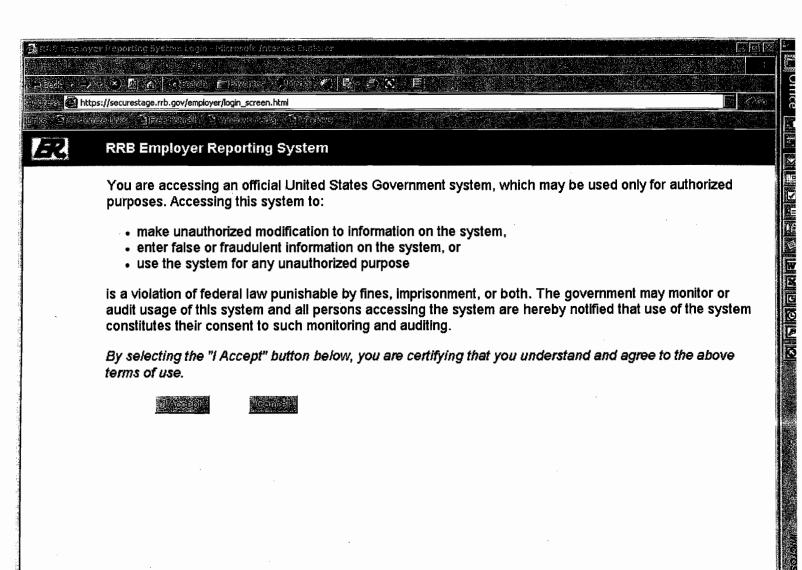
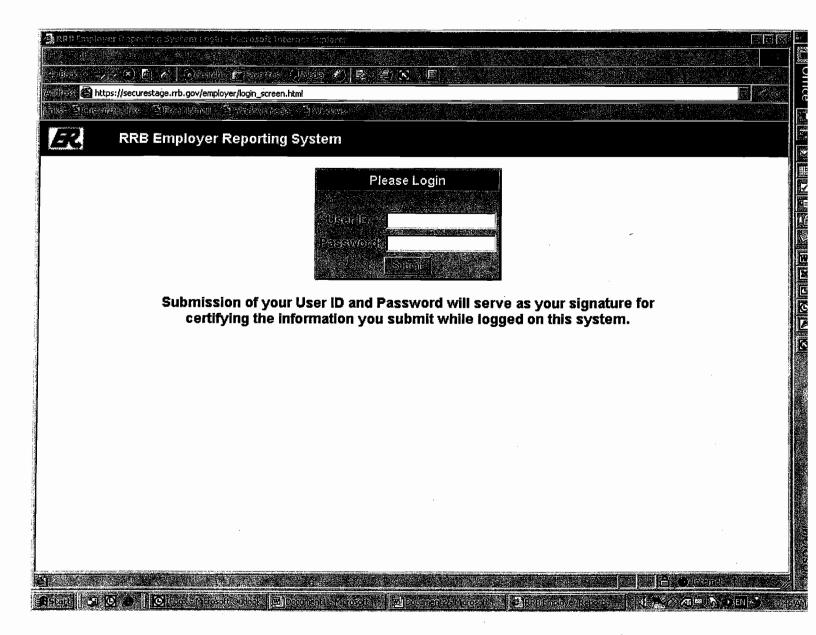
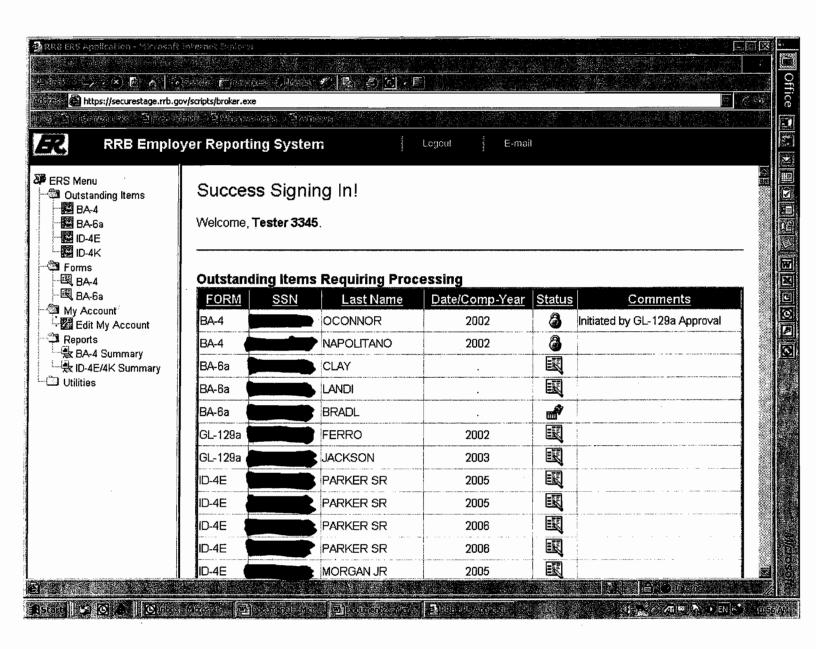
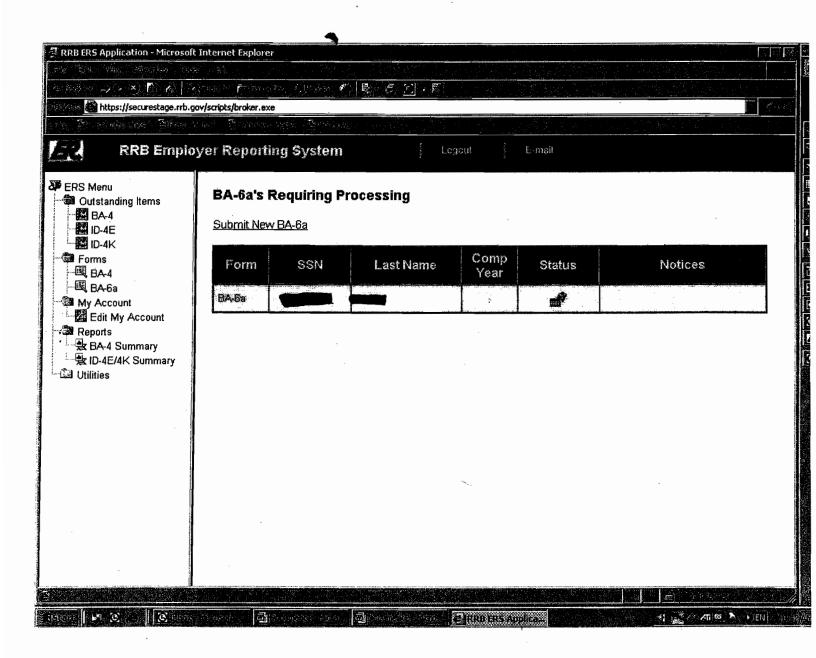
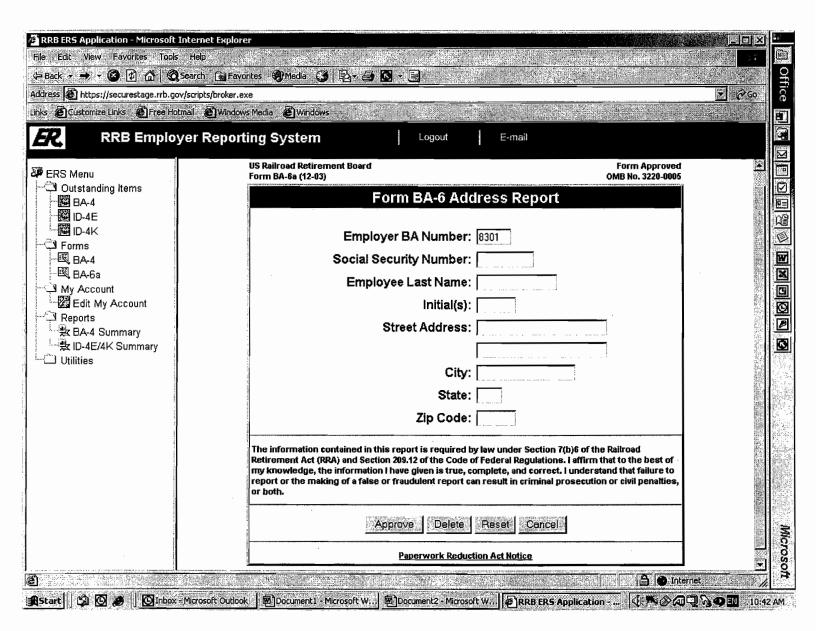
BA-6a Internet screenst instructions











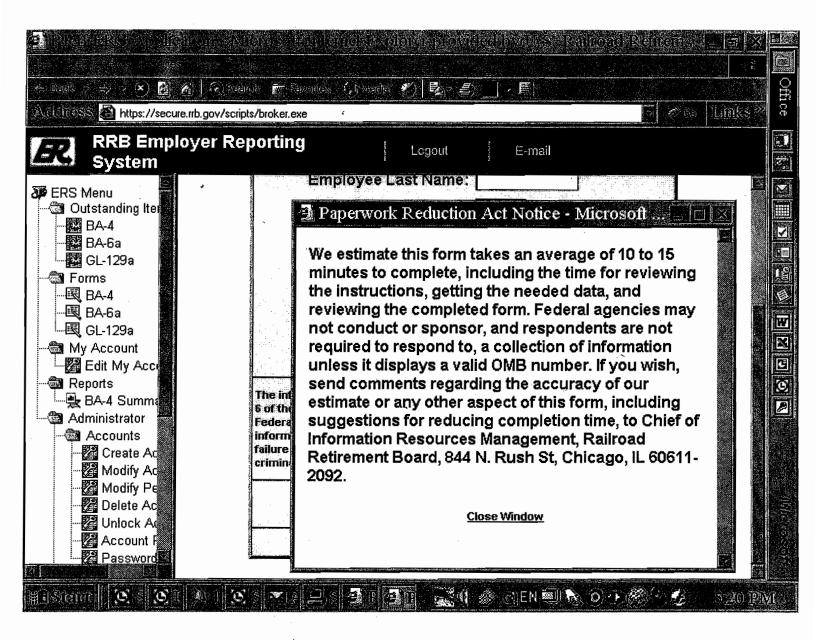


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Chapter 3b: How to Initiate Service and Compensation Reports - Form BA-6a, BA-6 Address Report

BA-6a initiated by employer

Employers are responsible to annually report addresses for new hires in the previous year. Address changes are reported by the employee, not the employer.

Click BA-6a under the Forms menu. This brings up a blank BA-6a screen. Enter the employee identifying data as usual. Only the first five letters of the surname are required but a complete last name may be helpful. Keep in mind that these are new hires and, as such, may be new records at the RRB. Entry of a middle initial is optional. Type the address information and click the approve button.

Process buttons

- Approve click this to process the completed BA-6a and certify the data to the RRB.
- Reset click this to clear your address entries.
- Cancel click this to exit the BA-6a process without updating an address.
- **Delete** click this to delete the BA-6a form.

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Chapter 4a: How to Reply to Request from RRB - Form BA-6a, Form BA-6 Address Report

BA-6a request

If the RRB received a service and compensation report for an employee for whom no address was reported, the RRB will send the employer a BA-6a request. The request will appear in the Outstanding Items list. To work a BA-6a request, select Outstanding Items from the menu and click the employee's SSN from the list. This brings up the BA-6a screen pre-filled with identifying data for the employee. Type the address information and click the update button. Instructions for maximum address length and state abbreviations are in the appendices section.

Process buttons

- 1. **Approve** click this to process the completed BA-6a.
- 2. **Reset** click this to clear your address entries (pre-filled data will remain.)
- 3. Cancel click this to exit the BA-6a process without updating an address.
- Delete click this to delete the BA-6a form. Use this if the employee no longer works for your company and you have exhausted all resources for obtaining an address.

Address cannot be developed

If you do not have, or cannot develop, an address for the employee, delete the pending BA-6a requests, click the email button, and advise us that no address can be located. Be sure to include the SSN.

Information about the function to download outstanding addresses The download feature is intended to aid employers in searching and capturing the address information from the employer's records. Once the address is located it is presumed that the information will be entered to the BA-6a Internet screen. There is no process by which you can upload the addresses from your PC to the BA-6a outstanding screens. Addresses can be downloaded more

than once.

If you choose to post the addresses to your PC file, rather than the Internet screens, you will have to send to PC file to the RRB. If you are not working the address requests on the Internet, you will need to delete the requests from the Internet. Downloading the addresses does not remove the requests from the Internet.

How to download outstanding address requests

To download address requests, select BA-6a from the forms menu. Select the "Download Outstanding BA-6a's" option at the top of the list. (The download option will not appear if you select "Outstanding Items" because that list includes other outstanding forms.) Follow the screen instructions. If you get a security alert during the download process, click "Save." You will then select a location and file name. (If you click "Open," you can do a "File-Save-as.") When you open the saved file, it will be displayed differently depending on your screen size and settings. You may wish to unselect "wrap" which is under the Format menu if you are using Notepad.

Delete outstanding BA-6a's option This function appears at the top of your Outstanding BA-6a list. Choosing this function will delete all outstanding BA-6a requests from the ERS system for the BA number corresponding to your access. This will not just delete the items from your display but from the display of anyone else who has BA-6a access for that BA number.

This function is intended to be used by persons who had first downloaded the BA-6a requests to their PC, worked the requests, and filed the addresses with the RRB via another means such as a disk report. It is best not to immediately delete all requests after downloading because if the downloaded file is lost or corrupted, you cannot restore the deleted requests. We suggest that you delete the requests when the addresses are filed with the RRB.

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