



EMPLOYER SERVICES FACT SHEET

Employer Checklist

Report, Post, Pay

Report Your File; Post Your File; Pay Your Liability

- Enter new employees using either the Upload Enrollment Files application or the Manual Enrollment Entry application.
- Upload SSA 1945 forms through the SSA 1945 Upload application, or fax them to 614-340-1195. For security purposes, please do not email forms.
- Upload Contribution Files using the Upload Contribution Files application and wait for email confirmation, or manually enter in the Contribution File using the Contribution File Correction and Manual Contribution Entry application.
- Correct any errors or warnings in the file.
- Submit your file for posting. The file posts automatically if it does not have any errors or warnings.
- Apply any Credit Memos in the Payment Remittance application. Remember, if you have uploaded or manually entered an Adjustment File, there may be a Credit Memo.
- Pay the liability using the Payment Remittance application. Select the unpaid liability in the Liabilities to Pay panel. Adding an expected liability is only used on a rare occasion.

Reminder:

All reporting and payments need to be posted within five business days from each Pay Date, also known as “Reporting Date” in eSERS.