



# Employer Bulletin

FALL

Sept. 29, 2014

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## New Publication for eSERS

In October, you will receive a new publication. It will introduce you to the new functions recently added to the updated version of eSERS and those planned for fiscal year 2016.

## Big Refunds? Salary Estimates Could Be the Reason

If you received a large Employer Statement balance refund, it may be because you need to update your salary estimates.

In the spring, Employer Services requests that Foundation-participating districts provide salary estimates. The Foundation deduction is based on the salary estimates.

If a salary estimate was not provided, Employer Services added 3% to the salary estimate on file for the prior year. In past years, 5% was added.

If a salary estimate has not been provided for a few years, the estimate is inflated based on prior submissions. ■



## Member Enrollment Issues

If you believed you entered an enrollment for an employee but received a letter from SERS stating that we did not have a member enrollment for that employee, check the employee's Social Security number. It could be that the Social Security number was incorrect in either the enrollment or payroll documentation.

Make sure the employee's Social Security number in the letter matches the one you submitted with the enrollment.

The Social Security number in the letter comes directly from the contribution (payroll) detail file. While the employee's name may

be the same, SERS only makes the match on the Social Security number. Transposing or misinterpreting numbers causes the enrollment system and the contribution system to see two members where only one exists.

If you think this is the problem, please fax a copy of the employee's Social Security card or I-9, along with a copy of the letter received from SERS, to 614-340-1195.

SERS will correct the enrollment records in our system. You will need to correct your records if the incorrect Social Security number is in your payroll system. ■

**SCHOOL EMPLOYEES  
RETIREMENT SYSTEM  
OF OHIO**

300 E. Broad St., Suite 100  
Columbus, Ohio 43215-3746  
614-222-5853  
Toll Free 866-280-7377  
[www.ohsers.org](http://www.ohsers.org)

**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*

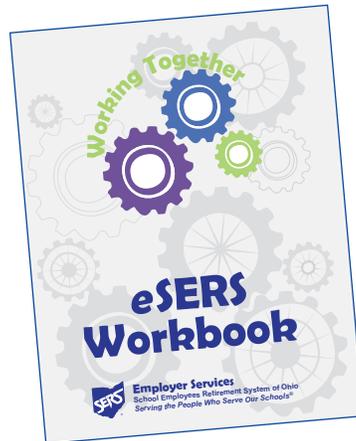
JAMES A. ROSSLER, JR.  
*Appointed Member*

FRANK A. WEGLARZ  
*Retiree-Member*

LISA J. MORRIS  
*Executive Director*

**eSERS Workbook  
Now on Website**

There is good news for those of you who were unable to attend one of the eSERS workshops offered this past spring. The workbook used in the workshops is available under the Employers "Publications and Forms" section of the SERS website at [www.ohsers.org](http://www.ohsers.org). You also can click here for the hyperlink to the workbook. ■



**Three Months  
at a Glance Calendar**

**OCTOBER**

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	

**October**

- 10/15 September contributions due

**NOVEMBER**

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						

**November**

- 11/17 October contributions due

**DECEMBER**

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			

**December**

- 12/15 November contributions due

**Payment Remittance Forms: Enter Contributions on Proper Line**

In an effort to achieve consistency, we are changing some of our terminology. We realize that these changes may have caused confusion, but please bear with us. This is an ongoing process, and is intended to improve our service to you and your understanding.

With that in mind, please read carefully when entering contributions on Payment Remittance Forms. All employee contributions should be entered as "Member Contributions."

Employer Services has noticed that funds are being transferred from the Employer Account to the Member Account, and vice versa. This may be happening because the term "Member Contributions" recently replaced "Payroll Employee Contribution." As a result, some employers have been entering contributions in the incorrect line.

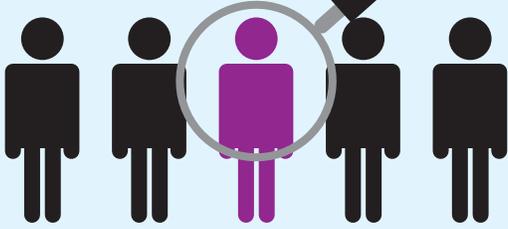
Additionally, when submitting employer paid pick-up, this too should be allocated to the "Member Contributions" section. Although the employer is paying the pick-up, it is still considered a member contribution.

We ask for your patience while terminology changes continue. ■

**Click here to add monthly due date reminders to your Outlook calendar.**

**HELLO!**  
My Name Is

*New Employee*



## Reminder: Tell Us Your Staff Changes

Whenever your office has a new treasurer or payroll officer, please inform Employer Services of these changes. Keeping us current on your staff helps maintain accuracy and efficiency. Along with information on any staff changes, we also need new or updated email addresses for your staff. This ensures that our communications are received by the intended personnel. ■

## Serving You: Audit Resources

Each year, SERS receives requests from you for information that is required by your auditors. In response, we have published several documents to our website to help you gather that information.

Both current-year and historical information is available for the:

- Minimum Compensation Amount (surcharge limit)
- Employer Contribution Allocation (14%)
- Governmental Accounting Standards Board (GASB) Disclosures
- *Comprehensive Annual Financial Report (CAFR)*

Except for the CAFR, all the information needed for FY2014 is now available on the SERS website.

SERS will let you know when the new CAFR becomes available.

To access this audit information, visit the SERS website at [www.ohsers.org](http://www.ohsers.org), select the “Employers” tab on the left side of the home page, and then scroll down the left side to “Audit Resources.”

You also will find a GASB page on the Employer section of our website.

If you have further questions, please email us at [employerservices@ohsers.org](mailto:employerservices@ohsers.org) or call us toll-free at 877-213-0861. ■



## Do Your Employees Have Retirement Questions?

If any of your employees would like to come to Columbus to meet with a counselor and discuss retirement concerns, please ask them to call to schedule an appointment.

We are generally booked one to two months in advance. Appointment times fill up quickly, so employees should call our office toll-free at 866-280-7377 to schedule an appointment a few months in advance of when they are interested in meeting with a counselor.

The SERS office is located at 300 E. Broad St., 43215, in Columbus. ■