

RSA HIGHLIGHTS

Nextgen Helpful Tips to Assist with the RSA Reporting Process



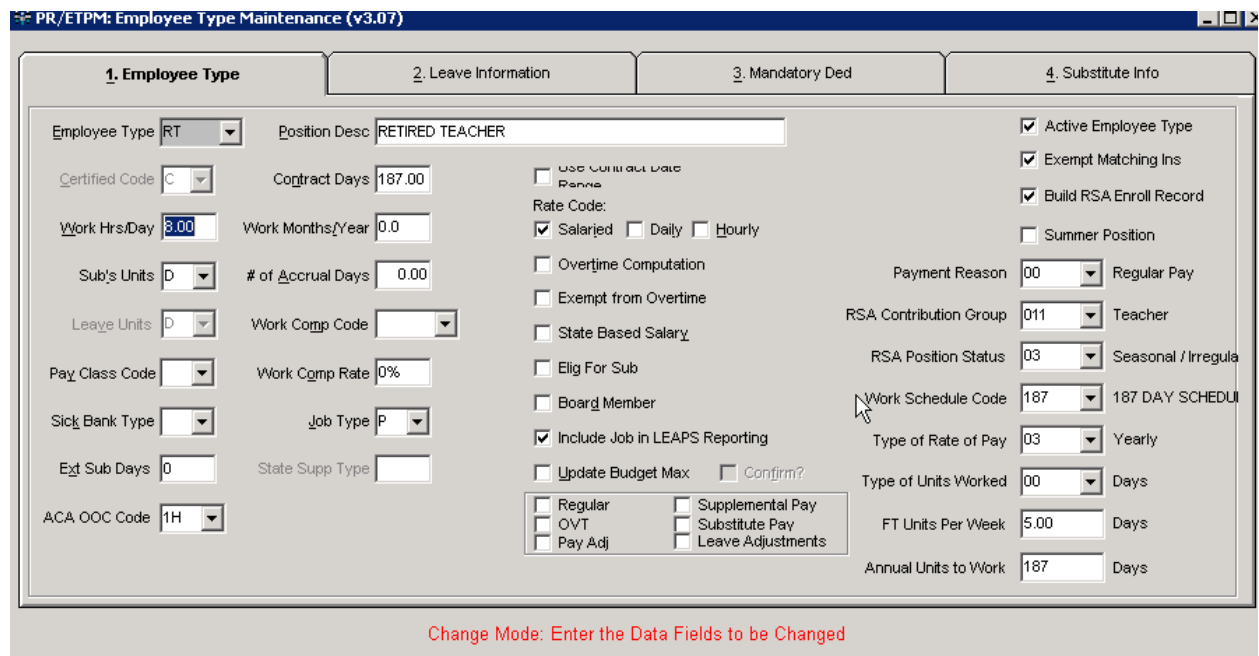
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- Make sure all Employee Types are set up correctly for RSA reporting. If a change is made in Employee Type Maintenance (**PR/ETPM**) to contribution group, hours per day, position status, job type, type of rate of pay or type of units worked make sure to run the Mass Change Employee Jobs Transaction (**PR/CCDE**) to push those changes out to the employee job records. Changes to Payment Reason are at the Employee Type level and do not need to be pushed out to the employee job level.
- Make sure the Type of Rate of Pay is marked '**03**' **Yearly** in Employee Type Maintenance for all employee types. If you have employee types that are not, change them in Employee Type Maintenance and run the Mass Change Employee Jobs transaction to update the employee records.
- Consider splitting out employee types if the Payment reason can differ for different types of payments within a particular employee type. For example: Supplemental employee types that are currently being used for pensionable and non-pensionable pay.
- Make sure your retirees that are working at your district are set up with the correct '**Retiree Substitute**' employee status on the Employee Data screen in Employee Maintenance. In addition to this make sure that your Retiree Substitute employee type has a position status of '**Seasonal/Irregular**' (**03**) per RSA requirements.

Below is a sample of setting up an Employee Type in Nextgen to accommodate a Retired Employee working for your district.



PR/ETPM: Employee Type Maintenance (v3.07)

1. Employee Type | 2. Leave Information | 3. Mandatory Ded | 4. Substitute Info

Employee Type: RT | Position Desc: RETIRED TEACHER

Certified Code: C | Contract Days: 187.00

Work Hrs/Day: 8.00 | Work Months/Year: 0.0

Sub's Units: D | # of Accrual Days: 0.00

Leave Units: D | Work Cgmp Code: []

Pay Class Code: [] | Work Cgmp Rate: 0%

Sick Bank Type: [] | Job Type: P

Ext Sub Days: 0 | State Supp Type: []

ACA OOC Code: 1H

Rate Code: Salaried Daily Hourly

Overtime Computation

Exempt from Overtime

State Based Salary

Elig For Sub

Board Member

Include Job in LEAPS Reporting

Update Budget Max Confirm?

Regular Supplemental Pay

OVT Substitute Pay

Pay Adj Leave Adjustments

Active Employee Type

Exempt Matching Ins

Build RSA Enroll Record

Summer Position

Payment Reason: 00 Regular Pay

RSA Contribution Group: 011 Teacher

RSA Position Status: 03 Seasonal / Irregular

Work Schedule Code: 187 187 DAY SCHEDULE

Type of Rate of Pay: 03 Yearly

Type of Units Worked: 00 Days

FT Units Per Week: 5.00 Days

Annual Units to Work: 187 Days

Change Mode: Enter the Data Fields to be Changed



- Make sure to add new Employee Types for **National Board payments** and **Contract Payoffs** if you don't already have them setup. RSA wants these payment reasons broken out into separate contribution records and therefore will need to be paid out on separate jobs during your payrolls. Below is the proper way to set up these two Employee Types.

PR/ETPM: Employee Type Maintenance (v3.07)

1. Employee Type | 2. Leave Information | 3. Mandatory Ded | 4. Substitute Info

Employee Type: **NB** | Position Desc: NATIONAL BOARD CERTIFICATION

Active Employee Type
 Exempt Matching Ins
 Build RSA Enroll Record
 Summer Position

Certified Code: **C** | Contract Days: 0.00
 Work Hrs/Day: 0.00 | Work Months/Year: 0.0
 Sub's Units: **D** | # of Accrual Days: 0.00
 Leave Units: **D** | Work Comp Code:
 Pay Class Code: | Work Comp Rate: 0%
 Sick Bank Type: | Job Type: **A**
 Egt Sub Days: 0 | State Supp Type:
 ACA OOC Code:

Use Contract Date
 Rate Code:
 Salaried Daily Hourly
 Overtime Computation
 Exempt from Overtime
 State Based Salary
 Elig For Sub
 Board Member
 Include Job in LEAPS Reporting
 Update Budget Max Confirm?

Regular Supplemental Pay
 OVT Substitute Pay
 Pay Adj Leave Adjustments

Payment Reason: **04** | Natl Board Cert
 RSA Contribution Group:
 RSA Position Status:
 Work Schedule Code:
 Type of Rate of Pay:
 Type of Units Worked:
 FT Units Per Week: 0.00
 Annual Units to Work: 0

Inquire Mode: Enter the Key Word for the Desired Record

PR/ETPM: Employee Type Maintenance (v3.07)

1. Employee Type | 2. Leave Information | 3. Mandatory Ded | 4. Substitute Info

Employee Type: **CP** | Position Desc: CONTRACT PAYOFF

Active Employee Type
 Exempt Matching Ins
 Build RSA Enroll Record
 Summer Position

Certified Code: **C** | Contract Days: 0.00
 Work Hrs/Day: 0.00 | Work Months/Year: 0.0
 Sub's Units: **D** | # of Accrual Days: 0.00
 Leave Units: **D** | Work Comp Code:
 Pay Class Code: | Work Comp Rate: 0%
 Sick Bank Type: | Job Type: **A**
 Egt Sub Days: 0 | State Supp Type:
 ACA OOC Code:

Use Contract Date
 Rate Code:
 Salaried Daily Hourly
 Overtime Computation
 Exempt from Overtime
 State Based Salary
 Elig For Sub
 Board Member
 Include Job in LEAPS Reporting
 Update Budget Max Confirm?

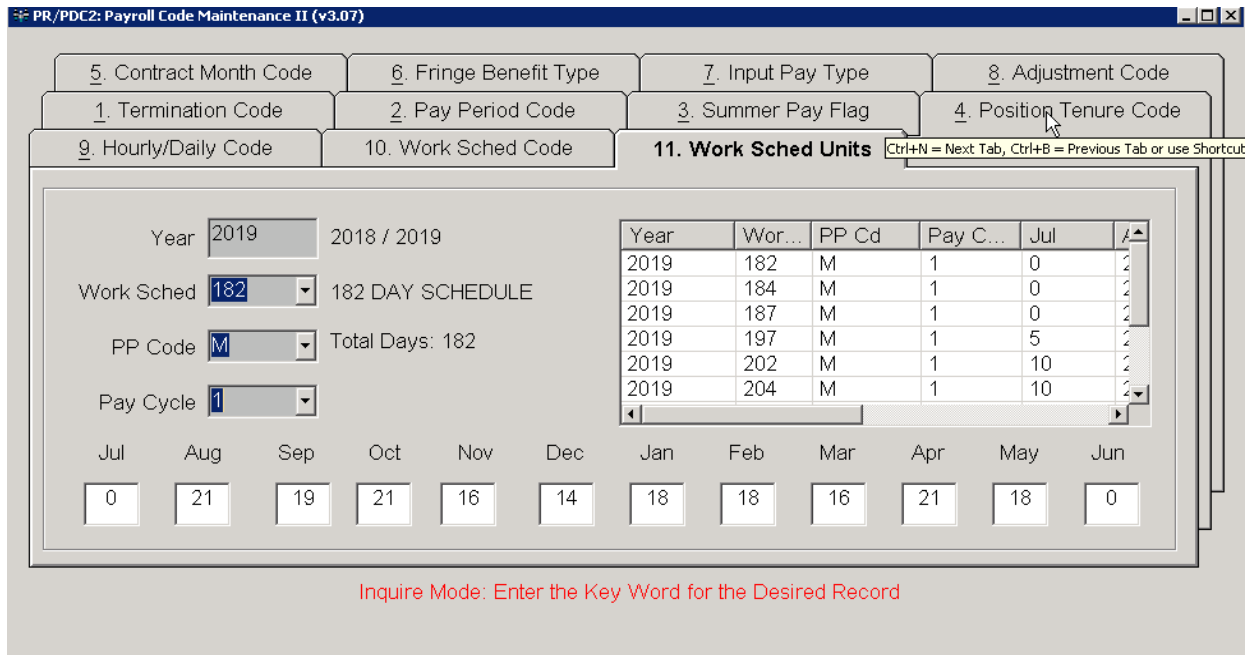
Regular Supplemental Pay
 OVT Substitute Pay
 Pay Adj Leave Adjustments

Payment Reason: **03** | Contract Payoff
 RSA Contribution Group:
 RSA Position Status:
 Work Schedule Code:
 Type of Rate of Pay:
 Type of Units Worked:
 FT Units Per Week: 0.00
 Annual Units to Work: 0

Inquire Mode: Enter the Key Word for the Desired Record



- Make sure all of your 2019 work schedules are defined in **PR/Setup, Payroll Code Maintenance II**. Use the **Work Schedule Query (PR/ZWSQ)** to find if any are missing for a given year. If you are missing this report please contact Harris support and we can add it to your menu.



PR/PDC2: Payroll Code Maintenance II (v3.07)

5. Contract Month Code 6. Fringe Benefit Type 7. Input Pay Type 8. Adjustment Code

1. Termination Code 2. Pay Period Code 3. Summer Pay Flag 4. Position Tenure Code

9. Hourly/Daily Code 10. Work Sched Code 11. Work Sched Units Ctrl+N = Next Tab, Ctrl+B = Previous Tab or use Shortcut

Year: 2019 2018 / 2019

Work Sched: 182 182 DAY SCHEDULE

PP Code: M Total Days: 182

Pay Cycle: 1

Year	Wor...	PP Cd	Pay C...	Jul	/▲
2019	182	M	1	0	↕
2019	184	M	1	0	↕
2019	187	M	1	0	↕
2019	197	M	1	5	↕
2019	202	M	1	10	↕
2019	204	M	1	10	↕

Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun

0 21 19 21 16 14 18 18 16 21 18 0

Inquire Mode: Enter the Key Word for the Desired Record

- RSA has stated that they do not want enrollment or contribution records on subs. In the particular case where an 'Active' employee at your district also performs Sub work under a 'Substitute' job they do want to see the records in the contribution file split out. Therefore make sure your substitute employee types are marked with a **'99' (Other Non-Pensionable)** payment reason. On the following page you will see how to properly set up your Substitute Employee Types.



PR/ETPM: Employee Type Maintenance (v3.07)

1. Employee Type | 2. Leave Information | 3. Mandatory Ded | 4. Substitute Info

Employee Type: SS Position Desc: SUPPORT SUBSTITUTE Active Employee Type

Certified Code: S Contract Days: 0.00 Use Current Date Exempt Matching Ins

Work Hrs/Day: 0.00 Work Months/Year: Salaried Daily Hourly Build RSA Enroll Record

Sub's Units: # of Accrual Days: 0.00 Overtime Computation Summer Position

Leave Units: D Work Comp Code: Exempt from Overtime Payment Reason: 99 Non-Pens Other

Pay Class Code: Work Comp Rate: 0% State Based Salary RSA Contribution Group: RSA Position Status:

Sick Bank Type: Job Type: P Elig For Sub Level: 1 Board Member Work Schedule Code:

Ext Sub Days: State Supp Type: Include Job in LEAPS Reporting Type of Rate of Pay:

ACA OOC Code: 1A Update Budget Max Confirm? Type of Units Worked:

Regular Supplemental Pay FT Units Per Week: 0.00

OVT Substitute Pay Annual Units to Work: 0

Pay Adj Leave Adjustments

Inquire Mode: Enter the Key Word for the Desired Record

- When terminating an employee or terminating a job on an employee in Employee Maintenance make sure to put in a valid termination date and termination reason. The date that you use must be a Valid Date.

PR/EMNT Name: ABBOTT, BRADLEY L SSN: 416-08-2642 HQ: Not Approved Cert: Certified (v3.88)

Person Id: 183 Current Form: Job Record Data Document:

Job Number: 1 Employee Type: T

Job Type: Primary Job TEACHER-9 MONTH

Employment Date: 8 /19/1996

Service Date: 8 /19/1996 Eligible For A Substitute

Job Status/Date: Terminated 8 /19/1996

Substitute Category:

Term Reason/Date: Involuntary Resignation 1 /17/2019

Pay Period: Monthly

Job Location: 0080 MAPLESVILLE HIGH SCHOOL

Replace Emp #: 0

Salary Schedule Information

Anniversary Date: 8 /19/1996

Code-Rank-Step: Percent:

Sal Sch	Description	Percent
A - 1 - 22	TEACHERS/9 M...	100%

Print On Service Report

Paid in Full 1 / 1 /1900



- The enrollment begin and end date field in RSA employee maintenance will have to be taken into consideration when adding new primary job records and/or terminating employee primary job records.
 - The enrollment begin date defaults from the **Employment Date** on the job record data screen in Nextgen employee maintenance.
 - The enrollment end date and enrollment end reason default from the **Termination reason/date** that is entered in Nextgen employee maintenance.
 - Per RSA documentation the 'Transfer' end enrollment reason is only used when the employee is terminating employment from one Peehip participating employer and begins employment with another Peehip participating employer.
 - In the case where the contribution group or position status is not changing the employee's enrollment record with RSA will remain the same. However, the employee's scheduled units and/or Sched Units effective date may change. For example, if the employee goes from a 9 month teacher to a 10 month teacher the Sched Units Eff Date would need to change. This has to be manually fixed through RSA employee maintenance.
- Make sure to clear all exceptions in RSA Employee Maintenance, Enrollment Data Maintenance, and Contribution Data Maintenance before sending in new files. All of this is done within the **Application Center**.

Below you will find an example of how to produce the RSA employee maintenance errors. The Enrollment and Contribution errors are produced the same way.

Employee Maintenance for RSA Data

RSA Employee Maintenance

Filter: Only Employees With Jobs Hired Since
 Review Exceptions Only

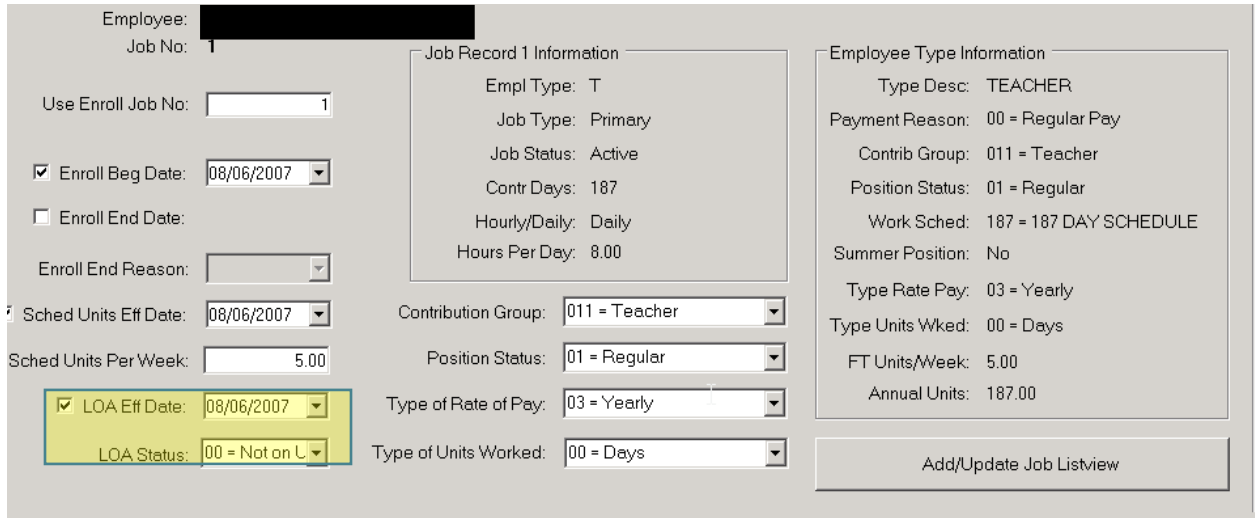
Filter: Only Employees and Jobs Modified Since
 Include 'Do Not Report'

Include Employees With Jobs Terminated Since 12/ 1/2018
 Search by Name, No, SSN

Empl No	Employee Name	Reporting Location	Empl Status	Hire Date	Term Date	Retire Tier	Empl Type



- Don't forget to change the LOA Effective Date and LOA Status RSA Employee Maintenance when someone goes on unpaid leave or comes back from unpaid leave.



Employee: [REDACTED]
 Job No: 1

Use Enroll Job No: 1

Enroll Beg Date: 08/06/2007
 Enroll End Date:
 Enroll End Reason:

Sched Units Eff Date: 08/06/2007
 Sched Units Per Week: 5.00

LOA Eff Date: 08/06/2007
 LOA Status: 00 = Not on L

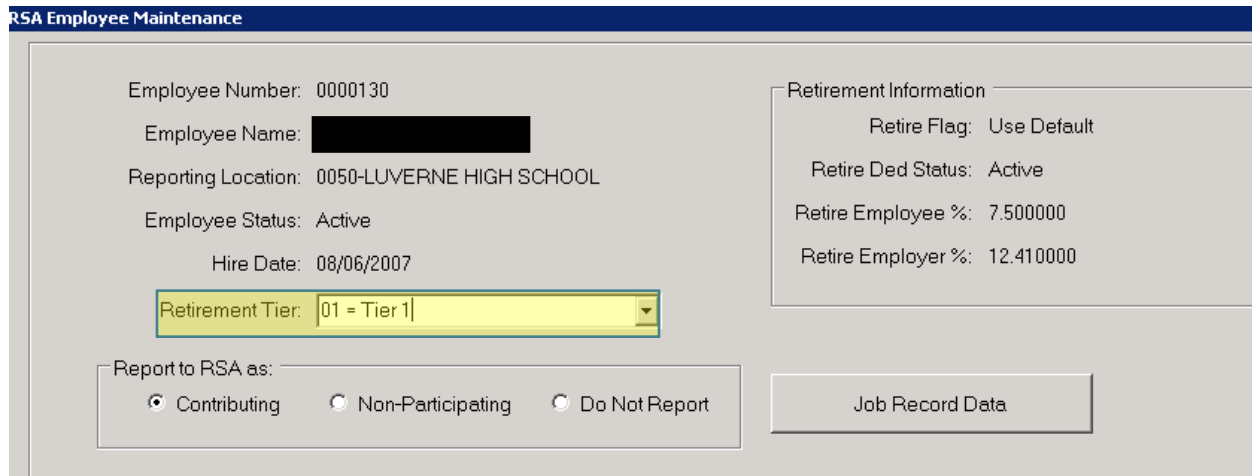
Job Record 1 Information
 Empl Type: T
 Job Type: Primary
 Job Status: Active
 Contr Days: 187
 Hourly/Daily: Daily
 Hours Per Day: 8.00

Employee Type Information
 Type Desc: TEACHER
 Payment Reason: 00 = Regular Pay
 Contrib Group: 011 = Teacher
 Position Status: 01 = Regular
 Work Sched: 187 = 187 DAY SCHEDULE
 Summer Position: No
 Type Rate Pay: 03 = Yearly
 FT Units Wked: 00 = Days
 FT Units/Week: 5.00
 Annual Units: 187.00

Contribution Group: 011 = Teacher
 Position Status: 01 = Regular
 Type of Rate of Pay: 03 = Yearly
 Type of Units Worked: 00 = Days

Add/Update Job Listview

- Make sure to fill in the Retirement Tier in RSA Employee Maintenance in the Application Center when you add new employees in Nextgen. Below you can see this field.



RSA Employee Maintenance

Employee Number: 0000130
 Employee Name: [REDACTED]
 Reporting Location: 0050-LUVERNE HIGH SCHOOL
 Employee Status: Active
 Hire Date: 08/06/2007

Retirement Tier: 01 = Tier 1

Report to RSA as:
 Contributing
 Non-Participating
 Do Not Report

Retirement Information
 Retire Flag: Use Default
 Retire Ded Status: Active
 Retire Employee %: 7.500000
 Retire Employer %: 12.410000

Job Record Data

