



Employer Bulletin

Spring Issue

March 25, 2016

eSERS Now Open for Salary Estimates

As of today, eSERS is open for Salary Estimates. If you are a Foundation-qualified district, now is the time to enter in your salary estimates for fiscal year 2017.

If it's been awhile since you submitted a salary estimate, please view your salary estimate history on eSERS. If SERS doesn't receive an estimate for your district, Employer Services will add 3% to the previous year's salary estimate.

If you are in the middle of contract negotiations or are unsure of what your salary will be for the upcoming year, that's okay. Provide us with your estimate, and if you find that your monthly Foundation deductions need adjusted later, please contact us, and we will explain how to make a change.

Remember, this is just an **estimate**.

All Foundation-qualified districts have until **May 6** to submit a new salary estimate.

Salary Estimates and Your Contractors

Salary Estimates and Your Contractors If your contractor is paying the 14% employer contributions directly to SERS, remember to exclude these wages from your salary estimate. 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.

Membership and Compensation Determinations

Membership: Who Belongs Where?

When there is a position in question in terms of retirement system membership, you should request a determination from SERS. Employer Services will need a copy of the job description and/or the contract. Upon review by Employer Services and possibly the SERS Legal Staff, you will receive a determination regarding membership. Please remember, hiring contracted services does not necessarily relieve the obligation of SERS' membership. If there is a question about a contracted position and membership to SERS, please contact Employer Services for a determination.

Compensation: Who Gets What?

When there is a question on compensation, you should request a determination from SERS.

Employer Services may need to see a copy of the contract, settlement agreement, and/or grievance. Upon review by Employer Services and possibly the SERS Legal Staff, you will receive a determination regarding compensation.

Changes to Exclusions from Membership

Any person described in R.C 3309.013(B) is excluded from SERS membership. These individuals include employees of community school operators who withhold Social Security taxes beginning with their first paycheck:

- whose initial employment with the community school operator is on or after July 1, 2016, or
- who previously worked for a community school operator and returned to work for that same operator on or after July 1, 2016, and where the period between employment was not less than 12 months before or after the date the employer began withholding Social Security taxes for their wages

For more information on membership inclusion and exclusion, a [Membership Fact Sheet](#) can be found under the Employer Handbooks and Guides section of the [Employer Publications page](#) on the SERS website.

2016 Employer Workshops

Employer Outreach will be hitting the road and holding the Annual Employer Workshop in July and August. These workshops will cover important topics, including membership, surcharge, contribution reporting, payment procedures, and certifications. This year's schedule will include additional dates and new locations throughout Ohio. Online registration will be announced later this spring.

This is not the new system training, but rather our annual workshops for employers.

July 12	Cuyahoga Falls
July 13	Massillon
July 19	Toledo
July 20	Findlay
July 26	New Boston
July 27	Beavercreek
July 28	Columbus
August 2	Athens
August 3	Cambridge
August 9	Mansfield

SERS Employer Monthly Checklist

Use the convenient checklist below to check off some of your monthly responsibilities as a SERS employer. [Click here for a printable version.](#)



SERS Employer Monthly Tasks

- Enter new employees using the Member Enrollment Application or the Enrollment File Upload on eSERS

- Submit Contribution Detail Report via:
 - ITC
 - sFTP
 - eSERS

- Submit your payment with a Payment Remittance Form
 - Payment Remittance Forms should be submitted with all payments sent to SERS
 - Payment Remittance Forms must be received by SERS prior to or with any payment
 - Submit Payment Remittance Forms via:
 - eSERS (preferred method)
 - Faxed to 614-340-1195
 - Mailed with payment

Employer Publication Updates

The *eSERS Workbook* and *eSERS Handbook* have been merged into one document, which has been renamed the *eSERS Guidebook*.

The new [eSERS Guidebook](#) still has all of the same step-by-step instructions that the *eSERS Workbook* had, but now it also has guidelines and practices from the *eSERS Handbook*. These were added to help users with any questions they may have while navigating eSERS.

The [Employer Handbook](#) also has been updated. The updated version contains examples of pick-up plans, comprehensive explanations of the Foundation Program and Foundation Letters, and information on contract employees.

Both documents can be found on the [Employer Publications page](#) on the SERS website under "Employer Handbooks and Guides."

If you would like a printed copy of any publication mailed to you, please contact [Employer Services](#).

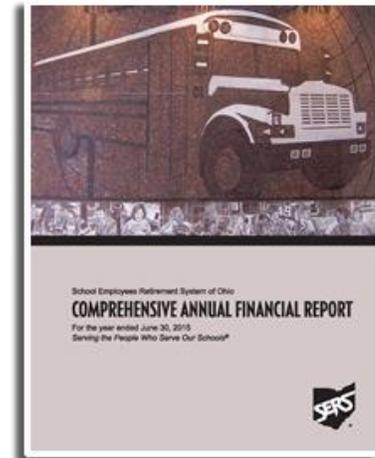
New CAFR and SAFR on the Employer Page

The new [Comprehensive Annual Financial Report](#) (CAFR) is now available. It contains extensive data and detailed facts about SERS' financial operations for the period from July 1, 2014, to June 30, 2015. It outlines initiatives and investments, and includes actuarial and statistical information.

However, if the CAFR is just a little more financial information 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 previous fiscal year.

Printable versions of both are [available on the Employer Publications page](#) of the SERS website under "Audit Resources."



Reminder: Submitting SSA-1945 Forms by Fax

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 a copy of the completed and signed form to SERS for the employee's file. The form can be securely faxed to Employer Services at: 614-340-1195

Forms also can be mailed to us at:

School Employees Retirement System of Ohio
Employer Services
300 E. Broad St., Suite 100
Columbus Ohio, 43215

Due Dates: Three Months at a Glance

April 15 - March Contributions Due (employee reports and payments / employer payment for non-Foundation). Anything submitted after this date may be subject to penalties.

May 6 - eSERS will close for Salary Estimates.

May 15 - April Contributions Due (employee reports and payments / employer payment for non-Foundation). Anything submitted after this date may be subject to penalties.

May 20 - Foundation Deduction letters will be available on eSERS.

June 3 - Changes to the Foundation calculation due.

June 15 - May Contributions Due (employee reports and payments / employer payment for non-Foundation). Anything submitted after this date may be subject to penalties

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

SERS Retirement Board:

Catherine P. Moss, Chair

Barbra M. Phillips, Vice-Chair

Nancy D. Edwards, Appointed Member

Madonna D. Faragher, Employee-Member

Christine D. Holland, Employee-Member

James A. Rossler, Jr., Appointed Member

Daniel L. Wilson, Appointed Member

Beverly A. Woolridge, Retiree-Member

Vacant, Employee-Member