



# eSERS HOTLINE

## School Employees Retirement System

July 20, 2023

With the eSERS update a few weeks away, Employer Services wants to introduce you to two new functions: Navigation Path and Unsubmitted Forms.

### Navigation Path

In the current eSERS, the 'Previous' button was used to return to a previous screen.

Now, in the updated eSERS, users click directly on a page they have visited during their current session, thanks to the new **Navigation Path**.

The Navigation Path stores "breadcrumbs" of each page you have visited in the application.

The Navigation Path also has taken the place of the 'Next' button when correcting enrollment or contribution records. There are arrows to help you move through the records that need to be corrected. Once all records have been corrected, click on the page you want to be returned to from the Navigation Path.

The screenshot shows a web browser window with the following elements:

- Browser tabs: Contribution File Corre..., Employer Reporting Head..., Employer Reporting Cont... (selected), and a back arrow with "Displaying page 2 of 2".
- Navigation Path: A highlighted breadcrumb trail: Contribution File Corre... > Employer Reporting Head... > Employer Reporting Cont... with left and right arrows.
- Record Information: Employer Reporting Header ID: 347272, Header Type: Contribution, Header Status: Review, Pay Date: 07/12/2023, Contribution Cycle Code: BWK0001.
- Contribution Information Section:
  - Contribution Record ID: 14628496, Record Status: Review, Suppress Warning:
  - \* SSN: [input field]
  - First Name: Bruno, Middle Name: [input field], \* Last Name: Madrigal
  - Name Suffix: [dropdown menu]
  - \* Period Begin Date: 06/29/2023, \* Period End Date: 07/12/2023
  - \* Earnings Code: 01 - Regular Contribution
  - Service Days: 10, Hours: 80
  - Employee Pre-Tax Contribution: \$250.00, Employee Post-Tax Contribution: \$0.00
  - Employee Earnings (Submitted): \$2,500.00, Employee Earnings (Sys. Calc): \$0.00, Employer Contribution (Sys. Calc): \$0.00
  - Employment Status Effective Date: [input field], Employment Status Code: [dropdown menu]
- Validation information section with a table:

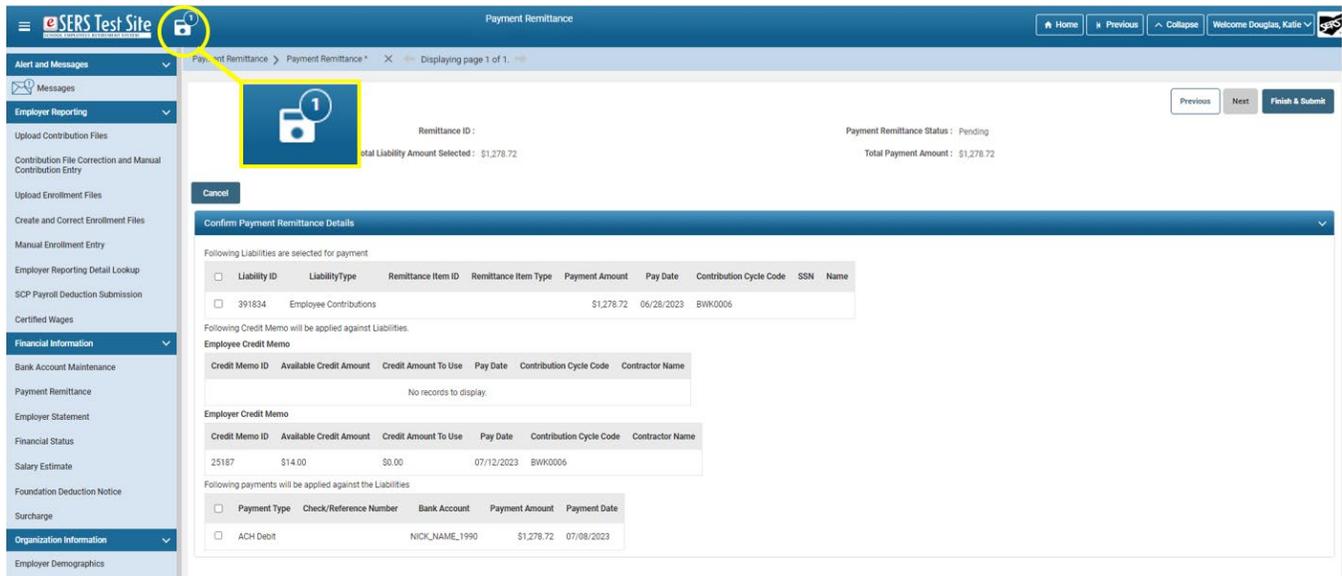
Message ID	Error / Warning	Severity
No records to display.		

## Unsubmitted Forms

The second new feature, Unsubmitted Forms, temporarily saves information you have entered but not yet submitted and creates a shortcut to the screen you were working on previously.

While completing a process within eSERS, oftentimes you need to navigate away to access information from a different screen. In the new upgrade, you are able to do so without losing any of the information you have entered.

The Unsubmitted Forms icon will display the number of forms that have not been submitted.



The screenshot shows the eSERS Test Site interface. In the top navigation bar, there is a blue icon representing Unsubmitted Forms, which is circled in yellow. Below the navigation bar, there is a sidebar with various menu items. The main content area displays a 'Payment Remittance' form. A yellow box highlights the Unsubmitted Forms icon in the navigation path, which has a '1' next to it, indicating one unsubmitted form. The form itself shows a 'Confirm Payment Remittance Details' section with a table of liabilities and credit memos.

Liability ID	Liability Type	Remittance Item ID	Remittance Item Type	Payment Amount	Pay Date	Contribution Cycle Code	SSN	Name
<input type="checkbox"/>	391834	Employee Contributions		\$1,278.72	06/28/2023	BWK0006		

Credit Memo ID	Available Credit Amount	Credit Amount To Use	Pay Date	Contribution Cycle Code	Contractor Name
No records to display.					

Credit Memo ID	Available Credit Amount	Credit Amount To Use	Pay Date	Contribution Cycle Code	Contractor Name
25187	\$14.00	\$0.00	07/12/2023	BWK0006	

Payment Type	Check/Reference Number	Bank Account	Payment Amount	Payment Date
<input type="checkbox"/>	ACH Debit	NICK_NAME_1990	\$1,278.72	07/08/2023

You can click on Unsubmitted Forms and choose to return to an application to complete an unprocessed form.

If you do not need to save the information, there are three options to clear the unsubmitted forms:

1. Close the application in the Navigation Path by clicking the 'X.'
2. Click the 'Cancel' button.
3. Log out of your eSERS session.

## Upcoming Tutorials

Employer Outreach will offer three short webinars to introduce the new look and functions of the upgraded eSERS.

### Sound Bite Webinars

Tuesday, July 25, 2023 at 9:00 a.m.

[Register for July 25](#)

**Thursday, August 3, 2023 at 10:00 a.m.**

**Register for August 3**

**Wednesday, August 9, 2023 at 9:00 a.m.**

**Register for August 9**

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