2024 eSERS Guide EMPLOYER REPORTING DETAIL LOOKUP



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

Employer Reporting Detail Lookup

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

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

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

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

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

Criteria														
		L	ast Name :					First Name :					s	SN:
			Header ID :					Header Type :		~			Header Stat	tus :
		Con	tractor ID :					Reporting Source :		۲			File Nar	me :
		Detail	Record ID :					Detail Record Status :			٣		Pay Da	ate :
		Period Begin D	Date From :					Period Begin Date To :						
		Period End D	Date From :					Period End Date To :						
		1	Unique ID :	20230627104943										
See														
	rch Res n Results et To Excel	Open	Search				_							
Search	n Results		Detail Reco Status		Name	Period Begin Date	Period End Date	Earnings Code	Earnings	Days	Hours	Employee Pre-Tax Contribution	Employee Post-Tax Contribution	Employer Contribution
Search Expo	n Results rt To Excel Header	Open Detail Record	Detail Reco		Name SCOTT SEAS		Date	Earnings Code 01 - Regular Contribution	Earnings S890.01	Days	Hours 20.00			Employer Contribution \$124.60
Search Expo	n Results et To Excel Header Type	Open Detail Record ID 14628492	Detail Reco Status			Date	Date 05/28/2023	Code				Contribution	Contribution	Contribution
Search Expo	et To Excel Header Type Contribution	Open Detail Record 10 14628491	Detail Reco Status Posted		SCOTT SEAS	Date 06/15/2023	Date 05/28/2023 06/28/2023	Code 01 - Regular Contribution	\$890.01	6	20.00	Contribution S89.00	Contribution S0.00	Contribution \$124.60
Search Expo	A Results et To Excel Header Type Contribution Contribution	Open Detail Record ID 14528492 14628491 14628490	Detail Reco Status Posted Void		SCOTT SEAS	Date 06/15/2023 06/15/2023	Date 05/28/2023 05/28/2023 05/28/2023	Code 01 - Regular Contribution 01 - Regular Contribution	\$890.01 \$912.00	6	20.00 57.00	Contribution \$89.00 \$91.20	Contribution \$0.00 \$0.00	Contribution \$124.60 \$127.68

Contributions and Adjustments

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

	Employer Reporting V
	Upload Contribution Files
	Contribution File Correction and Manual Contribution Entry
	Upload Enrollment Files
	Create and Correct Enrollment Files
	Manual Enrollment Entry
1.	Employer Reporting Detail Lookup

Steps:

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

	Criteria																
			La	ist Name :						First Name :						SSN :	
	•		н	leader ID :						Header Type :		~			Head	ier Status :	~
	2.	I	Cont	ractor ID :					1	Reporting Source :		~			,	ile Name :	
			Detail R	ecord ID :					Det	ail Record Status :			*			Pay Date :	
			Period Begin D	ate From :	06/15/2023				Peri	od Begin Date To :							
			Period End D	ate From :	06/28/2023				P	eriod End Date To :							
			U	Inique ID :													
- I	Sea	rch Res	et Store S	learch													
-	Search	Results															
	Баро	rt To Excel	Open	5.													
		Header Type	Detail Record ID		I Record tatus	SSN	Name	Period Begin Date	Period End Date	Earnings Code		Earnings	Days	Hours	Employee Pre-Tax Contribution	Employee Post-Tax Contribution	Employer Contribution
.		Contribution	14628499	Posted wi	ith Warnings		Coco Rose	06/15/2023	06/28/2023	51 - Adjustment to	Regular	(\$100.00)	0	0	(\$10.00)	\$0.00	(\$14.00)
	0	Contribution	14628494	Posted			HUDSON FOSTER	06/15/2023	06/28/2023	01 - Regular Contril	ibution	\$1,059.93	10	55.00	\$105.99	\$0.00	\$148.39
		Contribution	14628493	Void			HUDSON FOSTER	06/15/2023	06/28/2023	01 - Regular Contril	ibution	\$1,059.93	30	55.00	\$105.99	\$0.00	\$148.39
		Contribution	14628492	Posted			SCOTT SEAS	06/15/2023	06/28/2023	01 - Regular Contril	ibution	\$890.01	6	20.00	\$89.00	\$0.00	\$124.60
		Contribution	14628491	Void			ALMA ROSADO	06/15/2023	06/28/2023	01 - Regular Contril	ibution	\$912.00	8	57.00	\$91.20	\$0.00	\$127.68
		Contribution	14628490	Posted			Coco Rose	06/15/2023	06/28/2023	04 - Stretch Pay		\$10,000.00	0	0	\$1,000.00	\$0.00	\$1,400.00
		Contribution	14628489	Posted			BRUNO MADRIGAL	06/15/2023	06/28/2023	01 - Regular Contril	ibution	\$937.29	10	55.00	\$93.73	\$0.00	\$131.22
		Contribution	<u>14628488</u>	Posted			ANNA GUZMAN	06/15/2023	06/28/2023	02 - Supplemental		\$1,059.93	30	55.00	\$105.99	\$0.00	\$148.39

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