Fundamentals of Internet Reporting for Employers

PRESENTED BY
LARETTA EARLS-ROZELLE
MELODI SAPYTA
OBJECTIVE

- ERSNet Defined
- Background & Benefits
- Computer & System Requirements
- Access Levels & Transmission Types
- User Requirements & Security Guidelines
- Forms & System Interface
- ERSNet System Demonstration
- Application Process
- Employer Instructions
- Available & Future Services
- Questions
ERSNet Defined

The Employer Reporting Internet System (ERSNet) is a role-based system that allows individual users to electronically interact via the Internet. Role-based means each user's access is tailored to the role, or work, they do at their company. Access levels are assigned by the company. Therefore the employer retains control over what forms their employees can view and submit to the Railroad Retirement Board (RRB).
Background & Benefits

- Employer Reporting System (ERSNet)
- Launched December 2003
- Effort to Reduce/Alternative to Filing Paper Reports with the RRB
- Effectively & Efficiently Reduces Errors
- Expedites Processing Time
- User Friendly (On-Line Error Messages)
- Cost Effective
Computer & System Requirements

- Broadband Internet Connection

- Internet Explorer:
  - Windows 7 – We recommend Internet Explorer version 11
  - Windows 10 - We recommend Microsoft Edge

- Chrome or Firefox:
  - These browsers typically are set to automatically update to the latest version.

Note: The USRRB is not endorsing any of these products for use.
Access Levels

Read Access Level
Update Access Level (UP)
Approval Access Level (AP)
Administrative Level (Admin/RRB Only)
Multiple Users Access Level (MU)*
Data Transmission Types

One Directional Forms
- Employer

Bi-Directional Forms
- RRB/Employer

Dual Directional Forms
- RRB/RRB
- RRB/Employer
- Employer

RRB
User Requirements

- Covered Employer under RRA/RUIA; and
- Designated Contact Official; or
- Authorized Agent of Covered Employer.
Security Guidelines

Security Transmission
  - https://secure.rrb.gov/ERSNet/login.aspx

User Authentication

PC Security

Password
  - Security
  - Lockout
  - Termination
# Forms & System Interface

## 20 Forms/Notices

<table>
<thead>
<tr>
<th>Form</th>
<th>Form ID</th>
<th>System</th>
</tr>
</thead>
<tbody>
<tr>
<td>Form BA-3</td>
<td>Form ID-3u</td>
<td>Apple</td>
</tr>
<tr>
<td>Form BA-4</td>
<td>Form ID-4E</td>
<td>Daisy/CHICO (FY17)</td>
</tr>
<tr>
<td>Form BA-6a</td>
<td>Form ID-4K</td>
<td>Employee Data Maintenance System (EDM)</td>
</tr>
<tr>
<td>Form BA-11</td>
<td>Form ID-6</td>
<td>RUIA Daily</td>
</tr>
<tr>
<td>Form G-88A.1</td>
<td>Form ID-6Y</td>
<td>RUIA Experience Rating</td>
</tr>
<tr>
<td>Form G-88a.2</td>
<td>Form ID-30B</td>
<td>RUIA Tax</td>
</tr>
<tr>
<td>Form G-88P</td>
<td>Form ID-40Q</td>
<td>RUCS</td>
</tr>
<tr>
<td>Form GL-129</td>
<td>Form ID-40R/S</td>
<td>Imaging</td>
</tr>
<tr>
<td>Form ID-3s</td>
<td>Form SI-5F (SUP)</td>
<td>Universal Star</td>
</tr>
</tbody>
</table>

Form GL-4 *

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* Form GL-4 is marked with an asterisk, indicating it may have a special status or requirement.

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**Note:** The table above lists the forms and system interfaces used in the organization, with each form and its corresponding system identifier. Each system is also marked with a brief description to provide context for its purpose.
ERSNet System Demo

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Agree  Disagree

Privacy Policy  Policies & Links  Freedom of Information Act  No FEAR Act Data  Frequently Asked Questions  About Us

U.S. Railroad Retirement Board
844 North Rush Street
Chicago Illinois, 60611-1275
Telephone: (312) 751-1739 TTY: (312) 751-4701
Contact an RRDB office near you

USA.gov
Step-by-Step Application Process

- Select Appropriate Employee Staff
- Determine Appropriate Forms & Access Level
- Obtain an Application Form BA-12
  - [https://www.rrb.gov/sites/default/files/2017-12/BA-12.pdf](https://www.rrb.gov/sites/default/files/2017-12/BA-12.pdf)
- Complete Form BA-12
- Authorize & Certify Form BA-12
- Mail Form BA-12 to agency
**Section A  Employer Information**

In this section, enter the BA number, name, and address of the employer whose reports will be accessed online.

**Special Instructions to Request Access on Behalf of Multiple Employers** – If you are requesting the *same level of access* for the employee listed in Section B on behalf of multiple employers, list all affected BA numbers in Item 1. If you are requesting *different levels of access* for this employee for different employers, file a separate application for each level of access.

1. **BA Number(s):**

2. **Name and Address of Employer** – If you are requesting access on behalf of multiple employers, provide only the *name and address of the employer serving as primary contact for this account.*
### Section B  Employee Information

<p>| | | | |</p>
<table>
<thead>
<tr>
<th></th>
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<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Name:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Title</td>
<td>3.</td>
<td>Telephone Number</td>
</tr>
<tr>
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</tr>
<tr>
<td>4.</td>
<td>E-Mail Address</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

5. I have read the document "Security Guidelines" and agree to comply with these guidelines. I understand that my logon, if used to file forms, has the same status as my signature on a paper document. I also understand that providing false or fraudulent information through the RRB Employer Reporting System is a violation of federal law punishable by fine, imprisonment, or both.

Signature: ___________________________________________  Date: ___________________________
**Section C**  **Group or Section E-Mail Address to Receive Notices**

Complete this section only if you prefer to designate a group or section e-mail address as the default address for RRB work notices, rather than the e-mail address listed in Section B above.

1. **Default E-Mail Address:**

2. If you have more than one group or section e-mail address, number each address and specify here which forms or group of forms are associated with each address.
### Section D Requested Action and Level of Access

1. **Action** *(check appropriate box)*  
   - ☐ Add New User  
   - ☐ Modify Access  
   - ☐ Terminate Access

2. **Explanation of the Levels of Access Used in Section F on the next page.**

<table>
<thead>
<tr>
<th>Level</th>
<th>Role</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>R</td>
<td>Reader</td>
<td>User can only view the forms. Restricts access to “read only.”</td>
</tr>
<tr>
<td>U</td>
<td>Updater</td>
<td>User has access to complete or “update” a form that changes the RRB’s record of service and compensation. User cannot submit the form to the RRB without authorization.</td>
</tr>
<tr>
<td>A</td>
<td>Approver</td>
<td>User has access to approve, update, certify and submit forms to the RRB. Level “A” access is appropriate for personnel who work independently and supervisory approval is not needed.</td>
</tr>
<tr>
<td>X</td>
<td>Terminate</td>
<td>User is prohibited from access to ERSNet or a particular form.</td>
</tr>
</tbody>
</table>

For additional information on levels of access, see *Part VIII, Chapter 2 of the Reporting Instructions.*
**Section E  Certification of Authority to Approve Access**

The form must be signed by an official with signature authority to sign RRB forms for the employer(s) listed in Section A. Signatures of two individuals are not required if the employee listed in Section B has authority to sign RRB forms. The head of the company and those persons designated on Form G-117A, *Designation of Contact Official*, have signature authority. A contact official may assign signature authority to a designee, but the RRB will verify with the contact official any signatures other than those of a contact official.

<table>
<thead>
<tr>
<th>1. Name <em>(Print)</em></th>
<th>2. Title</th>
<th>3. Telephone Number</th>
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</thead>
<tbody>
<tr>
<td></td>
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<td>( )</td>
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</tbody>
</table>

4. I have signature authority to approve this request and authorize the RRB to grant access as indicated above. I understand that I am responsible for notifying the RRB if, in the future, this individual's access should be terminated.

Signature: ___________________________________________ Date: ______________________

**Questions?** Please contact the System Administrator at (312) 751-4961 or the Quality Reporting Service Center at (312) 751-4992.

**Mail this completed application to:**
Quality Reporting Service Center
Railroad Retirement Board
844 N. Rush Street
Chicago, IL 60611-1275

**For RRB Use:** Access ___________________________ Reviewed by: ___________________________
### Section F  Forms and Levels of Access

Check one box for each form. **Note:** Employee’s level of access **will apply for all employers** listed in Section A.1.

<table>
<thead>
<tr>
<th>Form Code</th>
<th>Description</th>
<th>R</th>
<th>U</th>
<th>A</th>
<th>X</th>
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</thead>
<tbody>
<tr>
<td>BA-3</td>
<td>Annual Report of Creditable Compensation</td>
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<tr>
<td>BA-4</td>
<td>Report of Creditable Compensation Adjustments</td>
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<tr>
<td>BA-6a</td>
<td>Form BA-6 Address Report</td>
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<tr>
<td>BA-11</td>
<td>Report of Gross Earnings</td>
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<tr>
<td>G-73a.1</td>
<td>Notice of Death of Railroad Retirement Annuitant</td>
<td></td>
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</tr>
<tr>
<td>G-88A.1</td>
<td>Request for Verification of Last Date Carried on Payroll</td>
<td></td>
<td></td>
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<tr>
<td>G-88A.2</td>
<td>Notice of Retirement and Request for Service Needed for Eligibility</td>
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<tr>
<td>G-88P</td>
<td>Employer’s Supplement Pension Report</td>
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<tr>
<td>GL-129a</td>
<td>Record of Employer Determination on Employee Protest of Service and Compensation</td>
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</tr>
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<td>ID-3s</td>
<td>Request for Lien Information; Report of Settlement</td>
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<tr>
<td>ID-3u</td>
<td>Request for Section 2(f) Information</td>
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<tr>
<td>ID-4E</td>
<td>Notice of RUJA Claim Determinations</td>
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<tr>
<td>ID-4K</td>
<td>Prepayment Notice of Employees’ Applications and Claims for Benefits under RUJA</td>
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</tr>
<tr>
<td>ID-6</td>
<td>Report of Tier I Tax Transactions</td>
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<tr>
<td>ID-6Y</td>
<td>Annual Summary of Tier I Tax Transactions</td>
<td></td>
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<tr>
<td>ID-30b</td>
<td>Notice of Lien</td>
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<tr>
<td>ID-40Q</td>
<td>Quarterly Notice to Employers – Railroad Unemployment Insurance Act</td>
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<tr>
<td>ID-40R/S</td>
<td>Annual Notice to Employers – Railroad Unemployment Insurance Act and Annual Proclamation</td>
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<tr>
<td>RL-5a</td>
<td>Notice to Employer of Annuity Award</td>
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</tr>
<tr>
<td>SI-5F (SUP)</td>
<td>Status Report – Personal Injury Claims</td>
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Quality Reporting Service Center  
Railroad Retirement Board  
844 N. Rush Street  
Chicago, IL 60611-1275

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For RRB Use: Access ___________________________ Reviewed by: ___________________________
“Getting Started” Packet

Logon ID and Password
“Getting Started” Instructions
Explanation of Access Levels
Security Guidelines
Business Card
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Agree     Disagree
Introduction

General Instructions for accessing and using the ERSNet System;
How to Initiate a service and compensation report to RRB;
How to Reply to a form request from RRB;
Informational Notices to employers (RESERVED);
Email: Notices to employers and employer comments to RRB;
Summary reports of compensation processed using this system; and
Guidelines for Access and Security

**Available Services**

- All available forms as listed on the Form BA-12, Application for Employer Reporting Internet Access

<table>
<thead>
<tr>
<th>Form BA-3, Annual Report of Creditable Compensation</th>
<th>R</th>
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<th>A</th>
<th>X</th>
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</thead>
<tbody>
<tr>
<td>Form BA-4, Report of Creditable Compensation Adjustments</td>
<td>R</td>
<td>U</td>
<td>A</td>
<td>X</td>
</tr>
<tr>
<td>Form BA-6a, Form BA-6 Address Report</td>
<td>R</td>
<td>U</td>
<td>A</td>
<td>X</td>
</tr>
<tr>
<td>Form BA-11, Report of Gross Earnings</td>
<td>R</td>
<td>U</td>
<td>A</td>
<td>X</td>
</tr>
<tr>
<td>Form G-73a.1, Notice of Death of Railroad Retirement Annuitant</td>
<td>R</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Form G-88A.1, Request for Verification of Last Date Carried on Payroll</td>
<td>R</td>
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<td>X</td>
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<td>U</td>
<td>A</td>
<td>X</td>
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<tr>
<td>Form G-88P, Employer’s Supplemental Pension Report</td>
<td>R</td>
<td>U</td>
<td>A</td>
<td>X</td>
</tr>
<tr>
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<td>X</td>
</tr>
<tr>
<td>Form ID-40R/S, Annual Notice to Employers – Railroad Unemployment Insurance Act and Annual Proclamation</td>
<td>R</td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Form RL-5a, Notice to Employer of Annuity Award</td>
<td>R</td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Form SI-5F (SUP), Status Report – Personal Injury Claims</td>
<td>R</td>
<td>A</td>
<td></td>
<td>X</td>
</tr>
</tbody>
</table>
Recent/Future Services

- G-73a.1, Notice of Death of Railroad Retirement Annuitant
- RL-5a, Notice to Employer of Annuity Award
- Form GL-4, Reject and/or Error Referral Listings (FY 2019)
For Further Assistance

Quality Reporting Services Center

TELEPHONE: 312-751-4992
FAX: 312-751-7123
EMAIL: QRSC@RRB.GOV