WRS RAIN
EMPLOYER PORTAL

User Guide

Abstract

Documents the features and functionality of the WRS RAIN Employer Portal.

Last Modified: 9/25/2013

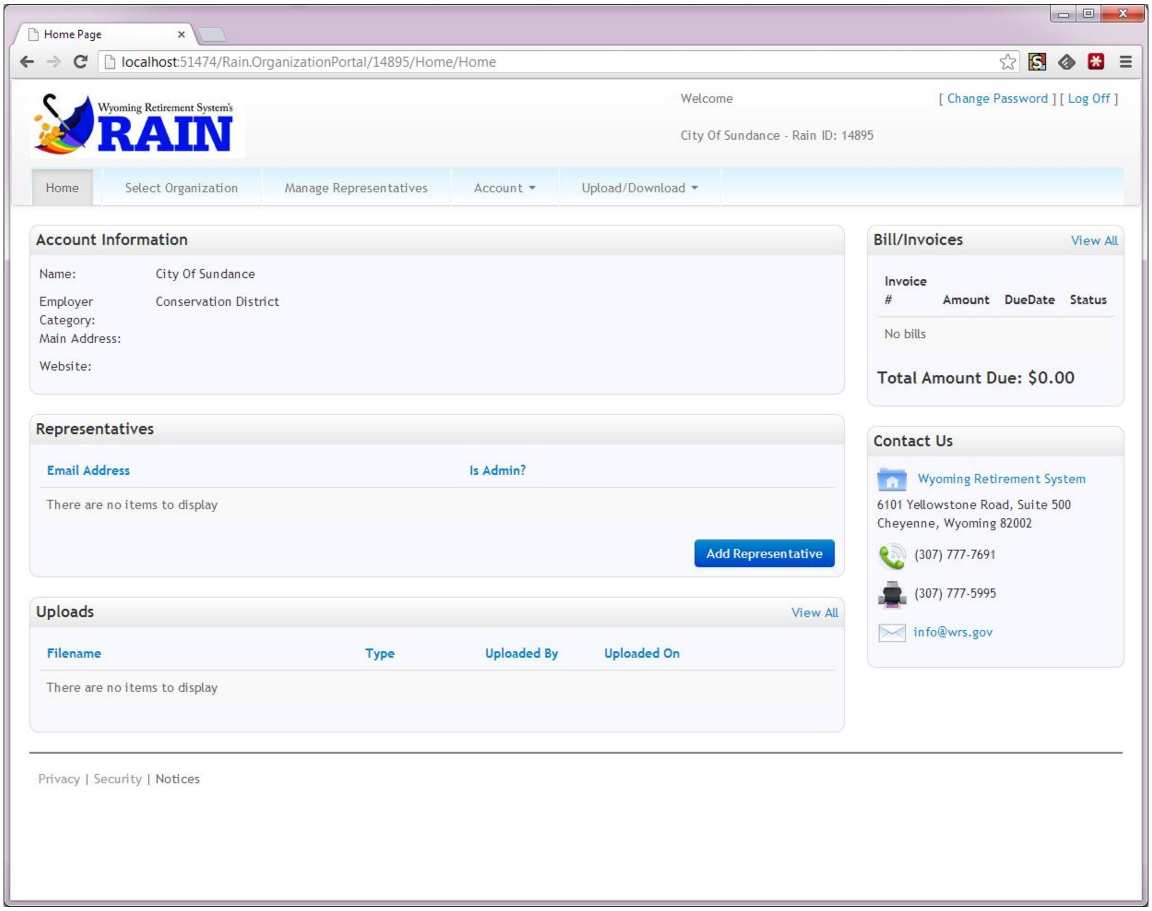
Contents

1. Overview

The WRS RAIN employer portal enables employers to manage their employees, upload contributions and view and keep track of bills and payments.

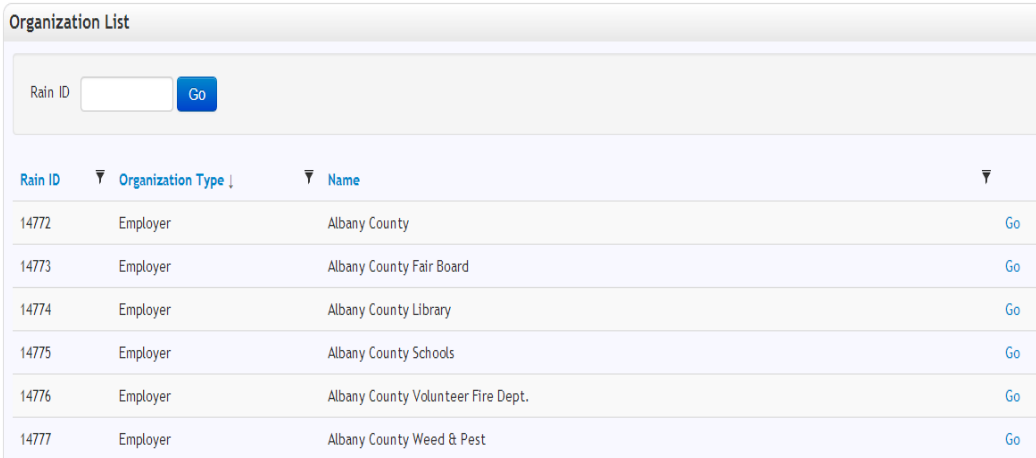
Home Screen

After logging into the portal, you will be taken to your employer's home screen. From this screen you can see your account information, representatives, bills, and recent uploads.



Select Organization

If you are a representative of more than one organization, before you get to the home screen, you will be presented with a list of organizations to choose from.


Organization List

Rain ID Go

Rain ID	Organization Type ↓	Name	
14772	Employer	Albany County	Go
14773	Employer	Albany County Fair Board	Go
14774	Employer	Albany County Library	Go
14775	Employer	Albany County Schools	Go
14776	Employer	Albany County Volunteer Fire Dept.	Go
14777	Employer	Albany County Weed & Pest	Go

If you know the RAIN Employer ID of the organization you want to manage, enter it and press the Go button. Otherwise, you can find it in your list and click its Go link.

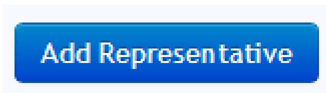
If you need to switch between organizations, you can get back to this screen by selecting the *Select Organization* link in the menu.

2. Manage Representatives

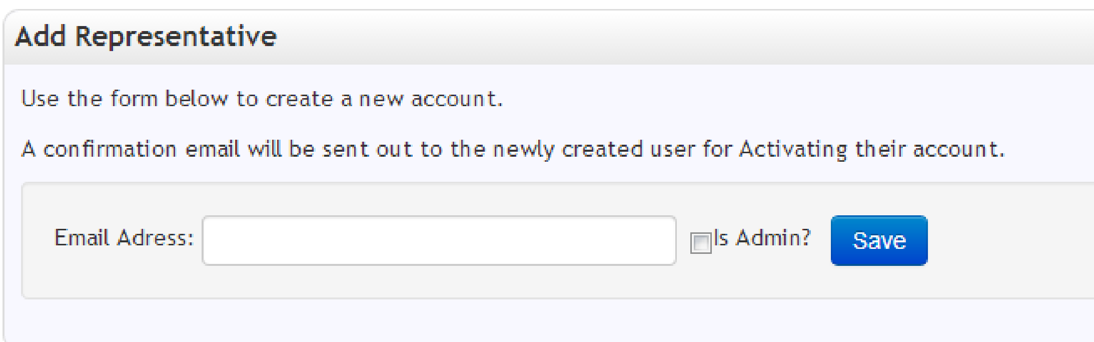
Representatives are the people who are allowed to log onto the Portal on behalf of an Employer. Some representatives have Administrator rights. Administrators have the ability to add and remove additional representatives. To manage your representatives, select *Manage Representatives* on the menu.

Adding Representatives

To add a representative, click the *Add Representative* button.



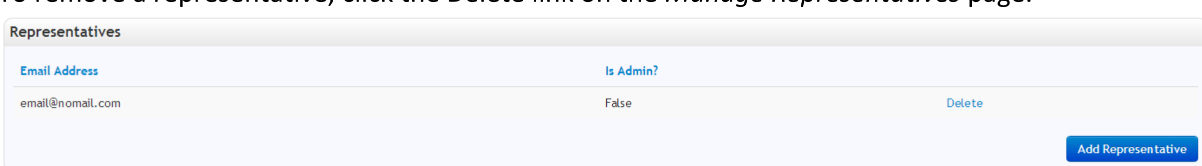
Add the email address of the person you want to add as a representative. If you want them to have the ability to add and remove representatives, select the *Is Admin* check box.



This will automatically send an email to them to confirm their address and activate their account. Once they have followed these instructions, they will be able to log into the employer portal.

Removing Representatives

To remove a representative, click the Delete link on the *Manage Representatives* page.



3. Uploads Overview

The employer portal allows you to upload employees, contributions, terminations and manage service breaks via two Excel file formats: the **Employee Template** and the **Contribution Template**.

The **Employee Template** is used to enroll new employees with the RAIN system or add existing employees to additional plans.

The **Contribution Template** is used to

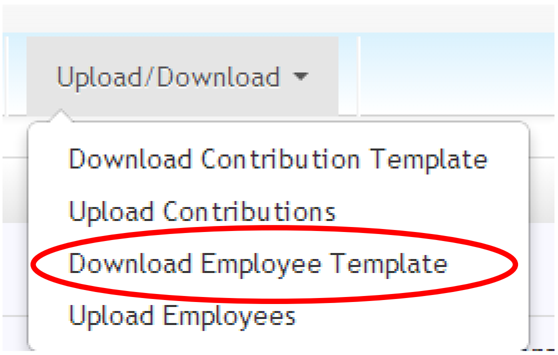
- Report contributions
- Report salary
- Report hours
- Manage service breaks
- Terminate Employees

4. Enroll Employees into Plans

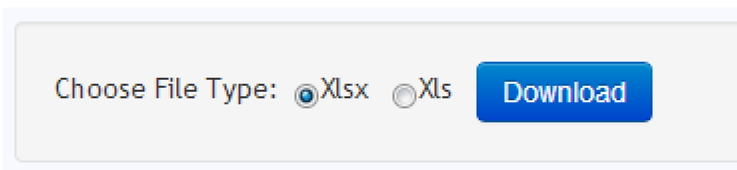
This section will detail how to use the **Employee Template** to enroll employees into plans in RAIN.

Download Employee Template

To download the **Employee Template**, select the *Upload/Download* menu➔*Download Employee Template* link as seen below:



The next step is to choose which Excel file format you want to use and click the *Download* button.



The choices are: 1) <u>XLSX</u> - for Excel 2007 and higher or 2) <u>XLS</u> - for Excel versions earlier than 2007. The default selection is XLSX and is the preferred version.

Note that an add-on can be downloaded from Microsoft that will enable earlier versions of MS Office (2003 and XP) to support the preferred XLSX format. The download for that add-on can be found at the following web address: http://www.microsoft.com/en-us/download/details.aspx?id=3.

Complete the Employee Template

To add new participating employees to your organization, you need to use the **Employee Template.** <u>You must complete all required values at a minimum</u> (required values are indicated with an asterisk*)**.**

How to use the rows in the Employee Template

When you originally download the ***Employee Template***, four rows are pre-populated with your [Employer RAIN ID] and [Employer Name].

- Each row represents a single employee, and can accommodate 1 to 3 simultaneous new plan registrations (with the use of the [First Plan…], [Second Plan…] and [Third Plan…] fields). <u>Only use Second Plan and Third Plan fields if you are enrolling a member in multiple plans on the same enrollment date.</u>

- If the employee is already enrolled in a plan and you wish to enroll them into an additional plan, fill out the information in the First Plan columns. The Second Plan, Third Plan columns are only applicable to enrollments on the same date. (See appendix A for: Simultaneous Plan Registrations and Sequential Plan Registrations)
- If you have more than 4 employees to add, copy the [Employer RAIN ID] and [Employer Name**]** values into the additional rows. RAIN will not import rows without those values.
- If you have fewer employees to upload than is pre-populated, delete the extra rows. RAIN will reject the file if there are extra rows.
- New employees can be uploaded as often as needed.

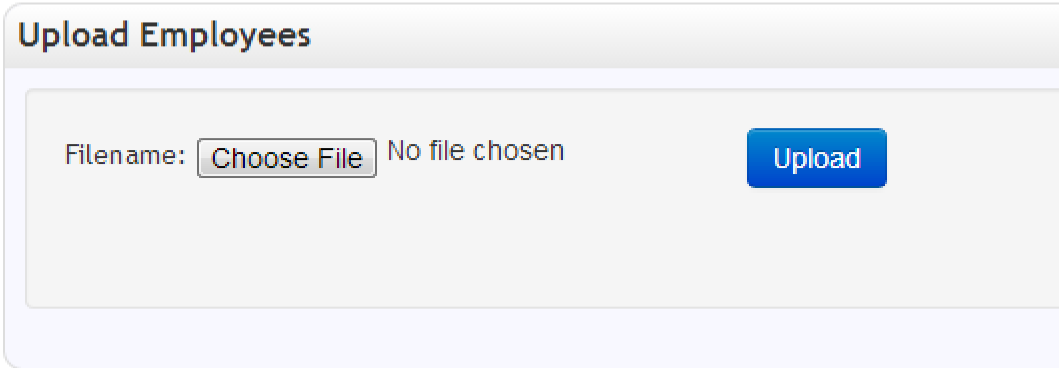
Employee Template Guide

Column	Header	Description
A	Employer RAIN ID	This is your employer RAIN ID and is pre-populated on the first few rows of the template download. This value is required.
B	Employer Name	This is your employer name and is pre-populated on the first few rows of the template download.
C	Prefix	Select an appropriate prefix from the drop down. This value is required.
D	First Name	This value is required.
E	Middle Name	
F	Last Name	This value is required.
G	Suffix	Select an appropriate suffix from the drop down, or leave blank.
H	SSN	The social security number of your employee. This value is required. If your employee is already a member in a WRS plan, this value will be used to find your employee in the RAIN system. If the [SSN] is found in the RAIN system, their [Date of Birth], [First Name] and [Last Name] will also be validated against the one found in RAIN. If any differ, you will receive an error.
I	DateOfBirth	Enter the date of birth in M/D/YYYY format. e.g., 10/15/1980 or 1/5/1971 This value is required.
J	Gender	Select a gender from the drop down. This value is required.
K	First Plan Service Type	Select an appropriate service type for the first plan this employee participates in. • **Regular**: anyone who does not belong in the other categories (most commonly selected). • **RehiredRetireeContinuedBenefit**: employee is a retiree and is continuing their benefit • **RehiredRetireeStoppedBenefit**: employee was a retiree and has chosen to stop their benefit • **StateOnlyAWEC**: at-will employee This value is required.

L	First Plan Employment Type	Select an appropriate employment type from the drop down This value is required.
M	First Plan Name	Select an appropriate plan from the drop down. The list here is restricted to the plans your employer participates in. This value is required.
N	Second Plan Service Type	See description for column K. Leave blank if the employee is only participating in a single plan.
O	Second Plan Employment Type	See description for column L. Leave blank if the employee is only participating in a single plan.
P	Second Plan Name	See description for column M. Leave blank if the employee is only participating in a single plan.
Q	Third Plan Service Type	See description for column K. Leave blank if the employee is only participating in two or less plans.
R	Third Plan Employment Type	See description for column L. Leave blank if the employee is only participating in two or less plans.
S	Third Plan Name	See description for column M. Leave blank if the employee is only participating in two or less plans.
T	HireDate	Enter the date the employee was hired. In the case of an employee participating in a new plan, enter the date the participation began. This value is required.
U	Address Line 1	This value is required.
V	Address Line 2	
W	City	This value is required.
X	State	2-digit US state code. This value is required.
Y	Zip	This must be 5 digits long (do not include a +4). This value is required.
Z	Zip+4	If you have the +4, enter the 4 digits here.
AA	IsPhysicalAddress	Select an appropriate value from the drop down. **Yes**: this is a physical address, such as a house or apartment **No**: this is not a physical address, such as a PO box
AB	HomePhone	The home telephone number, if available.
AC	WorkPhone	The work telephone number, if available.
AD	Email	The employee's email address.
AE	Comments/Errors	If an upload failed and you download your error file, this column will be populated with the errors for each row.

Upload Employees

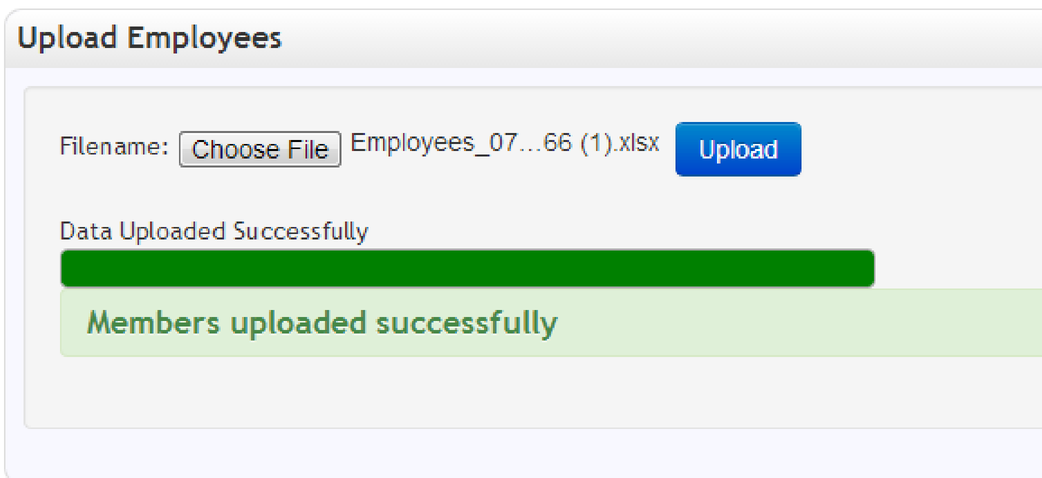
To perform an upload of new employees, select the *Upload/Download menu ➔Upload Employees*:



Click the *Choose File* button, browse to the completed **Employee Template** file and click *Upload*. During the upload, you will receive updates to its status.

Successful Upload

If the upload was successful, you will receive a message indicating success.



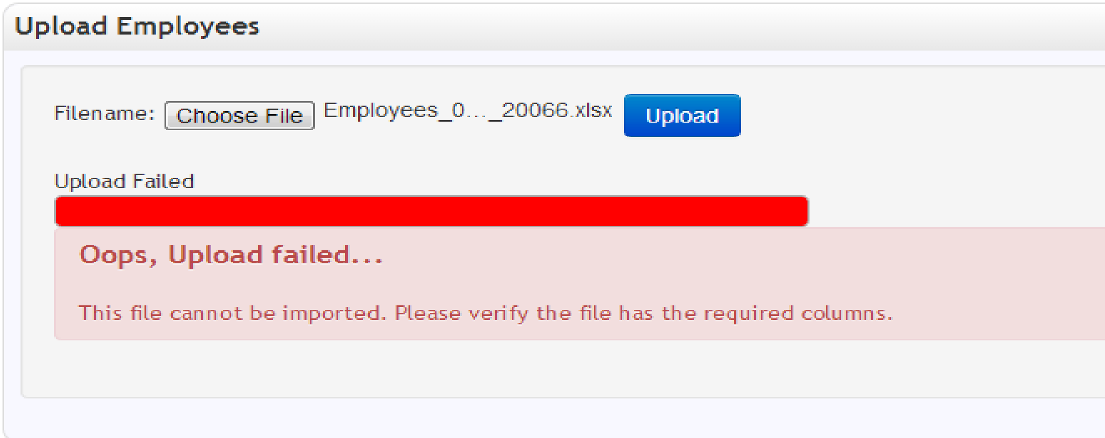
Failed Upload

If the upload failed, you will receive one of two error messages. The first is for general errors and indicates there was a problem with the file as a whole. The second is for errors within the file itself.

A general error, indicating a problem with the whole file is demonstrated by the message below.

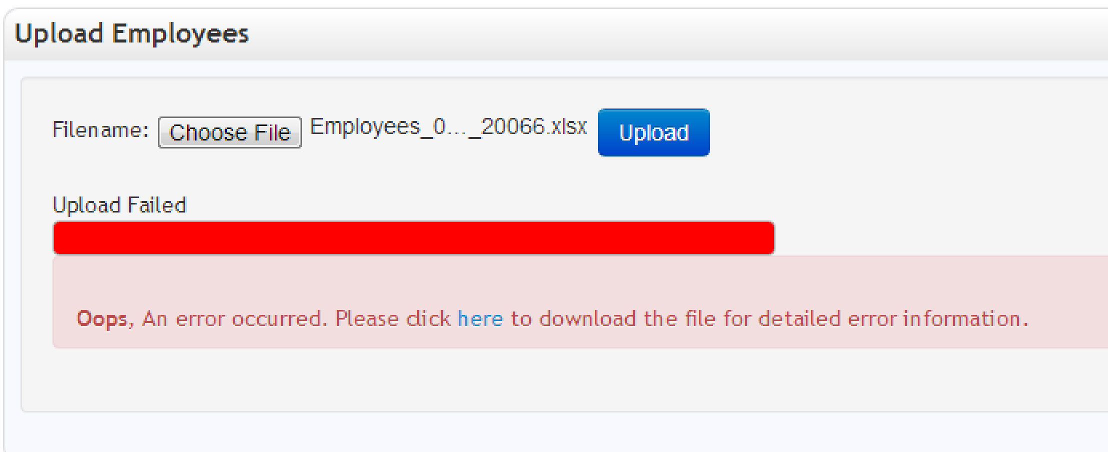
(Employee file has incorrect columns, possibly due to attempting to upload the wrong file. Such as: uploading a completed **Contribution Template** using the **Employee Template** upload)

Problem with Whole File



Problem with Individual Records

If the file itself is correct but there are problems with individual records in it, an error message will appear that gives you a chance to download your file with error messages in the comments column.



In the event of a data error within the **Employee Template**, RAIN will not import the file. The import is “All or Nothing”. In this situation, you will need to:

1. Re-download and open the file
2. Check the error messages in the [Errors/Comments] column
3. Make the necessary changes to fix the records with errors
4. Re-upload the file

Note: There is no need to clear out the Errors/Comments column for subsequent uploads. This column will be cleared and properly filled if additional errors occur. If no errors occur, the [Errors/Comments] column will be ignored.

5. Contributions, Breaks, and Terminations

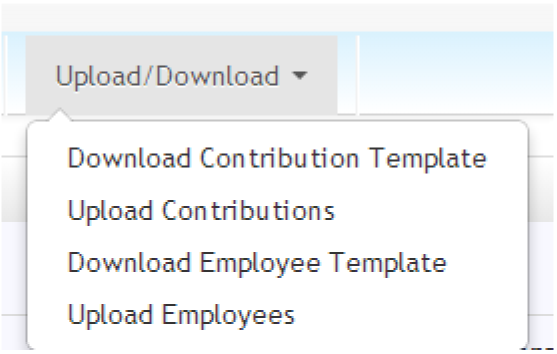
The **Contribution Template** is used to:

- Report contributions
- Report salary
- Report hours
- Manage service breaks
- Terminate Employees

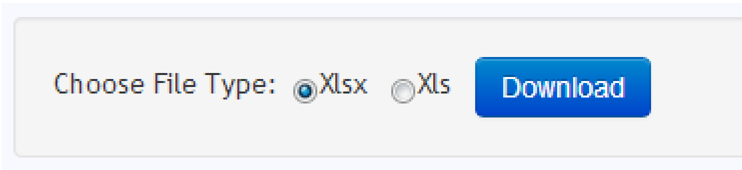
The following sections describe how to use the **Contribution Template** to perform these tasks.

Download Contribution Template

To download the **Contribution Template**, select the *Upload/Download* menu ➔*Download Contribution Template* as seen below:



The next step is to choose which Excel file format you want to use and click the *Download* button.



The choices are: 1) XLSX - for Excel 2007 and higher, or 2) XLS - for Excel versions earlier than 2007. The default selection is XLSX and is the preferred version.

Note that an add-on can be downloaded from Microsoft that will enable earlier versions of MS Office (2003 and XP) to support the preferred XLSX format. The download for that add-on can be found at the following web address: http://www.microsoft.com/en-us/download/details.aspx?id=3.

When you download the **Contribution Template**, RAIN will pre-populate the template with all your organization's employees that are enrolled into at least one plan.

Complete the Contribution Template

To upload contributions to WRS you will need to use the **Contribution Template**. The **Contribution Template** is used monthly for the following contribution scenarios:

- Report and Adjust contributions
- Start, Continue and End service breaks
- Terminate employees

This template will be used to upload monthly information to WRS about each employee. Alternatively, additional uploads can be performed outside of the normal monthly cycle to communicate service breaks, terminations, and adjustments to previous pay periods.

The following sections detail how to use the **Contribution Template** to report to RAIN the various contribution scenarios listed above.

How to use the rows in the Contribution Template

- When you originally download the **Contribution Template**, it is pre-populated with a row for each employee – plan enrollment within the RAIN system.
    - Each contribution needs to be correctly applied to the right employee and the right plan.
        - If the employee is enrolled in one plan, there will be one row, for that single plan enrollment.
        - If the employee is enrolled in two plans, there will be two rows, one for each plan the employee is enrolled in.

Note: If an employee is missing from the **Contribution Template**, they must be added using the **Employee Template.**

Common Columns

The following columns are populated automatically (for each member enrolled in RAIN) when the **Contribution Template** is downloaded and should be used for every upload type. When describing other contribution uploads below, these columns will not be discussed for the sake of brevity.

Column	Header	Description
A	Pay Period Month	This is pre-populated with the month the system believes you should be uploading. This is determined based on your last upload. This value can be changed to reflect other pay periods as needed.
B	Pay Period Year	This is pre-populated with the year the system believes you should be uploading. This is determined based on your last upload. This value can be changed to reflect other pay periods as needed.
C	Payroll End Date	This value is only required when handling contribution rate transitions. See section: Contribution Rate Transitions.
D	Employer RAIN ID	This is pre-populated with the RAIN ID of the employer the contributions are being uploaded for.
E	Employee RAIN ID	This is pre-populated with the RAIN ID of the employee the contribution is being uploaded for.

F	Employee Last Name	This is pre-populated with the last name of the employee.
G	Employee First Name	This is pre-populated with the first name of the employee.
H	Employee Middle Initial	This is pre-populated with the middle initial of the employee.
I	Employment Type	This is pre-populated with the employment type selected when the employee was uploaded via the Employee Upload.
J	Plan	This is pre-populated with the plan the employee is a member of. Note that if the employee participates in more than one plan for this employer, there will be more than one row for that employee (one per plan).
AG	Comments/Errors	If an upload failed and you download your file, this column will be populated on the rows with errors.

Regular Contribution

An employee who has worked during the selected pay period and is receiving salary and/or contributions and hasn't had anything unusual happen to them would receive a *Regular* contribution.

To create a *Regular* record, populate the following columns:

	K	L	O	P	Q	R	S
1	*Record Type	*Reportable Salary	*Hours Worked	Employee Contribution Paid By Employee - Taxed	Employee Contribution Paid By Employee -Untaxed	Employee Contribution Paid By Employer Untaxed	*Employer Contribution
2	Regular	$1,000.00	160		$25.00	$50.00	$71.20

Column	Header	Description
K	Record Type	Choose "Regular" from the drop down.
L	Reportable Salary	Enter the salary the employee earned during this period. (e.g., $1,000)
O	Hours Worked	Enter the hours the employee worked during this period. (e.g., 160)
P	Employee Contribution Paid By Employee – Taxed	Enter the amount of contributions paid by the employee that were taxed. Note, all "Employee Contributions" totals must equal the correct percentage of salary based on the contribution rate defined by the plan.
Q	Employee Contribution Paid By Employee - Untaxed	Enter the amount of contributions paid by the employee that were untaxed. (e.g., $25) Note, all "Employee Contributions" totals must equal the correct percentage of salary based on the contribution rate defined by the plan.

R	Employee Contribution Paid By Employer Untaxed	Enter the amount of contributions paid by the employer on the employee's behalf. (e.g., $50) Note, all "Employee Contributions" totals must equal the correct percentage of salary based on the contribution rate defined by the plan.
S	Employer Contribution	Enter the amount of employer contributions that are required by the contribution rate defined by the plan. (e.g., $71.20)

Adjustments

When a prior month was reported incorrectly or otherwise needs to be corrected, an *Adjustment* contribution should be uploaded (negative or positive). An *Adjustment* record can be present in any upload, even if there are other records for the same employee (for example, a *Regular* record or a record where you are terminating the employee).

To create an *Adjustment* record, populate the following columns:

	A	B	K	L	O	P	Q	R	S
1	*Pay Period Month	*Pay Period Year	*Record Type	*Reportable Salary	*Hours Worked	Employee Contribution Paid By Employee - Taxed	Employee Contribution Paid By Employee -Untaxed	Employee Contribution Paid By Employer Untaxed	*Employer Contribution
2	4	2013	Adjustment	$50.00	1	$3.50			$3.56
3	7	2013	Regular	$1,000.00	160		$25.00	$50.00	$71.20

Note that only the columns that need to be adjusted should be populated. Also note that only the <u>adjustment amount</u> should be uploaded (e.g., Adjustments are entered as a separate row/record. If you need to report an additional $50 salary for a prior month (in this example: April 2013), you would enter it separately from the row for the regular contribution.

Column	Header	Description
A	Pay Period Month	This value should be changed to reflect the number of the month the adjustment pertains to.
B	Pay Period Year	This value should be changed to reflect the 4 digit year the adjustment pertains to.
K	Record Type	Choose "Adjustment" from the drop down.
L	Reportable Salary	Enter the adjustment (positive or negative) to the salary the employee earned during this period. (e.g., $50, -$35)
O	Hours Worked	Enter the adjustment to the hours the employee worked (positive or negative) during this period. (e.g., 1, -15)
P	Employee Contribution Paid By Employee – Taxed	Enter the adjustment (positive or negative) to the amount of contributions paid by the employee that were reported as taxed. (e.g., $3.50) Note, all "Employee Contributions" totals must equal the correct percentage of salary based on the contribution rate defined by the plan.

Q	Employee Contribution Paid By Employee - Untaxed	Enter the adjustment (positive or negative) to the amount of contributions paid by the employee that were reported as untaxed. Note, all “Employee Contributions” totals must equal the correct percentage of salary based on the contribution rate defined by the plan.
R	Employee Contribution Paid By Employer Untaxed	Enter the adjustment (positive or negative) to the amount of contributions paid by the employer on the employee’s behalf. Note, all “Employee Contributions” totals must equal the correct percentage of salary based on the contribution rate defined by the plan.
S	Employer Contribution	Enter the adjustment (positive or negative) to the amount of employer contributions that are required by the contribution rate defined by the plan. (e.g., $3.56)

Termination

When an employee terminates their service with you, you will upload a *Termination* record for that employee. A *Regular* contribution should still be made for that employee’s contributions for the month (this applies even if the employee terminates during the month). In this case there would be two records for the same employee: one *Regular* and one *Termination*.

To create a *Termination* record, populate the following columns:

	A	B	K	AC	AD	AE	AF
1	*Pay Period Month	*Pay Period Year	*Record Type	Service Record Termination Code	Last Working Date	Final Contribution	Prudental Premium
2	7	2013	Termination	LeftEmployer	7/20/2013	Yes	$16.00

A Termination record cannot be provided for an employee until you are reporting, or have reported, their final contribution. If you report a termination, <u>no further regular contributions will be allowed for the employee</u>.

Column	Header	Description
A	Pay Period Month	Enter the month of the date of the final contribution this employee received.
B	Pay Period Year	Enter the year of the date of the final contribution this employee received.
K	Record Type	Choose “Termination” from the drop down.
AC	Service Record Termination Code	Select the appropriate value from the drop down.
AD	Last Working Date	Specify the day the employee last worked. In the case of a teacher on a 12 month contract, the last day should be the last day of the contract. See Educator Termination and Retirement for more detail see page 19.

AE	Final Contribution	Choose "Yes" from the drop down.
AF	Prudential Premium	This is not applicable to Volunteer Plans. If there is a Prudential Premium amount, specify it here. This is used during retirement to determine how much to continue charging the member when retired if they opt to continue this benefit. This column only needs to be set on a member's termination record.

Service Breaks

When an employee takes an unpaid break from service but remains employed, you will upload a record with a record type of *StartServiceBreak* to start their break, *ContinueServiceBreak* for each pay period they remain on break, and *EndServiceBreak* for the pay period in which they end their break. Service break codes include Military and Workers Comp, Suspension, FMLA, and Off Contract. The Service Break record should be a separate row from any regularly reported contributions.

StartServiceBreak

When you need to report the employee starting a break in service, you would use the *StartServiceBreak* record type.

A *StartServiceBreak* record should be entered as follows:

	K	Z	AA	AB
1	*Record Type	Service Break Code	Service Break Start Date	Service Break End Date
2	StartServiceBreak	Military	7/1/2013	

Column	Header	Description
K	Record Type	Choose "StartServiceBreak" from the drop down.
Z	Service Break Code	Choose the appropriate service break code from the drop down.
AA	Service Break Start Date	Enter the date the employee went on break
AB	Service Break End Date	Leave empty

ContinueServiceBreak

If an employee is still on break when you upload monthly contributions, you must still have a record in the file for them. Since they will not have a *Regular* contribution, you must create a *ContinueServiceBreak* record for them.

A *ContinueServiceBreak* record should be entered as follows:

Column	Header	Description
K	Record Type	Choose "ContinueServiceBreak" from the drop down.
Z	Service Break Code	Leave empty (will be ignored if supplied)

AA	Service Break Start Date	Leave empty (will be ignored if supplied)
AB	Service Break End Date	Leave empty

EndSerivceBreak

When an employee's service break has ended, you must enter an *EndServiceBreak* record with the end date of the break populated.

An *EndServiceBreak* record should be entered as follows:

Column	Header	Description
K	Record Type	Choose "EndServiceBreak" from the drop down.
Z	Service Break Code	Leave empty (will be ignored if supplied)
AA	Service Break Start Date	Leave empty (will be ignored if supplied)
AB	Service Break End Date	Enter the date the service break ended. This should not include any working days. e.g., if the employee came back to work on 7/15, you would enter a date prior to 7/15.

Service Break Code

If an employee changes their Service Break Code while on break, the initial service break must be ended and the new Service Break Code must be created.

Special Considerations

There are certain situations that arise for some employers that require special consideration such as rehired retirees, educators, AWEC employees, and contribution rate changes. These situations are detailed below.

Rehired Retirees

When a Retiree returns to work, they have two options, stop benefit or continue benefit.

The primary difference between a Rehired Retiree that has stopped their benefit and a regular employee is the Rehired Retiree informational columns will be populated when **Contribution Template** is downloaded.

Stop Benefit Example:

If a Rehired Retiree chooses to <u>stop their retirement benefit</u> when they are re-employed, they will be reported as a regular employee.

	K	L	O	P	Q	R	S	T	U	V	W
1	*Record Type	*Reportable Salary	*Hours Worked	Employee Contribution Paid By Employee - Taxed	Employee Contribution Paid By Employee -Untaxed	Employee Contribution Paid By Employer Untaxed	*Employer Contribution	Rehired Retiree Status Code (Informational)	Rehired Retire Hire Date (Informational)	Rehired Retiree Payment Required (Informational)	Rehired Retiree Payment (Untaxed)
2	Regular	$1,000.00	160	$75.00			$71.12	Stop Benefit	4/1/2009	No	

Continue Benefit Example:

If a Rehired Retiree chooses to <u>continue receiving their retirement benefit</u> when they are re-employed, they are reported as a rehired retiree and their rehired retiree payments must be submitted by the employer on a monthly basis. The Rehired Retiree payment should be reported (both employee percentages and employer percentage) in the Rehired Retiree Payment column (column W).

	K	L	O	P	Q	R	S	T	U	V	W
1	*Record Type	*Reportable Salary	*Hours Worked	Employee Contribution Paid By Employee - Taxed	Employee Contribution Paid By Employee -Untaxed	Employee Contribution Paid By Employer Untaxed	*Employer Contribution	Rehired Retiree Status Code (Informational)	Rehired Retire Hire Date (Informational)	Rehired Retiree Payment Required (Informational)	Rehired Retiree Payment (Untaxed)
2	Regular	$1,000.00	160					Receive Benefit	4/1/2009	Yes	$146.20

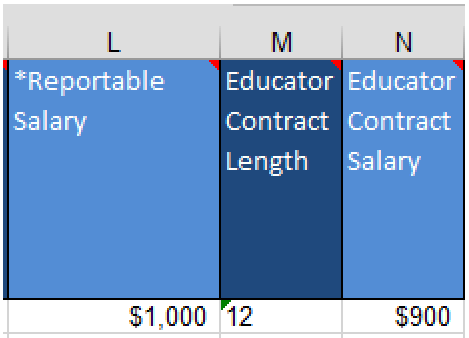
Column	Header	Description
K	Record Type	Choose the appropriate type of record being created (Regular, Adjustment, etc.)
L	Reportable Salary	Enter the salary the employee earned during this period. (e.g., $1,000)
O	Hours Worked	Enter the hours the employee worked during this period. (e.g., 160)
T	Rehired Retiree Status Code (Informational)	This column will be automatically populated by the download and indicates which type of rehired retiree the employee is.
U	Rehired Retiree Hire Date (Informational)	This column will be automatically populated by the download and indicates when the employee rehired.
V	Rehired Retiree Payment Required (Informational)	This column will be automatically populated by the download and indicates whether a Rehired Retiree Payment is required to be entered.
W	Rehired Retiree Payment (Untaxed)	Enter the amount of the payment required for the rehired retiree. This amount will be the equivalent of both employer and employee contribution percentages. e.g., ($146.20)

Educators

Employers in the educators' group have special considerations. To accommodate these, the **Contribution Template** has columns specifically for educators.

Educator Contracts

For teachers who are on contracts, you must specify their contract length (9, 10, 12, or NA) in the upload, as well as differentiate between total pay and what portion of that pay was contracted salary.



Column	Header	Description
L	Reportable Salary	Enter the salary the employee earned during this period. e.g., $1,000 If the employee was paid for other retirement eligible salary during this period, enter it here in addition to the regular salary.
M	Educator Contract Length	If the employee is on a contract, enter the length of that contract (9/10/12/NA). This is used to smooth employee pay in the Highest Average Salary calculation when on shortened contracts.
N	Educator Contract Salary	Enter the base salary the employee earned according to their primary contract. This amount should not include other earnings. If the employee is not on contract, do not enter a value.

Educator Termination and Retirement

12 Month Contracts

A contribution should be uploaded each month (including the summer) for educators paid over 12 months. If the contract is not being renewed, then the educator would terminate at the end of the contract. As usual in RAIN, don't supply the termination record until all payments have been reported. When the *Termination* record is uploaded, the Last Working Date supplied on the upload should be the employee's actual last working day for the district.

When an educator chooses to retire, they have the option to back-date their retirement to the day after the last actual working day for the district. In that case, they would not receive service credits for the summer but their summer pay would go into determining their Highest Average Salary.

If an educator is paid over 12 months but only works 9 months, report the summer hours as 0 unless they actually worked.

Partial contribution uploads (uploads that do not include everyone) can be submitted for the summer months in advance. This would be used to report contributions for the summer months in advance, so that the educator can be terminated in RAIN without waiting until the end of the summer.

9 and 10 Month Contracts (Shortened Contracts)

If the educator is paid over 9 or 10 months, and they have signed another contract for the same employer for the following school year, put them on service break for the months contributions will not be reported. When the new school year starts they will need to be taken off service break, with an *EndServiceBreak* record in the contribution file. RAIN will ensure that summer service credit will be received.

If the educator is paid over 9 or 10 months, and they have not signed another contract for the same employer for the following school year, terminate them on their last working day. RAIN will ensure that summer service credit will be received.

Educators Paying Payroll for Specific Employees in Advance

In some cases, an employer may pay for one or more employees in advance of the actual pay periods being paid. For example, some educators may pay out teacher contracts at the beginning of the summer.

To pay employees in advance:

1. Download the template and specify a Pay Period Month and Pay Period Year in the future
    a. When you upload a contribution file, the RAIN employer portal determines what your expected pay period is by adding one month to the pay period of the previous contribution upload (not counting partial uploads – more on this later).
    b. Any pay period after this expected pay period is considered "future"
2. Delete the employees from the file that you are not paying in advance
3. Create *Regular* contributions for all employees left in file
4. Upload the file, selecting the "This is a partial upload and only contains a portion of my employees" checkbox.
5. Repeat steps 1-4 for every month you are paying in advance

When paying the remainder of your employees on months that were paid in advance for the contracted employees, the already-paid employees will appear in the download file highlighted in yellow. You do not need to fill anything out for these employees, but will need to provide a contribution for the remainder of the employees who were not paid in advance.

AWEC Employees

Because AWEC employees pay what is normally considered the employer portion of the contribution, (in addition to paying the employee portion) there is a special column to enter this employer contribution equivalent for *Regular* and *Adjustment* contributions.

	S	X	Y
1	*Employer Contribution	State Only AWEC Contribution Required (Informational)	State Only AWEC Contribution Untaxed
2		Yes	$71.20

Column	Header	Description
S	Employer Contribution	This should be left empty for AWEC employees. The AWEC employee pays this amount and it is reported in column Y.
X	State Only AWEC Contribution Required (Informational)	This column is automatically populated by the download and is used to indicate whether this employee requires an AWEC contribution.
Y	State Only AWEC Contribution Untaxed	Enter the amount, paid at the Employer contribution rate, of the contribution..

Contribution Rate Transitions

When a plan's contribution rate changes, there are some employers who report payroll that spans the switch. To support paying contributions at both the old rate and the new rate, you would take advantage of the [Payroll End Date] column. This column tells RAIN what month to apply the contributions reported in that row. If the contributions apply to the prior period, they will be charged at the old rate. Otherwise, they will be charged at the new rate. This consideration is especially important for employers who pay employees two weeks behind, as their monthly contribution file always contains pay split between two months.

<u>If your pay periods are calendar month periods, then this section does not apply to you as you wouldn't have pay fall between two contribution rates.</u>

To demonstrate we will using this example contribution rate change:

Prior contribution rate: 7% employee, 7.12% employer, ends 8/31/2013.
New contribution rate: 7.5% employee, 7.12% employer, starts 9/1/2013.

If you have an employee or employees who in one contribution upload file will have contributions in both contribution rates, make two records in the monthly contribution upload file:

Pay Period Month	Pay Period Year	Payroll End Date	Record Type	Reportable Salary	Employee Contribution Paid By Employee - Taxed	Employer Contribution
9	2013	9/15/2013	Regular	$700	$52.50	$49.84
9	2013	8/31/2013	Adjustment	$700	$49.00	$49.84

Some columns have been removed for the sake of this example. Note that this example assumes the employee pays 100% of their contributions; in real circumstances this could be broken between "Taxed", "Untaxed", or "Paid by Employer" columns. The total salary for this employee is $1400 and in this example the salary is being split evenly across the two different rates.

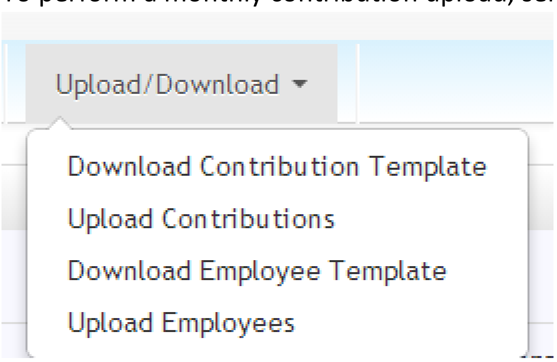
The first record would be a *Regular* contribution (at the new rate) with a Payroll End Date at the true end of the pay period (in this example: 9/15/2013). You would report the pay and contributions from 9/1/2013 through 9/15/2013 in this record. If the employee worked for two weeks in September and made $700, then you would use the new rate of 7.5% to calculate their contributions.

Next, you would enter an *Adjustment* record (at the old rate) for the pay and contributions for the period before the contribution change went into effect. Using the above example, the Payroll End Date would be 8/31/2013 and you would report all pay from 8/16/2013 through 8/31/2013 in this record. If the employee was paid $700 during this period, then you would use the previous rate of 7% to calculate their contributions.

The above example only discussed changes to the employee portion, but if the employer portion changes as well the same behavior applies.

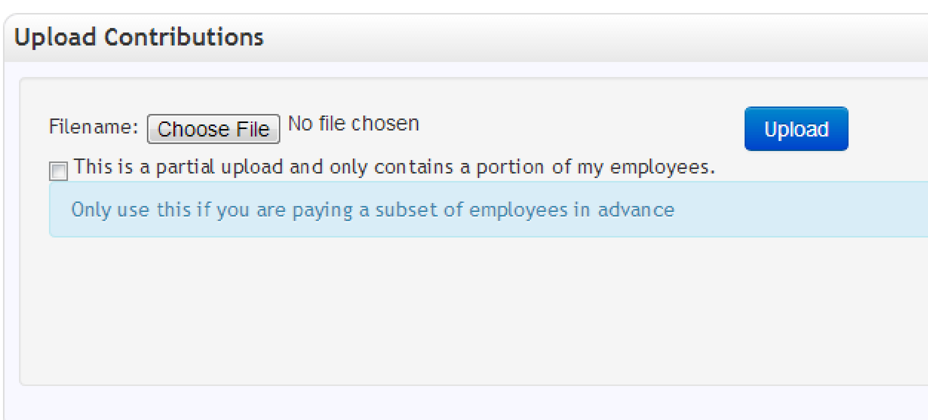
Upload Contributions

To perform a monthly contribution upload, select *Upload/Download*➔*Upload Contributions*:



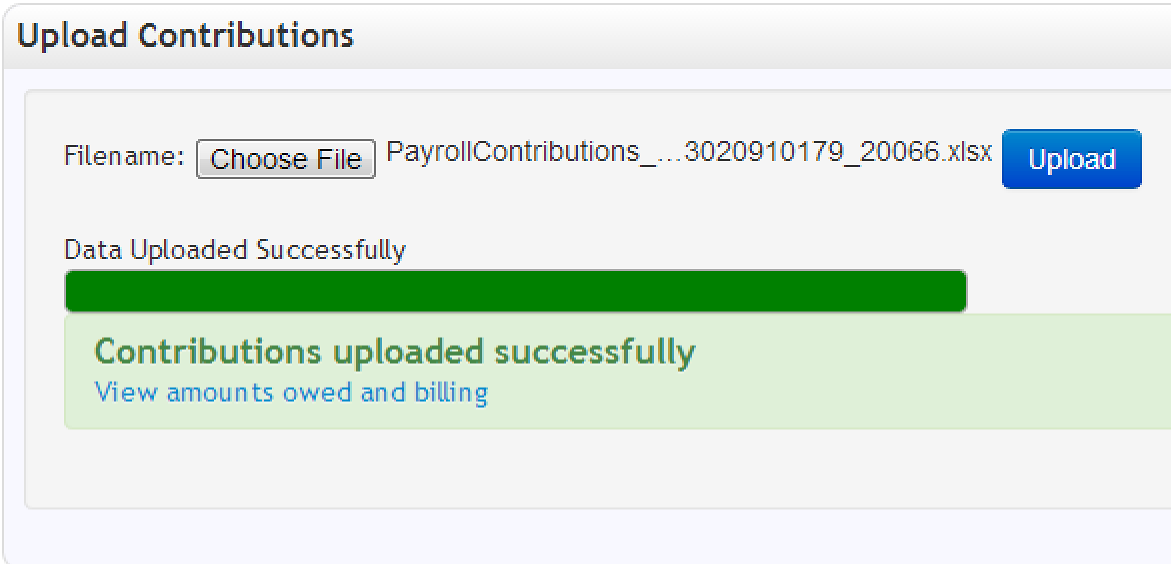
Browse to the completed Excel file and select Upload. RAIN will begin the upload, displaying status updates as it progresses.

Employers who are Educators (e.g. those classified as “School Districts”) will additionally see a checkbox to upload a partial payment for paying educators in advance. (See section: Educators Paying Payroll for Specific Employees in Advance)



Successful Upload

If the upload was successful you will receive a message indicating success.



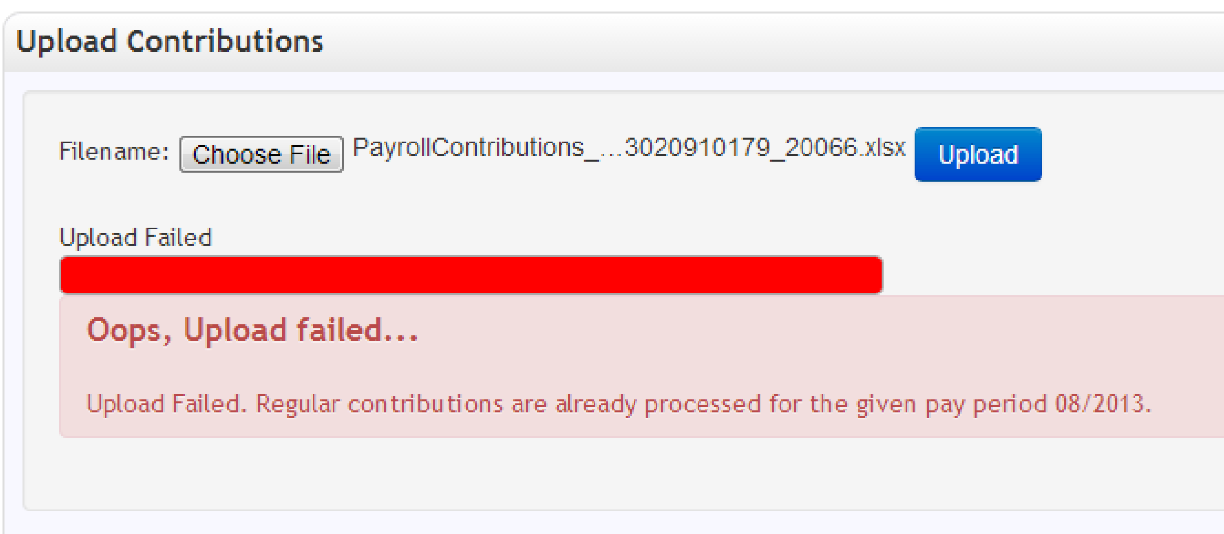
Click the "View amounts owed and billing" link to see the amounts owed and bills created for this contribution upload. For further details on billing, see the Bills section. Print a copy of your billing details to submit with your payment.

Failed Upload

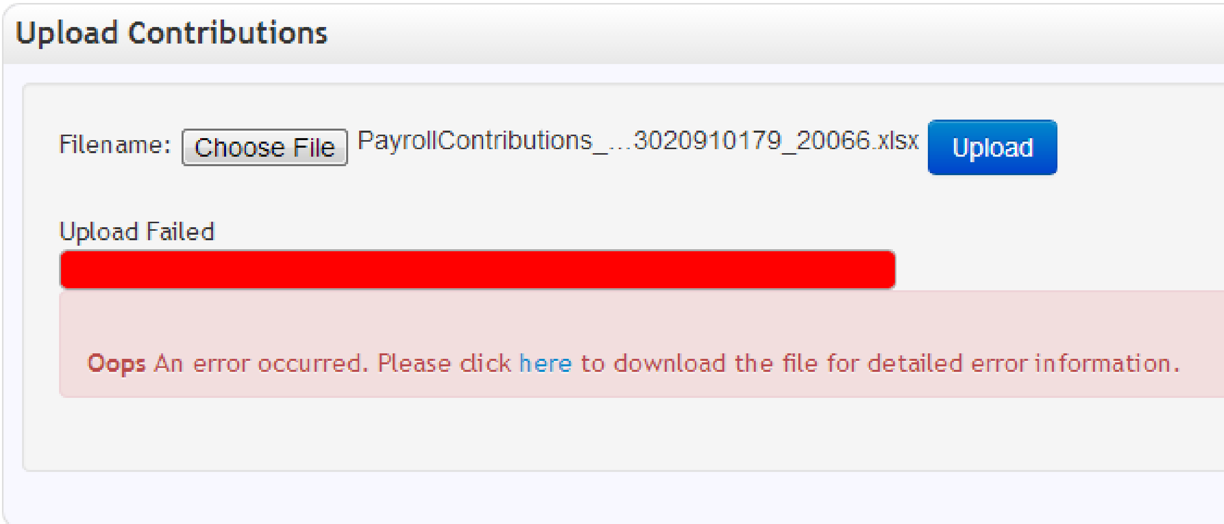
If the upload failed, you will receive one of two error messages. The first is for general errors and indicates there was a problem with the file as a whole. The second is for errors within the file itself.

The general error, indicating a problem with the whole file is demonstrated by the message below.

(Contributions have already been processed for the pay period in the uploaded file).



If the file itself is correct but there are problems with individual records in it, an error message will appear that gives you a chance to download your file with error messages in it.



The last column in the contribution file download is "Errors/Comments" and all problems with individual records will be recorded in this column. Once the errors are fixed, the file can be uploaded again.

6. Bills

Selecting *Account* ➔*Account Summary* from the menu allows you to see bills for contributions as well as checks or wire transfers that WRS has received from you.

Recent and Outstanding Bills

This section allows you to see recent and outstanding bills. It will show bills that have not been paid as well as bills to which payments have been applied within the past 2 weeks. Bills are broken out by plan and this screen allows you to see how much is owed, total, per plan.

Print a copy of your billing details to submit with your payment.

Recent and Outstanding Bills — See more

Judicial

Invoice #	Type	Date	Due Date	Amount	Interest	Total	Posted	Amount Paid	Amount Outstanding
186	Employer Upload Contributions	7/23/2013	10/12/2013	$2,609.20	$0.00	$2,609.20	No	$0.00	$2,609.20
183	Employer Upload Contributions	7/18/2013	9/12/2013	$2,609.20	$0.00	$2,609.20	No	$0.00	$2,609.20
180	Employer Upload Contributions	7/18/2013	8/12/2013	$2,609.20	$0.00	$2,609.20	No	$0.00	$2,609.20
109	Contributions	4/19/2013	5/29/2013	$250.00	$4.86	$254.86	No	$0.00	$254.86
108	Contributions	4/17/2013	5/29/2013	$500.00	$9.71	$509.71	No	$0.00	$509.71
							Total:	$8,592.17	

Click “See more” to get a detailed view that allows you to filter and sort.

If you have a payment applied to a bill, you will be able to expand the bill to see the details of the payment:

Public Employee

Invoice #	Type	Date	Due Date	Amount	Interest	Total	Posted	Amount Paid	Amount Outstanding
174	Employer Upload Contributions	7/8/2013	8/12/2013	$448.47	$0.00	$448.47	No	$10.00	$438.47
							Total:	$438.47	

Received On	Check/Wire Number	Payment Amount
7/17/2013	asdf	$10.00

Recent and Unapplied Payments

This section allows you to see checks and wire transfers that have been received. It will show all checks that have a remaining balance on them, as well as checks that have been received within the past 2 weeks.

Recent and Unapplied Payments — See more

Received On	Check/Wire Number	Amount	Amount Applied	Amount Remaining
3/12/2013	432423	$200.00	$103.77	$96.23
			Total:	$96.23

Click “See more” to get a detailed view that allows you to filter and sort.

7. Appendix

Employee File Examples

The **Employee Template** can accommodate concurrent plan registrations (up to 3), in addition to being able to register an employee into an additional plan if they are already registered in a different plan. The following examples show how these scenarios can be accomplished.

Simultaneous Plan Registration

In this example, Mr. James Smith has been hired by Laramie County as a Sherriff's Officer, and a County Commissioner. The County can register him simultaneously in both relevant plans with the one record, as seen below:

Employer RAIN ID *	EmployerName	Prefix *	FirstName *	LastName *	SSN *	DateOfBirth *	Gender *	First Plan Service Type *	First Plan Employment Type *	First Plan Name *	Second Plan Service Type	Second Plan Employment Type	Second Plan Name	HireDate *	Address Line 1 *	City *	State *	Zip *
123456	Laramie County	Mr	James	Smith	541-25-4684	1/1/1970	Male	Regular	FullTime	Law Enforcement	Regular	PartTime	Public Employee Pension	1/1/2001	123 Main Street	Cheyenne	WY	82001

- The [First plan…] fields are used to contain his registration into the Law Enforcement Plan
- The [Second plan…] fields are used to contain his simultaneous registration into the Public Employee Pension Plan

Sequential Plan Registration

In this example, Mr. Samuel Jones is a police officer for the University of Wyoming. He starts as a police officer on 5/1/1999, and is registered in the Law enforcement plan with the following record:

Employer RAIN ID *	EmployerName	Prefix *	FirstName *	LastName *	SSN *	DateOfBirth *	Gender *	First Plan Service Type *	First Plan Employment Type *	First Plan Name *	HireDate *	Address Line 1 *	City *	State *	Zip *
222222	University of Wy	Mr	Samuel	Jones	555-11-2233	3/2/1968	Male	Regular	FullTime	Law Enforcement	5/1/1999	456 Second Stree	Cheyenne	WY	82001

- The [First Plan…] fields contain his registration into the Law Enforcement Plan on 5/1/1999

A few years later, the university hires him as a teacher to teach a class on forensics. He continues as a police officer, but starts as a part time teacher on 6/15/2001, and is registered in the Public employee pension plan with the following record:

Employer RAIN ID *	EmployerName	Prefix *	FirstName *	LastName *	SSN *	DateOfBirth *	Gender *	First Plan Service Type *	First Plan Employment Type *	First Plan Name *	HireDate *	Address Line 1 *	City *	State *	Zip *
222222	University of Wy	Mr	Samuel	Jones	555-11-2233	3/2/1968	Male	Regular	PartTime	Public Employee Pension	6/15/2001	456 Second Street	Cheyenne	WY	82001

- The [First Plan…] fields contain his registration into the Public Employee Pension plan on 6/15/2001.
- He is now registered in two plans.