Good morning,

Thank you for working with RSA to become certified on both your enrollment file and contribution file for the new RSA Pension Administration System.  As you know, the current PEEHIP Employer Portal will be replaced with the new Employer Self Service (ESS) Portal when ESS is placed into production on the  targeted date April 1, 2019.  Beginning April 1, 2019, your employees who are in Position Status of 01-Regular or 08-Ineligible to Contribute will be utilized to determine PEEHIP eligibility for both current and new employees.

During the file certification process, we did not test for discrepancies between your certified enrollment file and your current PEEHIP data.

**The following situations may exist and we are recommending to you that you check your enrollment information immediately and fix any of these issues.**

1. Retirees who are working under the annual earnings limit and are less than full time should have the following characteristics:
2. Retirees should be in Position Status 03-Seasonal/Irregular (We are seeing many retirees with a Position Status of 01—Regular or 08-Ineligible to Contribute)
3. In order for retirees to continue to receive their retirement benefit, they must also work less than full-time.  In their enrollment, make sure that the Scheduled Units to Work Per Week are less than the Scheduled Full Time Units Per Week for each retiree who is truly less than full-time.
4. Retirees working under the annual limit and less than full time should be in an NONP (non-participating) contribution group.

1. Make sure that your employees who are currently eligible for PEEHIP are either Position Status 01—Regular or 08—Ineligible to Contribute (note that position status 08—Ineligible to Contribute is a rare occurrence).  If you do not fix the Position Status, at go-live, their PEEHIP eligibility will be cancelled.

1. Look at all employees who are enrolled in a Position Status of 01—Regular or 08-Ineligible to Contribute, and if they currently are NOT eligible for PEEHIP and should not be eligible, then these employees need to be changed to a Position Status of 03—Seasonal/Irregular.

1. For anyone in Position Status of 01--Regular or 08—Ineligible to Contribute **and** in a contribution group for a support worker, make sure that the Scheduled Units to Work per Week (Bucket 13 on the enrollment file) is enough to give them the same PEEHIP eligibility that they currently have (if that is what the person is working).  For example in the enrollment file, a lunchroom worker whose position status is 01 and the number of hours scheduled to work per week is 10, at go-live, this person would only have a 1/2 PEEHIP eligibility.  However, if today, this person is in the PEEHIP portal with a class code of 1, then the person gets  full PEEHIP eligibility.  At go-live, their PEEHIP eligibility will be reduced unless you fix this prior to sending your first live enrollment file.

1. For anyone in Position Status of 01--Regular or 08—Ineligible to Contribute **and** in a contribution group for a Professional/Administrative employee, make sure that the Scheduled Units to Work per Week (Bucket 13 on the enrollment file) divided by the Scheduled Full-time Units per Week (Bucket 14 on the enrollment file)  is enough to give them the same percentage PEEHIP eligibility that they currently have (if that is what the person is working).  For example, a Teacher whose position status is 01 and the number of days scheduled to work per week is 4 when the weekly full-time requirement is 5 days , at go-live, this person would only have a 3/4 PEEHIP eligibility.  However, if today, this person is in the PEEHIP portal with a class code of 1, then the person has full PEEHIP eligibility but upon go-live, the eligibility would change to ¾ eligibility.

**Please see below for recommended actions to address the issues above:**

1. Download from the PEEHIP portal the report showing by employee the amount to pay for the coverage as the employer portion and the employee portion.
2. Create an enrollment file in csv format.  This is an option if you are working in the Harris system.
3. Create a filter row on the row with column headings.
4. On the enrollment file, filter based upon the criteria listed in items 1-5 above.  Compare to the report from the PEEHIP portal.

We want you to be ready for go-live on the targeted April 1 date.  We certainly do not want anyone’s PEEHIP eligibility to be affected.  Therefore we are encouraging you to review your enrollment file and make any changes necessary.  If you should have questions, please contact your RSA file certification team member.

Good Afternoon

With the RSA  tentative deadline for ‘Go Live’ approaching on April 1st Harris School Solutions is offering two RSA refresher webinars.  The webinars will deal with the Nextgen process for RSA reporting with a focus on why certain errors are received and how to correct them.  The sessions will cover the same material.

Please save this email and use the links below to join the session you wish to attend at the indicated time.

A follow up email will be sent with some documentation on RSA procedures in NextGen as well as Calendar event attachments that you can click on to set a reminder automatically.  Please be aware that email might be blocked (because of the attachments) depending on email security policy settings.  If you do not receive it please let me know.

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Option 1: Thursday February 14th at 2pm central standard time.

[**Join Webex meeting**](https://harriscomputer.webex.com/harriscomputer/j.php?MTID=m0ace16a9af95edcb13dcade08c36685b)

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Option 2: Friday February 15th at 10am central standard time.

[**Join Webex meeting**](https://harriscomputer.webex.com/harriscomputer/j.php?MTID=me11d2f1cb5ca16ec996a56cec264d627)

**IMPORTANT DATE:**

* **APRIL 1,2019- GO-LIVE date for new RSA Portal**
* **Must be certified with RSA prior to first live submission.**
* **84/138 District’s Certified**

**What does being Certified mean?**

**To be considered certified, your enrollment file needs to have a total error count less than 5% of your current active employees.**

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| **EmployerName** | **CONT File Certified?** |  |
| Andalusia City Board of Education | 1/30/2019 |  |
| Alabama Institute for D and B | 1/8/2019 |  |
| Albertville City BOE | 10/30/2018 |  |
| Alabaster City School System | 1/15/2019 |  |
| Alexander City BOE | 1/25/2019 |  |
| Anniston Board of Education | 1/18/2019 |  |
| Arab City Board of Education | 1/25/2019 |  |
| Athens City Board of Education | 1/28/2019 |  |
| Attalla City Schools | 12/10/2018 |  |
| Barbour County BOE | 1/25/2019 |  |
| Bib County BOE | 1/25/2019 |  |
| Bullock County Board of Education | 1/9/2019 |  |
| Butler County Board of Education | 11/14/2018 |  |
| Blount County Board of Education | 12/7/2018 |  |
| Boaz City BOE | 11/29/2018 |  |
| Brewton City Board | 12/11/2018 |  |
| Cherokee Co Board of Education | 1/29/2019 |  |
| Choctaw County Board of Educ | 10/4/2018 |  |
| CHICKASAW CITY BD OF ED | 12/10/2018 |  |
| Cleburne County Board of Ed | 1/24/2019 |  |
| Clarke County Board of Education | 1/16/2019 |  |
| Clay County BOE | 10/31/2018 |  |
| Colbert Co Board of Education | 1/11/2019 |  |
| Conecuh County Board of Education | 1/10/2019 |  |
| Covington County Board of Ed | 1/3/2019 |  |
| Crenshaw County BOE | 12/4/2018 |  |
| Coosa County Board of Education | 10/4/2018 |  |
| Dale County BOE | 1/28/2019 |  |
| Daleville City BOE | 1/24/2019 |  |
| Dothan City BOE | 10/24/2018 |  |
| Elba City Board of Education | 12/12/2018 |  |
| Elmore County BOE | 12/12/2018 |  |
| Enterprise City BOE | 12/5/2018 |  |
| Escambia County Board of Ed | 9/20/2018 |  |
| Etowah County Board of Ed | 1/25/2019 |  |
| Fayette Co Board of Education | 10/22/2018 |  |
| Florence City Board of Education | 1/15/2019 |  |
| Fairfield City BOE | 12/17/2018 |  |
| Franklin Cnty Board of Education | 12/7/2018 |  |
| Ft Payne City BOE | 1/18/2019 |  |
| Geneva City BOE | 1/9/2019 |  |
| Greene County BOE | 1/8/2019 |  |
| Guntersville City Board of Education | 1/8/2019 |  |
| Hale County Board of Ed | 10/25/2018 |  |
| Haleyville City Board of Education | 11/7/2018 |  |
| Hartselle City Bd of Education | 1/11/2019 |  |
| Henry County Board of Education | 11/20/2018 |  |
| Homewood City Bd of Education | 11/28/2018 |  |
| Hoover City Board of Education | 12/10/2018 |  |
| Jacksonville City BOE | 12/10/2018 |  |
| Jasper City BOE | 1/4/2019 |  |
| Lamar County Schools | 1/9/2019 |  |
| Lawrence County Board of Education | 1/24/2019 |  |
| Lowndes County Board of Ed | 1/25/2019 |  |
| City of Leeds Board of Education | 1/9/2019 |  |
| Lee County Board of Education | 12/17/2018 |  |
| Linden City Board of Education | 9/18/2018 |  |
| Macon County Board of Education | 1/25/2019 |  |
| Marion County Board of Education | 1/10/2019 |  |
| Mobile County Schools (updated from Mobile School Commissioners) | 12/17/2018 |  |
| Monroe County Bd of Education | 12/17/2018 |  |
| Morgan County Board of Education | 1/10/2019 |  |
| Marshall County Board of Education | 1/10/2019 |  |
| Mountain Brook City Board of Education | 1/8/2019 |  |
| Oneonta City BOE | 10/1/2018 |  |
| Oxford City Schools | 1/15/2019 |  |
| Ozark City Board of Education | 12/21/2018 |  |
| Pell City School System | 1/10/2019 |  |
| Pike County Board of Education | 10/26/2018 |  |
| Pelham City Board of Education | 1/3/2019 |  |
| Piedmont City Schools | 11/15/2018 |  |
| Pike Road City Schools | 1/24/2019 |  |
| Randolph Cnty Board of Ed | 9/28/2018 |  |
| Roanoke City Schools | 1/16/2019 |  |
| Russell County Bd of Education | 1/16/2019 |  |
| Scottsboro City BOE | 1/29/2019 |  |
| Sheffield City Board of Education | 1/16/2019 |  |
| Satsuma City Schools | 12/3/2018 |  |
| Sylacauga City Bd of Education | 1/18/2019 |  |
| Trussville City Board of Education | 1/29/2019 |  |
| Thomasville City BOE | 11/30/2018 |  |
| Troy City Board of Education | 1/9/2019 |  |
| Vestavia Hills Board of Education | 1/29/2019 |  |
| Winfield City Bd of Education | 12/6/2018 |  |
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