

# Special Notice

## Updates to Manual Enrollment Entry Application Implemented



School Employees Retirement System of Ohio

October 14, 2019

### Updates to the Manual Enrollment Entry Application Have Been Implemented

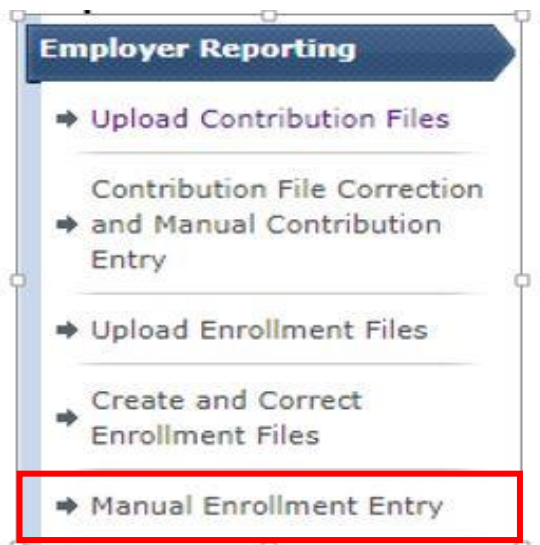
As a result of your suggestions, Employer Services has made improvements to the Manual Enrollment Entry application.

When a user now completes a manual Member Enrollment and clicks "Save," the screen will no longer go blank. Additionally, the Member Enrollment will go through a validation process, and users will need to submit the Member Enrollment for posting as they would a Contribution File.

With this upgrade, the process has changed slightly. Please review the new steps on completing the Manual Enrollment Entry application.

#### Steps:

1. Click the Manual Enrollment Entry application in eSERS.



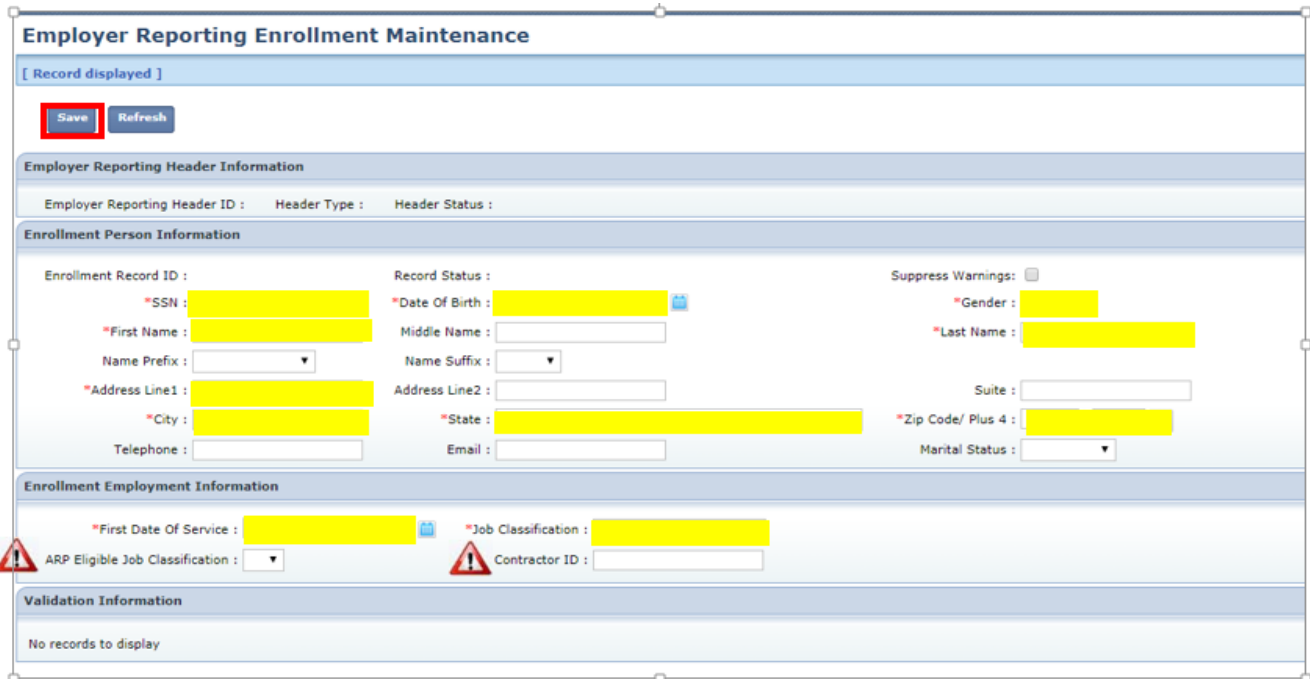
2. Click “New” to enter a new Member Enrollment.



3. Enter:

- SSN
- Date of Birth
- Gender
- First and Last Name
- Address Information
- First Date of Service
- Job Classification

4. Click “Save.”



**Enrollment Employment Information Checkbox Reminder:**



**ARP Eligible Job Classification:** Check this if both the member and your organization are ARP eligible (colleges and universities only).



**Contractor ID:** Enter the Contractor ID if the member is from one of the contracted organizations for your district.

## 5. Address any Errors or Warnings that may appear once you click “Save.”

- If you corrected information on the Member Enrollment Record or you clicked “Suppress Warning,” you will need to click “**Save**” again to resubmit the information to eSERS.
- Once your Member Enrollment Record is correct, the Header Status and Record Status will both reflect “Valid.”



ONLY suppress the warning if you have verified that the information is correct.

**Employer Reporting Enrollment Maintenance**

Msg ID : 8 [ All changes successfully saved. ]

**Save** **Refresh** **Submit for Posting**

**Employer Reporting Header Information**

Employer Reporting Header ID : 220493 Header Type : Enrollment **Header Status : Valid**

**Enrollment Person Information**

Enrollment Record ID : 116687 **Record Status : Valid** Suppress Warnings:

\*SSN : 212-22-1122 \*Date Of Birth : 04/21/1980 \*Gender : Female  
\*First Name : Katie Middle Name : \*Last Name : Talbert  
Name Prefix : Name Suffix :  
\*Address Line1 : 300 E. BROAD ST Address Line2 : Suite :  
\*City : COLUMBUS \*State : Ohio \*Zip Code/ Plus 4 : 43215  
Telephone : 6143401090 Email : Marital Status : Married

**Enrollment Employment Information**

\*First Date Of Service : 01/01/2019 \*Job Classification : Administrative  
ARP Eligible Job Classification : Contractor ID :

**Validation Information**

Message ID	Message	Severity
1201	First Date of Service cannot be more than 6 months in the past.	Warning

## 6. Click “Submit for Posting.”

- If you enter a Member Enrollment, click “Save,” and there are no errors or warnings, a “Submit for Posting” button will appear.
- Once you click “**Submit for Posting**,” the Header Status will update to reflect “Posting in Progress.”

**Employer Reporting Enrollment Maintenance**

Msg ID : 8 [ All changes successfully saved. ]

**Refresh** To create another enrollment record, click the Manual Enrollment hyperlink on the left panel.

**Employer Reporting Header Information**

Employer Reporting Header ID : 220493 Header Type : Enrollment **Header Status : Posting In Progress**

**Enrollment Person Information**

Enrollment Record ID : 116687 Record Status : Valid Suppress Warnings:

\*SSN : 212-22-1122 \*Date Of Birth : 04/21/1980 \*Gender : Female

7. Click the Refresh button to see if your Member Enrollment has posted.
- Once the Member Enrollment has posted, the screen will become read only.

### Employer Reporting Enrollment Maintenance

Msg ID : 9 [ All changes successfully cancelled. ]

**Refresh** To create another enrollment record, click the Manual Enrollment hyperlink on the left panel.

**Employer Reporting Header Information**

Employer Reporting Header ID : 220494    Header Type : Enrollment    Header Status : Posted with Warnings

**Enrollment Person Information**

Enrollment Record ID : 116688    Record Status : Posted with Warnings    Suppress Warnings:

\*SSN : 212-22-1122    \*Date Of Birth : 04/21/1980    \*Gender : Female

\*First Name : Katie    Middle Name :    \*Last Name : Talbert

Name Prefix :    Name Suffix :    Suite :

\*Address Line1 : 300 E. BROAD ST    Address Line2 :    \*Zip Code/ Plus 4 : 43215

\*City : COLUMBUS    \*State : Ohio    Marital Status :

Telephone : 6143401090    Email :

**Enrollment Employment Information**

\*First Date Of Service : 01/01/2019    \*Job Classification : Administrative

ARP Eligible Job Classification :    Contractor ID :

**Validation Information**

Message ID	Message	Severity
1201	First Date of Service cannot be more than 6 months in the past.	Warning

To enroll another member, you will need to click on the Manual Enrollment Entry application again to begin the process.

If you have questions, please contact Employer Services toll-free at 877-213-0861, or email us at [employerservices@ohsers.org](mailto:employerservices@ohsers.org).

### Reminder:

**Due to computer upgrades, eSERS will be unavailable for use from 6:00 p.m., on October 18, 2019, until 4:00 p.m., on October 20, 2019. You will be able to access eSERS again by 6:00 a.m., on October 21, 2019.**

School Employees Retirement System of Ohio  
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