

EMPLOYER SPECIAL NOTICE

March 5, 2014

Confirming Contribution Reports

How can you tell if your contribution report has been submitted to eSERS?

If you find it difficult to know whether your report has been successfully submitted, help is on the way. In order to clear up any confusion, we have added a separate "confirmation" screen to the Contribution Detail application.

After you complete your contribution report and select the

"Submit" button, eSERS directs you to a "confirmation" screen. When you see this screen, you can be sure that your report has been submitted.

You will be able to print a copy of the screen for your files.

Please note that while the confirmation screen indicates your contribution report has been submitted, it does not confirm that the report has been submitted

correctly without errors. This screen is only a confirmation that the report has been submitted.

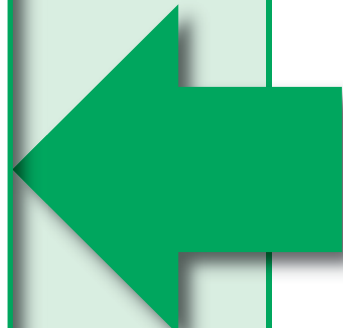
You also will still be able to check the receipt of payments and reports through the Financial History application.

If you have further questions, please call Employer Services toll-free at 877-213-0861 or email at employerservices@ohsers.org. ■

Contribution Submission Please print this page for your records.

Employer ID: XX-XXX	Reporting Period: 01/2014
Employer: ABC Schools	Rpt Per Strt Dt: 01/01/2014
Submission Group: REGULAR DISTRICT FILE	Rpt Per End Dt: 01/31/2014

YOUR SUBMISSION WAS TRANSMITTED SUCCESSFULLY ON 02/27/2014 Close



Changes to Contribution Detail Entry Application

March 10: 'Unsubmit' No Longer an Option

As of March 10, you will no longer be able to "unsubmit" your contribution reports once you submit them.

Currently, you can submit and unsubmit a contribution report as many times as you like as long as you do it on the same day you submit the report and you do it before 4:30 p.m.

After March 10, if you need to correct an error to your contribution report, you will have to call Employer Services. To have your report corrected, call us toll-free at 877-213-0861. ■