



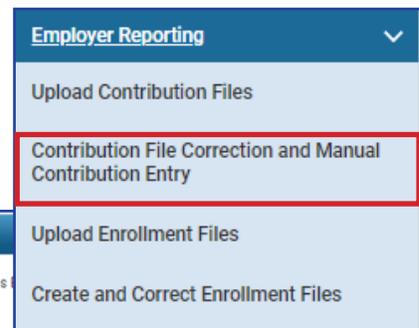
HOW TO

Copy Forward

The copy forward function is useful when you need to create a new contribution file, and all the information is the same from the previous cycle to the current one. In order to start this process, go to the **Contribution File Correction and Manual Contribution Entry** menu item.

Steps:

1. Select the “Contribution File Correction and Manual Contribution Entry” menu item.
2. The system displays the Contribution File Correction and Manual Contribution Entry screen.
3. In the Posted Employer Reporting Header panel, check the box next to the Header ID you wish to copy forward.
4. Enter the **Pay Date** for the new Contribution Report you are creating this Cycle Code.
5. Click “Copy Forward.”



Unposted Employer Reporting Header

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

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

<input type="checkbox"/>	Header ID	Header Type	Header Status	Pay Date	Contribution Cycle Code	Received Date	Contractor	Submit For Posting
No records to display.								

Create New Employer Reporting Header

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

* Header Type: **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 Pay Date, and click the Copy Forward button.

* Pay Date: **Copy Forward**

First Prev 1 2 3 ... 13 14 Next Last Results 1 - 10 of 132

<input type="checkbox"/>	Header ID	Header Type	Header Status	Pay Date	Contribution Cycle Code	Received Date	Posted Date	Contractor
<input checked="" type="checkbox"/>	347269	Contribution	Posted	06/28/2023	BWK0001	06/27/2023	06/27/2023	
<input type="checkbox"/>	345164	Contribution	Posted with Warnings	05/14/2021	SMO0003	05/13/2021	05/13/2021	
<input type="checkbox"/>	343888	Contribution	Posted	04/30/2021	SMO0003	05/06/2021	05/06/2021	

6. Click “Save” (this will populate information).

The screenshot shows the 'Employer Reporting Header Information' and 'Contribution Information' panels. The 'Employer Reporting Header Information' panel includes fields for Employer Reporting Header ID, Reporting Source (Manual), Contribution Cycle Code (BWK0001), ITC, Sent Date (06/27/2023), File Name, Header Type (Contribution), Header Status, Pay Date (07/12/2023), Contractor, Posted Date, and Unique ID. The 'Contribution Information' panel includes buttons for Open, Void Record, and Export To Excel, and summary statistics for Regular and Reemployed employees. Below the statistics is a table with columns for 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, and Record Status. The table currently displays 'No records to display'.

Once you click “Save” in the previous step, the system carries over the information from the prior file.

The records found under the Contribution Information panel will show the Social Security numbers and last names, as well as the period begin and period end dates associated with the pay date entered. You will enter manually per record the details found in the red box.

New	Use this button if you need to add an additional record that was not reported during the last payroll cycle.
Void Record	Use this button if an individual populated from the last payroll cycle and they are not being reported with this new file. Check the box next to the Contribution Record ID and click Void Record .

The screenshot shows the 'Employer Reporting Header Information' and 'Contribution Information' panels. The 'Employer Reporting Header Information' panel includes fields for Employer Reporting Header ID (347272), Reporting Source (Manual), Contribution Cycle Code (BWK0001), ITC, Sent Date (06/27/2023), File Name, Header Type (Contribution), Header Status (Review), Pay Date (07/12/2023), Contractor, Posted Date, and Unique ID. The 'Contribution Information' panel includes buttons for New, Open, Void Record, and Export To Excel, and summary statistics for Regular and Reemployed employees. Below the statistics is a table with columns for 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, and Record Status. The table now displays two records, highlighted with a red box:

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
<input type="checkbox"/> 14528496	XXX-XXXX	Bruno Madrigal	06/29/2023	07/12/2023	01	0	0.00	\$0.00	\$0.00	\$0.00	\$0.00	Review
<input type="checkbox"/> 14528497	XXX-XXXX	Scott Seas	06/29/2023	07/12/2023	01	0	0.00	\$0.00	\$0.00	\$0.00	\$0.00	Review

Steps:

7. Check the box next to the record(s) or click the **Contribution Record ID** you wish to update in the Contribution Information Panel. To fix a record, click the Contribution Record ID number.
8. Click “Open.”

The screenshot displays the eSERS system interface. The top section, 'Employer Reporting Header Information', shows details for Employer Reporting Header ID 347272, Reporting Source Manual, Contribution Cycle Code BWW0001, and Pay Date 07/12/2023. The 'Status Count' panel on the right indicates a Total Record Count of 2, with 2 records in the 'Review' status. The bottom section, 'Contribution Information', features a table of contribution records. The 'Open' button is highlighted in red. The table lists two records: Bruno Madrigal (ID 14620496) and Scott Seas (ID 14620497), both with a status of 'Review'.

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
<input checked="" type="checkbox"/> 14620496		Bruno Madrigal	06/29/2023	07/12/2023	01	0	0.00	\$0.00	\$0.00	\$0.00	\$0.00	Review
<input type="checkbox"/> 14620497		Scott Seas	06/29/2023	07/12/2023	01	0	0.00	\$0.00	\$0.00	\$0.00	\$0.00	Review



Tip: If you would like to update all of the records at once, click on the “Review” hyperlink, and you will be able to update a contribution record and move to the next without changing screens.

The employee's SSN and last name are already populated, along with the period begin and end dates and the earnings code. The earnings code can be changed if necessary.

Steps:

9. Enter the following information:
 - Service Days
 - Hours
 - Employee Pre-Tax or Post-Tax Contributions (10%)
 - Employee Earnings (Submitted)
10. Click "Save."

Contribution File Corre... > Employer Reporting Head... > Employer Reporting Cont... X ← Displaying page 2 of 2 →

[Record displayed. Please make changes and press SAVE.]

Save Refresh

Employer Reporting Header Information

Employer Reporting Header ID: 347272 Header Type: Contribution Header Status: Review
Pay Date: 07/12/2023 Contribution Cycle Code: BWK0001

Contribution Information

Contribution Record ID: 14628496 Record Status: Review Suppress Warning:

* SSN: XXX-XXXX
First Name: Bruno Middle Name: * Last Name: Madrigal
Name Suffix:
* 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): \$2500.00 Employee Earnings (Sys. Calc): \$0.00 Employer Contribution (Sys. Calc): \$0.00
Employment Status Effective Date: Employment Status Code:

Validation Information

Message ID	Error / Warning	Severity
No records to display		

Once the record is saved, it will display any errors or warnings in the Validation Information panel. Once the errors or warnings are resolved (if applicable), continue to the next record(s).

Steps:

11. Click on the left or right arrow in the navigation path to move to the next record.

This screenshot shows the 'Employer Reporting Cont...' page for record 14628496. The record status is 'Review'. The 'Validation Information' panel at the bottom is empty, indicating no errors or warnings. The form fields include:

- Employer Reporting Header ID: 347272
- Header Type: Contribution
- Header Status: Review
- Pay Date: 07/12/2023
- Contribution Cycle Code: BWK0001
- Contribution Record ID: 14628496
- Record Status: Review
- Suppress Warning:
- SSN: xxx-xxxx
- First Name: Bruno
- Middle Name:
- Last Name: Madrigal
- 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: 50.00
- Employee Earnings (Submitted): \$2,500.00
- Employee Earnings (Sys. Calc): \$0.00
- Employer Contribution (Sys. Calc): \$0.00
- Employment Status Effective Date:
- Employment Status Code:

The system brings up the next record. Repeat steps nine through 11 until all records are updated with the required information described in step nine. If you have multiple individuals who need contribution information, follow the previous steps.

This screenshot shows the 'Employer Reporting Cont...' page for record 14628497. The record status is 'Valid'. The 'Validation Information' panel at the bottom is empty, indicating no errors or warnings. The form fields include:

- Employer Reporting Header ID: 347272
- Header Type: Contribution
- Header Status: Valid
- Pay Date: 07/12/2023
- Contribution Cycle Code: BWK0001
- Contribution Record ID: 14628497
- Record Status: Valid
- Suppress Warning:
- SSN:
- First Name: Scott
- Middle Name:
- Last Name: Seas
- Period Begin Date: 06/29/2023
- Period End Date: 07/12/2023
- Earnings Code: 01 - Regular Contribution
- Service Days: 10
- Hours: 80.00
- Employee Pre-Tax Contribution: \$250.00
- Employee Post-Tax Contribution: \$0.00
- Employee Earnings (Submitted): \$2,500.00
- Employee Earnings (Sys. Calc): \$2,500.00
- Employer Contribution (Sys. Calc): \$350.00
- Employment Status Effective Date:
- Employment Status Code:

On the final record, both the header and detail records will change to a valid status once you have updated the required fields and clicked Save. This means you are ready to submit this file for posting.

Steps:

12. Click on “Employer Reporting Head...” in the navigation path to take you to the **Employer Reporting Header Maintenance** screen so that you can submit your file for posting.

The Employer Reporting Header Maintenance screen is populated with information based on the detail records that were created.

13. Click “Submit for Posting.”

Once a report is submitted for posting, it becomes read-only. The header status changes to **Posting in Progress**, and will change to **Posted** once information is processed.

Once your Header Status shows that the file has been posted, you can now go to the Payment Remittance application and submit your payment.

The screenshot displays the eSERS system interface. At the top left is a 'Refresh' button. The main area is divided into two sections: 'Employer Reporting Header Information' and 'Contribution Information'.

Employer Reporting Header Information:

- Employer Reporting Header ID : 347272
- Reporting Source : Manual
- Header Type : Contribution
- Header Status : **Posted** (highlighted with a red box)
- Contribution Cycle Code : BWK0001
- Pay Date : 07/12/2023
- ITC :
- Contractor :
- Sent Date : 06/27/2023
- Posted Date : 06/27/2023
- File Name :
- Unique ID :

Status Count:

Total Record Count	
2	Posted
0	Posted with warnings
0	Review
0	Valid
0	Void

Contribution Information:

Buttons: Open, Export To Excel

Summary:

- Total Regular Employee Pre-Tax Contributions : \$500.00
- 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) : \$5,000.00
- Total Employee Earnings (Submitted) : \$5,000.00
- Total Employer Contributions (System Calculated) : \$700.00

Filters: SSN (input field), Earnings Code Type (All), Record Status (Review), Filter button.

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												

Submitting a contribution record will result in the member's account reflecting a pending transaction.

Dollar amounts are not considered available in the member's account until the employer submits both the contribution record and payment for the corresponding liability created.