



2023 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.

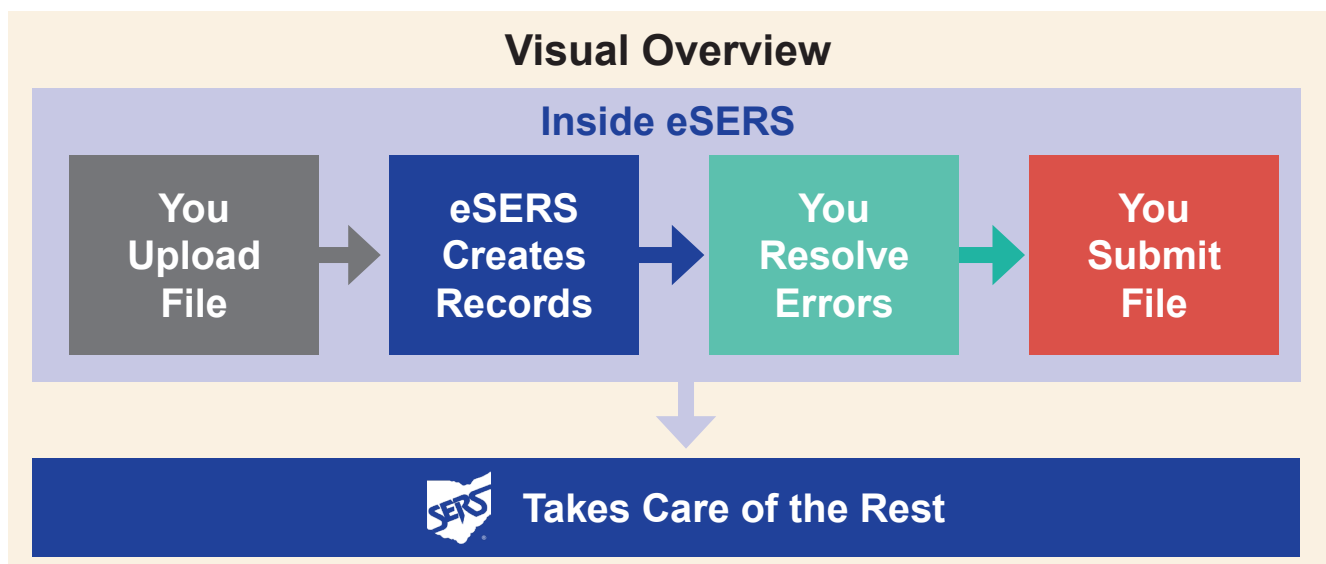
An employer report is a collection of individual member transactions reported to SERS by the employer. There are three different types of employer reports:

- **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:

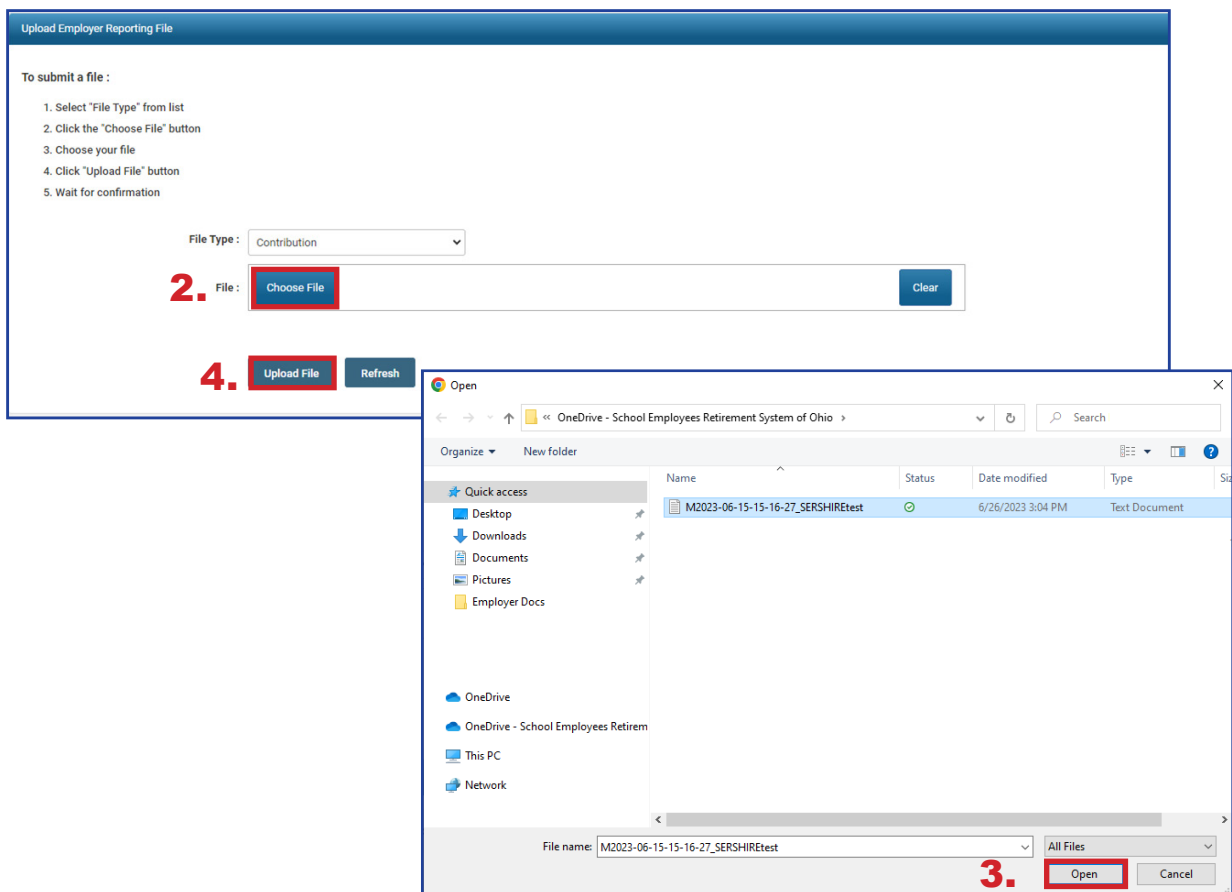
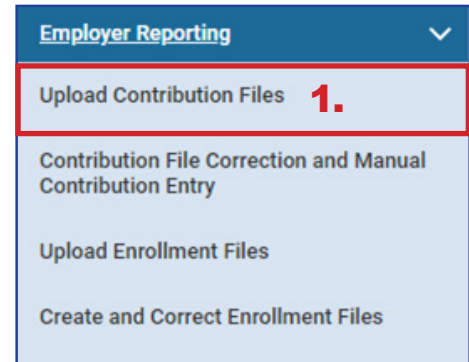
Earnings Code		Type
01	Regular Contribution	Regular wage and contribution record for the Employee.
02	Supplemental	Allows a report with supplemental employees with more days than the earnings period allows, such as coaches, on a regular report only if they are being paid on the same pay date.
03	Retro Pay	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	Stretch Pay	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	Grievance Pay	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	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'.
91	Missed Regular Contribution	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	Missed Supplemental Contribution	Report any supplemental contribution that was not reported for the prior period.
94	Missed Stretch Pay Contribution	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.

8498 Employer ID is incorrect in the uploaded file.  
1096 Payroll schedule does not exist for the reported employer.

Filename : 2023-06-27-08-39-49\_78356 (6).SEQ Size : 8862 bytes, unable to load due to errors.

Upload Employer Reporting File

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

File Type :

Contribution

File :

Choose File

Clear

Upload File

Refresh

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.

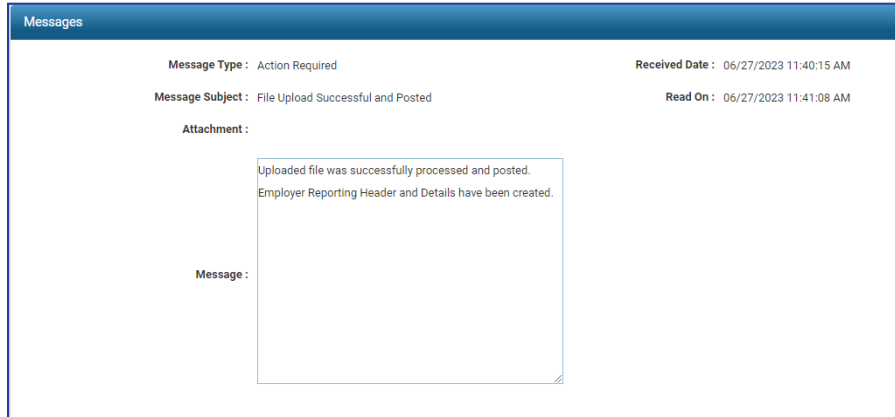
## What is a Unique ID?

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.

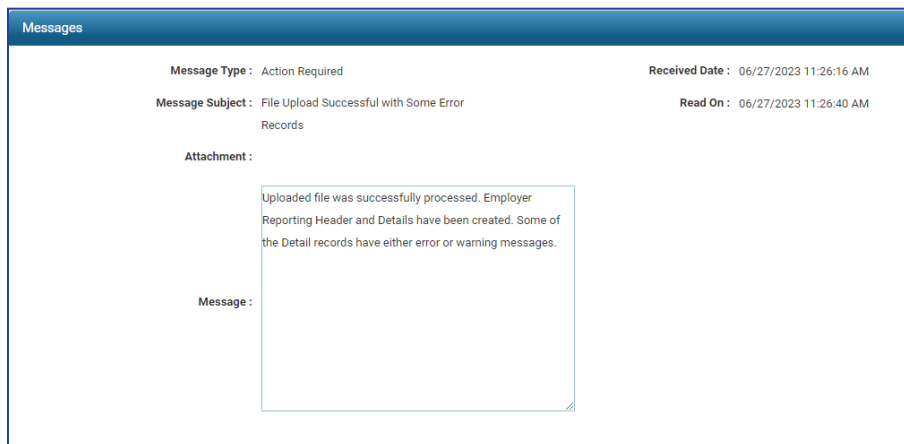
The message below indicates that the file was **uploaded successfully** and has posted.



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.

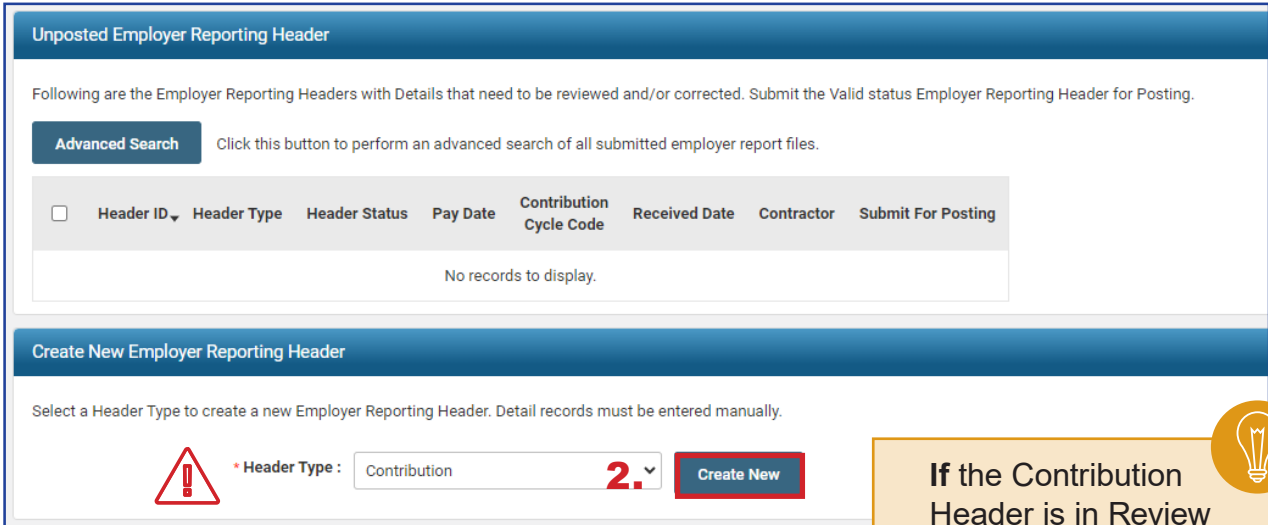
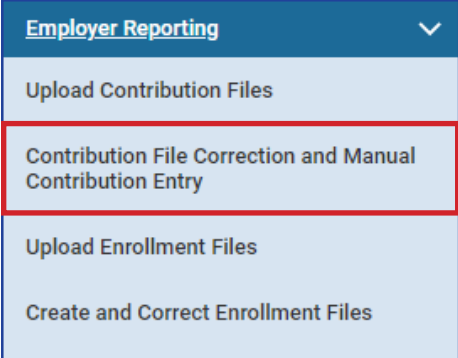
# Manual Contribution Entry

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.** Save Refresh

Employer Reporting Header ID :

Reporting Source : Manual

**3.** Contribution Cycle Code :

ITC :

Sent Date : 06/27/2023


File Name :

Header Type : Contribution

Header Status :

**4.** Pay Date :

Contractor :

Posted Date : 

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 : \$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 : 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.

Validations

Message Count Severity

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', contains fields for 'Employer Reporting Header ID' (347299), 'Header Type' (Contribution), 'Reporting Source' (Manual), 'Contribution Cycle Code' (BWK0001), 'ITC', 'Sent Date' (06/27/2023), 'File Name', 'Header Status', 'Pay Date' (06/28/2023), 'Contractor', 'Posted Date', and 'Unique ID'. The right sidebar shows the 'Status Count' with links for 'Total Record Count', 'Posted', 'Posted with warnings', 'Review', 'Valid', and 'Void'. The bottom section, 'Contribution Information', features a 'New' button (highlighted in red), 'Open', 'Void Record', and 'Export To Excel' buttons. It also displays summary statistics for Regular and Reemployed Employee Pre-Tax and Post-Tax Contributions, and Total Employee Earnings. Below these are input 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.' at the bottom. The 'Validations' section is visible at the very bottom.

# 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.

Save

Save & New

Refresh

Employer Reporting Header Information

Employer Reporting Header ID : 347269

Header Type : Contribution

Header Status : Review

Pay Date : 06/28/2023

Contribution Cycle Code : BWK0001

Contribution Information

Contribution Record ID:

\* SSN :

Record Status:

Suppress Warning: ☐

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

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.

Employer Reporting Contribution Maintenance  
01009-A.C.E.S.C./Ohio Valley Schools

Contribution File Come... Employer Reporting Head... X Displaying page 1 of 1.

[All changes successfully saved.]

Save Refresh

Employer Reporting Header Information

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

Contribution Information

Contribution Record ID: 14628495 Record Status: Valid Suppress Warning: ☐

\* SSN:   
First Name: Bruno Middle Name:  \* Last Name: Madrigal  
Name Suffix:   
\* Period Begin Date: 06/15/2023 \* Period End Date: 06/28/2023  
\* 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.

## 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):

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

The screenshot displays the 'Employer Reporting Header Maintenance' screen. At the top, there are buttons: 'Save', 'Refresh', 'Void File', and 'Submit for Posting'. The 'Submit for Posting' button is highlighted with a red box, and a red '4.' is placed next to it. Below the buttons, the 'Employer Reporting Header Information' panel shows fields for Employer Reporting Header ID (347269), Reporting Source (Manual), Contribution Cycle Code (BWK0001), ITC, Sent Date (06/27/2023), File Name, Header Type (Contribution), Header Status (Valid), Pay Date (06/28/2023), Contractor (dropdown), Posted Date, and Unique ID. To the right, the 'Status Count' panel shows a table with status counts: Total Record Count (1), Posted (0), Posted with warnings (0), Review (0), Valid (1), and Void (0). Below this is the 'Contribution Information' panel, which includes buttons for 'New', 'Open', 'Void Record', and 'Export To Excel'. It displays summary statistics for Regular and Reemployed Employee Pre-Tax and Post-Tax Contributions, Total Employee Earnings (System Calculated and Submitted), and Total Employer Contributions (System Calculated). There are also input fields for SSN, Earnings Code Type (All), and Record Status (Review), along with a 'Filter' button. 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, but it contains no records. At the bottom, the 'Validations' panel shows a table with columns for Message, Count, and Severity, also containing no records.

## 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 highlighted as 'Posted'. In the 'Contribution Information' section, the 'Export To Excel' button is highlighted. The 'Record Status' is set to 'Review'.

Employer Reporting Header Information	
Employer Reporting Header ID : 347269	Header Type : Contribution
Reporting Source : Manual	Header Status : <b>Posted</b>
Contribution Cycle Code : BWK0001	Pay Date : 06/28/2023
ITC :	Contractor :
Sent Date : 06/27/2023	Posted Date : 06/27/2023
File Name :	Unique ID :

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

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

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.												



**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.

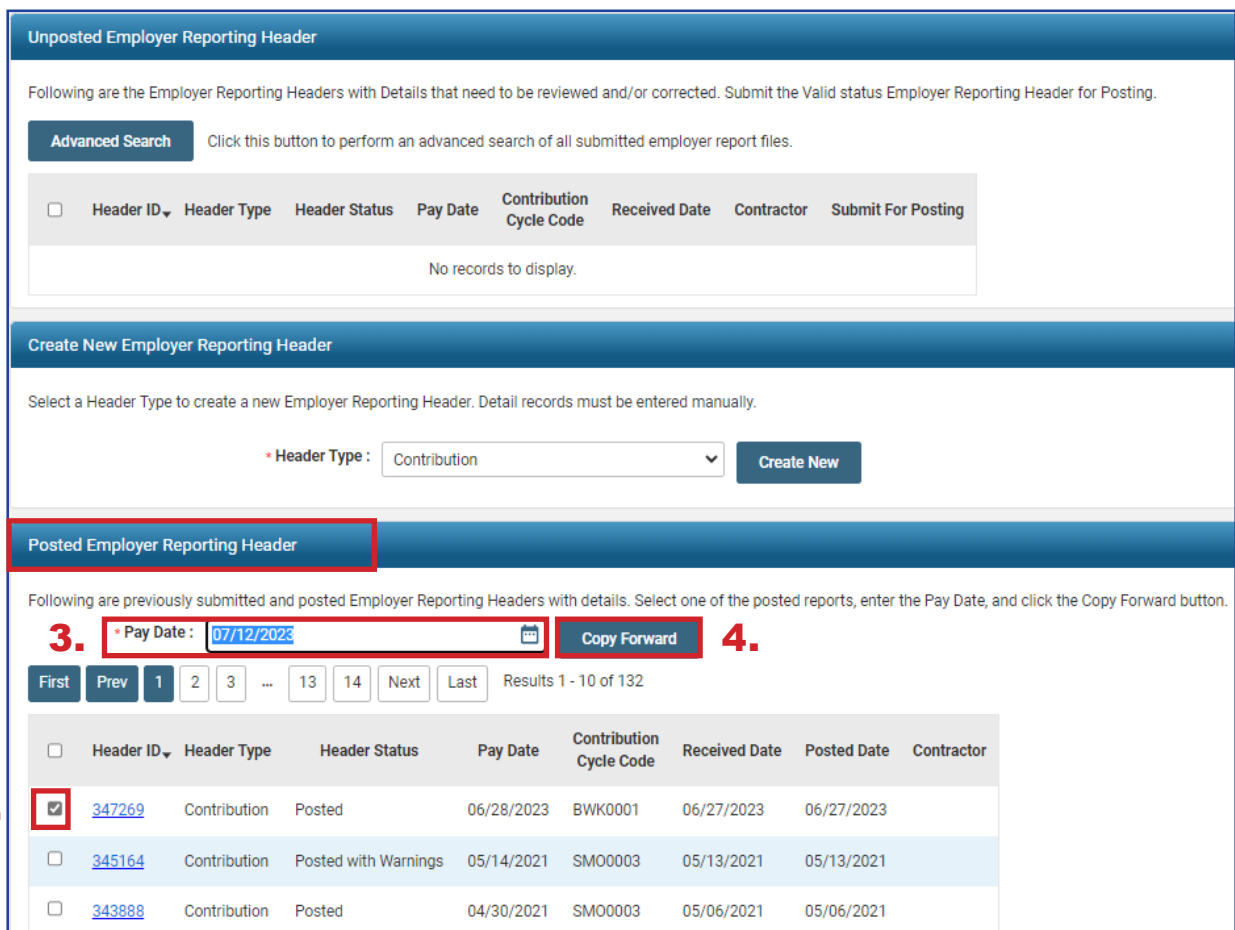
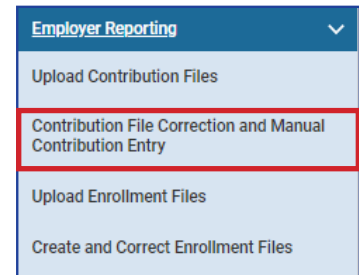
# Contribution Copy Forward

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**.

1.



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 : Contribution 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 : 07/12/2023 Copy Forward 4.

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
<input checked="" type="checkbox"/>	347269	Contribution	Posted	06/28/2023	BWK0001	06/27/2023	06/27/2023	
<input type="checkbox"/>	345164	Contribution	Posted with Warnings	05/14/2021	SMO0003	05/13/2021	05/13/2021	
<input type="checkbox"/>	343888	Contribution	Posted	04/30/2021	SMO0003	05/06/2021	05/06/2021	

2.

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

**5.**

Save

Refresh

Employer Reporting Header Information

Employer Reporting Header ID :

Reporting Source : Manual

Contribution Cycle Code : BWK0001

ITC :

Sent Date : 06/27/2023

File Name :

Header Type : Contribution

Header Status :

Pay Date : 07/12/2023

Contractor :

Posted Date :

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 : \$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 : 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 : BWK0001
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 warnings: 0
Review: 2
Valid: 0
Void: 0

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 : 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
<input type="checkbox"/>	<a href="#">14628496</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="#">14628497</a>		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**.

Save Refresh Void File

Employer Reporting Header Information

Employer Reporting Header ID : 347272

Header Type : Contribution

Reporting Source : Manual

Header Status : Review

Contribution Cycle Code : BWK0001

Pay Date : 07/12/2023

ITC :

Contractor :

Sent Date : 06/27/2023

Posted Date :

File Name :

Unique ID :

Status Count:

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

Contribution Information

New Open Void Record Export To Excel

7.

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

	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
6.	<input checked="" type="checkbox"/>	14628496	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

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. **Save** Refresh

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

#### 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

8. **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) :** \$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.		

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**.

Contribution File Corre... > Employer Reporting Head... > Employer Reporting Cont... > ← Displaying page 2 of 2. →

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

**10.**

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) 92500.00 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.

Contribution File Corre... > Employer Reporting Head... > Employer Reporting Cont... > → 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.

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

[ Record displayed. Please make changes and press SAVE. ] **11.**

Save Refresh

#### Employer Reporting Header Information

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

#### Contribution Information

Contribution Record ID: 14628496  
Record Status: Valid  
Suppress Warning: ☐

\* SSN :   
First Name : Bruno  
Name Suffix :   
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) \$350.00

Employment Status Effective Date :   
Employment Status Code :

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 displays the 'Employer Reporting Header Maintenance' screen. At the top, a navigation bar includes buttons for 'Save', 'Refresh', 'Void File', and 'Submit for Posting'. The 'Submit for Posting' button is highlighted with a red box, and a large red '12.' is placed next to it. Below the navigation bar, 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' (dropdown), '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
Review	0
Valid	2
Void	0

Below the header information, the 'Contribution Information' section is expanded, showing buttons for 'New', 'Open', 'Void Record', and 'Export To Excel'. It displays summary statistics for contributions and earnings, including 'Total Regular Employee Pre-Tax Contributions', 'Total Regular Employee Post-Tax Contribution', 'Total Reemployed Employee Pre Tax Contribution', 'Total Reemployed Employee Post Tax Contribution', 'Total Employee Earnings (System Calculated)', 'Total Employee Earnings (Submitted)', and 'Total Employer Contributions (System Calculated)'. Below these statistics, there are input fields for 'SSN', 'Earnings Code Type' (dropdown), and 'Record Status' (dropdown), along with a 'Filter' button. At the bottom, a table header is visible 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 displays '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 eSERS Contribution Reporting interface. The top section, 'Employer Reporting Header Information', shows details 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: Posted (highlighted with a red box), Pay Date: 07/12/2023, Contractor, Posted Date: 06/27/2023, and Unique ID. A 'Status Count' table on the right shows counts for Total Record Count (2), Posted (2), Posted with warnings (0), Review (0), Valid (0), and Void (0). The bottom section, 'Contribution Information', includes buttons for 'Open' and 'Export To Excel', and displays various contribution and earnings totals. Below these are filters for SSN, Earnings Code Type, and Record Status, followed by 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'.

Employer Reporting Header Information										
Employer Reporting Header ID : 347272					Header Type : Contribution					
Reporting Source : Manual					Header Status : <b>Posted</b>					
Contribution Cycle Code : BWK0001					Pay Date : 07/12/2023					
ITC :					Contractor :					
Sent Date : 06/27/2023					Posted Date : 06/27/2023					
File Name :					Unique ID :					

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

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



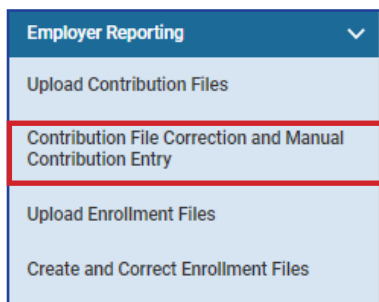
# Submitting a Zero File

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:

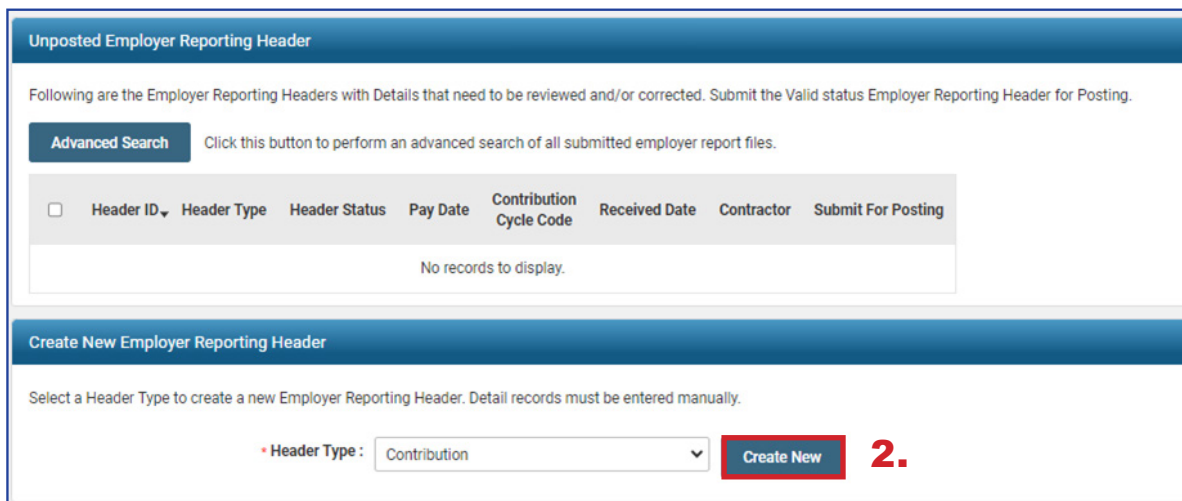
1. Select **Contribution File Correction and Manual Contribution Entry**.

1.



The screenshot shows a dropdown menu titled 'Employer Reporting' with a downward arrow. The menu is open, showing four options: 'Upload Contribution Files', 'Contribution File Correction and Manual Contribution Entry' (highlighted with a red border), 'Upload Enrollment Files', and 'Create and Correct Enrollment Files'.

2. Click **Create New**.



The screenshot shows the 'Unposted Employer Reporting Header' page. It includes 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, there is a 'Create New Employer Reporting Header' section. In this section, the 'Header Type' dropdown is set to 'Contribution', and the 'Create New' button is highlighted with a red border. A red '2.' is placed next to the button.

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.**

Save Refresh Void File

Employer Reporting Header Information

Employer Reporting Header ID : 347273

Header Type : Contribution

Reporting Source : Manual

Header Status :

3. Contribution Cycle Code : BWN0001

4. Pay Date : 07/12/2023

5. Contractor :

ITC :

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

7. 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

SSN :

Earnings Code Type : All

Total Employee Earnings (System Calculated) : \$0.00

Total Employee Earnings (Submitted) : \$0.00

Total Employer Contributions (System Calculated) : \$0.00

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.

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. **10.**

[All changes successfully saved.]

**Save** **Refresh**

**Employer Reporting Header Information**

Employer Reporting Header ID : 347276 Header Type : Contribution Header Status : Review  
Pay Date : 07/12/2023 Contribution Cycle Code : BWK0006

**Contribution Information**

8. Contribution Record ID: 14628500 Record Status: Review Suppress Warnings: ☐

\* 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**

<input type="checkbox"/>	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.** Save Refresh Void File

**Employer Reporting Header Information**

Employer Reporting Header ID : 347273 Header Type : Contribution  
Reporting Source : Manual Header Status : Review  
Contribution Cycle Code : BWK0001 Pay Date : 07/12/2023  
ITC : Contractor :  
Sent Date : 06/27/2023 Posted Date :  
File Name : Unique ID :

**Status Count:**

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

**Contribution Information**

New Open **Void Record** Export To Excel

**12.**

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 checked="" 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
<b>11.</b> <input checked="" type="checkbox"/>	14628498						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**.

**14.**

Save Refresh Void File **Submit for Posting**

Employer Reporting Header Information

Employer Reporting Header ID : 347273  
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 :  
Unique ID :

Status Count:

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

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 : 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 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.

Messages

Message Type : Action Required

Received Date : 06/27/2023 11:26:16 AM

Message Subject : File Upload Successful with Some Error Records

Read On : 06/27/2023 11:26:40 AM

Attachment :

Uploaded file was successfully processed. Employer Reporting Header and Details have been created. Some of the Detail records have either error or warning messages.

Message :

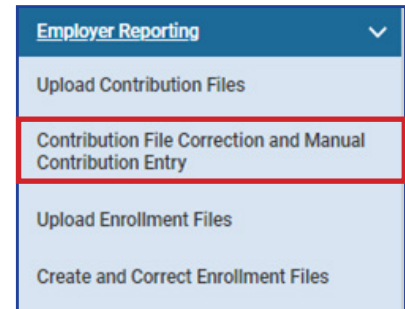
# Correcting Contribution Records

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.

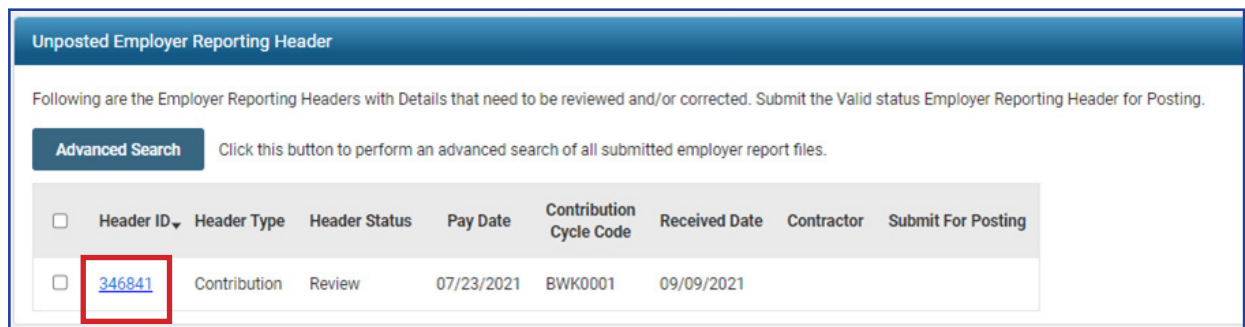
## Steps:

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.

1.



2.



### 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.

The screenshot displays the eSERS Contribution Reporting interface. The top section, 'Employer Reporting Header Information', shows details for Employer Reporting Header ID 347264, Reporting Source File Upload, Contribution Cycle Code BWK0006, and Pay Date 06/28/2023. The 'Status Count' panel on the right shows a total of 5 records, with 2 in 'Review' status, 2 'Valid', and 1 'Void'. The 'Contribution Information' panel below shows various contribution and earnings totals, including Total Regular Employee Pre-Tax Contributions of \$1,288.72 and Total Employee Earnings of \$12,887.20. A table lists individual contribution records for ANNA GUZMAN and ROSE COCO. The 'Validations' panel at the bottom lists three messages: 'Enrollment is required for the Member' (Error), 'Service Days are invalid' (Error), and 'Reported Last Name does not match the system records' (Warning), each with a count of 1.

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

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 eSERS Contribution Reporting interface. At the top, a breadcrumb trail shows 'Contribution File Corre...' > 'Employer Reporting Head...' > 'Employer Reporting Cont...'. A red box highlights the 'Displaying page 1 of 2' text with right and left arrows. A red callout box points to these arrows with the text: 'Using the arrows will allow the user to move to the next record'. Below the breadcrumb, a status bar says '[ Record displayed. Please make changes and press SAVE. ]'. There are 'Save' and 'Refresh' buttons. The main form is titled 'Employer Reporting Header Information' and includes fields for 'Employer Reporting Header ID: 347264', 'Header Type: Contribution', 'Header Status: Review', 'Pay Date: 06/28/2023', and 'Contribution Cycle Code: BWK0006'. Below this is the 'Contribution Information' section, which includes 'Contribution Record ID: 14628488', 'Record Status: Review', and 'Suppress Warning: ☐'. It also contains fields for 'SSN', 'First Name: ANNA', 'Middle Name', 'Last Name: GUZMAN', 'Name Suffix', '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', 'Employer Contribution (Sys. Calc): \$148.39', 'Employment Status Effective Date', and 'Employment Status Code'. At the bottom is the 'Validation Information' section, which contains a table of 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

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.

2. **Save** Refresh

Employer Reporting Header Information

Employer Reporting Header ID: 347264 Header Type: Contribution Header Status: Review  
Pay Date: 06/28/2023 Contribution Cycle Code: BWK0006

Contribution Information

Contribution Record ID: 14628488 Record Status: Valid Suppress Warning: ☐ 

\* SSN:   
First Name: ANNA Middle Name:  \* Last Name: GUZMAN  
Name Suffix:   
\* Period Begin Date: 06/15/2023 \* Period End Date: 06/28/2023  
1. \* Earnings Code: 02 - Supplemental  
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 Employer Contribution (Sys. Calc): \$148.39  
Employment Status Effective Date:  Employment Status Code:

Validation Information

Message ID	Error / Warning	Severity
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 displays the 'Employer Reporting Header Information' and 'Contribution Information' sections. The 'Save' button is highlighted with a red box and labeled '2.'. The 'Last Name' field is highlighted with a red box and labeled '1.'. The 'Employer Reporting Header ID' is 347264, and the 'Pay Date' is 06/28/2023. The 'Contribution Record ID' is 14628490, and the 'Record Status' is Review. The 'First Name' is ROSE, and the 'Last Name' is COCO. The 'Period Begin Date' is 06/15/2023, and the 'Period End Date' is 06/28/2023. The 'Earnings Code' is 04 - Stretch Pay. The 'Service Days' is 0, and the 'Hours' is 0. The 'Employee Pre-Tax Contribution' is \$1,000.00, and the 'Employee Post-Tax Contribution' is \$0.00. The 'Employee Earnings (Submitted)' is \$10,000.00, and the 'Employee Earnings (Sys. Calc)' is \$10,000.00. The 'Employer Contribution (Sys. Calc)' is \$1,400.00. The 'Employment Status Effective Date' is 06/15/2023, and the 'Employment Status Code' is 01. A warning message is displayed at the bottom: '1204 Reported Last Name does not match the system records. Warning'.

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):

- 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.

Employer Reporting Contribution Maintenance

Home Previous Collapse Welcome

Contribution File Corre... Employer Reporting Head... Employer Reporting Cont... X Displaying page 2 of 2

[ All changes successfully saved. ]

Save Refresh

**Employer Reporting Header Information**

Employer Reporting Header ID : 347254 Header Type : Contribution Header Status : Valid  
Pay Date : 06/28/2023 Contribution Cycle Code : BWK0006

**Contribution Information**

Contribution Record ID: 14628490 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 : 04 - Stretch Pay  
Service Days : 0 Hours : 0  
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 Employer Contribution (Sys. Calc) \$1,400.00  
Employment Status Effective Date :  Employment Status Code :

**Validation Information**

☐ Message ID Error / Warning Severity  
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**.

Contribution File Corre... > Employer Reporting Head... X ← Displaying page 2 of 2. →

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

Save Refresh Void File **Submit for Posting**

---

**Employer Reporting Header Information**

Employer Reporting Header ID : 347264	Header Type : Contribution
Reporting Source : File Upload	<b>Header Status : Valid</b>
• Contribution Cycle Code : BWK0006	• Pay Date : 06/28/2023
ITC :	Contractor : <input type="text"/>
Sent Date : 06/27/2023	Posted Date :
File Name : 2023-06-27-10-50-54_SERS2023_06_27-guide.TXT	Unique ID : 20230627104943

**Status Count:**

Total Record Count	5
Posted	0
Posted with warnings	0
Review	0
<b>Valid</b>	<b>4</b>
Void	1

---

**Contribution Information**

New Open Void Record Export To Excel

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

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 a web application interface for employer reporting. The top section, 'Employer Reporting Header Information', shows details for a specific header (ID: 347264) with a status of 'Posted', highlighted by a red box. A 'Status Count' sidebar on the right provides a summary of record counts. The bottom section, 'Contribution Information', lists various contribution and earnings totals, along with filters for SSN, Earnings Code Type, and Record Status. A table at the bottom is currently empty, displaying 'No records to display.'

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

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>



<b>Retro contributions cannot be reported for the current pay period</b>	<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>
<b>Adjustment cannot be posted without original transaction. For missed contribution use different earnings code</b>	<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>
<b>Net adjusted value cannot be below zero</b>	<ul style="list-style-type: none"> <li>▪ You cannot subtract more than what was reported. Review the original transaction.</li> </ul>
<b>Service Days, Hours and Contribution must be either positive or negative in a Contribution Record</b>	<ul style="list-style-type: none"> <li>▪ You cannot have a positive and a negative in the same Contribution Record.</li> </ul>
<b>Period begin date and end date do not match any payroll schedule</b>	<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>
<b>Period begin and end date do not match payroll schedule for the given contribution cycle code and pay date</b>	<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*.