



# Employer Bulletin

School Employees Retirement System of Ohio

Summer Issue | July 9, 2019

## Apply Credit Memos

Fiscal Year 2019 has come to an end. Before SERS closes out the fiscal year, please make sure to **apply** your credit memos. This helps the year-end statement process for your district.

For a step-by-step guide on applying credit memos, please view the [How To: Apply Credit Memos](#), or call Employer Services toll-free at 877-213-0861 for assistance.

## Summer Employer 101 Workshops Available

There is still time to register for an Employer 101 Workshop.

This workshop covers a variety of important topics, including membership, compensation, contribution reporting, payments, and annual processes. Along with a workbook, attendees also receive personalized instruction from the Employer Outreach Staff.

The registration fee for the workshop is \$30. This fee is non-refundable.

Workshops will be held from 9:00 a.m. - 3:00 p.m. Registration will begin at 8:30 a.m., with a continental breakfast and lunch included.

**Please Note: This is not eSERS training.**

Click [here](#) to register for an Employer 101 Workshop.

## Need Training? Call Employer Outreach

Employer Outreach offers several types of training.

If you are unable to attend an Employer 101 Workshop, Employer Outreach offers personalized visits where we travel to you and provide one-on-one training. If you would like to schedule an on-site visit, please email [employerservices@ohsers.org](mailto:employerservices@ohsers.org).

Additionally, Employer Outreach also offers eSERS Hands-on Training once a month at the SERS building in downtown Columbus. For a list of dates and to register, click [here](#). If you are an ITC or ESC equipped with a computer lab and would like to host an eSERS Hands-on Training, please contact Employer Services toll-free at 877-213-0861 to schedule a date for the Employer Outreach staff to come to you.

## Tips for Avoiding Penalties

### Report Post Pay

It is always important to follow this three-step rule: Report. Post. Pay.

1. Upload or manually enter your Contribution Report.
2. Address any errors or warnings within the file, and then submit your file for posting.
3. Once your file has posted, pay the liabilities in the Payment Remittance application.
  - a. As a reminder, always select your liability that you wish to pay from the Unpaid Liabilities panel in the Payment Remittance application. Always check with Employer Services before you use the Expected Liability function.

### Submit Zero Files

If you or your contractor will not be submitting contribution reporting for the summer or for a few earnings periods, submit a zero file to eSERS to avoid late reporting penalties.

For a step-by-step guide on how to submit a zero file, please view the [How To: Submit a Zero File for a Contribution](#).

You can also call Employer Services, and we may be able to remove that earnings period from your payroll schedule.

### ACH Debit

ACH Debit is the preferred method of payment. Although submitting payments by ACH Credit and Check are still acceptable, using the ACH Debit function in eSERS is quick and easy.

Payments are due to SERS within **five business days from the Pay Date, known as the Reporting Date in eSERS.**

By using ACH Debit, you are able to select your payment date. This helps avoid any late payment penalties that may occur.

If you want to sign up for ACH Debit, please refer to the Bank Account Maintenance section of the [eSERS Guide](#), or call Employer Services toll-free at 877-213-0861, and we can help you set up your district.

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## Mail Your Payments to the SERS Lockbox

**Please do not mail payment checks 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**

## Employer Education Web Series

Did you know that Employer Outreach has a video center full of eSERS tutorials? The videos can be found on the SERS website under [Video Center](#).

Topics include:

- Service Retirement Wage Certification
- Refund Certification
- SERS-Covered Membership
- Web User Registration
- Forgot User ID
- Forgot Password
- Change Existing Password
- Contractor Maintenance
- Member Enrollment
- Payroll Schedule Entry
- Extending Payroll Schedules
- Managing a Payroll Schedule for a Three-Week Pay Period
- Contribution Reporting
- Contribution Reporting - Adjustments
- Contribution Reporting - Errors and Warnings
- Contribution Reporting - Copy Forward
- How to Read Your Employer Statement (coming soon!)
- How to view your Surcharge Report and Pay (coming soon!)
- Bank Account Maintenance (coming soon!)
- Payment Remittance (coming soon!)
- Payment Remittance - How to Apply Credit Memos (coming soon!)

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## Wage Certifications

Certified wages are completed in eSERS.

The district will receive an email notification when a member, retiree, or beneficiary files an application for a:

- Service Retirement
- Survivor Benefit
- Refund
- Reemployed Retiree Payment
- Disability Benefit (a certification is sent once the application is approved)
- Beneficiary Lump Sum
- Transfer Service (combined service with another Ohio retirement system)
- Death Notification

If an employee from a contractor has filed an application where a Wage Certification is required, the district is responsible for obtaining the needed information from the contractor in order to complete the certification.

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## Membership and Compensation Determinations

The beginning of a new fiscal year brings new contracts, different types of payments, and new positions. Whenever there is a question regarding SERS' membership or SERS' covered compensation, call Employer Services toll-free at 877-213-0861.

For a membership determination, please provide the [Membership Determination Form](#) along with a copy of the job description and/or contract.

For compensation determinations, depending on the type of determination, you may need to provide copies of contracts, settlement agreement, or grievance paperwork.

## All Aboard New Staff: Welcome to the Crew

### *Welcome New Members to SERS with Onboarding and Orientation Materials*

Are you responsible for orienting new staff? Want help explaining what it means to be a SERS member? SERS is your partner as you onboard new staff members and engage in their financial well-being.

Watch your email for an onboarding checklist at the end of July.

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### **Pre-Tax and Post-Tax Contractors:**

**Be sure to verify with contract companies if the employee contributions are pre-tax or post-tax and that they are reporting correctly. Accuracy is vital for tax purposes.**

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