



# 2024 eSERS Guide

ELECTRONIC REPORTING SYSTEM



School Employees Retirement System of Ohio  
*Serving the People Who Serve Our Schools®*

# Contents

<b>Registration.....</b>	<b>1</b>
Employer Web Administrator .....	2
Registering .....	3
Logging In.....	5
Forgot User ID .....	11
Forgot Password .....	14
How to Change Your Password.....	16
Unlocking Your Account.....	18
Definitions.....	20
<b>Web User Maintenance .....</b>	<b>21</b>
Setting Up a NEW eSERS User.....	22
Updating an eSERS User Account.....	26
Unlocking an eSERS User Account .....	28
Web User Roles by Definition .....	31
Contractor Web User Roles .....	32
<b>Contractor Maintenance .....</b>	<b>33</b>
Setting Up Contractor Information.....	34
<b>eSERS Homepage .....</b>	<b>37</b>
eSERS Home Page.....	38
Understanding the Menu .....	39
<b>Payroll Schedule.....</b>	<b>41</b>
Payroll Schedule Entry .....	42
Extending a Schedule .....	46
Special Pay .....	50
Extending the Special Pay Schedule .....	51
Payroll Schedule Entry FAQ.....	52
<b>Enrollment.....</b>	<b>53</b>
Enrollment Overview .....	54
Uploading Enrollment Files .....	55
Manual Enrollment Entry .....	57
Create and Correct Enrollment Files .....	62
Validation Information.....	69
Submit SSA-1945 File Upload.....	71

<b>Contribution Reporting .....</b>	<b>73</b>
Employer Reporting Overview.....	74
Earnings Code Overview.....	75
Upload Contribution File.....	76
Upload Contribution File Errors .....	77
Manual Contribution Entry .....	79
Contribution Copy Forward .....	86
Submitting a Zero File .....	95
Correcting Contribution Records Overview .....	100
Correcting Contribution Records .....	101
Validation Information .....	109
<b>Adjustments.....</b>	<b>113</b>
Adjustments Overview.....	114
Manual Creation.....	115
Submitting for Posting .....	118
<b>Employer Reporting Detail Lookup .....</b>	<b>121</b>
Employer Reporting Detail Lookup.....	122
Contributions and Adjustments.....	123
<b>Bank Account Maintenance.....</b>	<b>125</b>
Create and Maintain Bank Account Information for ACH Debit .....	126
Payment History .....	129
Advanced Search .....	132
<b>Payment Remittance .....</b>	<b>133</b>
Payment Remittance .....	134
Correcting a Payment Remittance .....	140
Credit Memos .....	142
Payment Remittance History .....	146
Advanced Search .....	147
<b>SCP Payroll Deduction.....</b>	<b>149</b>
SCP Payroll Deduction Submission .....	150
Excluding Records .....	152
Advanced Search .....	154

<b>Wage Certifications .....</b>	<b>157</b>
Service Wage Certification .....	158
Refund Wage Certification .....	162
Disability Certification .....	163
<b>Annual Processes .....</b>	<b>165</b>
Enter New Salary Estimate .....	166
View Salary Estimate .....	167
View Foundation Deduction Notice .....	168
View Employer Statement .....	169
View Surcharge Information .....	170
<b>Additional Submissions.....</b>	<b>171</b>
Pick-up Plan Submission.....	172
Submit a Death Notification.....	173
Submitting an ERI Plan .....	175
Calculating an ERI Estimate.....	176
<b>Informational.....</b>	<b>177</b>
View Employer Demographics .....	178

Rev. 7/2024



**School Employees Retirement System of Ohio**  
 300 E. Broad St., Suite 100, Columbus, Ohio, 43215  
 614-222-5853 | 800-878-5853 | [www.ohsers.org](http://www.ohsers.org)