

PROPOSED

Program Letter

United States
Railroad Retirement Board
Office of Programs



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Letter No. 20XX-XX

Date:

TO: Certification Contact Officials

SUBJECT: Electronic Version of Forms G-88A.1 and G-88A.2 Available on the Employer Reporting System (ERSNet)

Please share this information with the appropriate members of your staff who file service and compensation reporting forms for employees of your organization.

We have updated the services available on our ERSNet system to now include Forms G-88A.1, *Request for Verification of Date Last Worked for Railroad*, and G-88A.2, *Notice of Retirement and Request for Service Needed for Eligibility*. Effective < **Date** >, approved employers can use the Internet to securely, conveniently, and efficiently complete and transmit these forms.

These new additions join the forms already on the system:

- **Form BA-3, Annual Report of Creditable Compensation**
- **Form BA-4, Report of Creditable Compensation Adjustments**
- **Form BA-6a, BA-6 Address Report;**
- **Form BA-11, Report of Gross Earnings**
- **Form G-88A.1, *Request for Verification of Date Last Worked for Railroad* (New)**
- **Form G-88A.2, *Notice of Retirement and Request for Service Needed for Eligibility* (New)**
- **Form GL-129a, Record of Employer Determination on Employee Protest;**
- **Form ID-4E, Notice of RUIA Claim Determinations**
- **Form ID-4K, Prepayment Notice of Employee's Applications and Claims for Benefits under the Railroad Unemployment Insurance Act (RUIA)**

G-88A.1 & G-88A.2 Background

General background information about Forms G-88A.1 and G-88A.2 and their use is in Part VI, Chapter 6, of both the Rail Employer and the Labor Employer Reporting Instructions.

Rail Employer Reporting Instructions: <http://www.rrb.gov/AandT/ERI/Part6/chapter2.asp>

Labor Employer Reporting Instructions: <http://www.rrb.gov/AandT/LRI/Part6/chapter2.asp>

ERSNet G-88A.1

The G-88A.1 consists of two screens; the *Listing* screen and the *Reply* screen. Each screen includes the completion instructions for that screen.

The Listing screen contains the names of employees who have recently applied for an annuity and

- indicated they last worked for you;
- last worked within two years of filing for an annuity; and
- whose annuities begin in the month of filing or are retroactive to a previous month.

The listing is initially sorted in social security number order. If more convenient, you can change it to be sorted in payroll ID order.

Instructions

Verify, for each of the employees listed, that the *Date Last Worked* and, if later, the last day of *Pay for Time Lost* shown are correct. If the employee filed for an annuity based on age and service, also verify that the date the employee relinquished rights to return to railroad service is correct.

- If all the dates shown on the listing are correct, you can either
 - exit the listing by clicking on *Exit to ERS Menu* or
 - delete any or all of the records from the listing.
- If any dates shown for an employee are incorrect
 - Click on the employee's social security number to go to the Reply screen.
 - Enter the correct date(s) in Item 2b, *Date In Employer Records*. (**Note** that for your convenience, we repeat the dates shown on the listing in Item 2a, *Date Provided By Employee*.)
 - Enter the reason for the date change in Item 6, *Remarks*.
- **Submit any date corrections by the <fixed day> of the month following the release date.** The G-88A.1 will be deleted from the ERS Menu on that date.

ERSNet G-88A.2

The ERSNet G-88A.2 consists of a single screen with completion instructions.

Instructions

1. Verify that the date in Item 10, *Date Last Worked or Paid for Time Lost*, is correct. If the date is not correct, enter the correct date in Item 12, *Date Last Worked or Paid for Time Lost in Your Records*. Otherwise, leave blank.

2. **Always complete Item 13.** In Item 13a, *Current Year*, check the box for each month the employee had creditable service in the year shown in Item 10. If you are submitting your response before your annual report for the prior year, check the box in Item 13b, *Prior Year*, for each month the employee had service in the prior year.
3. **Submit the report within 10 days of its release date.** The employee cannot be awarded an annuity until this information is received.

Note: The service reported on the G-88A.2 must be included on the BA-3, *Annual Report of Compensation*, filed for that year.

Notifications

You will receive an automated e-mail message from ERSNet notifying you when a new G-88A.1 or G-88A.2 is on your New Items list.

When you submit a response to either the G-88A.1 or G-88A.2, you will receive an automated receipt from ERSNet confirming that we have received the information. The receipt will list the name of the form and additional data that you can use to verify the information was correctly submitted.

Access Levels on the ERSNet Site

Access to ERSNet is role-based, which means that each user's access is tailored to the role or work they do at their company. Access levels are assigned by the company, allowing employers to retain control over the forms their employees can view and submit. If you are not enrolled and want to begin filing your reports on ERSNet follow the instructions below. An *Explanation of Access Levels* is attached.

Applying for Access

To apply for access do the following:

- Read the attached “*Security Guidelines*,” which explain your responsibilities as a user of ERSNet. They are also available at <http://www.rrb.gov/AandT/ERI/Part8/chapter8.asp>.
- File the attached Form BA-12, *Application for Employer Reporting Internet Access*. Complete Sections A, B, and C, then have the designated employee sign Item 5 in Section B and return the form to you. The certification in Section D must be completed by an official of the company who has authority to sign official RRB forms. If you have signature authority, sign the certification. Otherwise, the company president and those persons designated on the Form G-117A, *Designation of Contact Official*, are assumed to have signature authority. For additional copies of Form BA-12 or information on how to complete it, go directly to <http://www.rrb.gov/pdf/AandT/ba12.pdf> or contact the Quality Reporting Service Center at the telephone number or e-mail address shown above. All employer forms can be accessed on the RRB website at www.rrb.gov.

Within three to five days of receipt of an acceptable application, we will mail your user ID and password along with instructions for accessing the site. To deter fraudulent use of ERSNet, the Form BA-12 cannot be completed or filed on our website; original signatures (no reproductions) are needed and it must be transmitted by US or express mail carrier. For security reasons, facsimiles are not acceptable.

Detailed instructions on how to use the system are covered in Part VIII of both the Rail Employer and the Labor Employer Reporting Instructions.

Rail Employer Reporting Instructions: <http://www.rrb.gov/AandT/ERI/Part8/chapter1.asp>

Labor Employer Reporting Instructions: <http://www.rrb.gov/AandT/LRI/Part8/chapter1.asp>

Attachments

Security Guidelines

Explanation of Access Levels

Form BA-12