



Employer Bulletin

SUMMER

June 30, 2014

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New Members Must Be Enrolled Online

Starting July 1, 2014, employers must enroll all members, including reemployed retirees, electronically.

This means that only enrollments made online with eSERS will be accepted by SERS.

After July 1, 2014, any paper member records will be returned.

To enroll a new member, go to our

website at www.ohsers.org. Click on the "Employers" button, and then click the "Employer Account Login" to access your eSERS account. Next, use the "Member Enrollment" application or the Member Enrollment file upload on eSERS to enroll members.

For the specifications guide for the upload, [click this link](#). ■

Member Enrollment Lookup Function

We have added a lookup function to the Member Enrollment application. To use this function, log into eSERS and select the Member Enrollment application. Next, click on the new "Lookup" tab at the bottom of the page. Then, enter the employee's Social Security number in the field and select "search" to see if a Member Enrollment has been entered from your school district. ■

Lookup



Determining Correct Membership

As of July 1, 2014, employers are required to report positions of mutual interest between SERS and STRS to the correct retirement system.

If you are unsure about the proper system to which your employee belongs, please [click this link](#) to refer to the mailing that was sent in January.

This mailing covers the correct contributing system certain positions should report to as of July 1, 2014.

For further assistance with membership determination, please contact Employer Services toll-free at 877-213-0861 or email us at employerservices@ohsers.org. ■



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Toll Free 866-280-7377
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SERS RETIREMENT BOARD

DANIEL L. WILSON
Chair, *Appointed Member*

CATHERINE P. MOSS
Vice-Chair, *Retiree-Member*

DEBRA BASHAM
Employee-Member

NANCY EDWARDS
Appointed Member

MADONNA D. FARAGHER
Employee-Member

CHRISTINE D. HOLLAND
Employee-Member

BARBRA M. PHILLIPS
Employee-Member

JAMES A. ROSSLER, JR.
Appointed Member

FRANK A. WEGLARZ
Retiree-Member

LISA J. MORRIS
Executive Director

Contract Employees and Membership

According to the Ohio Revised Code, SERS membership is required for “Any person who performs a service common to the normal daily operation of an educational unit even though the person is employed and paid by one who has contracted with an employer to perform the service, and the contracting board or educational unit shall be the employer for the purposes of administering the provisions of this chapter.”

“Service common to the normal daily operation of an educational unit” is defined as:

- any service required to be provided by an educational unit or the provision of which is governed by law, statute, or rule
- any service necessary on a regular continuous basis to the efficient operation of an educational unit
- any service which, through custom and usage, has become a service commonly provided or used by an educational unit on a regular or continuous basis

If you contract with an entity to provide workers for a service “common to the normal daily operation” of a school, the workers should contribute to SERS.

If you contract directly with a person to provide services, and the nature of the person’s relationship to you is that of an employee – not independent contractor – that person must contribute to SERS. Simply including language in the agreement stating the relationship is that of an independent contractor does not determine the classification. The facts must support an independent contractor classification.

The risk of an incorrect membership determination falls on the employer. This means that if a membership question arises, and SERS determines that the person is an employee and should be contributing to SERS, you are responsible for the employer and employee contributions, plus interest.

If you have any questions about membership, contact Employer Services at employerservices@ohsers.org or toll-free at 877-213-0861. ■

End of Fiscal Year Reminder: Final Contribution Reports and Payments Due Tuesday, July 15

What is Surcharge?



Surcharge is an additional employer contribution to fund future health care coverage.

It is figured at 14% of the difference between an employee’s annual covered compensation and the minimum compensation amount adjusted for partial service.

The law limits each school district’s Surcharge to 2% of its SERS eligible compensation. The statewide limit for Surcharge is 1.5% of SERS’ eligible compensation.

The FY2014 minimum compensation amount is \$20,250.

The initial Surcharge amount will be available only on eSERS. It will be available on August 18, and changes will be due by August 22.

The final Surcharge will be available on eSERS on August 25.

If you pay through the Foundation Program, the Surcharge may be deducted as part of the overall SERS employer charges. However, if you are a community school, the Surcharge will automatically be collected through your Foundation funds.

If you do not use the Foundation Program, you must pay the amount due by September 24. ■

101

Contribution Report and Payment Receipt Cut-offs 101

In order to avoid the penalties resulting from pension reform legislation, it is important that you understand how SERS measures receipt of contribution reports and payments.

A contribution report or payment is considered received based on several factors.

FOR REPORTS

- **Through eSERS or the sFTP Portal:** SERS processes reports submitted as of 6 p.m. each evening. Reports submitted after 6 p.m. are processed as the next day's business.

FOR PAYMENTS

- **To the lockbox:** The bank picks up mail from the post office six-to-eight times a day. It cuts off current day processing between 5 p.m. and 6 p.m. Mail picked up after 6 p.m. is processed as the next day's business.
- **Expedited to the bank for lockbox processing:** Payments must be sent to Huntington National Bank, Attn: Wholesale Lockbox L-1617, 7 Easton Oval, Columbus, Ohio, 43219, and delivered prior to 11 a.m. for same-day processing.
- **ACH Debit:** Payments entered before 4 p.m. are processed for the next business day. Payments entered after 4 p.m. take two business days to process.

If you anticipate a problem with timely submission of a contribution report or payment, contact Employer Services at employerservices@ohsers.org or toll-free at 877-213-0861 immediately to request an extension. SERS cannot extend the due date once the due date has passed. ■

Payment Remittance Penalties: Send Forms Before or With Payment

Payment Remittance Forms must be in the SERS office prior to or concurrent with the employer's payment.

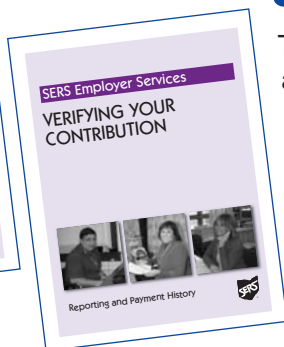
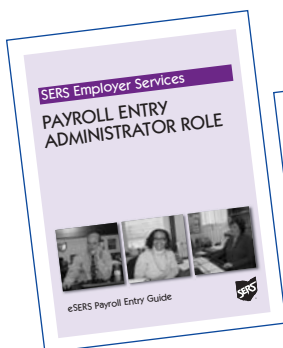
If Employer Services receives a payment before the Payment Remittance Form has been received, a \$100 penalty will accrue per day until we receive the form.

The penalty cap is \$1,500 per report. ■

Updated Publications

To better serve you, publications designed specifically for employers are always being created, updated, and improved.

Verifying Your Contribution Reporting and Payment History, a guide for employers that explains how to check if SERS has received and/or posted a contribution report or payment, recently has been updated. Additionally, the *Payroll Entry Administrator Role eSERS Payroll Entry Guide*, a step-by-step instruction book that shows employers how to assign specific "Submission Groups" and submit contribution detail reports through eSERS, also has been updated. ■



Due Dates: Three Months at a Glance

July

- 7/15 June contributions due

August

- 8/15 July contributions due
- 8/15 Initial Surcharge available on eSERS only
- 8/18 Employer Statements available on eSERS only
- 8/22 Corrections to the Surcharge are due
- 8/25 Final Surcharge available on eSERS only

September

- 9/15 August contributions due
- 9/17 Employer Statement balance due
- 9/24 Surcharge balance due

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

JULY

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		

AUGUST

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						

SEPTEMBER

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				

Reporting for Board Members

For Board members who elect SERS coverage, school districts must report their days and hours. Board members receive one day per meeting. Hours are calculated by the length of the meetings. ■



Compatibility Issues Noted

Some of you have been experiencing compatibility issues with Internet Explorer when using eSERS. The operating system for eSERS is PC: Windows 95 or newer.

Additionally, eSERS will work with Internet Explorer 9 and higher.

Please note that eSERS will not work with Chrome or Firefox. ■

