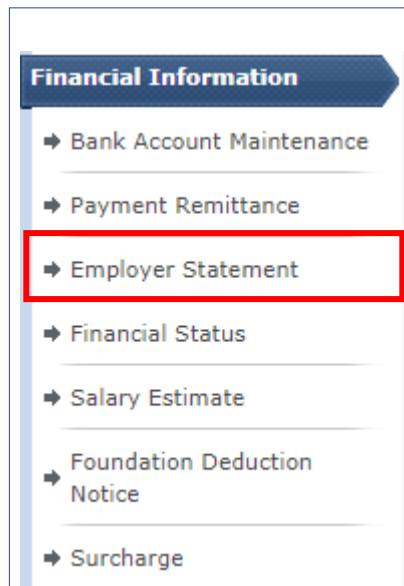




HOW TO: Employer Statement

To download and view your statement:

1. Log on to the eSERS portal.
2. Click "Employer Statement."
3. On the Employer Statement Maintenance screen, select the statement you want to download.
4. Download to view and/or print.



Employer Statements

[Record displayed]

Employer Statements

Click a link below to download your employer statement for a specific fiscal year.

Fiscal Year
2019
2018
2017
2016
2015

Please note: For some districts, when you select the fiscal year, a pop-up blocker will appear. You will need to allow the pop-up in order for the PDF to populate.

The **Employer Statement** is divided into two pages.

- 1 The first page contains a breakdown of the “Employee Activity” and “Employer Activity” for the fiscal year.
- 2 The statement will list the “Posted Contributions” (reporting), “Payments”, and the “Net” (any difference) that were reported for each month.
- 3 The net amounts at the top of the statement in the “Beginning Balances” row will show the balance from the prior fiscal year.
- 4 The “Prior Fiscal Year Activity” row will show payment made for any prior fiscal year activity. In this example it shows payment for the previous statement balance.
- 5 This section of the statement provides a breakdown of additional types of payments submitted to SERS.

	Payroll Period	Employee Activity			Employer Activity			
		Posted Contributions	Payments	Net	Liabilities	Direct Payments	Foundation Payments	Net
Beginning Balances				(0.01)				15,275.10
Monthly Payroll Activity	JUL-18	7,366.28	(7,366.28)	0.00	10,312.78	0.00	(13,602.00)	(3,289.22)
	AUG-18	12,448.70	(12,418.70)	30.00	17,428.22	0.00	0.00	17,428.22
	SEP-18	9,006.47	(9,006.47)	0.00	12,609.04	0.00	(7,886.78)	4,722.26
	OCT-18	9,266.13	(9,266.13)	0.00	12,972.55	0.00	(13,602.00)	(629.45)
	NOV-18	9,623.70	(9,623.70)	0.00	13,473.19	0.00	(13,602.00)	(128.81)
	DEC-18	9,911.14	(9,911.14)	0.00	13,875.61	0.00	(13,602.00)	273.61
	JAN-19	8,854.25	(8,854.25)	0.00	12,395.90	0.00	(13,602.00)	(1,206.10)
	FEB-19	9,493.28	(9,493.28)	0.00	13,290.54	0.00	(13,602.00)	(311.46)
	MAR-19	15,173.76	(15,173.76)	0.00	21,243.19	0.00	(13,602.00)	7,641.19
	APR-19	8,404.17	(8,404.17)	0.00	11,765.81	0.00	(13,602.00)	(1,836.19)
	MAY-19	9,727.39	(9,727.39)	0.00	13,618.31	0.00	(13,602.00)	16.31
	JUN-19	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Summarized Payroll Activity		109,275.27	(109,245.27)	30.00	152,985.14	0.00	(130,304.78)	22,680.36
Prior Fiscal Year Activity		0.00	0.00	0.00	0.00	(15,275.10)	0.00	(15,275.10)
Refunds				0.00				0.00
Credit Memos				(30.00)				0.00
Credit Memos Adjustments				0.00				0.00
ERI Activity					0.00	0.00	0.00	0.00

The second page is a breakdown of additional payments to SERS and the ending balance.

- 6 This section is a continuation of the first page - a breakdown of additional payment types submitted to SERS in the fiscal year.
- 7 This row shows the ending balances.
- 8 If you have an employee balance that is due, the amount will be listed in the “Net” column in the “Ending Balances” row.
 - a. If there is a net employee amount, it is due to SERS by a specified date.

If your district is owed a refund on the “Employer Activity” side, the refund will not be mailed out until the “Employee Net Ending Balance” has been cleared.

- 9 Any “**Amount Due to SERS**” on the statement, regardless of the amount, must be paid by the date specified by SERS.

If there is an “**Amount Due to District**,” a refund check will be mailed to your district within 30 days.

If your refund amount is \$25.00 or less, it will reflect as a credit memo for you to use against any FY2021 liability or you can request it as a refund back to your district. Please email your request to employerservices@ohsers.org

Foundation participating districts cannot pay their statement balances with Foundation funds.

Please note: Employer Services will not carry any balances forward. All balances must be paid by that specified date.

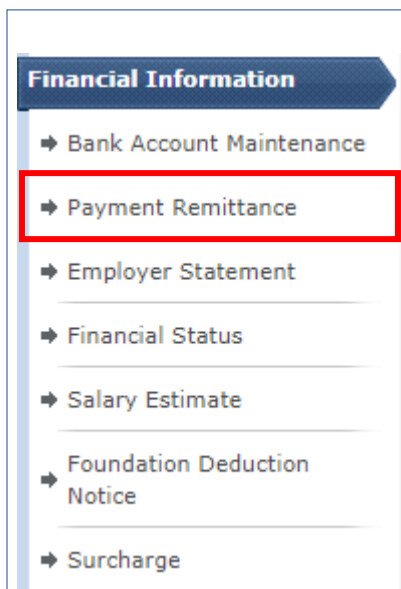
	Payroll Period	Employee Activity			Employer Activity			
		Posted Contributions	Payments	Net	Liabilities	Direct Payments	Foundation Payments	Net
Surcharge Activity		----	----	----	19,317.22	0.00	(19,317.22)	0.00
Purchased Service Activity		----	----	----	0.00	0.00	0.00	0.00
Penalties		----	----	----	0.00	0.00	0.00	0.00
ARP Activity		----	----	----	0.00	0.00	0.00	0.00
Miscellaneous Liabilities		----	----	----	0.00	0.00	0.00	0.00
Returned Items		----	----	----	0.00	0.00	0.00	0.00
Ending Balances		109,275.27	(109,245.27)	(0.01)	172,302.36	(15,275.10)	(149,622.00)	22,680.36
					Amount Due to SERS is			\$22,680.36

7

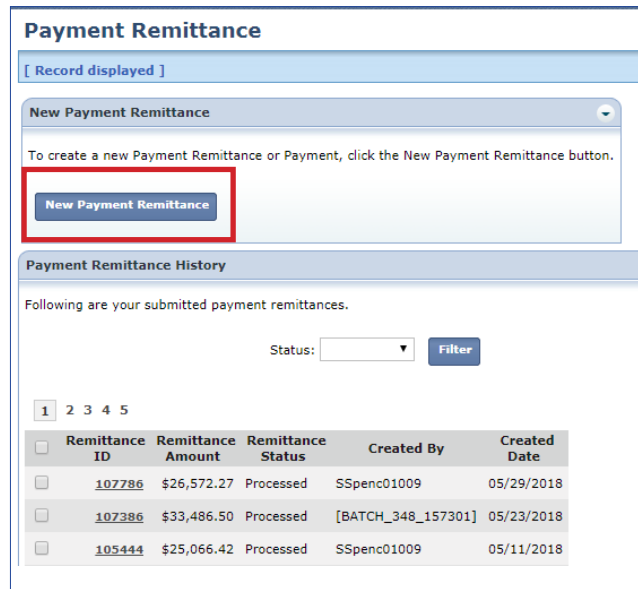
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9

How to Pay the Employer Statement Balance



1. Click "Payment Remittance."
2. Select "New Payment Remittance."



3. Check the boxes next to the liabilities with "Reporting Dates" prior to and including 06/30/2020 and complete the payment remittance process. The remaining balance will be the total amount due according to the statement.

The screenshot shows the "Unpaid Liabilities" table with the following data:

Liability ID	Linked to Remittance	Liability Type	Liability Amount	Remaining Balance	Reporting Date	Contribution Cycle Code	SSN	Name	Invoice
116948	No	Employer Contributions	\$34,058.33	\$511.73	04/13/2018	SMO0003			
121041	No	Employer Contributions	\$34,044.54	\$34,044.54	04/30/2018	SMO0003			
124585	No	Employer Contributions	\$35,093.01	\$35,093.01	05/15/2018	SMO0003			
127962	No	Employer Contributions	\$37,201.20	\$37,201.20	05/30/2018	SMO0003			

Reminder: If paying by check, your payment must be mailed to the SERS lockbox. Please do not mail any payment checks, including Employer Statement and Surcharge payments, to the SERS building. Always mail your payment checks to the SERS lockbox at:

SERS
L-1617
Columbus, Ohio 43260-1617

Expedited payments to the bank for lockbox processing must be delivered prior to 11 a.m. for same-day processing to:

Huntington National Bank
7 Easton Oval
Attention: Wholesale Lockbox L-1617
Columbus, Ohio 43219

Please note: Do not create an expected liability for the Employer Statement balance.