

Special Notice

**Wage Certification Reminder:
Completed through eSERS**



School Employees Retirement System of Ohio

June 14, 2017

Wage Certification Reminder: All Wage Certifications to Be Completed through eSERS

As SERS heads into the busy retirement season, Employer Services would like to remind you that paper wage certification forms are no longer being sent to the district. **Certified wages are now completed in eSERS.**

You will receive an email notification when a member, retiree, or beneficiary files one of the following applications:

- Service Retirement
- Survivor Benefits
- Refund
- Reemployed Retiree Payment
- Disability Benefit: A certification is sent once the application is approved
- Beneficiary Lump Sum Annuity

The notification is sent only to the Employer Web Administrator (EWA), and those assigned the "Wage Certification" role.

To see if your district has pending wage certifications, login to eSERS, and click "Certified Wages." If your district has wage certifications to be completed, they will appear in the **Pending Wage Certifications** panel.

Only fill out the certification when you have the final payroll information for that employee.

To watch an eSERS training video on wage certification, [click here](#).

If you have further questions, please call Employer Services toll-free at 877-213-0861.

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