



The New eSERS: Your Hotline to SERS

June 10, 2015

School Employees Retirement System of Ohio

eSERS Training Planned for Future, Employer 101 Workshops This Summer

While we wait for the implementation of the upgraded eSERS computer system and mandatory eSERS training, Employer Outreach has been busy preparing summer "Employer 101" workshops.

These workshops will cover the roles and responsibilities of employers.

Keep your eyes open for a *Special Notice* announcing the workshop dates and locations.

Reminder: Per Pay Reporting

Because the implementation date and training sessions for the eSERS upgrade have been postponed, per pay reporting has been delayed until further notice. Please continue to report as you have in the past.

Certifications: Easy and Electronic

With the implementation of the upgraded eSERS system, fiscal officers will be able to electronically submit the Employer's Certification of Final Deposits and non-contributing certifications.

This means you will no longer have to fill out these forms and send them to SERS; instead, you will be able to electronically submit the needed information.

Additionally, the new eSERS will have a number of terminology changes to help simplify submissions. One of these changes will include the Employer's Certification of Final Deposits, which will be called "wage certifications."

In the upgraded eSERS, you will be able to use a wage certification link to submit this information.

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Electronic Certifications

Wage Certifications Home Page

eSERS
SCHOOL EMPLOYEES RETIREMENT SYSTEM

Welcome!
ABC City Schools

Alert and Messages

Messages

Employer Reporting

- Upload Contribution Files
- Contribution File Correction and Manual Contribution Entry
- Upload Enrollment Files
- Correct Enrollment Files
- Manual Enrollment Entry
- Employer Reporting Detail Lookup
- SCP Payroll Deduction Submission
- Certified Wages**

Wage Certifications Home

[Record displayed]

New Wage Certification

To create a new Wage Certification, select a certification type and click New Wage Certification button.

*Certification Type :

Pending Wage Certifications

SSN: X Last Name:

<input type="checkbox"/>	Wage Certification ID	SSN	First Name	Last Name
<input type="checkbox"/>	92361		FIRST_NAME_364120	LAST_NAME_364120
<input type="checkbox"/>	92362		FIRST_NAME_808847	LAST_NAME_808847
<input type="checkbox"/>	92363		FIRST_NAME_1080480	LAST_NAME_1080480
<input type="checkbox"/>	92364		FIRST_NAME_945158	LAST_NAME_945158
<input type="checkbox"/>	92365		FIRST_NAME_582915	LAST_NAME_582915

Wage Certifications

In the new eSERS, the Employer's Certification of Final Deposits will be called "wage certifications." With the upgrade, SERS will create a "Wage Certification ID," which SERS will generate once the employee submits a retirement application. This information will appear in the "Pending Wage Certification" panel. The fiscal officer will click on the "Wage Certification ID" link in the "Pending Wage Certification" box.

Wage Certifications Home

[Previous Page Displayed.]

New Wage Certification

To create a new Wage Certification, select a certification type and click New Wage Certification button.

*Certification Type :

Pending Wage Certifications

SSN: X Last Name:

<input type="checkbox"/>	Wage Certification ID	SSN	First Name	Last Name
<input type="checkbox"/>	92361		FIRST_NAME_364120	LAST_NAME_364120
<input type="checkbox"/>	92362		FIRST_NAME_808847	LAST_NAME_808847

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When you choose the "Wage Certification ID," it brings you to a page where the fiscal officer completes the certification for the employee.

Wage Certification

Msg ID : 7 [Record displayed. Please make changes and press SAVE.]

Submit **Refresh**

Wage Certification

Wage Certification ID : 92361 Submitted Date : 08/11/2014

Member Details

First Name : FIRST_NAME_364120 Middle Name : MIDDLE_NAME_364120 Last Name : LAST_NAME_364120
 SSN :
 *Last Date of Service : 06/30/2014 *Days Worked : 15
 *Contribution Cycle Code : BWK0005 *Hours Worked : 125
 *Last Payroll End Date : 03/31/2015 *Eligible For HC At Separation: No
 *Eligible For HC 3 Of Last 5 Years: No

Create : CONVERSION 9/17/2014 Modify : KRUSSELL 8/11/2014 11:14:47 AM

Non-Contributing Certifications

The information for non-contributing certifications will be entered manually here:

Certification of Salary – Non-contributing Service Maintenance

Msg ID : 8 [All changes successfully saved.]

Submit **Refresh**

Wage Certification

Wage Certification ID : Certification Type : Non-Contributing Certification
 Submitted Date :

Member Details

*First Name : Jane Middle Name : Last Name : Doe
 *SSN : 123-45-6789 *Date Of Birth : 12/03/1981 *Gender : Female
 *Street Name : 123 Fake St Suite :
 *City : ABC City Schools *State : Ohio
 *Zip Code/Plus 4 : 43017 School District :
 Job Title : Member Of : STRS
 Employee Position : Faculty OPERS
 Staff
 Student Worker
 Membership Exemption Form / Employer Letter Stating No Exemption On File : Browse...
 Upload the Form in PDF format

Certification of Salary By Fiscal Year

To add a new fiscal year salary certification, enter the fiscal year and click New.

Delete Year : 2015 **New** **Save**

Year	Total Salary	Total Days Worked
<input type="checkbox"/> 2015	\$0.00	

Month	Salary	Days Worked
July	0	
August	0	
September	0	