



# eSERS Hotline

## School Employees Retirement System of Ohio

January 17, 2017

### Payroll Schedules

All payroll schedules have been removed from the Test Site (Sandbox).

This was necessary to ensure that accurate information is carried forward when we launch the new system.

You must enter accurate payroll schedules into the Test Site by **January 31, 2017**.

You will enter payroll schedules starting with pay dates on or after February 1, 2017 and will go through the remainder of the fiscal year (June 30, 2017).

#### **How to enter a new payroll schedule after logging into the eSERS Test Site:**

1. Click "Payroll Schedule Entry"
2. Click "New"
3. On the Payroll Schedule Maintenance screen, enter in the following information:
  - a. **Payroll Schedule Begin Date:** This will be the beginning of the earnings period for the first pay date in February. Please note: the payroll schedule begin date may be in January.
  - b. **Payroll Schedule End Date:** 6/30/2017
  - c. **First Pay Date:** The first pay date in February
  - d. **Frequency:** Enter your pay frequency. For semi-monthly, you will need to enter the first semi-monthly end date and the second semi-monthly end date.
4. Click "Save"
5. Click "Populate" and review the Pay Date/Reporting Date to see if any have fallen on a holiday or weekend. If any changes have been made, click "Save."
6. Click "Confirm and Submit."

Please contact Employer Services with any questions. You can reach us by phone toll-free at 877-213-0861 or by email at [employerservices@ohsers.org](mailto:employerservices@ohsers.org).

**Reminder:** The Test Site will remain open for you to continue to test.

## Payroll Earnings Codes

There are specific earnings codes for the different types of contribution reporting in the new system. Different earnings codes may or may not require days and hours.

Following is a list of all the earnings codes, as well as definitions of each:

Earnings Code	Days Required	Hours Required
01 - Regular Contribution	Yes	Yes
02 - Supplemental	Yes *	Yes*
03 - Retro Pay	No	No
04 - Stretch Pay	No	No
05 - Grievance pay	If applicable	If applicable
51 - Adjustment to Regular Contribution	If applicable	If applicable
52 - Adjustment to Supplemental	If applicable	If applicable
53 - Adjustment to Retro Pay	No	No
54 - Adjustment to Stretch Pay	No	No
55 - Adjustment to Grievance pay	No	No
91 - Missed Regular Contribution	Yes	Yes
92 - Missed Supplemental Contribution	Yes	Yes
94 - Missed Stretch Pay Contribution	No	No

\*Will accept zero if accompanied by a regular contribution earnings code on the same file.

**01 - Regular Contribution:** Regular wage and contribution record for the member.

**02 - Supplemental:** Supplemental contribution record for the member. Example: coaches.

**03 - Retro Pay:** Any retro payment paid to the member in the current period for the service performed in an earlier pay period.

**04 - Stretch Pay:** Wages that are paid to the member for the non-working period with the wages that are earned in the working period. This includes summer pay transactions. Example: Member worked for 9 months (9 months of wages = 36000) but stretched the 9 months of wages into 12 months (monthly wages = 3000). Note: These are not extra wages to the member.

**05 - Grievance pay:** Employee filed a grievance and payment paid to employee by the employer. This is similar to retro payment, but SERS needs to follow-up with the employer to confirm the details.

**51 - Adjustment to Regular Contribution:** This is an adjustment record to '01'.

**52 - Adjustment to Supplemental:** This is an adjustment record to '02'.

**53 - Adjustment to Retro Pay:** This is an adjustment record to '03'.

**54 - Adjustment to Stretch Pay:** This is an adjustment record to '04'.

**55 - Adjustment to Grievance Pay:** This is an adjustment record to '05'.

**91 - Missed Regular Contribution:** To report any Regular Wage and Contribution record that was not reported for a prior period.

**92 - Missed Supplemental Contribution:** To report any supplemental contribution that was not reported for a prior period.

**94 - Missed Stretch Pay Contribution:** To report any stretch pay contribution that was not reported for a prior period.

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