



2023 eSERS Guide

# **SCP PAYROLL DEDUCTION**



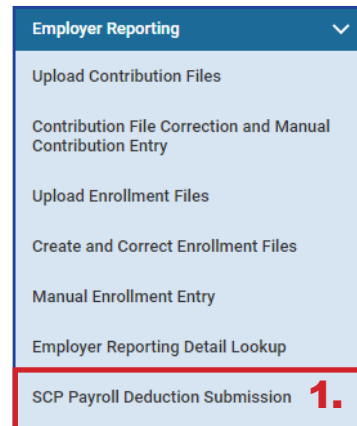
**School Employees Retirement System of Ohio**  
*Serving the People Who Serve Our Schools®*

# SCP Payroll Deduction Submission

For each reporting period, you will submit a SCP payroll deduction submission to reflect all members who currently have a service credit purchase in progress.

This creates the liability in the Payment Remittance application for you to submit the payment.

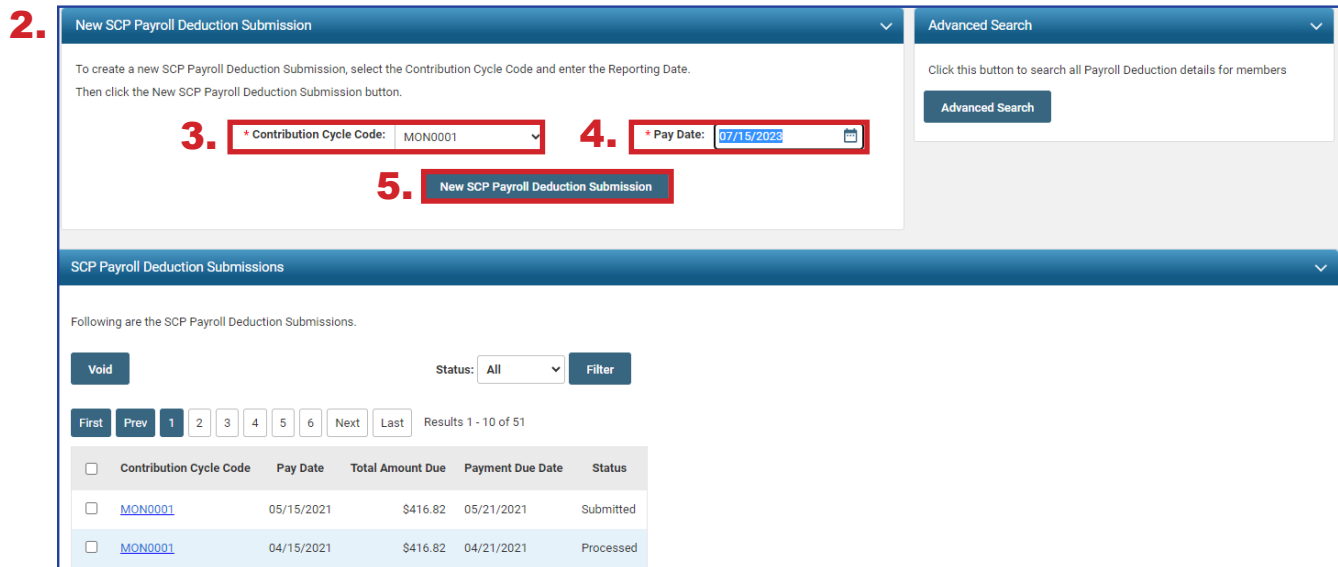
## Steps:



Employer Reporting

- Upload Contribution Files
- Contribution File Correction and Manual Contribution Entry
- Upload Enrollment Files
- Create and Correct Enrollment Files
- Manual Enrollment Entry
- Employer Reporting Detail Lookup
- SCP Payroll Deduction Submission 1.**

1. Select the **SCP Payroll Deduction Submission** menu item.
2. The system displays the SCP Payroll Deduction Submission screen.
3. Select the **Contribution Cycle Code** from the drop-down.
4. Enter the Pay Date.
5. Click **New SCP Payroll Deduction Submission**.



2. New SCP Payroll Deduction Submission

To create a new SCP Payroll Deduction Submission, select the Contribution Cycle Code and enter the Reporting Date. Then click the New SCP Payroll Deduction Submission button.

3. \* Contribution Cycle Code: MON0001

4. \* Pay Date: 07/15/2021

5. New SCP Payroll Deduction Submission

Advanced Search

Click this button to search all Payroll Deduction details for members

Advanced Search

SCP Payroll Deduction Submissions

Following are the SCP Payroll Deduction Submissions.

Void Status: All Filter

First Prev 1 2 3 4 5 6 Next Last Results 1 - 10 of 51

| <input type="checkbox"/> | Contribution Cycle Code | Pay Date   | Total Amount Due | Payment Due Date | Status    |
|--------------------------|-------------------------|------------|------------------|------------------|-----------|
| <input type="checkbox"/> | MON0001                 | 05/15/2021 | \$416.82         | 05/21/2021       | Submitted |
| <input type="checkbox"/> | MON0001                 | 04/15/2021 | \$416.82         | 04/21/2021       | Processed |

## Please Note:

In the **SCP Payroll Deduction Submission** panel, you see SCP payroll deduction submission records, which you can open to view.

The **Advanced Search** panel allows you to search all submissions by member or contribution cycle code.



**Tip:** An employee can have an SCP Payroll Deduction in multiple contribution cycle codes.

Starting a new submission takes the user to the **Payroll Deduction Maintenance** screen. This screen shows all members who have agreed to a service credit purchase and are using payroll deductions for the specified contribution cycle code.



**Please Note:**

As of January 1, 2019, all NEW employee service credit purchase payroll deduction plans are post-tax and need to be entered as post-tax.

All records will automatically show in the **Payroll Deduction Information** panel. As long as there are no records that need to be excluded, you will submit the record as-is.

**Steps (continued):**

6. Click **Submit**.
7. Go to the Payment Remittance application to pay the SCP liability that was just created.

**6.**

The screenshot shows the 'SCP Payroll Deduction Submission Summary' screen. At the top, there are 'Submit' and 'Refresh' buttons. Below them, the 'Payroll Deduction Information' panel is expanded, showing a table with two rows of employee data. The first row is for a 'Military Regular' employee with a pre-tax payment of \$222.40 and a post-tax payment of \$0.00. The second row is for an 'Other School' employee with a pre-tax payment of \$194.42 and a post-tax payment of \$0.00. Both rows have a 'Number of Payments Remaining' of 27. The table is highlighted in yellow. To the right of the table, a red box contains the text: 'Post-Tax Payment Amount: NEW Employee payroll deduction plans initiated AFTER January 1, 2019.' Below the table, there is a 'Payroll Deduction Excluded' section with an 'Include' button. A red box next to it contains the text: 'Pre-Tax Payment Amount: Employee payroll deduction plans initiated PRIOR to January 1, 2019.' Another red box to the right contains the text: 'If a purchase in progress has five or less payments remaining, that line will be highlighted yellow.'

| Payroll Deduction ID     | SSN                                | Name             | Service Credit Type | Pre-Tax Payment Amount | Post-Tax Payment Amount | Scheduled Payment Amount | Number of Payments Remaining |
|--------------------------|------------------------------------|------------------|---------------------|------------------------|-------------------------|--------------------------|------------------------------|
| <input type="checkbox"/> | FIRST_NAME_625264 LAST_NAME_625264 | Military Regular | \$222.40            | \$0.00                 | \$222.40                | 27                       |                              |
| <input type="checkbox"/> | FIRST_NAME_625264 LAST_NAME_625264 | Other School     | \$194.42            | \$0.00                 | \$194.42                | 27                       |                              |



**Tip:** If a member has more than one purchase in progress, both purchases will be reflected separately in the Payroll Deduction Information panel.

# Excluding Records

If an individual from the payroll deduction needs to be excluded, it must be done **prior to submitting** the payroll deduction.

## Steps:

1. Check the box next to the individual to be excluded. You must check the box next to the individual's purchases if the individual has more than one in progress.
2. Click **Exclude**.

**2.**

SCP Payroll Deduction Submission Summary

Contribution Cycle Code : MON0001

Pay Date : 07/15/2023

Total Amount Due: \$416.82

Due Date: 07/21/2023

Status:

Payroll Deduction Information

Exclude

Export To Excel

| <input type="checkbox"/>                      | Payroll Deduction ID | SSN | Name                               | Service Credit Type | Pre-Tax Payment Amount | Post-Tax Payment Amount | Scheduled Payment Amount | Number of Payments Remaining |
|---|----------------------|-----|------------------------------------|---------------------|------------------------|-------------------------|--------------------------|------------------------------|
| <input type="checkbox"/>                      |                      |     | FIRST_NAME_625264 LAST_NAME_625264 | Military Regular    | \$222.40               | \$0.00                  | \$222.40                 | 27                           |
| <b>1.</b> <input checked="" type="checkbox"/> |                      |     | FIRST_NAME_625264 LAST_NAME_625264 | Other School        | \$194.42               | \$0.00                  | \$194.42                 | 27                           |

Payroll Deduction Excluded

Include

| <input type="checkbox"/> | Payroll Deduction ID | SSN | Name | Service Credit Type | Pre-Tax Payment Amount | Post-Tax Payment Amount | Number of Payments Remaining | Reason |
|--------------------------|----------------------|-----|------|---------------------|------------------------|-------------------------|------------------------------|--------|
| No records to display.   |                      |     |      |                     |                        |                         |                              |        |

By selecting a record to be excluded, it moves the record down to the **Payroll Deduction Excluded** panel.

To complete this process, select a reason to exclude the record. The options available are: Deceased, Leave, Retired, or Terminated.

### Steps (continued):

3. Select the exclusion reason from the drop-down menu.
4. Once all records are complete, click **Submit**.

**4.**

Submit Refresh

SCP Payroll Deduction Submission Summary

Contribution Cycle Code : MON0001 Pay Date : 07/15/2023  
Total Amount Due: \$222.40 Due Date: 07/21/2023 Status:

Payroll Deduction Information

Exclude Export To Excel

| <input type="checkbox"/> | Payroll Deduction ID | SSN | Name                               | Service Credit Type | Pre-Tax Payment Amount | Post-Tax Payment Amount | Scheduled Payment Amount | Number of Payments Remaining |
|--------------------------|----------------------|-----|------------------------------------|---------------------|------------------------|-------------------------|--------------------------|------------------------------|
| <input type="checkbox"/> |                      |     | FIRST_NAME_625264 LAST_NAME_625264 | Military Regular    | \$222.40               | \$0.00                  | \$222.40                 | 27                           |

Payroll Deduction Excluded

Include

| <input type="checkbox"/> | Payroll Deduction ID | SSN | Name                               | Service Credit Type | Pre-Tax Payment Amount | Post-Tax Payment Amount | Number of Payments Remaining | Reason |
|--------------------------|----------------------|-----|------------------------------------|---------------------|------------------------|-------------------------|------------------------------|--------|
| <input type="checkbox"/> |                      |     | FIRST_NAME_625264 LAST_NAME_625264 | Other School        | \$194.42               | \$0.00                  | 27                           | Leave  |

**3.**



**Tip:** If it was a mistake to exclude a record, select the checkbox and click **Include** to move the record back to the Payroll Deduction Information panel, then submit the record.

# Advanced Search

The Advanced Search panel is located on the right side of the SCP Payroll Deduction Submission page. This is a good place to look at all service credit purchases in progress.

## Steps:

1. Click **Advanced Search**.

The screenshot shows the 'New SCP Payroll Deduction Submission' form on the left and the 'Advanced Search' panel on the right. The 'Advanced Search' panel has a red box around the 'Advanced Search' button, labeled with a red '1.'. Below the form, there is a section for 'SCP Payroll Deduction Submissions' with a table of results.

**New SCP Payroll Deduction Submission**

To create a new SCP Payroll Deduction Submission, select the Contribution Cycle Code and enter the Reporting Date. Then click the New SCP Payroll Deduction Submission button.

\* Contribution Cycle Code:  \* Pay Date:

**New SCP Payroll Deduction Submission**

**Advanced Search**

Click this button to search all Payroll Deduction details for members

**Advanced Search** 1.

**SCP Payroll Deduction Submissions**

Following are the SCP Payroll Deduction Submissions.

**Void** Status: **All** **Filter**

**First** **Prev** **1** **2** **3** **4** **5** **6** **Next** **Last** Results 1 - 10 of 52

☐ Contribution Cycle Code Pay Date Total Amount Due Payment Due Date Status

This opens the SCP Payroll Deduction Lookup screen.

2. Enter the Search Criteria (this scenario is filtering by Service Credit Type).
3. Click **Search**.

The screenshot shows the 'Criteria' section of the SCP Payroll Deduction Lookup screen. It includes fields for Payroll Deduction ID, First Name, Last Name, Contribution Cycle Code, Start Date From, Number of Payments Remaining, SSN, Service Credit Type (set to 'SERS Restored'), Start Date To, and Payroll Deduction Amount. A red box around the 'Search' button is labeled with a red '3.'. Below the criteria section is the 'Search Results' section, which shows a table of results. The table has columns for Payroll Deduction ID, Contribution Cycle Code, SSN, Name, Payroll Deduction Start Date, Service Credit Type, Service Credit Amount, Payment Deduction Amount, and Number of Payments Remaining. The table is currently empty, with the text 'No records to display.' below it.

**Criteria**

2.

Payroll Deduction ID:  SSN:

First Name:  Last Name:

Contribution Cycle Code:  Service Credit Type: **SERS Restored**

Start Date From:  Start Date To:

Number of Payments Remaining:  Payroll Deduction Amount:

**3.** **Search** **Reset**

**Search Results**

**Export To Excel**

| <input type="checkbox"/> | Payroll Deduction ID | Contribution Cycle Code | SSN | Name | Payroll Deduction Start Date | Service Credit Type | Service Credit Amount | Payment Deduction Amount | Number of Payments Remaining |
|--------------------------|----------------------|-------------------------|-----|------|------------------------------|---------------------|-----------------------|--------------------------|------------------------------|
| No records to display.   |                      |                         |     |      |                              |                     |                       |                          |                              |

The results will display what contribution cycle code the member's deductions are listed under, the member's name, service credit type, deduction amount, and how many payments remain.

From this screen, you also can use the **Export to Excel** feature, which is useful to create reports for your organization on service credit purchases in progress. To do this, select the records you wish to export, and click **Export to Excel**.

Criteria

Payroll Deduction ID:

SSN:

First Name:

Last Name:

Contribution Cycle Code:

Service Credit Type:

Start Date From:

Start Date To:

Number of Payments Remaining:

Payroll Deduction Amount:

Search

Reset

Search Results

Export To Excel

First

Prev

1

2

3

...

9

10

Next

Last

Results 1 - 10 of 100

| <input type="checkbox"/> | Payroll Deduction ID | Contribution Cycle Code | SSN | Name                               | Payroll Deduction Start Date | Service Credit Type | Service Credit Amount | Payment Deduction Amount | Number of Payments Remaining |
|--------------------------|----------------------|-------------------------|-----|------------------------------------|------------------------------|---------------------|-----------------------|--------------------------|------------------------------|
| <input type="checkbox"/> | <a href="#">73</a>   | MON0001                 |     | FIRST_NAME_625264 LAST_NAME_625264 | 08/31/2013                   | Military Regular    | 1.3                   | \$222.40                 | 78                           |
| <input type="checkbox"/> | <a href="#">74</a>   | MON0001                 |     | FIRST_NAME_625264 LAST_NAME_625264 | 08/31/2013                   | Other School        | 1.022                 | \$194.42                 | 78                           |