

**Labor Employer Reporting Instructions**  
**Part VIII - Employer Reporting System (ERS) Internet User Instructions**  
**Chapter 7: Summary Report of Compensation Reported Using the Internet**

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**Access Employer Reports**

To access available reports, click "Reports" on the left-side menu. Currently, the only report available is "BA-4 Summary." Click the report title.

**BA-4 Summary Report**

First select the processing year for which you want a report. Then select the report detail. If you choose quarterly (all) or monthly (all) you will receive all the activity for the year summarized by quarter or month. The remainder of the menu choices will list the activity only for an individual quarter or month. The BA-4 Summary Report provides the number of individual activity records and the net RUIA, Tier I, and Tier II compensation processed on this system during the period selected. If you adjust service months only, this will count as an activity record. The monthly or quarterly amounts are summarized in yearly totals at the end of the report. Negative amounts appear with a negative sign.

**Explanation of RRB Processing Date**

Data for reports is accumulated by the RRB processing date. In general, this is the next processing day following the date the BA-4 was approved on the system. Reports approved on a Friday are usually processed to RRB accounts on Saturday. However, if the end of the month is Friday and the situation is not clear from your report, you can telephone QRSC to determine the processing date. In some situations, weekend processing may occur before midnight on Friday or as late as Sunday.

**BA-11 Summary Report**

To access the BA-11 Summary Report, select the BA-11 link under Completed on the left-side menu. Select the reporting year and click on "Submit" then click on the "Summary Report" button.