2023 eSERS Guide

EMPLOYER REPORTING DETAIL LOOKUP

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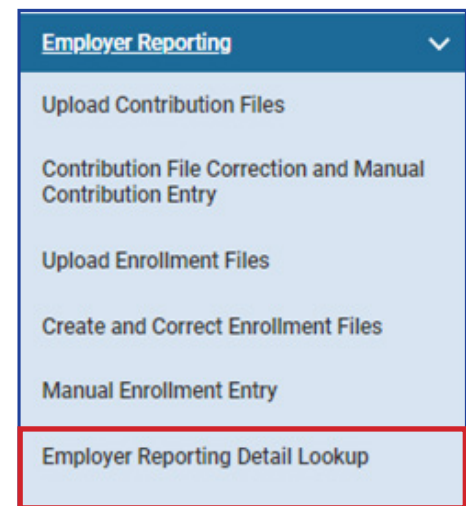*Serving the People Who Serve Our Schools®*

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.

Contributions and Adjustments

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

Steps:

1. Click the **Employer Reporting Detail Lookup** menu item.

2. Enter the search criteria.

3. Click **Search**.

4. Search results are displayed in the search results panel.

5. Select the record(s) you wish to open by checking the box.

6. Click **Open**.

	Header Type	Detail Record ID	Detail Record Status	SSN	Name	Period Begin Date	Period End Date	Earnings Code	Earnings	Days	Hours	Employee Pre-Tax Contribution	Employee Post-Tax Contribution	Employer Contribution
	Contribution	14628499	Posted with Warnings		Coco Rose	06/15/2023	06/28/2023	51 - Adjustment to Regular	($100.00)	0	0	($10.00)	$0.00	($14.00)
	Contribution	14628494	Posted		HUDSON FOSTER	06/15/2023	06/28/2023	01 - Regular Contribution	$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 Contribution	$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 Contribution	$890.01	6	20.00	$89.00	$0.00	$124.60
	Contribution	14628491	Void		ALMA ROSADO	06/15/2023	06/28/2023	01 - Regular Contribution	$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 Contribution	$937.29	10	55.00	$93.73	$0.00	$131.22
	Contribution	14628488	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