

# Program Letter

## United States Railroad Retirement Board Office of Programs



Quality Reporting Service Center  
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Date: August 15, 2011

**TO:** Certification Contact Officials  
**SUBJECT:** Combined 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.

The Railroad Retirement Board (RRB) has combined the Employer Reporting System (ERS) that employers used to file certain service and compensation reports with the Employer Reporting System (ERSNet) that employers use to submit Forms ID-4K and ID-4E information.

Effective August 22, 2011, employers will use the new consolidated **ERSNet** system to process all of the following forms:

- **Form BA-4, Report of Compensation Adjustments;**
- **Form BA-6a, BA-6 Address Report;**
- **Form GL-129a, Record of Employer Determination on Employee Protest;**
- **Form ID-4E, Notice of RUIA Claim Determinations; and**
- **Form ID-4K, Prepayment Notice of Employee's Applications and Claims for Benefits under the Railroad Unemployment Insurance Act (RUIA).**

Detailed instructions on how to use the system are covered in Part VIII of the *Reporting Instructions to Employers*. To access the instructions go to [http://www.rrb.gov/mep/er\\_info.asp](http://www.rrb.gov/mep/er_info.asp), select the applicable "Rail" or "Labor" link, and scroll down to Part VIII.

### User Accounts

If you currently have access to either system (ERSNet or ERS) you will be automatically enrolled in the new combined ERSNet system. The "User Account Information" (User-ID and password) for current ERSNet (Forms ID-4K and ID-4E) users will remain unchanged so no further action is required. However, if you are a user who **only** submits Forms BA-4, BA-6a and GL-129a through the original ERS system, you will receive an e-mail notification that your User-ID has been activated and you will be prompted to follow the instructions to access the system. If you do not receive an e-mail notification, please contact the Quality Reporting Service Center at the telephone number or e-mail address shown above.

### Changes to the System

Users will find that the employee social security numbers (SSN) have been masked so that only the last four digits are displayed. For example, an SSN that would have read 123456789 will now read \*\*\*\*\*6789. However, when the individual record is selected, the full SSN will be visible to the user. This feature has been installed to protect personally identifiable information and improve data privacy.

### **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 the employer to retain control over the forms their employees can view and submit. If you are not enrolled in either system and want to begin filing your reports on ERSNet follow the instructions below. An *Explanation of Access Levels* is enclosed.

### **Applying for Access**

To apply for access do the following:

- Read the enclosed *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 enclosed 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](http://www.rrb.gov).

Within three to five days of receipt of an acceptable application, the RRB 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.

### **Future Forms**

If you are not currently signed up to file reports through ERSNet, we encourage you to do so. If you enroll now, you will be automatically authorized to submit any new forms that are added to the system. In the near future we will be adding:

- Form BA-3, Annual Report of Creditable Compensation; and
- Form BA-11, Report of Gross Earnings.

### **Who to Contact**

If you have questions or want more information about the new combined ERSNet system contact the Quality Reporting Service Center at (312)751-4992 or send an e-mail to [QRSC@RRB.GOV](mailto:QRSC@RRB.GOV).

Enclosures:

Explanation of Access Levels  
Security Guidelines  
Form BA-12