



2023 eSERS Guide

ELECTRONIC REPORTING SYSTEM



School Employees Retirement System of Ohio
Serving the People Who Serve Our Schools®

Contents

Registration.....	1
Employer Web Administrator	2
Registering	3
Logging In.....	5
Forgot User ID?	6
Forgot Password?	7
How to Change Your Existing Password	8
Definitions.....	9
Web User Maintenance	11
Setting Up a NEW eSERS User.....	12
Web User Roles by Definition	15
Contractor Web User Roles	16
Unlocking an eSERS User Account	18
Contractor Maintenance	21
Setting Up Contractor Information	22
eSERS Homepage	25
eSERS Home Page.....	26
Understanding the Menu	27
Payroll Schedule.....	29
Payroll Schedule Entry	30
Extending a Schedule	34
Special Pay	38
Extending the Special Pay Schedule	39
Payroll Schedule Entry FAQ.....	40
Enrollment.....	41
Enrollment Overview	42
Uploading Enrollment Files	43
Manual Enrollment Entry	45
Create and Correct Enrollment Files	50
Validation Information	57
Submit SSA-1945 File Upload.....	59

Contribution Reporting	61
Employer Reporting Overview.....	62
Earnings Code Overview.....	63
Upload Contribution File.....	64
Upload Contribution File Errors.....	65
Manual Contribution Entry.....	67
Contribution Copy Forward.....	74
Submitting a Zero File.....	83
Correcting Contribution Records Overview.....	88
Correcting Contribution Records.....	89
Validation Information.....	97
Adjustments	101
Adjustments Overview.....	102
Manual Creation.....	103
Submitting for Posting.....	106
Employer Reporting Detail Lookup	109
Employer Reporting Detail Lookup.....	110
Contributions and Adjustments.....	111
Searching for Reports Submitted.....	112
Bank Account Maintenance	113
Create and Maintain Bank Account Information for ACH Debit.....	114
Payment History.....	117
Advanced Search.....	120
Payment Remittance	121
Payment Remittance.....	122
Correcting a Payment Remittance.....	128
Credit Memos.....	130
Payment Remittance History.....	134
Advanced Search.....	135
SCP Payroll Deduction	137
SCP Payroll Deduction Submission.....	138
Excluding Records.....	140
Advanced Search.....	142

Wage Certifications	145
Service Wage Certification	146
Refund Wage Certification	150
Disability Certification	151
Annual Processes	153
Enter New Salary Estimate	154
View Salary Estimate	155
View Foundation Deduction Notice	156
View Employer Statement	157
View Surcharge Information	158
Additional Submissions.....	159
Pick-up Plan Submission.....	160
Submit a Death Notification	161
Submitting an ERI Plan	163
Calculating an ERI Estimate.....	164
Informational.....	165
View Employer Demographics	166

