



SCHOOL EMPLOYEES RETIREMENT SYSTEM OF OHIO

Employer Bulletin

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Exporting Reports and Enrollments from eSERS

Have you ever wondered what the Export to Excel button does or how to print copies of enrollments for your auditors? To help, Employer Outreach has created a [How To: Pull Reports from eSERS](#).

This document will instruct a user how to pull excel spreadsheets and enrollments from eSERS.

This process can be useful when researching what was reported for an individual when you suspect that your payroll software doesn't match what was reported to SERS.

eSERS is also equipped to provide copies of enrollments for specific employees for your auditor. The detailed instructions are shown on the new [How To: Pull Reports from eSERS](#).

A recording of our recent Sound Bite Webinar that details the step-by-step process will be available in the [Employer Video Center](#) starting the week of November 3.

Suppress Warning Reason

Contribution files will remain in a Review status if there are errors or warnings.

When there is an error on the file, it will need to be resolved. When there is a warning, it can be suppressed; however, a reason will need to be provided for your record to become Valid.

When entering in a reason in the Suppress Warning Reason box, Employer Services requests that the eSERS user provide a valid reason why you have suppressed the warning.

For example, when suppressing the "Unreasonable rate of pay" warning, Employer Services is looking for a full description on why the warning is being suppressed.

Cooperation with providing valid and descriptive reasons is crucial for reporting accuracy.

Employer Relations Panel

Employer Services is looking for volunteers from employer payroll staff and treasurers to contribute to our Employer Relations Panel.

What type of commitment will you be making?

The Employer Relations Panel meets twice a year for an hour or two, depending on the topics that need covered. In these meetings, we ask that the employers who volunteer actively engage in the conversation and provide their guidance and opinion on the topics provided. We also encourage those who participate to use this time to bring any topics they'd like to discuss.

This is a roundtable type forum where employers can freely talk to Employer Outreach and amongst themselves on district/state specific items.

Interested?

If being part of the Employer Relations Panel is something that you are interested in, please email Employer Services at employerservices@ohsers.org.

Determining Membership for Independent Contractors, Consultants, and Third-Party Contractors

It is up to the school district to request a Membership Determination when hiring an independent contractor, consultant or contract company to perform services.

Do not take a vendor's claim that their workers are exempt from SERS membership. **Always** contact **SERS directly** to confirm the contract workers' membership status.

The law places the risk of incorrect membership determination on the employer. This means if a membership question arises, and SERS determines the individual is an employee and should be contributing to SERS, you are responsible for the employer and employee contributions, plus interest.

For more details on membership, download the [Employer Fact Sheet: Membership](#).

For membership determinations, Employer Services requires a copy of the job description and/or contract, and at times we will request the [Membership Determination Form](#). This form is needed to help SERS understand the working relationship between the employer and hired contractor.

The district will complete **Section I** when entering into an agreement with an independent contractor or consultant.

Section II is to be completed when hiring a contract company to provide a service.

Compensation

The SERS Board adopted a new definition of compensation that was effective on July 1, 2025.

The updated Administrative Rule defines three types of "compensation" that includes all salary, wages, and other earnings paid to an employee by reason of employment. For a comprehensive list of the SERS Covered Compensation, please download the [Employer Fact Sheet: Covered Compensation](#).

Determinations

When there is a question regarding membership in SERS or SERS-covered compensation, it is important to contact Employer Services. In many cases, a determination needs to be made before the district can report the new employee or additional payment.

Documentation for compensation determinations vary depending on the type of payment being issued to the employee. Types of required documentation include copies of contracts, school district policies, collective bargaining agreements, settlement agreements, or grievances.

District Staff Updates

It is the employer's responsibility to ensure that all contact information listed in eSERS is accurate and up to date. When communicating to employers for upcoming due dates or updates, it is crucial that the correct individuals receive the communication.

To make sure that the contact information that SERS has is correct, log into eSERS and open the Contacts Web User Maintenance application. This shows a list of active and inactive contacts for your district. If there are any updates to a Web User that need to be made, the Employer Web Administrator (EWA) for your district can make them.

Only Employer Services can update an EWA's information. If the EWA needs to be updated in eSERS, please have the fiscal officer complete and return the [Employer Web Administrator Registration](#) form and email it to employerservices@ohsers.org.

Employer Services will make the necessary updates to the EWA's information in eSERS once the form is received.

Video Center and eSERS Tutorials

Did you know that Employer Outreach has a [Video Center](#) where you can watch a previously recorded training and webinars on demand?

The Video Center offers training on trending topics like SERS-covered compensation, setting up a new eSERS Web User, and completing Wage Certifications.

We also offer an extensive list of tutorials in the Video Center, ranging from 3 to 10-minute videos on most employer reporting topics.

If there was a training that you missed, you can find the recorded version under the Recorded Webinars section.

Reminder: CBBC Information Included on Some Member Annual Statements

Member Annual Statements are currently being mailed. Some members may notice a message on their statement indicating they may be impacted by the Contribution Based Benefit Cap (CBBC).

The CBBC is a tool SERS began using August 1, 2024, to identify and prevent pension spiking, or benefit inflation.

The farther members are from retirement, the more likely they are to receive a message on their annual statement indicating that they are affected by the CBBC reduction.

Many members will naturally move out of the CBBC reduction as they pay in more employee contributions and get closer to retirement. This means that if members continue contributing to SERS, the increase to their member contributions could lessen or remove the CBBC reduction.

For more information on CBBC, visit the website at www.ohsers.org/.

School Employees Retirement System of Ohio
employerservices@ohsers.org
www.ohsers.org