



Employer Bulletin

SPRING

March 28, 2014

F A Q

Membership Determination

SERS and State Teachers Retirement System of Ohio (STRS Ohio) provide retirement benefits to all public school employees; however, selecting the correct retirement system for some positions may be difficult.

SERS and STRS have been working together to provide guidance on determining the correct retirement system for certain employees.

If you are confused on where an employee belongs, [click this link](#) to see a F.A.Q. list about making membership determinations. ■

New Employees Must Be Enrolled Electronically

Starting July 1, all new SERS employees must be enrolled electronically through eSERS by using the "Member Enrollment" or "Upload Member Enrollment File" applications.

As an employer, you are responsible for enrolling all SERS employees in SERS. You can find instructions in the eSERS *Guidebook* on how to use the eSERS applications to create a membership enrollment and enroll new employees.

If you send us a paper membership form after July 1, we will mail it back to the district. This will include reemployed retiree forms as well.

However, we will still be accepting the SSA-1945 as a paper form.

The SSA-1945 is a federal form that explains how public employment may affect Social Security benefits. School districts are required by law to submit the completed and signed form to SERS for the employee's file.

This form will still need to be faxed to Employer Services at 614-340-1195 or mailed to us at: School Employees Retirement System of Ohio, Employer Services, 300 E. Broad St., Suite 100, Columbus Ohio, 43215. ■



ACH Debit Payments Now Pulled in One Day

If you enter an ACH Debit payment before 4 p.m., it will now take only one business day to be considered received by SERS.

Previously, the ACH Debit payment process took two days.

Although the processing period may be faster, ACH Debit payments are still not instantaneous. In order to avoid penalties, ACH Debit payments must be entered before 4 p.m. to be considered received for the following business day.

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

Salary Estimates Reminder

- eSERS opens for salary estimates on Friday, March 28.
- Salary estimates will be due to SERS by Friday, May 9.
- If a salary estimate is not submitted to SERS by the deadline, Employer Services will add 3% to last year's estimate. ■



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SERS RETIREMENT BOARD

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Chair, *Appointed Member*

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Vice-Chair, *Appointed Member*

DEBRA BASHAM
Employee-Member

NANCY EDWARDS
Appointed Member

MADONNA D. FARAGHER
Employee-Member

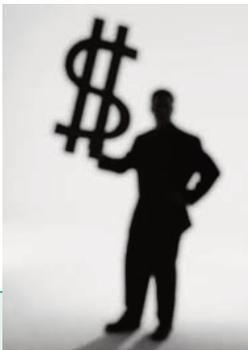
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FRANK A. WEGLARZ
Retiree-Member

LISA J. MORRIS
Executive Director



Avoid Penalties: Submit Payment Remittance Forms

To avoid a penalty, a Payment Remittance Form must be submitted with each payment due to SERS.

Missing Payment Remittance Forms have become a particular problem with contractors. As more contractors send payments directly to SERS, many of these payments are arriving without the required Payment Remittance Form.

This is creating confusion, especially when a contractor serves multiple employers and submits multiple payments without any indication of which employer is associated with the payment. Without the Payment Remittance Form, SERS has no idea where a payment belongs.

While SERS offers administrative assistance as you work through the payment

and reporting details with your contractors, you are still ultimately responsible for proper and timely reporting and payment to SERS.

Please make sure SERS has a Payment Remittance Form prior to, or concurrent with, any payment made by you or on your behalf, or you will receive a penalty for late reporting.

Use eSERS to electronically fill out your Payment Remittance Forms. You can reach eSERS through our website at www.ohsers.org. ■



Upgrade Ushers Terminology Changes

To prepare for the upcoming eSERS upgrade in 2015, we have been changing some terminology used in eSERS.



We have renamed several applications. The "Payroll Data Entry" application is now called "Contribution Detail Entry," and the "Member Enrollment File Upload" application is now called "Upload Member Enrollment File."

Additionally, under the "Payment Remittance Form" application, the term

"Member Contributions" has replaced "Payroll Employee Contribution," and under the "Web User Maintenance" application, the term "Payroll Entry

Administrator" has replaced "Payroll Administrator."

We will keep you informed as other terminology changes are made.

If you have any questions, please call Employer Services toll-free at 877-213-0861. ■

Helpful Hints for Salary Estimates

Start out the upcoming fiscal year by being fiscally fit about salary estimates. Remember to:

- Submit a salary estimate for FY2015

The default calculation for not submitting a salary estimate is usually increased by 5% from the previous year's estimate. This year, SERS is lowering that increase to 3%. However, if you have not submitted a salary estimate for several years, the system-generated estimate can be significantly overstated.

- Exclude wages from your salary estimate for contracted services where the contractor is paying the 14% employer contributions directly to SERS

Because foundation deductions are based on the estimated salary for which the employer will pay the 14% contribution, when SERS collects the 14% from the foundation and the contractor sends the 14% directly, you will have a substantial overpayment and subsequent refund at year-end. ■

Due Dates: Three Months at a Glance

APRIL						
S	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

MAY						
S	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JUNE						
S	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

April 15: March contributions due. This includes employee contribution reports and payments, and employer payments for non-foundation program employers. Submissions made after this date are subject to penalties.

May 9: Salary estimates due.

May 15: April contributions due. This includes employee contribution reports and payments, and employer payments for non-foundation program employers. Submissions made after this date are subject to penalties.

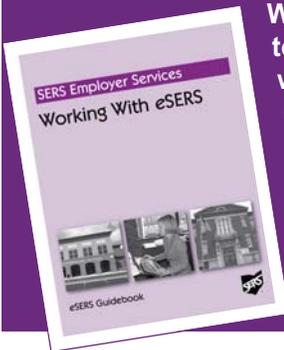
May 23: Foundation deduction letters will be mailed out to the school districts.

June 6: Corrections or adjustments to the foundation, and foundation deduction letters due.

June 16: May contributions due. This includes employee contribution reports and payments, and employer payments for non-foundation program employers. Submissions made after this date are subject to penalties.

[Click here to add monthly due date reminders to your Outlook calendar.](#)

eSERS Guidebook Revisions



With the upcoming upgrade to eSERS fast approaching, we are constantly making updates to the eSERS Guidebook. For a printable copy of the newly revised guidebook, visit the website at www.ohsers.org.

Need to Move a Due Date?

In an effort to meet your needs, Employer Services reminds you that when you are aware of an extreme circumstance, such as a weather issue or technology problem, that will cause a delay in reporting or payment, please contact Employer Services as soon as possible. We can oftentimes make alternate arrangements to cope with extreme circumstances.

While alternate arrangements cannot be made every month or in every circumstance, we have more flexibility in extending due dates rather than leeway in adjusting penalties.

New CAFR and SAFR on Website



The new *Comprehensive Annual Financial Report* (CAFR) is now available.

The CAFR contains extensive data and detailed facts about SERS' financial operations for the period from July 1, 2012, to June 30, 2013. It out-

lines initiatives and investments, and includes actuarial and statistical information.

However, if the CAFR is just a little more financial informa-

tion than you want, check out the *Summary Annual Financial Report* (SAFR).

As a companion to the CAFR, the SAFR provides a brief overview summarizing the financial health, investment performance, demographics, and key accomplishments of the last fiscal year.

Printable versions of the CAFR and SAFR are available on the website at www.ohsers.org.

