

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 : <input type="text"/>	Last Name : <input type="text"/>	First Name : <input type="text"/>
Header ID : <input type="text"/>	Header Type : <input type="text" value="Contribution"/>	Header Status : <input type="text"/>
Contractor ID : <input type="text"/>	Reporting Source : <input type="text" value="File Upload"/>	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" value="07/01/2021"/>	Period Begin Date To : <input type="text"/>	
Period End Date From : <input type="text"/>	Period End Date To : <input type="text" value="03/01/2022"/>	
Unique ID : <input type="text"/>		
<input type="button" value="Search"/>	<input type="button" value="Reset"/>	<input type="button" value="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.

Search Results

Export To Excel Open

1 2 3 4 5 6 7 8 9 10 ...

<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
<input type="checkbox"/>	Contribution	17159326	Posted			02/16/2022	02/28/2022	04 - Stretch Pay	\$965.97	0	0	\$96.60	\$0.00	\$135.24
<input type="checkbox"/>	Contribution	16886696	Posted			01/15/2022	01/28/2022	04 - Stretch Pay	\$212.26	0	0	\$21.23	\$0.00	\$29.72
<input type="checkbox"/>	Contribution	17159322	Posted			02/16/2022	02/28/2022	04 - Stretch Pay	\$1,087.08	0	0	\$108.71	\$0.00	\$152.19
<input type="checkbox"/>	Contribution	16886792	Posted			01/15/2022	01/28/2022	04 - Stretch Pay	\$129.07	0	0	\$12.91	\$0.00	\$18.07
<input type="checkbox"/>	Contribution	16886739	Posted			01/15/2022	01/28/2022	04 - Stretch Pay	\$134.33	0	0	\$13.43	\$0.00	\$18.80
<input type="checkbox"/>	Contribution	17159319	Posted			02/16/2022	02/28/2022	04 - Stretch Pay	\$317.09	0	0	\$31.71	\$0.00	\$44.39
<input type="checkbox"/>	Contribution	16886796	Posted			01/15/2022	01/28/2022	04 - Stretch Pay	\$187.83	0	0	\$18.78	\$0.00	\$26.29
<input type="checkbox"/>	Contribution	16886798	Posted			01/15/2022	01/28/2022	04 - Stretch Pay	\$221.12	0	0	\$22.11	\$0.00	\$30.95
<input type="checkbox"/>	Contribution	17159313	Posted			02/16/2022	02/28/2022	04 - Stretch Pay	\$805.38	0	0	\$80.54	\$0.00	\$112.76
<input type="checkbox"/>	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**.

SCHOOL EMPLOYEES RETIREMENT SYSTEM

Contribution File Correction and Manual Contribution Entry

[Record displayed]

Unposted Employer Reporting Header

Following are the Employer Reporting Headers with Details that need to be reviewed and/or corrected. Submit the Valid status Employer Reporting Header for Posting.

Advanced Search Click this button to perform an advanced search of all submitted employer report files.

Header ID	Header Type	Header Status	Reporting Date	Contribution Cycle Code	Received Date	Contractor	Submit For Posting
80720	Contribution	Review	03/02/2018	BWK0001	04/03/2019		

Create New Employer Reporting Header

Select a Header Type to create a new Employer Reporting Header. Detail records must be entered manually.

*Header Type : Contribution **Create New**

Posted Employer Reporting Header

Following are previously submitted and posted Employer Reporting Headers with details. Select one of the posted reports, enter the Reporting Date, and click the Copy Forward button.

*Reporting Date : **Copy Forward**

Header ID	Header Type	Header Status	Reporting Date	Contribution Cycle Code	Received Date	Posted Date	Contractor
79196	Contribution	Posted with Warnings	01/15/2018	MON0002	01/05/2018	01/05/2018	NAME_5083
77998	Contribution	Posted with Warnings	12/29/2017	SMO0001	12/28/2017	12/29/2017	
77996	Contribution	Posted with Warnings	12/29/2017	SMO0001	12/28/2017	12/28/2017	

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**.

Employer Reporting Header Maintenance

Msg ID : 7 [Record displayed. Please make changes and press SAVE.]

Save **Refresh**

Employer Reporting Header Information

Employer Reporting Header ID : Header Type : Contribution
Reporting Source : Manual Header Status :

*Contribution Cycle Code : *Pay Date :

ITC : Contractor :

Sent Date : 01/20/2022 Posted Date :
File Name : Unique ID :

Status Count:

Total Record Count
Posted
Posted with warnings
Review
Valid
Void

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

Contribution Information

New **Open** **Void Record** **Export To Excel**

Total Regular Employee Pre-Tax Contributions : \$0.00
Total Regular Employee Post-Tax Contribution : \$0.00
Total Reemployed Employee Pre Tax Contribution : \$0.00
Total Reemployed Employee Post Tax Contribution : \$0.00

Total Employee Earnings (System Calculated) : \$0.00
Total Employee Earnings (Submitted) : \$0.00
Total Employer Contributions (System Calculated) : \$0.00

SSN : Earnings Code Type : All Record Status : Review **Filter**

<input type="checkbox"/>	Contribution Record ID	SSN	Name	Period Begin Date	Period End Date	Earnings Code	Service Days	Hours	Earnings	Employee Pre-Tax Contributions	Employee Post-Tax Contributions	Employer Contributions	Record Status
No records to display													

Validations

Message	Count	Severity
No records to display		

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.

Employer Reporting Contribution Maintenance

Msg ID : 7 [Record displayed. Please make changes and press SAVE.]

Save **Save & New** **Refresh**

Employer Reporting Header Information

Employer Reporting Header ID : 80746 Header Type : Contribution Header Status : Review
Reporting Date : 01/04/2019 Contribution Cycle Code : BWK0001

Contribution Information

Contribution Record ID: Record Status: Suppress Warning:

*SSN : Middle Name : *Last Name :

First Name :

Name Suffix :

*Period Begin Date : *Period End Date :

*Earnings Code :

Service Days : Hours :

Employee Pre-Tax Contribution: \$0.00 Employee Post-Tax Contribution: \$0.00
Employee Earnings(Submitted) \$0.00 Employee Earnings (Sys. Calc) \$0.00 Employer Contribution (Sys. Calc) \$0.00

Employment Status Effective Date : Employment Status Code :

Validation Information

No records to display

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
employerservices@ohsers.org
www.ohsers.org