



Employer Bulletin

School Employees Retirement System of Ohio

Spring Issue | May 9, 2018

Extend Your Payroll Schedules

The end of FY2018 is quickly approaching, which means many payroll schedules will be meeting their end dates soon. Please be sure to extend any **active** payroll schedules before their end dates so that you will be able to upload your districts contribution files without any issues.

Employer Services has updated several of the “eSERS How To” documents, including the [How To: Extend a Payroll Schedule](#), and the *How To: Manage a Payroll Schedule for a Three-Week Pay Period*.

The [How To: Manage Payroll Schedules for a Three-Week Pay Period](#) is for those districts on bi-weekly payroll schedules that experience a schedule reset where there is a three week pay cycle. Please note that this process has been improved and updated from last year.

Once You Have Extended Your Schedule, Do Not Forget to “Confirm & Submit.”

Foundation-Participating Districts: Salary Estimates Due May 16

As a reminder, Salary Estimates are due no later than Wednesday, May 16. Enter estimates in the Salary Estimate application on eSERS.

If SERS does not receive an estimate for your district, Employer Services will add 3% to the previous year's estimate.

Please enter an estimate even if you are in the middle of contract negotiations or unsure of what your salary will be for the upcoming year. If you find that your monthly Foundation deductions need to be adjusted later, please contact us, and we will explain how to make a change.

Remember, this is just an estimate.

eSERS Hands-On Training: New Dates Added, Planned

Employer Outreach began offering hands-on training sessions this spring at SERS' headquarters in downtown Columbus. Our initial round of sessions filled up quickly, so we added more dates for late spring to late summer.

The training is beneficial for new employees, as well as any SERS employers who would like a refresher on the eSERS computer system.

Sessions are free, but there are only 10 spots per session. Spots are still available for the Wednesday, June 27; Wednesday, July 11; Wednesday, July 18; and, Wednesday, August 22, sessions.

Sessions will be held from 9:00 a.m. to 12:00 p.m. Registration will begin at 8:30 a.m.

Visit our website at www.ohsers.org to register.

Free parking is available in the SERS parking garage. The parking garage entrance is located on Grant Avenue, north of Broad Street.

Fall training dates will be added at a later time.

If you are unable to attend a training session on site in Columbus, but would like assistance, please contact us to schedule an Employer One-On-One session, and we will come to you.

Pick-Up Plans in eSERS: Helpful Tips and Reminders

With a new fiscal year approaching, Employer Services has some helpful tips and reminders concerning Pick-Up plans:

- We do not have access to sample resolutions to send to Employers adopting new Pick-Up plans; however, we do have access to old resolutions that your district has sent in the past.
- The “Employee Group” field is for specific groups of people. If there are numerous groups of employees adopting Pick-Up plans, and they have different plans, you need to enter separate Pick-Up plans into eSERS.
- If you receive a “Reported Earnings do not match system calculated earnings” warning, and the employee is receiving a Pick-Up on Pick-Up, the earnings need to be inflated in eSERS in order for the amounts to match.
 - To correct this issue in your internal payroll system, please contact your payroll software provider. Once it is corrected, you will no longer receive the warning.

- When entering a new Pick-Up plan in eSERS, percentage amounts are required to be entered in the **Tax Deferred Percentage** field and/or the **Board Paid Percentage** field, and the figures must equal 10%. You can enter different percentages that equal 10%, but they cannot be more than 10%.
 - If the employee has a Pick-Up on Pick-Up, the two fields still need to equal 10%, not 11%, and you will need to check mark the Pick-Up on Pick-Up box.

Pickup Plan Record Maintenance

[Record displayed]

Upload & Submit

Refresh

Pickup Plan Details

Pickup ID :	Status :
*Effective Date : 04/01/2018 	End Date :
*Employee Group : Treasurers	Pickup on Pickup : <input checked="" type="checkbox"/>
Tax Deferred Percentage : 0.00%	Board Paid Percentage : 10.00%
*Upload Board Resolution : C:\Users\ktalbert\Desktop <input type="button" value="Browse..."/>	

Upload the Board Resolution in PDF file format

For more information on Pick-Up Plans, please refer to the [Employer Services Pick-Up Plan Fact Sheet](#) or contact Employer Services at employerservices@ohsers.org or 877-213-0861.

Check First Dates of Service

When an employee retires or refunds an account, there is an “end date” placed on the account.

If an employee has retired or refunded, and then returns to work, the first date of service is the **NEW** date the employee returns to work.

Please do not provide the original first date of service.

When you use the original date, a “First Date of Service cannot be more than 6 months in the past” warning appears. If you receive this warning for an enrollment, we ask that you double check the first date of service before the warning is suppressed.

If it has been more than six months since the employee has worked or has been paid, a new enrollment needs to be entered using the employee’s **new** first date of service, which is the date the employee returned to work.

Stuck in Review Status? eSERS Errors and Warnings

If an Enrollment File or Contribution File goes into “Review” status, it is because there are errors or warnings. These items need to be corrected or verified before the file can post.

A file cannot post with errors; however, you can suppress warnings. Employer Services asks that you view the warnings on the file and verify the information provided.

For example, if you receive the warning: “Possible Duplicate Contribution record for this Member,” verify the Contribution record for accuracy before you suppress it. To do this, go to the Employer Reporting Detail Lookup, and search by the member’s Social Security number.

If it is a duplicate record, simply void the record. If it is not a duplicate, suppress the warning, and submit your file for posting.

Membership and Compensation Reminder

When there is a question regarding SERS-covered membership and compensation, always call Employer Services toll-free at 877-213-0861 or email us at employerservices@ohsers.org.

For a quick refresher, you can download the [Employer Fact Sheet for Membership](#) and the [Employer Fact Sheet for Compensation](#).

If you need a membership determination, fill out the [Membership Determination Form](#), and send it back to Employer Services along with a copy of the job description and contract, if there is one.

Reminder: SERS will need to review any Grievance Payment Agreements prior to any Contribution reporting being uploaded to eSERS. Employer Services will need to determine if it is SERS Compensation.

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