



# eSERS Hotline

## School Employees Retirement System of Ohio

January 6, 2017

### Transition to the new eSERS

The new eSERS system is slated to launch **late February 2017**.

In anticipation of the switch from monthly reporting to per pay reporting, this issue of *eSERS Hotline* will help you prepare for the transition.

### January Monthly Reports Due by February 15

For the month of January, you will report using the current monthly format.

All files must be submitted to SERS by **February 15**. To ensure accuracy, please pay special attention to all contribution amounts and each employee's total days and hours worked.

Payments of contributions also are due by **February 15**. Please be sure to include the appropriate payment remittance information with these payments.

### Per Pay Reporting Format Begins with February Payrolls

All employers will begin reporting using the new per pay format for all payrolls run on and after February 1, 2017.

You will process payroll as normal but hold the SERS files generated by your software, along with the corresponding contribution payments, until the new system launches. This includes employers who manually enter contribution reporting through the eSERS portal.

### A How-To Guide to Payroll Schedule Entry

The switch to per pay reporting requires each district to enter all of its payroll schedules. Some districts may only have one schedule, if all SERS-covered employees are paid on the same schedule, while others may have multiple pay schedules if they have SERS-covered employees on different schedules.

To ease the transition to per pay reporting, we set up a practice area called the eSERS Test Site (sandbox). This site has been used to gain familiarity with the new system and includes test data for payroll schedules. To ensure that accurate information is carried forward, SERS will remove all of the payroll schedules entered in the Test Site on January 16, 2017.

Accurate payroll schedules must be entered into the Test Site by January 31, 2017. These payroll schedules will be carried forward when we launch the new system. Be sure to enter payroll schedules for pay dates on or after February 1, 2017 through the remainder of the fiscal year (June 30, 2017).

Need a refresher on how to enter a new payroll schedule in the eSERS Test Site?

After logging in:

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 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** 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" to review the Pay Date/Reporting Date to see if any have fallen on a holiday or weekend. If any dates are changed click "Save".
6. Click "Save 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).

## New Registration Required for the New eSERS

Once the new eSERS is implemented in late February, all Employer Web Administrators (EWAs) will receive an email requesting they register for a new eSERS account.

Each district's EWA will receive a registration email with a link that is valid for 24 hours. The EWA must use that link to start the registration process. Once registration is complete, they will be able to set up eSERS access for other users in the district.

If the district's EWA does not use the registration link within 24 hours of receiving the email, they will need to contact SERS for a new registration link.

Stay tuned for future issues of the *eSERS Hotline* for more information.

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

The following resources are available on our website:

[eSERS Training Handbook](#)

Recorded webinar:

[Part One](#)

[Part Two](#)

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