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) 751-7123**

Letter No. 2015-01	Date: October 6, 2014

TO: **Certification Contact Official**

SUBJECT: **New RRB Forms and New Navigation Feature Available via the Employer Reporting Internet System (ERSNet)**

CONTACT: Laretta Earls	Phone: (312) 751-4992

Please share this information with the appropriate members of your staff who file service and compensation reports and other related activities for employees of your organization.

The Railroad Retirement Board (RRB) has added five new services and enhanced the user's ability to navigate the ERSNet system.   The following new services are available immediately on the ERSNet system and an explanation of their functions is shown below.

- Form G-88P, Employer's Supplemental Pension Report
- Form ID-30B, Notice of Lien
- Form ID-3S, Request for Lien Information-Report of Settlement
- Form ID-3U, Request for Section 2(f) Information
- SI-5f (SUP), Status Report- Personal Injury Claims

New Navigation Feature:
This version of the ERSNet system includes a new navigation feature which provides the user with the ability to view a larger amount of data on-screen. This new design also removes the need for horizontal scrolling for some forms. The previous navigation design used a side panel tree view but the new navigation design displays the major group headings in a bar across the top of the screen with drop down menus that are much easier to use. In addition, the New Items list screen which was first displayed upon entry into the system has been replaced with an item count list by form type. Individual masked employee SSN items can now be viewed by clicking the individual form hyperlink on the New Items screen. This change was implemented because of the increased number of transactions imported into the ERSNet system. Below is an example (Figure 1) of the new navigation feature with the new item form counts.

Figure 1:

Form G-88P:

Form G-88P, Employer's Supplemental Pension Report, is released by the RRB when an employee indicates possible entitlement to an employer pension and the RRB does not have sufficient information to make a determination for entitlement to a supplemental annuity.

Form ID-30B, Form ID-3S, Form ID-3U, and Form SI-5F (Sup):

Form ID-30B, Notice of Lien, is released to employers who are reported to be liable for an employee's on-duty injury. Users also have the capability to print and/or save an electronic version of the notice of lien for distribution to other interested parties.

Form ID-3S, Request for Lien Information-Report of Settlement, provides information about the amount of sickness benefits that the RRB has paid in connection with an employee's on-duty injury and to report personal injury settlements is also available to users.

The Form ID-3U, Request for Section 2(f) Information, can now be submitted through the ERSNet system by employers. This form is used to obtain information about the amount of benefits that the RRB has paid in connection with an employee that has received pay for time lost or guarantee pay.

Form SI-5f (Sup), Status Report – Personal Injury Claims, is released to employers to determine and/or follow-up on the status of the initial Form ID-30B, Notice of Lien that was previously released to the employer.

Enrollment in these services will:
- eliminate the need for multiple releases of paper forms to employers;
- eliminate the need to submit paper forms via fax or mail to the RRB's Sickness Unemployment Benefits Section; and
- expedite employer responses because replies can be entered on-screen and electronically transmitted.

ACCESS Levels on the ERSNet Site

The ERSNet system is a role-based system which means that each user's access is tailored to the role of work they perform for their company. Access levels are assigned by the company, allowing employers the ability to retain control over the forms employees of their organization can view and submit to the RRB. If you are not enrolled and want to begin filing your reports on the ERSNet follow the instructions below.

Applying for Access

To apply for access do the following:

- Read the Security Guidelines explaining your responsibilities as a user of ERSNet. They are 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 D, and return the form to you. The certification in Section D must be completed by a certifying official of the company who has the 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.

Within five to seven days of receipt of an acceptable application, the RRB will mail your user ID and temporary password along with instructions for accessing the site. To deter fraudulent use of ERSNet, Form BA-12 cannot be completed or filed on our website. Original signatures (no reproductions) are needed, and the form must be transmitted by either the USPS or an express mail carrier. For security reasons, *facsimiles are not acceptable*.

Detailed instructions on how to use the system are covered in Part VIII of the Reporting Instructions to Employers. See below for direct links to the reporting instructions on our website.

- Employer Reporting Instructions http://www.rrb.gov/AandT/ERI/Part8/chapter1.asp
- Labor Employer Reporting Instructions http://www.rrb.gov/AandT/LRI/Part8/chapter1.asp

Enclosures:
Form BA-12
Security Guidelines
Explanation of Access Levels