



# EMPLOYER CHECKLIST

## for Onboarding New Employees

### 1 Educate your employees that they are members of SERS:

- They are public employees in the state of Ohio.
- They do not pay into Social Security or earn qualified service toward Social Security.
- In place of Social Security, they contribute 10% of their pay to SERS in return for a lifetime pension – which is earned after meeting certain age and service requirements – and the employer contributes an amount equal to 14% of their pay.
- SERS is a defined benefit plan which is different from a defined contribution plan like a 401k. With a defined benefit plan, they are provided a lifetime pension.

### 2 As new members with SERS:

- Direct them to the “New to SERS” section of the SERS website at [www.ohsers.org](http://www.ohsers.org).
- Suggest they watch the “Welcome to SERS!” video in the Video Center of our website at [www.ohsers.org](http://www.ohsers.org) or on our YouTube channel at <https://youtu.be/lypif8nQDeY>.
- Offer them the *Account Login: Step-by-Step* handout to set up their online account.
  - Encourage them to use Account Login to designate a beneficiary and keep their contact information updated.
- Advise anyone that worked in private employment to review the information included on our website about how their SERS pension can affect any Social Security benefit they receive.

### 3 Inform employees that an advantage of membership in SERS is availability of:

- Disability Benefits
- Survivor Benefits

### 4 Encourage employees to invest in their financial future:

- While SERS is a valuable benefit, additional savings will secure their financial well-being.
  - Introduce access to Ohio Deferred Compensation as savings option.

### 5 For full-time employees at a college:

- Ask whether employee wishes to contribute to SERS, or the college-sponsored Alternative Retirement Plan (ARP).
- Notify SERS of an employee who is eligible for an ARP within 10 days of the employee’s first day of employment by submitting a Notice of Employment or Reclassification of Employee Eligible for Alternative Retirement Plan.
- Make sure the employee signs the Retirement Plan Election Form and returns it to you within 120 days of their date of eligibility.
- File a copy of the form with SERS within 10 days of receiving it from the employee.