

**Form G-88A.2 (Internet)**

The proposed G-88A.2 (Internet), *Notice of Retirement and Request for Service Needed for Eligibility*, 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.2*, 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.2 (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.2 from the forms listed under *New Items*.
3. The G-88A.2 (Internet) consists of one screen (**Screen 4**). Items 1 through 11 are prefilled by the RRB and 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.
4. If the date shown in Item 10, *Date Last Worked or Paid for Time Lost*, is different from the employer's records, the user enters the correct date in Item 12, *Date Last Worked or Paid for Time Lost in Your Records*. Otherwise the user leaves Item 12 blank.
5. In Items 13a, *Current Year*, and 13b, *Prior Year*, the user checks the boxes beneath the months that the employee had service. Item 13a is for the current year, which is the year shown in Item 10. Item 13b is for the prior year and is completed if the user is submitting the information before the annual service and compensation report for the prior year has been filed. A total of the months checked automatically prefills at the end of each row. Item 14, *Remarks*, is for any additional information the employer wants to provide.
6. When the information has been entered, the user has the option of clicking
  - *Submit* to submit the information;
  - *Reset Record* to clear and correct an error in an entry; or
  - *Exit/No Action* to leave the screen without updating or saving any information. This will take the user back to the new G-88A.2 items.

Clicking *Submit* or *Exit/No Action* will take the user back to the G-88A.2 *New Items* on the ERS Menu.

7. When the user submits the G-88A.2, it will automatically be moved from *New Items* to *Completed Items* on the ERS menu (**Screen 5**).
8. The Paperwork Reduction Act Notice (**Screen 6**) is accessed by clicking the [Paperwork Reduction Act Notice](#) link.

**PROPOSED  
G-88A.2 (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.

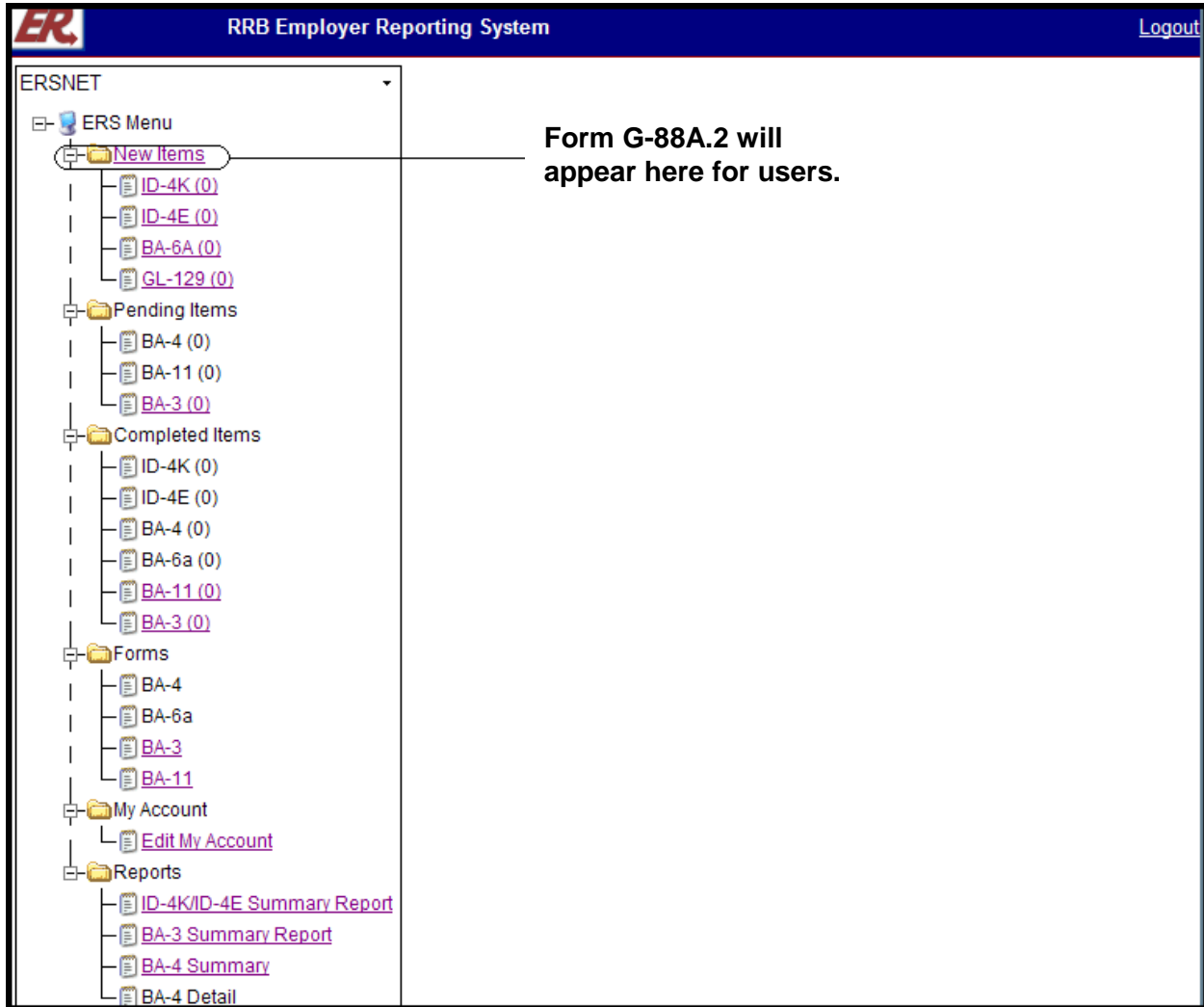
**Agree**

**Disagree**

### ERS Login Screen

<b>ERS</b>		United States Railroad Retirement Board			
<div style="border: 1px solid #ccc; padding: 10px; width: fit-content; margin: 20px auto;"><div style="background-color: #0056b3; color: white; padding: 2px 5px; text-align: center; font-weight: bold;">Please Login</div><p>User ID: <input type="text"/></p><p>Password: <input type="password"/></p><div style="text-align: right;"><input type="button" value="Log In"/></div></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>					
<a href="#">Privacy Policy</a>	<a href="#">Policies Links</a>	<a href="#">Freedom of Information Act</a>	<a href="#">No FEAR Act Data</a>	<a href="#">Frequently Asked Questions</a>	<a href="#">About Us</a>
		<p>U.S. Railroad Retirement Board 844 North Rush Street Chicago Illinois, 60611-2092 Telephone: (312) 751-7139 TTY: (312) 751-4701 <a href="#">Contact an RRB office near you</a></p>			

### ERS Menu (New Items)



The screenshot displays the RRB Employer Reporting System interface. At the top, the header includes the "ERS" logo, the text "RRB Employer Reporting System", and a "Logout" link. The main content area shows a tree view under the "ERSNET" dropdown menu. The "ERS Menu" is expanded, revealing several folders: "New Items", "Pending Items", "Completed Items", "Forms", "My Account", and "Reports". The "New Items" folder is highlighted with a yellow border and a callout box. The callout box contains the text: "Form G-88A.2 will appear here for users." The "New Items" folder contains four sub-items: "ID-4K (0)", "ID-4E (0)", "BA-6A (0)", and "GL-129 (0)". The "Pending Items" folder contains "BA-4 (0)", "BA-11 (0)", and "BA-3 (0)". The "Completed Items" folder contains "ID-4K (0)", "ID-4E (0)", "BA-4 (0)", "BA-6a (0)", "BA-11 (0)", and "BA-3 (0)". The "Forms" folder contains "BA-4", "BA-6a", "BA-3", and "BA-11". The "My Account" folder contains "Edit My Account". The "Reports" folder contains "ID-4K/ID-4E Summary Report", "BA-3 Summary Report", "BA-4 Summary", and "BA-4 Detail".

**Notice of Retirement and Request for Service Needed for Eligibility**

The employee below filed an application for an annuity and has informed the Railroad Retirement Board that (s)he stopped working on the date shown in Item 10 and, if applicable, relinquished employment rights on the date shown in Item 11.

**Submit the requested information within 10 days of the release date.** The employee cannot be awarded an annuity until we receive this information.

**Instructions**

- If the date shown in Item 10, *Date Last Worked or Paid for Time Lost*, is different from your records, enter the correct date in Item 12, *Date Last Worked or Paid for Time Lost on Your Records*. **Otherwise, leave Item 12 blank.**
- **Always complete Item 13.**
- Click *Submit* after completing all the required items to submit the information to the RRB.

*Other Actions*

- Click the *Reset Record* button to clear any entries you have made.
- Click the *Exit/No Action* button to return to the new G-88A.2 list without making or saving any entries.

**IMPORTANT NOTES:** This employee's service months and compensation must also be included on your Form BA-3, Annual Report of Creditable Compensation. **NOTIFY THE RRB IMMEDIATELY IF THE EMPLOYEE RETURNS TO COMPENSATED SERVICE.** If you have any questions, refer to the *Employer Reporting Instructions* or telephone the Quality Reporting Service Center at (312) 751-4992.

1. Social Security No. 111-11-1111	2. Name of Employee RAIL R EMPLOYEE	3. BA No. 1524											
4. Payroll Number 123456789	5. Job Title LOCOMOTIVE ENGI	6. Work Location NEWPORT NEWS VA											
7. Dept. or Div. TRANSPORTATION	8. RRB Filing Date 05/4/2012	9. Date Released 05/4/2012											
10. Date Last Worked or Paid for Time Lost 04/30/2012	11. Date Rights Relinquished 04/30/2012	12. Date Last Worked or Paid for Time Lost in Your Records <input type="text"/>											
13. In Item 13a, <i>Current Year</i> , check the boxes for the months the employee had service in the year shown in Item 10. If you are submitting your response before your annual report for the prior year, check the boxes in Item 13b, <i>Prior Year</i> , for the months the employee had service in the prior year. Do not report service months after the date in Item 11.													
	J	F	M	A	M	J	J	A	S	O	N	D	TOTAL MONTHS
a. Current Year	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
b. Prior Year	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
14. REMARKS	<input type="text"/>												

[Paperwork Reduction Act Notice](#)

**Employer 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**

### ERS Menu (Completed Items)

The screenshot displays the RRB Employer Reporting System interface. At the top, there is a blue header bar with the "ER" logo on the left, the text "RRB Employer Reporting System" in the center, and a "Logout" link on the right. Below the header, the main content area is titled "ERSNET" and contains a tree view of the "ERS Menu".

- ERS Menu
  - New Items
    - 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** (highlighted with a callout)
    - 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 with a white background and a black border points to the "Completed Items" folder. The text inside the callout reads: "Form G-88A.2 will appear here for users when completed."

**Paperwork Reduction Act Notice**

The Railroad Retirement Board's (RRB) authority for requesting this information is Section 7(b)(6) of the Railroad Retirement Act (RRA) (45 U.S.C. 231f(b)(6)). The information requested is used by the RRB to determine your employee's eligibility for a retirement annuity under Section 2 of the RRA (45 U.S.C. Sec. 231a).

We estimate it takes an average of 2.5 minutes per response, including the time for reviewing the instructions, getting the needed data, and reviewing the completed screen. 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 any 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.