ Payroll Frequency is blank or not equal to 00, 01, 02 or 03
	+ Enrollment Begin Date is blank
	+ Enrollment End Date is earlier than the Enrollment Begin Date
	+ Enrollment End Date is not blank, but the Enrollment End Reason is blank or not equal to 00, 01, 02, 03, 04, 05 or 06
	+ Enrollment End Date is blank, but the Enrollment End Reason is not blank
	+ Sched Units Effective Date is blank
	+ Sched Units Per Week is < 0 or > 999.99
	+ LOA Status = 00 and Employee’s Primary Job Status <> L
	+ Employee Status is Substitute and Employee has an Active Retirement Deduction

**RSA Reporting (Application Center)**

*Use this transaction to Create, Maintain and Generate RSA Enrollment Files. The selection options are as follows:*

**Create Enrollment Data Table**

* This transaction selects ALL Employee and Job Records where:
	+ Persons with an Employee Status that is not Substitute
	+ Persons having Job Records with a Status of Active, On Leave, Substitute or Retiree Sub
	+ The Use Enroll Job Number matches the Job Number field
	+ The Job Hire Date is less than or equal to the date entered in the New Hire Cutoff Date runtime option
* In addition, the transaction will select Terminated Employees when the Job Termination Date is greater than or equal to the date entered in the Termination Cutoff Date runtime option.

**Enrollment Data Table Maintenance**

* When ‘**Exceptions Only**’ is checked, the transaction selects Enrollment Table Data with the following errors:
	+ LOA Status Effective Date is blank
	+ LOA Status is blank or not equal to 00, 01, 02, 03, 04, 05 or 06
	+ Retirement Tier is blank or not equal to 01, 02 or 99
	+ The employee has an Active job that has a Use Enroll Job No that is not Active
	+ Contribution Group is blank or not equal to 010, 011, 012, 013, 014, 015, 016, 017, 018, 019, 020, 021, 022, 023, 024, 025 or 099
	+ Type of Rate of Pay is blank or not equal to 00, 01, 02 or 03
	+ Contribution Group is 018 and Type of Rate of Pay <> 01
	+ Contribution Group is 015, 016, 017, 019 or 020 and Type of Rate of Pay <> 00
	+ Type of Units Worked is blank or not equal to 00, 01 or 02
	+ Contribution Group is 018 and Type of Units Worked <> 01
	+ Contribution Group is 015, 016, 017, 019 or 020 and Type of Units Worked <> 02
	+ Position Status is blank or not equal to 01, 03, 04, 05 or 06
	+ Type of Units Worked is blank or not equal to 00, 01 or 02
	+ Type of Units Worked is 00 and Annual Units Worked < 175 or > 262
	+ Type of Units Worked is 01 and Annual Units Worked < 175 or > 524
	+ Type of Units Worked is 02 and Annual Units Worked < 700 or > 2088
	+ Contribution Group is blank or not equal to 010, 011, 012, 013, 014, 015, 016, 017, 018, 019, 020, 021, 022, 023, 024, 025 or 099
	+ Contribution Group is 018 and Type of Units Worked <> 01
	+ Contribution Group is 018 and Type of Rate of Pay <> 01
	+ Contribution Group is 015, 016, 017, 019 or 020 and Type of Units Worked <> 02
	+ Contribution Group is 015, 016, 017, 019 or 020 and Type of Rate of Pay <> 00
	+ Contribution Group contains CONT and Position Status <> 03 and Sched Units Per Week < 1 or > 999.99
	+ Contribution Group contains CONT and Position Status <> 03 and FT Units Per Week < 1 or > 999.99
	+ Position Status is blank or not equal to 01, 03, 04, 05 or 06
	+ Payroll Frequency is blank or not equal to 00, 01, 02 or 03
	+ Birth Date is blank
	+ A Contribution record exists that does not have a corresponding Enrollment record

**Generate Enrollment Data**

* When the Enrollment Data file is Generated, the transaction reports exceptions based on:
	+ LOA Status Effective Date is blank
	+ LOA Status is blank or not equal to 00, 01, 02, 03, 04, 05 or 06
	+ Retirement Tier is blank or not equal to 01, 02 or 99
	+ Contribution Group is blank or not equal to 010, 011, 012, 013, 014, 015, 016, 017, 018, 019, 020, 021, 022, 023, 024, 025 or 099
	+ Position Status is blank or not equal to 01, 03, 04, 05 or 06
	+ Type of Units Worked is blank or not equal to 00, 01, 02 or 03
	+ Contribution Group is blank or not equal to 010, 011, 012, 013, 014, 015, 016, 017, 018, 019, 020, 021, 022, 023, 024, 025 or 099
	+ Contribution Group is 018 and Type of Units Worked <> 01
	+ Contribution Group is 015, 016, 017, 019 or 020 and Type of Units Worked <> 02
	+ Contribution Group is 015, 016, 017, 019 or 020 and Type of Rate of Pay <> 00
	+ Position Status is blank or not equal to 01, 03, 04, 05 or 06
	+ Enrollment Begin Date is missing
	+ There is an Enrollment End Date and the Enrollment End Reason is blank or not equal to 00, 01, 02, 03, 04, 05, 06, 07 or 08
	+ Number of Months Paid is blank
	+ Number of Months Paid is < 9 or > 12
	+ Payroll Frequency is blank or not equal to 00, 01, 02 or 03
	+ Annual Units to work is blank or < 1 and > 2088
	+ Birth Date is blank

**RSA Reporting (Application Center)**

*Use this transaction to Create, Maintain and Generate RSA Contribution Files. The selection options are as follows:*

**Create Contribution Data Table**

* This transaction compiles Contribution and Wage information by Payment Reason for the PR Check Date Range:
	+ Payment Reason – **Regular Pay** for Contributing and Non-Participating employees
	+ Payment Reason – **Overtime Pay** for Contributing and Non-Participating employees
	+ Payment Reason – **Pensionable Lump Sum/Longevity**, Non-Pensionable Lump Sum/Longevity and other Non-Pensionable Wages for Contributing and Non-Participating employees
	+ In addition, the transaction generate Contribution Records for any employee in the Enrollment Data File that **did not get paid** during the Reporting Period.
* The Reporting Date, Pay Period Begin and Pay Period End Dates must match the Payroll Frequency Schedules that the district sets up in the RSA ESS Portal.
* This transaction uses the Work Schedule Year and Month to determine the number of FT Units that each employee was expected to work during the reporting period.
* Actual Units Worked is calculate by reducing the FT Units by the number of Unpaid Leave Days during the reporting period.

**Contribution Data Table Maintenance**

* When ‘**Exceptions Only**’ is checked, the transaction selects Enrollment Table Data with the following errors:
	+ Pay Period Begin Date is equal to or greater than the Pay Period End Date
	+ Payment Reason is Position Status is blank or not equal to 00, 01, 02, 98 or 99
	+ Type of Rate of Pay is blank or not equal to 00, 01, 02 or 03
	+ Type of Units Worked is blank or not equal to 00, 01, 02 or 03
	+ Contribution Group is blank or not equal to 010, 011, 012, 013, 014, 015, 016, 017, 018, 019, 020, 021, 022, 023, 024, 025 or 099
	+ Contribution Group is 018 and Type of Units Worked <> 01
	+ Contribution Group is 018 and Type of Rate of Pay <> 01
	+ Contribution Group is 015, 016, 017, 019 or 020 and Type of Units Worked <> 02
	+ Contribution Group is 015, 016, 017, 019 or 020 and Type of Rate of Pay <> 00
	+ Position Status is blank or not equal to 01, 03, 04, 05 or 06
	+ Payroll Frequency is blank or not equal to 00, 01, 02 or 03
	+ FT Units are < 0 or > 999.99
	+ Sched Units are < 0 or > 999.99
	+ A Contribution record exists that does not have a corresponding Enrollment record

**Generate Contribution Data**

* When the Contribution Data file is Generated, the transaction reports exceptions based on:
	+ Contribution Group is blank or not equal to 010, 011, 012, 013, 014, 015, 016, 017, 018, 019, 020, 021, 022, 023, 024, 025 or 099
	+ Position Status is blank or not equal to 01, 03, 04, 05 or 06
	+ Payment Reason is blank or not equal to 00, 01, 02, 03, 04, 98 or 99
	+ If the Payment Reason is 00 or 03 and the Type of Rate of Pay <> 03
	+ Type of Units Worked is blank or not equal to 00, 01, 02 or 03