



SCHOOL EMPLOYEES RETIREMENT SYSTEM OF OHIO

# Employer Bulletin

## Employer Statements and Surcharge Report Available on eSERS: Both Due No Later than September 14, 2021

### Employer Statements

The Employer Statement includes contribution and payment detail for the fiscal year as posted through August 6, 2021.

Any activity for fiscal year 2021 received after **August 6, 2021**, will be posted to next year's statement.

Any amount due to SERS must be paid by **September 14, 2021**.

Remember:

- This includes any "Employee Activity" amount
- No balances are carried forward
- The Foundation Program is not used to pay Employer Statements

For instructions on how to read your statement and make a payment, refer to the [How To: Employer Statement](#).

### Surcharge Report

Your Surcharge calculations are complete. The summary information for the most recent fiscal year is displayed, including the invoice amount after all adjustments.

Unless your district is paying the Surcharge through the Foundation Program, payments are due no later than **September 14, 2021**.

If you are unsure whether your district pays through the Foundation Program, refer to your Foundation Deduction Letter, which also is found on eSERS.

For more information on the Surcharge, refer to the [Employer Services Fact Sheet Surcharge](#).

### Payment Remittance

A payment remittance is required with your Employer Statement and Surcharge payment. Complete it online through eSERS. If you have questions, email Employer Services at [employerservices@ohsers.org](mailto:employerservices@ohsers.org), or call 1-877-213-0861.

Any amount not received by **September 14, 2021**, will be considered late and will be subject to a penalty.

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### **If Paying by Check, Your Payment Must be Mailed to the SERS Lockbox**

Please do not mail payment checks, including Employer Statement and Surcharge payments, to the SERS building. Always mail your payment checks to the SERS lockbox at:

**SERS  
L-1617  
Columbus, Ohio 43260-1617**

Expedited payments to the bank for lockbox processing must be delivered prior to 11 a.m. for same-day processing to:

**Huntington National Bank  
7 Easton Oval  
Attention: Wholesale Lockbox L-1617  
Columbus, Ohio 43219**

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### **Membership and Compensation Determinations**

The beginning of a new fiscal year brings new contracts, different types of payments, and new positions. Whenever there is a question regarding SERS membership or SERS-covered compensation, call Employer Services toll-free at 877-213-0861.

For a membership determination, please provide the [Membership Determination Form](#) along with a copy of the job description and/or contract.

For compensation determinations, depending on the type of determination, you may need to provide copies of contracts, settlement agreement, or grievance paperwork.

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### **Rule Amended: Employer Liability for Reporting Errors Established**

An amendment to the administrative rule that sets forth deadlines for employers to report and remit contributions, and other payments, was recently approved by the SERS Retirement Board.

The amendment added a provision establishing employer liability for errors in reporting or certifying information to SERS. While the current rule addressed penalties for late reporting by employers, it did not expressly address the accuracy of reporting.

It is the employer's obligation to report contributions to SERS for its employees and contractors, and SERS relies on employers to accurately report contributions.

The amended rule requires employers to reimburse SERS for any penalties that SERS incurs as a result of an employer reporting error.

An example may include when the tax basis (pre-tax/post-tax) for contributions is incorrectly reported to SERS. The employer is responsible for any penalties SERS may incur if the funds are distributed and the taxable amount is incorrectly reported to the IRS and the individual on their Form 1099-R.

## eSERS Tip: Employer Reporting Detail Lookup

### Use the Application

Did you know that eSERS has an application where you can pull reports and look up information that has been reported via eSERS since 2017?

You can do all of this in the **Employer Reporting Detail Lookup Application**.

Once an Enrollment, Contribution, or Adjustment file has been successfully processed and posted, the system will create detail records to reflect the information provided within eSERS. This means you can pull specific reports based on the information that is entered by exporting the information to Excel.

For more information, please view the "[Employer Reporting Detail Lookup](#)" section in the *eSERS Guide*.

### Employer Reporting Detail Lookup

Msg ID : 5 [ Please enter search criteria and press SEARCH. ]

#### Criteria

SSN : <input type="text"/>	Last Name : <input type="text"/>	First Name : <input type="text"/>
Header ID : <input type="text"/>	Header Type : <input type="text"/>	Header Status : <input type="text"/>
Contractor ID : <input type="text"/>	Reporting Source : <input type="text"/>	File Name : <input type="text"/>
Detail Record ID : <input type="text"/>	Detail Record Status : <input type="text"/>	Pay Date : <input type="text"/>
Period Begin Date From : <input type="text"/>	Period Begin Date To : <input type="text"/>	
Period End Date From : <input type="text"/>	Period End Date To : <input type="text"/>	
Unique ID : <input type="text"/>		
<input type="button" value="Search"/>	<input type="button" value="Reset"/>	<input type="button" value="Store Search"/>

#### Search Results

<input type="button" value="Export To Excel"/>	<input type="button" value="Open"/>													
<input type="checkbox"/>	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
No records to display														

## Do Not Forget to Click Submit for Posting

In certain circumstances, a user will need to select the **Submit for Posting** button when uploading or entering Enrollment and Contribution files.

**Submit for Posting**

It is important for you to make sure that your files have been submitted. Below are a few helpful hints to remember when submitting your files:

- When submitting a Contribution File and you receive an Enrollment-needed error, but you know you have submitted the enrollment, go to the **Create and Correct Enrollment Files Application** on eSERS. It is possible your enrollment is in Review or Valid status.
  - If your enrollment is in Review status, open the enrollment and correct the error.
  - If your enrollment is in Valid status, there will be a Submit for Posting button for you to select.
- When you are in the **Payment Remittance Application** and you do not see your liabilities in the Unpaid Liabilities panel, **do not create an Expected Liability**. Instead, go to the **Contribution File Correction and Manual Contribution Entry Application**. It is possible that your file is in Review or Valid status.
  - If your Contribution File is in Review status, click the Header ID to be redirected to the Header Maintenance screen. This screen details what needs to be reviewed and corrected in order to submit for posting.
  - If your Contribution File is in Valid status, there will be a Submit for Posting button for you to select.

**Tip: Use the 5 Most Recent Employer Reporting Files Panel**

When you view the Home screen in eSERS, there is a “5 Most Recent Employer Reporting Files” panel. This panel shows you if your file has posted in Valid status or in Review status.

- If your file is in Valid status, you still need to click Submit for Posting.
- If your file is in Review status, there are errors or warnings that need to be addressed.

5 Most Recent Employer Reporting Files					
Header ID	Header Type	Header Status	Pay Date	Contribution Cycle Code	Status Order
<a href="#">347662</a>	Contribution	Review	05/28/2021	OTH0008	
<a href="#">348003</a>	Enrollment	Valid			
<a href="#">347964</a>	Enrollment	Posted			