

Program Letter

United States
Railroad Retirement Board
Office of Programs



Quality Reporting Service Center

Phone: (312) 751-4992

e-mail: qrsc@rrb.gov

Fax: (312) 751-7190

Letter No. 2010-02

Date: January 11, 2010

To: Certification and Unemployment Contact Officials

Subject: Employer Report System (ERSNet) for Forms ID-4K and ID-4E

The Railroad Retirement Board (RRB) has developed an on-line process for Forms ID-4K, Prepayment Notice of Employee's Applications and Claims for Benefits under the Railroad Unemployment Insurance Act (RUIA); and ID-4E, Notice of RUIA Claim Determinations. These forms can now be submitted through the Employer Reporting System (ERSNet) via the Internet.

We are encouraging all employers to sign up to use this system because it is beneficial to all involved. With the current focus on the protection of personal identifying information (PII) the RRB plans to eliminate our exposure to possible loss of PII in our processes. We have determined that there is potential exposure to PII loss through the release of paper Forms ID-4K and ID-4E notices. ERSNet would resolve this potential problem.

ERSNet provides employers with a secure way to submit this information to the RRB for employees of their company who have filed claims for unemployment or sickness benefits under the RUIA. Currently, employers provide this information to the RRB by mail or fax.

Highlights of the Site

The RRB first launched the ERS system on December 8, 2003 with three forms and one report; Form BA-4, Report of Compensation Adjustments, Form BA-6a, Ba-6a Address Report, and Form GL-129a, Record of Employer Determination on Employee Protest and BA-4 Summary Report. The new ERSNet system added the two additional Forms ID-4K and ID-4E and two summary reports (ID-4K Summary Report and ID-4E Summary Report). These systems are role-based and require each user's access to be tailored to the role, or work, that an individual user performs at their company. This allows employers the ability to assign employee access levels and to maintain administrative control over the employee's responsibilities within their company.

The ERSNet system works similar to the paper notification process except that it notifies employers electronically that an application or claim for RUIA benefits has been filed by an employee. The electronic version of these forms will retain the same data that is listed on the paper form and maintain the standard 3 business days required for replies for the ID-4K and 60 days required for replies for the ID-4E. All electronic responses received on any given business day will be mechanically processed at 5:00 pm Central Standard Time (CST). Detailed user instructions on how to respond to replies via the ERS.Net 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. Select the applicable “Rail Employers” or “Labor Employers” link, scroll down and select Chapter 4.

How to Apply for Access:

To apply for access do the following:

- Read the enclosed *Security Guidelines* leaflet, or go directly to: <http://www.rrb.gov/AandT/ERI/Part8/chapter8.asp>. It provides you with specific information about your responsibility as a user of this system;
- File the enclosed Form BA-12, *Application for Employer Reporting Internet Access*. Complete Sections A, B and C of the form and sign the certification. Have Section D of the form completed by an official of the company who has signature authority to sign RRB forms. The head of the company and those persons designated on the Form G-117A, Designation of Contact Official are assumed to have signature authority. For additional information on how to complete the Form BA-12, go directly to: <http://www.rrb.gov/pdf/AandT/ba12.pdf> and print a copy of the form or contact the Quality Reporting Service Center at (312)751-4992.

To deter fraudulent use of the ERS.Net system, the Form BA-12 cannot be completed or filed on the web site. The application must include original signatures (no reproductions) and be transmitted by US or express mail carrier. For security reasons, facsimiles are not acceptable. Upon receipt of an acceptable application, the RRB will mail your user ID and password along with instructions for accessing the site.

Who to Contact

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