



# eSERS Hotline

## School Employees Retirement System of Ohio

December 14, 2016

### eSERS Launch

As SERS continues the testing phase of the new system, we are still planning to launch in the first quarter of calendar year 2017.

We will continue to keep you updated and notify you when the new eSERS is ready to launch.

### eSERS Test Site

The eSERS test site is available for you to explore and test. This is a good opportunity to familiarize yourself with the new screens and applications.

If you are an Employer Web Administrator (EWA) and you have not yet registered for access to the test site, please call Employer Services toll-free at 877-213-0861 to register.

As an EWA, you will register additional web users for your district.

### Current eSERS vs. Upgraded eSERS

The eSERS upgrade will bring new features and a more streamlined process designed to better serve you in your role as an SERS employer. This includes new applications that will allow you to complete more duties electronically.

All applications will be accessible from a sidebar menu, which will include important notifications, such as messages from SERS. The eSERS home screen will display the five most recent messages received, submitted files, and upcoming reports that are due.

## Contribution Reporting

If your district currently uses an Information Technology Center (ITC) to submit your contribution reporting to SERS, you will follow a new procedure in the new eSERS. While you will still send reporting information to your ITC to compile the data into the correct file format, the ITC will send the completed file back to you, and then you must upload the file to eSERS.

Once you upload the file to eSERS, the new system will advise whether it was processed successfully or if there are any errors with the file. If there are errors, they must be corrected in order for the system to process the file.

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## FileZilla

FileZilla will no longer be used to upload contribution reporting to SERS once we implement the new system. All contribution reporting files will be required to be uploaded directly to eSERS.

If your district currently uses FileZilla to upload your report files, please download the new [eSERS Upgrade Member Enrollment Upload and Enrollment File Specifications Guide](#).

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## Payroll Schedules

In August, we sent you an email asking you to provide your payroll schedules for FY2017 so they could be uploaded into our test site. If you were unable to do so, please enter your payroll schedules into the eSERS test site now.

All contribution reporting revolves around payroll schedules. The purpose of a payroll schedule is to let us know when employer reports and payments are due. The payroll schedule captures the beginning and end of the earnings period, the pay date, and the frequency.

When a payroll schedule is created, the system assigns a contribution cycle code.

When contributions are reported, the contribution cycle code is required. The codes are:

- Weekly: WKY
- Biweekly: BWK
- Semi-Monthly: SMO
- Monthly: MON
- Other: OTH

You may need to use the "other" contribution cycle code if you have a special pay that does not fall under a regular payroll schedule.

Every district is different when it comes to payroll schedules. For some districts, all employees are on the same payroll schedule, but for others, there are several payroll schedules to cover different groups of employees with different payroll periods and/or pay dates. For guidance in entering a payroll schedule, please refer to page 71 of the [eSERS Training Handbook](#). Please contact [Employer Services](#) with any questions.

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## Due Dates and Payments

Currently all contribution reporting and payments are due the 15<sup>th</sup> of the following month. With the new eSERS system, SERS will be moving to **per pay reporting**. Each district will have **five banking days** to submit their contribution reporting and payment to us. The five days will be based on the "Reporting Date / Pay Date" provided in the payroll schedule the district enters in eSERS.

To alleviate any concern about timely payment, Employer Services recommends three options:

1. Sign up for ACH Debit, which allows SERS to pull an electronic payment from your bank account on a specified date. This is the preferred option.
2. Sign up for ACH Credit with your bank and send an electronic payment to SERS. If you need ACH wiring instructions to submit to your bank, contact Employer Services.
3. Overnight the check to the expedited address below.

Huntington National Bank  
7 Easton Oval  
ATTN: Wholesale Lockbox  
Dept. L-1617  
Columbus, OH 43219

**Please do not mail checks directly to SERS. This may delay the posting of payments to your accounts before the due date.**

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## Need a Refresher on Procedures in the New System?

The following resources are available on our website:

[eSERS Training Handbook](#)

[Simulation videos](#)

Recorded webinar:

[Part One](#)

[Part Two](#)

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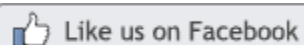
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