



2023 eSERS Guide **ADJUSTMENTS**



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

Adjustments Overview

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

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

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

Adjustment Earnings Codes:

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

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

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

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

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



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

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

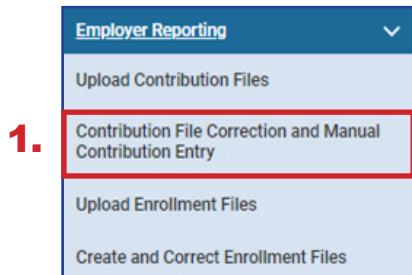
91 – Missed Regular Contribution: Report any regular wage and contribution record that was not reported for a prior period.

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

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

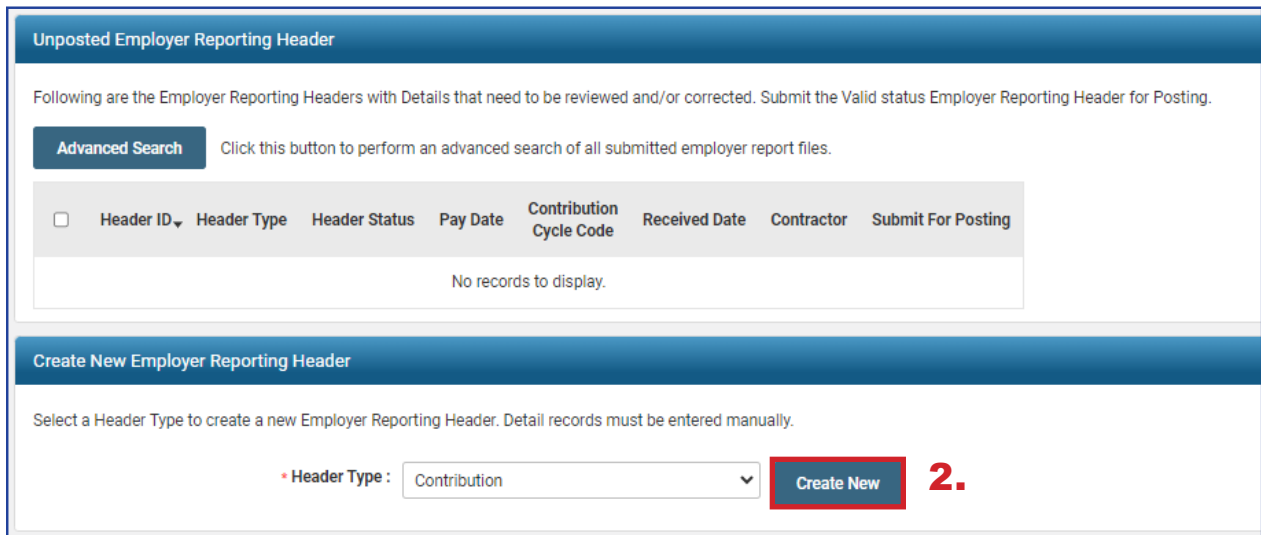
Manual Creation

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



Steps:

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

A screenshot of a web application interface. The top panel is titled 'Unposted Employer Reporting Header' and contains a message: '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.' Below this is an 'Advanced Search' button and a table with columns: Header ID, Header Type, Header Status, Pay Date, Contribution Cycle Code, Received Date, Contractor, and Submit For Posting. The table is empty, showing 'No records to display.' The bottom panel is titled 'Create New Employer Reporting Header' and contains a message: 'Select a Header Type to create a new Employer Reporting Header. Detail records must be entered manually.' Below this is a 'Header Type' dropdown menu with 'Contribution' selected, and a 'Create New' button highlighted with a red box and the number '2.'.

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

Steps (continued):

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

4. **Save** Refresh Void File


[All changes successfully saved.]

Employer Reporting Header Information

Employer Reporting Header ID : 347274 Header Type : Contribution

Reporting Source : Manual Header Status :

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

ITC : Contractor : 

Sent Date : 06/28/2023 Posted Date :

File Name : Unique ID :

Status Count:

Total Record Count

Posted

Posted with warnings

Review

Valid

Void

5. **New** Open Void Record Export To Excel

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

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

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

Total Reemployed Employee Post Tax Contribution : \$0.00

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

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



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

The system displays the Employer Reporting Contribution Maintenance screen.

Steps (continued):

6. Enter the following information:

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

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

7.

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

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

Save Save & New Refresh

Employer Reporting Header Information

Employer Reporting Header ID : 347274 Header Type : Contribution Header Status : Review
Pay Date : 07/12/2023 Contribution Cycle Code : BWK0006

Contribution Information

Contribution Record ID: Record Status: Suppress Warning: ☐

* SSN :
First Name : Middle Name : * Last Name :
Name Suffix :

* Period Begin Date : * Period End Date :
* Earnings Code :
Service Days : Hours :
Employee Pre-Tax Contribution : \$0.00 Employee Post-Tax Contribution : \$0.00
Employee Earnings (Submitted) : \$0.00 Employee Earnings (Sys. Calc) : \$0.00 Employer Contribution (Sys. Calc) : \$0.00
Employment Status Effective Date : Employment Status Code :

Validation Information

☐ Message ID Error / Warning Severity
No records to display.



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

Submitting for Posting

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

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

Steps (continued):

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

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

[All changes successfully saved.]

Save Refresh

Employer Reporting Header Information

Employer Reporting Header ID: 347274 Header Type: Contribution Header Status: Valid
Pay Date: 07/12/2023 Contribution Cycle Code: BWK0006

Contribution Information

Contribution Record ID: 14628499 Record Status: Valid Suppress Warning: ☒

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

Validation Information

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



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

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

Steps (continued):

9. Click **Submit for Posting**.

Employer Reporting Header Maintenance

Buttons: Save, Refresh, Void File, **Submit for Posting**

Employer Reporting Header Information

Employer Reporting Header ID : 347274
Reporting Source : Manual
Contribution Cycle Code : BWR0006
ITC :
Sent Date : 06/28/2023
File Name :
Header Type : Contribution
Header Status : Valid
Pay Date : 07/12/2023
Contractor :
Posted Date :
Unique ID :

Status Count:

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

Contribution Information

Buttons: New, Open, Void Record, Export To Excel

Total Regular Employee Pre-Tax Contributions : (\$10.00)
Total Regular Employee Post-Tax Contribution : \$0.00
Total Reemployed Employee Pre Tax Contribution : \$0.00
Total Reemployed Employee Post Tax Contribution : \$0.00

Total Employee Earnings (System Calculated) : (\$100.00)
Total Employee Earnings (Submitted) : (\$100.00)
Total Employer Contributions (System Calculated) : (\$14.00)

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

Refresh

Employer Reporting Header Information

Employer Reporting Header ID : 347274

Header Type : Contribution

Reporting Source : Manual

Header Status : **Posted with Warnings**

Contribution Cycle Code : BWK0006

Pay Date : 07/12/2023

ITC :

Contractor :

Sent Date : 06/28/2023

Posted Date : 06/28/2023

File Name :

Unique ID :

Status Count:

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

Contribution Information

Open

Export To Excel

Total Regular Employee Pre-Tax Contributions : (\$10.00)

Total Employee Earnings (System Calculated) : (\$100.00)

Total Regular Employee Post-Tax Contribution : \$0.00

Total Employee Earnings (Submitted) : (\$100.00)

Total Reemployed Employee Pre Tax Contribution : \$0.00

Total Employer Contributions (System Calculated) : (\$14.00)

Total Reemployed Employee Post Tax Contribution : \$0.00

SSN :

Earnings Code Type :

Record Status :

Filter

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

What Do I Do Next?

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