

2023 eSERS Guide

WAGE CERTIFICATIONS



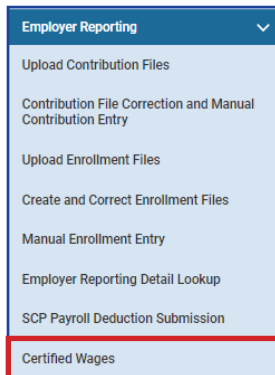
School Employees Retirement System of Ohio
Serving the People Who Serve Our Schools®

Service Wage Certification

The district receives a wage certification when a member, retiree, or beneficiary files an application for service retirement, survivor benefits, refund, reemployed retiree payment, beneficiary lump sum annuity, transfer service, or disability benefit (only sent to the employer once the application is approved).

If a certification needs to be completed for a contract employee, the contract company name will be listed. It is the district's responsibility to obtain the needed information from the contract company to complete the certification. For security purposes, contract companies do not have access to the Wage Certification application.

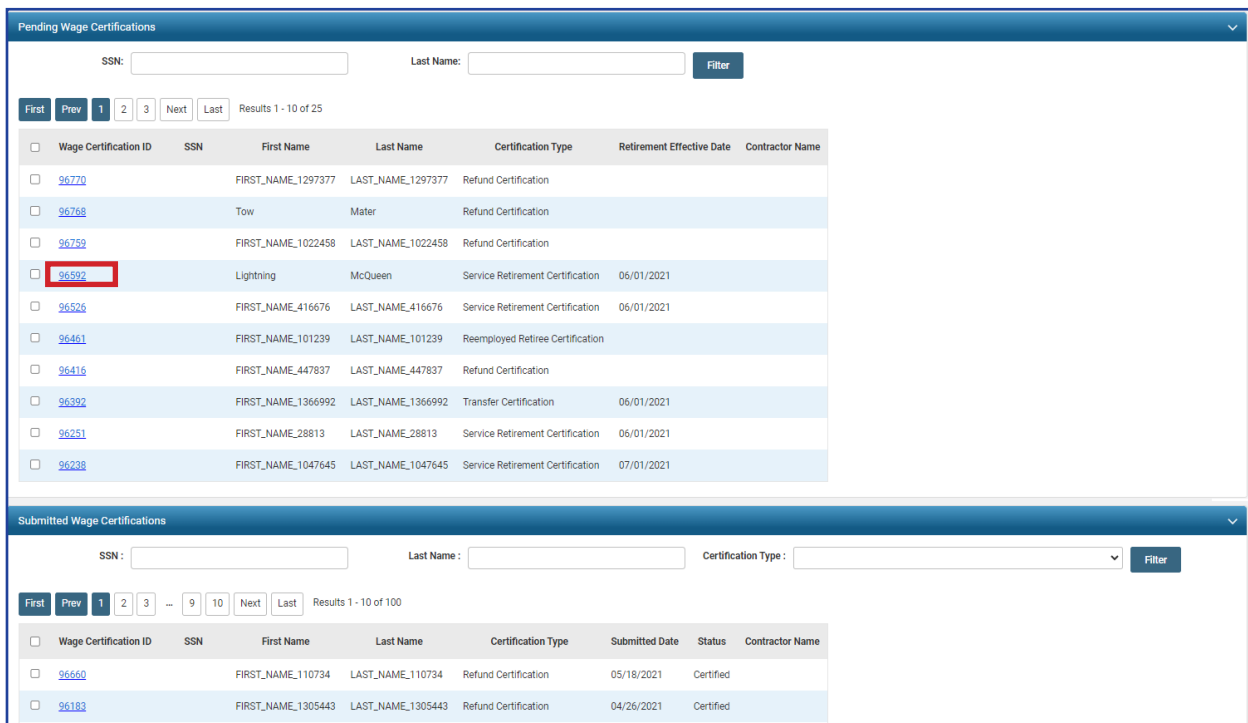
When SERS generates a certification request, a Wage Certification ID is created and appears in the Pending Wage Certifications panel. Do not complete the wage certification until you have final payroll information for the employee. To complete the request:



The screenshot shows the 'Employer Reporting' dropdown menu. The 'Certified Wages' option is highlighted with a red box. The menu items are: 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, SCP Payroll Deduction Submission, and Certified Wages.

Steps:

1. Click on the **Certified Wages** menu item under the Employer Reporting panel.
2. Click on the **Wage Certification ID** in the Pending Wage Certifications panel.



The screenshot shows the 'Pending Wage Certifications' panel. It includes search filters for SSN and Last Name, and a 'Filter' button. Below the filters is a table with columns: Wage Certification ID, SSN, First Name, Last Name, Certification Type, Retirement Effective Date, and Contractor Name. The row with Wage Certification ID '96592' is highlighted with a red box. Below the table is the 'Submitted Wage Certifications' panel, which also has search filters and a table with columns: Wage Certification ID, SSN, First Name, Last Name, Certification Type, Submitted Date, Status, and Contractor Name.



Please Note:

Contract companies do not have access to the Wage Certification application.

3. On the **Member Wage Details** screen, enter the following information:
 - **Last Date of Service:** Must include **used** vacation, sick leave and any other **paid** days actually used
 - **Days Worked:** Number of paid days in the fiscal year
 - **Last Contribution Cycle Code:** The Contribution Cycle Code that the employee was last reported on (i.e. BWK001)
 - **Last Pay Date:** The **pay date** for which the member's last contributions were or will be reported to SERS (created by your payroll schedule)
4. From the drop-down menus, select yes or no for the following:
 - **Eligible for Health Care at Separation**
 - » If the employee is **ELIGIBLE** for your health insurance – the employee does not have to be on your insurance, just eligible for it – check yes
 - » If no, indicate if the employee was eligible for health care three of the last five years

The screenshot shows the 'Member Wage Details' form. At the top, there are 'Submit' and 'Refresh' buttons. Below them is a 'Wage Certification' section with a dropdown arrow. It displays 'Wage Certification ID : 96592', 'Submitted Date : 05/17/2021', and 'Wage Certification Type : Service Retirement Certification'. The main section is 'Member Wage Details' with a dropdown arrow. It contains the following fields: 'SSN:' (empty), 'First Name: Lightning', 'Middle Name:' (empty), 'Last Name: McQueen', 'Last Date Of Service:' (calendar icon), 'Days Worked From: 07/01/2020', 'till Last Date of Service:' (input field with '0'), 'Last Contribution Cycle Code:' (dropdown menu), 'Last Pay Date:' (calendar icon), 'Final Contribution Includes:' (checkboxes for 'Balance of Contract', 'Payroll Lag', 'Longevity Pay'), and 'Eligible For Health Care At Separation:' (dropdown menu).

Pay Period Certification Details Panel

Any unreported contributions are reflected in the Pay Period Certification Details panel. The employee's 10% contributions are either pre-tax or post tax. Add or delete rows as needed.

1. Add as many rows as there are unreported payroll.
2. Select the **Contribution Cycle Code**.
3. Enter all pay dates. These dates have to match the Contribution Cycle Code.
4. Enter the 10% Employee Contributions in the **Pre-Tax Contribution** field OR the **Post-Tax Contribution** field.

1.

Pay Period Certification Details

Add a Row **Add 5 Rows** **Remove**

2. Contribution Cycle Code	3. Pay Date	4. Pre-Tax Contributions	Post-Tax Contributions
<input type="checkbox"/> BWK0006	07/07/2023	\$0.00	\$0.00
<input type="checkbox"/> BWK0006	07/21/2023	\$0.00	\$0.00

If you are completing the certification PRIOR to the employee retiring, you need to provide all unreported payroll in this panel. This panel is helpful for when a person holds two positions at retirement, and continues to work in the lower paying position. Provide all payroll information through the prior month of the retirement date.

Notes Panel

If you need to provide extra correspondence regarding a certification, you can enter a note. This is only to be used to add a note regarding certifications.

1. Click **New**.

Notes

New **Open**

<input type="checkbox"/>	Notes ID	Note Type	Notes	Created By	Created Date
No records to display.					

2. Add your note.
3. Click **Save**.

3.

The screenshot shows a web form with a top bar containing 'Save' and 'Refresh' buttons. Below is a 'Person Detail' section with fields for SSN (XXX-XX-9809), Name (Lightning McQueen), and Person ID (999809). The 'Note Details' section includes Note ID, Reference ID (96592), a dropdown for Note Type (Wage Certification Notes), and a text area for Notes containing '2.'. A 'Spell Check' button is at the bottom.

4. To go back, you will need to click the eSERS Previous button.



Please Note:

This panel should not be used as a general means of communication with SERS or to request that someone from SERS call you. If you have a question, please contact Employer Services employerservices@ohsers.org.

Instructions/Help Panel

This panel gives a brief description of what is needed for each field. It remains the same whether you are completing a Service Retirement Certification or a Disability Certification.

The 'Instruction/Help' panel provides the following instructions:

- Last Date of Service** - Enter the employee's last day of service, including used paid leave (vacation, sick, personal, etc.). Do not provide the final date that you will send contributions to SERS for this employee.
- Days Worked from 07/01/20XX** - Enter the total days worked, including paid leave days, from July 1 of the fiscal year to the last day of service. Be sure to indicate the total days worked for the fiscal year, not the calendar year.
- Last Contribution Cycle Code** - Enter the payroll cycle code the employee's final contributions were or will be reported.
- Last Pay Date** - Enter the last pay date the employee's final contributions were or will be reported.
- Final Contribution Includes**
 - Balance of Contract** - Check this box if the earnings reported for the remainder of pay for work already performed. This usually happens with 9-, 10-, or 11-month employees who are paid over 12 months.
 - Payroll Lag** - Check this box if the earnings reported if the employee's last pay period ended after their last day of work.
 - Longevity Pay** - Check this box if the earnings reported when an employee receives a length of service or tenure payment (payment cannot be based on retirement or agreement to retire).
- Eligible for Health Care at Separation (Y/N)** - Select Yes, if the employee was eligible for health care coverage on their last day worked, regardless of whether the person was on the school health care or not.
- Eligible for Health Care 3 of Last 5 Years (Y/N)** - If the employee was not eligible on their last date worked, select Yes if the employee was eligible for health care coverage three of the last years of employment.

Refund Wage Certification

The information needed is:

- Last Date of Service
 - » Must include **used** vacation, sick leave and any other **paid** days actually used
- Last Contribution Cycle Code
 - » The Contribution Cycle Code that the employee was last reported on (i.e. BWK001)
- Last Pay Date
 - » The **pay date** for which the member's last contributions were or will be reported to SERS (created by your payroll schedule)

Submit

Refresh

Wage Certification

Wage Certification ID : 96768Submitted Date : 05/21/2021Wage Certification Type : Refund Certification

Member Wage Details

SSN:

First Name: TowMiddle Name:Last Name: Mater

Last Date Of Service:

Last Contribution Cycle Code:

Last Pay Date:

Notes

New

Open

☐

Notes ID

Note Type

Notes

Created By

Created Date

No records to display.

Terms & Conditions

I certify to the best of my knowledge the following information:
1. The above employee has terminated service with us and is not on a leave of absence;
2. The employee's name and Social Security Number are the same as on file with us; and
3. The employee is not being considered for reemployment, and in the event the employee is reemployed I will notify SERS immediately.

Disability Certification

When a district is notified of a certification for disability, this means the board has approved the disability leave. One of the final steps is the completion of the Disability Certification.

The screenshot displays the 'Wage Certification' form. At the top, it shows 'Wage Certification ID: 85695', 'Submitted Date: 01/02/2020', and 'Wage Certification Type: Disability Certification'. The 'Member Wage Details' section includes fields for SSN, First Name, Middle Name, Last Name, Last Date of Service, Days Worked From, Still Last Date of Service, Last Contribution Cycle Code, Last Pay Date, and Eligible For Health Care At Separation. There are also checkboxes for 'Final Contribution Includes' (Balance of Contract, Payroll Lag, Longevity Pay). The 'Pay Period Certification Details' section has buttons for 'Add a Row', 'Add 5 Rows', and 'Remove', followed by a table with columns for Contribution Cycle Code, Pay Date, Pre-Tax Contributions, and Post-Tax Contributions. The 'Notes' section includes 'New' and 'Open' buttons and a table with columns for Notes ID, Note Type, Notes, Created By, and Created Date.

Last Date of Service	<p>The certification can be completed when you know the last date of service. If the member is approved and has sick leave remaining, the school determines whether the member can continue to use sick leave. The district can calculate the last date of service based on the sick leave balance or the last day of service can be completed once the leave is exhausted.</p> <ul style="list-style-type: none"> If the sick days take the employee a few days into a month, the employee may want to forfeit those days. SERS would not be able to start the disability until the first of the following month.
Days Worked	Number of paid days in the fiscal year
Last Contribution Cycle Code	The Contribution Cycle Code that the employee was last reported on (i.e. BWK001)
Last Pay Date	<p>The pay date for which the member's last contributions were or will be reported to SERS (created by your payroll schedule)</p> <p>From the drop-down menus, select yes or no for Eligible for Health Care at Separation:</p> <ul style="list-style-type: none"> If the employee is ELIGIBLE for your health insurance – the employee does not have to be on your insurance, just eligible for it – check yes If no, indicate if the employee was eligible for health care three of the last five years
Projected Last Date of Paid Leave	Provide the last date of paid leave. If this date is in the future, enter all unreported payrolls in the Pay Period Certification Details panel.