



eSERS Hotline

School Employees Retirement System of Ohio

February 23, 2017

New eSERS System Launching February 27, 2017

Registrations Phased In, February 28 - March 10, 2017

We will begin releasing registration emails to employers in a staggered manner the week of February 27, 2017. Because we do not want to overload the new system, we will be phasing in groups of employers over a two-week period, beginning on February 28, 2017, and ending on March 10, 2017.

Watch your email for a notification informing you that you can register your account.

Reminder: Valid extensions for files are: .txt .dat or .seq.

Go Live Checklist

Get ready to "go live." Review the checklist below so that you are ready to go live along with the new eSERS.

New Registration Required:

- New registration emails will be sent to all Employer Web Administrators (EWAs)
- EWAs will setup eSERS access for all users in the district
- Registration emails will expire in 24 hours

Payroll Schedules:

- Are entered based on per pay reporting (only if not entered in the Test Site)

If You Use a Contract Company:

- Setup the organization (e.g. ABC Transportation)
- Setup user access (assigning a user to the contract company guarantees proper access)
- If a contractor has access to the current eSERS, you will need to contact [Employer Services](#) so we can assign user access to the contract company in the new eSERS

There will be no penalties while we are adjusting to using the new system.

School Employees Retirement System of Ohio

employerservices@ohsers.org

www.ohsers.org

300 E. Broad St., Suite 100, Columbus, OH 43215

877-213-0861