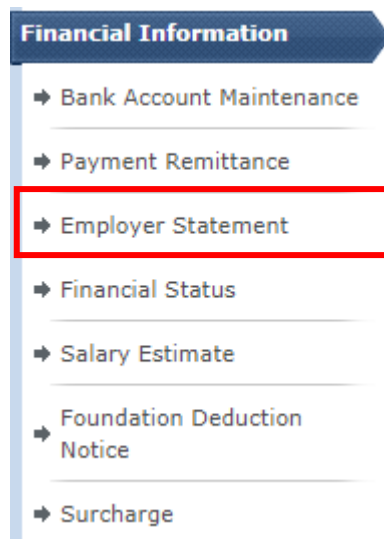




HOW TO: Employer Statement

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
2018
2017
2016
2015
2014

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				137.18				112,244.40
Monthly Payroll Activity	JUL-17	45,185.91	(45,185.91)	0.00	63,260.19	0.00	(32,635.00)	30,625.19
	AUG-17	44,636.63	(44,636.63)	0.00	62,491.32	0.00	(4,922.36)	57,568.96
	SEP-17	49,073.25	(49,073.25)	0.00	68,702.70	0.00	(65,270.00)	3,432.70
	OCT-17	48,919.34	(48,919.34)	0.00	68,487.08	0.00	(65,270.00)	3,217.08
	NOV-17	50,312.54	(50,312.54)	0.00	70,437.49	0.00	(66,973.00)	3,464.49
	DEC-17	50,076.52	(50,076.52)	0.00	70,107.23	0.00	(33,486.50)	36,620.73
	JAN-18	44,451.97	(44,451.97)	0.00	62,232.74	0.00	(100,459.50)	(38,226.76)
	FEB-18	47,554.12	(47,554.12)	0.00	66,575.76	0.00	(66,973.00)	(397.24)
	MAR-18	50,757.26	(50,757.26)	0.00	71,060.10	0.00	(66,973.00)	4,087.10
	APR-18	48,644.86	(48,644.86)	0.00	68,102.87	0.00	(66,973.00)	1,129.87
	MAY-18	51,638.69	(51,638.69)	0.00	72,294.21	0.00	(66,973.00)	5,321.21
	JUN-18	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Summarized Payroll Activity		531,251.09	(531,251.09)	0.00	743,751.69	0.00	(636,908.36)	106,843.33
Prior Fiscal Year Activity		0.00	(137.18)	(137.18)	0.00	(112,244.40)	0.00	(112,244.40)
Refunds			----	0.00	----	----	----	0.00
Credit Memos			----	0.00	----	----	----	0.00
ERI Activity			----	----	0.00	0.00	0.00	0.00
Surcharge Activity			----	----	92,982.64	0.00	(92,982.64)	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 September 14, 2018.

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 **September 14, 2018**.

If the “Amount Due to SERS” is reflected as a credit balance at the end of the statement, a refund is owed to your district. Example: “Amount Due to SERS (\$xxx.xx).”

If your refund amount is \$25.00 or less, it will reflect as a credit memo for you to use against any FY2019 liability or you can request it as a refund back to your district. Please email your request to employerservices@ohsers.org.

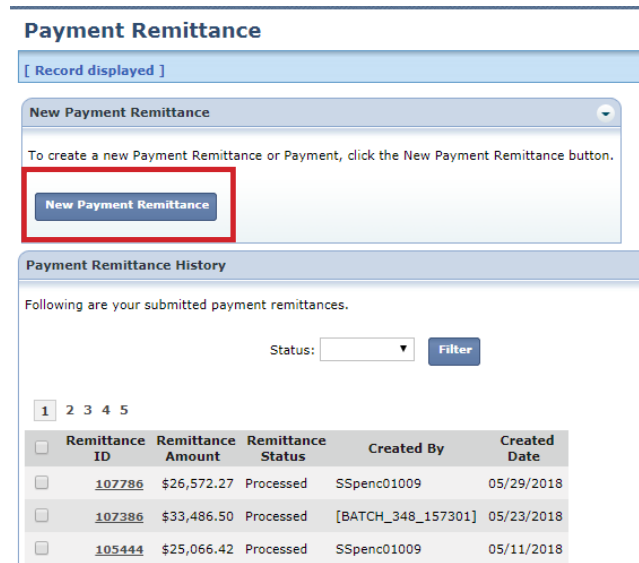
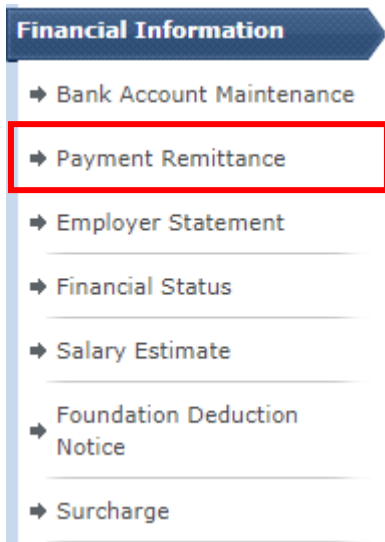
Please note: Employer Services will not carry any balances forward as of FY2018.

All balances must be paid by **September 14, 2018**.

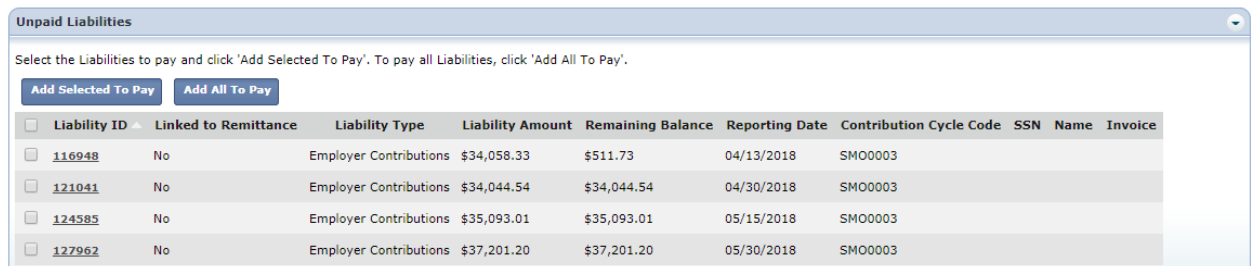
	Employee Activity				Employer Activity			
	Payroll Period	Posted Contributions	Payments	Net	Liabilities	Direct Payments	Foundation Payments	Net
Purchased Service Activity		----	----	6	0.00	0.00	0.00	0.00
Penalties		----	----	----	0.00	0.00	0.00	0.00
ARP Activity		----	----	----	0.00	0.00	0.00	0.00
Miscellaneous Liabilities		----	----	----	0.00	0.00	0.00	0.00
Returned Items		----	----	----	0.00	0.00	0.00	0.00
7	Ending Balances	531,251.09	(531,388.27)	8	836,734.33	(112,244.40)	(729,891.00)	9
					Amount Due to SERS is			\$106,843.33

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 06/30/2018 and complete the payment remittance process. The remaining balance will be the total amount due according to the statement.



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