



## 2024 eSERS Guide

# SCP PAYROLL DEDUCTION



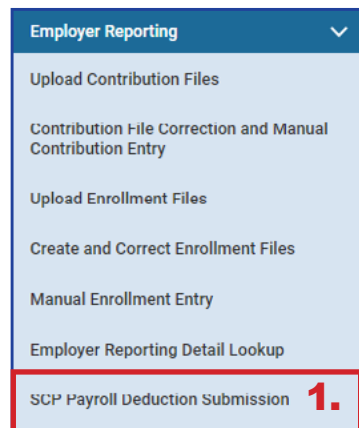
School Employees Retirement System of Ohio  
*Serving the People Who Serve Our Schools®*

# SCP Payroll Deduction Submission

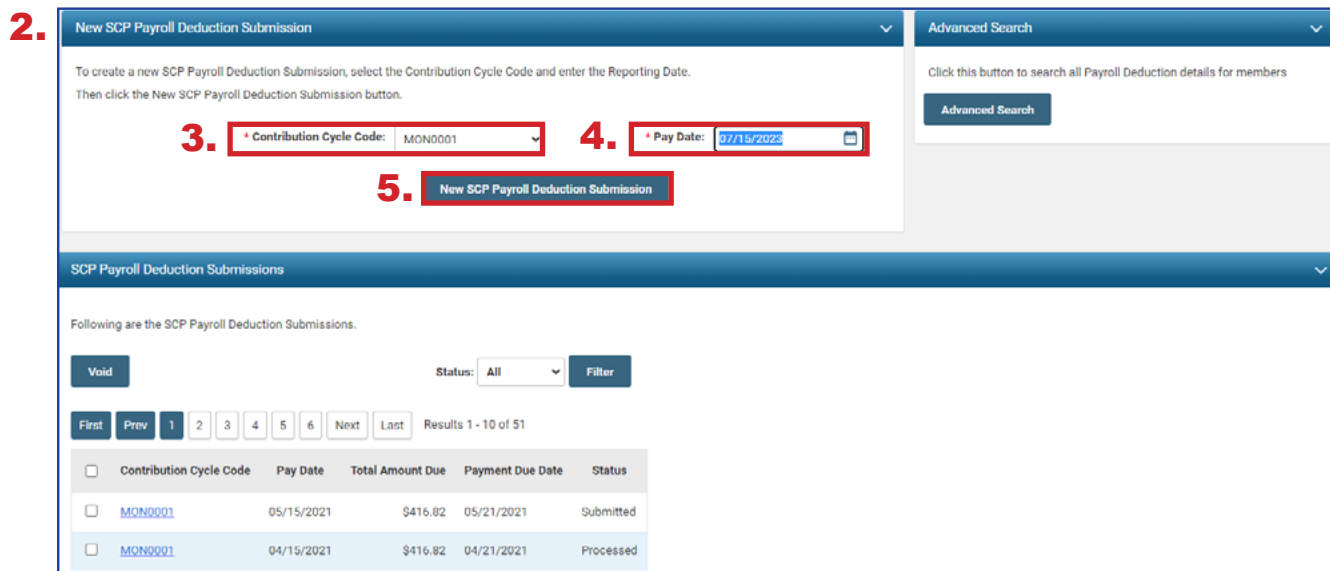
For each reporting period, you will submit a SCP payroll deduction submission to reflect all members who currently have a service credit purchase in progress.

This creates the liability in the Payment Remittance application for you to submit the payment.

## Steps:



1. Select the **SCP Payroll Deduction Submission** menu item.
2. The system displays the SCP Payroll Deduction Submission screen.
3. Select the **Contribution Cycle Code** from the drop-down.
4. Enter the Pay Date.
5. Click **New SCP Payroll Deduction Submission**.



## Please Note:

In the **SCP Payroll Deduction Submission** panel, you see SCP payroll deduction submission records, which you can open to view.

The **Advanced Search** panel allows you to search all submissions by member or contribution cycle code.



**Tip:** An employee can have an SCP Payroll Deduction in multiple contribution cycle codes.

Starting a new submission takes the user to the **Payroll Deduction Maintenance** screen. This screen shows all members who have agreed to a service credit purchase and are using payroll deductions for the specified contribution cycle code.



**Please Note:**

As of January 1, 2019, all NEW employee service credit purchase payroll deduction plans are post-tax and need to be entered as post-tax.

All records will automatically show in the **Payroll Deduction Information** panel. As long as there are no records that need to be excluded, you will submit the record as-is.

**Steps (continued):**

6. Click **Submit**.
7. Go to the Payment Remittance application to pay the SCP liability that was just created.

6.

The screenshot shows the 'SCP Payroll Deduction Submission Summary' interface. At the top, there are 'Submit' and 'Refresh' buttons. Below, summary information includes 'Contribution Cycle Code: MON0001', 'Pay Date: 07/15/2023', 'Total Amount Due: \$416.82', and 'Due Date: 07/21/2023'. The 'Payroll Deduction Information' section has 'Exclude' and 'Export To Excel' buttons. A table lists two deduction entries. The first entry, 'Military Regular', has a Pre-Tax Payment Amount of \$222.40, a Post-Tax Payment Amount of \$0.00, a Scheduled Payment Amount of \$222.40, and 27 Payments Remaining. The second entry, 'Other School', has a Pre-Tax Payment Amount of \$194.42, a Post-Tax Payment Amount of \$0.00, a Scheduled Payment Amount of \$194.42, and 27 Payments Remaining. The 'Other School' row is highlighted in yellow. Below the table is a 'Payroll Deduction Excluded' section with an 'Include' button and a table with columns for 'Payroll Deduction ID', 'SSN', 'Name', 'Service Credit Type', 'Pre-Tax Payment Amount', and 'Reason'. Three callout boxes provide context: one points to the 'Post-Tax Payment Amount' column, another to the 'Pre-Tax Payment Amount' column, and a third to the yellow-highlighted row.

**Post-Tax Payment Amount:** NEW Employee payroll deduction plans initiated AFTER January 1, 2019.

**Pre-Tax Payment Amount:** Employee payroll deduction plans initiated PRIOR to January 1, 2019.

If a purchase in progress has five or less payments remaining, that line will be highlighted yellow.



**Tip:** If a member has more than one purchase in progress, both purchases will be reflected separately in the Payroll Deduction Information panel.

# Excluding Records

If an individual from the payroll deduction needs to be excluded, it must be done **prior to submitting** the payroll deduction.

## Steps:

1. Check the box next to the individual to be excluded. You must check the box next to the individual's purchases if the individual has more than one in progress.
2. Click **Exclude**.

**2.**

SCP Payroll Deduction Submission Summary

Contribution Cycle Code : MON0001      Pay Date : 07/15/2023  
Total Amount Due: \$416.82      Due Date: 07/21/2023      Status:

Payroll Deduction Information

<input type="checkbox"/>	Payroll Deduction ID	SSN	Name	Service Credit Type	Pre-Tax Payment Amount	Post-Tax Payment Amount	Scheduled Payment Amount	Number of Payments Remaining
<input type="checkbox"/>			FIRST_NAME_625264 LAST_NAME_625264	Military Regular	\$222.40	\$0.00	\$222.40	27
<input checked="" type="checkbox"/>			FIRST_NAME_625264 LAST_NAME_625264	Other School	\$194.42	\$0.00	\$194.42	27

**1.**

Payroll Deduction Excluded

<input type="checkbox"/>	Payroll Deduction ID	SSN	Name	Service Credit Type	Pre-Tax Payment Amount	Post-Tax Payment Amount	Number of Payments Remaining	Reason
No records to display.								

By selecting a record to be excluded, it moves the record down to the **Payroll Deduction Excluded** panel.

To complete this process, select a reason to exclude the record. The options available are: Deceased, Leave, Retired, or Terminated.

**Steps (continued):**

- 3. Select the exclusion reason from the drop-down menu.
- 4. Once all records are complete, click **Submit**.

**4.**

SCP Payroll Deduction Submission Summary

Contribution Cycle Code : MON0001      Pay Date : 07/15/2023  
Total Amount Due: \$222.40      Due Date: 07/21/2023      Status:

Payroll Deduction Information

Exclude    Export To Excel

Payroll Deduction ID	SSN	Name	Service Credit Type	Pre-Tax Payment Amount	Post-Tax Payment Amount	Scheduled Payment Amount	Number of Payments Remaining
<input type="checkbox"/>	FIRST_NAME_625264 LAST_NAME_625264		Military Regular	\$222.40	\$0.00	\$222.40	27

Payroll Deduction Excluded

Include

Payroll Deduction ID	SSN	Name	Service Credit Type	Pre-Tax Payment Amount	Post-Tax Payment Amount	Number of Payments Remaining	Reason
<input type="checkbox"/>	FIRST_NAME_625264 LAST_NAME_625264		Other School	\$194.42	\$0.00	27	Leave

**3.**



**Tip:** If it was a mistake to exclude a record, select the checkbox and click **Include** to move the record back to the Payroll Deduction Information panel, then submit the record.

# Advanced Search

The Advanced Search panel is located on the right side of the SCP Payroll Deduction Submission page. This is a good place to look at all service credit purchases in progress.

## Steps:

1. Click **Advanced Search**.

The screenshot shows the 'New SCP Payroll Deduction Submission' page. On the right side, there is an 'Advanced Search' panel. A red box highlights the 'Advanced Search' button, and a red '1.' is placed next to it. The main area contains a form for creating a new submission with fields for 'Contribution Cycle Code' and 'Pay Date', and a 'New SCP Payroll Deduction Submission' button. Below the form is a section for 'SCP Payroll Deduction Submissions' with a 'Void' button, a 'Status' dropdown set to 'All', and a 'Filter' button. There are also pagination controls and a table header with columns: Contribution Cycle Code, Pay Date, Total Amount Due, Payment Due Date, and Status.

This opens the SCP Payroll Deduction Lookup screen.

2. Enter the Search Criteria (this scenario is filtering by Service Credit Type).
3. Click **Search**.

The screenshot shows the 'Criteria' search panel. A red box highlights the 'Service Credit Type' dropdown menu, which is set to 'SERS Restored'. A red '2.' is placed next to it. Below the search criteria are 'Search' and 'Reset' buttons. A red '3.' is placed next to the 'Search' button. The 'Search Results' section below shows an 'Export To Excel' button and a table header with columns: Payroll Deduction ID, Contribution Cycle Code, SSN, Name, Payroll Deduction Start Date, Service Credit Type, Service Credit Amount, Payment Deduction Amount, and Number of Payments Remaining. The table currently displays 'No records to display.'

The results will display what contribution cycle code the member's deductions are listed under, the member's name, service credit type, deduction amount, and how many payments remain.

From this screen, you also can use the **Export to Excel** feature, which is useful to create reports for your organization on service credit purchases in progress. To do this, select the records you wish to export, and click **Export to Excel**.

Criteria ▼

Payroll Deduction ID:

First Name:

Contribution Cycle Code:

Start Date From:

Number of Payments Remaining:

SSN:

Last Name:

Service Credit Type:

Start Date To:

Payroll Deduction Amount:

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Search Results ▼

Results 1 - 10 of 100

	Payroll Deduction ID	Contribution Cycle Code	SSN	Name	Payroll Deduction Start Date	Service Credit Type	Service Credit Amount	Payment Deduction Amount	Number of Payments Remaining
<input type="checkbox"/>	<a href="#">73</a>	MON0001		FIRST_NAME_625264 LAST_NAME_625264	08/31/2013	Military Regular	1.3	\$222.40	78
<input type="checkbox"/>	<a href="#">74</a>	MON0001		FIRST_NAME_625264 LAST_NAME_625264	08/31/2013	Other School	1.022	\$194.42	78