

EMPLOYER SERVICES FACT SHEET

Employer Life Cycle

NEW MEMBER ENROLLMENT



- Explain SERS' contributions and additional retirement options
- Upload SSA-1945 Form via eSERS
- Contact Employer Services if there is a membership question
- Submit Member Enrollment via eSERS
- Forward ARP information (colleges and universities only)
- Retain exemption forms

CONTRIBUTION REPORTING

- Add the employee to Contribution Reports
- Send SERS the contribution reporting, and the 14% employer and 10% employee contributions unless remitted from Foundation Funds
- SERS applies contributions and service credit to the employee account



REHIRE RETIREES

- Rehire or hire an Ohio retirement system retiree
- Submit the new Member Enrollment via eSERS
- Add the reemployed retiree to contribution reports
- Send SERS the 14% employer and 10% employee contributions



RETIREMENT

- Encourage the employee to attend a webinar or retirement conference
- Member completes a Retirement Application
- SERS calculates the benefit
- School completes the Wage Certification on eSERS once final information has been obtained



- Salary Estimate
- View Foundation Deduction Notice
- Surcharge
- **■** Employer Statement



