

**Labor Employer Reporting Instructions**  
**Part VIII - Employer Reporting System (ERS) Internet User Instructions**  
**Chapter 1: Introduction**

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**Purpose**

The Employer Reporting System (ERSNet) (at <https://secure.rrb.gov/ERSNet/login.aspx>), is an official United States Government Internet website intended for use by employers covered under the Railroad Retirement and Railroad Unemployment Insurance Acts in filing service and compensation reports with the Railroad Retirement Board (RRB) and related activities.

**Overview of ERSNet Internet Reporting Website**

ERSNet includes or will include:

- roles-based access system,
- forms that employers can complete and file on line with RRB,
- informational notices made available to employers on line,
- request forms sent to employers for their response,
- summary reports of compensation processed on the system, and
- email notices to employers and email comments to RRB.

**Overview of This Part**

This part consists of the following chapters:

1. Introduction;
2. General Instructions for accessing and using the ERSNet System;
3. How to Initiate a service and compensation report to RRB;
  - a. BA-4, Report of Creditable Compensation Adjustments,
  - b. BA-6a, Form BA-6 Address Report,
  - c. BA-3, Annual Report of Creditable Compensation NEW!
  - d. BA-11, Report of Gross Earnings NEW!
4. How to reply to a form request from RRB;
  - a. BA-6a, Form BA-6 Address Report,
  - b. GL-129a, Record of Employer Determination on Employee Protest
  - c. ID-4K, Prepayment Notice of Employee's Applications and Claims for Benefits under the Railroad Unemployment Insurance Act,
  - d. ID-4E, Notice of RUIA Claim Determinations.
5. Informational notices to employers (RESERVED);
6. Email: Notices to employers and employer comments to RRB;
7. Summary reports of compensation processed using this system; and
8. Guidelines for Access and Security

**What is NOT in This Part**

The instructions in this Part are limited to using ERSNet. Instructions for determining what constitutes creditable and reportable service and compensation are found in [Part IV](#) of these

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reporting instructions. Finally, [Form BA-12](#), Application for Employer Reporting System, can be located in the Forms portion of these reporting instructions.