

# EMPLOYER SPECIAL NOTICE

May 22, 2015

## Foundation Deduction Letters Now on eSERS

Foundation deduction letters for foundation-qualified districts are now available on eSERS. Remember, because the letters are no longer being mailed, they can only be accessed through eSERS.

To print your letter, choose the "Foundation Letters" application on eSERS.

**The School Employees Retirement System of Ohio**  
Serving the People Who Serve Our Schools

**Employers**  
Employer Applications

LOGIN SUCCESSFUL - WELCOME KATIE TALBERT  
TREASURER: LAURA DONALDSON

Employer: TEST EMPLOYER  
Employer ID: 88-999

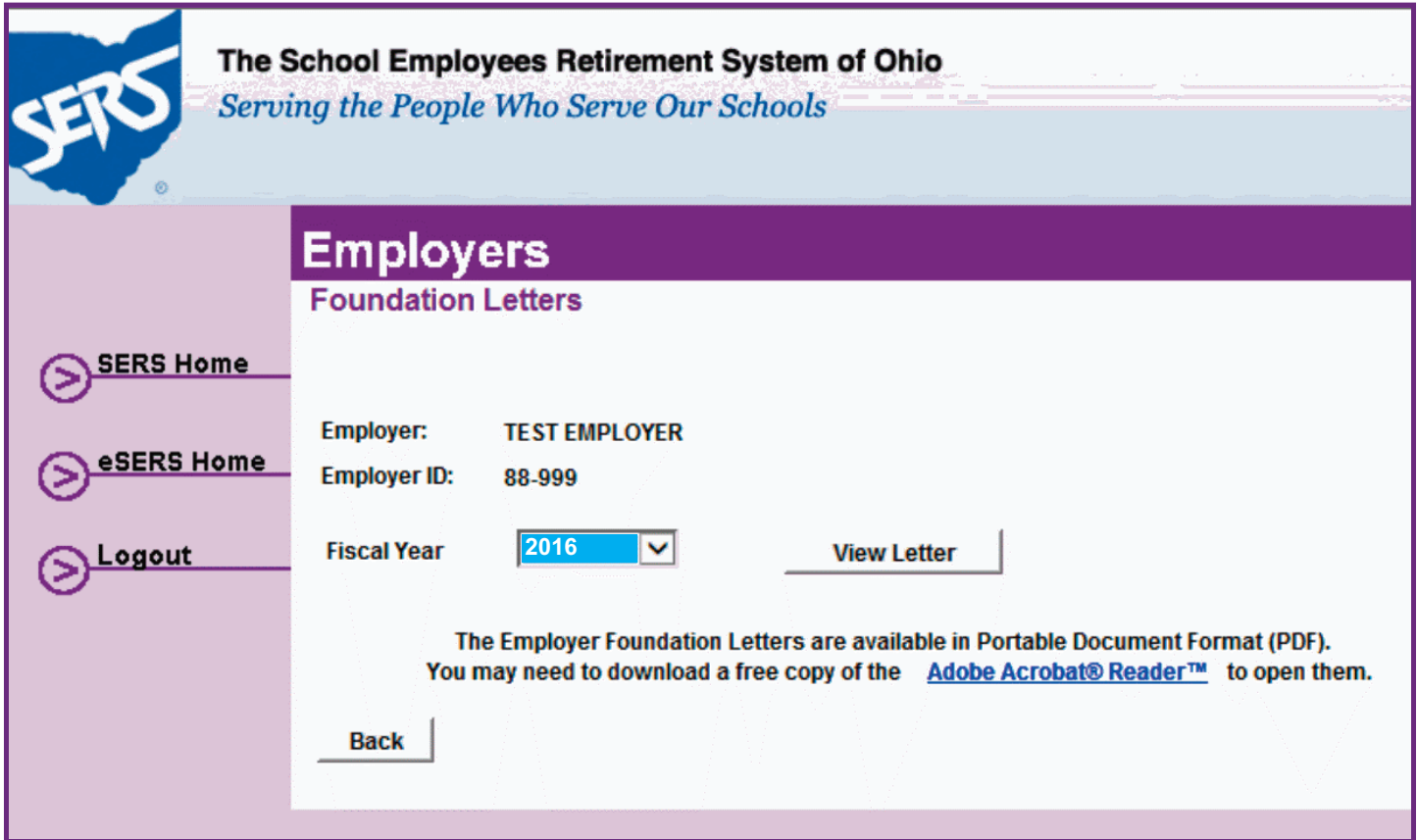
<a href="#">ACH Maintenance</a>	<a href="#">Employer Information</a>	<a href="#">Salary Estimate</a>	<a href="#">Upload Member Enrollment File</a>
<a href="#">Bank Account Maintenance</a>	<a href="#">Financial History</a>	<a href="#">Surcharge</a>	<a href="#">Upload Contribution Reporting File</a>
<a href="#">Payment Remittance Form</a>	<a href="#">Contribution Detail Entry</a>	<a href="#">Web User Maintenance</a>	<a href="#">Foundation Letters</a>
<a href="#">Employer Statements</a>	<a href="#">User Information</a>	<a href="#">Member Enrollment</a>	

SERS Home  
eSERS Home  
Logout

continued on next page

## Foundation Deduction Letters *continued*

From this application, you will be able to choose a fiscal year. Once you select the desired fiscal year, the letter for that year will be generated. For this upcoming year's deductions, you will want to select the fiscal year 2016.



The screenshot shows the SERS website interface. At the top left is the SERS logo, a blue outline of Ohio with 'SERS' written across it. To the right of the logo is the text 'The School Employees Retirement System of Ohio' and the tagline 'Serving the People Who Serve Our Schools'. Below the logo is a navigation menu with three items: 'SERS Home', 'eSERS Home', and 'Logout', each with a right-pointing arrow icon. The main content area has a purple header with the word 'Employers' in white. Below the header is the section 'Foundation Letters'. The form displays the following information: 'Employer: TEST EMPLOYER', 'Employer ID: 88-999', and 'Fiscal Year' with a dropdown menu currently set to '2016'. To the right of the dropdown is a 'View Letter' button. Below the form, there is a message: 'The Employer Foundation Letters are available in Portable Document Format (PDF). You may need to download a free copy of the [Adobe Acrobat® Reader™](#) to open them.' At the bottom left of the form area is a 'Back' button.

After you select the fiscal year, choose "View Letter." A PDF version of your letter will then populate. From here, you are able to save the letter to your computer as well as print a copy. You can view the letter as often as you like.

The letter provides calculations of the deductions from your Foundation Program allowance.

If you want to view letters for previous years, the letters for 2014 and 2015 also are available.

Any corrections or adjustments to the letter will need to be submitted in writing to Employer Services at [employerservices@ohsers.org](mailto:employerservices@ohsers.org) by Friday, June 5, 2015. ■