RRB Employer Reporting System (ERSNet) Login Screen





Submission of your User ID and Password will serve as your signature for certifying the information you submit while logged on this system.

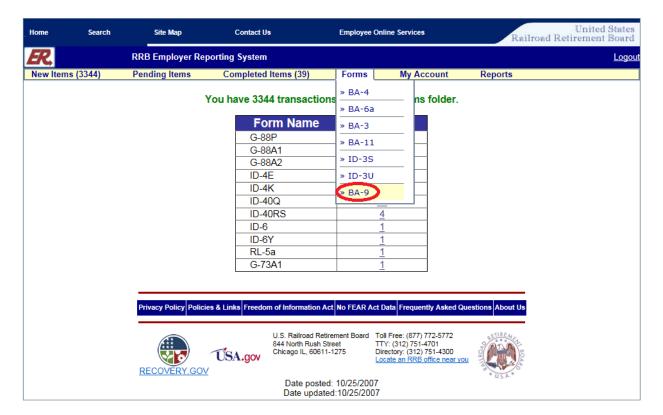
	Privacy Policy	Policies Links	Freedom of Information Act	No FEAR Act Data	Frequently Asked Questions	About Us
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U.S. Railroad Retirement Board 844 North Rush Street Chicago Illinois, 60611-1275 Telephone: (312) 751-7139 TTY: (312) 751-4701 Contact an RRB office near you

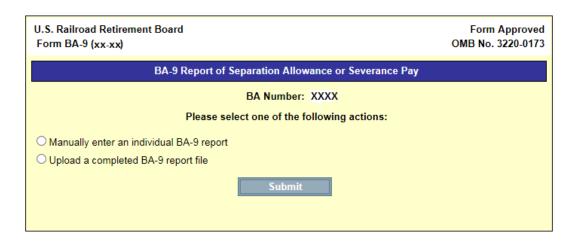


ERSNet Main Menu Screen (Forms)

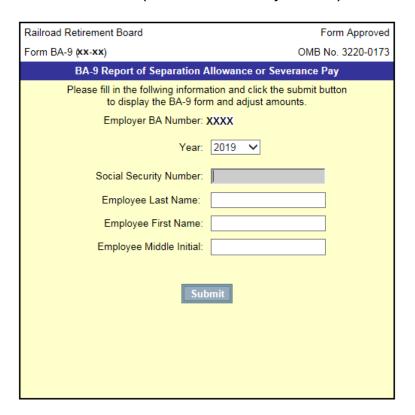


Screen 3

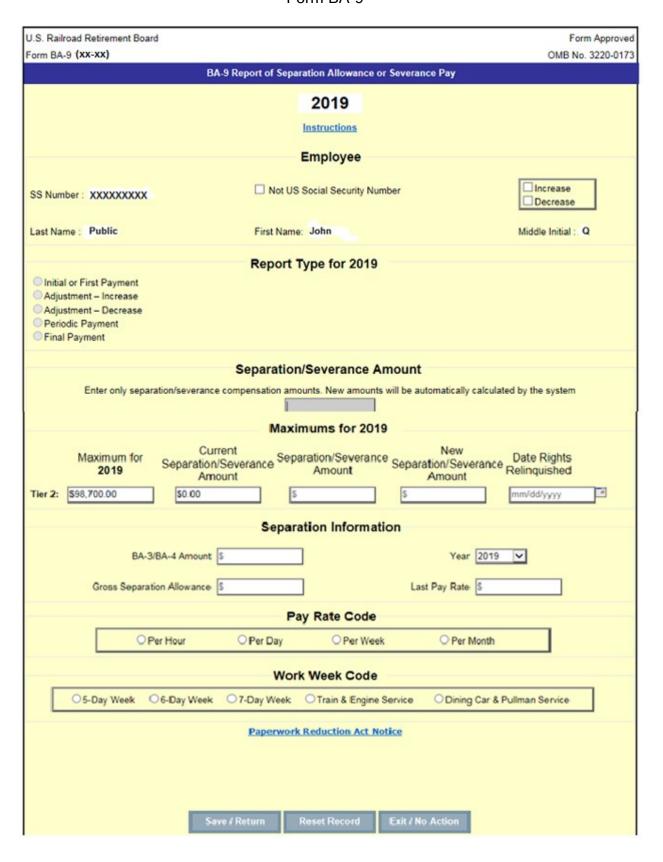
Form BA-9 (Selection Screen)



Form BA-9 (Initial Manual Entry Screen)



Form BA-9



Instructions

https://securetest.rrb.gov/ - InstructoinS - Internet Explorer

Instructions

- Employee Select "Increase" for an Initial Report or Increase Adjustment or "Decrease" for a Decrease Adjustment or Periodic Payment.
- · Separation Allowance or Severance Pay Report
 - For an initial report, select "Initial or First Periodic Payment of the Separation Allowance or Severance Pay" and enter the amount of separation allowance or severance pay subject to Tier II taxation.

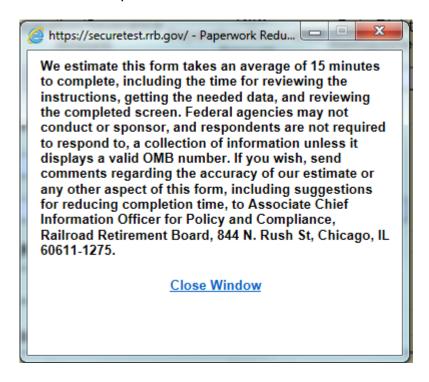
Note: If an allowance or payment is made to an employee who had already been credited with maximum earnings in that year and no tax is deducted, select "Initial or First Periodic Payment of the Separation Allowance or Severance Pay and enter 0.00. If a separation allowance or severance payment was paid in more than one year, the amount subject to subject to Tier II tax in each year should be entered on a separate report.

- <u>Maximums</u> Enter the date the employee separated and relinquished employment rights.
- · Separation Information
 - BA-3/BA-4 Amount Enter the amount of all or part of the separation allowance/severance payment that was credited compensation and included on Form BA-3, Annual Report of Creditable Compensation (3220-0008), or credited to the day last worked on Form BA-4, Report of Creditable Compensation Adjustments (3220-0008).
 - · BA-3/BA-4 Year Select the year for which the separation allowance/severance payment was reported.
 - Gross Separation Allowance Enter the whole dollars the total gross amount of the separation or severance
 allowance. The amount should be rounded, if necessary, so that it will not include two digits representing cents. This
 amount is not reduced for payroll deductions, for either Tier I or Tier II compensation maximums, or tax ceilings. If the
 amount is being paid in installments, show the sum of all the installments before deductions.
 - Last Pay Rate Enter the employee's last rate of pay. This amount is used to establish a disqualification period under the Railroad Unemployment Insurance Act.
- Pay Rate Code Select the code corresponding to the period to which the rate of pay applies (Per Hour, Per Day, Per Week, or Per Month).
- Work Week Code —Select the code corresponding to the employee's normal work week (5-Day Week, 6-Day Week, 7-Day Week, Train & Engine Service, or Dining Car & Pullman Service).

Note: If the separation allowance or severance pay is being paid in installments over several years, complete Gross Separation Allowance, Last Pay Rate, Pay Rate Code, and Work Week Code ONLY for the first year the installment payments are reported. Show the gross amount of the separation allowance or severance payments (i.e., the total of all installment payments that will be made to the employee) in Gross Separation Allowance.

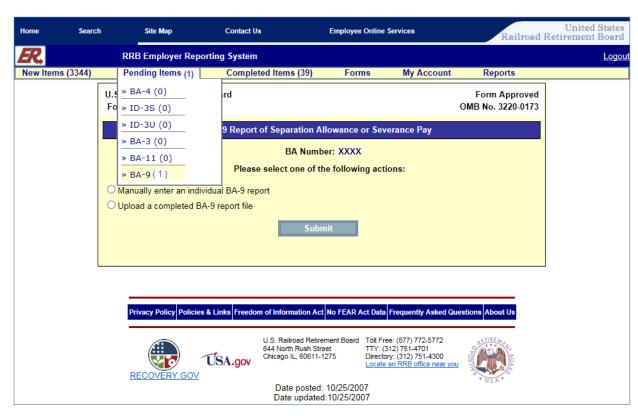
Close Window

Paperwork Reduction Act Notice

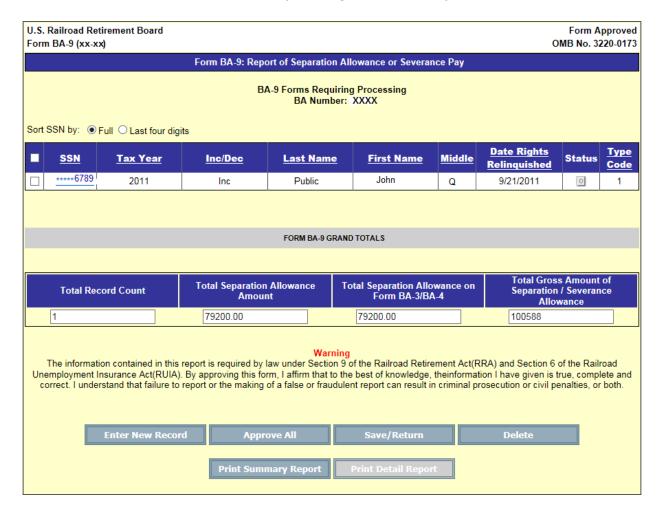


Screen 8

Form BA-9 (Initial Manual Entry Screen – Pending Items)

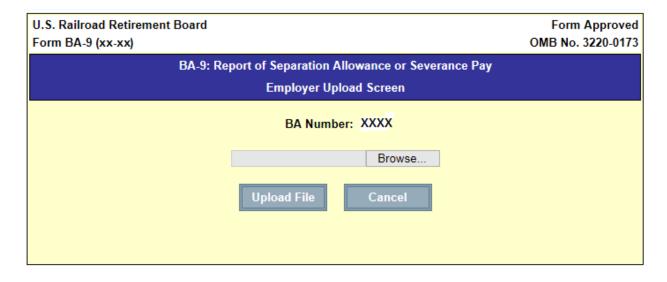


Form BA-9 (Pending Items Screen)

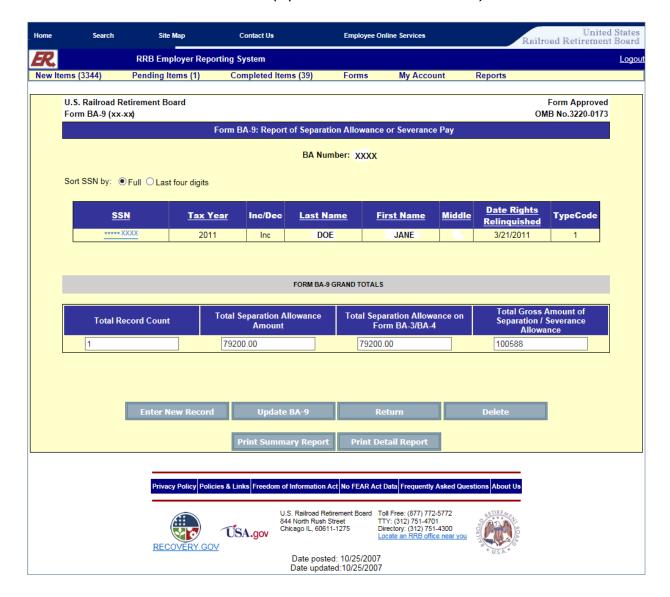


Screen 10

Form BA-9 (Employer Upload Screen)



Form BA-9 (Upload Grand Totals Screen)

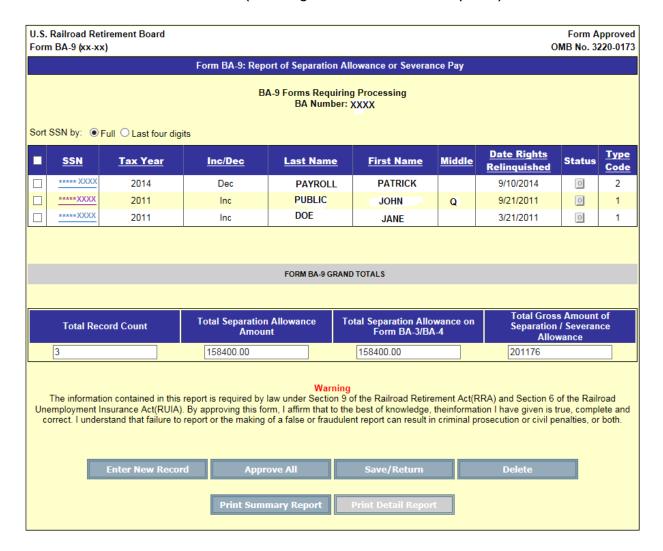


Screen 12

Message after selecting Update BA-9 Button

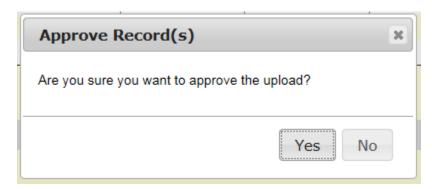


Form BA-9 (Pending Items Screen after Upload)



Screen 14

Message after selecting Approve All Button



Approve Record Confirmation Message



Form BA-9 Individual Pending Record Screen



Completed Items Screen



