

Form G-88A.1 (Internet)

The proposed G-88A.1 (Internet), *Request for Verification of Date Last Worked*, is not a form in the traditional sense but more of a process. *Although it collects essentially the same information as the other approved versions of the G-88A.1*, it consists of a series of screens with completion instructions, which collect the necessary information and provide for the required notices and certifications. The user accesses the G-88A.1 (Internet) through the Employer Reporting System (ERS) on the RRB's website (**Screen 1**).

1. The combination of the user ID and password serves as the user's signature for certifying the information submitted while logged onto the system (**Screen 2**).
2. Upon logging onto ERS, the system presents the user with the ERS Menu (**Screen 3**) and the user selects the G-88A.1 from the forms listed under *New Items*.
3. The G-88A.1 (Internet) consists of two screens; the Listing screen and the Reply screen.
 - a. The *Listing* screen (**Screen 4**) consists of a railroad employer's former employees who have filed for either age and service or disability annuities, have indicated that they last worked for the employer within two years of filing an annuity, and their annuities begin in the listing month or are retroactive to a previous month. The RRB prefills the items that contain the employee's identifying information, job information, application filing date, date last worked or paid for time lost and, if applicable, date rights relinquished.

Note: On ERS all but the last four digits of the social security are masked. To expedite handling, the user can click on *Payroll ID* to sort the listing by payroll identification number rather than social security number. Many railroads, especially the larger ones, identify their employees by payroll ID rather than by the social security number.

The user reviews the listing and verifies that the following dates, which are provided by the employees on their applications, are correct: (1) *Date Last Worked* or (2) *Last Day of Pay for Time Lost*, if later than *Date Last Worked*; and (3) *Date Rights Relinquished* if they filed for age and service annuities.

- (1) If all the dates shown are correct, no action is necessary. The user, however, has the option of deleting an individual record or all the records at once from the listing.
 - (2) If a date shown for an employee is not correct, the user clicks on the employee's social security number to go to the *Reply* screen (see Item 3b, below).
 - (3) To exit the G-88a.1 Listing screen the user clicks on *Exit to ERS Menu*.
- b. The *Reply* screen (**Screen 5**) consists of Item 2a, *Date Provided By Employee*, which contains the dates shown on the listing; Item 2b, *Date In Employer Records*, where the

user enters the correct date; and Item 6, *Remarks*, where the user explains any correction made.

- (1) When finished making any necessary corrections, the user clicks on *Submit*, which transmits the corrected information directly to the designated adjudication unit and returns the user to the *Listing* screen. The user then has the option of deleting the record from the listing, editing another entry, or exiting the listing back to the ERS Menu.
 - (2) If before clicking on *Submit* the user notices an error in an entry they made, they can correct the entry by clicking on *Reset Record*, which clears their previous entries and allows the user to enter new information.
 - (3) If after accessing the *Reply* screen the user decides no date corrections are necessary, they click on *Exit/No Action* to return to the listing screen.
4. The user must **submit any corrections by the <fixed day> of the month** following the date the listing is released. The G-88A.1 listing will be deleted from the ERSNet Menu and replaced with a new G-88A.1 listing, if one is needed, on the same day of each month.
 5. The Paperwork Reduction Act Notice (**Screen 6**) is accessed by clicking the [Paperwork Reduction Act Notice](#) link on the *Listing* screen.

**PROPOSED
G-88A.1 (INTERNET)**

ERS

United States
Railroad Retirement Board

***** WARNING*****

You are accessing a United States Government, Railroad Retirement Board (RRB) computer system, which is restricted to authorized users only. Unauthorized access, use, misuse, or modification of this computer system or of the data contained herein or in transit to/from this system constitutes a violation of Title 18, United States Code, Section 1030 and may subject the individual(s) to criminal and civil penalties pursuant to Title 26, United States Code, Sections 7213(a) 7431 and other appropriate laws.



This system may be monitored for all lawful purposes, including ensuring use is authorized for management of the system, to facilitate protection against unauthorized access, and to verify security procedures, survivability, and operational security. Monitoring includes, but is not limited to, active attacks by authorized RRB entities to test or verify the security of this system. During monitoring, information may be examined, recorded, copied and used for authorized purposes.

Only RRB approved and licensed hardware and software that has been scanned for viruses will be permitted on this network. Use of this RRB system, authorized or unauthorized, constitutes consent to monitoring. Unauthorized use of this RRB system may subject you to criminal prosecution. Evidence of unauthorized use collected during monitoring may be used for administrative, criminal or other adverse action.

Agree

Disagree

ERS Login Screen

ERS		United States Railroad Retirement Board			
<div style="border: 1px solid #ccc; padding: 10px; width: fit-content; margin: 20px auto;"><p style="text-align: center; background-color: #0056b3; color: white; margin: 0; padding: 2px;">Please Login</p><p>User ID: <input type="text"/></p><p>Password: <input type="password"/></p><p style="text-align: right;"><input type="button" value="Log In"/></p></div>					
<p>Submission of your User ID and Password will serve as your signature for certifying the information you submit while logged on this system.</p>					
Privacy Policy	Policies Links	Freedom of Information Act	No FEAR Act Data	Frequently Asked Questions	About Us
	<p>U.S. Railroad Retirement Board 844 North Rush Street Chicago Illinois, 60611-2092 Telephone: (312) 751-7139 TTY: (312) 751-4701 Contact an RRB office near you</p>				

ERS Menu Screen (New Items)

The screenshot displays the RRB Employer Reporting System interface. At the top, the logo 'ER' is on the left, 'RRB Employer Reporting System' is in the center, and 'Logout' is on the right. Below the header is a navigation pane on the left with a tree view under the heading 'ERSNET'. The tree view includes the following items:

- ERS Menu
 - New Items** (highlighted with a callout)
 - ID-4K (0)
 - ID-4E (0)
 - BA-6A (0)
 - GL-129 (0)
 - Pending Items
 - BA-4 (0)
 - BA-11 (0)
 - BA-3 (0)
 - Completed Items
 - ID-4K (0)
 - ID-4E (0)
 - BA-4 (0)
 - BA-6a (0)
 - BA-11 (0)
 - BA-3 (0)
 - Forms
 - BA-4
 - BA-6a
 - BA-3
 - BA-11
 - My Account
 - Edit My Account
 - Reports
 - ID-4K/ID-4E Summary Report
 - BA-3 Summary Report
 - BA-4 Summary
 - BA-4 Detail

A callout box on the right side of the screen contains the text: **Form G-88A.1 will appear here for users.** A line connects this callout to the 'New Items' folder in the tree view.

Request for Verification of Date Last Worked

Employer BA No: **1524**

Retirements In: **April 2012**

Request Date: **05/02/2012**

Below is a listing of your employees who have recently filed for Railroad Retirement Act (RRA) age and service or disability annuities. The dates shown on the listing were provided by the employees on their annuity applications.

Submit any corrections by <fixed day> of the month following the date of this request.

Instructions

1. Verify that the *Date Last Worked* for your railroad and, if applicable, the last day of any *Pay for Time Lost* shown for each of the employees listed are correct. It is important that these dates are correct because they affect the date employee RRA annuities can begin.
2. Verify that the *Date Rights Relinquished* to return to railroad employment shown for each employee who filed for an annuity based on age and service is correct.
3. If all the dates shown on the listing are correct, no further action is necessary. Click on *Exit to ERS Menu* to exit this screen and return to the ERS Menu.
4. If any of the dates shown for an employee are not correct, click on the employee's social security number to go to the *Reply* screen to provide the correct date.

Note: You can sort the listing in Payroll ID order by clicking *Payroll ID*. You can also delete any or all records from the listing after you have verified the dates and/or submitted corrected dates. To delete records individually, check the box to the left of the record you wish to delete then click on *Delete Marked Items*. To delete all the records at once, click on *Select All*, which checks all the boxes, then *Delete Marked Items*.

<u>SSN</u>	<u>Payroll Name</u>	<u>Payroll ID</u>	<u>Job Title</u>	<u>Dept or Div</u>	<u>Location</u>	<u>Date Last Worked (DLW)</u>	<u>Last Day of Pay for Time Lost, If Later Than DLW</u>	<u>Date Rights Relinquished</u>
<input type="checkbox"/> ****0011	JOHN H HENRY	9907530129	SWITCHMAN	OPERATING	BUFFALO NY	04/20/2012		04/20/2012
<input type="checkbox"/> ****1111	RAIL R EMPLOYEE	0987654321	LOCOMOTIVE ENGI	TRANSPORTATION	NEWPORT NEWS VA	04/30/2012		04/30/2012
<input type="checkbox"/> ****2222	JOHN Q SMITH	2315647891	CONDUCTOR	TRANSPORTATION	JACKSONVILLE FL	04/13/2012		04/13/2012
<input type="checkbox"/> ****3333	EDWARD T JOHNSO	4568971320	EQUIPMENT REPAI	M OF W	YOUNGSTOWN OH	04/30/2012		04/30/2012
<input type="checkbox"/> ****4444	ROBERT B COLEMA	5641943510	BOILERMAKER	MECHANICAL	HUNTINGTON WV	04/30/2012		04/30/2012
<input type="checkbox"/> ****5555	SUSAN M WILLIAM	3479561919	SR OPER ANALYST	PAYROLL	JACKSONVILLE FL	10/31/2011		
<input type="checkbox"/> ****6666	LAWRENCE S RYAN	8897796543	CARMAN/CAR INSP	MECHANICAL	N CHARLESTON SC	04/30/2012		04/30/2012
<input type="checkbox"/> ****7777	AL W HARRIS	7845120321	BRAKEMAN	TRANSPORTATION	CUMBERLAND MD	04/30/2012		04/30/2012
<input type="checkbox"/> ****8888	WILLIAM PETERSO	1346798528	TRACK FOREMAN	ENGINEERING	ATLANTA GA	03/30/2012		04/30/2012
<input type="checkbox"/> ****9999	ARTHUR D NELSON	6031547854	SIGNAL MAINTAIN	SIGNALS	LIVONIA MI	12/30/2011		

[Paperwork Reduction Act Notice](#)

Request for Verification of Date Last Worked – Reply

Instructions

For your convenience, we have carried over the date(s) from the listing into Item 2a, below.

- Enter the correct date(s) in Item b, *Date In Employer Records*.
- Explain the date correction in Item 6, *Remarks*.
- Click *Submit* to submit the correction and return to the Listing screen.

Other Actions

- Click the *Reset Record* button to clear any entries you have made.
- Click the *Exit/No Action* button to return to the Listing screen without making or saving any entries.

1. Social Security No: *****9999	2. Payroll Name ARTHUR D NELSON	a. Date Provided By Employee	b. Date In Employer Records
3. Date Last Worked		12/30/2011	
4. Last Day of Pay for Time Lost, If Later Than Date Last Worked			
5. Date Rights Relinquished, If Applicable			
6. Remarks – Explain Date Correction			

Certification: I understand that civil and criminal penalties can be imposed against me for false or fraudulent statements or for withholding information to misrepresent a fact material to determining a right to payment under the Railroad Retirement Act. I certify that, to the best of my knowledge, the information which I have given is true, complete, and correct.

Submit

Reset Record

Exit/No Action

Paperwork Reduction Act Notice

The information to be verified on the screen listing is needed to determine your employee's eligibility for a retirement annuity under Section 2 of the Railroad Retirement Act (RRA)(45 USC 231A). Furnishing this information is required by law (Section 7(b)(6)) of the RRA (45 USC 231f(b)(6)).

We estimate it takes an average of 4-16 minutes per response for each screen listing, including the time needed for reviewing the instructions, getting the needed data, and reviewing the listing. Federal agencies may not conduct or sponsor, and respondents are not required to respond to, a collection of information unless it displays a valid OMB number. If you wish, send comments regarding the accuracy of our estimate or any other aspect of this form, including suggestions for reducing the completion time, to Chief of Information Resources Management, Railroad Retirement Board, 844 N. Rush Street, Chicago, IL 60611-2092.