Special Notice

Report Missing Service Days

School Employees Retirement System of Ohio

March 14, 2022

Use Correct Earnings Code along with Days and Hours

SERS has become aware of an issue where employees are being reported under the incorrect pay type. This is causing employees to be incorrectly reported without days or hours, and seems to mostly affect employers that use the state software for their SERS reporting.

Inaccurate Reporting: Ensure that Days and Hours are Properly Reported

Some employees are being reported with the Stretch Pay Earnings Code with 0 days and 0 hours when they should be reported with the Regular Earnings Code accompanied with days and hours. Employer Services is asking that all future reports be reviewed by the school district prior to submission to ensure that the reporting is accurate.

Please review your previously submitted Contribution Reports by May 2, 2022.

You can look over what you have on record, or you can search in eSERS. There are many ways for school districts to check if they have been reporting regular pay employees incorrectly for the fiscal year, including:

- Go to Employer Reporting Detail Lookup
- Choose **Contribution** in the Header Type drop-down
- Choose **File Upload** in the Reporting Source drop-down
- Enter **07/01/2021** in the Period Begin Date From field
- Enter **03/01/2022** in the Period End Date To field
- Click **Search**

Employer Reporting Detail Lookup

Msg ID : 3 [4754 Records met the search criteria. This exceeds the maximum limit of 1000. Please change the criteria and search again.]

Criteria

SSN : ___-__-____ ✕	Last Name :	First Name :
Header ID :	Header Type : Contribution	Header Status :
Contractor ID :	Reporting Source : File Upload	File Name :
Detail Record ID :	Detail Record Status :	Pay Date :
Period Begin Date From : 07/01/2021	Period Begin Date To :	
Period End Date From :	Period End Date To : 03/01/2022	
Unique ID :		

Search   Reset   Store Search

- Click on the Earnings Code to sort the list. This shows you which employee was reported with stretch pay and when that employee was reported.

	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	17150326	Posted			02/16/2022	02/28/2022	04 - Stretch Pay	$965.97	0	0	$96.60	$0.00	$135.24
☐	Contribution	16886696	Posted			01/15/2022	01/28/2022	04 - Stretch Pay	$212.26	0	0	$21.23	$0.00	$29.72
☐	Contribution	17150322	Posted			02/16/2022	02/28/2022	04 - Stretch Pay	$1,087.08	0	0	$108.71	$0.00	$152.19
☐	Contribution	16886702	Posted			01/15/2022	01/28/2022	04 - Stretch Pay	$129.07	0	0	$12.91	$0.00	$18.07
☐	Contribution	16886759	Posted			01/15/2022	01/28/2022	04 - Stretch Pay	$134.33	0	0	$13.43	$0.00	$18.80
☐	Contribution	17150319	Posted			02/16/2022	02/28/2022	04 - Stretch Pay	$317.09	0	0	$31.71	$0.00	$44.39
☐	Contribution	16886706	Posted			01/15/2022	01/28/2022	04 - Stretch Pay	$187.83	0	0	$18.78	$0.00	$26.29
☐	Contribution	16886708	Posted			01/15/2022	01/28/2022	04 - Stretch Pay	$221.12	0	0	$22.11	$0.00	$30.95
☐	Contribution	17150315	Posted			02/16/2022	02/28/2022	04 - Stretch Pay	$805.38	0	0	$80.54	$0.00	$112.76
☐	Contribution	16886711	Posted			01/15/2022	01/28/2022	04 - Stretch Pay	$198.93	0	0	$19.89	$0.00	$27.85

A few items to keep in mind:

- When it comes to retirement, not only do the contributions go into the Final Average Salary calculation, but the days are what give service credit to our members. When an employee is reported with 0 days for the year, the employee has earned 0 years towards service credit. **Service credit is one of the driving factors in retirement eligibility.**

- It is important to submit accurate reporting. Most districts have contacted Employer Services for guidance. If you have found that your district has reported employees incorrectly, please contact Employer Services as soon as possible so that this information can be resolved.

- When correcting your system, so that this does not happen going forward, you will need to contact your ITC or State Software. Employer Services is trained in eSERS, but when it comes to correcting your reporting system, you will need to contact your ITC or State Software.

- SERS relies on the employer to submit accurate days and hours information. Employees who contact SERS with questions regarding the number of days and hours reported will be advised to contact their employer with any questions.

How to Adjust Days and Hours in eSERS

1. Go to Contribution File Correction and Manual Contribution Entry in eSERS.

2. Click on **Create New.**

3. You will be directed to the Employer Reporting Header Maintenance screen where you will enter your Contribution Cycle Code and **current** Pay Date for those employees who have been effected.

4. Click **Save.**

5. Click the **New** button in the Contribution Information Panel.

6. This will open a new Employer Reporting Contribution Maintenance screen.

7. Enter in the employee information (SSN, First and Last Name, Period Begin Date, **Earnings Code 52**, Service Days, and Service Hours) **You will not enter the earnings or contributions because those have already been successfully sent to SERS.**
   - Keep in mind that by using the 52 earnings code you will be able to enter in all missing days and hours without an error.

8. To enter multiple contribution records, once you have entered in the information for one employee, click the **Save & New** button to move to another blank contribution record.

9. Click **Save** when you are done entering in all records.

10. Hit the **Previous** button to take you back to the Header Maintenance screen. Review the Contribution Information panel to ensure there is no contribution amount before clicking **Submit for Posting.**

Once you complete this, the days and hours will be posted to the account.

School Employees Retirement System of Ohio
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