# 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**

Header	A summary of an employer report, either for contribution or enrollment.
Payroll Detail	A detailed record of an employee payroll information submitted with the report (e.g., contributions, earnings, employment information).
Error and Warning Messages	Problems identified by eSERS with the information being submitted that must be corrected before being posted.
Informational Messages	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:

Ear	nings Code	Туре
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. It will not be accepted if the current earnings period is entered
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. Please Note: These are not extra wages to the member.
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 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	v					
2 File : Choose File			Clear	]		
				]		
Upload File Refresh						
	😨 Open					×
	← → · · ↑ 🦲 « OneDrive - Schor	ol Employees Retirement System of Ohio >		י ט ג Sear	rch	
	Organize 👻 New folder					. 0
	t Orishanana	Name	Status	Date modified	Туре	Si
	Cuick access	M2023-06-15-15-16-27_SERSHIREtest	0	6/26/2023 3:04 PM	Text Docum	ent
	Develoads					
	Documents	*				
	E Pictures	*				
	Employer Docs					
	OneDrive					
	OneDrive - School Employees Retire	m				
	Inis PC					
	i Network					
		<				>
	File name: M2023-	06-15-15-16-27_SERSHIREtest		✓ All Files		~
				3 000	0	ancel

# **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 exists for the reported employer.	
Filename : 2023-06-27-08-39-49_78356 (6).SEQ Size : 8862 bytes, unable to load o	Jue 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	l

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.

Messages			
Message Type :	Action Required	Received Date :	06/27/2023 11:40:15 AM
Message Subject :	File Upload Successful and Posted	Read On :	06/27/2023 11:41:08 AM
Attachment :			
Message :	Uploaded file was successfully processed and posted. Employer Reporting Header and Details have been created.		

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.** 

Messages			
Message Type :	Action Required	Received Date : 06/27/2023 1	11:26:16 AM
Message Subject :	File Upload Successful with Some Error	Read On: 06/27/2023 1	11:26:40 AM
	Records		
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 :			

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.

1.

#### Steps:

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

-			-		
ьm	DIO	ver	ке	bort	ina
			_	_	

Upload Contribution Files

Contribution File Correction and Manual Contribution Entry

Upload Enrollment Files

**Create and Correct Enrollment Files** 

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.							
☐ Header ID → Header Type Header Status Pay Date Contribution Received Date Contractor St	ubmit 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 2. Create New	If the Contribution Header is in Review status, it will be seen in the Unposted <b>Employer</b> Reporting Header panel.						

![](_page_6_Picture_11.jpeg)

#### 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.

Employer Reporting Heade Employer	r Information over Reporting Header ID : Reporting Source : Manual - Contribution Cycle Code : ITC : Sent Date : 06/27/2023 File Name :	Header Type : Contribution Meader Status : - Pay Date : Contractor : Posted Date : Unique ID :	4.	Status Count:      Total Record Count      Posted      Posted with warnings      Broken      Yald      Yodd      Yodd	
Contribution Information Open Void Record	Export To Excel				_
	Total Regular Employee Pre-Tax Co Total Regular Employee Post-Tax C	.ntributions : \$0.00	Total Employee E Total Em	iamings (System Calculated) : \$0.00 ployee Earnings (Submitted) : \$0.00	
	Total Reemployed Employee Pre Tax C Total Reemployed Employee Post Tax C	Contribution: \$0.00	Total Employer Contri	butions (System Calculated): \$0.00	
SSN : Contribution Record	Total Reemployed Employee Pre Tax C Total Reemployed Employee Post Tax C	Contribution : S0.00 Iontribution : S0.00 Earnings Code Type : All Earnings Code Service Days Hours Earnings Employee Pre-Tax	Total Employer Contri     Record Stat     Contributions Employee Post-Tax Contributions Emp	butions (System Calculated) : \$0.00	*
SSN : Contribution Record I	Total Reemployed Employee Pro Tax C	Destribution : 50.00 Learnings Code Type : All Earnings Code Service Days Hours Earnings Employee Pre-Tax C No records to display.	Total Employer Contri Record Stat	butions (Bystem Calculated) : \$0.00	¥
SSN :	Total Reemployed Employee Pro Tax C Total Reemployed Employee Post Tax C	Contribution : 50.00 Teatribution : 50.00 Earnings Code Type : All Earnings Code Service Days Hours Earnings Employee Pre-Tax C No records to display.	Total Employer Contri Record Stat Contributions Employee Post-Tax Contributions Emp	butions (System Calculated) : \$0.00	Y

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**.

- 1	Save Refresh Void File						
	Employer Reporting Header Information			~	Status Count:		~
	Employer Reporting Header ID: 347269	Header Type : Contribution			Total Rec	cord Count	
	Reporting Source : Manual	Header Status :				Posted	
	Contribution Cycle Code : BWK0001	- Pay Date : 06/28/2023			Posted with	warnings	
	ITC :	Contractor :				<u>Review</u>	
	Sent Date : 06/27/2023	Posted Date :				Valid	
	File Name :	Unique ID :				Void	
	Contribution Information						~
6.	New Open Void Record Export To Excel						
	Total Regular Emplo	yee Pre-Tax Contributions : \$0.00		Total Employee Earning	gs (System Calculated): \$0.00		
	Total Regular Emplo	yee Post-Tax Contribution : \$0.00		Total Employee	e Earnings (Submitted) : \$0.00		
	Total Reemployed Empl	oyee Pre Tax Contribution : \$0.00		Total Employer Contribution	ns (System Calculated): \$0.00		
	Total Reemployed Emplo	yee 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.					
- 1	Validations						×

## **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

Save & NewSaves the current record and automatically brings you to a new contribution<br/>record. Click Save when you have entered the last record.SaveSaves only the current record.

2.	Save Save & New Refresh				
	Employer Reporting Header Information				~
	Employer Reporting Header ID: 347269			Contribution	Header Status : Review
	Pay Date :	06/28/2023	Contribution Cycle Code :	BWK0001	
	Contribution Information				~
	Contribution Record ID:		Record Status:		Suppress Warning:
	• SSN :	L			
	First Name :		Middle Name :		* Last Name :
	Name Suffix :	•			
	* Period Begin Date :	<b></b>	* Period End Date :	<b></b>	
	* 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 :	8	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.

ī	•	Employer Reporting Contribution 01009-A.C.E.S.C./Ohio Valley	Maintenance Schools		A Hon	ne 🛛 🙀 Previous 🗍 🗠 Collapse 🛛 Welcome Rabe, Katie 🗸 🌠
	Contribution File Corre Employer Reporting Hea	id 🗲 mployer Reporting Cont* 🛛 🖈 👘	Displaying page 1 of 1. 👄			
	[ All changes successfully saved. ]	<b></b> 3				
	Save Refresh	0.				
	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	Su	press Warning:
	Son :		Middle Name -			that Name: At start
	Name Suffre	Bruno	minute marrie .			- List Hume. Madrigal
	* Period Begin Date :	06/15/2022	* Period End Date :	06/09/2022		
	* Earnings Code :	01 - Recular Contribution	~	00/20/2025		
	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 Contril	ation (Sys. Cale) \$350.00
	Employment Status Effective Date :		Employment Status Code :		•	
	Validation Information					~
	Message ID Error / Warning Severity					
	No records to display					
L	the receives to example;					

## **Possible Header Statuses**

Valid	All records within the header are valid, and the header can be submitted for posting.
Review	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.

Save Refresh Void File Submit for Posting			
Employer Reporting Header Information		V Status Count:	~
Employer Reporting Header ID: 347269	Header Type : Contribution	Total Record Cou	1
Reporting Source : Manual	Header Status : Valid	Post	0
- Contribution Cycle Code : BWK0001	- Pay Date: 06/28/2023	Posted with warning	0
ITC :	Contractor :	Revis	w 0
Sent Date: 06/27/2023	Posted Date :	Va	<u>d</u> 1
File Name :	Unique ID :	Ve	0
Contribution Information			Ý
New Open Void Record Export To Excel			
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: Earnin	gs Code Type : 🛛 🖌 🗸	Record Status : Review	✓ Filter
Contribution Record ID SSN Name Period Begin Date Period End Date Earnings Code S	ervice Days Hours Earnings Employee Pre-Tax Contributions Employ	yee Post-Tax Contributions Employer Contributions Record Status	
	No records to display.		
Validations			~
Message Count Severity			
No records to display.			

## Reminders

Record Status Filter	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.
Void	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.
Status Count Panel	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.
Contribution Information	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.

Refresh					
Employer Reporting Header Information			v	Status Count:	v
Employer Reporting Header ID: 347269	Header Type : Contribution			Total Record Count	1
Reporting Source : Manual	Header Status : Posted			Posted	1
Contribution Cycle Code : BWK0001	• Pay Date : 06/28/2023			Posted with warnings	0
ITC :	Contractor :			Beview	0
Sent Date : 06/27/2023	Posted Date : 06/27/2023			Valid	0
File Name :	Unique ID :			Void	0
Contribution Information					Ý
Open Export To Excel					
Total Regular Employee Pre-Tax Contributions : \$250.00			Total Employee Earnin	gs (System Calculated) : \$2,500.00	
Total Regular Employee Post-Tax Contribution : \$0.00			Total Employe	e Earnings (Submitted) : \$2,500.00	
Total Reemployed Employee Pre Tax Contribution : \$0.00			Total Employer Contribution	ns (System Calculated): \$350.00	
Total Reemployed Employee Post Tax Contribution : \$0.00					
SSN: Earni	ngs Code Type : All	*	Record Status :	Review	Filter
Contribution Record ID SSN Name Period Begin Date Period End Date Earnings Code	Service Days Hours Earnings E	mployee Pre-Tax Contributions	Employee Post-Tax Contributions Employee	Contributions Record Status	
	No records to display.				
1					

**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.

![](_page_12_Picture_5.jpeg)

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.

![](_page_13_Picture_6.jpeg)

4. Click Copy Forward.

Unpos	ted Employe	r Reporting He	ader								
Followi	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.										
Adv	Advanced Search Click this button to perform an advanced search of all submitted employer report files.										
	Header ID <sub>▼</sub>	Header Type	Header Status Pay D	Date Contribu Cycle Co	tion Received	I Date Contract	or Submit Fo	or Posting			
			No	records to displa	ay.						
Create	New Employ	ver Reporting H	leader								
Select	a Header Type	to create a new	Employer Reporting Head	der. Detail record	ls must be enter	ed manually.					
		• •	leader Type : Contribut	tion							
		-1	Contribut	tion		Creat	e New				
Posteo	d Employer R	eporting Head	er								
Followi	ng are previou	slv submitted ar	nd posted Employer Repo	rting Headers w	ith details. Selec	t one of the poste	d reports, enter i	the Pay Date, a	and click the Copy Forward bu	utton.	
3	* Pay Dat	te : 07/12/202	23	Ē	Copy Forward	4.	. ,				
First	Prev 1	2 3	13 14 Next L	ast Results	1 - 10 of 132	_					
	Header ID <sub>¥</sub>	Header Type	Header Status	Pay Date	Contribution Cycle Code	Received Date	Posted Date	Contractor			
	<u>347269</u>	Contribution	Posted	06/28/2023	BWK0001	06/27/2023	06/27/2023				
	<u>345164</u>	Contribution	Posted with Warnings	05/14/2021	SM00003	05/13/2021	05/13/2021				
	343888	Contribution	Posted	04/30/2021	SM00003	05/06/2021	05/06/2021				

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

Save			
Employer Reporting Header Information		▼	Status Count: 🗸 🗸
Employer Reporting Header ID :	Header Type :	Contribution	Total Record Count
Reporting Source :	Manual Header Status :		Posted
Contribution Cycle Code :	BWK0001 - Pay Date :	07/12/2028	Posted with warnings
ITC :	Contractor :	•	Beview
Sent Date :	06/27/2023 Posted Date :		Valid
File Name :	Unique ID :		Void
Contribution Information			~
Open Void Record Export To Excel			
Tot	al Regular Employee Pre-Tax Contributions : \$0.00	Total Employee Earni	ngs (System Calculated) : \$0.00
Tot	al Regular Employee Post-Tax Contribution : \$0.00	Total Employ	ee Earnings (Submitted): \$0.00
Total R	eemployed Employee Pre Tax Contribution : \$0.00	Total Employer Contributi	ons (System Calculated) : \$0.00
Total Re	employed Employee Post Tax Contribution : \$0.00		
SSN:	Earnings Code Type : All	✓ Record Status :	Review Y Filter
Contribution Record ID SSN Name Perio	d Begin Date Period End Date Earnings Code Service Days Hour	s Earnings Employee Pre-Tax Contributions Employee Post-Tax Contributions Employee	r Contributions Record Status
	No records	to display.	
L.'			

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.

New	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).
Void Record	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			~	Status Count:	~ ``
Employer Reporting Header ID: 347272	Header Type : Contrib	bution		Total Record Count	2
Reporting Source : Manual	Header Status: Review	v		Posted	0
Contribution Cycle Code: BWK0001	• Pay Date : 07/12/2	/2023		Posted with warnings	0
ITC:	Contractor :			Review	2
Sent Date: 06/27/2023	Posted Date :			Valid	0
File Name :	Unique ID :			Void	0
Contribution Information					~
New Open Void Record Export To Excel					
Total Regular Employee Pre-Tax	Contributions : \$0.00		Total Employee Earnin	gs (System Calculated): \$0.00	
Total Regular Employee Post-Tax	Contribution : \$0.00		Total Employe	e Earnings (Submitted) : \$0.00	
Total Reemployed Employee Pre Tax	Contribution : \$0.00		Total Employer Contributio	ns (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 Dat	e Period End Date Earnings Code Service Days	Employee s Hours Earnings Pre-Tax Contributions	Employee Post-Tax Employer Contributions Rec Contributions	ord Status	
14628496     Bruno Madrigal 06/29/2023	07/12/2023 01 0	0.00 \$0.00 \$0.00	\$0.00 \$0.00 Rev	lew	
14628497         Scott Seas         06/29/2023	07/12/2023 01 0	0.00 \$0.00 \$0.00	\$0.00 \$0.00 Rev	iew	

### 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										~	Status Co	ount:			
Employer Reporting He	sader ID: 347272			Header	Type: Contributi	ion						Tota	I Record Count		2
Reporting	Source : Manual			Header St	tatus: Review								Posted		0
Contribution Cyc	Je Code : BWK0001			- Pay	Date: 07/12/20	23						Posted	d with warnings		0
	ITC:			Contra	actor : 🗸								Review		2
Se	.nt Date: 06/27/2023	3		Posted	Date :								Valid		0
Fil	e Name :			Uniq	ue ID :								Void		0
Contribution Information	Export To Excel	1													
Contribution Information New Open Void Record 7.	Export To Excel Total Regular E	imployee Pre-Tax Co	ntributions: \$0.00	)					Total	Employee Earni	ings (System	n Calculated) : 3	\$0.00		
Contribution Information New Open Void Record 7.	Export To Excel Total Regular E Total Regular E	imployee Pre-Tax Co imployee Post-Tax C	ntributions : \$0.00 ontribution : \$0.00	)					Total	Employee Eami Total Employ	ings (System yee Earnings	n Calculated) : 《	\$0.00 \$0.00		
Contribution Information New Open Void Record 7.	Export To Excel Total Regular E Total Regular E Total Reemployed Total Reemployed E	imployee Pre-Tax Co imployee Post-Tax C I Employee Pre Tax C Employee Post Tax C	ntributions: \$0.00 ontribution: \$0.00 ontribution: \$0.00 ontribution: \$0.00	) ) )					Tota Total Emy	l Employee Earni Total Employ ployer Contributi	ings (System yee Earnings ions (System	n Calculated) : 5 ; (Submitted) : 5 n Calculated) : 5	\$0.00 \$0.00 \$0.00		
Contribution Information           New         Open         Void Record           7.         SSN :	Export To Excel Total Regular E Total Reemployed Total Reemployed E	imployee Pre-Tax Co imployee Post-Tax C I Employee Pre Tax C Employee Post Tax C	ntributions: \$0.00 ontribution: \$0.00 ontribution: \$0.00 ontribution: \$0.00 Ea	) ) ) ) armings Code Type :	: All			v	Total Total Emp	I Employee Earni Total Employ ployer Contributi Record Status :	ings (System yee Earnings ions (System : Review	n Calculated) : 《 : (Submitted) : 《 n Calculated) : 《	50.00 50.00 50.00	v	
Contribution Information           New         Open         Void Record           7_         SSN :	Export To Excel Total Regular E Total Reemployed Total Reemployed E Name	imployee Pre-Tax Co imployee Post-Tax C Employee Post Tax C Employee Post Tax C Period Begin Date	ntributions : \$0.00 ontribution : \$0.00 ontribution : \$0.00 entribution : \$0.00 Ea Period End Date	) ) ) arnings Code Type : Earnings Code	: All Service Days	Hours	Earnings	<ul> <li>Employee Pre-Tax</li> <li>Contributions</li> </ul>	Total Total Emp Post-Tax Contributions	Employee Eami Total Employ ployer Contributi Record Status : Employer Con	ings (System yee Earnings ions (System : Review ntributions	n Calculated) : { (Submitted) : { n Calculated) : { Record Status	50.00 50.00 50.00	v	
Contribution Information          New       Open       Void Record         7.       SSN :	Export To Excel Total Regular E Total Regular E Total Reemployed E Total Reemployed E Name Bruno Madrigal	Employee Pre-Tax Co Employee Post-Tax C Employee Post Tax C Employee Post Tax C Period Begin Date 06/29/2023	ntributions : \$0.00 ontribution : \$0.00 ontribution : \$0.00 Ea Period End Date 07/12/2023	) ) ) armings Code Type : Earnings Code	: All Service Days	Hours	Earnings S0.00	Employee Pre-Tax Contributions S0.00	Total Total Employee Post-Tax Contributions 50.00	Employee Earni Total Employ oloyer Contributi Record Status : Employer Cor S0.00	ings (System yee Earnings ions (System : Review ntributions	n Calculated) : 5 (Submitted) : 5 n Calculated) : 5 Record Status Review	50.00 50.00 50.00	×	

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.

Record displayed. Please make changes and press SAVE.									
Save	Refresh								
Employer R	eporting Header Information								
	Employer Reporting Header ID :	347272	Header Type :	Contribution	Header Status : Review				
	Pay Date :	07/12/2023	Contribution Cycle Code :	BWK0001					
Contributio	n 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	v		-				
8	Service Days :	10	Hours :	80					
0.	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 :	Ċ	Employment Status Code :	~					
_									
Validation I	nformation								
- Ma	conne ID Error / Warning Cavarity								

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 He	ad > Employer Reporting Cont* 🛛 🗶 🗲	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 :	8WK0001							
Contribution Information					~					
Contribution Record ID:	14628496	Record Status:	Review	Suppress Warning:	0					
* 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)	<u>\$2,500.00</u>	Employee Earnings (Sys. Calc)	\$0.00	Employer Contribution (Sys. Calc)	\$0.00					
Employment Status Effective Date :		Employment Status Code :	· · · ·							
Validation Information					v					
<ul> <li>Message ID Error / Warning Severity</li> </ul>										
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 He	ad 🍾 Employer Reporting Cont* 🛛 🗶 🔶	Displaying page 1 of 2. 🔿								
[All changes successfully saved.]										
Sare 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:	0					
* SSN :	L									
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 He	ad ; Employer Reporting Cont ×	🗲 Displaying page 2 of 2. 🔶									
[Record displayed. Please make changes and press SAVE.]											
Save Refresh											
Employer Reporting Header Information											
Employer Reporting Header ID1: 347272 Header Type: Contribution Header Status: Valid											
Pay Date :	07/12/2023	Contribution Cycle Code	BWK0001								
Contribution Information				×							
Contribution Record ID:	14628496	Record Status	: Valid	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	80.00	]							
Employee Pre-Tax Contribution:	\$250.00	Employee Post-Tax Contribution	: S0.00	]							
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.

Save Refresh Void File Submit for Posting 12.								
Employer Reporting Header Information			~	Status Count:	~			
Employer Reporting Header ID: 347272	Header Type : Contribution			Total Record Count	2			
Reporting Source : Manual	Header Status : Valid			Posted	0			
Contribution Cycle Code: BWK0001	* Pay Date: 07/12/2023			Posted with warnings	0			
ITC :	Contractor :			Beview	0			
Sent Date: 06/27/2023	Posted Date :			Valid	2			
File Name :	Unique ID :			Void	0			
Contribution Information					~			
New Open Void Record Export To Excel								
Total Regular Employee Pre-Tax Contri	ibutions: \$500.00		Total Employee Earning	s (System Calculated): \$5,000.00				
Total Regular Employee Post-Tax Cont	ribution: \$0.00		Total Employee	Earnings (Submitted) : \$5,000.00				
Total Reemployed Employee Pre Tax Cont	ribution: \$0.00		Total Employer Contribution	s (System Calculated): \$700.00				
Total Reemployed Employee Post Tax Cont	ribution: \$0.00							
SSN:	Earnings Code Type : All	v	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 C	Contributions Record Status				
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.

Retreats								
Employer Reporting Header Information			~	Status Count:	~			
Employer Reporting Header ID: 347272	Header Type : Contribution	_		Total Record Count	2			
Reporting Source : Manual	Header Status : Posted			Posted	2			
- Contribution Cycle Code : BWK0001	- Pay Date: 07/12/2023	-		Posted with warnings	0			
ITC :	Contractor :			Bexiew	0			
Sent Date: 06/27/2023	Posted Date : 06/27/2023			Valid	0			
File Name :	Unique ID :			Void	0			
Contribution Information					×			
Open Export To Excel								
Total Regular Employee Pre-Tax Contributions : \$50	0.00		Total Employee Earning	gs (System Calculated): \$5,000.00				
Total Regular Employee Post-Tax Contribution : \$0.0	0		Total Employee	e Earnings (Submitted): \$5,000.00				
Total Reemployed Employee Pre Tax Contribution : \$0.0	0		Total Employer Contribution	ns (System Calculated): \$700.00				
Total Reemployed Employee Post Tax Contribution : \$0.0	0							
SSN:	arnings Code Type : All	~	Record Status :	Review	Filter			
Contribution Record ID SSN Name Period Begin Date Period End Date Earnings Code	e Service Days Hours Earnings I	Employee Pre-Tax Contributions	Employee Post-Tax Contributions Employee	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 <u>and</u> 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.

![](_page_22_Picture_4.jpeg)

#### 2. Click Create New.

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.									
□ Header ID → Header Type Header Status Pay Date Contribution Received Date Contractor Submit For Posting Cycle Code									
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     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.	Save Ratreeh Void File	
	Employer Reporting Header Information	Status Count: 🗸 🗸
	Employer Reporting Header ID: 347273 Header Type: Contribution	Total Record Count
	Reporting Source : Manual Header Status :	Posted
	Contribution Cycle Code: BWK0001     Pay Date: 07/12/2023	Posted with warnings
		Beview
	Sent Date : 06/27/2023 Posted Date :	Valid
	File Name : Unique ID :	2000
	Contribution Information	*
7.	New Open Void Record Expert To Excel	
	Total Regular Employee Pre-Tax Contributions : 00.00 Total Employee Earn	ngs (System Calculated) : \$0.00
	Total Regular Employee Post-Tax Contribution: \$0.00 Total Employ	ee Earnings (Submitted): \$0.00
	Total Reemployed Employee Pre Tax Contribution : 00.00 Total Employer Contribut	ons (System Calculated) : \$0.00
	Total Reemployed Employee Post Tax Contribution : \$0.00	
	SSN: Earnings Code Type : Record Status :	Review Y 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 Employee Post-Tax Contributions Employee	r 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.

	Contribution File Corre ; Employer Reporting He	ead > Employer Reporting Cont* ×	🛏 Displaying page 1 of 1. 👄		
	[All changes successfully saved.]	)_			
9.	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				×
	Contribution Record ID:	14628500	Record Status:	Review	Suppress Warning:
	8_ ·ssn:				
	First Name :		Middle Name :		* Last Name :
	Name Suffix :		•		
	* Period Begin Date :		* Period End Date :	<b></b>	
	* Earnings Code :		*		
	Service Days :	0	Hours :	0	
	Employee Earnings/Submitted)	\$0.00	Employee Earnings (Sys, Calc)	\$0.00	Employer Contribution (Sys. Calc) 50.00
	Employment Status Effective Date :		Employment Status Code :	~	
	Validation Information				~
	Message ID Error / Warnin	g Severity			
	1107 Last Name is required.	Error			
	1133 Earnings Code is required	Error			
	1131 Period Begin Date is requi	red. Error			
	1132 Period End Date is require	d. Error			
	1151 Enrolment 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 :	Contribut	ion				1	otal Record Count	1	
	Reporting Source : Manual	Header Status :	Review						Posted	0	
	Contribution Cycle Code : BWK0001	• Pay Date :	07/12/20	23				Por	ted with warnings	0	
	ITC :	Contractor :	~						Review	1	
	Sent Date: 06/27/2023	Posted Date :							Valid	0	
	File Name :	Unique ID :							Void	0	
	Contribution Information										~
	New Open Veld Record Export To Excel										
	Total Regular Employee Pre-Tax Contributions : \$0.00					Total E	Employee Earnings (Sy	stem Calculated) : (	0.00		
	Total Regular Employee Post-Tax Contribution : \$0.00						Total Employee Earr	nings (Submitted) :	0.00		
	Total Reemployed Employee Pre Tax Contribution : \$0.00					Total Empl	loyer Contributions (Sy	stem Calculated) :	0.00		
	Total Reemployee Post Tax Contribution: \$0.00										
	SSN : Earnings C	ode Type : All				~ F	Record Status : Revie	ew.	¥	F	iller
	Contribution Record ID SSN Name Period Begin Date Period End Date Earnings Code	Service Days	Hours	Earnings	Employee Pre-Tax Contributions	Employee Post-Tax I Contributions	Employer Contribution	s Record Status			
11.	14528498	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**.

Save Refresh Void File Submit for Posting 14.		
Employer Reporting Header Information		V Status Count: V
Employer Reporting Header ID : 347273	Header Type : Contribution	Total Record Count 1
Reporting Source : Manual	Header Status : Valid	Posted 0
* Contribution Cycle Code : 8WK0001	• Pay Date: 07/12/2023	Posted with warnings 0
пс:	Contractor :	Review 0
Sent Date: 06/27/2023	Posted Date :	<u>Valid</u> 0
File Name :	Unique ID :	Void 1
Contribution Information		×
New Open Void Record Export To Excel		
Total Regular Employee Pre-Tax Contributions: \$0.00	Total Employee I	Carnings (System Calculated) : \$0.00
Total Regular Employee Post-Tax Contribution: \$0.00	Total En	ployee Earnings (Submitted): \$0.00
Total Reemployed Employee Pre Tax Contribution : \$0.00	Total Employer Contr	ibutions (System Calculated) : \$0.00
Total Reemployed Employee Post Tax Contribution : \$0.00		
SSN:Earnin	gs Code Type : All Record Stat	Ars: Review Y
Contribution Record ID SSN Name Period Begin Date Period End Date Earnings Code S	ervice 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	Read On :	06/27/2023 11:26:40 AM
	Records		
Attachment :			
	Uploaded file was successfully processed. Employer		
	the Detail records have either error or warning messages.		
Message :			
		ε	

# **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:

- Select the Contribution File Correction and 1. 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.

Employer Reporting V
Upload Contribution Files
Contribution File Correction and Manual Contribution Entry
Upload Enrollment Files
Create and Correct Enrollment Files

1.

![](_page_28_Picture_6.jpeg)

![](_page_28_Picture_7.jpeg)

#### **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.

Empl	loyer Reporting Header Inf	formation										Status Count:				
	Employer	Reporting Header	D: 347264			Head	ler Type : Cor	ntribution					Total Record Coun	<u>st</u>	5	
		Reporting Source	e: File Uploa	d		Header	r Status : Rev	view					Poste	d	0	
	- Con	ntribution Cycle Co	e: BWK0006			- P	ay Date: 06/	/28/2023				£	Posted with warning	10	0	
		п	C :			Co	ntractor :	*					Review	<u>11</u>	2	
		Sent Da	le: 06/27/202	23		Post	ed Date :						Vali	d	2	
		File Nan	e: 2023-06-2 27-guide.T	7-10-50-54_SERS2023 TXT	_06_	Ur	nique ID: 202	230627104943					Voi	d	1	
Contri	ibution Information															~
Net	w Open Void	Record	port To Excel	1												
			Total Regular I	Employee Pre-Tax Cor	ntributions : \$1,288	8.72				То	al Employee Earn	ngs (System Calculated) :	\$12,887.20			
			Total Regular i	Employee Post-Tax Co	ontribution : \$0.00						Total Employ	vee Earnings (Submitted) :	\$12,887.23			
		То	al Reemployed	d Employee Pre Tax Co	ontribution : \$0.00					otal E	mployer Contributi	ons (System Calculated) :	\$1,804.21			
		Tot	I Reemployed	Employee Post Tax Co	ontribution : \$0.00											
	SSN :				Ear	rnings Code Tyj	pe: All			~	Record Status :	Review		*		Filter
•	Contribution Record ID	SSN	Name	Period Begin Date	Period End Date	Earnings Cor	de Service	Days Hours	Earnings	Employee Pre-Tax Contributions	Employee Post-Tax Contributions	Employer Contributions	Record Status			
0	14628488	AI	INA GUZMAN	06/15/2023	06/28/2023	01	30	55.00	\$1,059.90	\$105.99	\$0.00	\$148.39	Review			
0	<u>14628490</u>	R	ISE COCO	06/15/2023	06/28/2023	04	0	0.00	\$10,000.00	\$1,000.00	\$0.00	\$1,400.00	Review			
Valida	ations															
		N	essage			Count	Severity									
Enro	Ilment is required for the Me	mber.				1	Error									
Serv	rice Davs are invalid.					1	Error									
Repo	Service Days are invalid. Reported Last Name does not match the system records.						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.

Contribution File Corre > Employer Reporting Hea [Record displayed. Please make changes and pr	ad > Employer Reporting Cont X	isplaying page 1 of 2. 👄	Using the arrows will allow the user to move to the next record								
Tente Tentesi											
Employer Reporting Header Information					~						
Employer Reporting Header ID :	347264	Header Type :	Contribution	Header Status : Review							
Pay Date :	06/28/2023	Contribution Cycle Code :	8WK0006								
Contribution Information					~						
Contribution Record ID:	14628488	Record Status:	Review	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								
* Earnings Code :	01 - Regular Contribution	v									
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					Ý						
Message ID	Error / Warning	Severity									
1163 Service Days are invalid.		Error									
1207 Service Days cannot be gre	ater than number of calendar days between Period I	Begin Date and Period End Date. Warning									

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

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.

Contribution File Corre > Employer Reporting Head.	> Employer Reporting Cont 🗙 🔶 Di	isplaying page 1 of 2. 🔿		
[All changes successfully saved.]				
Save Refresh				
Employer Reporting Header Information				
Employer Reporting Header ID: 3	47264	Header Type :	Contribution	Header Status : Review
Pay Date: 0	6/28/2023	Contribution Cycle Code :	BWK0006	
Overtilitation to formation				
Contribution Information				
Contribution Record ID: 1-	4628488	Record Status:	Valid	Suppress Warning:
First Name :	anina	Middle Name :		* Last Name : GUZMAN
Name Suffix :	•			0001000
* Period Begin Date :	06/15/2023	* Period End Date :	06/28/2023	
* 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 :	8	Employment Status Code :	¥	
Validation Information				
Message ID Error / Warning Severity				
No records to display.				

![](_page_31_Picture_7.jpeg)

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.

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:	14628490	Record Status:	Review	Suppress Warning:	
* SSN :		]			
First Name :	ROSE	Middle Name :		* Last Name : COCO	
Name Suffix :	-				
* Period Begin Date :	06/15/2023	* Period End Date :	06/28/2023		
* Earnings Code :	04 - Stretch Pay	<b>~</b>			
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 :	Ŷ		
Validation Information					
Message ID     Error	/ Warning Severity				

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.

	Employer Reporting Contribution I	Home x Previous	^ Collapse W	ikome 🗸 🛒		
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 :	347264	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:	0	
* 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 :	Y			
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	~	Status Count: 🗸 🗸			
Employer Reporting Header ID: 347264	Header Type : Contribution	Total Record Count 5			
Reporting Source : File Upload	Header Status: Valid	Posted 0			
Contribution Cycle Code: BWK0005	• Pay Date : 06/28/2023	Posted with warnings 0			
ITC :	Contractor : 🗸	Review 0			
Sent Date: 06/27/2023	Posted Date :	<u>Valid</u> 4			
File Name : 2023-06-27-10-50-54_SERS2023_06_ 22-ouide TXT	Unique ID : 20230627104943	Void 1			
Contribution Information		v			
New Open Void Record Export To Excel					
Total Regular Employee Pre-Tax Contributions: \$1,288.7	72 Total Employee Earning	gs (System Calculated): \$12,887.20			
Total Regular Employee Post-Tax Contribution: \$0.00 Total Employee Earnings (Submitted): \$12,857.23					
Total Reemployed Employee Pre Tax Contribution : \$0.00	Total Employer Contribution	is (System Calculated): \$1,804.21			
Total Reemployed Employee Post Tax Contribution : \$0.00					
SSN : Earni	ings Code Type : All V Record Status :	Review Y			
Contribution Record ID SSN Name Period Begin Date Period End Date Earnings Code	Service Days Hours Earnings Employee Pre-Tax Contributions Employee Post-Tax Co	ntributions 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.

Refresh										
Employer Reporting Header Information						~	Status Co	unt		~
Employer Reporting Header ID :	347264	Header Type :	Contribution					Total Record C	ount	5
Reporting Source :	File Upload	Header Status :	Posted					Ps	sted	4
Contribution Cycle Code :	BWK0006	• Pay Date :	06/28/2023					Posted with warr	nings	0
пс:		Contractor :						Re	view	0
Sent Date :	06/27/2023	Posted Date :	06/28/2023						Valid	0
File Name :	2023-06-27-10-50-54_SERS2023_06_	Unique ID :	20230627104	943					Void	1
	27-guide.1X1									
Post-th-the-television										
Contribution Information										~
Open Export To Excel										
Total Regular Employee Pre-Tax Contributions: \$1,288.72 Total Employee Earnings (System Calculated): \$12,887.20										
Tot	Total Employee Post-Tax Contribution: \$0,00 Total Employee Earnings (Submitted): \$12,887.23									
Total F	Total Reemployed Employee Pre Tax Contribution : \$0.00 Total Employee Contributions (System Calculated) : \$1,804.21									
Total Re	remployed Employee Post Tax Contribution : \$0.00									
SSN :	Earnir	ngs Code Type : All			✓ Record	ord Status :	Review		~	Fitter
Contribution Record ID SSN Name Period	od Begin Date Period End Date Earnings Code 5	Service Days Hours	Earnings	Employee Pre-Tax Con	ntributions Employee	e Post-Tax Cor	ntributions	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	<ul> <li>Service days and hours are required fields for specific earnings codes, such as 01 – regular contribution.</li> </ul>
must be greater than zero	<ul> <li>Only when the Contribution Record is correct with no days and hours, use the 04 – Stretch Pay earnings code.</li> </ul>
	<ul> <li>If a Member Enrollment Record was not entered prior to contributions being reported.</li> </ul>
	<ul> <li>If it has been more than six months since the member has contributed.</li> </ul>
	<ul> <li>If the Social Security number differs between the Contribution Record and Member Enrollment Record:</li> </ul>
	<ul> <li>Check if the Contribution Record has the wrong Social Security number, then correct the number in the Contribution Record, and click Save.</li> </ul>
Enrollment is required for member	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.
	<ul> <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>
	<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.
	<ul> <li>Verify the days being reported are correct.</li> </ul>
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> <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.</li> <li>Example: 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>
	<ul> <li>Change the earnings code to 02 – Supplemental. This allows a greater number of days to be submitted.</li> </ul>

	<ul> <li>The 03 – Retro earnings code can only be used when there is a retroactive pay increase for the employee.</li> </ul>				
Retro contributions cannot be reported for the current pay period	<ul> <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>				
	<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.				
	<ul> <li>The regular file must be posted before the adjustment file can post.</li> </ul>				
Adjustment cannot be posted without original transaction. For missed contribution use different	<ul> <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> </ul>				
earnings code	<ul> <li>A "Pending member account transaction exists for the adjustment" warning may appear. Click Suppress Warning, and then the Save button.</li> </ul>				
Net adjusted value cannot be below zero	<ul> <li>You cannot subtract more than what was reported. Review the original transaction.</li> </ul>				
Service Days, Hours and Contribution must be either positive or negative in a Contribution Record	<ul> <li>You cannot have a positive and a negative in the same Contribution Record.</li> </ul>				
Period begin date and end	<ul> <li>The period begin date and/or the period end date in the Contribution Record(s) do not match the payroll schedule.</li> </ul>				
date do not match any payroll schedule	<ul> <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>				
	<ul> <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> </ul>				
Period begin and end date do not match payroll schedule for the given	<ul> <li>Review the payroll schedule(s); one may need to be extended to cover future pay periods.</li> </ul>				
contribution cycle code and pay date	<ul> <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
Net service days cannot be greater than 92	<ul> <li>Suppress the warning.</li> </ul>
Unreasonable rate of pay	<ul> <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>
Reported earnings do not match system calculated earnings	<ul> <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>
Reported last name does not match system records	<ul> <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>
Possible duplicate contribution record for the member. Verify the contribution record for accuracy	<ul> <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>
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	<ul> <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/ employers for the *How To: Earning Codes for Contribution Reporting*.