



# 2024 eSERS Guide

ELECTRONIC REPORTING SYSTEM



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

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# 2024 eSERS Guide

# **REGISTRATION**



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


# Employer Web Administrator

Each school district designates one person to be the Employer Web Administrator (EWA). This role is responsible for maintaining the district's eSERS access. This includes updating staff contact information, granting access to eSERS, and assigning roles and unlocking web users.

To designate an EWA, the Employer Web Administrator Registration form needs to be completed and faxed to SERS. This form is only used to designate a new EWA for the district, not to add new Web Users.

Once the EWA is established, that person will receive a confirmation email and will follow the registration process.

When the EWA has registered, they will be able to set up access for other web users in the district, as well as access for contractors. These instructions can be found in the Web User Maintenance section.



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### Employer Web Administrator Registration

eSERS is SERS' secure intranet designated especially for our employers. This tool provides employers with an effective, time-saving way to submit and view financial and employee information online.

Each school district (employer) designates one individual to be the district's Employer Web Administrator (EWA). The role of the EWA is extremely important; the EWA is the contact person for eSERS issues and is responsible for maintaining the district's eSERS information. The EWA can authorize additional employees ("Web Users") to have access to eSERS, and also can unlock Web User accounts.

A Web User must be given authorization by the EWA through the Contacts/Web User Maintenance application, which can be accessed only by the EWA. The EWA decides which eSERS applications a Web User can access.

**Please provide SERS with your contact information:**

Employer Name:  Employer ID:

EWA Name:

EWA Phone Number:

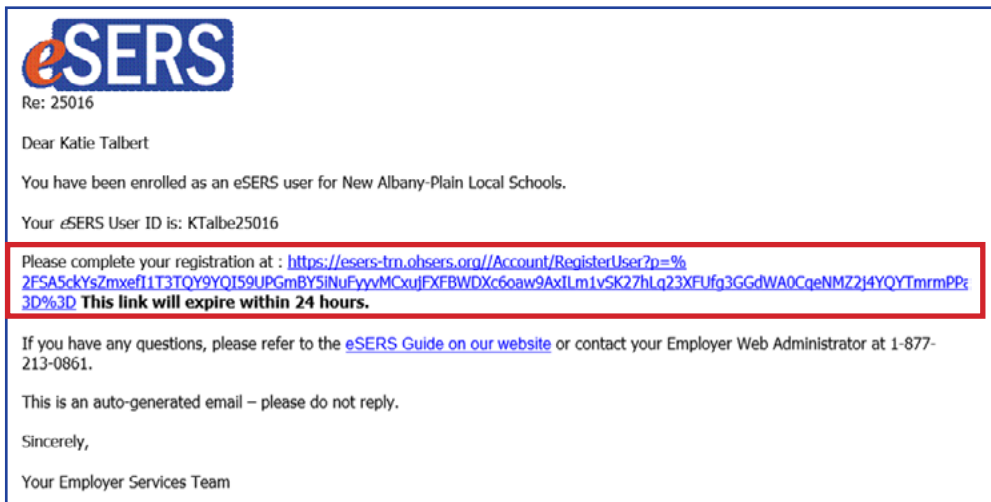
# Registering

You will receive a secure email with instructions on how to register the new eSERS account. The email will include a new User ID and a direct link to a step-by-step security setup. This email will expire in 24 hours.

If you are unable to register your account within that 24 hours, you will need to request that your EWA resubmits your registration.

## Steps:

1. Open the email and click the link provided.



2. Agree to the **End User Terms and Conditions**.

3. Enter and confirm your new password.

**Please Note:** Read password rules and tips in the “Create Password” screen.

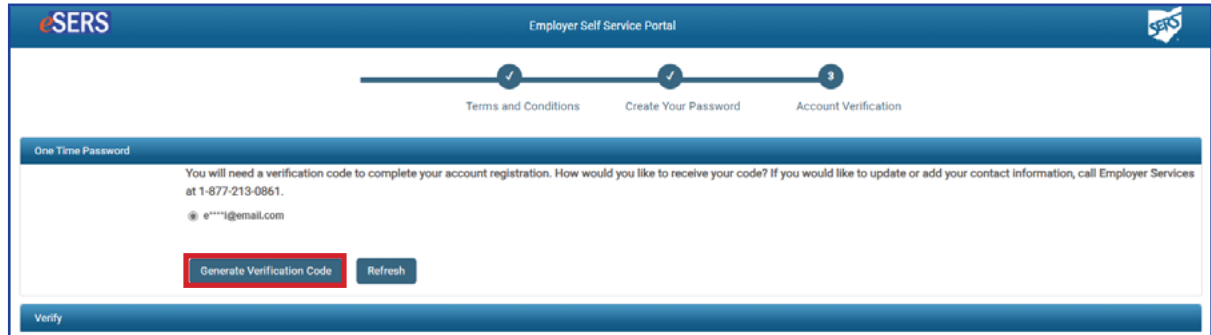
4. Click the **Continue** button.

The image shows the "Employer Self Service Portal" for eSERS. At the top, there is a progress bar with three steps: "Terms and Conditions" (completed), "Create Your Password" (current step), and "Account Verification". Below the progress bar, there is a "Contact Information" section. The "Username" field is empty. The "Password" field is highlighted with a red box, and the "Confirm Password" field is also highlighted with a red box. The "Email" field is empty. A "Refresh" button is located below the password fields. A "Continue" button is located at the bottom right of the form.



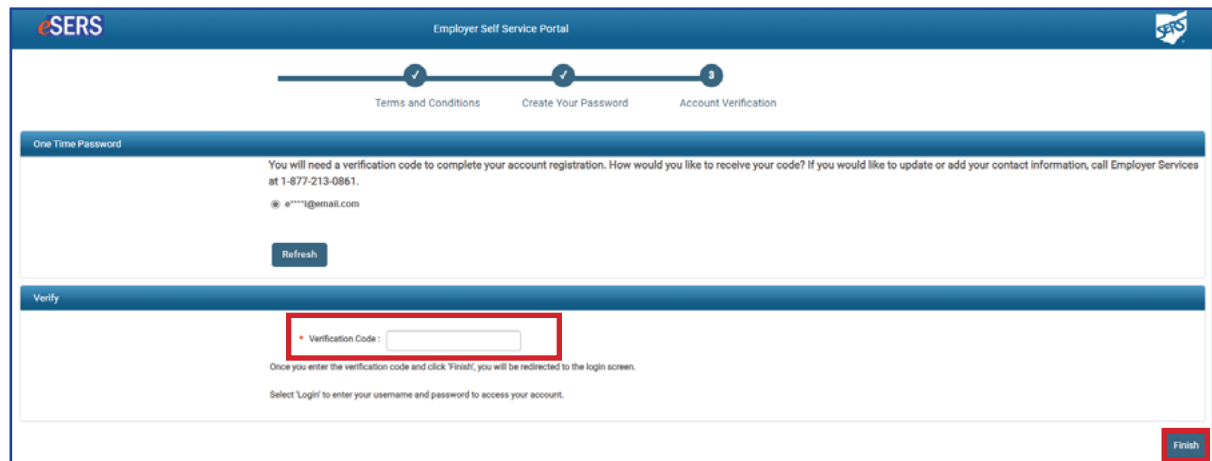
5. You will need a verification code to complete the registration process for your new eSERS web user account. Select the option to receive your verification code and click **Generate Verification Code**.

**Please Note:** If the Employer Web Administrator entered in a cell phone number for you, it would also show on this screen as an option to select.



The screenshot shows the 'Employer Self Service Portal' with a progress bar indicating three steps: 'Terms and Conditions', 'Create Your Password', and 'Account Verification'. The 'Account Verification' step is currently active. Below the progress bar, the text reads: 'One Time Password. You will need a verification code to complete your account registration. How would you like to receive your code? If you would like to update or add your contact information, call Employer Services at 1-877-213-0861. e\*\*\*\*1@email.com'. Two buttons are visible: 'Generate Verification Code' (highlighted with a red box) and 'Refresh'.

6. Enter the verification code that was emailed (or sent via text) in the **Verification Code** field and click **Finish**.



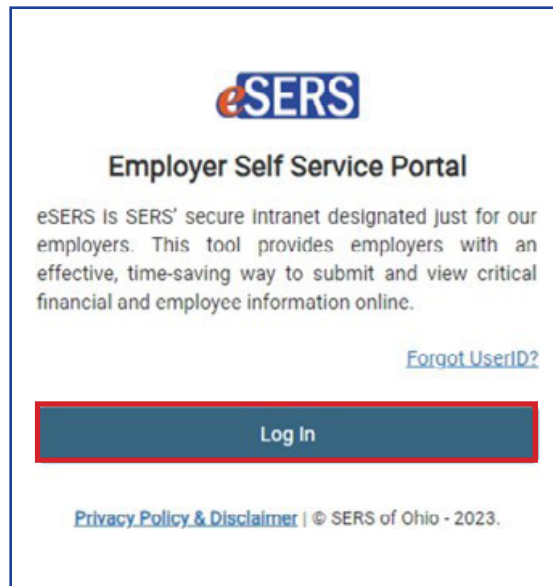
The screenshot shows the 'Verify' step of the registration process. The progress bar indicates that 'Terms and Conditions' and 'Create Your Password' are completed, and 'Account Verification' is the current step. The text reads: 'One Time Password. You will need a verification code to complete your account registration. How would you like to receive your code? If you would like to update or add your contact information, call Employer Services at 1-877-213-0861. e\*\*\*\*1@email.com'. A 'Refresh' button is visible. Below this, the 'Verify' section contains a 'Verification Code' input field (highlighted with a red box) and a 'Finish' button (highlighted with a red box). Instructions below the input field state: 'Once you enter the verification code and click Finish, you will be redirected to the login screen. Select Login to enter your username and password to access your account.'

# Logging In

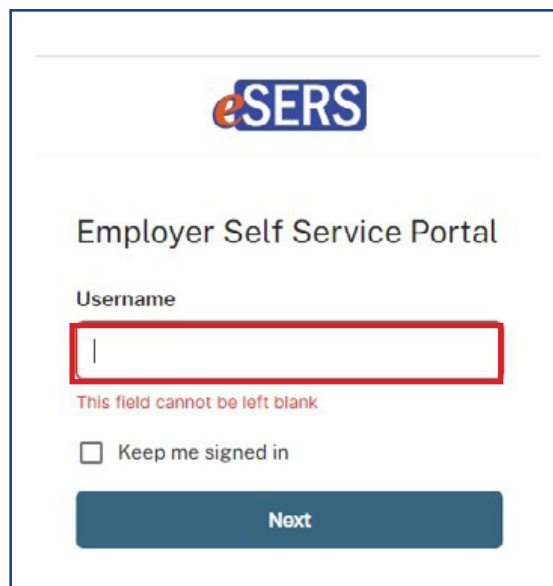
After going through the initial registration process, you will receive a confirmation email.

## Steps to log into eSERS with the dual verification factor - Email:

1. Click **Log In**.

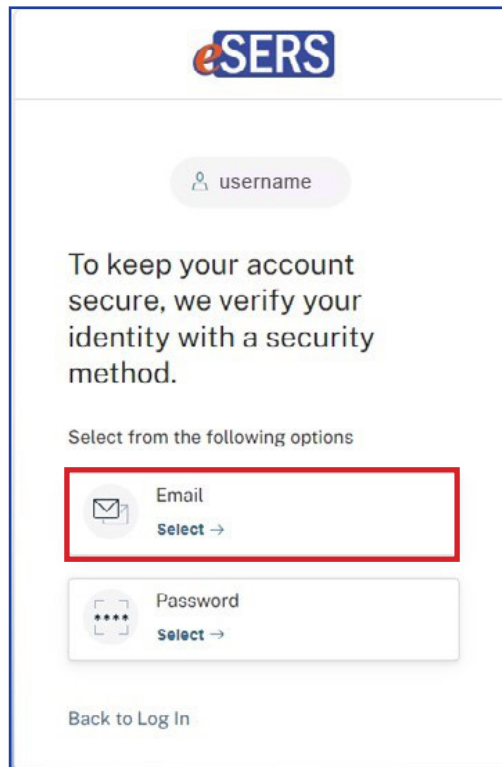


2. Enter your **Username**.



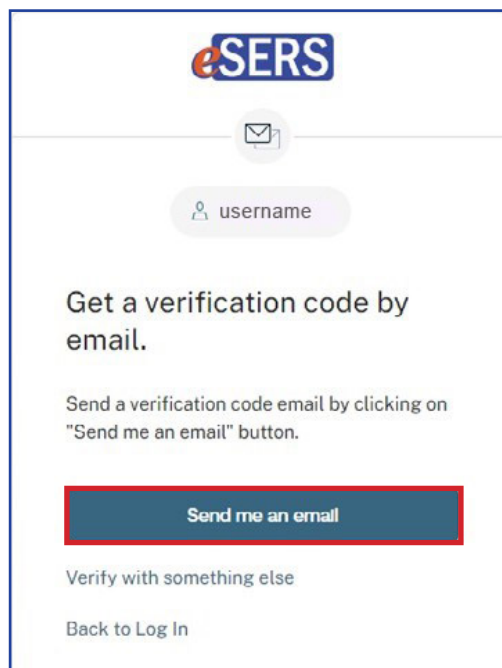
3. If you would like to verify your identity with a verification code sent via email, click on **Email**.

**Please Note:** If you would like to verify your identity with your password, see page 8.



The screenshot shows the eSERS login verification interface. At the top is the eSERS logo. Below it is a username input field containing the text 'username'. The main heading reads 'To keep your account secure, we verify your identity with a security method.' Below this, it says 'Select from the following options'. There are two selection options: 'Email' with an envelope icon and 'Password' with a password icon. The 'Email' option is highlighted with a red rectangular border. At the bottom, there is a 'Back to Log In' link.

4. Click on **Send me an email**.



The screenshot shows the eSERS 'Send me an email' verification screen. At the top is the eSERS logo. Below it is an envelope icon. Underneath is a username input field containing the text 'username'. The main heading reads 'Get a verification code by email.' Below this, it says 'Send a verification code email by clicking on "Send me an email" button.' A large blue button with the text 'Send me an email' is highlighted with a red rectangular border. Below the button, there is a link 'Verify with something else' and a 'Back to Log In' link at the bottom.

5. Enter the verification code that was sent to the email address Employer Services has on file.

**eSERS**

username

### Verify with your email

We sent an email to k\*\*\*t@ohsers.org. Enter the verification code below and select "Continue".

Enter Code

Continue

[Verify with something else](#)

[Back to Log In](#)

6. Enter your password.

**eSERS**

username

### Enter your password and select "Continue"

Password

Continue

[Forgot password?](#)

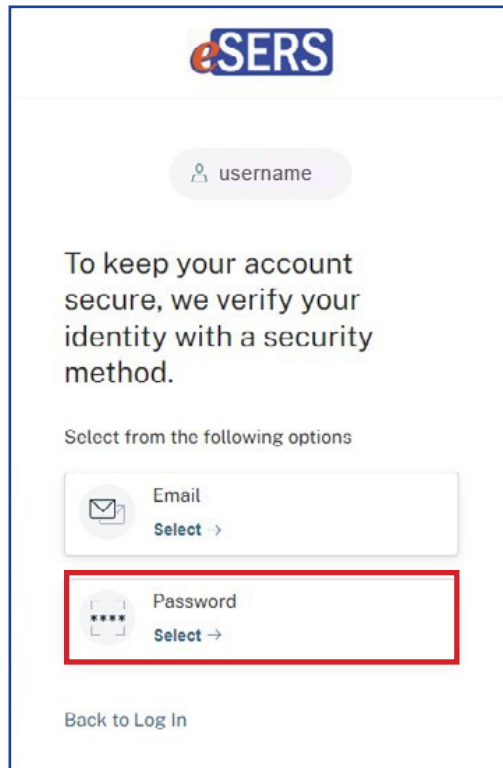
[Verify with something else](#)

[Back to Log In](#)

Once you enter your verification code, you will be logged into eSERS.

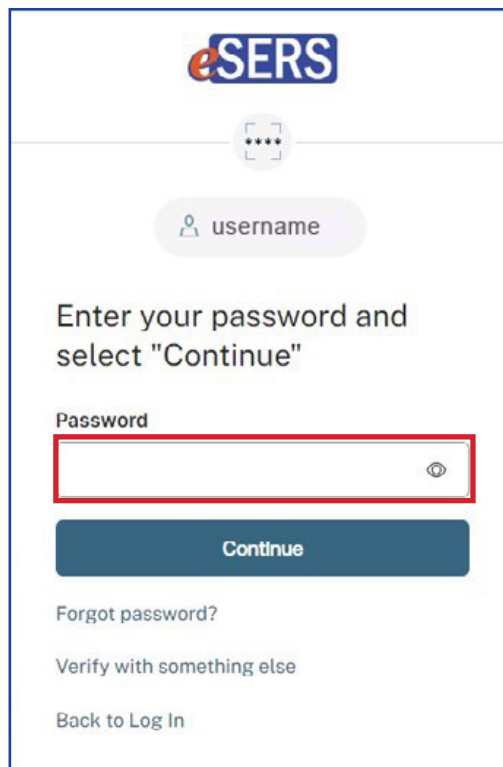
## Steps to log into eSERS with the dual verification factor - Password

1. If you would like to verify your identity with the password, click on **Password**.



The screenshot shows the eSERS login interface. At the top is the eSERS logo. Below it is a rounded input field containing the text 'username'. A message reads: 'To keep your account secure, we verify your identity with a security method.' Below this, it says 'Select from the following options'. There are two selection buttons: 'Email' with an envelope icon and 'Password' with a password icon (four asterisks). The 'Password' button is highlighted with a red rectangular border. At the bottom left, there is a link that says 'Back to Log In'.

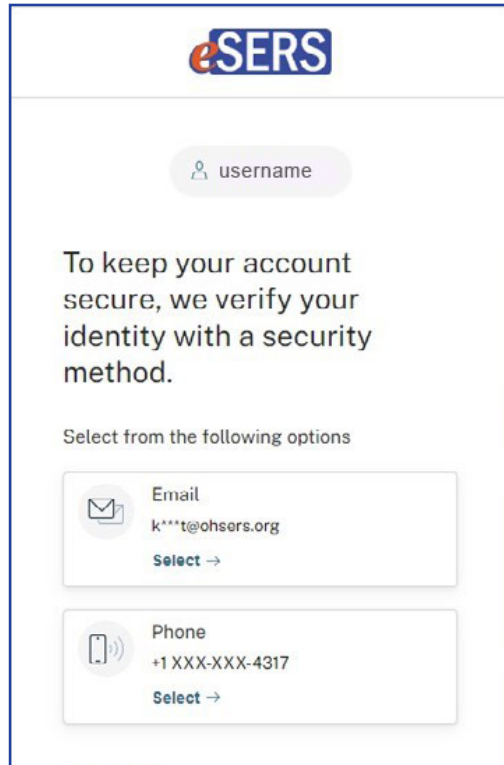
2. Enter your password.



The screenshot shows the eSERS login interface at the password entry stage. At the top is the eSERS logo. Below it is a password icon (four asterisks). Below that is a rounded input field containing the text 'username'. A message reads: 'Enter your password and select "Continue"'. Below this is a 'Password' label followed by a password input field with a red border and a toggle eye icon. Below the input field is a dark blue 'Continue' button. At the bottom, there are three links: 'Forgot password?', 'Verify with something else', and 'Back to Log In'.

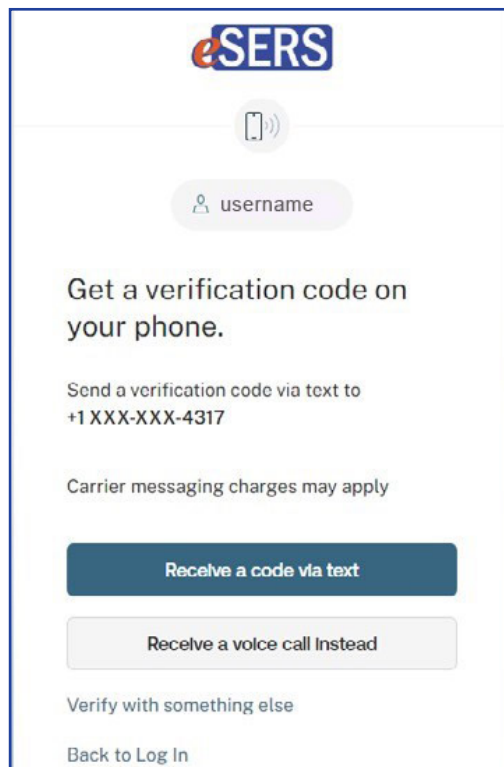


3. Select how you would like to receive your verification code.



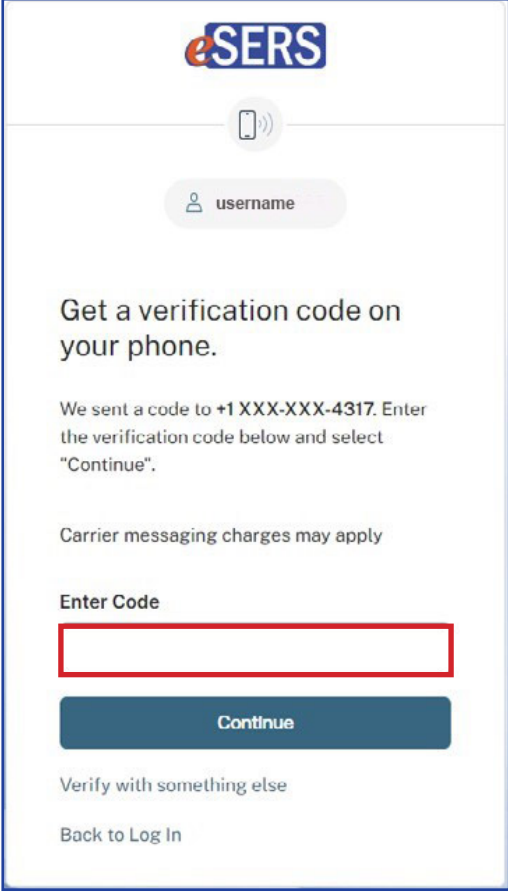
The screenshot shows the eSERS logo at the top. Below it is a rounded input field containing the text "username". The main heading reads "To keep your account secure, we verify your identity with a security method." Below this, it says "Select from the following options". There are two selection cards: the first is for "Email" with the address "k\*\*\*t@ohsers.org" and a "Select ->" button; the second is for "Phone" with the number "+1 XXX-XXX-4317" and a "Select ->" button.

4. If you choose “Email,” you will need to provide the verification code emailed to you. If you choose “Phone,” you will need to select “Receive a code via text” or “Receive a voice call instead.”



The screenshot shows the eSERS logo at the top. Below it is a rounded input field containing the text "username". The main heading reads "Get a verification code on your phone." Below this, it says "Send a verification code via text to +1 XXX-XXX-4317". A note states "Carrier messaging charges may apply". There are two buttons: a dark blue button labeled "Receive a code via text" and a light grey button labeled "Receive a voice call Instead". At the bottom, there is a link "Verify with something else" and a link "Back to Log In".

5. Enter the code.



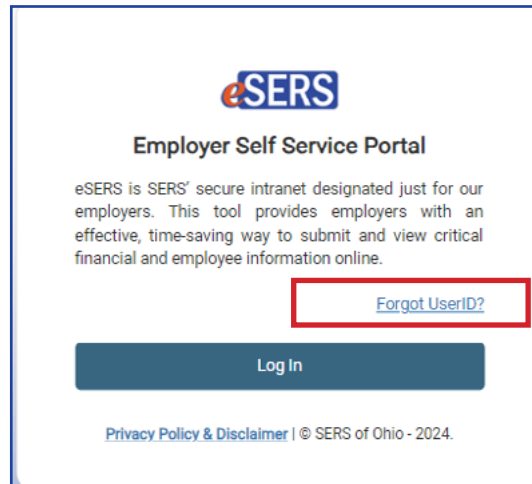
The image shows a mobile application screen for eSERS. At the top is the eSERS logo. Below it is a mobile phone icon with signal waves. A text input field contains the word "username". The main heading reads "Get a verification code on your phone." Below this, a message states: "We sent a code to +1 XXX-XXX-4317. Enter the verification code below and select 'Continue'." A note below says "Carrier messaging charges may apply". There is a section titled "Enter Code" with a red-outlined text input field. Below the input field is a dark blue button labeled "Continue". At the bottom, there are two links: "Verify with something else" and "Back to Log In".

You will now be logged into eSERS.

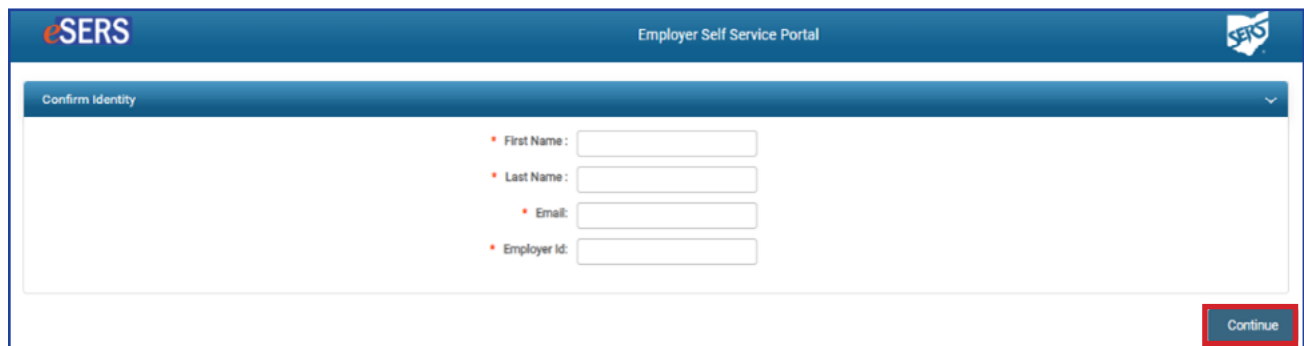
# Forgot User ID

## Steps:

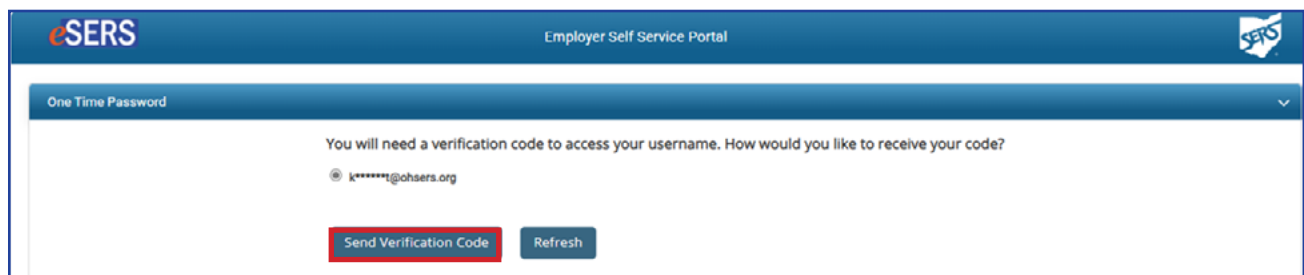
1. On the Log In Page, click **Forgot User ID**.



2. Enter the needed information and click **Continue**.



3. Select how you would like the verification code sent, and click **Send Verification Code**.



4. Enter the **Verification Code** and click **Next**.

The screenshot shows the 'One Time Password' section of the Employer Self Service Portal. It prompts the user to provide a verification code for the email address k\*\*\*\*\*@ohsers.org. There are buttons for 'Resend Verification Code' and 'Refresh'. Below this is the 'Verify OTP' section with a 'Verification Code' input field containing six asterisks. A 'Next' button is located at the bottom right.


5. Click **Log In**.

The screenshot shows the 'Username Sent' section of the Employer Self Service Portal. It instructs the user to 'Select "Log In" to enter your username and password to access your account.' A 'Log In' button is highlighted with a red box.

6. You will be directed to the eSERS Log In screen. Click **Log In**.

The screenshot shows the main eSERS Employer Self Service Portal login page. It features the eSERS logo, the title 'Employer Self Service Portal', and a brief description of the portal's purpose. A link for 'Forgot UserID?' is provided. A large 'Log In' button is highlighted with a red box. At the bottom, there is a link for 'Privacy Policy & Disclaimer' and the copyright notice '© SERS of Ohio - 2024'.

7. Your Username will be emailed to you.



Re: 25124

Dear 2 Trains:

This email is being sent in response to your request to retrieve the User ID you use to access eSERS. Your User ID is:

username


If you did not request your User ID, please contact SERS at 1-877-213-0861 .

This is an auto-generated email – please do not reply.

Sincerely,

Your Employer Services Team

8. You will then be able to enter your forgotten User ID in the Username field.



### Employer Self Service Portal

**Username**

This field cannot be left blank

**Password**

Keep me signed in

**Sign in**

[Forgot password?](#)

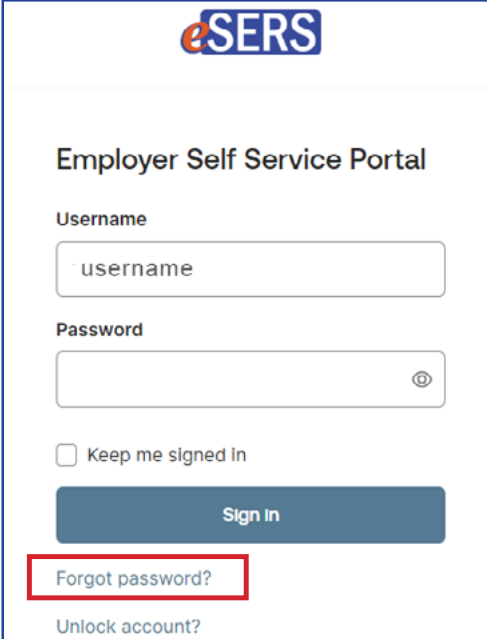
[Unlock account?](#)



# Forgot Password

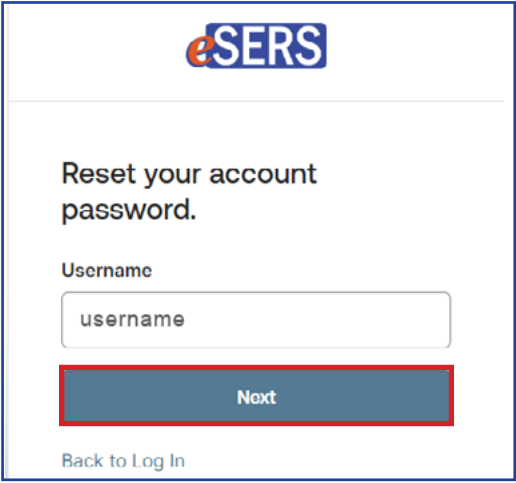
## Steps:

1. Click on **Forgot Password** in the Log In Screen.



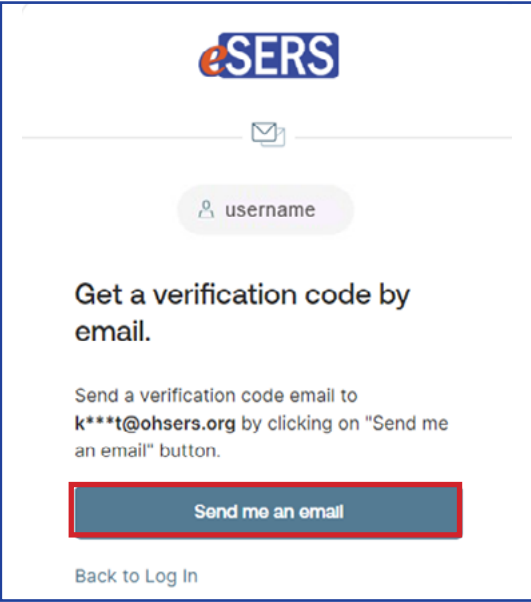
The screenshot shows the eSERS logo at the top. Below it is the title "Employer Self Service Portal". There are two input fields: "Username" with the text "username" and "Password" which is empty. Below the password field is a checkbox labeled "Keep me signed in" which is unchecked. A blue "Sign In" button is present. A red box highlights the "Forgot password?" link. Below it is a link for "Unlock account?".

2. Enter your **Username** and click **Next**.



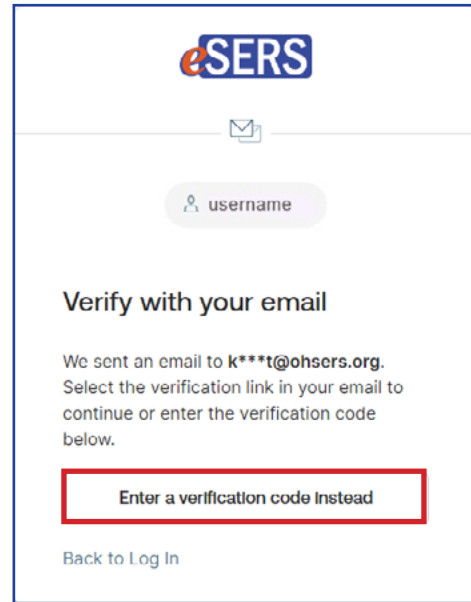
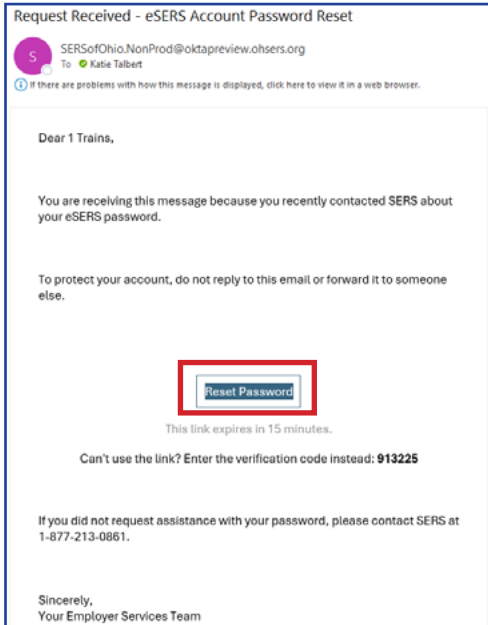
The screenshot shows the eSERS logo at the top. Below it is the title "Reset your account password.". There is one input field labeled "Username" with the text "username". A blue "Next" button is highlighted with a red box. At the bottom, there is a link for "Back to Log In".

3. Click **Send me an email**.

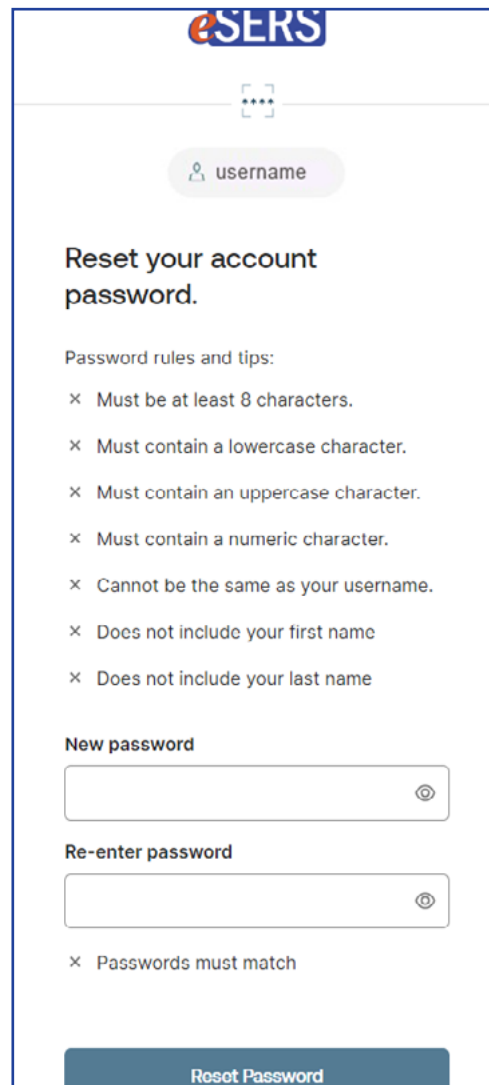


The screenshot shows the eSERS logo at the top. Below it is an envelope icon. There is a grey button with a person icon and the text "username". Below that is the title "Get a verification code by email.". There is a paragraph of text: "Send a verification code email to k\*\*\*\*@ohsers.org by clicking on 'Send me an email' button.". A blue "Send me an email" button is highlighted with a red box. At the bottom, there is a link for "Back to Log In".

4. Click on the **Reset Password** link in the email, or enter the verification code on the eSERS screen.



5. Enter in the new password following the rules and tip guidelines.

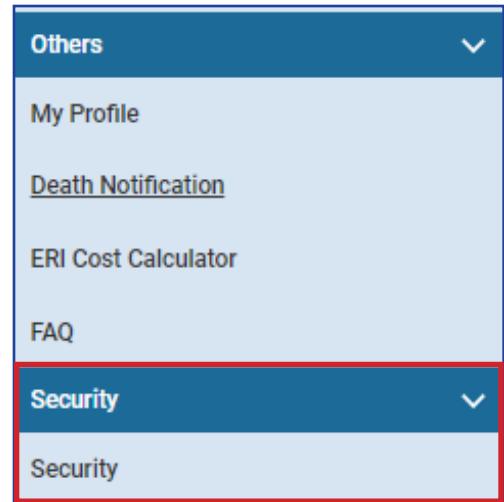


# How to Change Your Password

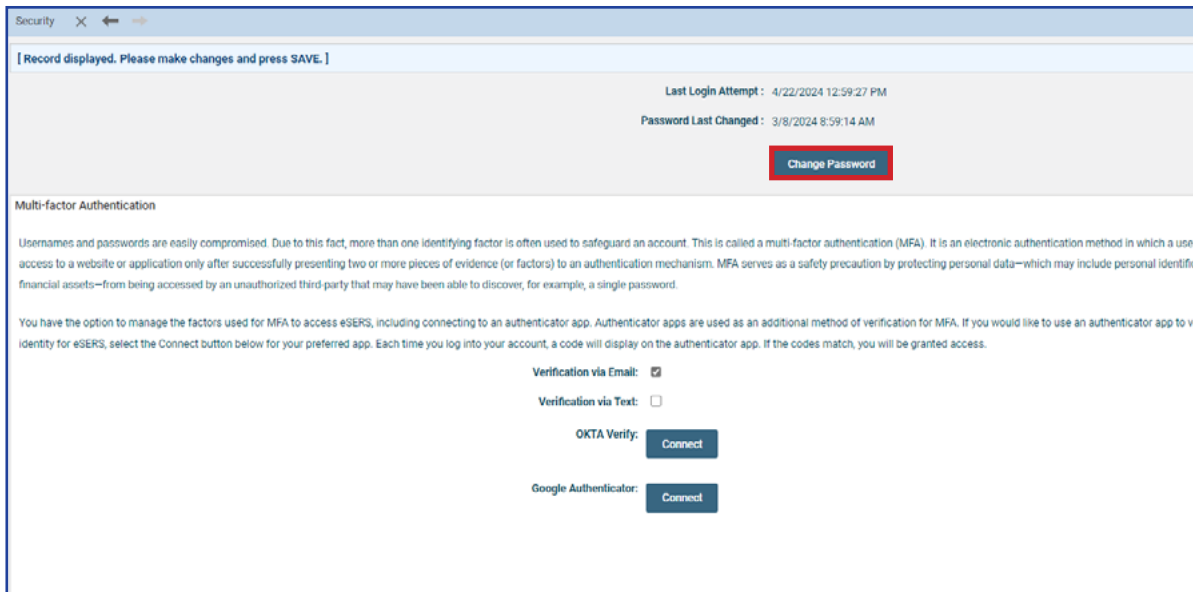
You can change your password through the Security menu option in eSERS.

## Steps:

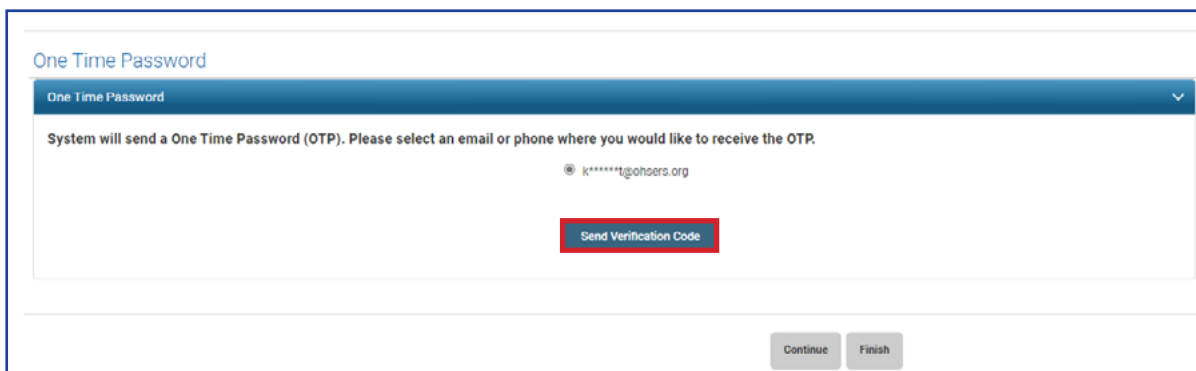
1. While logged into eSERS, select the **Security** link under the Security main menu item.



2. Click on **Change Password**.



3. Select how you would like the One Time Password (OTP) sent to you and click **Send Verification Code**.



4. Enter the **Verification Code** in the Verification Code field and click **Continue**.

One Time Password

One Time Password

System will send a One Time Password (OTP). Please select an email or phone where you would like to receive the OTP.

k\*\*\*\*\*@ohsers.org

Resend Verification Code

Verify OTP

Verification Code : .....

Continue Finish

5. Enter in the **Current Password**, the **New Password**, and then **Confirm New Password**.

6. Click **Update**.

Change Password

Change Password

\* Current Password : .....

\* New Password : .....

\* Confirm New Password : .....

Cancel

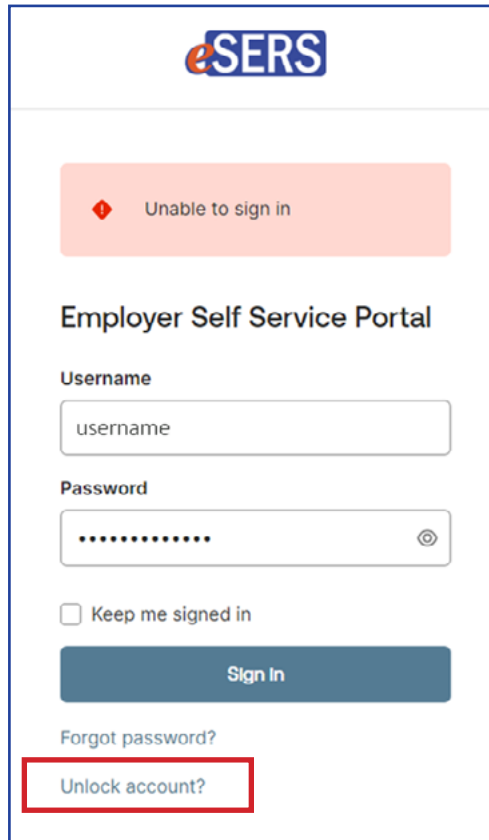
Continue Update

# Unlocking Your Account

If you have locked yourself out of your account, you are able to unlock your account, only if you know your password.

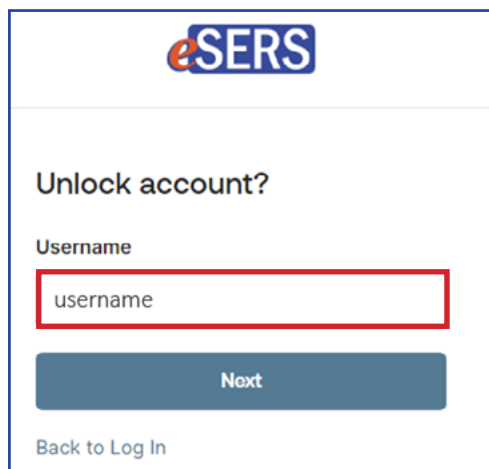
To unlock your account:

1. Click **Unlock Account**.



The screenshot shows the eSERS login page. At the top is the eSERS logo. Below it is a red error message box that says "Unable to sign in". The main heading is "Employer Self Service Portal". There are two input fields: "Username" with the text "username" and "Password" with a masked password ".....". Below the password field is a checkbox labeled "Keep me signed in". A blue "Sign In" button is positioned below the checkbox. At the bottom, there are two links: "Forgot password?" and "Unlock account?". The "Unlock account?" link is highlighted with a red rectangular box.

2. Enter your Username.



The screenshot shows the "Unlock account?" page. At the top is the eSERS logo. The heading is "Unlock account?". Below it is a "Username" label and an input field containing the text "username". The input field is highlighted with a red rectangular box. Below the input field is a blue "Next" button. At the bottom left, there is a link that says "Back to Log In".



3. Choose how to have your code sent:

**eSERS**

username

To keep your account secure, we verify your identity with a security method.

Select from the following options

- Email →
- Google Authenticator →
- Okta Verify  
Get a push notification →
- Phone →

[Back to Log In](#)

- **Email** – a link will be sent to the email address on file.
  - Click on the “Unlock Account” link in the email.
  - You will then be taken to a screen where you will enter your password.

**eSERS**

username

Account successfully unlocked!  
Verify your account with a security method to continue.

Enter your password and select "Continue"

Password

This field cannot be left blank

Continue

[Forgot password?](#)

[Back to Log In](#)

- **Google Authenticator** – a code will be generated in your Google Authenticator application on your cellphone
- **Okta Verify** – a prompt will be generated in the Okta Verify application on your cellphone
- **Phone** – a verification code will be sent via text or voice call to the cell phone number listed in our system. You will enter this code in the correct field.

The screenshot shows the eSERS verification interface. At the top is the eSERS logo. Below it is a mobile phone icon. A rounded rectangle contains the text 'username' with a person icon. The main heading reads 'Get a verification code on your phone.' Below this, it says 'A code was sent to your phone. Enter the code below to verify. Carrier messaging charges may apply'. There is a label 'Enter Code' above a text input field with a red border. Below the input field is the error message 'This field cannot be left blank'. A blue 'Continue' button is positioned below the input field. At the bottom, there are two links: 'Verify with something else' and 'Back to Log In'.

**Please Note:** If you don't have a cell phone number listed, but would like it to be added, please reach out to the Employer Web Administrator for your district and they can add it.

## Definitions

<b>eSERS</b>	Employer Web Portal. Employers use this portal to upload Employer Reporting files, view processed data, and perform additional functions.
<b>Employer Web Administrator (EWA)</b>	This role has full access to all eSERS functions. Only one EWA can be set up for an employer and is created by SERS. An EWA can create and maintain multiple web users under that employer.
<b>Web User</b>	An eSERS portal user created by an EWA. A person with this role can perform only the assigned duties or functions given to them. One or more web users can be entered for an employer.



# WEB USER MAINTENANCE



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

# Setting Up a NEW eSERS User

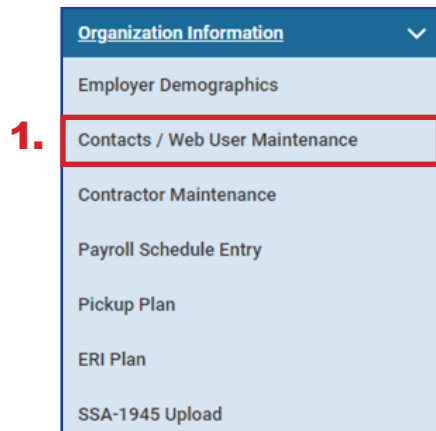
## Create and Maintain Contact Information

► **Attention: This section is specifically for the EWA of your organization.**

As the EWA, it will be your responsibility to set up other users with access to eSERS as well as unlock accounts. In the next few pages, we will go over how to perform the initial setup of a **new user** and how to update user accounts.

### Steps:

1. Select the **Contacts / Web User Maintenance** menu item.



2. Click **New**.

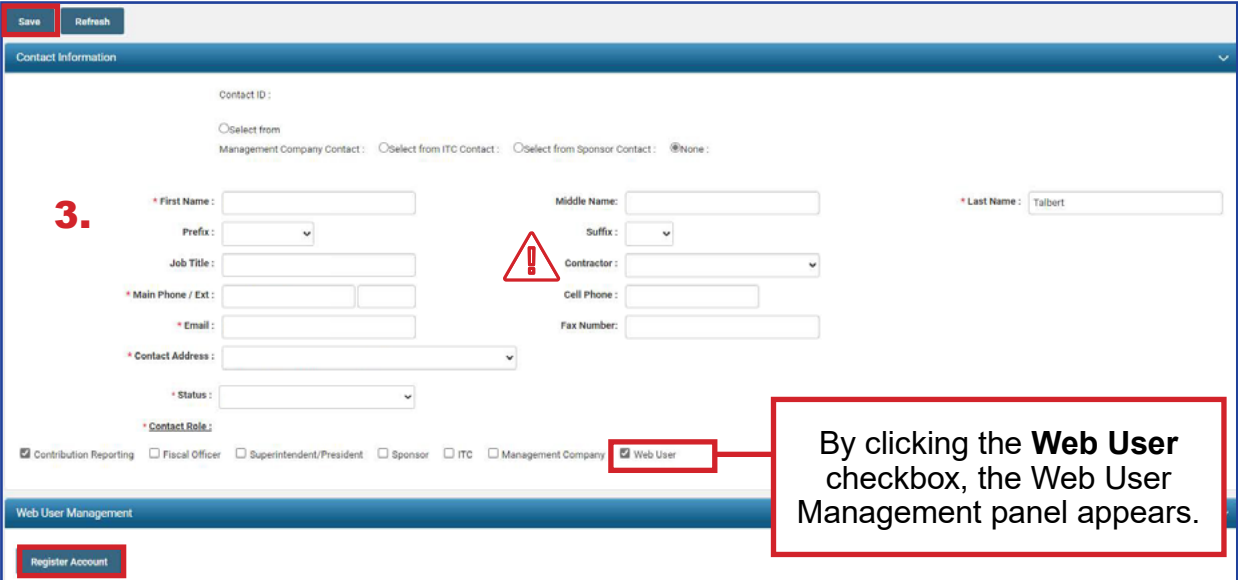


Clicking **New** (in the previous screen) opens the Contact Record Maintenance screen, where you will need to enter required information.

**Steps (continued):**

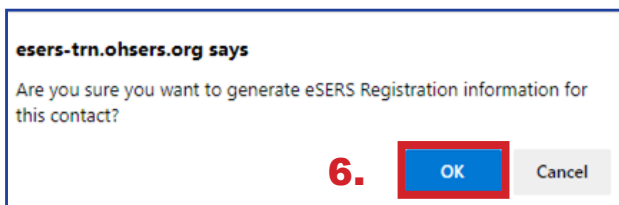
3. Enter the required information for the employee.
4. Click **Save**.
5. Click **Register Account**.

**4.**




The screenshot shows the 'Contact Information' form. A red box highlights the 'Web User' checkbox, which is checked. A callout box points to this checkbox with the text: 'By clicking the **Web User** checkbox, the Web User Management panel appears.' A red '3.' is placed next to the 'First Name' field, and a red '5.' is placed next to the 'Register Account' button at the bottom left.

6. Click **OK** on the pop up window.



The dialog box has a title bar that says 'esers-trn.ohsers.org says'. The main text asks: 'Are you sure you want to generate eSERS Registration information for this contact?'. At the bottom, there are two buttons: 'OK' and 'Cancel'. A red '6.' is placed to the left of the 'OK' button, which is highlighted with a red box.

 **Please Note:** The contractor drop-down is an important field. If this contact is a contractor, selecting the contract company will guarantee the appropriate security and access to information, such as bank account information, and submit contribution and enrollment records for that contractor only.

When you register the account for the new web user, you must select the roles to which you would like the web user to have access.

**Steps (continued):**

7. Check the box next to the role(s) you want assigned to the user. See the definitions for web user and contractor web user roles on the following pages.
8. Click **Add Role** or **Add All Roles**.
9. Click **Save**.

The screenshot shows a web interface for assigning roles to a user. At the top, there are 'Save' and 'Refresh' buttons. Below that is a 'Contact Information' section, followed by a 'Web User Role' section. In the 'Web User Role' section, there are 'Add Role' and 'Add all Roles' buttons. Below these buttons, there are two columns: 'Unassigned Role(s):' and 'Assigned Role(s):'. The 'Unassigned Role(s):' column contains a table with 10 rows of roles. The 'Assigned Role(s):' column is currently empty, showing 'No records to display.' Annotations include a red box around the 'Save' button (labeled '9.'), a red box around the 'Add Role' button (labeled '8.'), and a red box around the first column of the 'Unassigned Role(s):' table (labeled '7.'). A callout box points to the table with the text 'There are two pages of roles that can be assigned'. The table shows the following roles:

<input type="checkbox"/>	User Role
<input type="checkbox"/>	Contact Processor
<input type="checkbox"/>	Contractor Processor
<input checked="" type="checkbox"/>	Contribution Processor
<input type="checkbox"/>	Death Notification Processor
<input type="checkbox"/>	Employer Information Processor
<input type="checkbox"/>	Employer Statement Processor
<input checked="" type="checkbox"/>	Enrollment Processor
<input type="checkbox"/>	ERI Plan Processor
<input type="checkbox"/>	Financial Status Processor
<input type="checkbox"/>	Foundation Deduction Notice Processor

A new grid will now appear on the page, and you will select the security access for the web user from the drop-down box.

**Read-Only:** The user will be able to view information only.

**Full Access:** The user will have full access.

Once you have selected the security access for each role, **Save** the information.

The screenshot shows a web application interface for managing user roles. At the top, there are 'Save' and 'Refresh' buttons. Below is a 'Contact Information' section, followed by a 'Web User Role' section. This section contains four buttons: 'Add Role', 'Add all Roles', 'Remove Role', and 'Remove all Roles'. There are two main areas: 'Unassigned Role(s):' and 'Assigned Role(s):'. The 'Unassigned Role(s):' area includes a pagination control (First, Prev, 1, 2, Next, Last) and a table with 6 rows of unassigned roles. The 'Assigned Role(s):' area includes a table with 4 rows of assigned roles. The 'Security Access' column in the 'Assigned Role(s)' table is highlighted with a red box, showing 'Full Access' for all roles.

Unassigned Role(s):	Assigned Role(s):
<input type="checkbox"/> User Role	<input type="checkbox"/> Contribution Processor
<input type="checkbox"/> SCP Payroll Deduction Plan Processor	<input type="checkbox"/> Enrollment Processor
<input type="checkbox"/> SCP Payroll Deduction Submission Processor	<input type="checkbox"/> Payment Processor
<input type="checkbox"/> SSA-1945 Upload Processor	<input type="checkbox"/> Pickup Plan Processor
<input type="checkbox"/> Surcharge Processor	
<input type="checkbox"/> Wage Certification Processor	

An email will be sent to the new web user prompting the new user to go through the registration process. The EWA's part in the registration process is now complete.

**Reminder:** There may be two pages of roles for the user. If so, you will need to update the security access on the second page, if applicable.

# Updating an eSERS User Account

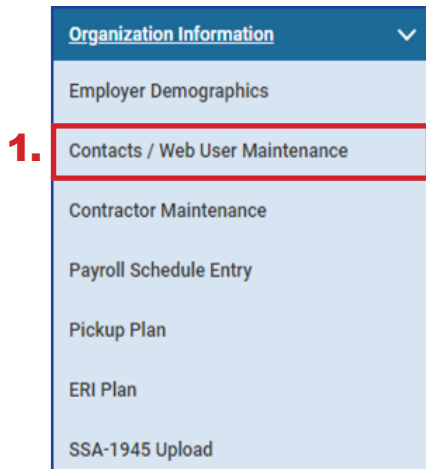
## Create and Maintain Contact Information

► **Attention:** This section is specifically for the EWA of your organization.

When contact information for an eSERS user in your organization needs updated, follow these steps:

### Steps:

1. Select the **Contacts / Web User Maintenance** menu item.



2. Click the hyperlinked **Contact ID** (do not check the box) of the user that needs to be updated.

A screenshot of a web application interface showing a table of contact information. The table has columns for Contact ID, Contact Name, Job Title, Contact Role, Phone Number / Extension, Email Address, Status, and Primary Contact. The Contact ID 17665 is highlighted with a red box. A red number "2." is placed to the left of the table.

Contact ID	Contact Name	Job Title	Contact Role	Phone Number / Extension	Email Address	Status	Primary Contact
<a href="#">6703</a>	FIRST_NAME_6703 LAST_NAME_6703	TREASURER	Fiscal Officer, Web Admin	(614) 456-7890/7114	TRAIN859@ohsers.org	Active	No
<a href="#">11029</a>	FIRST_NAME_11029 LAST_NAME_11029	Director of Financial Services	Contribution Reporting, Web User	(614) 456-7890	TRAIN859@ohsers.org	Active	No
<a href="#">13235</a>	FIRST_NAME_13235 LAST_NAME_13235	Payroll Specialist	Contribution Reporting, Web User	(614) 456-7890	TRAIN859@ohsers.org	Active	No
<a href="#">15000</a>	FIRST_NAME_15000 LAST_NAME_15000	Payroll and Benefit Specialist	Web User, Contribution Reporting	(614) 456-7890	TRAIN859@ohsers.org	Active	No
<a href="#">17531</a>	FIRST_NAME_17531 LAST_NAME_17531	Payroll and Benefits Specialis	Web User, Contribution Reporting	(614) 456-7890	TRAIN859@ohsers.org	Active	No
<a href="#">17665</a>	2 Train	Payroll	Web Admin, Contribution Reporting	(614) 340-1090	ktalbert@ohsers.org	Active	No
<a href="#">17680</a>	1 Trains	Payroll	Web Admin, Contribution Reporting	(614) 340-1090	ktalbert@ohsers.org	Active	No



3. Update or correct the Web User information.
4. To remove a web user, click the drop-down arrow in **Status** box, select **Inactive**, and click **Save**. The user will no longer have access to eSERS.

Save Refresh

Contact Information

Contact ID:

Select from

Management Company Contact:  Select from ITC Contact:  Select from Sponsor Contact:  None

\* First Name: 20 Middle Name: \* Last Name: Train

Prefix: Suffix:

Job Title: Payroll Officer Contractor:

**3.** \* Main Phone / Ext:   Cell Phone:

\* Email:  Fax Number:

\* Contact Address:

**4.** \* Status: Active   
Active  
Inactive

\* Contact Role: Active  
Inactive

Contribution Reporting  Fiscal Officer  Superintendent/President  Sponsor  ITC  Management Company  Web User

# Unlocking an eSERS User Account

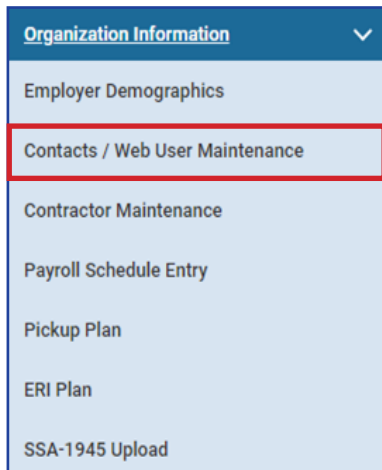
## Create and Maintain Contact Information

► **Attention: This section is specifically for the EWA of your organization.**

When an eSERS user in your organization needs help unlocking an account, follow these steps:

### Steps:

1. Select the **Contacts / Web User Maintenance** menu item.



2. Click the hyperlinked **Contact ID** (do not check the box) of the user that has been locked out of the account.

A screenshot of a table titled "Contact / Web User". The table has columns: Contact ID, Contact Name, Job Title, Contact Role, Phone Number / Extension, Email Address, Status, and Primary Contact. The row for Contact ID 15100 is highlighted with a red box.

<input type="checkbox"/>	Contact ID	Contact Name	Job Title	Contact Role	Phone Number / Extension	Email Address	Status	Primary Contact
<input type="checkbox"/>	<a href="#">14727</a>	FIRST_NAME_14727 LAST_NAME_14727		Web User	(000) 000-0000	TRAIN583@ohsers.org	Active	No
<input type="checkbox"/>	<a href="#">12589</a>	FIRST_NAME_12589 LAST_NAME_12589	Accountant	Contribution Reporting, Web User	(000) 000-0000	TRAIN583@ohsers.org	Active	No
<input type="checkbox"/>	<a href="#">14289</a>	FIRST_NAME_14289 LAST_NAME_14289	CFO Treasurer	Fiscal Officer	(000) 000-0000	TRAIN583@ohsers.org	Active	No
<input type="checkbox"/>	<a href="#">11989</a>	FIRST_NAME_11989 LAST_NAME_11989	On Boarding Specialist	Web User	(000) 000-0000	TRAIN583@ohsers.org	Active	No
<input type="checkbox"/>	<a href="#">4998</a>	Liz Logsdon	PAYROLL OFFICER	Fiscal Officer, Contribution Reporting, Web Admin	(000) 000-0000	TRAIN583@ohsers.org	Active	Yes
<input type="checkbox"/>	<a href="#">15098</a>	Katie Talbert	Payroll Officer	Web Admin, Contribution Reporting	(000) 000-0000	TRAIN583@ohsers.org	Active	No
<input type="checkbox"/>	<a href="#">15099</a>	Elena Victors	Payroll Officer	Web User, Contribution Reporting	(000) 000-0000	TRAIN583@ohsers.org	Active	No
<input type="checkbox"/>	<a href="#">15100</a>	Mariann Hearn	Payroll Officer	Contribution Reporting, Web User	(000) 000-0000	TRAIN583@ohsers.org	Active	No

### Inactive Web Users:

The system will detect anyone who has not signed into eSERS for 18 months or more, and automatically delete that profile due to inactivity. The user will receive an email when his or her profile is terminated.

In the Web User Management panel, the User Account Status is locked, and a message appears near the bottom stating the account is locked due to the wrong password being entered.

3. Click **Unlock Account** to unlock the web user's account.

3.

The screenshot displays the 'Web User Management' section of a user interface. At the top, there are 'Save' and 'Refresh' buttons. Below them are three expandable sections: 'Contact Information', 'Web User Role', and 'Web User Management'. The 'Web User Management' section is expanded and contains three buttons: 'Unlock Account' (highlighted with a red box), 'Re-Enroll', and 'Delete Web User Profile'. Below the buttons, the user's details are listed in two columns. The left column includes: User Name: MHearn18121, Password Last Changed, Last Successful Login: 06/21/2023, Previous Login, Successful Login Attempts: 1, Total Number Of Unsuccessful Attempts, and Number of Unsuccessful Attempts Since Last Success. The right column includes: User Account Status: FWP User account is locked, Registration Completed: Y, Is One Time Password Set: Y, Password Exp Flag: N, Is Registration Set: Y, One Time Password, and One Time Password Expiry Date: 06/28/2023. At the bottom, a message states: 'Message: User Account locked due to wrong password'.

User Name :	MHearn18121	User Account Status :	FWP User account is locked
Password Last Changed :		Registration Completed :	Y
Last Successful Login :	06/21/2023	Is One Time Password Set :	Y
Previous Login :		Password Exp Flag :	N
Successful Login Attempts :	1	Is Registration Set :	Y
Total Number Of Unsuccessful Attempts :		One Time Password :	
Number of Unsuccessful Attempts Since Last Success :		One Time Password Expiry Date :	06/28/2023
Message :	User Account locked due to wrong password		


The screen will update, and the User Account Status will change to Active User. There will be a message at the bottom of the screen indicating the account was unlocked and a one-time password has been sent, but not yet used.

The user has **24 hours** to use this password before it expires, at which point you would need repeat this process again.

The screenshot shows a web interface for user management. At the top, there are 'Save' and 'Refresh' buttons. Below are sections for 'Contact Information', 'Web User Role', and 'Web User Management'. Under 'Web User Management', there are 'Re-Enroll' and 'Delete Web User Profile' buttons. The user details for 'MHearn18121' are displayed in two columns. A message box at the bottom states: 'Message : User Account is unlocked, temporary password is sent, need activation'.

User Name : MHearn18121	User Account Status : Active User
Password Last Changed :	Registration Completed : Y
Last Successful Login : 06/21/2023	Is One Time Password Set : Y
Previous Login :	Password Exp Flag : N
Successful Login Attempts : 1	Is Registration Set : Y
Total Number Of Unsuccessful Attempts :	One Time Password :
Number of Unsuccessful Attempts Since Last Success :	One Time Password 06/28/2023 Expiry Date :

**Message :** User Account is unlocked, temporary password is sent, need activation

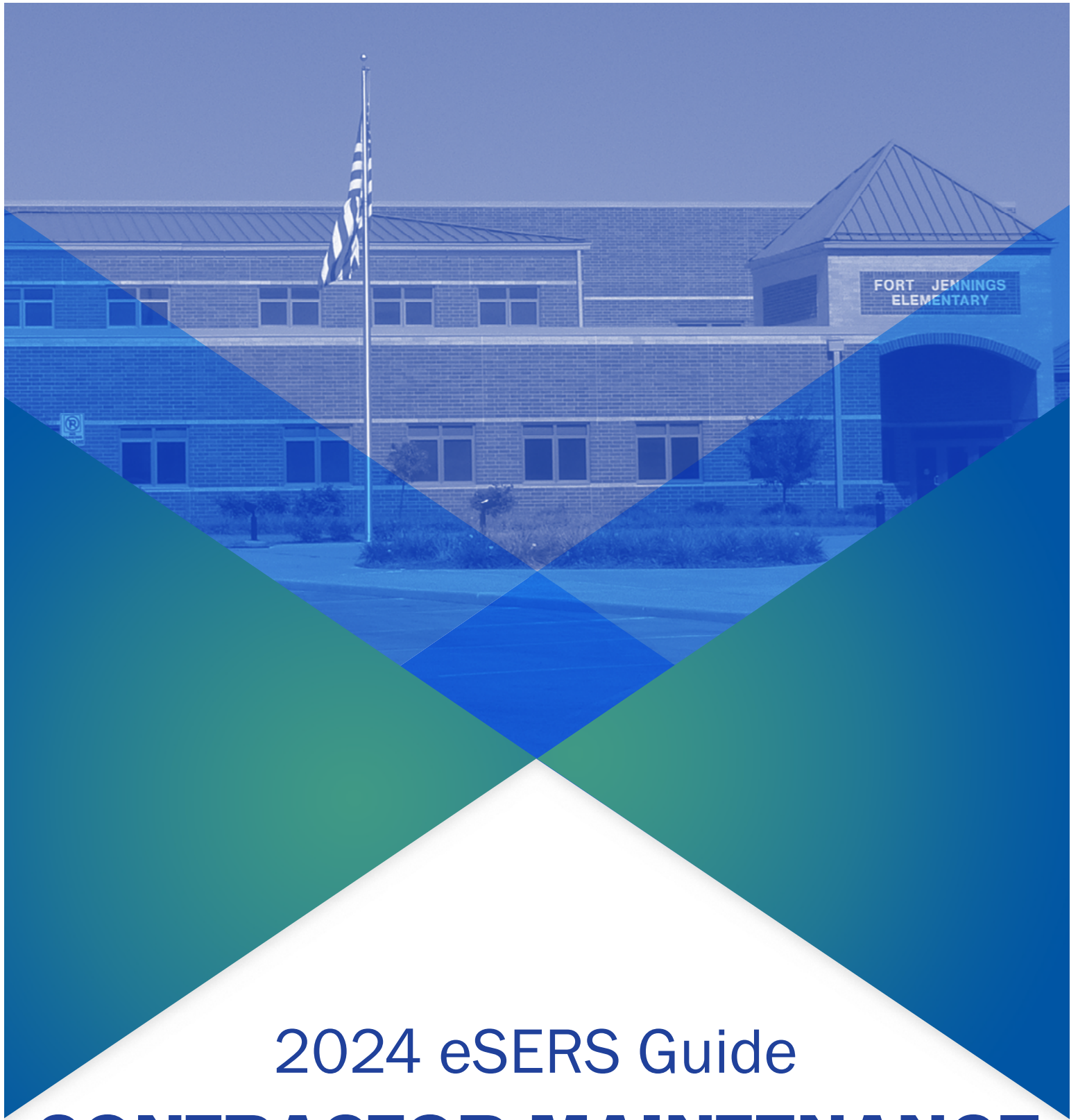
 **Tip:** This screen can be used for more than just unlocking an account. An EWA can update a user’s contact information, status, and add or remove contact roles. To do this, the EWA enters the new information, and then clicks **Save**.

# Web User Roles by Definition

<b>Enrollment Processor</b>	A web user with this role can manually create enrollment records and upload enrollment files.
<b>Contribution Processor</b>	A web user with this role can manually create contribution records, adjustment records, and upload contribution files. If any employer participates in an ARP plan, this role also has the ability to create and upload ARP records.
<b>Wage Certification Processor</b>	A web user with this role can complete and submit wage certifications generated by SERS.
<b>SCP Payroll Deduction Submission Processor</b>	A web user with this role can submit a payroll deduction for members who currently have a service credit purchase in progress.
<b>Payment Processor</b>	A web user with this role can create and maintain bank information. This role also can create payment remittances and process payments.
<b>Employer Statement Processor</b>	A web user with this role can view the current and previous year's Annual Employer Statements.
<b>Financial Status Processor</b>	A web user with this role can view Financial Status details.
<b>Salary Estimate Processor</b>	A web user with this role can create Annual Salary Estimates and view previous year's estimates.
<b>Foundation Deduction Notice Processor</b>	A web user with this role can view Foundation Deduction Notices.
<b>Surcharge Processor</b>	A web user with this role can view annual surcharge information.
<b>Contractor Processor</b>	A web user with this role can create and maintain contractor information.
<b>Payroll Schedule Entry Processor</b>	A web user with this role can create and maintain payroll schedule information.
<b>Death Notification Processor</b>	A web user with this role can create a death notification.
<b>Employer Information Processor</b>	A web user with this role can create and maintain employer information.
<b>Pickup Plan Processor</b>	A web user with this role can create and submit pickup plans.
<b>ERI Plan Processor</b>	A web user with this role can create and submit ERI plans.
<b>Contact Processor</b>	A web administrator will have this role to create and maintain contact information. A web user may view information only.
<b>SCP Payroll Deduction Plan Processor</b>	A web user with this role can upload and submit a SCP Payroll Deduction plan.
<b>SSA-1945 Upload Processor</b>	A web user with this role can upload SSA-1945 Files.

# Contractor Web User Roles

<b>Enrollment Processor</b>	A web user with this role can manually create enrollment records and upload enrollment files.
<b>Contribution Processor</b>	A web user with this role can manually create contribution records, adjustment records, and upload contribution files. If any employer participates in ARP plan, then this role also has the ability to create and upload ARP records.
<b>Payment Processor</b>	A web user with this role can create and maintain bank information. This role also can create payment remittances and process payments.
<b>Payroll Schedule Entry Processor</b>	A web user with this role can create and maintain payroll schedule information.
<b>SSA-1945 Upload Processor</b>	A web user with this role can upload SSA-1945 Files.



FORT JENNINGS  
ELEMENTARY

# 2024 eSERS Guide

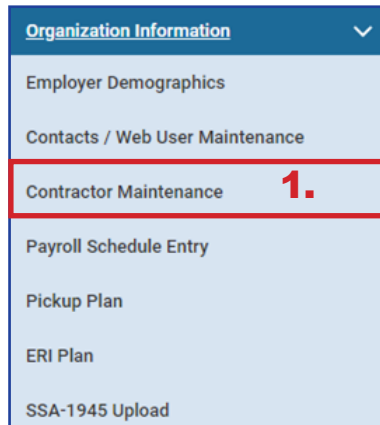
# CONTRACTOR MAINTENANCE



School Employees Retirement System of Ohio  
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# Setting Up Contractor Information

When your district works with a contract company, an initial set up is required. This ensures the reporting is processed correctly. This is necessary regardless if your district enters the reports or you grant web user access for the contractor to enter his or her own reports.



## Steps to set up a contract company:

1. Select the **Contractor Maintenance** menu item.
2. Click **New**



Other things of note on this screen:

### Contractor ID:

Assigned by system. This number is used when entering information for employees who work for the contract company. This information includes enrollments, contributions, or adding a web user access for the contract company.

### Effective Date and End Date:

The effective date appears when the contractor is created in eSERS. When you no longer use that contractor's services, you will be able to enter an end date; however, the record will remain for historical reference. When you end date the contractor, eSERS will automatically terminate all contacts assigned to that contractor, including the contractor's eSERS access.

*To update contractor information, click the hyperlinked Contractor ID.*



3. In the Contractor Record Maintenance screen, enter the following information and then click **Save**:
  - Contractor Name
  - Contractor Type from drop-down menu
  - Effective Date
  - Review File/Data Submission\*

After clicking Save, the system saves the record, assigns a Contractor ID, and updates the effective date to read-only.

3.

The screenshot shows a web form titled "Contractor Information". At the top left, there are two buttons: "Save" (highlighted with a red box) and "Refresh". Below the title bar, the form contains several fields: "Contractor ID:" (read-only), "Contractor Name:" (text input), "Contractor Type:" (dropdown menu with a list of options: Custodial, Food Services, Healthcare, Other, Security, Transportation), "Effective Date:" (calendar icon), and "End Date:" (calendar icon). At the bottom left, there is a checkbox labeled "Review File/Data Submission:". A red arrow points from this checkbox to a red-bordered text box below the form. A note at the bottom of the form reads: "Note: Contractors must use their Contractor ID in their employer reporting files. For a new contractor record, a new Contractor ID will be assigned upon save."

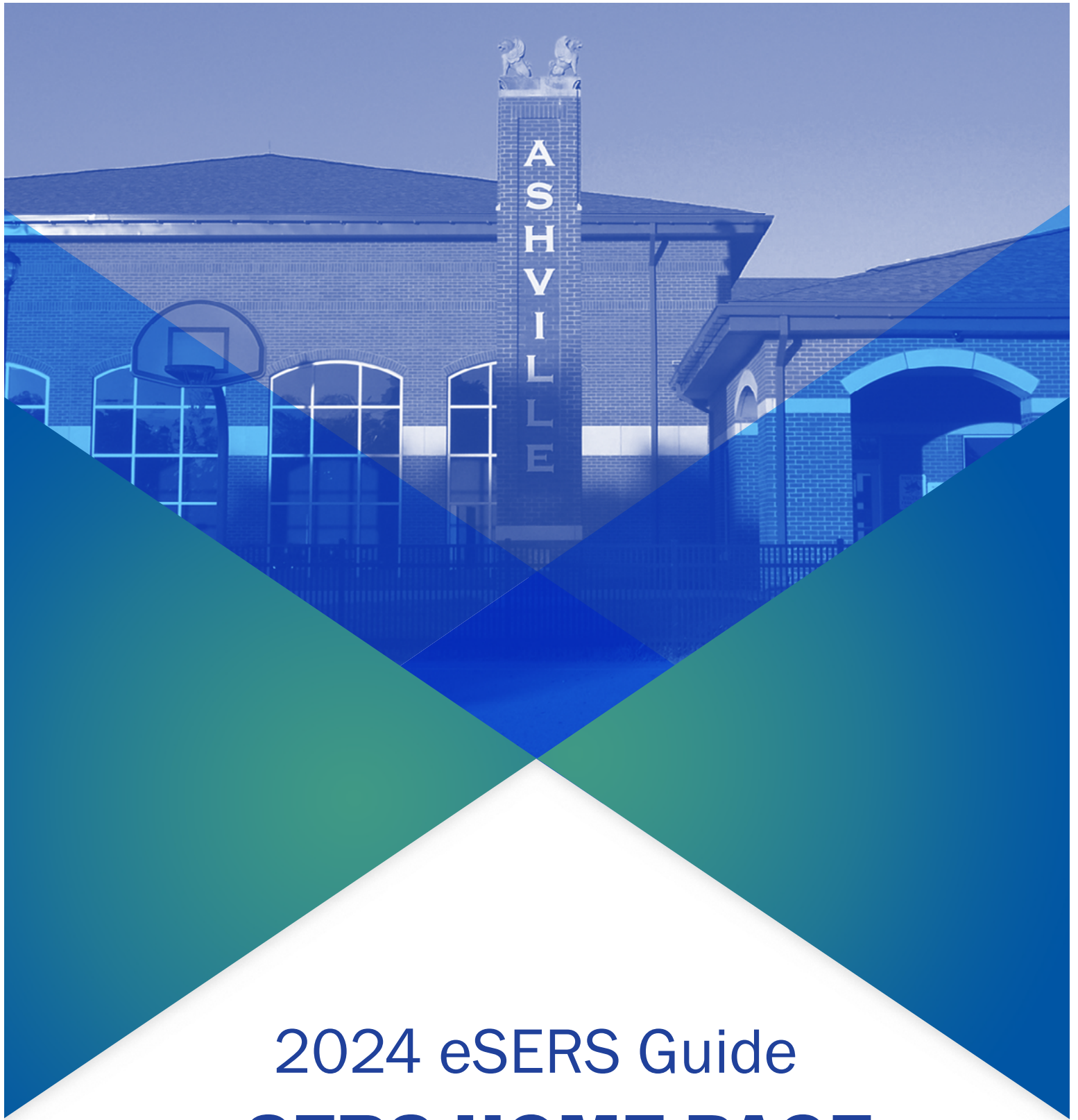
\*Will require all employer reporting from a contractor to be reviewed by your district, which will be submitted by the district once it has been reviewed. If this box is not checked, the contractor will be able to submit reporting without being reviewed by the district. However, the district will be able to view all reports from the eSERS Homepage.

In the event you need to end this contractor's connection to your organization, you can do so by entering an end date.

Once you enter an end date and click save, the following events will happen:

- All contacts that are identified as connected to this contractor will be updated to inactive.
- All web user roles will be removed from the contacts identified as connected to this contractor.
- All eSERS access roles are revoked.
- An email is generated and sent to affected parties informing them that they will no longer have access.





# 2024 eSERS Guide

# **eSERS HOME PAGE**



**School Employees Retirement System of Ohio**  
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# eSERS Home Page

## Unsubmitted Forms:

Temporarily saves information that hasn't been submitted and creates a shortcut to the screen you were working on

## Home:

Displays the eSERS home screen.

## Collapse:

Will collapse the entire screen.

## Print:

Will print the screen you are on.

## Logoff:

To exit eSERS.

## Welcome Drop Down:

The User will find Help and Contact Us.

**5 Most Recent Messages:** Displays the five most recent unread communications from SERS. The messages may be informational or require action.

**Employer Information:** Displays information that SERS currently has on file for your organization.

**5 Most Recent Employer Reporting Files:** Displays the most recent files that have been submitted, including contractor files. You have quick access to these files by clicking the Header ID hyperlink associated with the file you wish to view.

**Next 5 Reports Due:** Lists the next five contribution reports SERS is expecting you to submit. This is driven from your payroll schedules. If this panel is incorrect, please contact Employer Services.

**Reminder:** *Contribution reports and payments are due no later than five business days from the pay date.*



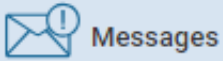
### Tip: Unsubmitted Forms

While completing a process within eSERS, there are times a Web User will need to navigate away from their current screen to access information from a different screen. The Unsubmitted Forms will allow you to do so without losing any of the information that you have entered.

To return back to your saved information, you will click on Unsubmitted Forms and choose the application to complete an unprocessed form.

# Understanding the Menu

## Alert and Messages



Messages

## Employer Reporting

Upload Contribution Files

Contribution File Correction and Manual Contribution Entry

Upload Enrollment Files

Create and Correct Enrollment Files

Manual Enrollment Entry

Employer Reporting Detail Lookup

SCP Payroll Deduction Submission

Certified Wages

## Financial Information

Bank Account Maintenance

Payment Remittance

Employer Statement

Financial Status

Salary Estimate

Foundation Deduction Notice

Surcharge

### Alert and Messages

**Messages:** Via your message board, you will be sent important information, notifications of when employer reports are processed, or when wage certifications are available, and much more.

### Employer Reporting

**Upload Contribution Files:** Upload your contribution file.

**Contribution File Correction and Manual Contribution Entry:** Review and correct contribution file errors, manually enter your contribution/adjustment data, and find posted contribution files.

**Upload Enrollment Files:** Upload your enrollment file.

**Create and Correct Enrollment Files:** Review and correct errors on enrollment headers or manually create a new enrollment header.

**Manual Enrollment Entry:** Manually create an enrollment record.

**Employer Reporting Detail Lookup:** Search for Employer Reporting details by entering various search criteria (i.e. Header Type, Date, Status, Employee, etc.).

**SCP Payroll Deduction Submission:** Create a new SCP payroll deduction submission or view previously submitted records.

**Certified Wages:** Complete pending certification requests; view previously submitted records.

### Financial Information

**Bank Account Maintenance:** Add new bank information for ACH Debit or view existing bank information.

**Payment Remittance:** Create a new payment remittance or view payment remittance history.

**Employer Statement:** Download and view employer statements by fiscal year.

**Financial Status:** View current financial status of the organization based on all fiscal years as well as unassigned payment remittances and details of total of items due.

**Salary Estimate:** Enter new fiscal year salary estimate in a predetermined window or view prior fiscal year salary estimates.

**Foundation Deduction Notice:** Download and view Foundation deduction notices based on fiscal year.

**Surcharge:** View surcharge invoices based on fiscal year or search directly by Social Security number.

# Understanding the Menu

## Organization Information

Employer Demographics

Contacts / Web User Maintenance

Contractor Maintenance

Payroll Schedule Entry

Pickup Plan

ERI Plan

SSA-1945 Upload

## Others

My Profile

Death Notification

ERI Cost Calculator

FAQ

## Organization Information

**Employer Demographics:** View employer demographics and/or add new address(es).

**Contacts / Web User Maintenance:** The EWA is able to create a new contact, unlock web user accounts, and update user roles by adding or deleting roles previously assigned. Web users can look at contact details.

**Contractor Maintenance:** View contractor details, create a new contractor record, end date a contractor, or activate/deactivate review file submissions.

**Payroll Schedule Entry:** View payroll schedule details, extend, or create a new payroll schedule.

**Pickup Plan:** View existing pickup plan details that were created in eSERS or to create a new pickup plan.

**ERI Plan:** View existing Early Retirement Incentive (ERI) plan details or create new request for an ERI plan.

**SSA-1945 Upload:** Upload a new SSA-1945 form(s) to submit to SERS.

## Others

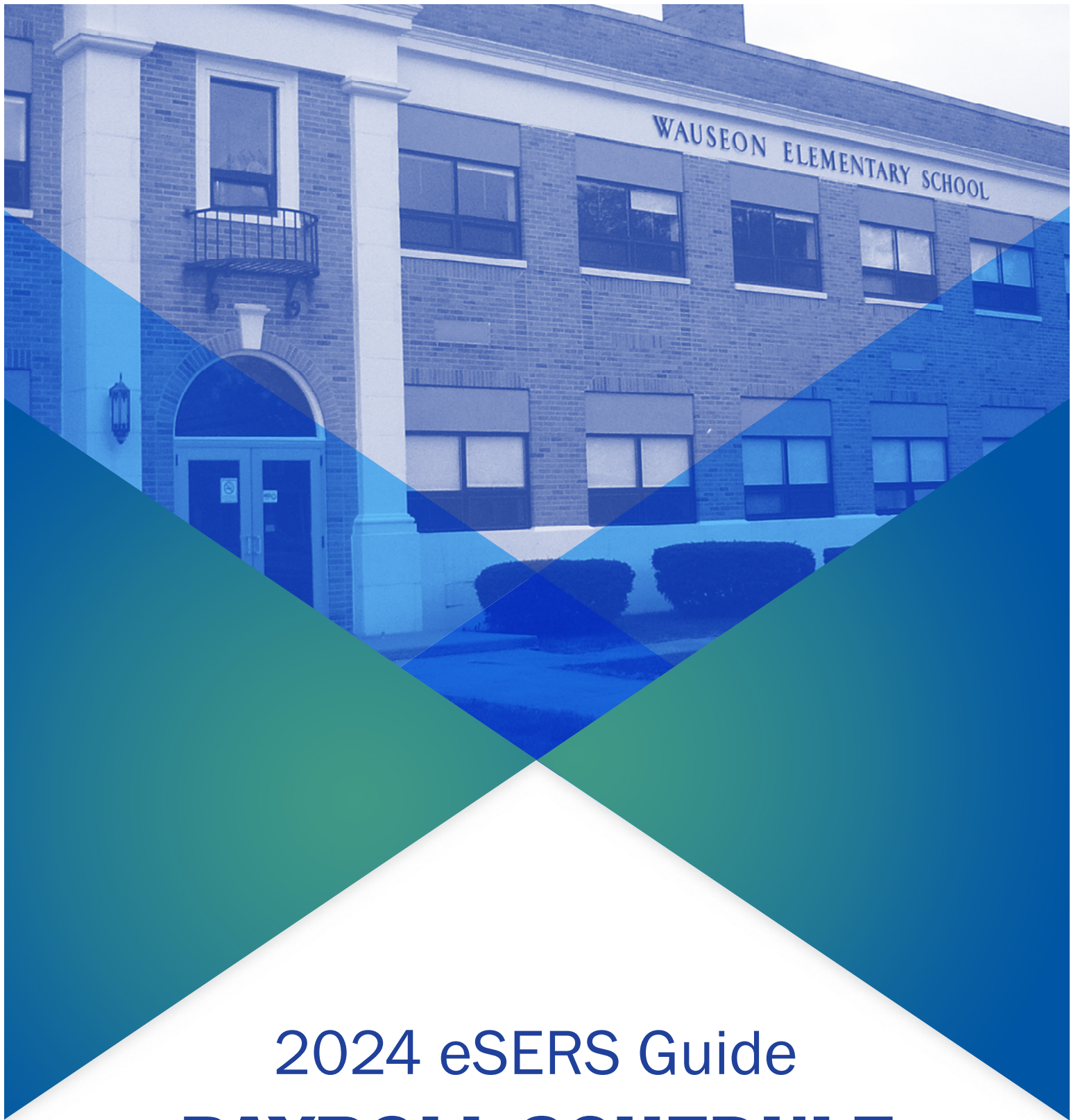
**My Profile:** View your demographic details, contact role, and change password option.

**Death Notification:** View prior death notifications or create a new death notification.

**ERI Cost Calculator:** Calculate cost for a member for an ERI.

**FAQ:** Frequently asked questions.





2024 eSERS Guide

# **PAYROLL SCHEDULE**



**School Employees Retirement System of Ohio**  
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# Payroll Schedule Entry

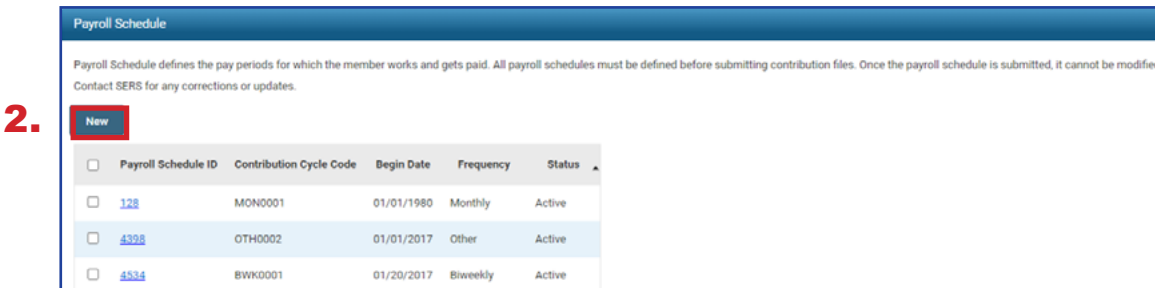
Before an employer can start any employer reporting activities, a valid payroll schedule must be created unless you already have a valid payroll schedule.

## Create a New Schedule:

1. Click the **Payroll Schedule Entry**.



2. On the Payroll Schedule Entry screen, click **New**.



## Fields on the Payroll Schedule Entry Screen:

<b>Payroll Schedule ID</b>	This is a number assigned to a payroll schedule by the system. It is not required that a user memorize or know this number for data entry purposes.
<b>Contribution Cycle Code</b>	When a new payroll schedule is created, the system assigns a unique contribution cycle code that is used for reporting.
<b>Begin Date</b>	When the payroll schedule started.
<b>Frequency</b>	Monthly, Semi-Monthly, Weekly, Biweekly, Weekly, or Other.
<b>Status</b>	This will be either active or terminated.



On the Payroll Schedule Maintenance screen, there are asterisks to indicate which fields are required.

## Required Fields on the Payroll Schedule Maintenance Screen:

<b>Payroll Schedule Begin Date</b>	First day of the earnings period for the first pay date.
<b>Payroll Schedule End Date</b>	Last day of earnings for the fiscal year.
<b>First Pay Date</b>	First pay date for the earnings period. This field is used to calculate all future pay dates in combination with the frequency selected.
<b>Frequency</b>	How often the pay periods occurs. <ul style="list-style-type: none"><li>▪ Weekly – WKY</li><li>▪ Biweekly – BWK</li><li>▪ Semi-Monthly – SMO</li><li>▪ Monthly – MON</li><li>▪ Other – OTH</li></ul>

To Create a Payroll Schedule:

1. **Enter:**
  - Payroll Schedule Begin Date
  - Payroll Schedule End Date
  - First Pay Date
  - Frequency
2. Click **Save**.
3. Click **Populate**.

2.

Payroll Schedule Information

Payroll Schedule ID : 10349

1. Payroll Schedule Begin Date : 07/01/2023 Payroll Schedule End Date : 12/31/2023 First Pay Date : 07/12/2023

Frequency : Biweekly Contribution Cycle Code : BWK0004 Payroll Schedule Status : Active

3. **Populate**

Payroll Schedule Details

Payroll Schedule Detail

Add Row Add 10 Rows Delete

<input type="checkbox"/>	Period Begin Date	Period End Date	Pay Date
<input type="checkbox"/>	07/01/2023	07/14/2023	07/12/2023
<input type="checkbox"/>	07/15/2023	07/28/2023	07/26/2023
<input type="checkbox"/>	07/29/2023	08/11/2023	08/09/2023
<input type="checkbox"/>	08/12/2023	08/25/2023	08/23/2023



**Please Note: Frequency Type “Other”**

The frequency type “Other” gives you the most freedom. It allows you to create a customized schedule by setting earning periods and pay dates that do not follow the set parameters of the other frequencies available. This frequency is good for “special pay” payrolls.

Depending on the frequency you select, subsequent fields will appear to enter additional information.

Once you click Populate, the payroll schedule details panel reflects all the earnings periods and pay dates based on the information entered in the prior steps.

## Important Steps:

- Review the pay dates that were populated. The system does NOT recognize weekends or holidays. If a pay date falls on either of those, you must manually change to the correct date.
- If the period begin and/or end dates are not correct, you may have to create a new payroll schedule.

After you have reviewed the pay dates and have verified that all dates listed are correct:

1. Click **Save**.
2. Click **Confirm & Submit**.

Once the payroll is submitted, the information in the Payroll Schedule Information panel becomes read-only, except for the **Payroll Schedule End Date**.

1. **Save** **Refresh** **Confirm & Submit** 2.

Payroll Schedule Information

Payroll Schedule ID : 10349

\* Payroll Schedule Begin Date : 07/01/2023

\* Payroll Schedule End Date : 12/31/2023

\* First Pay Date : 07/12/2023

\* Frequency : Biweekly

Contribution Cycle Code : BWK0004

Payroll Schedule Status : Active

Populate

Payroll Schedule Details

Payroll Schedule Detail

Add Row Add 10 Rows Delete

<input type="checkbox"/>	Period Begin Date	Period End Date	Pay Date
<input type="checkbox"/>	07/01/2023	07/14/2023	07/12/2023
<input type="checkbox"/>	07/15/2023	07/28/2023	07/26/2023
<input type="checkbox"/>	07/29/2023	08/11/2023	08/09/2023
<input type="checkbox"/>	08/12/2023	08/25/2023	08/23/2023



### Warning:

Once you confirm and submit the payroll schedule, you will be unable to make any corrections through eSERS. If you find that a correction needs to be made, contact Employer Services for assistance.

# Extending a Schedule

If a payroll schedule is nearing its end date, you will extend that payroll schedule rather than creating a new one.

**Please Note:** If you have a biweekly pay cycle, and you need to reset the pay periods with a three-week pay period, please download the eSERS How To: Manage Payroll Schedules for a Three-week Pay Period.

There are two ways in which you can extend a schedule.

## Option 1: System Populated Extension for all frequency types except “Other”

To have the system populate the new earning periods and pay dates, open the schedule that is nearing its end, then follow these steps:

### Steps:

1. Enter the new **Payroll Schedule End Date** (cannot be more than 13 months in the future).
2. Click **Save**.
3. Click **Populate**. New earnings periods and pay dates appear in the Payroll Schedule Details panel.
4. Review the populated dates.
5. Click **Save**.
6. Click **Confirm & Submit**.

2.&5.

Payroll Schedule Information

Payroll Schedule ID : 10350

Payroll Schedule Begin Date : 06/26/2023

Payroll Schedule End Date : 06/30/2024

First Pay Date : 07/10/2023

Frequency : Biweekly

Contribution Cycle Code : BWK0005

Payroll Schedule Status : Active

Populate

Payroll Schedule Details

Payroll Schedule Detail

Period Begin Date	Period End Date	Pay Date
06/26/2023	07/09/2023	07/10/2023
07/10/2023	07/23/2023	07/24/2023
07/24/2023	08/06/2023	08/07/2023
08/07/2023	08/20/2023	08/21/2023
08/21/2023	09/03/2023	09/04/2023

**Please Note:** Make sure you review the dates that have populated. Once you confirm and submit, no corrections can be made. The system does NOT recognize weekends or holidays. If a pay date falls on either of those, you must manually change it to the correct date.

Once submitted, the schedule becomes read-only.

A payroll schedule cannot be extended more than 13 months into the future.

[ All changes successfully saved. ]

Save Refresh Confirm & Submit

### Payroll Schedule Information

Payroll Schedule ID : 10350

Payroll Schedule Begin Date : 06/26/2023

Payroll Schedule End Date :

First Pay Date : 07/10/2023

Frequency : Biweekly

Contribution Cycle Code : BWK0005

Payroll Schedule Status :

Populate

### Payroll Schedule Details

#### Payroll Schedule Detail

Add Row Add 10 Rows Delete

<input type="checkbox"/>	Period Begin Date	Period End Date	Pay Date
<input type="checkbox"/>	06/26/2023	07/09/2023	07/10/2023
<input type="checkbox"/>	07/10/2023	07/23/2023	07/24/2023
<input type="checkbox"/>	07/24/2023	08/06/2023	08/07/2023
<input type="checkbox"/>	08/07/2023	08/20/2023	08/21/2023
<input type="checkbox"/>	08/21/2023	09/03/2023	09/04/2023

## Option 2: Manual Entry for 'Other' Frequency

In this option, you will add empty fields. You will then enter the Period Begin and Period End dates, along with a Pay Date.

### Steps:

1. Enter the new **Payroll Schedule End Date**.
2. Click **Save**.
3. Click either **Add Row** or **Add 10 Rows**.
4. Enter new **Period Begin and End Dates**, along with the new **Pay Date**.
5. Click **Save**.
6. Click **Confirm & Submit** - Once you confirm and submit the payroll schedule, no corrections can be made.

**2.&5.**

[ All changes successfully saved. ]

Save Refresh **Confirm & Submit** **6.**

Payroll Schedule Information

Payroll Schedule ID : 11226

\* Payroll Schedule Begin Date : 06/26/2023 **1.** \* Payroll Schedule End Date : 12/31/2023 \* First Pay Date : 07/01/2023

\* Frequency : Other Contribution Cycle Code : OTH0004

Number of Rows : Payroll Schedule Status : Active

Payroll Schedule Details

Payroll Schedule Detail

**3.** Add Row Add 10 Rows Delete

<input type="checkbox"/>	Period Begin Date	Period End Date	Pay Date
<input type="checkbox"/>	06/26/2023	07/01/2023	07/01/2023
<input type="checkbox"/>	07/02/2023	07/23/2023	07/23/2023
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			

**4.**



**Tip:** You can add individual rows by clicking the Add Row button. You also can delete rows by checking the box next to the row, and clicking Delete.

Once submitted, the schedule becomes read-only.

A payroll schedule cannot be extended more than 13 months into the future.

[ All changes successfully saved. ]

Save Refresh Confirm & Submit

Payroll Schedule Information

Payroll Schedule ID : 10352

Payroll Schedule Begin Date : 06/26/2023

Payroll Schedule End Date : 12/31/2023

First Pay Date : 07/01/2023

Frequency : Other

Contribution Cycle Code : OTH0007

Number of Rows :

Payroll Schedule Status : Active

Payroll Schedule Details

Payroll Schedule Detail

Add Row Add 10 Rows Delete

<input type="checkbox"/>	Period Begin Date	Period End Date	Pay Date
<input type="checkbox"/>	06/26/2023	07/01/2023	07/01/2023
<input type="checkbox"/>	07/02/2023	07/23/2023	07/23/2023
<input type="checkbox"/>	07/24/2023	08/01/2023	08/01/2023
<input type="checkbox"/>	08/02/2023	08/23/2023	08/23/2023

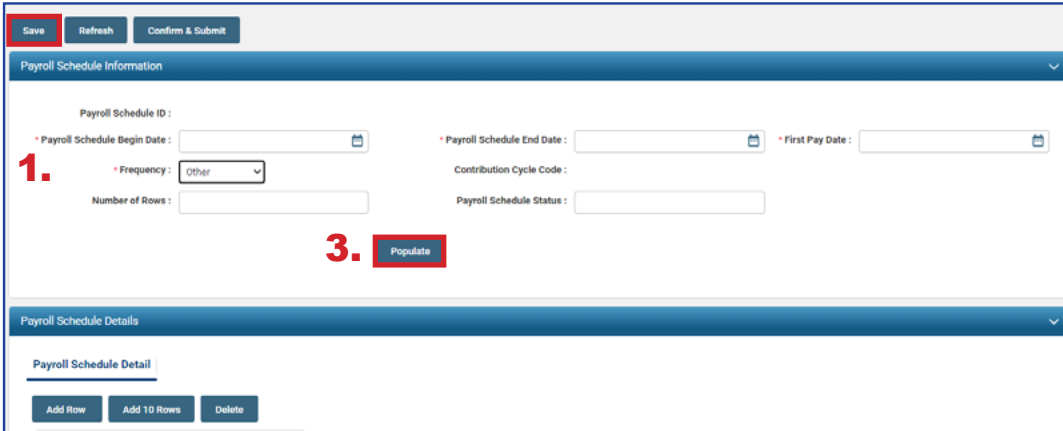
# Special Pay

When there is a special pay that does not fall within your current payroll schedule, a new payroll schedule needs to be created. This schedule can be used solely for the few special pays that you have throughout the year.

Create the Special Pay payroll schedule as you would normal pay schedules.

**Please Note:** The Payroll Schedule Begin Date cannot be the same as the Payroll Schedule End Date.

1. Enter:
  - Payroll Schedule Begin Date
  - Payroll Schedule End Date
  - First Pay Date
  - Frequency (for special pays, you would choose 'Other')
  - Number of Rows (enter 1)
2. Click **Save**.
3. Click **Populate**.

2. 

Payroll Schedule Information

Payroll Schedule ID :

\* Payroll Schedule Begin Date :

\* Payroll Schedule End Date :   \* First Pay Date :

\* Frequency : Other

Contribution Cycle Code :

Number of Rows :

Payroll Schedule Status :

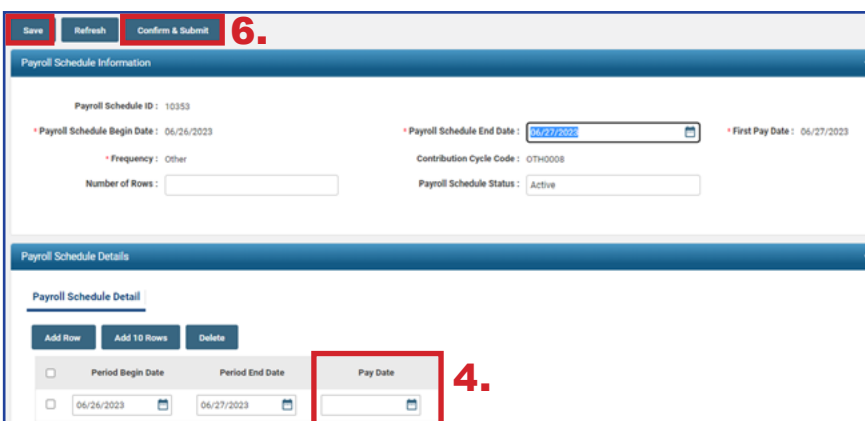
3. **Populate**

Payroll Schedule Details

Payroll Schedule Detail

**Add Row** **Add 10 Rows** **Delete**

4. Re-enter the **Pay Date** under the Payroll Schedule Details panel.
5. Click **Save**.
6. Click **Confirm & Submit**.

5. 

5. **Confirm & Submit** 6.

Payroll Schedule Information

Payroll Schedule ID : 10353

\* Payroll Schedule Begin Date : 06/26/2023

\* Payroll Schedule End Date : 06/27/2023

\* First Pay Date : 06/27/2023

\* Frequency : Other

Contribution Cycle Code : OTH0008

Number of Rows :

Payroll Schedule Status : Active

Payroll Schedule Details

Payroll Schedule Detail

**Add Row** **Add 10 Rows** **Delete**

<input type="checkbox"/>	Period Begin Date	Period End Date	Pay Date
<input type="checkbox"/>	06/26/2023	06/27/2023	<input type="text"/> <input type="calendar"/>

4.



# Extending the Special Pay Schedule

For each special pay that your district encounters, you will use the same payroll schedule. Simply add the new pay cycle to the schedule.

## Steps:

1. Change the **Payroll Schedule End Date**.
  - This date will be the new end date for the special pay you are going to report.
2. Click **Add Row** (enter 1).
3. Type in the new period begin and end dates for the special pay along with the new pay date.
4. Click **Save**.
5. Click **Confirm & Submit**.

The screenshot shows a web interface for managing payroll schedules. At the top, a notification says "New row added to the grid". Below this are three buttons: "Save", "Refresh", and "Confirm & Submit".

The "Payroll Schedule Information" section displays the following details:

- Payroll Schedule ID: 10353
- Payroll Schedule Begin Date: 06/26/2023
- Payroll Schedule End Date: 07/12/2023 (highlighted with a red box and callout 1)
- First Pay Date: 06/27/2023
- Frequency: Other
- Contribution Cycle Code: OTH0008
- Number of Rows: (empty field)
- Payroll Schedule Status: Active

The "Payroll Schedule Details" section has a "Payroll Schedule Detail" tab and three buttons: "Add Row", "Add 10 Rows", and "Delete".

Below the buttons is a table with the following data:

<input type="checkbox"/>	Period Begin Date	Period End Date	Pay Date
<input type="checkbox"/>	06/26/2023	06/27/2023	06/27/2023
<input type="checkbox"/>	07/11/2023	07/12/2023	07/12/2023

The new row (07/11/2023 to 07/12/2023) is highlighted with a red box and callout 3. The "Add Row" button is highlighted with a red box and callout 2.



**Tip:** Payroll schedule end date may be extended up to 13 months; then, each time you have a special pay, you just need to add a row with the new pay period and pay date. **Do not create a new schedule.**

# Payroll Schedule Entry FAQ

**Q. Does Employer Services need to approve a payroll schedule after it is submitted before the employer can start reporting?**

**A.** No. The employer record is updated in eSERS. Once the effective date arrives, the payroll schedule is active and the employer can begin reporting.

**Q. Can I change my “Payroll Schedule Status” to Terminate?**

**A.** Yes, any payroll schedule can be terminated. Employer Services asks you to use this feature with caution. **Only terminate payroll schedules that have never been used or reported.** If you have sent in reports on a payroll schedule, we ask that you keep it active. This way if you ever have to complete a wage certification for an employee that was reported on that pay schedule, you will be able to do so without issue.

Also, please **never** terminate the MON0001 payroll schedule. This schedule is needed for previous information in the legacy eSERS system.

**Q. Can a payroll schedule be extended past the end date?**

**A.** Yes. But the end date can only be extended 13 months from today’s date. If nothing else changes, the employer can extend the payroll schedule end date every 13 months.

**Q. Can an employer have multiple payroll schedules?**

**A.** Yes. The employer can create as many active payroll schedules as necessary.

**Q. How often does an employer have to set up a payroll schedule?**

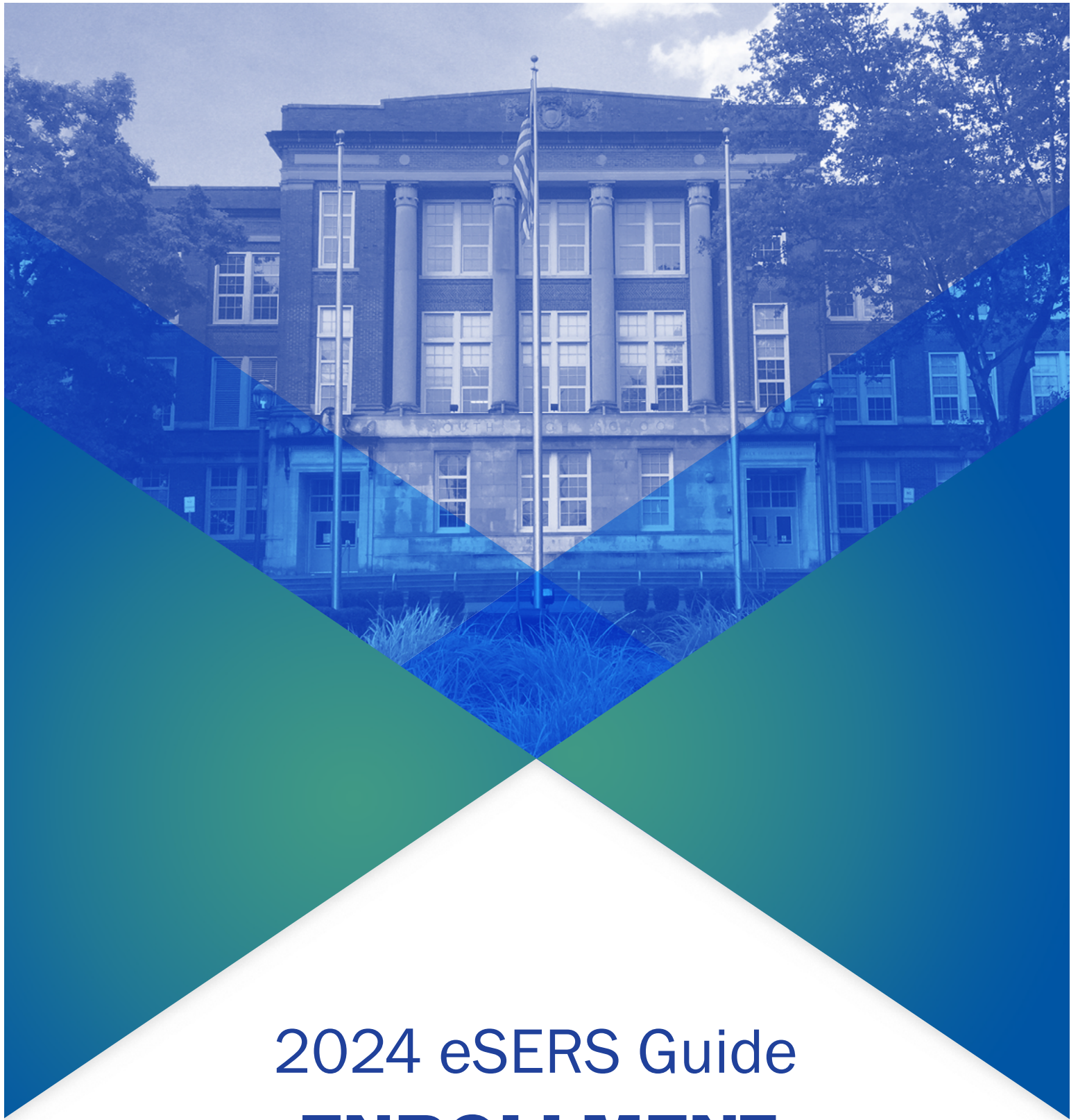
**A.** The employer should only have to go through this process once. When the Pay Schedule End Date approaches, the employer will need to extend the payroll schedule to cover the new fiscal year.

**Q. Every few years we have a three-week payroll cycle. How do I reflect this in my payroll schedule?**

**A.** Districts are able to edit their payroll schedules to add a line for the three-week period and then extend a biweekly schedule from there without having to create a new schedule.

For further instructions, please refer to the eSERS *How To: Managing Payroll Schedules*.

If the payroll schedule has already been confirmed, do not create a new schedule, call Employer Services toll-free at 877-213-0861 for assistance.



# 2024 eSERS Guide

# **ENROLLMENT**



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

# Enrollment Overview

When an organization needs to enroll a new member, it can be done manually or by uploading an enrollment file.

Once the enrollment is submitted and posted, the following will occur:

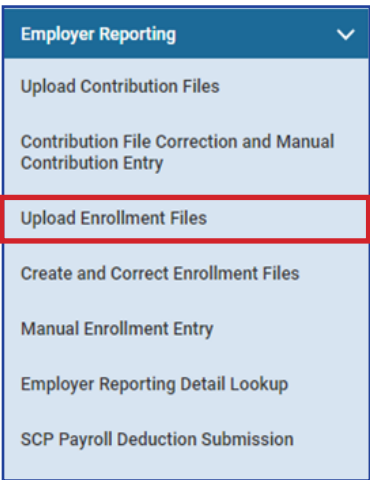
- Your organization will receive a confirmation message that the enrollment is complete, if you uploaded an enrollment file.
- A member account is created and ready to receive contributions.
- Appropriate documentation and forms are sent to the member.

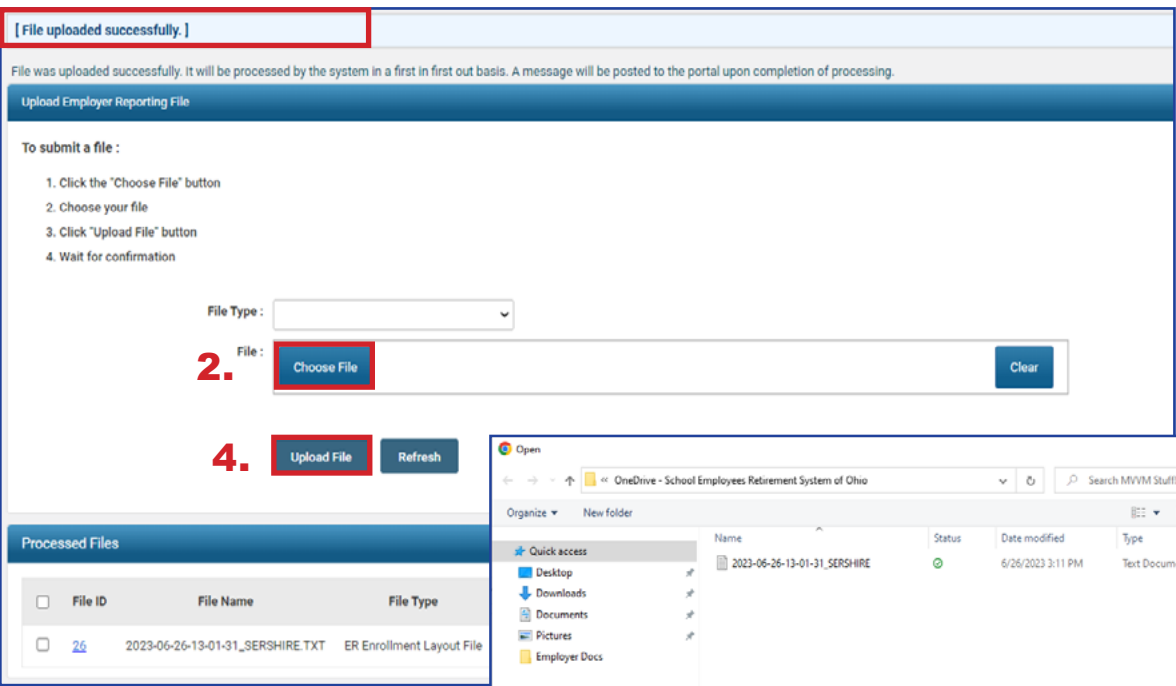


**Tip:** A new membership enrollment will be required if an employee has not had a contribution within the last six months.

# Uploading Enrollment Files


You can upload an enrollment file with the Upload Enrollment Files application. You also can view and track files as status updates during the posting process.

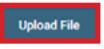
- 1.**  **Steps:**
1. Click **Upload Enrollment Files**.
  2. On the Upload Enrollment Files page, click **Choose File**.
  3. Select the appropriate file in the file folder; click **Open**.
  4. Click **Upload File**.
  5. Once uploaded, a message will display at the top of the screen showing it was uploaded successfully.

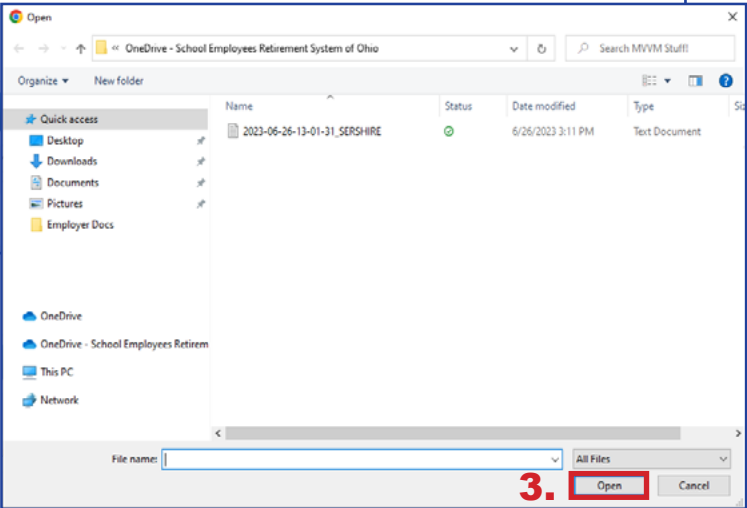
**5.** 

[ File uploaded successfully. ]

File was uploaded successfully. It will be processed by the system in a first in first out basis. A message will be posted to the portal upon completion of processing.

**2.** 

**4.** 

**3.** 

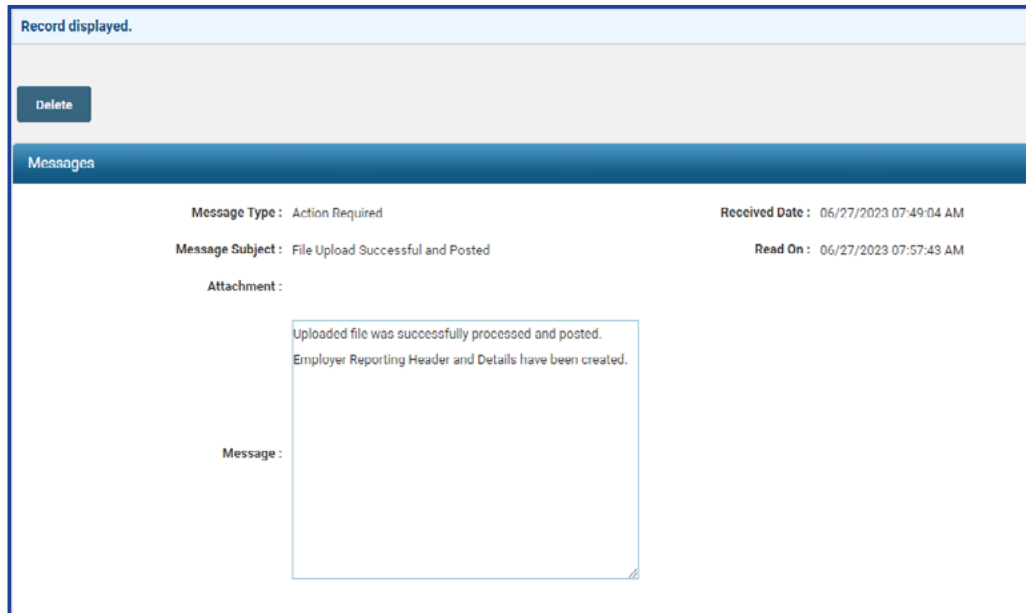
File ID	File Name	File Type	
<input type="checkbox"/>	26	2023-06-26-13-01-31_SERSHIRE.TXT	ER Enrollment Layout File



**Please Note:** When uploading enrollment files, you may receive one or multiple error messages. These pertain to the information in the file that needs to be corrected.

If there are no errors on the record(s), no more user action is required, and a new message will be sent via the message board confirming the successful upload and posting of the file.

If there are errors, you will receive a different message via your message board.



## What Happens Next?

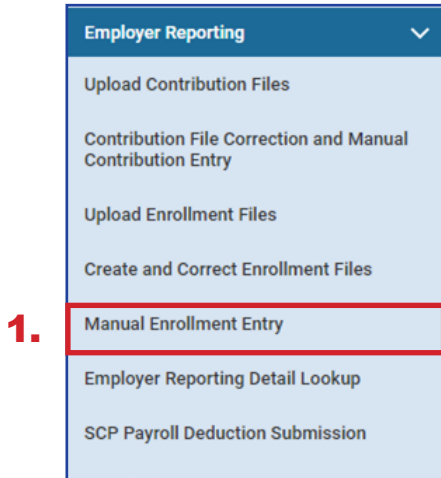
Once your file has been uploaded and posted, you are able to submit contribution reporting for the individuals you just enrolled.

# Manual Enrollment Entry

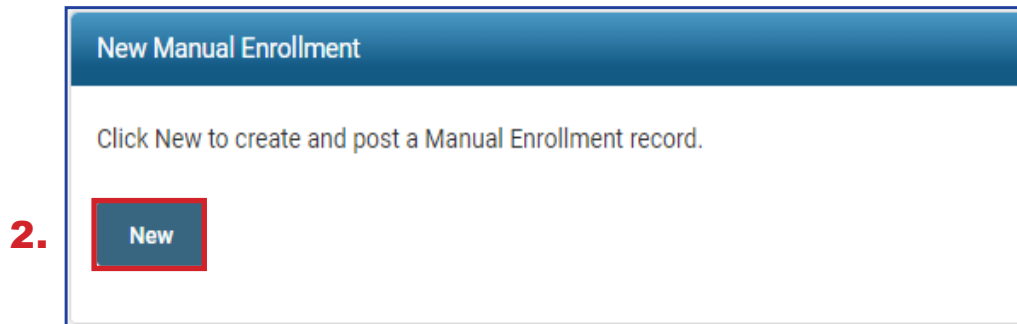
You also can manually enroll a person into the system if you do not wish to upload a file. This process is especially useful when you have a low number of individuals to enroll.

## Steps:

1. Click the **Manual Enrollment Entry** menu item.



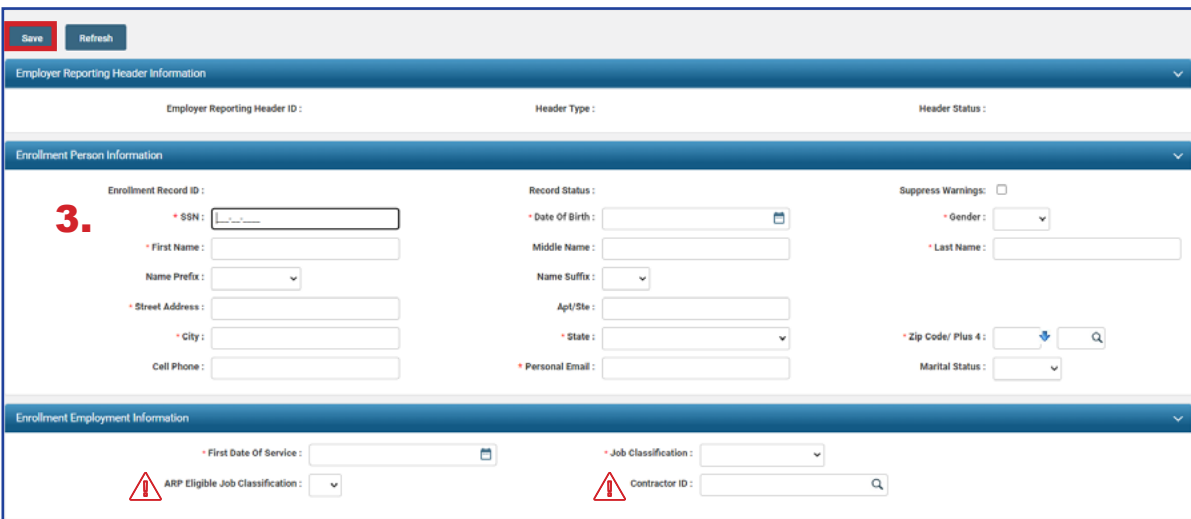
2. Click **New** to enter a new member enrollment.



### 3. Enter:

- SSN
- Date of Birth
- Gender
- First and Last Name
- Address Information
- First Date of Service
- Job Classification
- Personal Email Address
- Cell Phone

### 4. Click **Save**.

4. 

The screenshot shows a web form with three main sections: "Employer Reporting Header Information", "Enrollment Person Information", and "Enrollment Employment Information". The "Enrollment Person Information" section is expanded and contains the following fields:

- Enrollment Record ID: [Text Field]
- Record Status: [Text Field]
- Suppress Warnings:
- SSN: [Text Field] (highlighted with a red "3.")
- Date Of Birth: [Text Field]
- Gender: [Dropdown Menu]
- First Name: [Text Field]
- Middle Name: [Text Field]
- Last Name: [Text Field]
- Name Prefix: [Dropdown Menu]
- Name Suffix: [Dropdown Menu]
- Street Address: [Text Field]
- Apt/Ste: [Text Field]
- City: [Text Field]
- State: [Dropdown Menu]
- Zip Code/ Plus 4: [Text Field]
- Cell Phone: [Text Field]
- Personal Email: [Text Field]
- Marital Status: [Dropdown Menu]

The "Enrollment Employment Information" section contains:

- First Date Of Service: [Text Field]
- Job Classification: [Dropdown Menu]
- ARP Eligible Job Classification: [Dropdown Menu]
- Contractor ID: [Text Field]



#### **ARP Eligible Checkbox:**

Check this if both the member and your organization are ARP eligible (colleges and universities only).



#### **Contractor ID:**

Enter in the Contractor ID if this member is from one of the contracted organizations for your district.



5. Address any errors or warnings that may appear once you click **Save**.

- If you corrected information on the Member Enrollment Record or you clicked **Suppress Warning**, you will need to click **Save** again to resubmit the information to eSERS.
- Once your Member Enrollment Record is correct, the Header Status and Record Status will both reflect **Valid**.

6. Click **Submit for Posting**.


- Click **Save**, and if there are no errors or warnings, a **Submit for Posting** button will appear.

**5.** **Save** **Refresh** **Submit for Posting** **6.**

Employer Reporting Header Information

Employer Reporting Header ID: 347261 Header Type: Enrollment Header Status: valid

Enrollment Person Information

Enrollment Record ID: 170116 Record Status: Valid  Suppress Warnings:

\* SSN:  \* Date Of Birth:  \* Gender:

\* First Name:  Middle Name:  \* Last Name:

Name Prefix:  Name Suffix:

\* Street Address:  Apt/Ste:

\* City:  \* State:  \* Zip Code/ Plus 4:

Cell Phone:  \* Personal Email:  Marital Status:

Enrollment Employment Information

\* First Date Of Service:  \* Job Classification:

ARP Eligible Job Classification:  Contractor ID:

Validation Information

<input type="checkbox"/>	Message ID	Error / Warning	Severity
No records to display			



**ONLY** suppress the warning if you have verified that the information is correct.

7. Click the **Refresh** button to see if your member enrollment has posted.
  - Once it has posted, the screen will become “read only.”

**7.** Refresh To create another enrollment record, click the Manual Enrollment hyperlink on the left panel.

**Employer Reporting Header Information** ▼

Employer Reporting Header ID : [347261](#)      Header Type : Enrollment      Header Status : Posted

---

**Enrollment Person Information** ▼

Enrollment Record ID : 170116	Record Status : Posted	Suppress Warnings: <input type="checkbox"/>
* SSN :	* Date Of Birth : 08/08/1974	* Gender : Female
* First Name : Anna	Middle Name :	* Last Name : Guzman
Name Prefix :	Name Suffix :	
* Street Address : 200 E Broad St	Ap/Ste :	
* City : Columbus	* State : Ohio	* Zip Code/ Plus 4 : 43215
Cell Phone :	* Personal Email :	Marital Status :

---

**Enrollment Employment Information** ▼

* First Date Of Service : 05/01/2023	* Job Classification : Administrative
ARP Eligible Job Classification :	Contractor ID :

8. To enroll another member, you will need to click on the **Manual Enrollment Entry** application again to begin the process.

**8.** Manual Enrollment Entry

**Employer Reporting** ▼

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



**Reminder:**

If you only click **Save** and then move onto completing another manual member enrollment without clicking the **Submit for Posting** button, your enrollment will stay in Valid status. You will be able to complete the posting by going to the Create and Correct Enrollment Files application.

**Unposted Employer Reporting Header**

Following are Employer Reporting Headers with details that must be reviewed and/or corrected. Once the Header is in a Valid status, it can be submitted for posting.

**Advanced Search** Click this button to perform an advanced search of all submitted employer enrollment files.

<input type="checkbox"/>	Header ID	Header Type	Header Status	Received Date	Contractor	Submit For Posting
<input type="checkbox"/>	<a href="#">347262</a>	Enrollment	Valid	06/27/2023		<b>Submit for Posting</b>

# Create and Correct Enrollment Files

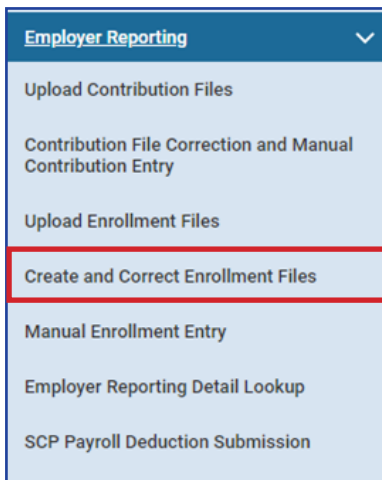
Create and Correct Enrollment Files is an application where a user can manually create an enrollment file, correct an enrollment that is in review status, or submit a manual enrollment for posting.

If a user has multiple enrollment records to enter but does not have access to a system that creates an enrollment file to upload, this function may be useful when enrolling multiple employees.

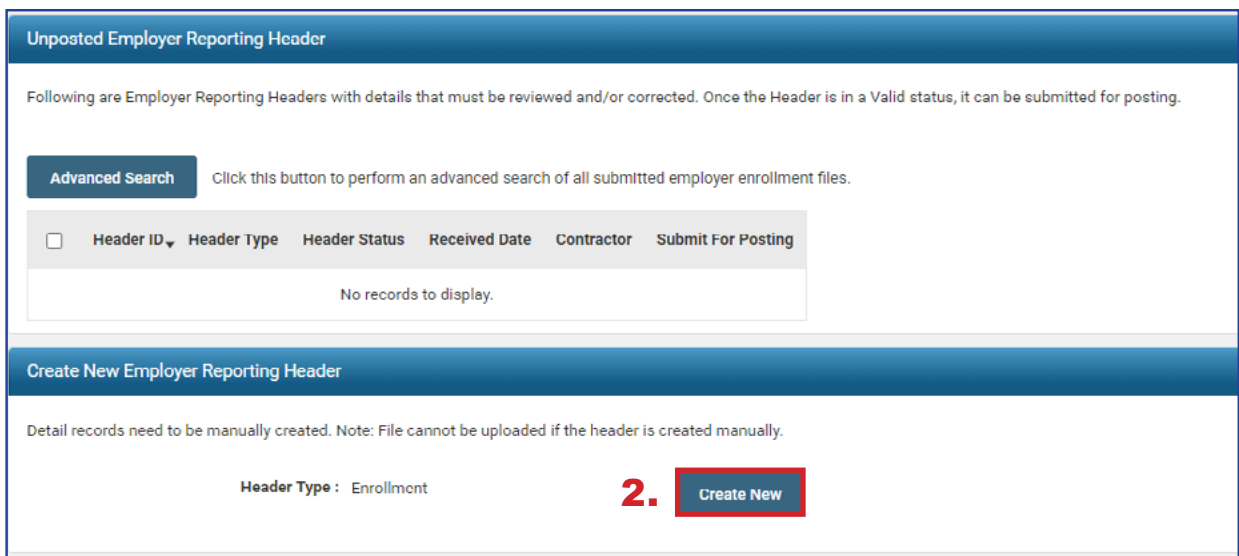
## Steps to Create a Manual Enrollment File:

1. Click **Create and Correct Enrollment Files**.

1.



2. Click **Create New**.



3. Click **Save**.
  - A New button will appear in the Enrollment Information panel.
4. Click **New**.

**3.**

**4.**



If you are entering enrollments for a contractor, remember to choose the contract company from the contractor drop-down menu.

5. Enter:

- SSN
- Date of Birth
- Gender
- First and Last Name
- Address Information
- First Date of Service
- Job Classification
- Personal Email Address
- Cell Phone

6. Click **Save & New** to enter the next enrollment.

- If you have just one enrollment, click **Save**.

6.

The screenshot displays the 'Enrollment Person Information' section of the eSERS system. At the top, there are three buttons: 'Save', 'Save & New', and 'Refresh'. The 'Save & New' button is highlighted with a red box. Below the buttons, the form is divided into several sections. The 'Enrollment Person Information' section contains fields for: Enrollment Record ID (347265), Header Type (Enrollment), and Header Status (Review). The main form area includes fields for SSN (with a red '5.' overlaid), Date of Birth, Gender, First Name, Middle Name, Last Name, Name Prefix, Name Suffix, Street Address, Apt/Site, City, State, Zip Code/Plus 4, Marital Status, Cell Phone, Personal Email, and Suppress Warnings. Below this is the 'Enrollment Employment Information' section with fields for First Date of Service, Job Classification, ARP Eligible Job Classification, and Contractor ID. At the bottom is the 'Validation Information' section, which currently shows 'No records to display.'

7. Enter all the enrollments for your manual enrollment file. When you have entered your last enrollment, click **Save**.
8. Click the **Employer Reporting Head...** link in the navigation path at the top of the screen to take you back to the Enrollment Header Maintenance screen where you will be able to submit your file for posting.

7.

8.

Save Save & New Refresh

Employer Reporting Header Information

Employer Reporting Header ID : 347275 Header Type : Enrollment Header Status : Review

Enrollment Person Information

Enrollment Record ID : Record Status : Suppress Warnings:

\* SSN :  \* Date Of Birth :  \* Gender :

\* First Name :  Middle Name :  \* Last Name :

Name Prefix :  Name Suffix :

\* Street Address :  Apt/Ste :

\* City :  \* State :  \* Zip Code/ Plus 4 :

Cell Phone :  \* Personal Email :  Marital Status :

Enrollment Employment Information

\* First Date Of Service :  \* Job Classification :

ARP Eligible Job Classification :  Contractor ID :

Validation Information

<input type="checkbox"/>	Message ID	Error / Warning	Severity
No records to display.			

This enrollment file is in Review status and needs to be corrected before the user can submit it for posting.

### Steps:

1. Click the **Enrollment Record ID** for the enrollment that needs to be corrected, or click the **Review** hyperlink in the Status Count panel.

The screenshot displays the eSERS system interface. At the top, there are buttons for 'Save', 'Refresh', and 'Void File'. Below this is the 'Employer Reporting Header Information' section, which includes fields for 'Employer Reporting Header ID: 347263', 'Reporting Source: Manual', 'ITC:', 'Sent Date: 06/27/2023', 'File Name:', 'Header Type: Enrollment', 'Header Status: Review', 'Contractor:', 'Posted Date:', and 'Unique ID:'. To the right is a 'Status Count' panel with a table:

Status Count:	
Total Record Count	3
Posted	0
Posted with warnings	0
<b>1.</b> Review	2
Valid	1
Void	0

Below this is the 'Enrollment Information' section, which includes buttons for 'New', 'Open', 'Void', and 'Export To Excel'. It features an 'SSN' input field, a 'Record Status' dropdown set to 'Review', and a 'Filter' button. A table lists enrollment records:

Enrollment Record ID	SSN	First Name	Last Name	Record Status
<input type="checkbox"/>	170118	Coco	Rose	Review
<input type="checkbox"/>	170120	Scott	Seas	Review

A red '1.' is placed to the left of the first row in this table. Below the enrollment information is a 'Validations' section with a table:

Message	Count	Severity
Personal Email is required	1	Error
Cell Phone number is requested	1	Warning

**Tip:** To void an enrollment record from the file you just created, checkmark the box next to the Enrollment Record ID and click **Void**.



2. Correct the warnings and/or errors listed in the **Validation Information** panel on the enrollment that needs to be reviewed.
  - The user can correct the error, correct the warning, or suppress the warning.
  - Errors cannot be suppressed; they can only be corrected.
  - When you click **Save**, the Header Status and Record Status will change from Review to Valid.
3. Click **Save**.
4. Click the **left arrow** or **right arrow**.

The screenshot displays the 'Employer Reporting Header Information' section with the following details:

- Employer Reporting Header ID: 347271
- Header Type: Enrollment
- Header Status: Review

The 'Enrollment Person Information' section includes:

- Enrollment Record ID: 170125
- Record Status: Review
- Suppress Warnings:
- SSN: [Field]
- Date Of Birth: 05/11/1983
- Gender: Female
- First Name: Coco
- Middle Name: [Field]
- Last Name: Rose
- Name Prefix: [Field]
- Name Suffix: [Field]
- Street Address: 300 E Broad St
- City: Columbus
- State: Ohio
- Zip Code/ Plus 4: 43215
- Cell Phone: [Field]
- Personal Email: ktaibert@ohsers.org
- Marital Status: [Field]

The 'Enrollment Employment Information' section includes:

- First Date Of Service: 05/01/2023
- Job Classification: Administrative
- ARP Eligible Job Classification: [Field]
- Contractor ID: [Field]

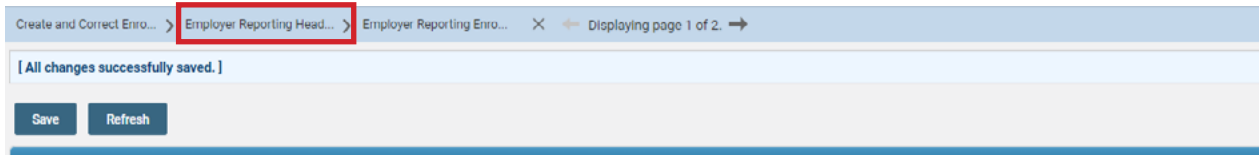
The 'Validation Information' panel at the bottom shows a table with one warning:

Message ID	Error / Warning	Severity
<input type="checkbox"/>	920931 Cell Phone number is requested	Warning

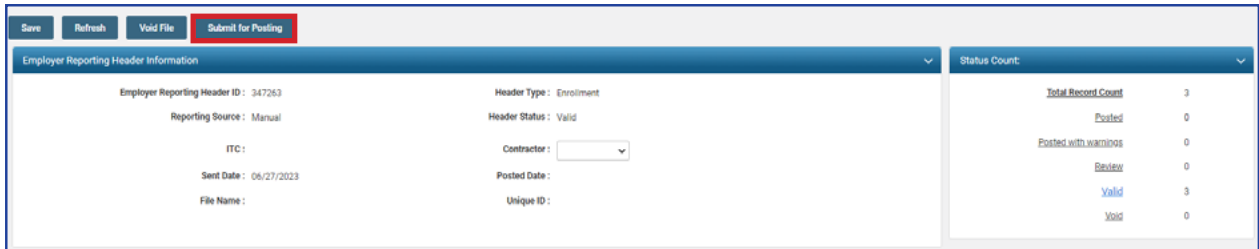
## What Happens if I Suppress the Warning?

By checking the box next to the Suppress Warnings field, you are telling the system you are aware of the warning and the information is correct. When the enrollment file posts, the system will say that it was **Posted with Warnings**.

- Click the “Employer Reporting Head...” breadcrumb hyperlink once the final record has been corrected.



- Click **Submit for Posting**.



## What Happens Next?

All records will be picked up and posted automatically by SERS’ internal system. Welcome packets will be generated and sent to the newly enrolled members.

Contributions can now be made for these individuals.

The enrollment header becomes read-only, and will be updated with a posted date once SERS processes and posts the record.

# Validation Information

## Types of Contribution Errors, Warnings, and Messages

### ERRORS

All errors must be resolved in order for an enrollment record to be valid. Records cannot be submitted to SERS until they are in a valid status.

Error Message	Cause
<b>Invalid Phone Number</b>	Phone numbers must be 10 digits and cannot include any non-numeric characters. Do NOT put in dashes when typing in a phone number as the field only allows for exactly 10 characters.
<b>Personal Email is Required</b>	Personal email addresses must be provided for the enrollment record to be posted.
<b>Invalid Email</b>	This field allows for the @ symbol and a period. However, the system will verify there are characters prior to the @ symbol, after the @ symbol, and after the period. If any of these characters are missing, you will receive this error.
<b>Invalid Contractor ID</b>	This error will display if the user has entered a Contractor ID in an enrollment record that the system does not recognize as valid. Contractors must first be linked to the organization via the Contractor Maintenance screen (see page 22). Once the contractor is connected to the organization, it will be assigned a Contractor ID. Enter this ID in the Contractor ID field on the enrollment record.
<b>SSN is invalid and does not comply with the Social Security Administration (SSA) rules</b>	This error will display if any of the following scenarios take place: <ul style="list-style-type: none"> <li>• SSN contains all similar digits like 0's, 1's, 2's, etc., up to 9's. Example: 333-33-3333</li> <li>• First 3 digits are '000' or '666'. Example: 000-xx-xxxx</li> <li>• First 3 digits are between '900' and '999'. Example: 932-xx-xxxx</li> <li>• Middle 2 digits (positions 4 and 5) are both zero. Example: xxx-00-xxxx</li> <li>• Last 4 digits are zero. Example: xxx-xx-0000</li> <li>• SSN matches '078-05-1120'</li> </ul>
<b>Invalid Date of Birth</b>	The birthdate entered is prior to 01/01/1900, or is a future date.
<b>Unposted enrollment record already exists for this SSN</b>	Another enrollment record was created, but not yet submitted, with the same SSN. Verify that either the previously created enrollment record is accurate and intended for the same individual, or correct the SSN/information for the current record.
<b>Invalid Name Prefix; Invalid State; Invalid Gender; Invalid Marital Status; Invalid Job Classification; Invalid ARP Eligible Job Classification Indicator</b>	These are drop-down menu options on the Employer Reporting Enrollment Maintenance screen. The field is currently reflecting an option that is NOT listed in the drop-down and must be changed to an option from the drop-down or otherwise left blank.  <b>NOTE:</b> The drop-down for State includes U.S. Territories (i.e., Puerto Rico).

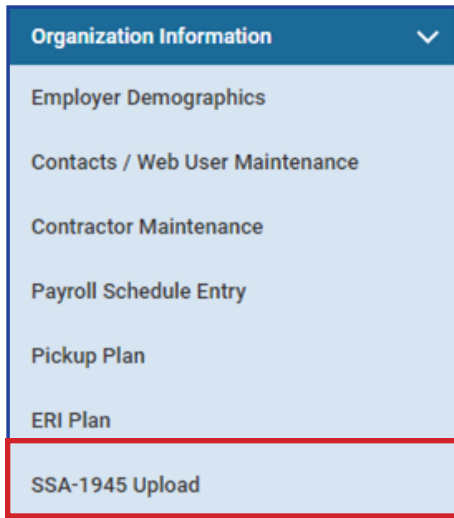
## WARNINGS

Any enrollment record submitted with warnings that have been suppressed will be reviewed by SERS.

Warning	Action
<b>Age is less than 16 years when comparing Date of Birth and Current Date</b>	The member's age is less than 16 years old according to the date of birth entered. Verify the information and either update the date of birth, or click the 'Suppress Warnings' checkbox.
<b>Cell Phone number is requested</b>	Please provide member's cell phone number if available, or click the "Suppress Warnings" checkbox.
<b>Age is greater than 80 years when comparing Date of Birth and Current Date</b>	The member's age is greater than 80 years old according to the date of birth entered. Verify the information and either update the date of birth, or click the 'Suppress Warnings' checkbox.
<b>First Date of Service cannot be more than 6 months in the future; First Date of Service cannot be more than 6 months in the past</b>	These warnings can be suppressed; however, verify that the start date is accurate.
<b>Member Last Name does not match system records. Verify the information for accuracy.</b>	The SSN matches an existing person record in the system, but the last name does not match. Verify the SSN as well as the last name of the individual. This may happen if a member had a name change in the interim (marriage, divorce, etc.).
<b>Member Date of Birth does not match system records. Verify the information for accuracy.</b>	The SSN matches an existing person record SSN in the system, but the date of birth does not match. Verify accuracy.

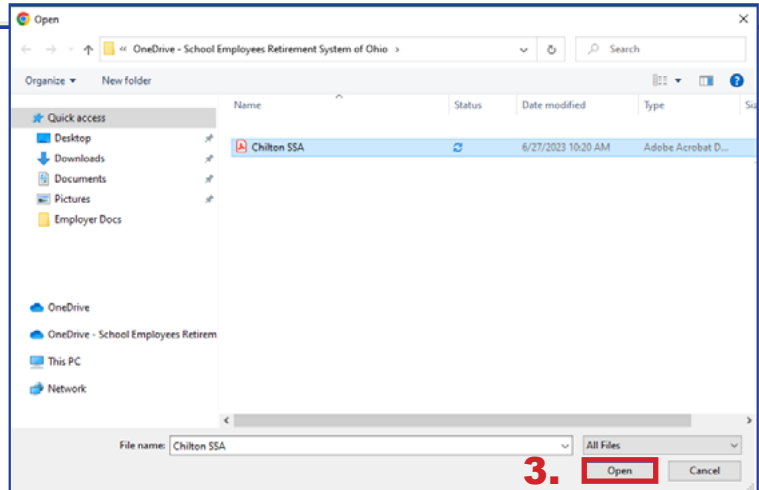
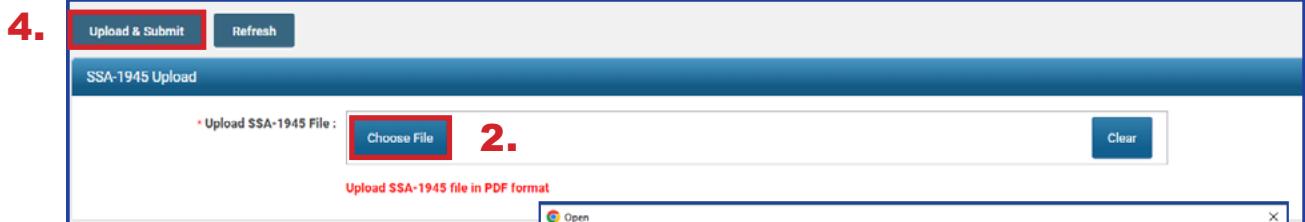
# Submit SSA-1945 File Upload

You can now upload the SSA-1945 form through eSERS using the link under the Organization Information menu.



## Steps:

1. Click on **SSA-1945 Upload**.
2. Click **Choose File** (this will open a file explorer window for your computer).
3. Attach the required pdf file to the record.
4. At the top of this screen, click **Upload & Submit**.







# 2024 eSERS Guide

# **CONTRIBUTION REPORTING**



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

# Employer Reporting Overview

The primary purpose of eSERS is to support the employer reporting process. The employer reporting process is used to send enrollment, contribution, and ARP data to SERS during your payroll cycle.

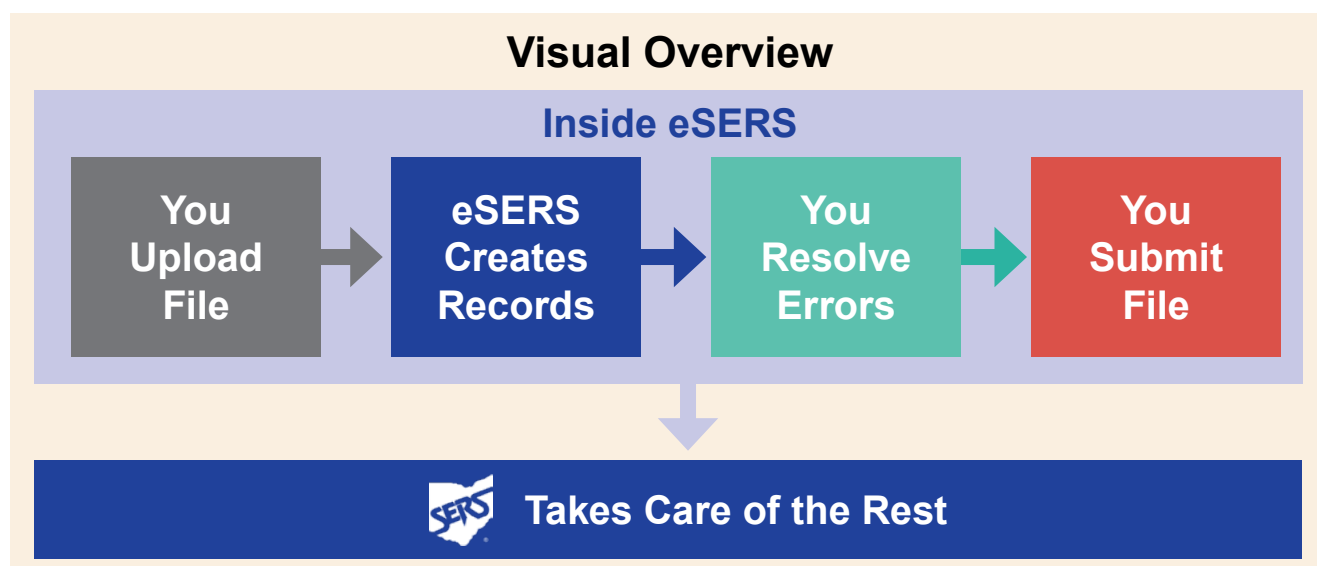
An employer report is a collection of individual member transactions reported to SERS by the employer. There are three different types of employer reports:

- **Contribution:** Submitted within five business days of each pay date (can include adjustments).
- **Enrollment:** Submitted at any time, but required prior to submission of the first contribution.
- **Alternative Retirement Plan (ARP):** Submitted monthly. Available only for full-time college and university employees.

Reports can be submitted by uploading a file in the required format or manually entered in eSERS. Once the reports are processed, you are notified on your eSERS Message Board.

## Terms and Definitions

<b>Header</b>	A summary of an employer report, either for contribution or enrollment.
<b>Payroll Detail</b>	A detailed record of an employee payroll information submitted with the report (e.g., contributions, earnings, employment information).
<b>Error and Warning Messages</b>	Problems identified by eSERS with the information being submitted that must be corrected before being posted.
<b>Informational Messages</b>	Has no effect on a record being submitted. It is to draw attention to an event that may require a follow-up.





# Earnings Code Overview

Processing employer reporting data that contains contribution records can be done by uploading a file or manual entry.

There are specific earnings codes for the different types of contribution reporting. They are:

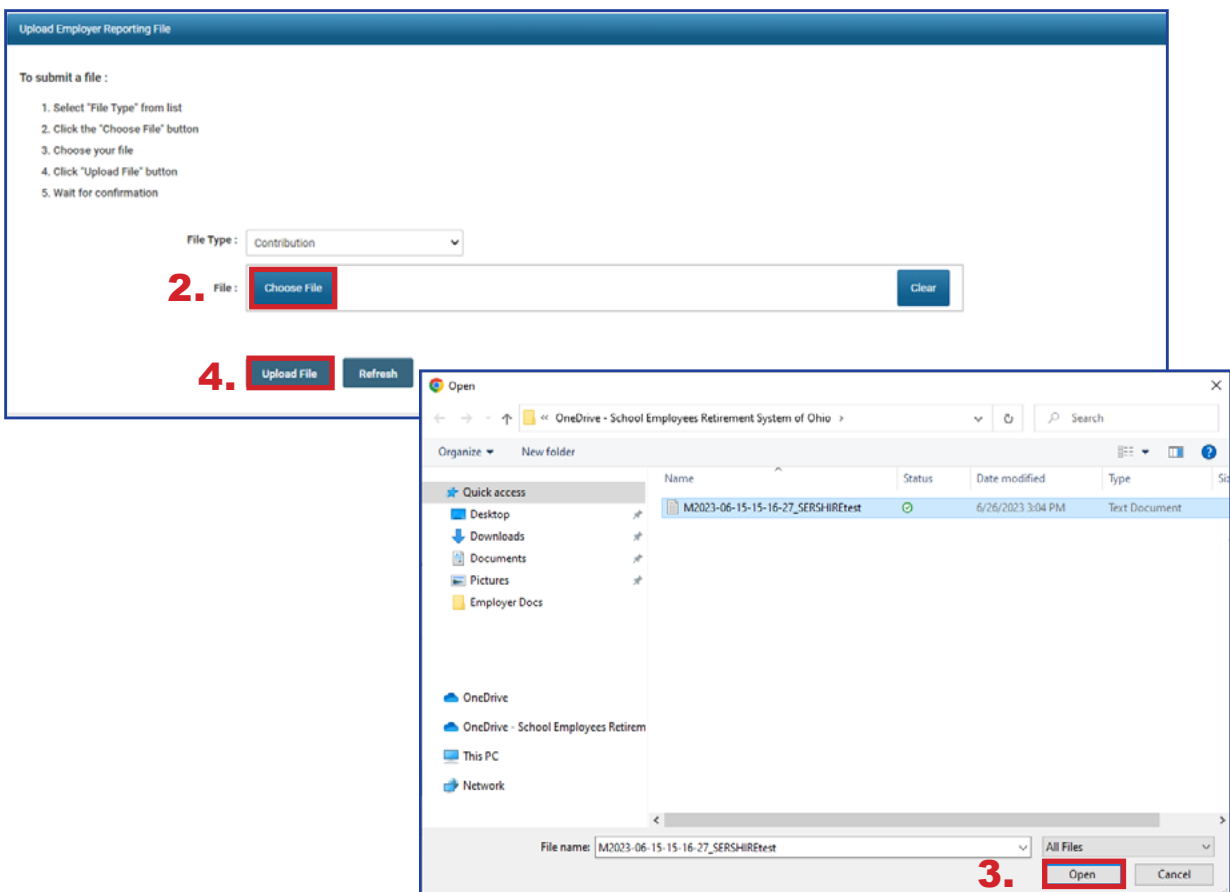
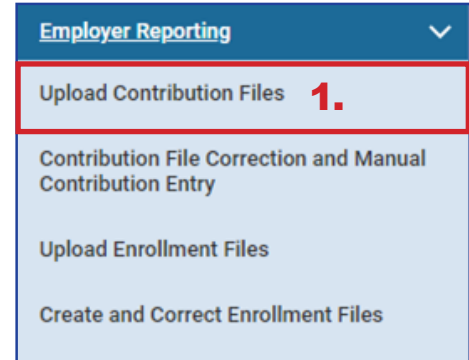
Earnings Code		Type
01	<b>Regular Contribution</b>	Regular wage and contribution record for the Employee.
02	<b>Supplemental</b>	Allows a report with supplemental employees with more days than the earnings period allows, such as coaches, on a regular report only if they are being paid on the same pay date.
03	<b>Retro Pay</b>	Allows a retroactive pay increase to be reported on a regular report, using a current pay date, and the prior earnings period. <b>It will not be accepted if the current earnings period is entered</b>
04	<b>Stretch Pay</b>	Wages that are paid to the member for a non-working period. This is normally for employees who only work during the school year and are off for the summer months. <b>Please Note: These are not extra wages to the member.</b>
05	<b>Grievance Pay</b>	Employee filed a grievance, and payment is due to the employee from the employer. <b>Before</b> sending the payment, SERS requires that a copy of the grievance settlement be provided for review.
51	<b>Adjustment to Regular Contribution</b>	This is an adjustment record to '01'.
52	<b>Adjustment to Supplemental</b>	This is an adjustment record to '02'.
53	<b>Adjustment to Retro Pay</b>	This is an adjustment record to '03'.
54	<b>Adjustment to Stretch Pay</b>	This is an adjustment record to '04'.
55	<b>Adjustment to Grievance Pay</b>	This is an adjustment record to '05'.
91	<b>Missed Regular Contribution</b>	Report any regular wage and contribution record that was not reported for a prior period. If the missed contribution record is for a prior fiscal year, call Employer Services for assistance at toll-free 877-213-0861.
92	<b>Missed Supplemental Contribution</b>	Report any supplemental contribution that was not reported for the prior period.
94	<b>Missed Stretch Pay Contribution</b>	Report any stretch pay contribution that was not reported for the prior period.

# Upload Contribution File

You can upload a contribution file by going to the Upload Contribution Files menu item. From this screen, you also can view and track files as their status is updated during the posting process.

## Steps:

1. Select the **Upload Contribution Files** menu option.
2. On the Upload Contribution Files screen, click **Choose File**.
3. Choose the file you want to upload from the file explorer; click **Open**.
4. Click **Upload File**.
5. Once uploaded, you will receive a confirmation message at the top of the screen.



# Upload Contribution File Errors

When uploading contribution files, you may receive one or more error messages. These error messages pertain to the file you are trying to upload and indicate something is structurally incorrect in the uploaded file. If you receive an error message, you must correct the data in the file.

In the example below, a user uploaded a file and received the error message that the contribution cycle code does not exist for the reported employer. This means that the contribution cycle code in the uploaded file is not valid.

Due to this error message, the file will not be processed any further. Please contact Employer Services for assistance.

The screenshot shows a web interface for uploading an employer reporting file. At the top, a red-bordered box contains the error message: "B498 Employer ID is incorrect in the uploaded file. 1096 Payroll schedule does not exists for the reported employer." Below this, the filename is displayed as "2023-06-27-08-39-49\_78356 (6).SEQ Size : 8862 bytes, unable to load due to errors." The main heading is "Upload Employer Reporting File". Underneath, there are instructions: "To submit a file : 1. Select 'File Type' from list 2. Click the 'Choose File' button 3. Choose your file 4. Click 'Upload File' button 5. Wait for confirmation". The form includes a "File Type" dropdown menu set to "Contribution", a "File:" input field with a "Choose File" button, and a "Clear" button. At the bottom, there are "Upload File" and "Refresh" buttons.

After correcting the file, you will need to upload the file again.



**Please Note:** Before the updated file can be uploaded to eSERS, the **Unique ID** needs to be updated. Once this is complete, the file can be uploaded to eSERS.

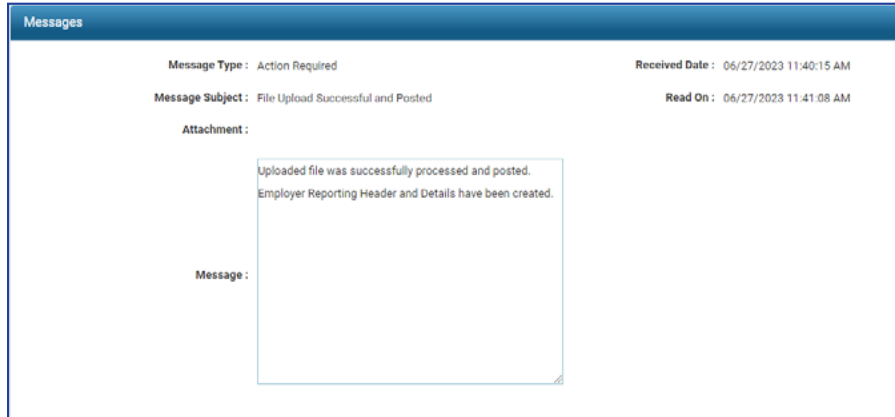
## What is a Unique ID?

The Unique ID is a time stamp in the header record of the file that is being uploaded. Unique IDs were created to ensure a file would not be uploaded twice in error.

## What Happens Next?

Once your file has uploaded successfully, you will receive a message on your message board stating the upload was successful or there were errors.

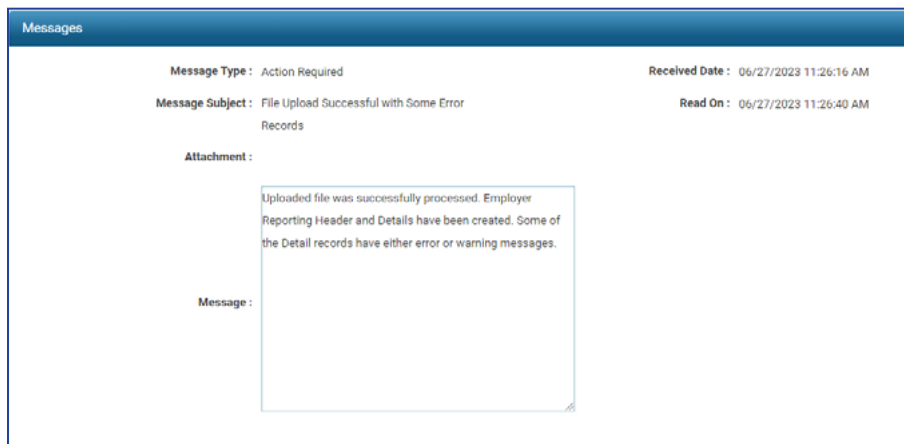
The message below indicates that the file was **uploaded successfully** and has posted.



Once the file posts, the employer needs to make the contribution payment in the Payment Remittance application.

## What if there are Errors or Warnings?

If the file was uploaded but there were detail records that needed to be reviewed due to errors and warnings, you will receive a message like the one below indicating “Action Required” and stating that **Some of the Detail records have either errors or warning messages**.



The next step is to review the detail records that are in question and correct the errors to have the file post successfully.

For more information on clearing errors and warnings from your Contribution Report, please refer to the Correcting Contribution Records section.

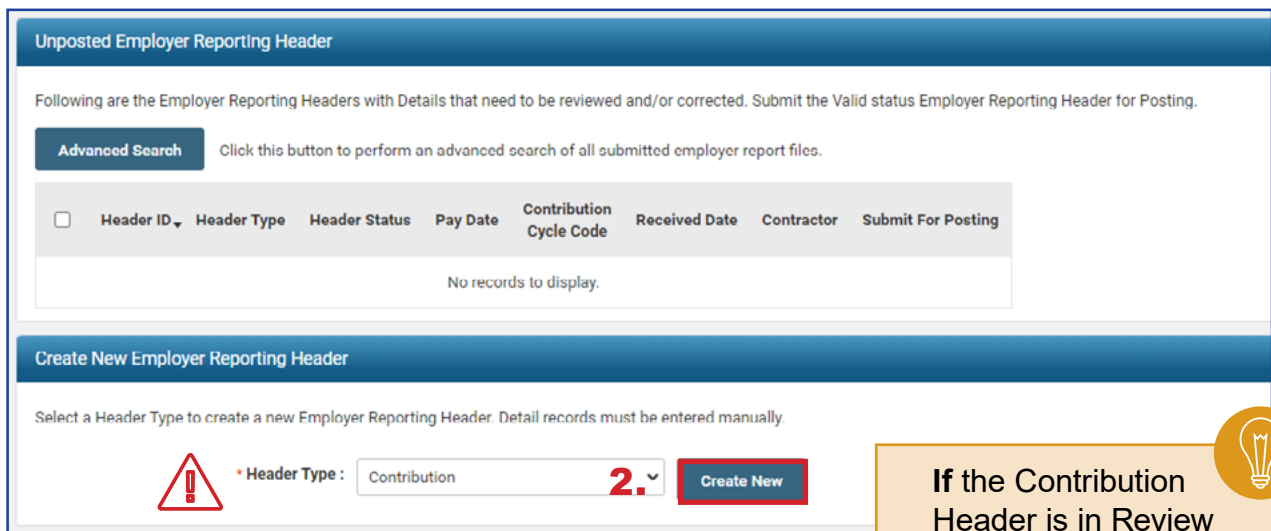
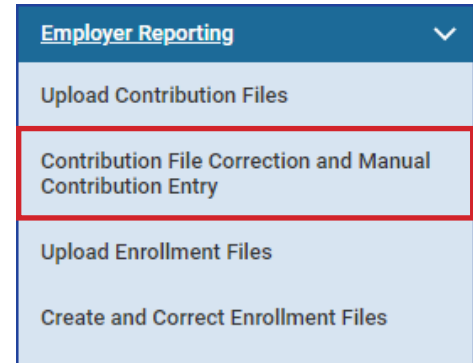
# Manual Contribution Entry


When contribution records not part of an uploaded file need to be created, you can go to the Contribution File Correction and Manual Contribution Entry menu item to create them manually.

## Steps:

1. Click on the **Contribution File Correction and Manual Contribution Entry** menu item.
2. Click **Create New**.

1.



 If the Contribution Header is in Review status, it will be seen in the Unposted **Employer** Reporting Header panel.



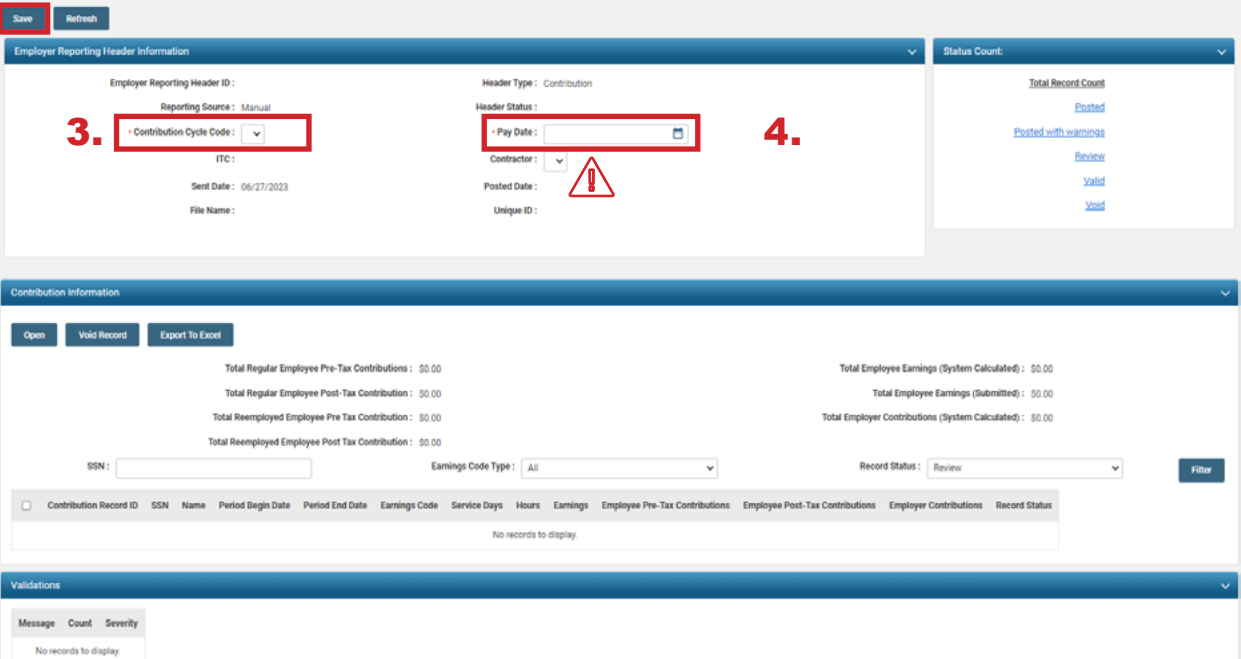
## Header Type Drop-down:

For colleges and universities, there will be the option of 'contribution' or 'ARP' based on which type of report you are creating

The system brings up the Employer Reporting Header Maintenance screen.

**Steps (continued):**

3. Select **Contribution Cycle Code** from the drop-down menu. The cycle code is created from the payroll schedule. If your district has multiple payroll schedules, all of the cycle codes for the active payroll schedules will populate this drop-down.
4. Enter the **Pay Date** of the period.
5. Click **Save**.

5. 

The screenshot shows the 'Employer Reporting Header Information' section with the following fields:

- Reporting Source: Manual
- Contribution Cycle Code: [Dropdown menu]
- Header Type: Contribution
- Header Status: [Dropdown menu]
- Pay Date: [Date field]
- Contractor: [Dropdown menu]
- Posted Date: [Date field]
- Unique ID: [Text field]

The 'Status Count' section shows:

- Total Record Count: [Value]
- Posted
- Posted with warnings
- Review
- Valid
- Void

The 'Contribution Information' section shows:

- Total Regular Employee Pre-Tax Contributions: \$0.00
- Total Regular Employee Post-Tax Contribution: \$0.00
- Total Reemployed Employee Pre Tax Contribution: \$0.00
- Total Reemployed Employee Post Tax Contribution: \$0.00
- Total Employee Earnings (System Calculated): \$0.00
- Total Employee Earnings (Submitted): \$0.00
- Total Employer Contributions (System Calculated): \$0.00

Buttons: Open, Void Record, Export To Excel

Fields: SSN, Earnings Code Type, Record Status, Filter

Table: Contribution Record ID, SSN, Name, Period Begin Date, Period End Date, Earnings Code, Service Days, Hours, Earnings, Employee Pre-Tax Contributions, Employee Post-Tax Contributions, Employer Contributions, Record Status

Message: No records to display.



**Please Note:** When submitting a contribution report for a contractor, select the contractor from the contractor drop-down menu.

Upon clicking Save, two things change:

- An Employer Reporting Header ID is assigned to the record.
- The **New** button appears in the Contribution Information panel.

### Steps (continued):

6. Click **New**.

The screenshot displays the eSERS Contribution Reporting interface. The top section, 'Employer Reporting Header Information', shows the 'Employer Reporting Header ID' as 547299, which is highlighted with a red box. Other details include 'Reporting Source: Manual', 'Contribution Cycle Code: BWR0001', 'ITC', 'Sent Date: 06/27/2023', 'File Name', 'Header Type: Contribution', 'Header Status', 'Pay Date: 06/28/2023', 'Contractor', 'Posted Date', and 'Unique ID'. A 'Status Count' panel on the right shows 'Total Record Count' with links for 'Posted', 'Posted with warnings', 'Review', 'Valid', and 'Void'. The bottom section, 'Contribution Information', features a 'New' button highlighted in red, along with 'Open', 'Void Record', and 'Export To Excel' buttons. It displays summary statistics for Regular and Reemployed Employee Pre-Tax and Post-Tax Contributions, and Total Employee Earnings (System Calculated and Submitted). Below these are fields for 'SSN', 'Earnings Code Type' (set to 'All'), and 'Record Status' (set to 'Review'). A table with columns for Contribution Record ID, SSN, Name, Period Begin Date, Period End Date, Earnings Code, Service Days, Hours, Earnings, Employee Pre-Tax Contributions, Employee Post-Tax Contributions, Employer Contributions, and Record Status is shown, with a message 'No records to display' below it. A 'Filter' button is also present.

# Contribution Maintenance Screen

This brings you to the Contribution Maintenance screen. Enter the contribution detail information.

## Steps:

1. Fill in the member's:
  - SSN
  - First Name and Last Name
  - Period Begin Date
  - Period End Date
  - Earnings Code Drop-down
  - Service Days
  - Hours
  - Employee Pre-Tax or Post-Tax Contributions (10%)
  - Employee Earnings (Submitted)
  
2. Click **Save** or **Save & New**

<b>Save &amp; New</b>	Saves the current record and automatically brings you to a new contribution record. Click Save when you have entered the last record.
<b>Save</b>	Saves only the current record.

2.

The screenshot shows the 'Employer Reporting Header Information' section with the following details:

- Employer Reporting Header ID: 347269
- Header Type: Contribution
- Header Status: Review
- Pay Date: 06/28/2023
- Contribution Cycle Code: BWK0001

The 'Contribution Information' section contains the following fields:

- Contribution Record ID: [Empty]
- Record Status: [Empty]
- Suppress Warning:
- \* SSN: [Text Input]
- First Name: [Text Input]
- Middle Name: [Text Input]
- \* Last Name: [Text Input]
- Name Suffix: [Dropdown]
- \* Period Begin Date: [Date Picker]
- \* Period End Date: [Date Picker]
- \* Earnings Code: [Dropdown]
- Service Days: 0 [Text Input]
- Hours: 0 [Text Input]
- Employee Pre-Tax Contribution: \$0.00 [Text Input]
- Employee Post-Tax Contribution: \$0.00 [Text Input]
- Employee Earnings (Submitted): \$0.00 [Text Input]
- Employee Earnings (Sys. Calc): \$0.00 [Text Input]
- Employer Contribution (Sys. Calc): \$0.00 [Text Input]
- Employment Status Effective Date: [Date Picker]
- Employment Status Code: [Dropdown]

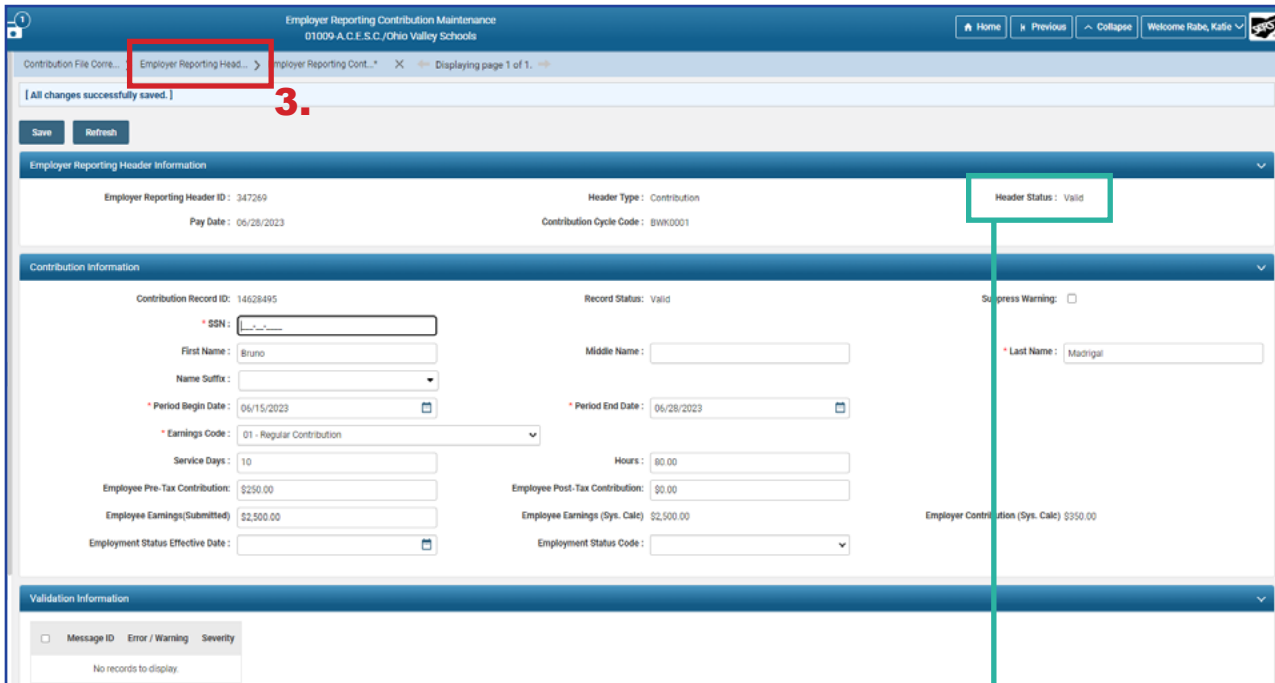
The 'Validation Information' section at the bottom includes a table with columns for Message ID, Error / Warning, and Severity.



After clicking Save on the final contribution record, you are ready to submit the file for posting.

**Steps (continued):**

3. On the Employer Reporting Contribution Maintenance screen, click on **Employer Reporting Head...** in the navigation path.



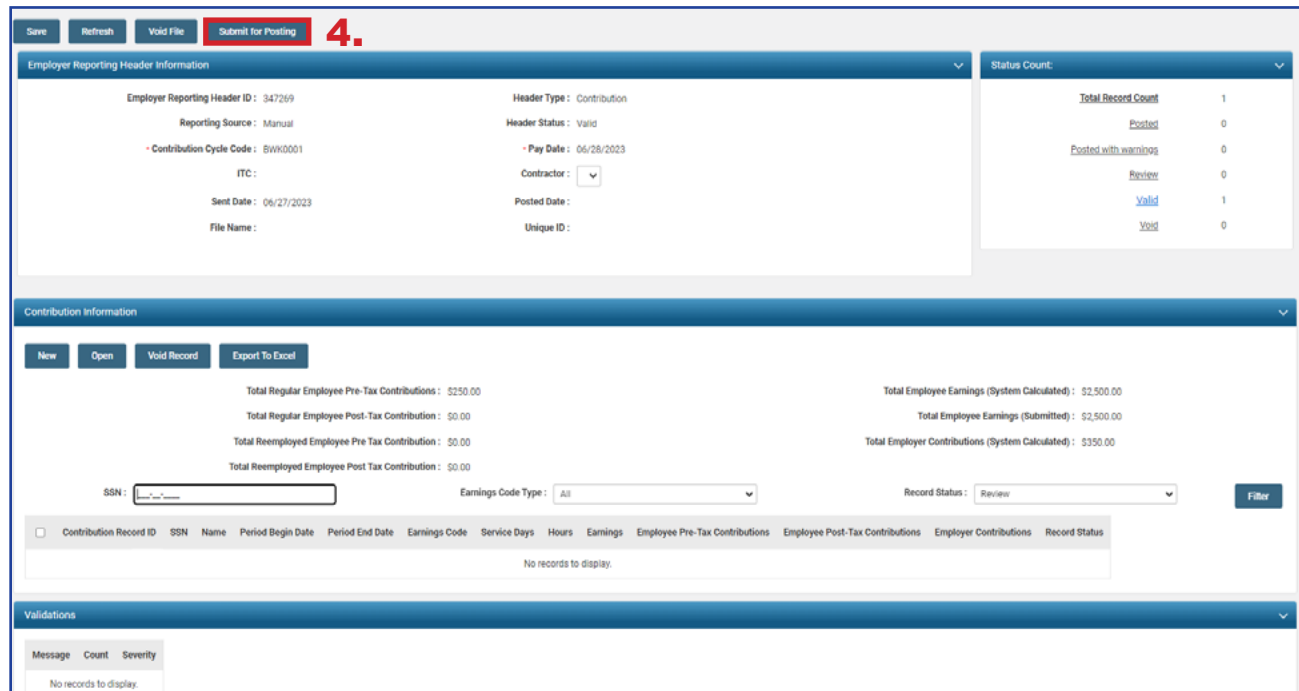
**Possible Header Statuses**

<b>Valid</b>	All records within the header are valid, and the header can be submitted for posting.
<b>Review</b>	One or more records within the header have errors or warnings that must be addressed before the record can be posted. All detail records must be in a Valid status before the header will be updated to a Valid status.

The Employer Reporting Header Maintenance screen is populated with information based on the detail records that were created.

**Steps (continued):**

4. Click the **Submit for Posting** button.



## Reminders

<b>Record Status Filter</b>	You are able to filter the view of the Contribution Information panel by changing the record status that you would like to view in the Record Status drop-down menu. eSERS automatically defaults the Record Status to Review.
<b>Void</b>	There are two void buttons on the screen. If you would like to void the ENTIRE file, select the Void File button at the top of the screen. If you would like to void one record out of the file, check the box next to the Contribution Record ID and select the Void Record button in the center of the screen.
<b>Status Count Panel</b>	The Status Count panel will show the total records in their current status. The User can click on the hyperlink to view the files in that certain status.
<b>Contribution Information</b>	The Contribution Information panel allows a User to view and filter specific information within the file.

Once a header is submitted for posting, it becomes read-only, and the header status will change to **Posted** once information is processed.

Once your Header Status shows that the file has been posted, you can now go to the Payment Remittance application and submit your payment.

The screenshot shows the 'Employer Reporting Header Information' and 'Contribution Information' sections. In the 'Employer Reporting Header Information' section, the 'Header Status' is 'Posted', which is highlighted with a red box. In the 'Contribution Information' section, the 'Export To Excel' button is highlighted with a red box. The 'Record Status' is set to 'Review', also highlighted with a red box. The 'Status Count' table shows the following data:

Status Count:	
Total Record Count	1
Posted	1
Posted with warnings	0
Review	0
Valid	0
Void	0

The 'Contribution Information' section displays the following summary:

Category	Amount
Total Regular Employee Pre-Tax Contributions	\$250.00
Total Regular Employee Post-Tax Contribution	\$0.00
Total Reemployed Employee Pre Tax Contribution	\$0.00
Total Reemployed Employee Post Tax Contribution	\$0.00
Total Employee Earnings (System Calculated)	\$2,500.00
Total Employee Earnings (Submitted)	\$2,500.00
Total Employer Contributions (System Calculated)	\$350.00

The 'Record Status' is set to 'Review' and the 'Filter' button is visible. The table below the filters is empty, showing 'No records to display'.



**Tip:** By filtering the record status to **All** and then clicking the **Export to Excel** button, the system will export the contribution record details into an Excel spreadsheet.

This is a great way to create historical records for your organization of contributions submitted.



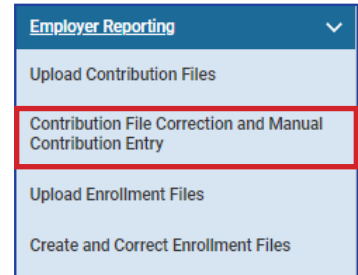
Submitting contribution records will result in a member's account reflecting a *pending* transaction. The dollar amounts will not be considered available in the member's account until the employer submits both the contribution record and payment for the corresponding liability created.

# Contribution Copy Forward

The copy forward function is useful when you need to create a new contribution header, and all the information is the same from the previous cycle to the current one. In order to start this process, go to the **Contribution File Correction and Manual Contribution Entry** menu item.

## Steps:

1. Select the **Contribution File Correction and Manual Contribution Entry** menu item.
2. In the Posted Employer Reporting Header panel, check the box next to the Header ID you wish to copy forward.
3. Enter the **Pay Date** for the cycle for which you are creating this header.
4. Click **Copy Forward**.



**Unposted Employer Reporting Header**

Following are the Employer Reporting Headers with Details that need to be reviewed and/or corrected. Submit the Valid status Employer Reporting Header for Posting.

**Advanced Search** Click this button to perform an advanced search of all submitted employer report files.

<input type="checkbox"/>	Header ID	Header Type	Header Status	Pay Date	Contribution Cycle Code	Received Date	Contractor	Submit For Posting
No records to display.								

**Create New Employer Reporting Header**

Select a Header Type to create a new Employer Reporting Header. Detail records must be entered manually.

Header Type:  **Create New**

**Posted Employer Reporting Header**

Following are previously submitted and posted Employer Reporting Headers with details. Select one of the posted reports, enter the Pay Date, and click the Copy Forward button.

**3.** Pay Date:  **4.** **Copy Forward**

First Prev **1** 2 3 ... 13 14 Next Last Results 1 - 10 of 132

<input type="checkbox"/>	Header ID	Header Type	Header Status	Pay Date	Contribution Cycle Code	Received Date	Posted Date	Contractor
<b>2.</b> <input checked="" type="checkbox"/>	<a href="#">347269</a>	Contribution	Posted	06/28/2023	BWK0001	06/27/2023	06/27/2023	
<input type="checkbox"/>	<a href="#">345164</a>	Contribution	Posted with Warnings	05/14/2021	SMO0003	05/13/2021	05/13/2021	
<input type="checkbox"/>	<a href="#">343888</a>	Contribution	Posted	04/30/2021	SMO0003	05/06/2021	05/06/2021	

5. Click **Save** (this will populate information).

**5.** Save Refresh

**Employer Reporting Header information**

Employer Reporting Header ID: [ ] Header Type: Contribution  
Reporting Source: Manual Header Status: [ ]  
Contribution Cycle Code: BWK0001 Pay Date: 07/13/2023  
ITC: [ ] Contractor: [ ]  
Sent Date: 06/27/2023 Posted Date: [ ]  
File Name: [ ] Unique ID: [ ]

**Status Count:**

Total Record Count: [ ]  
[Posted](#)  
[Posted with warnings](#)  
[Review](#)  
[Valid](#)  
[Void](#)

**Contribution Information**

Open Void Record Export To Excel

Total Regular Employee Pre-Tax Contributions : 00.00  
Total Regular Employee Post-Tax Contribution : 00.00  
Total Reemployed Employee Pre Tax Contribution : 00.00  
Total Reemployed Employee Post Tax Contribution : 00.00

Total Employee Earnings (System Calculated) : 00.00  
Total Employee Earnings (Submitted) : 00.00  
Total Employer Contributions (System Calculated) : 00.00

SSN: [ ] Earnings Code Type: All Record Status: Review Filter

Contribution Record ID	SSN	Name	Period Begin Date	Period End Date	Earnings Code	Service Days	Hours	Earnings	Employee Pre-Tax Contributions	Employee Post-Tax Contributions	Employer Contributions	Record Status
No records to display.												

Once you click Save in the previous step, the system carries over the information from the prior header that you are copying, and populates detail records, as shown below, in the Contribution Information panel.

The Social Security numbers, last names, period begin and end dates, and earnings codes are all populated for you. The information not populated are the dollar amounts of earnings and contributions. Zeros are reflected in the detail records, as well as in the totals above the detail records.

<b>New</b>	Use this button if you need to add an additional record that was not reported during the last payroll cycle (was not carried over when you copy-forwarded the header).
<b>Void Record</b>	Use this button if an individual populated from the last payroll cycle and they are not being reported with this new file. Check the box next to the <b>Contribution Record ID</b> and click <b>Void Record</b> .

Save
Refresh
Void File

Employer Reporting Header Information

Employer Reporting Header ID : 347272 Reporting Source : Manual Contribution Cycle Code : BWR0001 ITC : Sent Date : 06/27/2023 File Name :	Header Type : Contribution Header Status : Review Pay Date : 07/12/2023 Contractor : Posted Date : Unique ID :
---	---

Status Count:

Total Record Count	2
Posted	0
Posted with earnings	0
Review	2
Valid	0
Void	0

Contribution Information

[New](#)
[Open](#)
[Void Record](#)
[Export To Excel](#)

Total Regular Employee Pre-Tax Contributions : \$0.00 Total Regular Employee Post-Tax Contribution : \$0.00 Total Reemployed Employee Pre Tax Contribution : \$0.00 Total Reemployed Employee Post Tax Contribution : \$0.00	Total Employee Earnings (System Calculated) : \$0.00 Total Employee Earnings (Submitted) : \$0.00 Total Employer Contributions (System Calculated) : \$0.00
---	---

SSN : 
Earnings Code Type : 
Record Status : 
[Filter](#)

<input type="checkbox"/>	Contribution Record ID	SSN	Name	Period Begin Date	Period End Date	Earnings Code	Service Days	Hours	Earnings	Employee Pre-Tax Contributions	Employee Post-Tax Contributions	Employer Contributions	Record Status
<input type="checkbox"/>	14528495		Bruno Madrigal	06/29/2023	07/12/2023	01	0	0.00	\$0.00	\$0.00	\$0.00	\$0.00	Review
<input type="checkbox"/>	14628497		Scott Seas	06/29/2023	07/12/2023	01	0	0.00	\$0.00	\$0.00	\$0.00	\$0.00	Review

**Steps (continued):**

6. Check the box next to the record(s) you wish to update in the Contribution Information Panel.
7. Click **Open**.

The screenshot displays the 'Employer Reporting Header Information' panel with the following details:

- Employer Reporting Header ID: 347272
- Reporting Source: Manual
- Contribution Cycle Code: BWK0001
- ITC:
- Sent Date: 06/27/2023
- File Name:
- Header Type: Contribution
- Header Status: Review
- Pay Date: 07/12/2023
- Contractor: [Dropdown]
- Posted Date:
- Unique ID:

The 'Status Count' panel shows:

Total Record Count	2
Posted	0
Posted with warnings	0
Review	2
Valid	0
Void	0

The 'Contribution Information' panel includes summary statistics:

- Total Regular Employee Pre-Tax Contributions: \$0.00
- Total Regular Employee Post-Tax Contribution: \$0.00
- Total Reemployed Employee Pre-Tax Contribution: \$0.00
- Total Reemployed Employee Post Tax Contribution: \$0.00
- Total Employee Earnings (System Calculated): \$0.00
- Total Employee Earnings (Submitted): \$0.00
- Total Employer Contributions (System Calculated): \$0.00

Filters include SSN, Earnings Code Type (All), and Record Status (Review). A 'Filter' button is present.

<input type="checkbox"/>	Contribution Record ID	SSN	Name	Period Begin Date	Period End Date	Earnings Code	Service Days	Hours	Earnings	Employee Pre-Tax Contributions	Employee Post-Tax Contributions	Employer Contributions	Record Status
<input checked="" type="checkbox"/>	<a href="#">146028496</a>		Bruno Madrigal	06/29/2023	07/12/2023	01	0	0.00	\$0.00	\$0.00	\$0.00	\$0.00	Review
<input type="checkbox"/>	<a href="#">146028497</a>		Scott Seas	06/29/2023	07/12/2023	01	0	0.00	\$0.00	\$0.00	\$0.00	\$0.00	Review

The employee's SSN and last name are already populated, along with the period begin and end dates and the earnings code.

**Steps (continued):**

8. Enter the following information:
  - Service Days
  - Hours
  - Employee Pre-Tax or Post-Tax Contributions (10%)
  - Employee Earnings (Submitted)
9. Click **Save**.

9.

Contribution File Core... > Employer Reporting Head... > Employer Reporting Cont... X ← Displaying page 2 of 2

[ Record displayed. Please make changes and press SAVE. ]

**9.** Save Refresh

**8.**

**Employer Reporting Header Information**

Employer Reporting Header ID : 347272 Header Type : Contribution Header Status : Review  
Pay Date : 07/12/2023 Contribution Cycle Code : BWW0001

**Contribution Information**

Contribution Record ID: 14628496 Record Status: Review Suppress Warning:

\* SSN:   
First Name: Bruno Middle Name:  \* Last Name: Majugal  
Name Suffix:   
\* Period Begin Date: 06/29/2023 \* Period End Date: 07/12/2023  
\* Earnings Code: 01 - Regular Contribution

Service Days: 10 Hours: 80  
Employee Pre-Tax Contribution: \$250.00 Employee Post-Tax Contribution: \$0.00  
Employee Earnings(Submitted): \$2,500.00 Employee Earnings (Sys. Calc) 50.00 Employer Contribution (Sys. Calc) 50.00  
Employment Status Effective Date:  Employment Status Code:

**Validation Information**

Message ID	Error / Warning	Severity
No records to display		



Once the record is saved, it will display any errors or warnings in the Validation Information panel. Once the errors or warnings are resolved (if applicable), continue to the next record(s).

### Steps (continued):

10. Click on the left arrow or right arrow.

Contributions File Core... > Employer Reporting Head... > Employer Reporting Cont... X ← Displaying page 2 of 2 →

[ Record displayed. Please make changes and press SAVE. ]

Save Refresh

Employer Reporting Header Information

Employer Reporting Header ID : 347272 Header Type : Contribution Header Status : Review  
Pay Date : 07/12/2023 Contribution Cycle Code : BWK0001

Contribution Information

Contribution Record ID: 14628496 Record Status: Review Suppress Warning:

\* SSN:   
First Name: Bruno Middle Name:  \* Last Name: Madrigal  
Name Suffix:   
\* Period Begin Date: 06/29/2023 \* Period End Date: 07/12/2023  
\* Earnings Code: 01 - Regular Contribution  
Service Days: 10 Hours: 80  
Employee Pre-Tax Contribution: \$250.00 Employee Post-Tax Contribution: \$0.00  
Employee Earnings(Submitted): \$250.00 Employee Earnings (Sys. Calc) \$0.00 Employer Contribution (Sys. Calc) \$0.00  
Employment Status Effective Date:  Employment Status Code:

Validation Information

Message ID Error / Warning Severity  
No records to display.

The system brings up the next record. Repeat these steps until all records are updated with the required information. If you have multiple individuals who need contribution information, follow the previous steps.

Contributions File Core... > Employer Reporting Head... > Employer Reporting Cont... X ← Displaying page 1 of 2 →

[ All changes successfully saved. ]

Save Refresh

Employer Reporting Header Information

Employer Reporting Header ID : 347272 Header Type : Contribution Header Status : Valid  
Pay Date : 07/12/2023 Contribution Cycle Code : BWK0001

Contribution Information

Contribution Record ID: 14628497 Record Status: Valid Suppress Warning:

\* SSN:   
First Name: Scott Middle Name:  \* Last Name: Seas  
Name Suffix:   
\* Period Begin Date: 06/29/2023 \* Period End Date: 07/12/2023  
\* Earnings Code: 01 - Regular Contribution  
Service Days: 10 Hours: 80.00  
Employee Pre-Tax Contribution: \$250.00 Employee Post-Tax Contribution: \$0.00  
Employee Earnings(Submitted): \$2,500.00 Employee Earnings (Sys. Calc) \$2,500.00 Employer Contribution (Sys. Calc) \$350.00  
Employment Status Effective Date:  Employment Status Code:

Validation Information

Message ID Error / Warning Severity  
No records to display.

On the final record, both the header and detail records will change to a valid status once you have updated the required fields and clicked **Save**. This means you are ready to submit this file for posting.

**Steps (continued):**

11. Click on **Employer Reporting Head...** in the navigation path to take you to the Employer Reporting Header Maintenance screen so you can submit your file for posting.

The screenshot shows a web application interface for 'Employer Reporting Header Maintenance'. At the top, a navigation breadcrumb includes 'Employer Reporting Cont.' which is highlighted with a red box. A large red '11.' is overlaid on the page. Below the breadcrumb is a message: '[ Record displayed. Please make changes and press SAVE. ]'. There are 'Save' and 'Refresh' buttons. The main content area is divided into two sections: 'Employer Reporting Header Information' and 'Contribution Information'. In the 'Header Information' section, 'Header Status: Valid' is highlighted with a red box. The 'Contribution Information' section contains various input fields: 'Record Status: Valid' (highlighted with a red box), 'SSN', 'First Name: Bruno', 'Middle Name', 'Last Name: Madrigal', 'Period Begin Date: 06/29/2023', 'Period End Date: 07/12/2023', 'Earnings Code: 01 - Regular Contribution', 'Service Days: 10', 'Hours: 80.00', 'Employee Pre-Tax Contribution: \$250.00', 'Employee Post-Tax Contribution: \$0.00', 'Employee Earnings(Submitted): \$2,500.00', 'Employee Earnings (Sys. Calc): \$2,500.00', 'Employer Contribution (Sys. Calc): \$250.00', and 'Employment Status Code'. A 'Suppress Warning' checkbox is also present.

The Employer Reporting Header Maintenance screen is populated with information based on the detail records that were created.

**Steps (continued):**

**12. Click Submit for Posting.**

The screenshot shows the 'Employer Reporting Header Maintenance' screen. At the top, there are buttons for 'Save', 'Refresh', 'Void File', and 'Submit for Posting'. The 'Submit for Posting' button is highlighted in red, and a large red '12.' is placed next to it. Below the buttons, the 'Employer Reporting Header Information' section is expanded, showing fields for Employer Reporting Header ID (347272), Reporting Source (Manual), Contribution Cycle Code (BWK0001), ITC, Sent Date (06/27/2023), File Name, Header Type (Contribution), Header Status (Valid), Pay Date (07/12/2023), Contractor, Posted Date, and Unique ID. To the right, a 'Status Count' table is visible:

Status Count	
Total Record Count	2
Posted	0
Posted with warnings	0
Revised	0
Valid	2
Void	0

Below this, the 'Contribution Information' section is expanded, showing buttons for 'New', 'Open', 'Void Record', and 'Export To Excel'. It displays summary statistics:

- Total Regular Employee Pre-Tax Contributions: \$500.00
- Total Regular Employee Post-Tax Contribution: \$0.00
- Total Reemployed Employee Pre Tax Contribution: \$0.00
- Total Reemployed Employee Post Tax Contribution: \$0.00
- Total Employee Earnings (System Calculated): \$5,000.00
- Total Employee Earnings (Submitted): \$5,000.00
- Total Employer Contributions (System Calculated): \$700.00

At the bottom, there are filters for SSN, Earnings Code Type (set to 'All'), and Record Status (set to 'Review'). A table header is visible with columns: Contribution Record ID, SSN, Name, Period Begin Date, Period End Date, Earnings Code, Service Days, Hours, Earnings, Employee Pre-Tax Contributions, Employee Post-Tax Contributions, Employer Contributions, and Record Status. The table currently shows 'No records to display.'

Once a report is submitted for posting, it becomes read-only. The header status changes to **Posting in Progress**, and will change to **Posted** once information is processed.

Once your Header Status shows that the file has been posted, you can now go to the Payment Remittance application and submit your payment.

The screenshot displays the 'Employer Reporting Header Information' and 'Contribution Information' sections of a web application. The 'Header Status' is highlighted in red and shows 'Posted'. The 'Status Count' table shows 2 records in the 'Posted' state. The 'Contribution Information' section shows various contribution amounts and a table with no records to display.

Status Count:	
Total Record Count	2
<a href="#">Posted</a>	2
<a href="#">Posted with warnings</a>	0
<a href="#">Review</a>	0
<a href="#">Void</a>	0
<a href="#">Void</a>	0

Contribution Information	
Total Regular Employee Pre-Tax Contributions: \$500.00	Total Employee Earnings (System Calculated): \$5,000.00
Total Regular Employee Post-Tax Contribution: \$0.00	Total Employee Earnings (Submitted): \$5,000.00
Total Reemployed Employee Pre Tax Contribution: \$0.00	Total Employer Contributions (System Calculated): \$700.00
Total Reemployed Employee Post Tax Contribution: \$0.00	

Contribution Record ID	SSN	Name	Period Begin Date	Period End Date	Earnings Code	Service Days	Hours	Earnings	Employee Pre-Tax Contributions	Employee Post-Tax Contributions	Employer Contributions	Record Status
No records to display.												

Submitting a contribution record will result in the member's account reflecting a pending transaction.

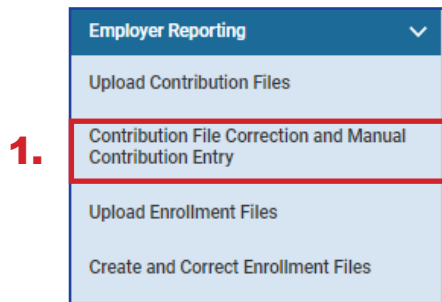
Dollar amounts are not considered available in the member's account until the employer submits both the contribution record and payment for the corresponding liability created.

# Submitting a Zero File

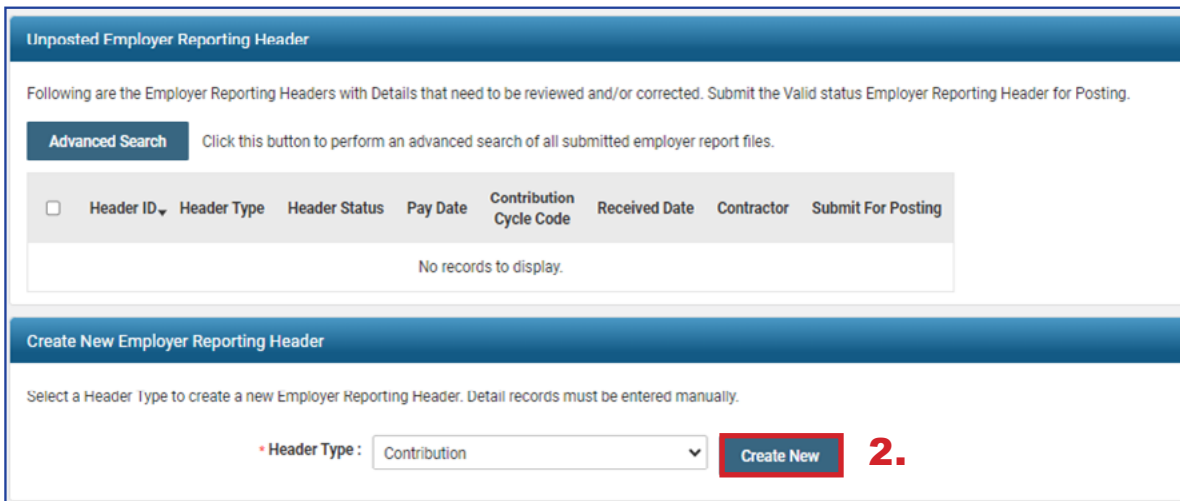
Districts are required to submit zero files for earnings periods listed in the payroll schedule that will not have reporting sent to SERS. This creates a record that there were not any SERS contributions for this time period. If a zero file is not submitted, penalties will generate off the missing information.

## Steps:

1. Select **Contribution File Correction and Manual Contribution Entry**.



2. Click **Create New**.



3. From the dropdown menu, choose your Contribution Cycle Code.
4. Enter the Pay Date for the earnings period that will not have anything to report.
5. Select the Contractor from the dropdown menu, if applicable.
6. Click **Save**.
7. Select the **New** button that appears in the Contribution Information panel.

**6.**

The screenshot shows the 'Employer Reporting Header Information' panel with the following fields:

- Employer Reporting Header ID: 347273
- Header Type: Contribution
- Reporting Source: Manual
- Header Status:
- Contribution Cycle Code: BWR0001 (highlighted with a red box and number 3)
- Pay Date: 07/12/2023 (highlighted with a red box and number 4)
- ITC:
- Contractor: (dropdown menu highlighted with a red box and number 5)
- Sent Date: 06/27/2023
- Posted Date:
- File Name:
- Unique ID:

The 'Status Count' panel on the right shows:

- Total Record Count
- Posted
- Posted with warnings
- Review
- Valid
- Void

The 'Contribution Information' panel shows:

- Buttons: **New** (highlighted with a red box and number 7), Open, Void Record, Export To Excel
- Total Regular Employee Pre-Tax Contributions: \$0.00
- Total Regular Employee Post-Tax Contribution: \$0.00
- Total Reemployed Employee Pre Tax Contribution: \$0.00
- Total Reemployed Employee Post Tax Contribution: \$0.00
- Total Employee Earnings (System Calculated): \$0.00
- Total Employee Earnings (Submitted): \$0.00
- Total Employer Contributions (System Calculated): \$0.00
- SSN: [input field]
- Earnings Code Type: All
- Record Status: Review
- Filter button
- Table header: Contribution Record ID, SSN, Name, Period Begin Date, Period End Date, Earnings Code, Service Days, Hours, Earnings, Employee Pre-Tax Contributions, Employee Post-Tax Contributions, Employer Contributions, Record Status
- Message: No records to display.

8. Enter the Employee SSN

9. Click **Save**.

- You will get errors in the Validations panel for missing information. These items are not needed and will be taken care of later.

10. Click **Employer Reporting Head...** in the navigation path.

9. **Save** **Refresh** **10.**

[All changes successfully saved.]

**Employer Reporting Header Information**

Employer Reporting Header ID: 347276      Header Type: Contribution      Header Status: Review  
Pay Date: 07/12/2023      Contribution Cycle Code: BWM0005

**Contribution Information**

**8.** Contribution Record ID: 14628500      Record Status: Review      Suppress Warning:

\* SSN:

First Name:       Middle Name:       \* Last Name:

Name Suffix:

\* Period Begin Date:

\* Period End Date:

\* Earnings Code:

Service Days:       Hours:

Employee Pre-Tax Contribution: \$0.00      Employee Post-Tax Contribution: \$0.00

Employee Earnings(Submitted): \$0.00      Employee Earnings (Sys. Calc): \$0.00      Employer Contribution (Sys. Calc): \$0.00

Employment Status Effective Date:

Employment Status Code:

**Validation information**

Message ID	Error / Warning	Severity
<input type="checkbox"/> 1107	Last Name is required.	Error
<input type="checkbox"/> 1133	Earnings Code is required.	Error
<input type="checkbox"/> 1131	Period Begin Date is required.	Error
<input type="checkbox"/> 1132	Period End Date is required.	Error
<input type="checkbox"/> 1151	Enrollment is required for the Member.	Error

11. Checkmark the box next to the Contribution Record ID for the record that was created.

12. Click **Void Record**.

13. Click **Save**.

**13.**

**12.**

**11.**

Employer Reporting Header Information		Status Count:
Employer Reporting Header ID : 347273	Header Type : Contribution	Total Record Count 1
Reporting Source : Manual	Header Status : Review	Posted 0
Contribution Cycle Code : BWW0001	Pay Date : 07/12/2023	Posted with warnings 0
ITC :	Contractor :	Review 1
Sent Date : 06/27/2023	Posted Date :	Valid 0
File Name :	Unique ID :	Void 0

Contribution Information	
Total Regular Employee Pre-Tax Contributions : \$0.00	Total Employee Earnings (System Calculated) : \$0.00
Total Regular Employee Post-Tax Contribution : \$0.00	Total Employee Earnings (Submitted) : \$0.00
Total Reemployed Employee Pre Tax Contribution : \$0.00	Total Employer Contributions (System Calculated) : \$0.00
Total Reemployed Employee Post Tax Contribution : \$0.00	

Contribution Record ID	SSN	Name	Period Begin Date	Period End Date	Earnings Code	Service Days	Hours	Earnings	Employee Pre-Tax Contributions	Employee Post-Tax Contributions	Employer Contributions	Record Status
<input checked="" type="checkbox"/>	15628-492					0	0.00	\$0.00	\$0.00	\$0.00	\$0.00	Review



14. When you click Save, eSERS validates the 0 file. You are now able to click **Submit for Posting**.

The screenshot shows the eSERS interface with the following details:

- Buttons:** Save, Refresh, Void File, **Submit for Posting** (highlighted in red).
- Section 14:** A large red number '14.' is overlaid on the interface.
- Employer Reporting Header Information:**
  - Employer Reporting Header ID: 347273
  - Reporting Source: Manual
  - Contribution Cycle Code: 8WX0001
  - ITC:
  - Sent Date: 06/27/2023
  - File Name:
  - Header Type: Contribution
  - Header Status: Valid
  - Pay Date: 07/12/2023
  - Contractor: [Dropdown]
  - Posted Date:
  - Unique ID:
- Status Count:**

Status Count	
Total Record Count	1
Posted	0
Posted with warnings	0
Review	0
Valid	0
Void	1
- Contribution Information:**
  - Buttons: New, Open, Void Record, Export To Excel
  - Total Regular Employee Pre-Tax Contributions: \$0.00
  - Total Regular Employee Post-Tax Contribution: \$0.00
  - Total Reemployed Employee Pre Tax Contribution: \$0.00
  - Total Reemployed Employee Post Tax Contribution: \$0.00
  - Total Employee Earnings (System Calculated): \$0.00
  - Total Employee Earnings (Submitted): \$0.00
  - Total Employer Contributions (System Calculated): \$0.00
  - SSN: [Input Field]
  - Earnings Code Type: All [Dropdown]
  - Record Status: Review [Dropdown]
  - Filter [Button]
  - Table Headers: Contribution Record ID, SSN, Name, Period Begin Date, Period End Date, Earnings Code, Service Days, Hours, Earnings, Employee Pre-Tax Contributions, Employee Post-Tax Contributions, Employer Contributions, Record Status
  - Message: No records to display.

## What Happens Next?

When a zero file is posted, eSERS will recognize that there were **not** any SERS members to report, and penalties will **not** be assessed.

# Correcting Contribution Records Overview

When a contribution file is uploaded or created manually, the contribution records will go through a validation process. During this process, the system looks for any information that is inaccurate or questionable, and an error, warning, or message will appear on that record for you to review.

When a file is uploaded that has errors or warnings on any of the detail records, a message will appear on the Message Board to let you know you must correct the records prior to the records posting.

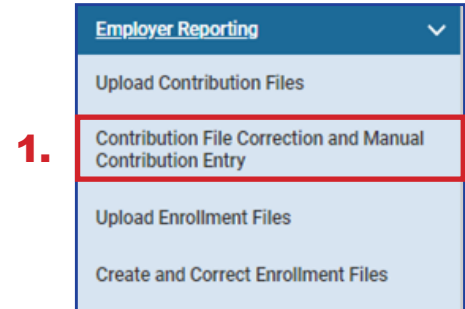


# Correcting Contribution Records

If you receive a message on your message board indicating a contribution file has errors or warnings, the corrections must be made before you can submit the file for posting.

## Steps:

1. Select the **Contribution File Correction and Manual Contribution Entry** menu item.
2. The file with errors or warnings will be in Review status within the Unposted Employer Reporting Header panel. Click the hyperlinked **Header ID** to open and correct the file.



2.

Unposted Employer Reporting Header

Following are the Employer Reporting Headers with Details that need to be reviewed and/or corrected. Submit the Valid status Employer Reporting Header for Posting.

**Advanced Search** Click this button to perform an advanced search of all submitted employer report files.

<input type="checkbox"/>	Header ID	Header Type	Header Status	Pay Date	Contribution Cycle Code	Received Date	Contractor	Submit For Posting
<input type="checkbox"/>	<a href="#">346841</a>	Contribution	Review	07/23/2021	BWK0001	09/09/2021		



### Please Note:

**Advanced Search:** If you are looking for a specific header, this button will bring you to a screen in which you can enter detailed criteria, such as header status, posted date, and contractor ID.

This screen gives information for each record uploaded or manually entered into eSERS. A user is able to view records that are valid, need corrected, or have been voided, as well as view a list of all errors for the records within the file.

**Employer Reporting Header Information**

Employer Reporting Header ID : 347264  
 Reporting Source : File Upload  
 Contribution Cycle Code : BWK0006  
 ITC :  
 Sent Date : 06/27/2023  
 File Name : 2023-06-27-10-50-54\_SERS2023\_06\_27-guide.TXT

Header Type : Contribution  
 Header Status : Review  
 Pay Date : 06/28/2023  
 Contractor :  
 Posted Date :

**Status Count:**

Total Record Count	5
Posted	0
Posted with warnings	0
<a href="#">Review</a>	2
<a href="#">Valid</a>	2
<a href="#">Void</a>	1

**Contribution Information**

Total Regular Employee Pre-Tax Contributions : \$1,288.72  
 Total Regular Employee Post-Tax Contribution : \$0.00  
 Total Reemployed Employee Pre Tax Contribution : \$0.00  
 Total Reemployed Employee Post Tax Contribution : \$0.00

Total Employee Earnings (System Calculated) : \$12,887.20  
 Total Employee Earnings (Submitted) : \$12,887.23  
 Total Employer Contributions (System Calculated) : \$1,804.21

SSN :  Earnings Code Type : All Record Status : Review Filter

Contribution Record ID	SSN	Name	Period Begin Date	Period End Date	Earnings Code	Service Days	Hours	Earnings	Employee Pre-Tax Contributions	Employee Post-Tax Contributions	Employer Contributions	Record Status
<a href="#">14628488</a>		ANNA GUZMAN	06/15/2023	06/28/2023	01	30	55.00	\$1,059.90	\$105.99	\$0.00	\$148.39	Review
<a href="#">14628490</a>		ROSE COCO	06/15/2023	06/28/2023	04	0	0.00	\$10,000.00	\$1,000.00	\$0.00	\$1,400.00	Review

**Validations**

Message	Count	Severity
Enrollment is required for the Member.	1	Error
Service Days are invalid.	1	Error
Reported Last Name does not match the system records.	1	Warning

You are able to view records that need corrected by clicking one of the following:

- **Review** hyperlink in the Status Count panel
- Individual **Contribution Record ID** in the Contribution Information panel
- **Count** hyperlink in the Validations panel in the Employer Reporting Header Maintenance screen

In this example of reviewing errors and warnings, we will be using the **Review** hyperlink in the **Status Count** panel. By doing this, the user is able to correct a contribution record, and then move onto the next contribution record without having to bounce in and out of screens.

Once you have clicked on the Review hyperlink in the Status Count panel, the first contribution record that is in error or warning status populates and you are able to correct the information.

This record has both a **warning** and an **error** that must be addressed.

The screenshot displays the 'Employer Reporting Header Information' and 'Contribution Information' sections. The 'Contribution Information' section includes fields for SSN, First Name (ANNA), Middle Name, Last Name (GUZMAN), Period Begin Date (06/15/2023), Period End Date (06/28/2023), Earnings Code (01 - Regular Contribution), Service Days (30), Hours (55.00), Employee Pre-Tax Contribution (\$105.99), Employee Post-Tax Contribution (\$0.00), Employee Earnings (Submitted) (\$1,059.93), Employee Earnings (Sys. Calc) (\$1,059.90), and Employer Contribution (Sys. Calc) (\$148.39). The 'Validation Information' section at the bottom shows two messages:

Message ID	Error / Warning	Severity
1163	Service Days are invalid.	Error
1207	Service Days cannot be greater than number of calendar days between Period Begin Date and Period End Date.	Warning

Using the arrows will allow the user to move to the next record

The **error** states that the Service Days are invalid and the **warning** advises that the number of days being reported are greater than the days in the earnings period.

Typically, when this happens, it is for a coach that gets paid once their contract has ended. Users are allowed to report higher days within an earnings period, but the correct Earnings Code needs to be used.

In this example, the 02 – Supplemental earnings code will need to be used. The supplemental earnings code will allow a user to report more days than the earnings period will allow.

## Steps for Correction:

1. Change the earnings code to an 02 – Supplemental earnings code.
2. Click **Save**.
  - By clicking Save, the information is resubmitted to eSERS and the **Record Status** will change from **Review** to **Valid**.
3. If there are multiple records to be corrected, click the **arrow at the top of the screen**.
  - Depending on what record you are correcting, you will either click the right arrow or left arrow to move to the next record in review.

The screenshot shows the 'Employer Reporting Header Information' and 'Contribution Information' sections. The 'Header Status' is 'Review'. The 'Record Status' is 'Valid'. A warning icon is present next to the 'Suppress Warning' checkbox. The 'Earnings Code' is set to '02 - Supplemental'. The 'Save' button is highlighted with a red box. The 'Validation Information' section at the bottom shows 'No records to display'.



An **Error** cannot be suppressed. It needs to be corrected prior to submitting your file.

This record has a warning that must be addressed.

The warning references the employees last name and that it doesn't match SERS' records. This can happen when an employee gets married, divorced, or the User entered it in error.

If the employee has gotten married or divorced, call Employer Services. If it was entered in the report incorrectly, you can correct it in the contribution record screen.

### Steps for Correction:

1. Update the last name on the screen
  - In this example, the first name and last name were transposed.
2. Click **Save**.
3. Once you have reached the last record to correct, you will click on **Employer Reporting Head...** in the navigation path.

The screenshot shows a web application interface for 'Employer Reporting Header Information'. The browser tabs at the top include 'Employer Reporting Head...' and 'Employer Reporting Cont...'. A red box labeled '3.' highlights the 'Employer Reporting Head...' tab. Below the browser, a 'Save' button is highlighted with a red box and labeled '2.'. The main form area is divided into sections: 'Employer Reporting Header Information', 'Contribution Information', and 'Validation Information'. In the 'Contribution Information' section, the 'Last Name' field contains 'COCO' and is highlighted with a red box labeled '1.'. The 'Validation Information' section at the bottom shows a warning message: '1204 Reported Last Name does not match the system records. Warning'. The 'Save' button is located at the top left of the form area.

Once the record is saved, both the contribution record and the header will change to a Valid status.

The header will change to a Valid status only if **all** records are in a Valid status. Since this is the last record that needed corrected, the header changed to Valid status upon resolution of the warning.

This file will now need to be submitted for posting.

## Steps (continued):

4. Click **Employer Reporting Head...** in the navigation path to get back to the Employer Reporting Header Maintenance screen where you will be able to submit your file for posting.

The screenshot displays the 'Employer Reporting Contribution Maintenance' web application interface. At the top, there is a navigation bar with 'Home', 'Previous', 'Collapse', and 'Welcome' buttons. Below the navigation bar, a breadcrumb trail shows 'Employer Reporting Head...' highlighted with a red box. A message box indicates '[ All changes successfully saved. ]' with 'Save' and 'Refresh' buttons. The main content area is divided into three sections:

- Employer Reporting Header Information:** Shows 'Employer Reporting Header ID: 347264', 'Header Type: Contribution', 'Header Status: Valid', 'Pay Date: 06/28/2023', and 'Contribution Cycle Code: BWW0006'.
- Contribution Information:** Displays 'Contribution Record ID: 14628490' and 'Record Status: Valid'. It includes a form for employee details: 'SSN' (redacted), 'First Name: Coco', 'Middle Name', 'Last Name: Rose', 'Name Suffix', 'Period Begin Date: 06/15/2023', 'Period End Date: 06/28/2023', 'Earnings Code: 04 - Stretch Pay', 'Service Days: 0', and 'Hours: 0'. Financial fields include 'Employee Pre-Tax Contribution: \$1,000.00', 'Employee Post-Tax Contribution: \$0.00', 'Employee Earnings (Submitted): \$10,000.00', 'Employee Earnings (Sys. Calc): \$10,000.00', and 'Employer Contribution (Sys. Calc): \$1,400.00'. There are also fields for 'Employment Status Effective Date' and 'Employment Status Code'.
- Validation Information:** A table with columns for 'Message ID', 'Error / Warning', and 'Severity'. It shows 'No records to display'.



Once the file is valid, a **Submit for Posting** button will appear on the Employer Reporting Header Maintenance screen.

**Steps (continued):**

5. Click **Submit for Posting**.

The screenshot displays the 'Employer Reporting Header Information' section of a web application. At the top, there are buttons for 'Save', 'Refresh', 'Void File', and 'Submit for Posting'. The 'Submit for Posting' button is highlighted with a red box. Below the buttons, the header information is displayed, including 'Employer Reporting Header ID: 347264', 'Reporting Source: File Upload', 'Contribution Cycle Code: BWK0006', 'ITC', 'Sent Date: 06/27/2023', 'File Name: 2023-06-27-10-50-54\_SERS2023\_06\_27-guide.TXT', 'Header Type: Contribution', 'Header Status: Valid' (highlighted with a red box), 'Pay Date: 06/28/2023', 'Contractor', 'Posted Date', and 'Unique ID: 20230627104943'. To the right, a 'Status Count' table is visible, showing 'Total Record Count: 5', 'Posted: 0', 'Posted with warning: 0', 'Review: 0', 'Valid: 4' (highlighted with a red box), and 'Void: 1'. Below this, the 'Contribution Information' section shows various contribution and earnings totals, such as 'Total Regular Employee Pre-Tax Contributions: \$1,288.72' and 'Total Employee Earnings (System Calculated): \$12,887.20'. At the bottom, there is a table with columns for 'Contribution Record ID', 'SSN', 'Name', 'Period Begin Date', 'Period End Date', 'Earnings Code', 'Service Days', 'Hours', 'Earnings', 'Employee Pre-Tax Contributions', 'Employee Post-Tax Contributions', 'Employer Contributions', and 'Record Status'. The table currently shows 'No records to display'.

Once a header is submitted for posting, it becomes read-only. The header status changes to **Posting in Progress**, and will change to **Posted** once the information is processed.

The screenshot displays the eSERS Contribution Reporting interface. At the top left is a 'Refresh' button. The main area is divided into two sections: 'Employer Reporting Header Information' and 'Contribution Information'.

**Employer Reporting Header Information:**

- Employer Reporting Header ID: 347264
- Reporting Source: File Upload
- Contribution Cycle Code: BWK0006
- ITC:
- Sent Date: 06/27/2023
- File Name: 2023-06-27-10-50-54\_SERG2023\_06\_27-guide.TXT
- Header Type: Contribution
- Header Status: **Posted** (highlighted with a red box)
- Pay Date: 06/28/2023
- Contractor:
- Posted Date: 06/28/2023
- Unique ID: 20230627104943

**Status Count:**

Status	Count
Total Record Count	5
Posted	4
Posted with warnings	0
Review	0
Valid	0
Void	1

**Contribution Information:**

Buttons: Open, Export To Excel

Summary Data:

- Total Regular Employee Pre-Tax Contributions: \$1,288.72
- Total Regular Employee Post-Tax Contribution: \$0.00
- Total Reemployed Employee Pre Tax Contribution: \$0.00
- Total Reemployed Employee Post Tax Contribution: \$0.00
- Total Employee Earnings (System Calculated): \$12,887.20
- Total Employee Earnings (Submitted): \$12,887.23
- Total Employer Contributions (System Calculated): \$1,804.21

Filters: SSN: [input], Earnings Code Type: All, Record Status: Review, Filter

Contribution Record ID	SSN	Name	Period Begin Date	Period End Date	Earnings Code	Service Days	Hours	Earnings	Employee Pre-Tax Contributions	Employee Post-Tax Contributions	Employer Contributions	Record Status
No records to display.												

## What Do I Do Next?

Now that the file is posted, the user can go into the Payment Remittance application and submit payment via ACH Debit or EFT.

# Validation Information

## Types of Contribution Errors, Warnings, and Messages

### ERRORS

Error Message	Cause
Service days and hours must be greater than zero	<ul style="list-style-type: none"> <li>▪ Service days and hours are required fields for specific earnings codes, such as 01 – regular contribution.</li> <li>▪ Only when the Contribution Record is correct with no days and hours, use the 04 – Stretch Pay earnings code.</li> </ul>
Enrollment is required for member	<ul style="list-style-type: none"> <li>▪ If a Member Enrollment Record was not entered prior to contributions being reported.</li> <li>▪ If it has been more than six months since the member has contributed.</li> <li>▪ If the Social Security number differs between the Contribution Record and Member Enrollment Record:               <ul style="list-style-type: none"> <li>✓ Check if the Contribution Record has the wrong Social Security number, then correct the number in the Contribution Record, and click Save.</li> <li>✓ Check if the Member Enrollment Record was entered with the incorrect Social Security number. Because a new Member Enrollment Record must be entered in eSERS, call Employer Services to remove the incorrect enrollment. A copy of the member’s Social Security card or I9 will be required.</li> </ul> </li> <li>▪ If you receive this error, and the person is a recent retiree who has not returned to work, please call Employer Services for assistance. Do not enter in a Member Enrollment Record.</li> </ul> <p><b>Please Note:</b> Once a Member Enrollment Record is entered and posted, go back and click Save on the Contribution Detail Record. This resubmits the contribution information to eSERS. Call Employer Services at 877-213-0861 if the error is not removed; do not enter another Member Enrollment Record.</p>
Service days are invalid (error) and Service days cannot be greater than number of days between period begin date and period end date (warning)	<ul style="list-style-type: none"> <li>▪ Verify the days being reported are correct.</li> <li>▪ The number of days cannot be greater than the number of days between the period begin date and period end date in a pay schedule.               <ul style="list-style-type: none"> <li>· <b>Example:</b> If you are reporting under a biweekly schedule, a biweekly schedule has 14 days between the period begin date and period end date.</li> </ul> </li> <li>▪ Change the earnings code to 02 – Supplemental. This allows a greater number of days to be submitted.</li> </ul>

<p><b>Retro contributions cannot be reported for the current pay period</b></p>	<ul style="list-style-type: none"> <li>▪ The 03 – Retro earnings code can only be used when there is a retroactive pay increase for the employee.</li> <li>▪ The earnings period begin date and end date must be for a prior reporting period where the contribution would have been reported.</li> </ul> <p><b>Reminder:</b> If you missed reporting a contribution for an employee, use a “Missed Contribution” earnings code (91, 92, 94), and not a Retro Pay.</p>
<p><b>Adjustment cannot be posted without original transaction. For missed contribution use different earnings code</b></p>	<ul style="list-style-type: none"> <li>▪ The regular file must be posted before the adjustment file can post.</li> <li>▪ Once the original file has posted, open the Contribution Record in the adjustment file, and click the Save button. This resubmits the adjustment information to eSERS.</li> <li>▪ A “Pending member account transaction exists for the adjustment” warning may appear. Click Suppress Warning, and then the Save button.</li> </ul>
<p><b>Net adjusted value cannot be below zero</b></p>	<ul style="list-style-type: none"> <li>▪ You cannot subtract more than what was reported. Review the original transaction.</li> </ul>
<p><b>Service Days, Hours and Contribution must be either positive or negative in a Contribution Record</b></p>	<ul style="list-style-type: none"> <li>▪ You cannot have a positive and a negative in the same Contribution Record.</li> </ul>
<p><b>Period begin date and end date do not match any payroll schedule</b></p>	<ul style="list-style-type: none"> <li>▪ The period begin date and/or the period end date in the Contribution Record(s) do not match the payroll schedule.</li> <li>▪ Change the period begin and end dates in the Contribution Record(s) to match the payroll schedule being used, and then click Save.</li> </ul>
<p><b>Period begin and end date do not match payroll schedule for the given contribution cycle code and pay date</b></p>	<ul style="list-style-type: none"> <li>▪ A contribution header was created for a pay date and contribution cycle code in which the current begin and end dates for the reporting period do not exist.</li> <li>▪ Review the payroll schedule(s); one may need to be extended to cover future pay periods.</li> <li>▪ If your period begin date and end date do not match your payroll schedule, you may need to change the dates in your contribution file to match the payroll schedule, or you may need to enter a new payroll schedule. Call Employer Services at 877-213-0861 for any assistance.</li> </ul>

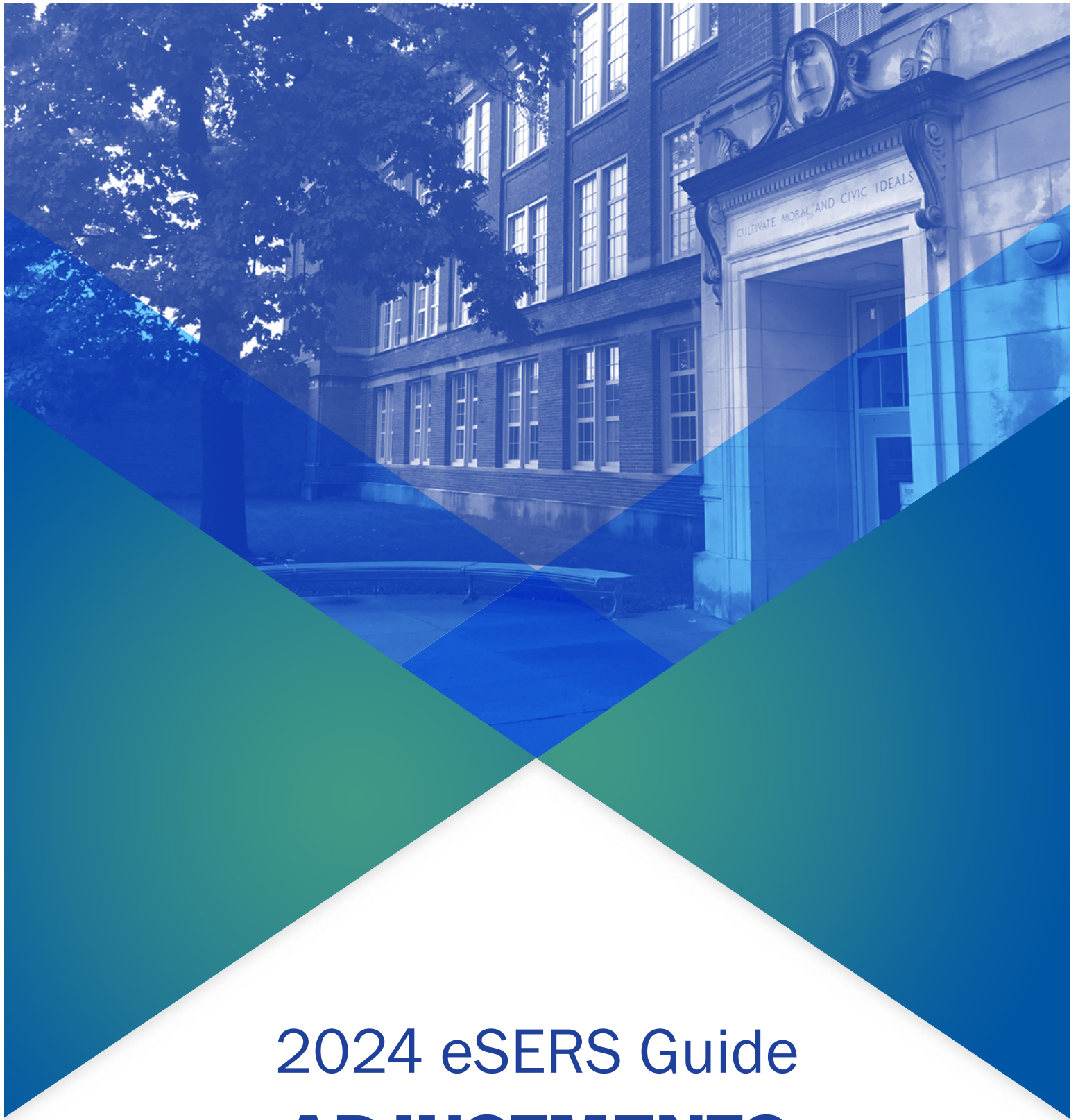
## WARNINGS

**Reminder:** Please review all warnings for accuracy before suppressing the warning.

Warning	Action
<b>Net service days cannot be greater than 92</b>	<ul style="list-style-type: none"> <li>▪ Suppress the warning.</li> </ul>
<b>Unreasonable rate of pay</b>	<ul style="list-style-type: none"> <li>▪ This is received when there is a large amount of earnings with a small amount of days reported.</li> <li>▪ Was a Compensation Determination completed to determine if the contributions should be reported?</li> <li>▪ Suppress the warning. There will be follow up from Employer Services.</li> </ul>
<b>Reported earnings do not match system calculated earnings</b>	<ul style="list-style-type: none"> <li>▪ Verify the contribution submitted is correct.</li> <li>▪ Change the earnings you are reporting to match the system calculated earnings, click Save, and the record will become valid.</li> <li>▪ Suppress the warning, and click Save.</li> </ul>
<b>Reported last name does not match system records</b>	<ul style="list-style-type: none"> <li>▪ Suppress the warning, and click Save.</li> <li>▪ Call Employer Services and update the last name to ensure you will not receive this warning on future reports.</li> </ul>
<b>Possible duplicate contribution record for the member. Verify the contribution record for accuracy</b>	<ul style="list-style-type: none"> <li>▪ Another contribution record for this member for the same pay period exists.</li> <li>▪ Verify to make sure both records are necessary.</li> </ul>
<b>Contribution type (pre-tax or post tax) is not the same as last received contribution for this member for this employer. Verify the contribution record of accuracy</b>	<ul style="list-style-type: none"> <li>▪ The last posted regular contribution record for the member and employer is in a different bucket (pre-tax or post-tax) than the current contribution record.</li> </ul>

For more information on earning codes, visit our website at [www.ohsers.org/](http://www.ohsers.org/) employers for the *How To: Earning Codes for Contribution Reporting*.





# 2024 eSERS Guide

# **ADJUSTMENTS**



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



# Adjustments Overview

Adjustments are used to add or remove information from a contribution record previously submitted to SERS. Adjustments can be reported using the file upload or can be manually entered through eSERS.

There are two differences in how you report adjustments versus contributions:

- You may be removing previously reported earnings, when doing so, you will use the minus symbol before the dollar amount you are reporting (i.e. -\$1.00). This tells eSERS that you are removing money.
  - » If you fail to use the negative sign when removing contributions, you will add the money to the members account.
- You will use a **current pay** date although the period begin and ending dates will not correspond with that date.

## Adjustment Earnings Codes:

**51 – Adjustment to Regular Contribution:** This is an Adjustment record to '01'.

**52 – Adjustment to Supplemental:** This is an Adjustment record to '02'.

**53 – Adjustment to Retro Pay:** This is an Adjustment record to '03'.

**54 – Adjustment to Stretch Pay:** This is an Adjustment record to '04'.

**55 – Adjustment to Grievance Pay:** This is an Adjustment record to '05'.



### What if I forgot to pay someone from a previous pay period?

If a district realizes that it did not pay an employee from a previous pay period, it will utilize the “Missed” earnings codes. The period begin and end dates can be different; however, the pay date will need to be the same for the report that is being submitted. If missed contributions are for a prior fiscal year, contact Employer Services for assistance.

**91 – Missed Regular Contribution:** Report any regular wage and contribution record that was not reported for a prior period.

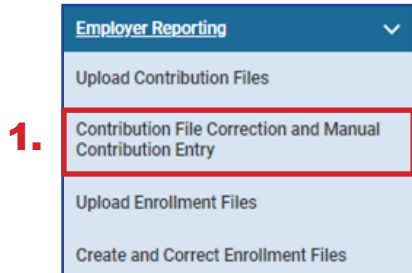
**92 – Missed Supplemental Contribution:** Report any supplemental contribution that was not reported for a prior period.

**94 – Missed Stretch Pay Contribution:** Report any stretch pay contribution that was not reported for a prior period.



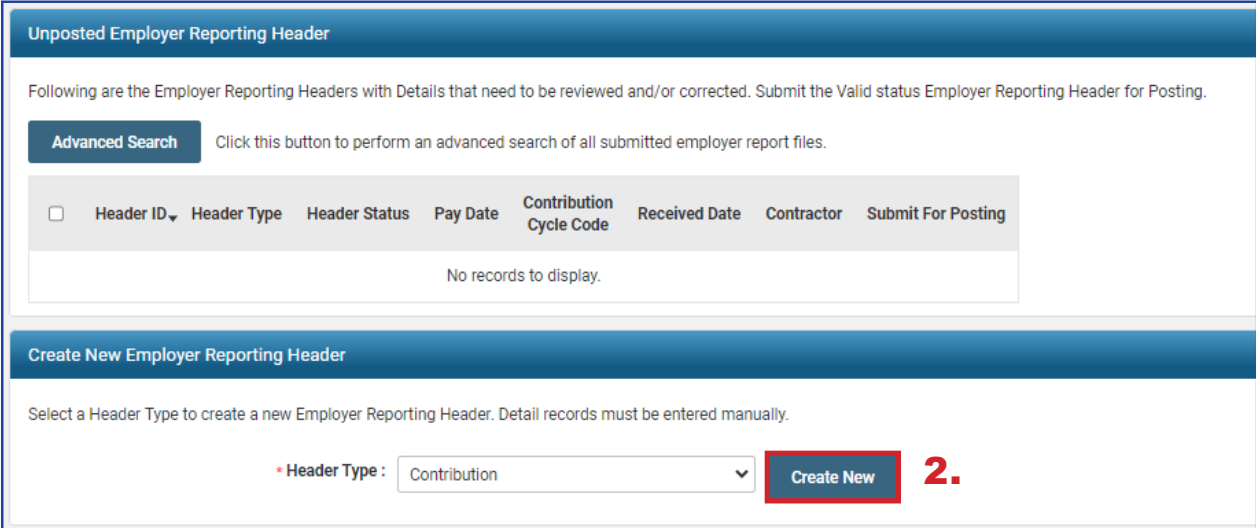
# Manual Creation

To start an adjustment record, you will go to the Contribution File Correction and Manual Contribution Entry menu item.



## Steps:

1. Click the **Contribution File Correction and Manual Contribution Entry** menu item.
2. Click **Create New** in the Create New Employer Reporting Header panel. This will take the user to the Employer Reporting Header Maintenance screen.



The screenshot shows two panels. The top panel is titled "Unposted Employer Reporting Header" and contains a table with columns: Header ID, Header Type, Header Status, Pay Date, Contribution Cycle Code, Received Date, Contractor, and Submit For Posting. Below the table, it says "No records to display." The bottom panel is titled "Create New Employer Reporting Header" and contains a "Header Type" dropdown menu with "Contribution" selected and a "Create New" button highlighted with a red border. A large "2." is placed to the right of the "Create New" button.



**Tip:** If you are unsure of the original reporting information that you reported that needs to be adjusted, go to the **Employer Reporting Detail Lookup** application. You can find steps to use this application in the Employer Reporting Detail Lookup section of this guide.

## Steps (continued):

3. Enter the Contribution Cycle Code and the Pay Date.
  - Enter the pay date for the current pay cycle, even though the adjustment will be for a prior pay period.
  - This will help the school district avoid penalties.
4. Click **Save**.
  - When you click save, the New button will appear.
5. Click **New**.

4.

Employer Reporting Header Information

Employer Reporting Header ID : 347274      Header Type : Contribution

Reporting Source : Manual      Header Status :

3. Contribution Cycle Code : BWK0006      Pay Date : 07/12/2023

ITC :      Contractor :

Sent Date : 06/28/2023      Posted Date :

File Name :      Unique ID :

Status Count:

Total Record Count

[Posted](#)

[Posted with warnings](#)

[Review](#)

[Valid](#)

[Void](#)

5.

Contribution Information

**New**   Open   Void Record   Export To Excel

Total Regular Employee Pre-Tax Contributions : \$0.00      Total Employee Earnings (System Calculated) : \$0.00

Total Regular Employee Post-Tax Contribution : \$0.00      Total Employee Earnings (Submitted) : \$0.00

Total Reemployed Employee Pre Tax Contribution : \$0.00      Total Employer Contributions (System Calculated) : \$0.00

Total Reemployed Employee Post Tax Contribution : \$0.00

SSN :       Earnings Code Type : All      Record Status : Review      Filter

<input type="checkbox"/>	Contribution Record ID	SSN	Name	Period Begin Date	Period End Date	Earnings Code	Service Days	Hours	Earnings	Employee Pre-Tax Contributions	Employee Post-Tax Contributions	Employer Contributions	Record Status
No records to display.													



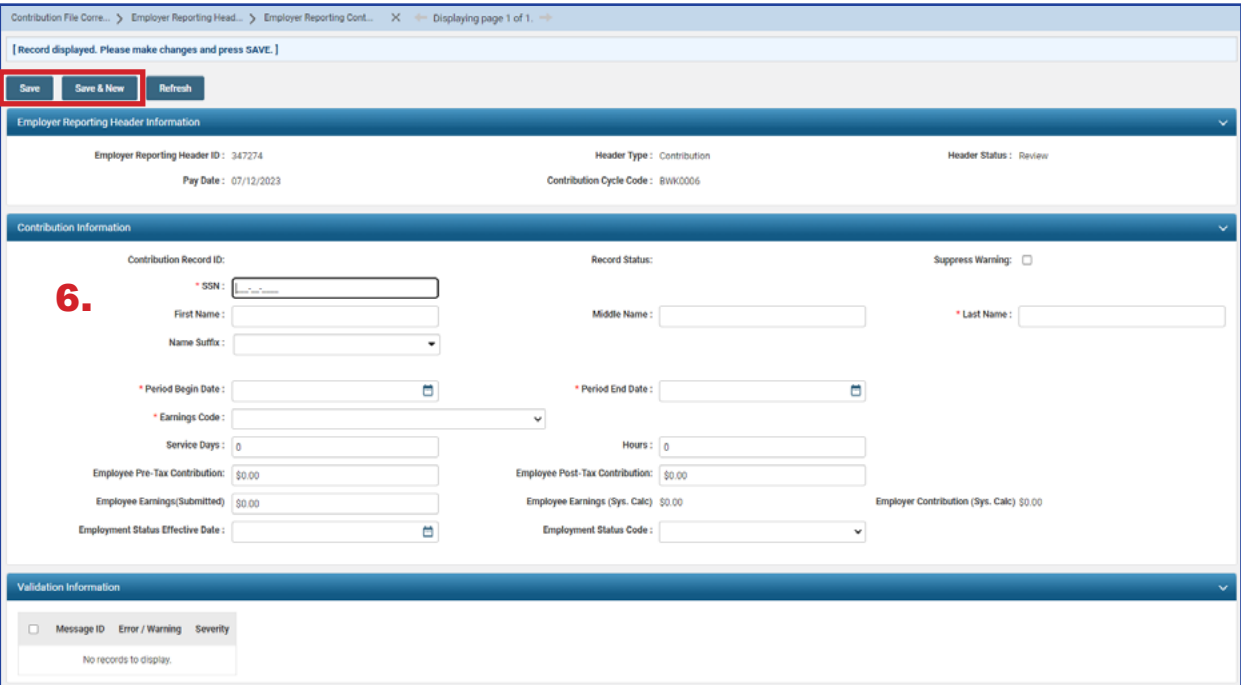
**Please Note:** If you are submitting an adjustment for a contractor, select the contracting company from the contractor name drop-down menu.

The system displays the Employer Reporting Contribution Maintenance screen.

**Steps (continued):**

6. Enter the following information:
  - SSN (required)
  - First Name (required)
  - Last Name (required)
  - Period Begin & End Date for the earnings period that is being adjusted
  - Earnings Code (required)
  - Service Days
  - Hours
  - Employee Pre-Tax or Post-Tax Contributions (10%)
  - Employee Earnings

7. Click **Save & New**. (If this is the only record you are creating, click **Save** instead.)

7. 

The screenshot shows a web browser window with the following content:

- Browser tabs: Contribution File Come..., Employer Reporting Head..., Employer Reporting Cont..., X, Displaying page 1 of 1.
- Message bar: [ Record displayed. Please make changes and press SAVE. ]
- Buttons: Save, Save & New (highlighted), Refresh.
- Section: Employer Reporting Header Information
  - Employer Reporting Header ID: 347274
  - Header Type: Contribution
  - Header Status: Review
  - Pay Date: 07/12/2023
  - Contribution Cycle Code: B1WK0006
- Section: Contribution Information
  - Contribution Record ID: [ ]
  - Record Status: [ ]
  - Suppress Warning:
  - 6. \* SSN: [ ]
  - \* First Name: [ ]
  - Middle Name: [ ]
  - \* Last Name: [ ]
  - Name Suffix: [ ]
  - \* Period Begin Date: [ ]
  - \* Period End Date: [ ]
  - \* Earnings Code: [ ]
  - Service Days: 0
  - Hours: 0
  - Employee Pre-Tax Contribution: \$0.00
  - Employee Post-Tax Contribution: \$0.00
  - Employee Earnings(Submitted): \$0.00
  - Employee Earnings (Sys. Calc): \$0.00
  - Employer Contribution (Sys. Calc): \$0.00
  - Employment Status Effective Date: [ ]
  - Employment Status Code: [ ]
- Section: Validation Information
  - Message ID Error / Warning Severity
  - No records to display.



**Important Note:** In making adjustments, not all of the same fields are required as with the original contribution. For instance, if you are only adjusting days but not earnings, only enter the days adjustment.

# Submitting for Posting

Once the record is saved, the adjustment record and the header change to a Valid status.

The header will be in a Valid status only if all records are in a Valid status.

## Steps (continued):

8. To return to the Employer Reporting Header Maintenance screen where you will be able to submit your file for posting, click **Employer Reporting Head...** in the navigation path.

Contribution File Core... Employer Reporting Head... Employer Reporting Cont... X ... Displaying page 1 of 1. ...

[All changes successfully saved.]

Save Refresh

Employer Reporting Header Information

Employer Reporting Header ID: 347274 Header Type: Contribution Header Status: Valid  
Pay Date: 07/12/2023 Contribution Cycle Code: BWR0006

Contribution Information

Contribution Record ID: 14028499 Record Status: Valid Suppress Warning:

\* SSN:   
First Name: Coco Middle Name:  \* Last Name: Rose  
Name Suffix:   
\* Period Begin Date: 06/15/2023 \* Period End Date: 06/28/2023  
\* Earnings Code: S1 - Adjustment to Regular  
Service Days: 0 Hours: 0  
Employee Pre-Tax Contribution: (\$10.00) Employee Post-Tax Contribution: \$0.00  
Employee Earnings (Submitted): (\$100.00) Employee Earnings (Sys. Calc): (\$100.00) Employer Contribution (Sys. Calc): (\$14.00)  
Employment Status Effective Date:  Employment Status Code:   
Suppress Warnings Reason:

Validation Information

Message ID	Error / Warning	Severity
1219	Pending Member Account transaction exists for this adjustment.	Warning



**Tip:** When submitting an adjustment, you may receive a warning stating **“Pending Member Account transaction exists for this adjustment.”** This warning indicates that payment has not been received for the original transaction. To validate the record, check the **Suppress Warning** box, and click **Save**.

The system displays the Employer Reporting Header Maintenance screen where you can submit the file for posting.

**Steps (continued):**

9. Click **Submit for Posting**.

The screenshot shows the 'Employer Reporting Header Maintenance' screen. At the top, there are buttons for 'Save', 'Refresh', 'Void File', and 'Submit for Posting' (highlighted in red). Below this is the 'Employer Reporting Header Information' section, which includes fields for:
 

- Employer Reporting Header ID: 347274
- Reporting Source: Manual
- Contribution Cycle Code: 6WK0006
- ITC:
- Sent Date: 06/28/2023
- File Name:
- Header Type: Contribution
- Header Status: Valid
- Pay Date: 07/12/2023
- Contractor: (dropdown menu)
- Posted Date:
- Unique ID:

 To the right of this section is a 'Status Count' table:
 

Status Count:	
Total Record Count	1
Posted	0
Posted with warnings	0
Review	0
Valid	1
Void	0

 Below the header information is the 'Contribution Information' section, which includes buttons for 'New', 'Open', 'Void Record', and 'Export To Excel'. It displays summary statistics:
 

- Total Regular Employee Pre-Tax Contributions: (\$10.00)
- Total Regular Employee Post-Tax Contribution: \$0.00
- Total Reemployed Employee Pre Tax Contribution: \$0.00
- Total Reemployed Employee Post Tax Contribution: \$0.00
- Total Employee Earnings (System Calculated): (\$100.00)
- Total Employee Earnings (Submitted): (\$100.00)
- Total Employer Contributions (System Calculated): (\$14.00)

 There are also input fields for 'SSN', 'Earnings Code Type' (set to 'All'), and 'Record Status' (set to 'Review'). A 'Filter' button is located to the right. At the bottom, a table header is visible with columns: Contribution Record ID, SSN, Name, Period Begin Date, Period End Date, Earnings Code, Service Days, Hours, Earnings, Employee Pre-Tax Contributions, Employee Post-Tax Contributions, Employer Contributions, and Record Status. The table currently shows 'No records to display.'

Once a header is submitted for posting, it becomes read-only. The header status changes to Posting In Progress, then to Posted, once the information is processed.

The screenshot displays the 'Employer Reporting Header Information' section with the following details:

- Employer Reporting Header ID: 347274
- Reporting Source: Manual
- Header Type: Contribution
- Header Status: Posted with Warnings (highlighted in a red box)
- Contribution Cycle Code: BWK0006
- Pay Date: 07/12/2023
- ITC:
- Contractor:
- Sent Date: 06/28/2023
- Posted Date: 06/28/2023
- File Name:
- Unique ID:

The 'Status Count' section shows the following record counts:

Status	Count
Total Record Count	1
Posted	0
Posted with warnings	1
Review	0
Valid	0
Void	0

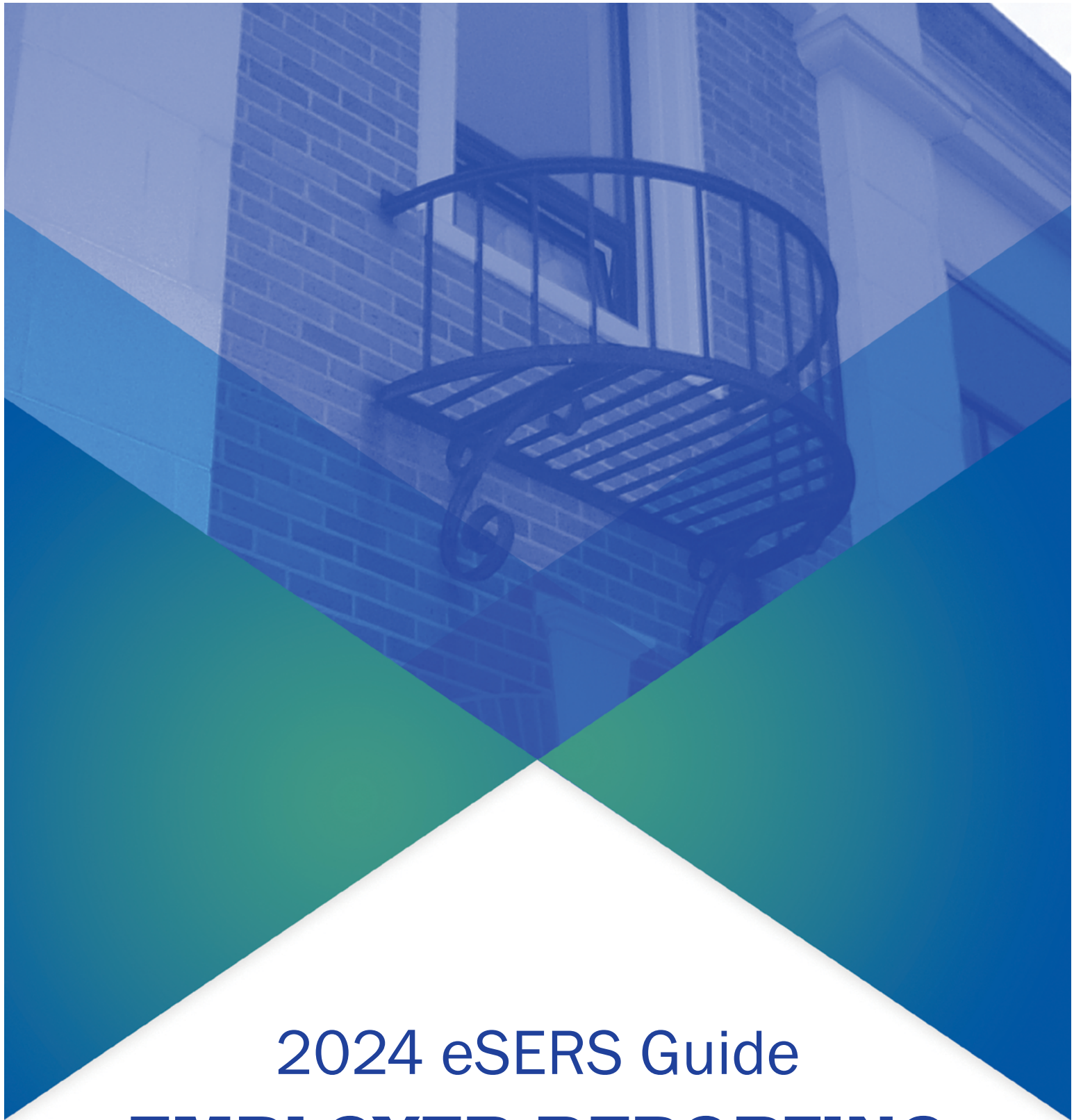
The 'Contribution Information' section includes summary statistics:

- Total Regular Employee Pre-Tax Contributions: (\$10.00)
- Total Regular Employee Post-Tax Contribution: \$0.00
- Total Reemployed Employee Pre Tax Contribution: \$0.00
- Total Reemployed Employee Post Tax Contribution: \$0.00
- Total Employee Earnings (System Calculated): (\$100.00)
- Total Employee Earnings (Submitted): (\$100.00)
- Total Employer Contributions (System Calculated): (\$14.00)

Filters include SSN, Earnings Code Type (All), and Record Status (Review). A table below the filters shows no records to display.

## What Do I Do Next?

Now that the file is posted, there may be a credit memo that needs to be applied. You can find instructions on how to apply a credit memo in the Payment Remittance section of this guide.



2024 eSERS Guide

# **EMPLOYER REPORTING DETAIL LOOKUP**



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

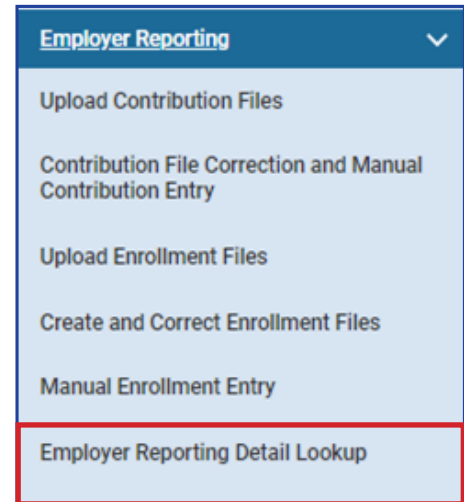
# Employer Reporting Detail Lookup

Once a file (Enrollment, Contribution, or Adjustment) has been successfully processed and posted, the system will create detail records to reflect the information within

eSERS. To see these created records, go to the **Employer Reporting Detail Lookup** menu item.

The information that was reported in the upgraded system will display; nothing prior to February 2017 will appear.

Files can be searched multiple ways in order to bring up specific information regarding an employee or file. For example, a user can search for an employee by name, SSN, or file on which the employee's contribution was reported. You can also search by dates, the type of file (enrollment, contribution) and Unique ID.



Criteria

Last Name:

Header ID:

Contractor ID:

Detail Record ID:

Period Begin Date From:

Period End Date From:

Unique ID:

First Name:

Header Type:

Reporting Source:

Detail Record Status:

Period Begin Date To:

Period End Date To:

SSN:

Header Status:

File Name:

Pay Date:

Search Results

<input type="checkbox"/>	Header Type	Detail Record ID	Detail Record Status	SSN	Name	Period Begin Date	Period End Date	Earnings Code	Earnings	Days	Hours	Employee Pre-Tax Contribution	Employee Post-Tax Contribution	Employer Contribution
<input type="checkbox"/>	Contribution	<a href="#">16528422</a>	Posted		SCOTT SEAS	06/15/2023	06/28/2023	01 - Regular Contribution	\$890.01	6	20.00	\$89.00	\$0.00	\$124.60
<input type="checkbox"/>	Contribution	<a href="#">16528421</a>	Void		ALMA ROSADO	06/15/2023	06/28/2023	01 - Regular Contribution	\$912.00	8	57.00	\$91.20	\$0.00	\$127.68
<input type="checkbox"/>	Contribution	<a href="#">16528420</a>	Posted		Coco Rose	06/15/2023	06/28/2023	04 - Stretch Pay	\$10,000.00	0	0	\$1,000.00	\$0.00	\$1,400.00
<input type="checkbox"/>	Contribution	<a href="#">16528419</a>	Posted		BRUNO MADRIGAL	06/15/2023	06/28/2023	01 - Regular Contribution	\$937.29	10	55.00	\$93.73	\$0.00	\$131.22
<input type="checkbox"/>	Contribution	<a href="#">16528418</a>	Posted		ANNA GUZMAN	06/15/2023	06/28/2023	02 - Supplemental	\$1,059.93	30	55.00	\$105.99	\$0.00	\$148.39

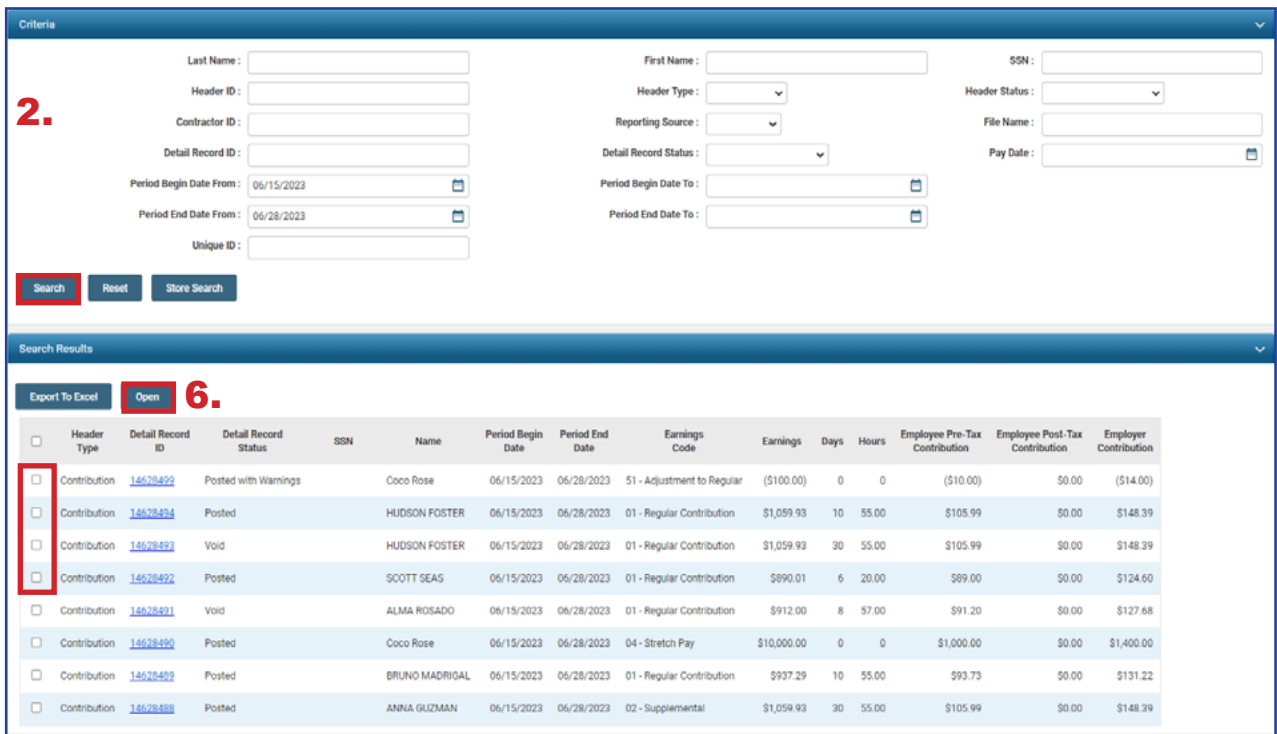
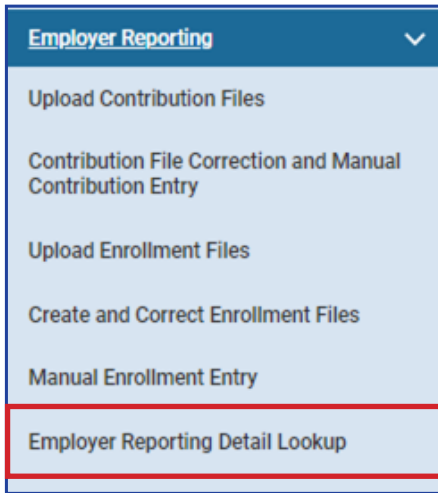


# Contributions and Adjustments

In the example below, the user is looking up contribution information. A user can search for information multiple ways. Individual searches may vary in criteria used based on the scenario.

## Steps:

1. Click the **Employer Reporting Detail Lookup** menu item.
2. Enter the search criteria.
3. Click **Search**.
4. Search results are displayed in the search results panel.
5. Select the record(s) you wish to open by checking the box.
6. Click **Open**.



**Tip:** This screen is helpful when submitting adjustments for an employee. You are able to view what has been reported for different pay periods





BARRETT SCHOOL

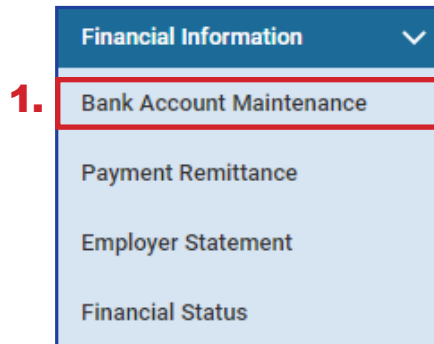
2024 eSERS Guide  
**BANK ACCOUNT  
MAINTENANCE**



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

# Create and Maintain Bank Account Information for ACH Debit

To create **new** bank account information for ACH Debit transactions or update existing bank account information, go to the **Bank Account Maintenance** menu item.

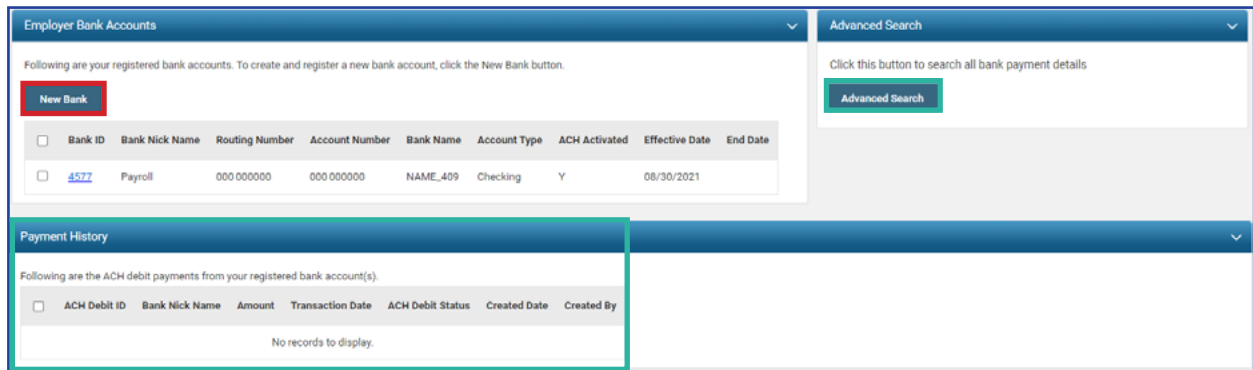


1.

## Steps:

1. Select **Bank Account Maintenance**.
2. On the Bank Account Maintenance screen, click **New Bank**.

2.



<b>Payment History</b>	This is a list of the most recent ACH debit transactions to take place. By clicking on the ACH Debit ID link, you will get more details
<b>Advanced Search</b>	This brings you to a lookup screen with more search criteria to find a specific transaction.

As the employer or contractor, know that your bank information is secure. **The system has been designed so that if you log into eSERS as a contractor, you will not see the employer’s bank information, and vice versa. Employers do not have access to any contractor’s bank information.**

The system displays the **Bank Account Record Maintenance** screen.

**Steps:**

1. Enter the following information:
  - Routing Number
  - Account Number
  - Effective Date
  - EFT Draw Limit
  - Bank Nick Name – **helpful when there are multiple ACH Debit activated accounts**
  - Account Type
2. Read **ACH Debit Terms & Conditions**.
3. Refund Account - if your district would like to receive electronic refunds, check the 'Refund Account' box
4. Check the box indicating you have read and agree to the terms and conditions.
5. Click **Save**.

**5.**

Save Refresh

Bank Details

Bank ID :

• Routing Number :

• Account Number :

• Effective Date : 07/12/2024

• EFT Draw Limit : \$0.00

• Bank Nick Name :

Bank Name :

• Account Type :

End Date :

**1.**

**3.** Refund Account :

**4.**  I have read and agree to the ACH Debit Terms & Conditions listed below and request SERS to activate this account for ACH Debit Direct Payments.

**2.**

**ACH Debit Terms & Conditions**


**AUTHORIZATION RULES.** This Agreement explains the terms and conditions governing your access and use of this online payment "Service" for Direct Payments (ACH Debits) through The School Employees Retirement System ESERS web site. The Service will enable the Employer to pay electronically, amounts due SERS including, but not limited, to employee and employer contributions, health care surcharge and purchase of service credit.

**AUTHORIZATION.** We ("Employer") hereby authorize the School Employees Retirement System of Ohio ("SERS") to debit the account entered above in such amounts and at such times as requested by the Employer through the Service. We acknowledge that the origination of ACH transactions to our account must comply with the rules of the National Automated Clearing House Association and provisions of U.S. and Ohio law. We agree to maintain balances sufficient to pay all requested payments, and agree that SERS is not liable for any overdraft or insufficient fund situation or charge (including, but not limited to, finance charges, late fees or similar charges) caused by our failure to maintain funds sufficient to pay all payments issued through the Service. The Employer agrees to promptly notify SERS of any changes to the financial institution account information and hereby grants authority for SERS to debit such changed account. The Employer understands and agrees that use of the Service does not waive any penalties and/or fees for any payments or reports which are not filed timely.

**ACCOUNT STATEMENT.** A current account statement summarizing all of the Employer's account activity and transactions for the preceding 24-month period is available to the Employer on ESERS. The Employer agrees to notify SERS immediately if there are any suspected unauthorized payments or errors.

**TERM AND TERMINATION.** This Agreement shall remain in force until terminated by either party. Employer may terminate this Agreement by terminating all accounts on the website or by submitting a request in writing to SERS to terminate all accounts. SERS may terminate this Agreement at any time by giving written notice. The termination of this agreement shall not affect any payments or charges already due to SERS from the Employer.

**DISCLAIMER OF WARRANTY.** The Employer expressly agrees that use of the Service is at the Employer's sole risk, and the Service is provided "as is" with no warranties whatsoever, including, without limitation, warranties of availability, reliability, usefulness, course of performance or fitness for a particular purpose.

 **Tip:** A district can only mark one bank account as a Refund Account. Contractors do not have the option to have a Refund Account.

Upon clicking **Save**, the system updates certain fields to read-only, while others stay editable.



**Tip:** When you need to update the nickname, or EFT draw limit, or you need to enter an end date, you can open the bank account in the **Bank Account Maintenance** screen and update those fields.

**Save** **Refresh**

**Don't forget to SAVE!**

**Bank Details**

Bank ID : \_\_\_\_\_

• Routing Number : 00000000

• Account Number : 000000000

• Effective Date : 07/12/2024

• EFT Draw Limit : \$25,000.00

Refund Account :

• Bank Nick Name : \_\_\_\_\_

Bank Name : \_\_\_\_\_

• Account Type : Checking

End Date : \_\_\_\_\_

I have read and agree to the ACH Debit Terms & Conditions listed below and request SERS to activate this account for ACH Debit Direct Payments.

**ACH Debit Terms & Conditions**

**AUTHORIZATION RULES.** This Agreement explains the terms and conditions governing your access and use of this online payment "Service" for Direct Payments (ACH Debits) through The School Employees Retirement System ESERS web site. The Service will enable the Employer to pay electronically, amounts due SERS including, but not limited, to employee and employer contributions, health care surcharge and purchase of service credit.

**AUTHORIZATION.** We ("Employer") hereby authorize the School Employees Retirement System of Ohio ("SERS") to debit the account entered above in such amounts and at such times as requested by the Employer through the Service. We acknowledge that the origination of ACH transactions to our account must comply with the rules of the National Automated Clearing House Association and provisions of U.S. and Ohio law. We agree to maintain balances sufficient to pay all requested payments, and agree that SERS is not liable for any overdraft or insufficient fund situation or charge (including, but not limited to, finance charges, late fees or similar charges) caused by our failure to maintain funds sufficient to pay all payments issued through the Service. The Employer agrees to promptly notify SERS of any changes to the financial institution account information and hereby grants authority for SERS to debit such changed account. The Employer understands and agrees that use of the Service does not waive any penalties and/or fees for any payments or reports which are not filed timely.

**ACCOUNT STATEMENT.** A current account statement summarizing all of the Employer's account activity and transactions for the preceding 24-month period is available to the Employer on ESERS. The Employer agrees to notify SERS immediately if there are any suspected unauthorized payments or errors.

**TERM AND TERMINATION.** This Agreement shall remain in force until terminated by either party. Employer may terminate this Agreement by terminating all accounts on the website or by submitting a request in writing to SERS to terminate all accounts. SERS may terminate this Agreement at any time by giving written notice. The termination of this agreement shall not affect any payments or charges already due to SERS from the Employer.

**DISCLAIMER OF WARRANTY.** The Employer expressly agrees that use of the Service is at the Employer's sole risk, and the Service is provided "as is" with no warranties whatsoever, including, without limitation, warranties of availability, reliability, usefulness, course of performance or fitness for a particular purpose.

**Please Note:**

There is no function to delete a bank account. In the event there is an account that your organization no longer uses, you would come to this screen and enter an end date. Because the bank account is no longer active, it will not be a valid option from which to pay.

# Payment History

You can look at the details of prior ACH debit payments made from specific bank accounts by going to the Bank Account Maintenance menu item, and then go to the **Payment History** panel.

## Steps:

1. Click the **ACH Debit ID** hyperlink.

The screenshot shows the 'Employer Bank Accounts' and 'Payment History' panels. The 'Employer Bank Accounts' panel includes a 'New Bank' button and a table of registered bank accounts. The 'Payment History' panel includes a table of ACH debit payments. A red box highlights the 'ACH Debit ID' '310282' in the first row of the Payment History table.

Bank ID	Bank Nick Name	Routing Number	Account Number	Bank Name	Account Type	ACH Activated	Effective Date	End Date
<a href="#">4577</a>	Payroll	000000 000	000000 000	NAME_409	Checking	Y	08/30/2021	
<a href="#">4591</a>	SERS Payroll	000000 000	000000 000	NAME_409	Checking	Y	06/30/2023	

ACH Debit ID	Bank Nick Name	Amount	Transaction Date	ACH Debit Status	Created Date	Created By
<a href="#">310282</a>	SERS Payroll	\$22,373.41		Pending	06/30/2023	KTalbe25016

Clicking the ACH Debit ID hyperlink opens the **Payment Detail Maintenance** screen.

On this screen, you can see the transaction date, the created date, and the status of the ACH debit, as well as the status of the payment.

2. For more information on this payment, click the **Remittance ID** link.

The screenshot shows the 'Payment Details' and 'Allocated Payment Remittance' panels. The 'Payment Details' panel includes fields for ACH Debit ID, Bank Nick Name, Status, Transaction Date, ACH Debit Status, Due Date, Created Date, and Created By. The 'Allocated Payment Remittance' panel includes a table of allocated payment remittance. A red box highlights the 'Remittance ID' '326505' in the first row of the Allocated Payment Remittance table.

ACH Debit ID : 310282	Bank Nick Name : SERS Payroll	Status : ER ACH Review
Transaction Date :	ACH Debit Status : Pending	DueDate :
Created Date : 06/30/2023	Created By : KTalbe25016	

Remittance ID	Payment Remittance Amount	Allocated Amount
<a href="#">326505</a>	\$22,373.41	\$22,373.41



Clicking on the Remittance ID opens the **Payment Remittance Maintenance** screen, where you can view more details related to the payment.

Here we see it was for employee contributions.

**Remittance Details**

Remittance ID : 326505

Total Liability Amount Selected : \$22,373.41

Remittance Status : Pending

Total Payment Amount : \$22,373.41

To correct the payment remittance click Correct Payment Remittance button.

Correct Payment Remittance

---

**Payment Remittance Details**

Liabilities selected in the payment remittance

Liability ID	Liability Type	Remittance Item ID	Remittance Item Type	Payment Amount	Pay Date	Contribution Cycle Code	SSN	Name
388210	Employer Contributions	422238	Employer Contributions	\$22,373.41	05/10/2021	OTH0001		

Credit Memo applied against the Liabilities.

**Employee Credit Memo**

Credit Memo ID	Available Credit Amount	Credit Amount To Use	Reporting Period	Contribution Cycle Code	Contractor Name
No records to display.					

**Employer Credit Memo**

Credit Memo ID	Available Credit Amount	Credit Amount To Use	Reporting Period	Contribution Cycle Code	Contractor Name
No records to display.					

Payments applied against the Liabilities

Payment Type	Check/Reference Number	Bank Account	Payment Amount	Payment Date
ACH Debit		SERS Payroll	\$22,373.41	07/01/2023



## Statuses

On the Payment Detail Maintenance screen, we see two different statuses: Status and ACH Debit Status.

**Status:** This is the status of the deposit as it relates to the liability as a whole. You will see the status as one of the following:

- **Void:** The payment was voided, and the transaction was stopped.
- **Applied:** All monies have been applied to the liabilities that were due.
- **Review:** This status can display for many reasons, such as SERS needs to verify information, or perhaps the “end of day” business functions have not occurred yet.

The screenshot displays the 'Payment Details' section of a software interface. It includes the following information:

- ACH Debit ID : 310282
- Transaction Date :
- Created Date : 06/30/2023
- Bank Nick Name : SERS Payroll
- ACH Debit Status : Pending
- Status : ER ACH Review
- DueDate :
- Created By : kTalbe25016

Below this information is a table titled 'Allocated Payment Remittance':

Remittance ID	Payment Remittance Amount	Allocated Amount
326505	\$22,373.41	\$22,373.41

**ACH Debit Status:** This status is updated as the deposit status changes during the process. The ACH Debit status is directly tied to the deposit status.

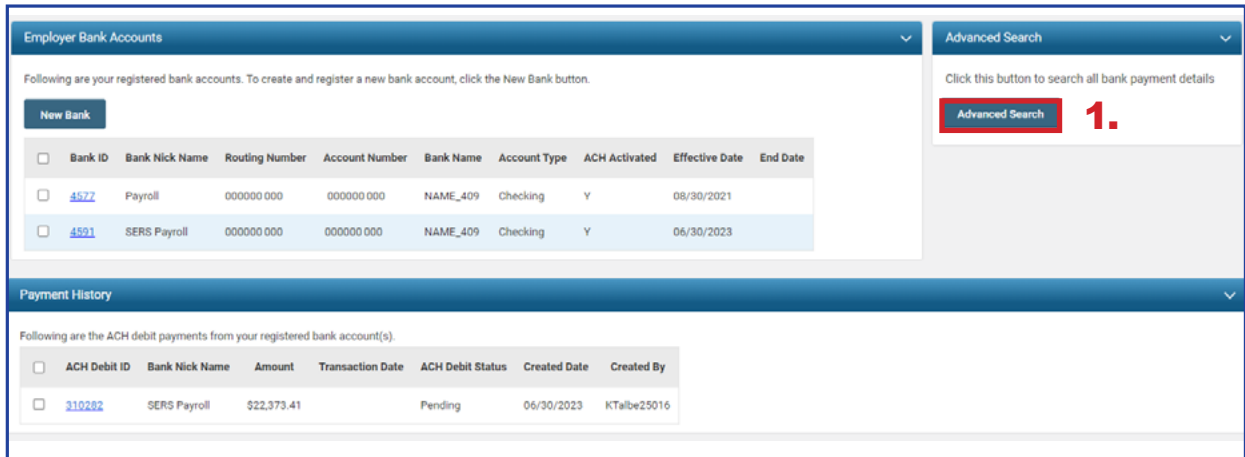
- Deposit status is void.
  - » ACH Debit Status is: **Void**
- Deposit status is applied.
  - » ACH Debit Status is: **Paid**
- Deposit status is anything other than applied or void.
  - » ACH Debit Status is: **Pending**

# Advanced Search

On the Bank Account Maintenance landing screen, there is an Advanced Search button to the far right of the screen.

## Steps:

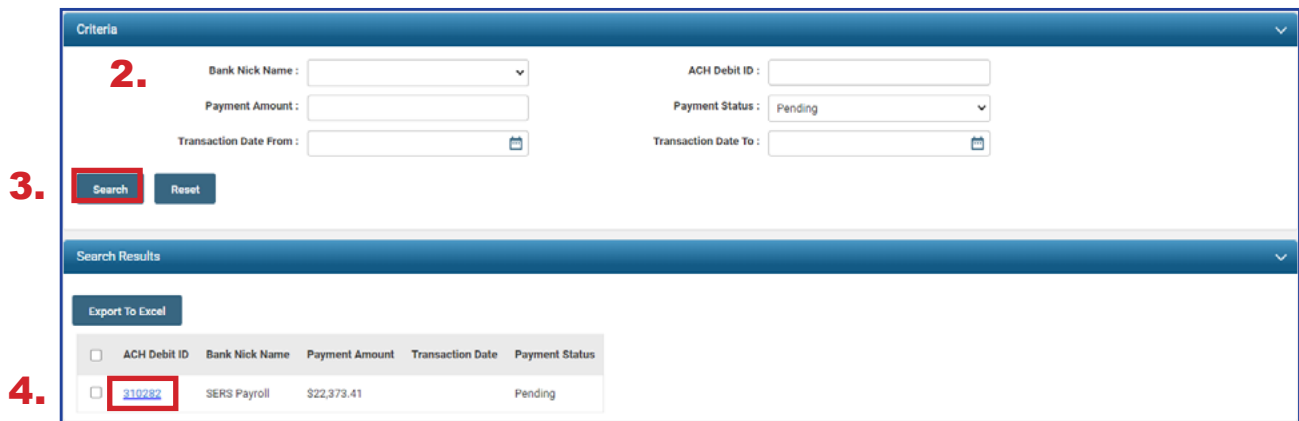
1. Click **Advanced Search**.



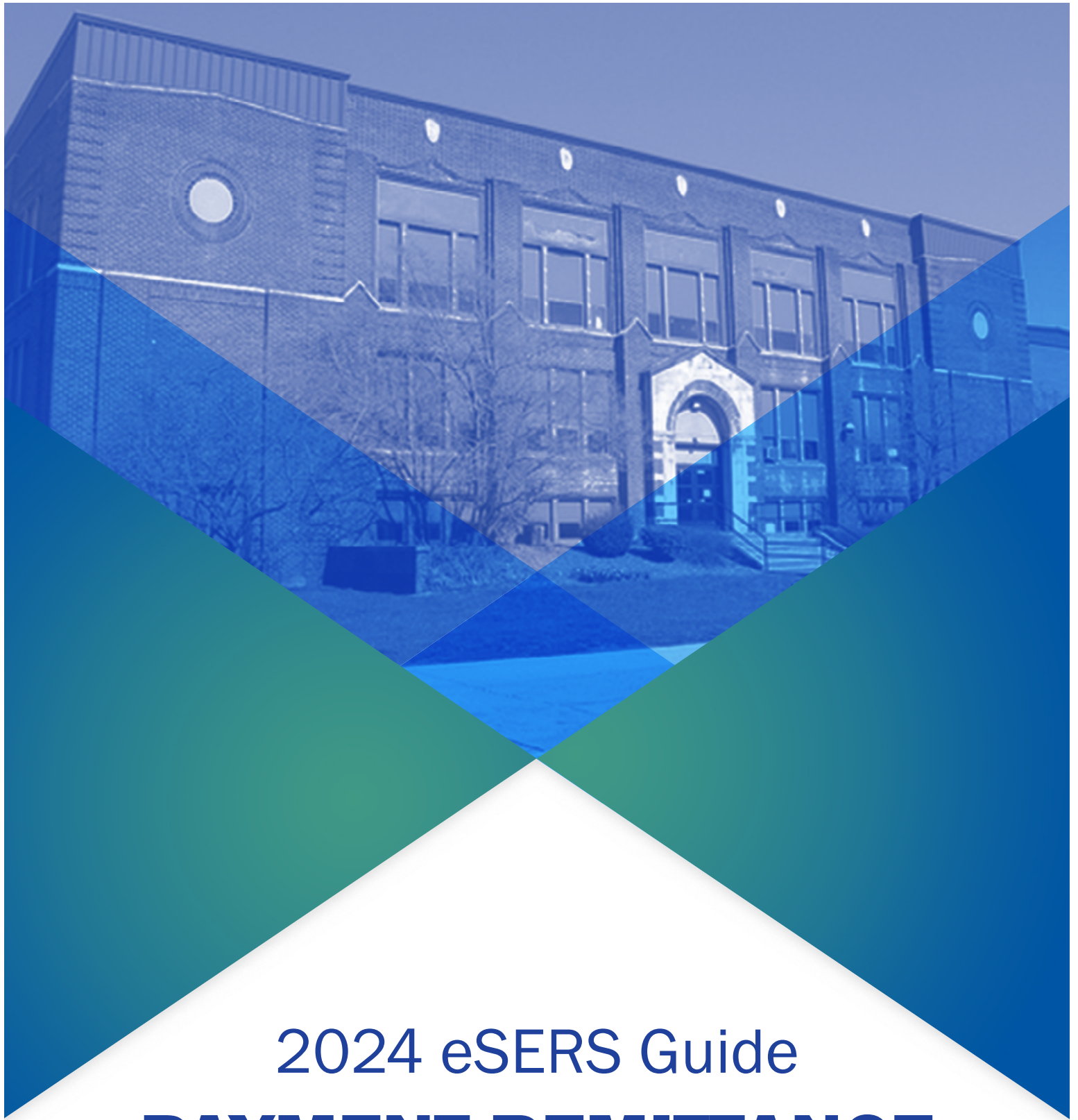
The system displays the **Bank Payment Lookup** screen.

## Steps:

2. Enter the search criteria.
3. Click **Search**. The system will display the results in the **Search Results** panel.
4. Click the **ACH Debit ID** to view more information on this payment.



Looking to make a report? The **Export to Excel** feature is a great way to take all the search results and populate them into an Excel spreadsheet for you to edit and save. Just check the box next to the ACH Debit ID, and click Export to Excel.



# 2024 eSERS Guide

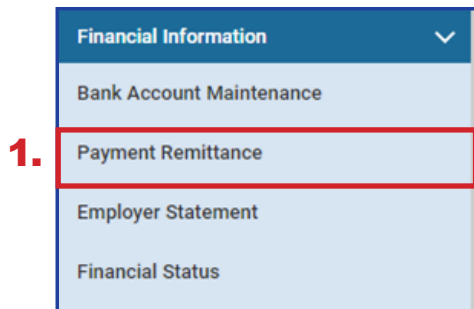
# **PAYMENT REMITTANCE**



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

# Payment Remittance

To make a payment on one or more liabilities, go to the Payment Remittance menu item.

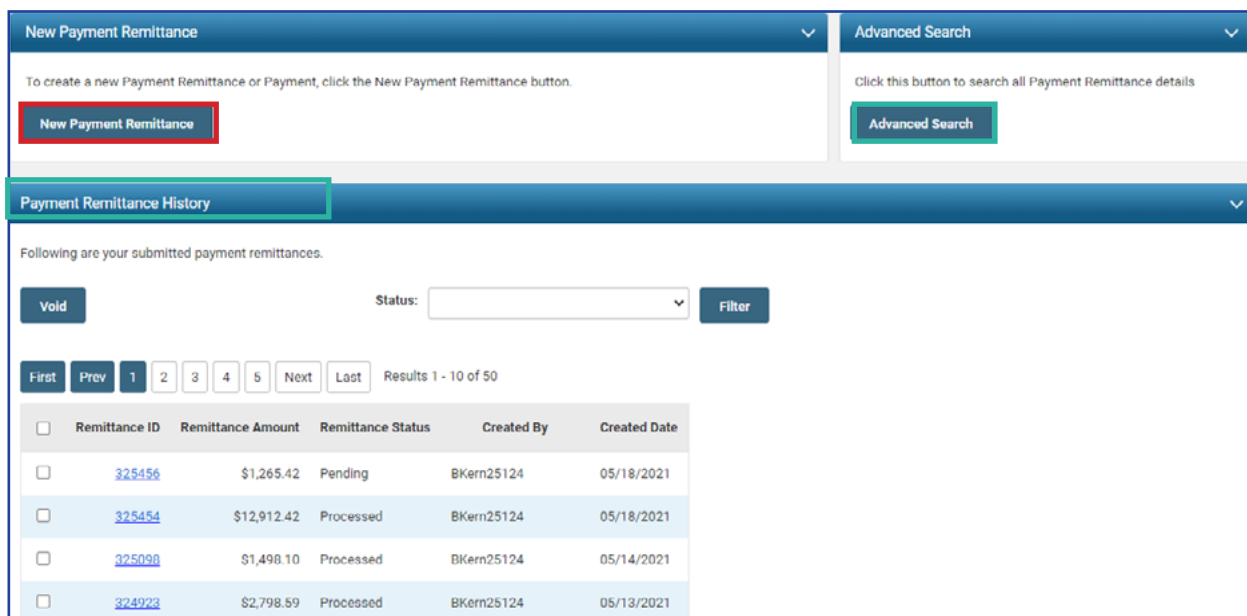


1.

## Steps:

1. Click on the **Payment Remittance** menu item.
2. Click **New Payment Remittance**.

2.



## Please Note:

**Payment Remittance History:** This panel shows the historical records of payments that have been submitted to SERS.

**Advanced Search:** This allows you to search for specific liabilities and payments made to SERS.

The first step in making a new payment is to select what unpaid liabilities you wish to pay from the list in the Unpaid Liabilities panel. This panel displays unpaid liabilities in order of oldest to newest.

**Steps (continued):**

3. Select the liabilities you want to pay by checking the box next to them.
  - **Reminder:** You can pay multiple liabilities with one Payment Remittance.
4. Click **Add Selected To Pay**.

The screenshot shows a web interface for managing payment remittances. At the top, it displays 'Remittance ID :', 'Total Liability Amount Selected : \$0.00', 'Payment Remittance Status : Pending', and 'Total Payment Amount : \$0.00'. There are 'Previous', 'Next', and 'Finish & Submit' buttons. Below this is a 'Cancel' button and a section for 'Available Credit Memo' which is currently empty. The main section is 'Unpaid Liabilities', which contains a table of liabilities. A red box highlights the 'Add Selected To Pay' button, and another red box highlights the checkboxes for three specific liability rows (IDs 291830, 291831, and 291832). A red '4.' is placed to the left of the 'Add Selected To Pay' button, and a red '3.' is placed to the left of the selected rows.

Liability ID	Linked to Remittance	Liability Type	Liability Amount	Remaining Balance	Pay Date	Contribution Cycle Code	Contractor Name	SSN	Name	Invoice
<a href="#">378219</a>	No	Employer Contributions	\$40,006.48	\$1,821.96	03/30/2021	SMO0003				
<a href="#">382511</a>	No	Employer Contributions	\$41,448.86	\$41,448.86	04/15/2021	SMO0003				
<a href="#">386005</a>	No	Employer Contributions	\$38,058.52	\$38,058.52	04/30/2021	SMO0003				
<a href="#">389822</a>	No	Employer Contributions	\$38,788.34	\$38,788.34	05/14/2021	SMO0003				
<input checked="" type="checkbox"/> <a href="#">291830</a>	No	Employee Contributions	\$250.00	\$250.00	06/28/2023	BWK0001				
<input checked="" type="checkbox"/> <a href="#">291831</a>	No	Employer Contributions	\$350.00	\$350.00	06/28/2023	BWK0001				
<input checked="" type="checkbox"/> <a href="#">291832</a>	No	Employee Contributions	\$500.00	\$500.00	07/12/2023	BWK0001				
<input type="checkbox"/> <a href="#">291833</a>	No	Employer Contributions	\$700.00	\$700.00	07/12/2023	BWK0001				

**Please Note:** If your district is a Foundation-participating district, your employer liabilities will be paid with Foundation funds.

The liabilities selected in the prior step have moved down to the **Liabilities to Pay** panel.

**Steps (continued):**

- 5. Enter in the amounts you intend to pay for each liability in the **Payment Amount** field.
- 6. Click **Next**.

The screenshot displays the 'Liabilities to Pay' section of the eSERS Payment Remittance interface. At the top, the 'Remittance ID' and 'Payment Remittance Status: Pending' are shown. The 'Total Liability Amount Selected' is \$0.00 and the 'Total Payment Amount' is \$0.00. A red '6.' is placed near the 'Next' button. Below the 'Unpaid Liabilities' section, there is a table with columns: Liability ID, Linked to Remittance, Liability Type, Liability Amount, Remaining Balance, Pay Date, Contribution Cycle Code, Contractor Name, SSN, Name, and Invoice. The 'Liabilities to Pay' section includes an 'Expected Liability Type' dropdown, a 'Pay Date' field, and an 'Add Expected Liability' button. Below this, there is a table with columns: Liability ID, Liability Type, Remaining Balance, Payment Amount, Pay Date, Contribution Cycle Code, SSN, Name, Invoice, Remittance Item ID, and Remittance Item Type. A red box highlights the 'Payment Amount' field for liability 391832, which contains the value '\$500.00'. A red '5.' is placed above this field. There are also 'Remove Selected' and 'Remove All' buttons.

Liability ID	Linked to Remittance	Liability Type	Liability Amount	Remaining Balance	Pay Date	Contribution Cycle Code	Contractor Name	SSN	Name	Invoice
<input type="checkbox"/> 278219	No	Employer Contributions	\$40,006.48	\$1,821.96	03/30/2021	SMO0003				
<input type="checkbox"/> 382511	No	Employer Contributions	\$41,448.86	\$41,448.86	04/15/2021	SMO0003				
<input type="checkbox"/> 386055	No	Employer Contributions	\$38,058.52	\$38,058.52	04/30/2021	SMO0003				
<input type="checkbox"/> 389822	No	Employer Contributions	\$38,788.34	\$38,788.34	05/14/2021	SMO0003				
<input type="checkbox"/> 321831	No	Employer Contributions	\$350.00	\$350.00	06/28/2023	BWK0001				
<input type="checkbox"/> 321833	No	Employer Contributions	\$700.00	\$700.00	07/12/2023	BWK0001				

Liability ID	Liability Type	Remaining Balance	Payment Amount	Pay Date	Contribution Cycle Code	SSN	Name	Invoice	Remittance Item ID	Remittance Item Type
<input type="checkbox"/> 391830	Employee Contributions	\$250.00	<input type="text" value="\$250.00"/>	06/28/2023	BWK0001					
<input type="checkbox"/> 391832	Employee Contributions	\$500.00	<input type="text" value="\$500.00"/>	07/12/2023	BWK0001					

**Steps (continued):**

7. Select the **Payment Type** from the drop-down menu (i.e. ACH Debit, Checks, Other EFT).
8. Click **Add New Payment**.
  - You can add more than one payment if the total liability amount selected needs to be paid from multiple accounts.
9. Enter the required information for your payment type.
10. Click **Next**.

**10.**

**ACH Debit:**  
You will pick the ACH Debit account, the payment amount, and the date you want SERS to pull the money from the account. eSERS automatically defaults to the next business day.

**Please Note:**  
Depending on the time of day the payment is submitted, all payments will take one to two business days to post.

OR

**10.**

**Checks:**  
Enter the check number(s) and the payment amount.

OR

**10.**

**Other EFT:**  
This payment type is to be used when a district wants to send an ACH Credit. You will need to enter the payment amount.

In the final screen of the payment process, review everything you have selected in terms of liabilities to be paid and the payment method.

**Steps (continued):**

11. Click **Finish & Submit**.



**Please Note:** Corrections that need to be made prior to submission can be done by clicking the **Previous** button on this screen. Clicking **Cancel** will end the process completely, and it will need to be done again from the start. If you notice that your payment amount does not match what your system shows you owe, there may be a **Credit Memo** that needs to be applied or an adjustment that has not been posted. To prevent penalties, please review this prior to clicking **Finish & Submit**.

Previous Next **Finish & Submit**

Remittance ID :

Total Liability Amount Selected : \$750.00

Payment Remittance Status : Pending

Total Payment Amount : \$750.00

Cancel

**Confirm Payment Remittance Details** ▼

Following Liabilities are selected for payment

<input type="checkbox"/>	Liability ID	LiabilityType	Remittance Item ID	Remittance Item Type	Payment Amount	Pay Date	Contribution Cycle Code	SSN	Name
<input type="checkbox"/>	391830	Employee Contributions			\$250.00	06/28/2023	BWK0001		
<input type="checkbox"/>	391832	Employee Contributions			\$500.00	07/12/2023	BWK0001		

Following Credit Memo will be applied against Liabilities.

Employee Credit Memo

Credit Memo ID	Available Credit Amount	Credit Amount To Use	Pay Date	Contribution Cycle Code	Contractor Name
No records to display.					

Employer Credit Memo

Credit Memo ID	Available Credit Amount	Credit Amount To Use	Pay Date	Contribution Cycle Code	Contractor Name
No records to display.					

Following payments will be applied against the Liabilities

<input type="checkbox"/>	Payment Type	Check/Reference Number	Bank Account	Payment Amount	Payment Date
<input type="checkbox"/>	ACH Debit		SERS Payroll	\$750.00	07/01/2023

**Reminder:**

Please do not mail checks to the SERS office. Send checks to the lockbox at:

SERS  
 L-1617  
 Columbus, Ohio 43260-1617



Once submitted, the system returns back to the first **Payment Remittance** screen with a message that the data has been saved and the payment process is complete.

In the **Payment Remittance History** panel, the payment is reflected in a **Pending** status.

It will update to a **Processed** status once the payment has been received and processed.

This completes the payment process.

The screenshot displays the 'Payment Remittance History' section of a web application. At the top, there are two panels: 'New Payment Remittance' with a 'New Payment Remittance' button, and 'Advanced Search' with an 'Advanced Search' button. Below these is the 'Payment Remittance History' section, which includes a 'Void' button, a 'Status' dropdown menu, and a 'Filter' button. A pagination bar shows 'First', 'Prev', '1', '2', '3', '4', '5', 'Next', and 'Last', with 'Results 1 - 10 of 50'. A table below lists the remittance details:

<input type="checkbox"/>	Remittance ID	Remittance Amount	Remittance Status	Created By	Created Date
<input type="checkbox"/>	326506	\$750.00	Pending	KRabe01009	06/30/2023

**Please Note:**

**To Void:** While a remittance is in a **Pending** status, you can still void the payment by checking the box next to the Remittance ID and clicking **Void**.

# Correcting a Payment Remittance

In the Payment Remittance History panel, you see the payment history and status of each payment. Any remittance that is still in a Pending status can be altered or corrected if needed.

## Steps:

1. Click the **Remittance ID** of the record that is to be corrected.

The screenshot shows the 'Payment Remittance History' panel. It includes a 'New Payment Remittance' button and an 'Advanced Search' button. Below these is a table of submitted payment remittances. The table has columns for Remittance ID, Remittance Amount, Remittance Status, Created By, and Created Date. The first row is highlighted, and the Remittance ID '326506' is circled in red.

Remittance ID	Remittance Amount	Remittance Status	Created By	Created Date
326506	\$750.00	Pending	KRabe01009	06/30/2023
324870	\$27,705.91	Processed	SSpenc01009	05/13/2021

2. Click **Correct Payment Remittance**.

The screenshot shows the 'Remittance Details' panel. It displays the Remittance ID (326506) and Remittance Status (Pending). Below this is a 'Correct Payment Remittance' button. The 'Payment Remittance Details' section shows a table of liabilities selected in the payment remittance. Below the table are sections for 'Employee Credit Memo' and 'Employer Credit Memo', both showing 'No records to display.' At the bottom, there is a table for 'Payments applied against the Liabilities' showing an ACH Debit payment of \$750.00 on 07/01/2023.

Liability ID	Liability Type	Remittance Item ID	Remittance Item Type	Payment Amount	Pay Date	Contribution Cycle Code	SSN	Name
391830	Employee Contributions	422239	Employee Contributions	\$250.00	06/28/2023	BWK0001		
391832	Employee Contributions	422240	Employee Contributions	\$500.00	07/12/2023	BWK0001		

Payment Type	Check/Reference Number	Bank Account	Payment Amount	Payment Date
ACH Debit		SERS Payroll	\$750.00	07/01/2023

- This opens the Payment Remittance screen where you can adjust the payment amount in the **Liabilities to Pay** panel.

Cancel
Available Credit Memo

---

Unpaid Liabilities

Select the Liabilities to pay and click 'Add Selected To Pay'. To pay all Liabilities, click 'Add All To Pay'.

Add Selected To Pay
Add All To Pay

<input type="checkbox"/>	Liability ID	Linked to Remittance	Liability Type	Liability Amount	Remaining Balance	Pay Date	Contribution Cycle Code	Contractor Name	SSN	Name	Invoice
<input type="checkbox"/>	378219	No	Employer Contributions	\$40,006.48	\$1,821.96	03/30/2021	SMO0003				
<input type="checkbox"/>	382931	No	Employer Contributions	\$41,448.86	\$41,448.86	04/15/2021	SMO0003				
<input type="checkbox"/>	386055	No	Employer Contributions	\$38,058.52	\$38,058.52	04/30/2021	SMO0003				
<input type="checkbox"/>	389022	No	Employer Contributions	\$38,788.34	\$38,788.34	05/14/2021	SMO0003				
<input type="checkbox"/>	391830	Yes	Employee Contributions	\$250.00	\$250.00	06/28/2023	BWK0001				
<input type="checkbox"/>	391831	No	Employer Contributions	\$350.00	\$350.00	06/28/2023	BWK0001				
<input type="checkbox"/>	391832	Yes	Employee Contributions	\$500.00	\$500.00	07/12/2023	BWK0001				
<input type="checkbox"/>	391833	No	Employer Contributions	\$700.00	\$700.00	07/12/2023	BWK0001				

---

Liabilities to Pay

To pay other than the listed Liabilities, select the Liability Type and click Add Expected Liability button.

Expected Liability Type: 
Pay Date: 
Add Expected Liability

Remove Selected
Remove All

<input type="checkbox"/>	Liability ID	Liability Type	Remaining Balance	Payment Amount	Pay Date	Contribution Cycle Code	SSN	Name	Invoice	Remittance Item ID	Remittance Item Type
<input type="checkbox"/>	391830	Employee Contributions	\$250.00	<input type="text" value="\$250.00"/>	06/28/2023	BWK0001				422239	Employee Contributions
<input type="checkbox"/>	391832	Employee Contributions	\$500.00	<input type="text" value="\$500.00"/>	07/12/2023	BWK0001				422240	Employee Contributions

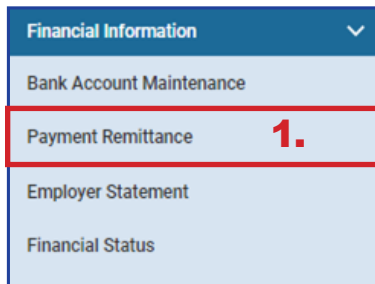
Follow the steps in previous sections to submit the payment. When submitting the payment, you also can change the payment type or check number, if necessary.

# Credit Memos

When a school district uploads a **separate adjustment file** or **manually enters an adjustment**, a Credit Memo will appear in the Payment Remittance application.

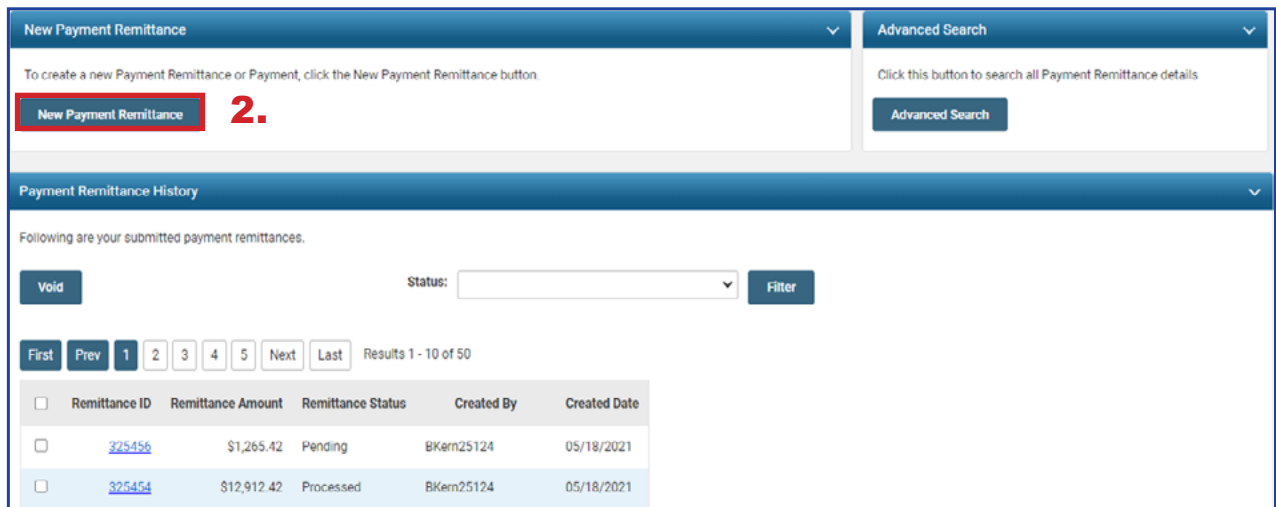
**Before the liability is paid, the Credit Memo will need to be applied.**

In order to apply the Credit Memo for your district, it will need to be used in a new and separate payment remittance.



## Steps:

1. Click on the **Payment Remittance** menu item.
2. Click **New Payment Remittance**.



eSERS will show only the amount(s) available in the Credit Memo fields.

**Steps (continued):**

3. Enter the Credit Memo amount that you would like to apply to the unpaid liability.
  - A user can apply the amount to multiple liabilities at once if needed.
  - **Employee** Contribution Credit Memos must be applied on a different Payment Remittance than **Employer** Contribution Credit Memos.
4. Select the unpaid liability to which you want to apply the Credit Memo.
5. Click **Add Selected to Pay**.

The screenshot displays the eSERS interface for applying credit memos to unpaid liabilities. At the top, it shows 'Remittance ID', 'Payment Remittance Status: Pending', 'Total Liability Amount Selected: \$0.00', and 'Total Payment Amount: \$0.00'. There are 'Previous', 'Next', and 'Finish & Submit' buttons. A 'Cancel' button is also present.

The 'Available Credit Memo' section is expanded, showing a table of credit memos. A red box highlights the first row, which is an 'Employee Credit Memo' with ID 25186, an available amount of \$10.00, and a 'Credit Amount To Use' of \$10.00. A red '3.' is placed to the right of this row. Below it is an 'Employer Credit Memo' with ID 25187, an available amount of \$14.00, and a 'Credit Amount To Use' of \$0.00.

The 'Unpaid Liabilities' section is also expanded, showing a table of liabilities. A red box highlights the first row, which is an 'Employee Contributions' liability with ID 391834, a liability amount of \$1,288.72, and a remaining balance of \$1,288.72. A red '4.' is placed to the left of this row. Above the table, there are 'Add Selected To Pay' and 'Add All To Pay' buttons. A red '5.' is placed to the left of the 'Add Selected To Pay' button. The table has columns for Liability ID, Linked to Remittance, Liability Type, Liability Amount, Remaining Balance, Pay Date, Contribution Cycle Code, Contractor Name, SSN, Name, and Invoice.

6. Enter the Credit Memo amount in the **Payment Amount** box.
  - Remember: Only the credit memo is being applied to the liability, not the payment
7. Click **Next**.

Previous **Next** Finish & Submit

Remittance ID :

Total Liability Amount Selected : \$0.00

Payment Remittance Status : Pending

Total Payment Amount : \$0.00

7.

Cancel

Available Credit Memo

Following Credit Memo is available to apply. Enter the amount in the 'Credit Amount To Use'.

**Employee Credit Memo**

Credit Memo ID	Available Credit Amount	Credit Amount To Use	Pay Date	Contribution Cycle Code	Contractor Name
25186	\$10.00	<input type="text" value="\$10.00"/>	07/12/2023	BWK0006	

**Employer Credit Memo**

Credit Memo ID	Available Credit Amount	Credit Amount To Use	Pay Date	Contribution Cycle Code	Contractor Name
25187	\$14.00	<input type="text" value="\$0.00"/>	07/12/2023	BWK0006	

Unpaid Liabilities

Liabilities to Pay

To pay other than the listed Liabilities, select the Liability Type and click Add Expected Liability button.

Expected Liability Type:  Pay Date:  Add Expected Liability

Remove Selected Remove All

<input type="checkbox"/>	Liability ID	Liability Type	Remaining Balance	Payment Amount	Pay Date	Contribution Cycle Code	SSN	Name	Invoice	Remittance Item ID	Remittance Item Type
<input type="checkbox"/>	391834	Employee Contributions	\$1,288.72	<input type="text" value="\$10.00"/>	06/28/2023	BWK0006					

6.

The user will need to verify that the payment information for the credit memo is correct.

8. Click **Finish & Submit**.

Remittance ID :   
 Total Liability Amount Selected : \$10.00

Payment Remittance Status : Pending   
 Total Payment Amount : \$10.00

Cancel

Confirm Payment Remittance Details

Following Liabilities are selected for payment

<input type="checkbox"/>	Liability ID	Liability Type	Remittance Item ID	Remittance Item Type	Payment Amount	Pay Date	Contribution Cycle Code	SSN	Name
<input type="checkbox"/>	391834	Employee Contributions			\$10.00	06/28/2023	BWK0006		

Following Credit Memo will be applied against Liabilities.

Employee Credit Memo


Credit Memo ID	Available Credit Amount	Credit Amount To Use	Pay Date	Contribution Cycle Code	Contractor Name
25186	\$10.00	\$10.00	07/12/2023	BWK0006	

Employer Credit Memo

Credit Memo ID	Available Credit Amount	Credit Amount To Use	Pay Date	Contribution Cycle Code	Contractor Name
25187	\$14.00	\$0.00	07/12/2023	BWK0006	

Following payments will be applied against the Liabilities

<input type="checkbox"/>	Payment Type	Check/Reference Number	Bank Account	Payment Amount	Payment Date
No records to display.					

 **Tip:** When you click Finish & Submit, you are confirming the credit memo information in the Confirm Payment Remittance Details Panel.

The credit memo will automatically show a **Processed** status on the main Payment Remittance page under the Payment Remittance History panel.

This means it has been applied to the liability.

New Payment Remittance

To create a new Payment Remittance or Payment, click the New Payment Remittance button.

New Payment Remittance

Advanced Search

Click this button to search all Payment Remittance details

Advanced Search

Payment Remittance History

Following are your submitted payment remittances.

Void Status:  Filter

First Prev 1 2 3 4 5 Next Last Results 1 - 10 of 50

<input type="checkbox"/>	Remittance ID	Remittance Amount	Remittance Status	Created By	Created Date
<input type="checkbox"/>	<a href="#">326507</a>	\$10.00	Processed	KDoug125124	06/30/2023

# Payment Remittance History

On the Payment Remittance screen, the Payment Remittance History panel allows a user to get more details on payments.

## Steps:

1. Click the hyperlinked **Remittance ID**.

The screenshot shows the 'Payment Remittance History' section of a web application. It includes a 'New Payment Remittance' button and an 'Advanced Search' button. Below these is a table of submitted payment remittances. The table has columns for 'Remittance ID', 'Remittance Amount', 'Remittance Status', 'Created By', and 'Created Date'. The first row, with ID 326507, is highlighted with a red box. The table also includes pagination controls and a 'Filter' button.

Remittance ID	Remittance Amount	Remittance Status	Created By	Created Date
<a href="#">326507</a>	\$10.00	Processed	KDoug25124	06/30/2023
<a href="#">325456</a>	\$1,265.42	Pending	BKern25124	05/18/2021
<a href="#">325454</a>	\$12,912.42	Processed	BKern25124	05/18/2021

This opens the Payment Remittance Maintenance screen for the user to view the details of the payment.

The screenshot shows the 'Remittance Details' screen for ID 325454. It displays the remittance status as 'Processed' and the total liability and payment amounts as \$12,912.42. Below this, there is a section for 'Payment Remittance Details' which includes a table of liabilities selected in the payment remittance. The table has columns for 'Liability ID', 'Liability Type', 'Remittance Item ID', 'Remittance Item Type', 'Payment Amount', 'Pay Date', 'Contribution Cycle Code', 'SSN', and 'Name'. Two liabilities are listed: Employee Contributions and Employer Contributions. Below the liabilities table, there are sections for 'Employee Credit Memo' and 'Employer Credit Memo', both showing 'No records to display'. At the bottom, there is a section for 'Payments applied against the Liabilities' with a table showing one payment: ACH Debit for \$12,912.42 on 05/21/2021.

Liability ID	Liability Type	Remittance Item ID	Remittance Item Type	Payment Amount	Pay Date	Contribution Cycle Code	SSN	Name
390858	Employee Contributions	420964	Employee Contributions	\$5,380.19	05/14/2021	BWK0001		
390859	Employer Contributions	420965	Employer Contributions	\$7,532.23	05/14/2021	BWK0001		

Payment Type	Check/Reference Number	Bank Account	Payment Amount	Payment Date
ACH Debit			\$12,912.42	05/21/2021



# Advanced Search

The Advanced Search option in the Payment Remittance application can be used to search for older payments.

## Steps:

1. Click **Advanced Search**.

The screenshot shows the 'Payment Remittance History' section. A table displays the following data:

Remittance ID	Remittance Amount	Remittance Status	Created By	Created Date
<input type="checkbox"/> <a href="#">326507</a>	\$10.00	Processed	KDoug/25124	06/30/2023

This opens the advanced search screen for payment remittance.

2. Enter the search criteria.
3. Click **Search**.

The screenshot shows the 'Criteria' section with the following search criteria:

- Remittance ID:
- Payment Remittance Amount:
- Payment Remittance Status: All
- Liability Type: Employee Contributions
- Liability Amount:
- Check/Reference Number:
- Credit Memo ID:

The 'Search Results' section displays the following data:

Remittance ID	Payment Amount	Created Date
<input type="checkbox"/> <a href="#">326507</a>	\$0.00	06/30/2023
<input type="checkbox"/> <a href="#">325456</a>	\$1,265.42	05/18/2021
<input type="checkbox"/> <a href="#">325454</a>	\$12,912.42	05/18/2021

The system will display the results based off your search criteria.

To get more information on the payment, click the **Remittance ID**. This opens the Payment Remittance maintenance screen where you will see a breakdown of the payments made to SERS.



**Tip: The Export to Excel** function can be used to help create a report on the information pulled from eSERS. Check the box next to the Remittance ID and click Export to Excel.





2024 eSERS Guide

# SCP PAYROLL DEDUCTION



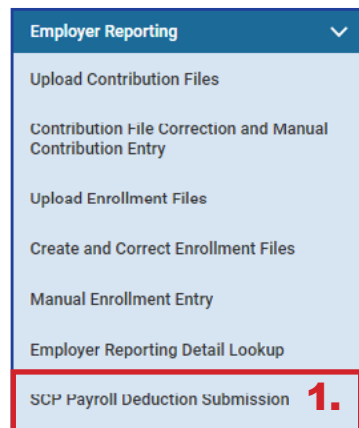
School Employees Retirement System of Ohio  
*Serving the People Who Serve Our Schools®*

# SCP Payroll Deduction Submission

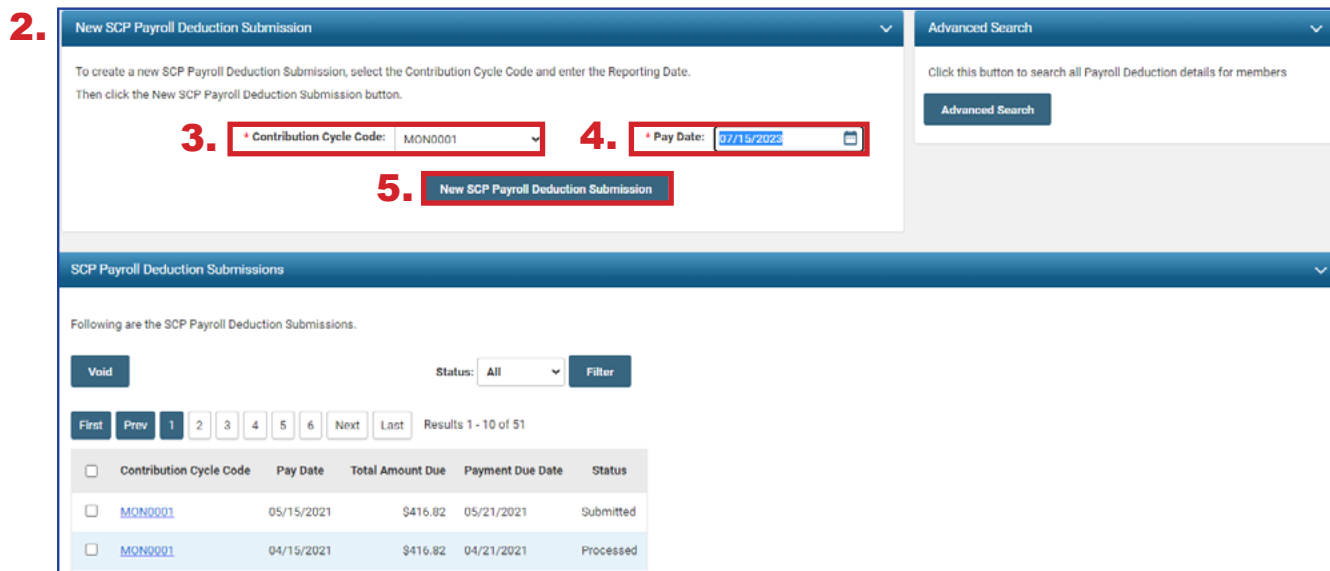
For each reporting period, you will submit a SCP payroll deduction submission to reflect all members who currently have a service credit purchase in progress.

This creates the liability in the Payment Remittance application for you to submit the payment.

## Steps:



1. Select the **SCP Payroll Deduction Submission** menu item.
2. The system displays the SCP Payroll Deduction Submission screen.
3. Select the **Contribution Cycle Code** from the drop-down.
4. Enter the Pay Date.
5. Click **New SCP Payroll Deduction Submission**.



## Please Note:

In the **SCP Payroll Deduction Submission** panel, you see SCP payroll deduction submission records, which you can open to view.

The **Advanced Search** panel allows you to search all submissions by member or contribution cycle code.



**Tip:** An employee can have an SCP Payroll Deduction in multiple contribution cycle codes.

Starting a new submission takes the user to the **Payroll Deduction Maintenance** screen. This screen shows all members who have agreed to a service credit purchase and are using payroll deductions for the specified contribution cycle code.



**Please Note:**

As of January 1, 2019, all NEW employee service credit purchase payroll deduction plans are post-tax and need to be entered as post-tax.

All records will automatically show in the **Payroll Deduction Information** panel. As long as there are no records that need to be excluded, you will submit the record as-is.

**Steps (continued):**

6. Click **Submit**.
7. Go to the Payment Remittance application to pay the SCP liability that was just created.

6.

The screenshot shows the 'SCP Payroll Deduction Submission Summary' interface. At the top, there are 'Submit' and 'Refresh' buttons. Below, it displays 'Contribution Cycle Code : MON0001', 'Pay Date : 07/15/2023', and 'Total Amount Due : \$416.82'. The 'Payroll Deduction Information' section includes 'Exclude' and 'Export To Excel' buttons. A table lists two deduction entries. The first entry, 'Military Regular', has a Pre-Tax Payment Amount of \$222.40 and a Post-Tax Payment Amount of \$0.00. The second entry, 'Other School', has a Pre-Tax Payment Amount of \$194.42 and a Post-Tax Payment Amount of \$0.00. A 'Payroll Deduction Excluded' section is also visible at the bottom.

Payroll Deduction ID	SSN	Name	Service Credit Type	Pre-Tax Payment Amount	Post-Tax Payment Amount	Scheduled Payment Amount	Number of Payments Remaining
<input type="checkbox"/>		FIRST_NAME_625264 LAST_NAME_625264	Military Regular	\$222.40	\$0.00	\$222.40	27
<input type="checkbox"/>		FIRST_NAME_625264 LAST_NAME_625264	Other School	\$194.42	\$0.00	\$194.42	27

**Post-Tax Payment Amount:** NEW Employee payroll deduction plans initiated AFTER January 1, 2019.

**Pre-Tax Payment Amount:** Employee payroll deduction plans initiated PRIOR to January 1, 2019.

If a purchase in progress has five or less payments remaining, that line will be highlighted yellow.



**Tip:** If a member has more than one purchase in progress, both purchases will be reflected separately in the Payroll Deduction Information panel.

# Excluding Records

If an individual from the payroll deduction needs to be excluded, it must be done **prior to submitting** the payroll deduction.

## Steps:

1. Check the box next to the individual to be excluded. You must check the box next to the individual's purchases if the individual has more than one in progress.
2. Click **Exclude**.

2.

Submit Refresh

SCP Payroll Deduction Submission Summary

Contribution Cycle Code : MON0001 Pay Date : 07/15/2023  
Total Amount Due: \$416.82 Due Date: 07/21/2023 Status:

Payroll Deduction Information

Exclude Export To Excel

<input type="checkbox"/>	Payroll Deduction ID	SSN	Name	Service Credit Type	Pre-Tax Payment Amount	Post-Tax Payment Amount	Scheduled Payment Amount	Number of Payments Remaining
<input type="checkbox"/>			FIRST_NAME_625264 LAST_NAME_625264	Military Regular	\$222.40	\$0.00	\$222.40	27
<input checked="" type="checkbox"/>			FIRST_NAME_625264 LAST_NAME_625264	Other School	\$194.42	\$0.00	\$194.42	27

Payroll Deduction Excluded

Include

<input type="checkbox"/>	Payroll Deduction ID	SSN	Name	Service Credit Type	Pre-Tax Payment Amount	Post-Tax Payment Amount	Number of Payments Remaining	Reason
No records to display.								

1.

By selecting a record to be excluded, it moves the record down to the **Payroll Deduction Excluded** panel.

To complete this process, select a reason to exclude the record. The options available are: Deceased, Leave, Retired, or Terminated.

**Steps (continued):**

- 3. Select the exclusion reason from the drop-down menu.
- 4. Once all records are complete, click **Submit**.

**4.**

Submit Refresh

SCP Payroll Deduction Submission Summary

Contribution Cycle Code : MON0001 Pay Date : 07/15/2023  
Total Amount Due: \$222.40 Due Date: 07/21/2023 Status:

Payroll Deduction Information

Exclude Export To Excel

Payroll Deduction ID	SSN	Name	Service Credit Type	Pre-Tax Payment Amount	Post-Tax Payment Amount	Scheduled Payment Amount	Number of Payments Remaining
<input type="checkbox"/>		FIRST_NAME_625264 LAST_NAME_625264	Military Regular	\$222.40	\$0.00	\$222.40	27

Payroll Deduction Excluded

Include

Payroll Deduction ID	SSN	Name	Service Credit Type	Pre-Tax Payment Amount	Post-Tax Payment Amount	Number of Payments Remaining	Reason
<input type="checkbox"/>		FIRST_NAME_625264 LAST_NAME_625264	Other School	\$194.42	\$0.00	27	Leave

**3.**



**Tip:** If it was a mistake to exclude a record, select the checkbox and click **Include** to move the record back to the Payroll Deduction Information panel, then submit the record.

# Advanced Search

The Advanced Search panel is located on the right side of the SCP Payroll Deduction Submission page. This is a good place to look at all service credit purchases in progress.

## Steps:

1. Click **Advanced Search**.

The screenshot shows the 'New SCP Payroll Deduction Submission' page. On the right side, there is an 'Advanced Search' panel. A red box highlights the 'Advanced Search' button, with a red '1.' next to it. The main panel contains a form with 'Contribution Cycle Code' and 'Pay Date' fields, and a 'New SCP Payroll Deduction Submission' button. Below the form, there is a section for 'SCP Payroll Deduction Submissions' with a 'Void' button, a 'Status' dropdown set to 'All', and a 'Filter' button. At the bottom, there are pagination controls and a table header with columns: Contribution Cycle Code, Pay Date, Total Amount Due, Payment Due Date, and Status.

This opens the SCP Payroll Deduction Lookup screen.

2. Enter the Search Criteria (this scenario is filtering by Service Credit Type).
3. Click **Search**.

The screenshot shows the 'Criteria' search panel. A red box highlights the 'Service Credit Type' dropdown menu, which is set to 'SERS Restored', with a red '2.' next to it. Below the criteria fields, there are 'Search' and 'Reset' buttons. The 'Search' button is highlighted with a red box and a red '3.' next to it. Below the search panel, there is a 'Search Results' panel. It contains an 'Export To Excel' button and a table with the following columns: Payroll Deduction ID, Contribution Cycle Code, SSN, Name, Payroll Deduction Start Date, Service Credit Type, Service Credit Amount, Payment Deduction Amount, and Number of Payments Remaining. The table is currently empty, displaying 'No records to display.'



The results will display what contribution cycle code the member's deductions are listed under, the member's name, service credit type, deduction amount, and how many payments remain.

From this screen, you also can use the **Export to Excel** feature, which is useful to create reports for your organization on service credit purchases in progress. To do this, select the records you wish to export, and click **Export to Excel**.

Criteria ▼

Payroll Deduction ID:

First Name:

Contribution Cycle Code:

Start Date From:

Number of Payments Remaining:

SSN:

Last Name:

Service Credit Type:

Start Date To:

Payroll Deduction Amount:

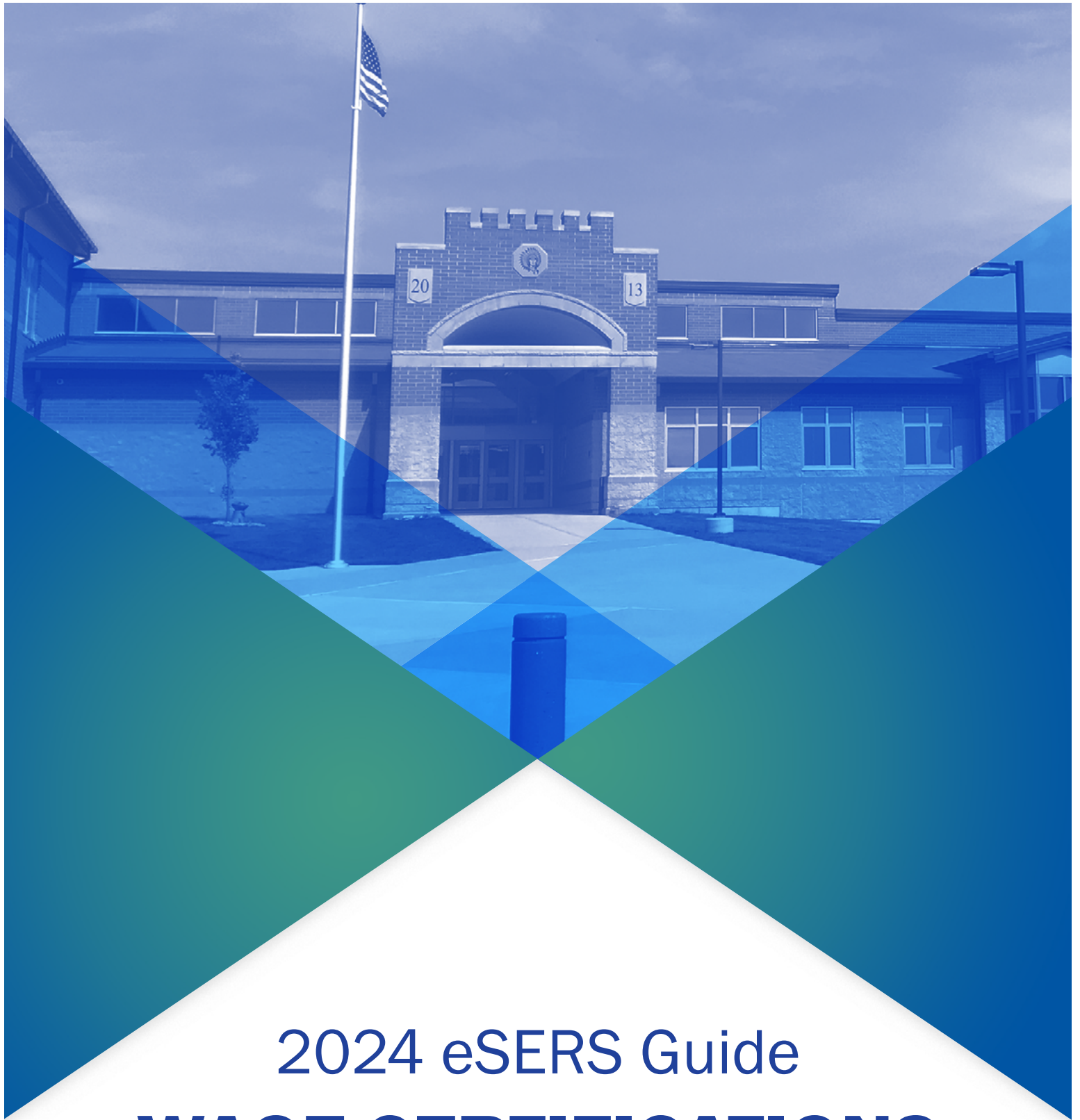
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Search Results ▼

Results 1 - 10 of 100

	Payroll Deduction ID	Contribution Cycle Code	SSN	Name	Payroll Deduction Start Date	Service Credit Type	Service Credit Amount	Payment Deduction Amount	Number of Payments Remaining
<input type="checkbox"/>	<a href="#">73</a>	MON0001		FIRST_NAME_625264 LAST_NAME_625264	08/31/2013	Military Regular	1.3	\$222.40	78
<input type="checkbox"/>	<a href="#">74</a>	MON0001		FIRST_NAME_625264 LAST_NAME_625264	08/31/2013	Other School	1.022	\$194.42	78





2024 eSERS Guide

# WAGE CERTIFICATIONS



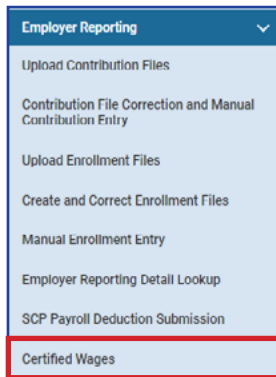
School Employees Retirement System of Ohio  
*Serving the People Who Serve Our Schools®*

# Service Wage Certification

The district receives a wage certification when a member, retiree, or beneficiary files an application for service retirement, survivor benefits, refund, reemployed retiree payment, beneficiary lump sum annuity, transfer service, or disability benefit (only sent to the employer once the application is approved).

If a certification needs to be completed for a contract employee, the contract company name will be listed. It is the district's responsibility to obtain the needed information from the contract company to complete the certification. For security purposes, contract companies do not have access to the Wage Certification application.

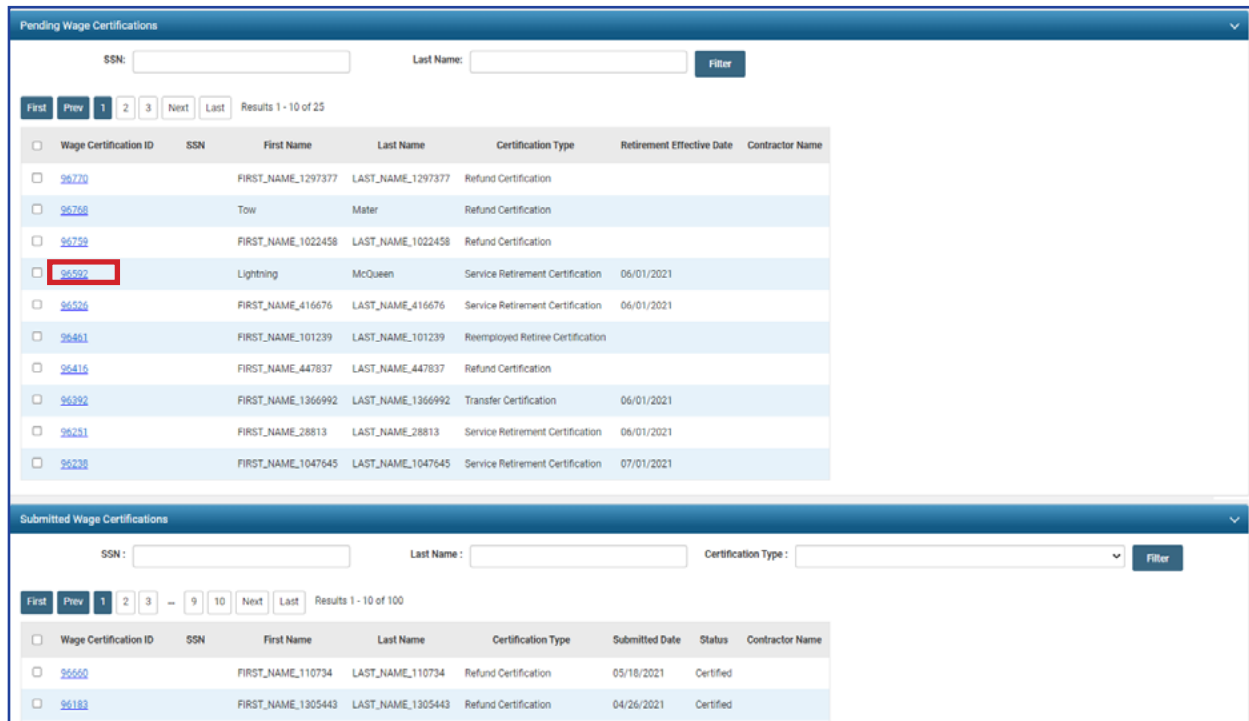
When SERS generates a certification request, a Wage Certification ID is created and appears in the Pending Wage Certifications panel. Do not complete the wage certification until you have final payroll information for the employee. To complete the request:



## Steps:

1. Click on the **Certified Wages** menu item under the Employer Reporting panel.
2. Click on the **Wage Certification ID** in the Pending Wage Certifications panel.

1.



2.



## Please Note:

Contract companies do not have access to the Wage Certification application.

3. On the **Member Wage Details** screen, enter the following information:
  - **Last Date of Service:** Must include **used** vacation, sick leave and any other **paid** days actually used
  - **Days Worked:** Number of paid days in the fiscal year
  - **Last Contribution Cycle Code:** The Contribution Cycle Code that the employee was last reported on (i.e. BWK001)
  - **Last Pay Date:** The **pay date** for which the member’s last contributions were or will be reported to SERS (created by your payroll schedule)
4. From the drop-down menus, select yes or no for the following:
  - **Eligible for Health Care at Separation**
    - » If the employee is **ELIGIBLE** for your health insurance – the employee does not have to be on your insurance, just eligible for it – check yes
    - » If no, indicate if the employee was eligible for health care three of the last five years

The screenshot shows the 'Member Wage Details' form. At the top, there are 'Submit' and 'Refresh' buttons. Below that, the 'Wage Certification' section displays 'Wage Certification ID: 96592', 'Submitted Date: 05/17/2021', and 'Wage Certification Type: Service Retirement Certification'. The 'Member Wage Details' section contains the following fields:

- SSN: (empty)
- First Name: Lightning
- Middle Name: (empty)
- Last Name: McQueen
- Last Date Of Service: (calendar icon)
- Days Worked From: 07/01/2020
- till Last Date of Service: 0
- Last Contribution Cycle Code: (dropdown menu)
- Last Pay Date: (calendar icon)
- Final Contribution Includes:  Balance of Contract  Payroll Lag  Longevity Pay
- Eligible For Health Care At Separation: (dropdown menu)

## Pay Period Certification Details Panel

Any unreported contributions are reflected in the Pay Period Certification Details panel. The employee's 10% contributions are either pre-tax or post tax. Add or delete rows as needed.

1. Add as many rows as there are unreported payroll.
2. Select the **Contribution Cycle Code**.
3. Enter all pay dates. These dates have to match the Contribution Cycle Code.
4. Enter the 10% Employee Contributions in the **Pre-Tax Contribution** field OR the **Post-Tax Contribution** field.

1.

2. Contribution Cycle Code	3. Pay Date	4. Pre-Tax Contributions	Post-Tax Contributions
<input type="checkbox"/> BWK0006	07/07/2023	\$0.00	\$0.00
<input type="checkbox"/> BWK0006	07/21/2023	\$0.00	\$0.00

If you are completing the certification PRIOR to the employee retiring, you need to provide all unreported payroll in this panel. This panel is helpful for when a person holds two positions at retirement, and continues to work in the lower paying position. Provide all payroll information through the prior month of the retirement date.

## Notes Panel

If you need to provide extra correspondence regarding a certification, you can enter a note. This is only to be used to add a note regarding certifications.

1. Click **New**.

Notes ID	Note Type	Notes	Created By	Created Date
No records to display.				

2. Add your note.
3. Click **Save**.

3.

The screenshot shows a web interface with a 'Person Detail' section containing fields for SSN (XXX-XX-9809), Name (Lightning McQueen), and Person ID (999009). Below this is the 'Note Details' section with fields for Note ID, Reference ID (96592), and a dropdown for Note Type (Wage Certification Notes). A text area for Notes contains the number '2.' and is highlighted with a red box. A 'Save' button is also highlighted with a red box. A 'Spell Check' button is located below the notes field.

4. To go back, you will need to click the eSERS Previous button.



**Please Note:**

This panel should not be used as a general means of communication with SERS or to request that someone from SERS call you. If you have a question, please contact Employer Services employerservices@ohsers.org.

## Instructions/Help Panel

This panel gives a brief description of what is needed for each field. It remains the same whether you are completing a Service Retirement Certification or a Disability Certification.

The 'Instruction/Help' panel provides the following instructions:

- Last Date of Service** - Enter the employee's last day of service, including used paid leave (vacation, sick, personal, etc.). Do not provide the final date that you will send contributions to SERS for this employee.
- Days Worked from 07/01/20XX** - Enter the total days worked, including paid leave days, from July 1 of the fiscal year to the last day of service. Be sure to indicate the total days worked for the fiscal year, not the calendar year.
- Last Contribution Cycle Code** - Enter the payroll cycle code the employee's final contributions were or will be reported.
- Last Pay Date** - Enter the last pay date the employee's final contributions were or will be reported.
- Final Contribution Includes**
  - Balance of Contract** - Check this box if the earnings reported for the remainder of pay for work already performed. This usually happens with 9-, 10-, or 11-month employees who are paid over 12 months.
  - Payroll Lag** - Check this box if the earnings reported if the employee's last pay period ended after their last day of work.
  - Longevity Pay** - Check this box if the earnings reported when an employee receives a length of service or tenure payment (payment cannot be based on retirement or agreement to retire).
- Eligible for Health Care at Separation (Y/N)** - Select Yes, if the employee was eligible for health care coverage on their last day worked, regardless of whether the person was on the school health care or not.
- Eligible for Health Care 3 of Last 5 Years (Y/N)** - If the employee was not eligible on their last date worked, select Yes if the employee was eligible for health care coverage three of the last years of employment.

# Refund Wage Certification

The information needed is:

- Last Date of Service
  - » Must include **used** vacation, sick leave and any other **paid** days actually used
- Last Contribution Cycle Code
  - » The Contribution Cycle Code that the employee was last reported on (i.e. BWK001)
- Last Pay Date
  - » The **pay date** for which the member's last contributions were or will be reported to SERS (created by your payroll schedule)

Submit Refresh

Wage Certification

Wage Certification ID : 96768 Submitted Date : 05/21/2021 Wage Certification Type : Refund Certification

Member Wage Details

SSN:

First Name: Tow Middle Name: Last Name: Mater

Last Date Of Service:

Last Contribution Cycle Code:

Last Pay Date:

Notes

New Open

<input type="checkbox"/>	Notes ID	Note Type	Notes	Created By	Created Date
No records to display.					

Terms & Conditions

I certify to the best of my knowledge the following information:

1. The above employee has terminated service with us and is not on a leave of absence;
2. The employee's name and Social Security Number are the same as on file with us; and
3. The employee is not being considered for reemployment, and in the event the employee is reemployed I will notify SERS immediately.



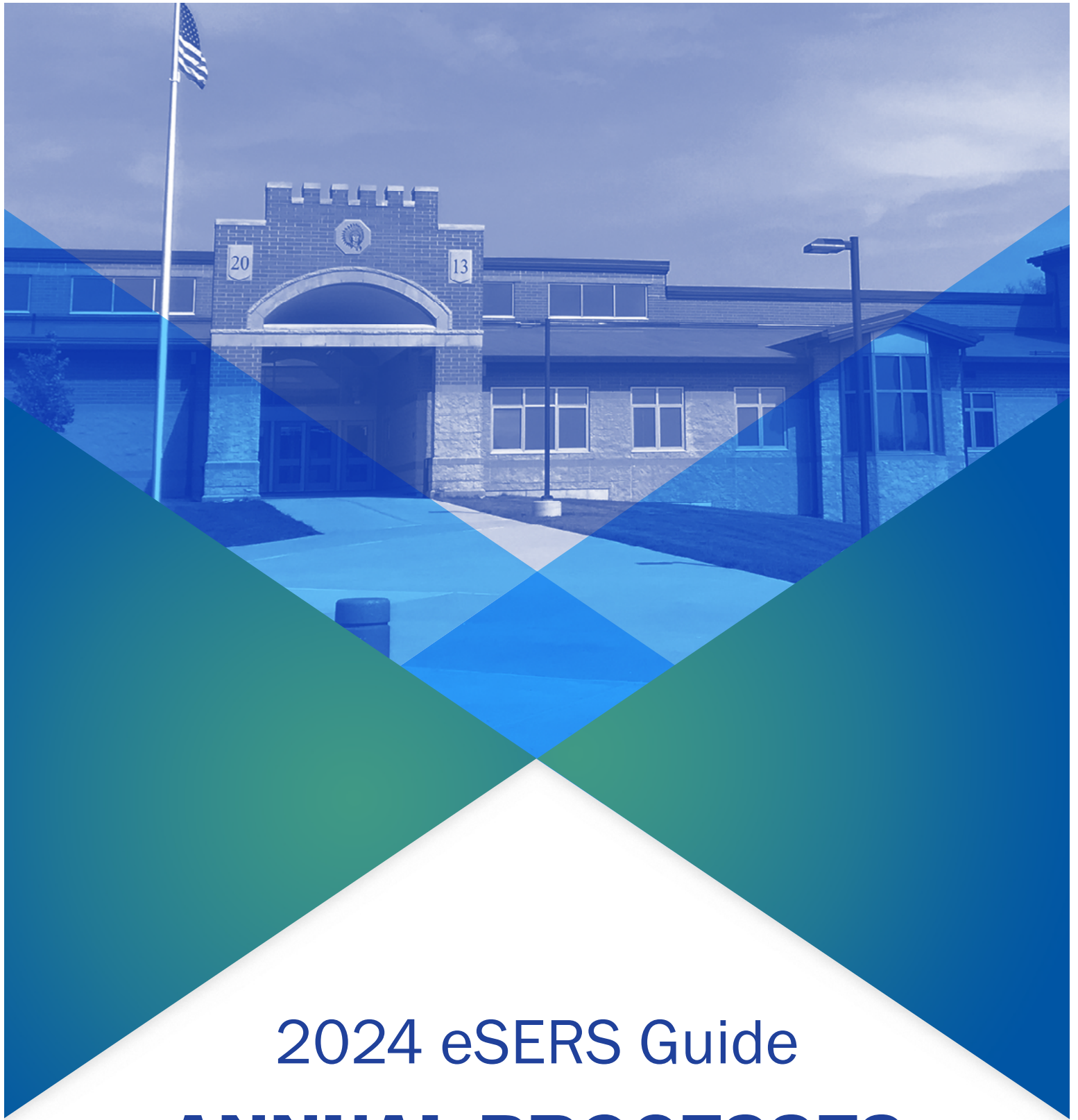
# Disability Certification

When a district is notified of a certification for disability, this means the board has approved the disability leave. One of the final steps is the completion of the Disability Certification.

The screenshot shows a web-based form for Wage Certification. At the top, there are 'Submit' and 'Refresh' buttons. Below that, the form is titled 'Wage Certification' and displays 'Wage Certification ID: 85695', 'Submitted Date: 01/02/2020', and 'Wage Certification Type: Disability Certification'. The 'Member Wage Details' section includes fields for SSN, First Name, Middle Name, Last Name, Last Date of Service, Days Worked From, and SS Last Date of Service. There are also dropdown menus for Last Contribution Cycle Code and Eligible For Health Care At Separation, and a date picker for Projected Last Date of Paid Leave. The 'Pay Period Certification Details' section has buttons for 'Add a Row', 'Add 5 Rows', and 'Remove', and a table with columns for Contribution Cycle Code, Pay Date, Pre-Tax Contributions, and Post-Tax Contributions. The 'Notes' section has 'New' and 'Open' buttons and a table with columns for Notes ID, Note Type, Notes, Created By, and Created Date.

<p><b>Last Date of Service</b></p>	<p>The certification can be completed when you know the last date of service. If the member is approved and has sick leave remaining, the school determines whether the member can continue to use sick leave. The district can calculate the last date of service based on the sick leave balance or the last day of service can be completed once the leave is exhausted.</p> <ul style="list-style-type: none"> <li>If the sick days take the employee a few days into a month, the employee may want to forfeit those days. SERS would not be able to start the disability until the first of the following month.</li> </ul>
<p><b>Days Worked</b></p>	<p>Number of paid days in the fiscal year</p>
<p><b>Last Contribution Cycle Code</b></p>	<p>The Contribution Cycle Code that the employee was last reported on (i.e. BWK001)</p>
<p><b>Last Pay Date</b></p>	<p>The pay date for which the member's last contributions were or will be reported to SERS (created by your payroll schedule)</p> <p>From the drop-down menus, select yes or no for <b>Eligible</b> for Health Care at Separation:</p> <ul style="list-style-type: none"> <li>If the employee is <b>ELIGIBLE</b> for your health insurance – the employee does not have to be on your insurance, just eligible for it – check yes</li> <li>If no, indicate if the employee was eligible for health care three of the last five years</li> </ul>
<p><b>Projected Last Date of Paid Leave</b></p>	<p>Provide the last date of paid leave. If this date is in the future, enter all unreported payrolls in the Pay Period Certification Details panel.</p>





2024 eSERS Guide

# **ANNUAL PROCESSES**



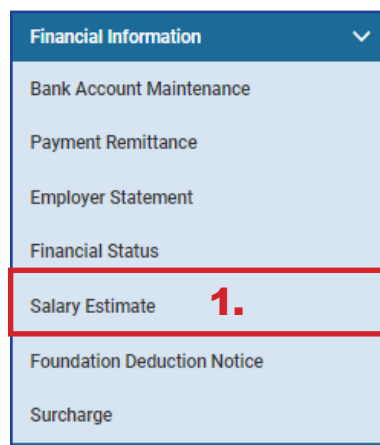
**School Employees Retirement System of Ohio**  
*Serving the People Who Serve Our Schools®*

# Enter New Salary Estimate

## Foundation Participating Districts Only

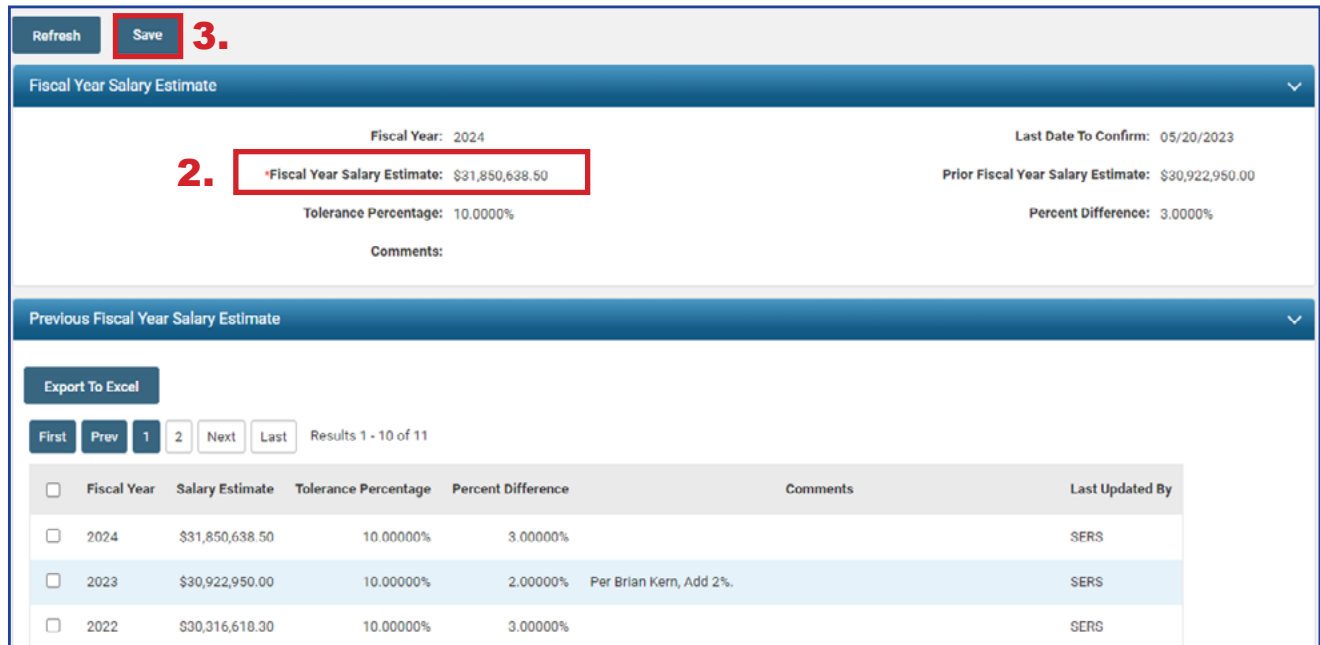
You will receive a message on your message board notifying you when the predetermined window is open to enter your salary estimate information for the upcoming fiscal year. You can update salary estimate information by selecting the Salary Estimate menu option under the Financial Information section of the main menu. The screen will appear as below with fields to enter the required information. Once that predetermined window is closed, you will only have the option to export information to Excel; there will be no editable fields.

If you need to update your salary estimate later in the year, email Employer Services at [employerservices@ohsers.org](mailto:employerservices@ohsers.org) with what the salary estimate should have been for the entire fiscal year.



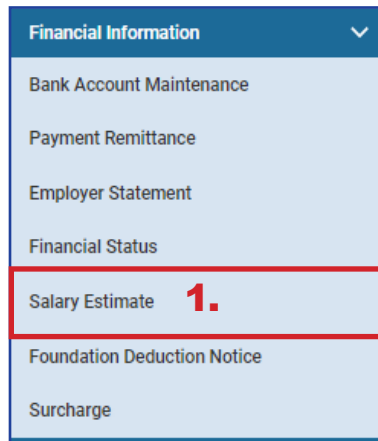
### Steps:

1. Click **Salary Estimate**.
2. Enter the **Fiscal Year Salary Estimate for the Fiscal Year** displayed.
3. Click **Save**.
  - You will not see the new salary estimate in the “Previous Fiscal Year Salary Estimate” panel until the predetermined window to submit Salary Estimates has closed.



# View Salary Estimate

You can view salary estimate records by going to the Salary Estimate menu item.

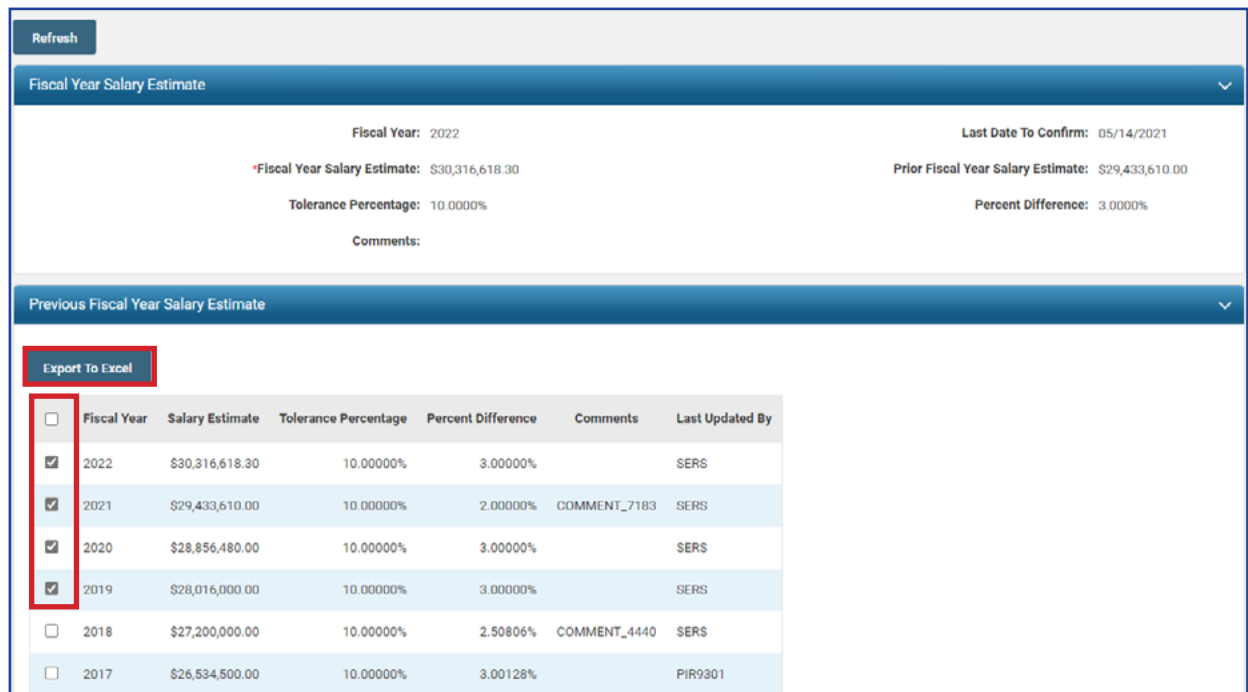


Financial Information

- Bank Account Maintenance
- Payment Remittance
- Employer Statement
- Financial Status
- Salary Estimate 1.**
- Foundation Deduction Notice
- Surcharge

## Steps:

1. Select the **Salary Estimate** menu item.
2. View Estimates and/or export records to Excel by clicking **Export To Excel**.



Refresh

### Fiscal Year Salary Estimate

Fiscal Year: 2022  
Last Date To Confirm: 05/14/2021  
Fiscal Year Salary Estimate: \$30,316,618.30  
Prior Fiscal Year Salary Estimate: \$29,433,610.00  
Tolerance Percentage: 10.0000%  
Percent Difference: 3.0000%  
Comments:

### Previous Fiscal Year Salary Estimate

**Export To Excel**

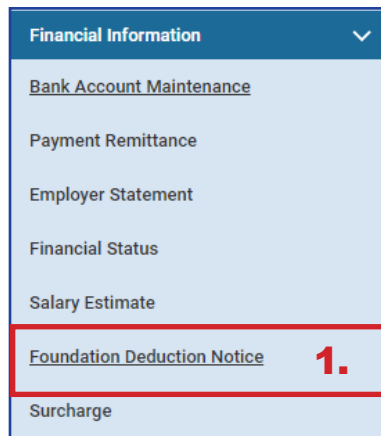
<input type="checkbox"/>	Fiscal Year	Salary Estimate	Tolerance Percentage	Percent Difference	Comments	Last Updated By
<input checked="" type="checkbox"/>	2022	\$30,316,618.30	10.00000%	3.00000%		SERS
<input checked="" type="checkbox"/>	2021	\$29,433,610.00	10.00000%	2.00000%	COMMENT_7183	SERS
<input checked="" type="checkbox"/>	2020	\$28,856,480.00	10.00000%	3.00000%		SERS
<input checked="" type="checkbox"/>	2019	\$28,016,000.00	10.00000%	3.00000%		SERS
<input type="checkbox"/>	2018	\$27,200,000.00	10.00000%	2.50806%	COMMENT_4440	SERS
<input type="checkbox"/>	2017	\$26,534,500.00	10.00000%	3.00128%		PIR9301

2.

# View Foundation Deduction Notice

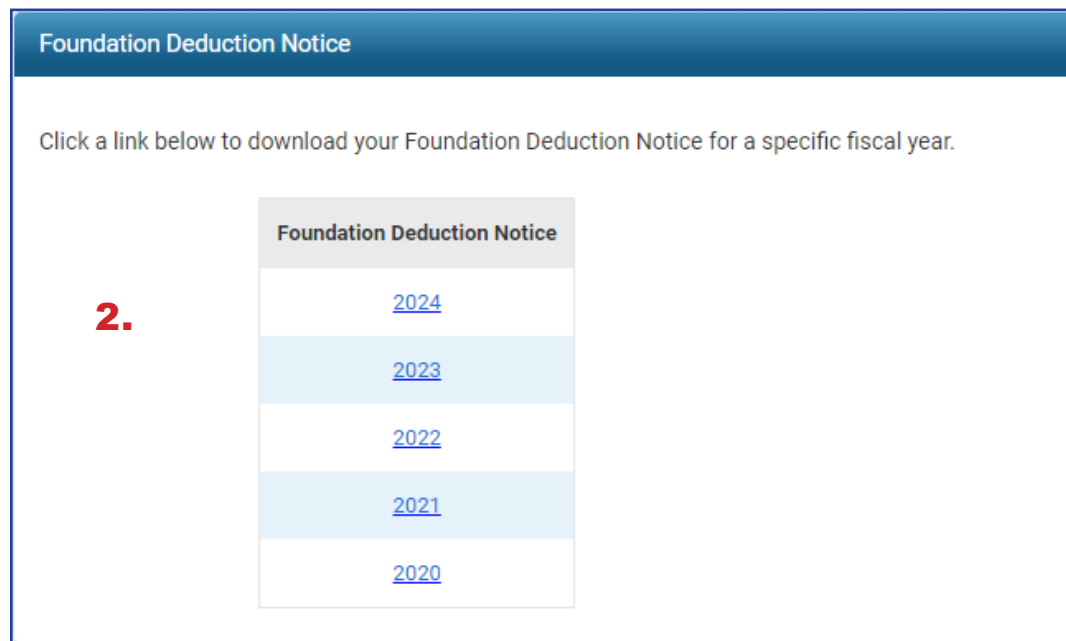
## Foundation Participating Districts Only

You will receive a message on your message board notifying you when the Foundation Deduction Notice is available to view.



### Steps:

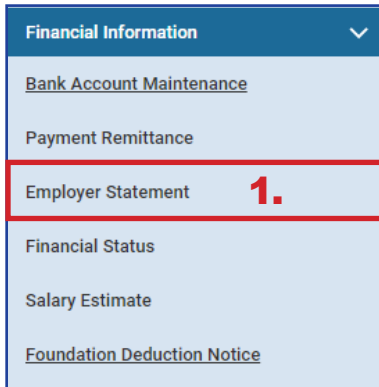
1. Click **Foundation Deduction Notice**.
2. On the Foundation Deduction Notice screen, select the Notice you wish to download by clicking on the hyperlinked year.
3. Download the Foundation Deduction letter to view.



# View Employer Statement

You will receive a message on your message board notifying you when the employer statement is available to view.

You also can view employer statements by fiscal year by selecting the Employer Statement menu option.



## Steps:

1. Click **Employer Statement**.
2. On the Employer Statement Maintenance screen, select the Employer Statement you wish to download by clicking on the hyperlinked year.
3. Download the Statement to view and/or print.



# View Surcharge Information

**Financial Information** ▾

- Bank Account Maintenance
- Payment Remittance
- Employer Statement
- Financial Status
- Salary Estimate
- Foundation Deduction Notice
- Surcharge**

You will receive a message on your message board notifying you when surcharge information is available to view.

You can view the surcharge information by selecting the Surcharge menu option under the Financial Information section of the main menu.

**Any exemptions to the Surcharge Report are to be emailed to employerservices@ohsers.org during the predetermined window.**

**Surcharge Year** ▾

Select a specific fiscal year and click View Surcharge Details.

Surcharge Year: 2022 ▾

**View Surcharge Details**

**Surcharge Information** ▾

Fiscal Year: 2022      Date Created: 08/15/2022

Proration Days: 180      Surcharge Base Salary: \$25,000.00

Raw Surcharge Calculation: \$490,926.04

2% of Member Payroll: \$2,314,364.28

Adjusted For Statewide Limit: \$456,117.32

Surcharge To Be Paid: \$456,117.32

Click the Download Surcharge Invoice button to download the surcharge invoice for the fiscal year.

**View Surcharge Invoice**

To view details by year, select the specific year in the drop-down, and click **View Surcharge Details**.

View the surcharge invoice for that year by clicking **View Surcharge Invoice**.

**Calculation Detail for Included Members** ▾

**Export to Excel**

SSN:  **Filter**

First Prev 1 2 3 ... 58 59 Next Last Results 1 - 10 of 585

<input type="checkbox"/>	Member Name	SSN	Earnings	Base - Earnings Difference	Gross Surcharge	Days Worked	Proration Factor	Net Surcharge
<input type="checkbox"/>	Sanders, Maureen		\$228.80	\$24,771.20	\$3,467.97	2	0.011	\$38.15
<input type="checkbox"/>	Harris, Ayanna		\$5,289.40	\$19,710.60	\$2,759.48	51	0.283	\$780.93
<input type="checkbox"/>	Love, Sophia		\$79.60	\$24,920.40	\$3,488.86	1	0.006	\$20.93

To print a report of all records, check the box next to the Member Name header, and click **Export to Excel**.



To view details for a specific member, enter the member's SSN, and click **Filter**. To go back to the Calculation Detail for Included Members panel, click View Surcharge Details for the correct fiscal year.





# 2024 eSERS Guide

# **ADDITIONAL SUBMISSIONS**



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

# Pick-up Plan Submission

Organization Information

- Employer Demographics
- Contacts / Web User Maintenance
- Contractor Maintenance
- Payroll Schedule Entry
- Pickup Plan 1.**
- ERI Plan
- SSA-1945 Upload

You can submit a Pick-up Plan in eSERS by going to the Pick-up Plan menu option under the Organization Information menu.

## Steps:

1. Click **Pickup Plan**.
2. On the Pickup Plan Maintenance screen, click **New Pickup Plan**.

Pickup Plan Information

Following are the submitted pickup plans. To submit a new pickup plan, click the Pickup Plan button.

**New Pickup Plan 2.**

<input type="checkbox"/>	Pickup ID	Employee Group	Tax Deferred Percentage	Board Paid Percentage	Effective Date	End Date	Pickup On Pickup	Status
<input type="checkbox"/>	<a href="#">6781</a>		0	0	07/01/1989		N	Approved
<input type="checkbox"/>	<a href="#">7474</a>	Classified Employees (Except Administrators)	10.00	0	07/01/2003		N	Approved
<input type="checkbox"/>	<a href="#">7475</a>	Administrators	2.00	8.00	07/01/2003		N	Approved
<input type="checkbox"/>	<a href="#">7476</a>	Treasurer	0	10.00	07/01/2003		Y	Approved

3. Enter the following information:
  - Effective Date (cannot be retroactive)
  - Employee Group
4. Attach Board Resolution (click **Browse** to open file explorer window)
5. Click **Upload & Submit**.

**5.** Upload & Submit Refresh

Pickup Plan Details

**3.** Pickup ID: Status: Effective Date: [ ] [ ] End Date: Employee Group: Pickup on Pickup: [ ] Tax Deferred Percentage: 0.00% Board Paid Percentage: 0.00%

**4.** Upload Board Resolution: Choose File Clear

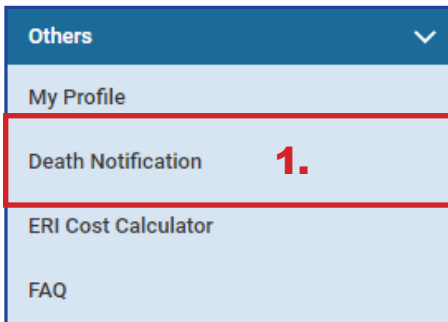
Upload the Board Resolution in PDF file format



**Tip:** The Tax Deferred Percentage and Board Paid Percentage must equal 10%.

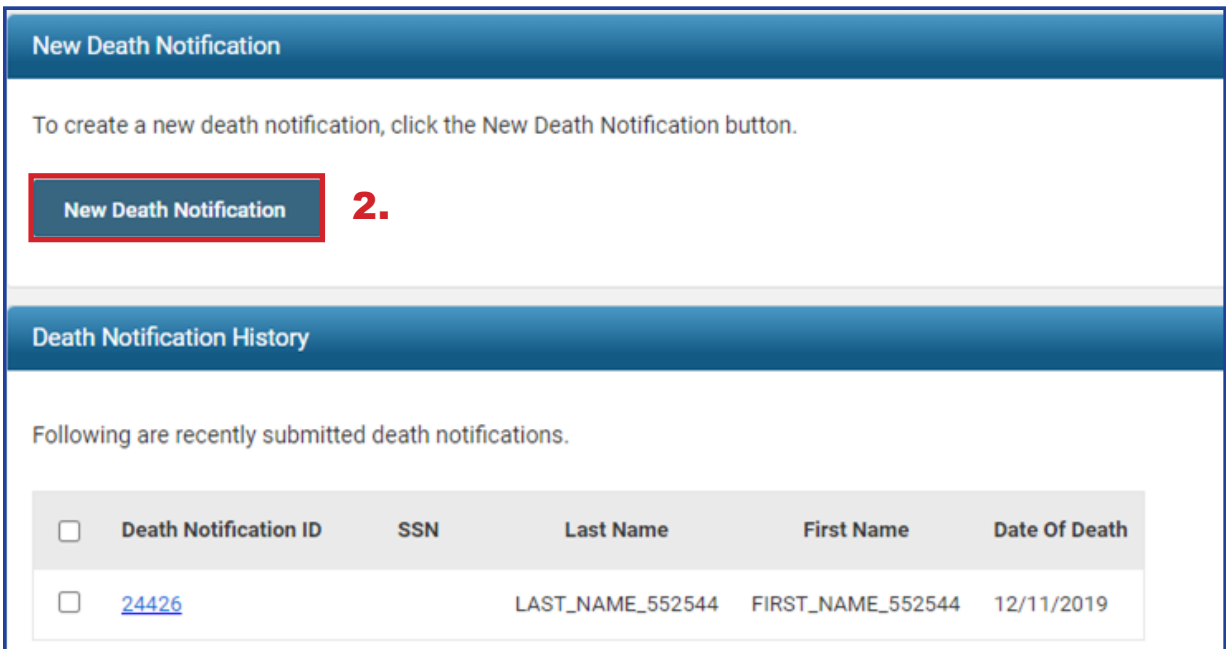
# Submit a Death Notification

You can submit a new Death Notification by selecting the Death Notification menu option under the Others section of the main menu.



## Steps:

1. Click the **Death Notification** menu item.
2. Click **New Death Notification**.



The system displays the Death Notification Maintenance screen.

3. **Enter:**

- SSN
- Date of Death
- Last and First Names
- Next of Kin information, if available

4. At the top of this screen, click **Submit**.

4.

Submit Refresh

Death Notification

3.

Death Notification :

\* SSN :

\* Date Of Death :

\* Last Name :

\* First Name :

Middle Initial :

Name Prefix :

Name Suffix :

Next Of Kin

Last Name :

First Name :

Middle Initial :

Name Prefix :

Name Suffix :

Relationship To Member :

Phone Number :

Address :

City :

State :

Zip Code :

**After you submit a death notification, the following things happen:**

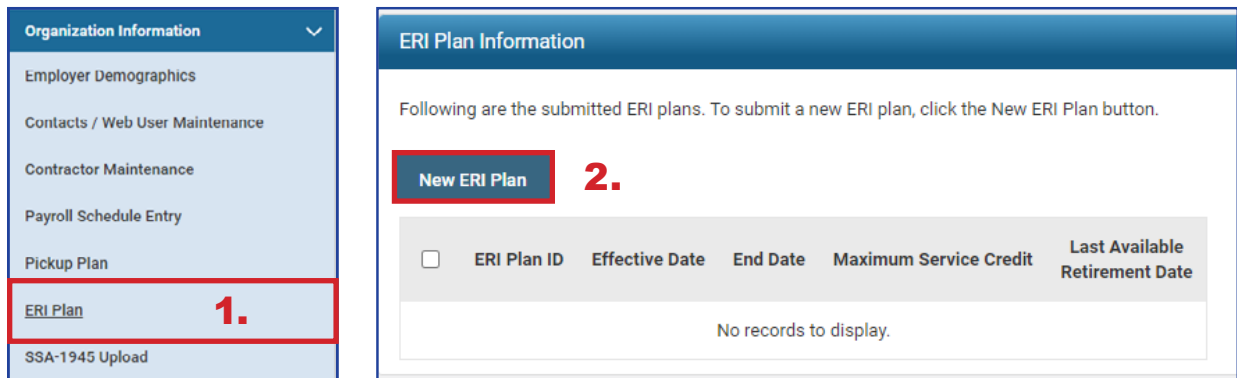
- If the deceased member was receiving benefits, those benefits will immediately stop until further action can be taken.
- A SERS employee is notified of the death and is assigned to process any benefits payable from the member's account.
- As the employer, you have 90 days (from date of death) to submit any final contributions for the member.

# Submitting an ERI Plan

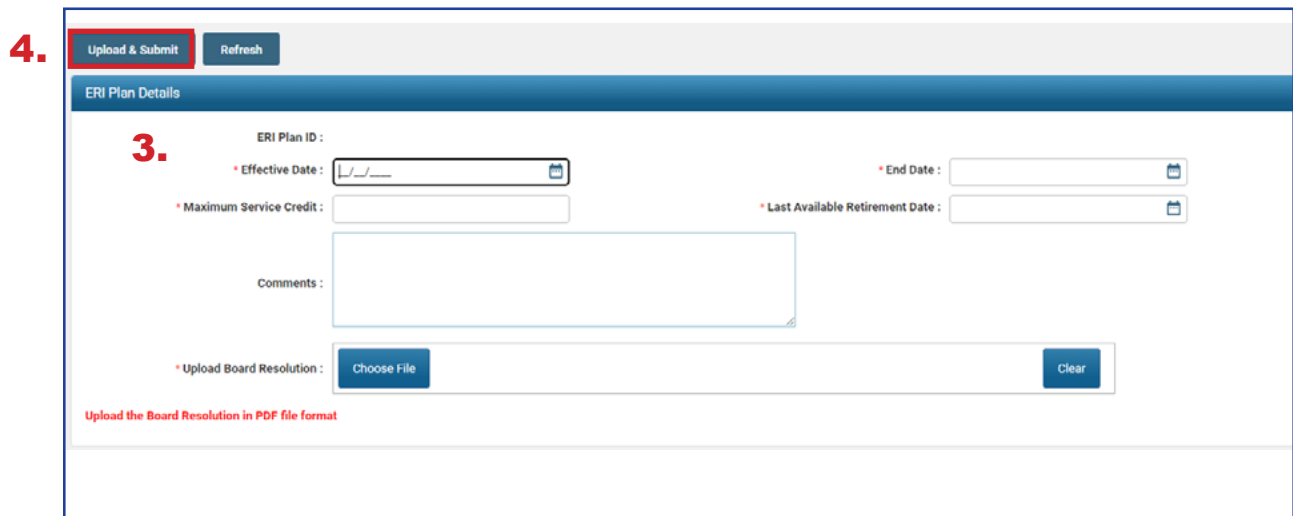
You can create and submit an ERI Plan in eSERS by going to the ERI Plan menu item under the Organization Information menu.

## Steps:

1. Click **ERI Plan**.
2. On the ERI Plan Maintenance screen, click **New ERI Plan**.



3. Enter the following information:
  - Effective Date
  - End Date
  - Maximum Service Credit
  - Last Available Retirement Date
  - Attach the required .pdf file to the record.
4. At the top of this screen, click **Upload & Submit**.
  - Upon clicking Upload & Submit, SERS is notified to review and approved the ERI plan

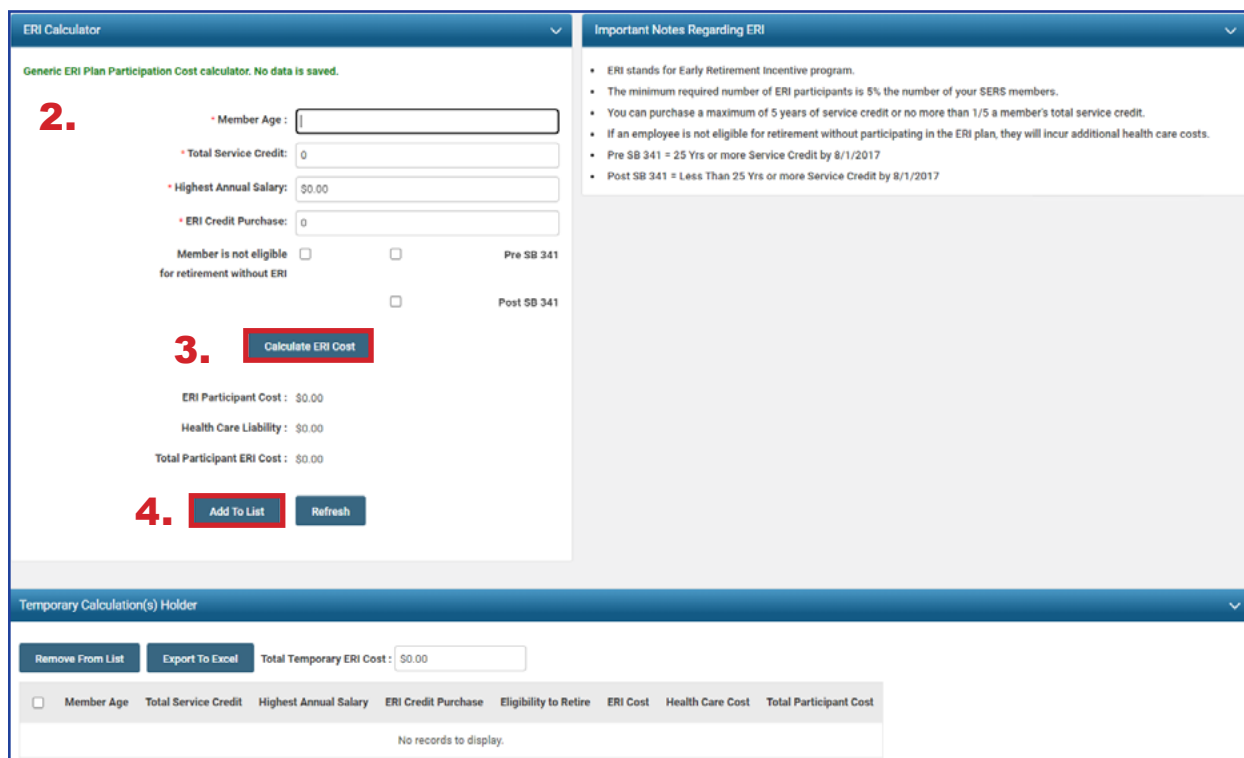
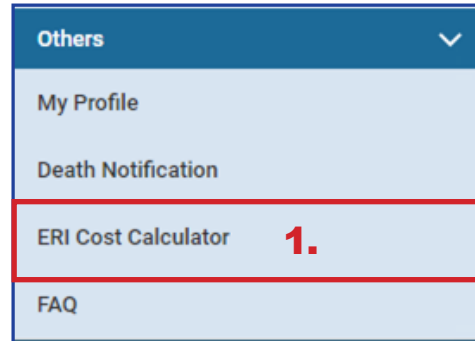


# Calculating an ERI Estimate

You can create an ERI Estimate by selecting the ERI Cost Calculator menu option under the Others section of the main menu.

## Steps:

1. Select the **ERI Cost Calculator** menu item.
2. Enter the following information:
  - Member Age
  - Total Service Credit
  - Highest Annual Salary
  - ERI Credit Purchase
3. Click **Calculate ERI Cost**.
4. Click **Add to List** if you wish to move results to the lower panel.



All calculated results can be exported to Excel by selecting the desired records and clicking **Export to Excel**.





# 2024 eSERS Guide

# **INFORMATIONAL**



School Employees Retirement System of Ohio  
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# View Employer Demographics

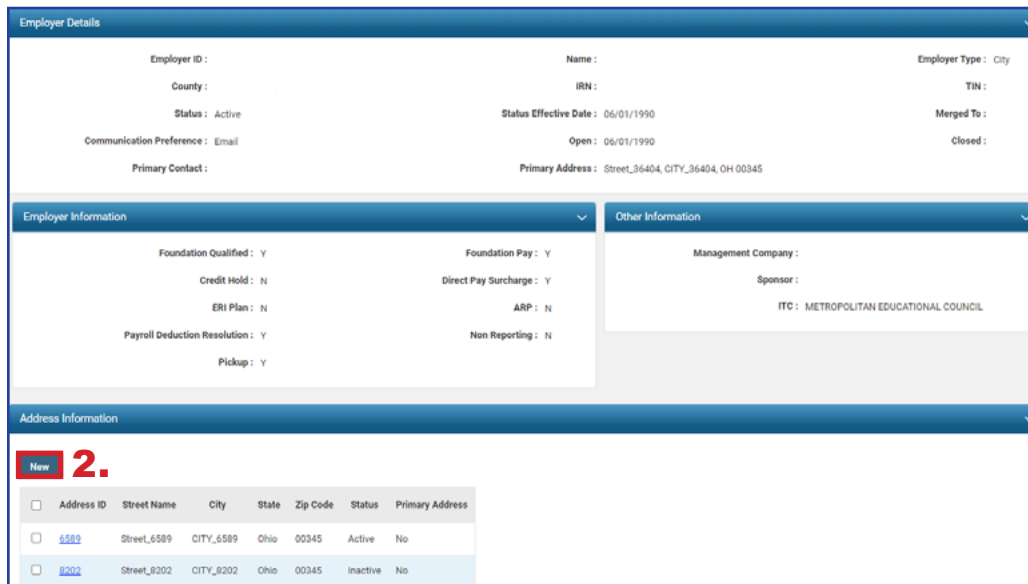
## Create New Address

You can view employer demographic information or create a new address by selecting the **Employer Demographics** menu option under the Organization Information section of the main menu.



### Steps:

1. Click **Employer Demographics**.
2. Click **New** in the Address Information panel.



3. Enter the new address information.

4. Click **Save**.

