

Labor Employer Reporting Instructions
Part VIII - Employer Reporting System (ERS) Internet User Instructions
Chapter 4b: How to Reply to Request from RRB
Form GL-129a, Record of Employer Determination on Employee Protest

GL-129a Request

If the RRB receives from an employee a protest of the service and compensation reported on Form BA-6, the RRB will send the employer a GL-129a request. The request will appear in the New Items list which will be displayed when you first logon. You can work the item at this point or select it later by clicking the New items from the left menu and click the SSN link for the GL-129a. This brings up the GL-129a screen. The screen is prefilled to show the RRB's record of service and compensation and what the employee is claiming that his or her record should be. Determine the correct service and compensation for the employee.

Service and Compensation is Correct as Reported

If the RRB record is correct, click the 'Correct as Reported' button. This brings up a screen where you enter an explanation as to why the employee's claim is not being granted. The RRB uses this information to reply to the employee so please provide a complete explanation in terms that the employee will understand.

Adjustment is Being Granted

If the RRB record is being adjusted to agree with the employee's claim, click the 'Adjustment Granted' button. This brings you to a BA-4 screen pre-filled with identifying data and the adjustment claimed by the employee. Click the update button.

Adjustment is Being Granted but not Exactly as Employee Claims

More than claimed. If you are granting the employee's adjustment but are increasing the amounts over what the employee claimed, click the 'Adjustment Granted' button. When the pre-filled BA-4 appears, type over the pre-filled compensation amounts or click additional service months. An explanation is not required if you are granting more service or compensation than the employee claimed but if you feel that an explanation would be helpful, follow the steps below.

Less than claimed. If you are granting the employee an adjustment but in an amount less than the employee claimed, click the 'Correct as Reported' button, and explain the adjustment you are making on the next screen. After filing the explanation you will have to file a BA-4 for the correct adjustment. Follow the instructions under BA-4 in the previous section.