Service Wage Certification

The district will receive a wage certification when a member, retiree, or beneficiary files an application for service retirement, survivor benefits, refund, reemployed retiree payment, beneficiary lump sum annuity, transfer service (member is retiring from a different pension system but has service credit at SERS), or disability benefit (only sent to the employer once the application is approved).

When SERS has generated a certification request, a Wage Certification ID is created and appears in the Pending Wage Certifications panel. Follow the steps listed below to complete the request.

**Remember:**
Do not complete the wage certification until you have final payroll information for that employee.

**Steps:**

1. Click on the **Certified Wages** menu item under the Employer Reporting panel.

2. Click on the Wage Certification ID in the Pending Wage Certifications panel.

**Please Note:**
Due to security reasons, contract companies do not have access to the Wage Certification screens on eSERS. The school district needs to obtain the required information from the contractor and enter the certification details through eSERS.
3. On the Wage Certification screen, enter the following information:
   - **Last Date of Service**: Must include used vacation, sick leave and any other paid days actually used
   - **Days Worked**: Number of paid days in the fiscal year
   - **Last Contribution Cycle Code**: The Contribution Cycle Code that the employee was last reported on (i.e. BWK001)
   - **Last Pay Date**: The pay date for which the member’s last contributions were or will be reported to SERS (created by your payroll schedule)

4. From the drop-down menus, select yes or no for the following:
   - **Eligible for Health Care at Separation**
     - If the employee is **ELIGIBLE** for your health insurance – the employee does not have to be on your insurance, just eligible for it – check yes
     - If no, indicate if the employee was eligible for health care three of the last five years

5. Click **Submit**.

   **Tip**: If you are completing this prior to the employee retiring, provide all unreported payroll in this panel.

   **The Instructions/Help panel defines certification fields. This panel remains the same regardless of the type of certification.**

   **Pay Period Certification Details**: Reflect any unreported contributions in this panel. The employee’s 10% contributions are either pre-tax or post tax. The user can add or delete rows as needed.
Refund Wage Certification

The information needed is:

- Last Date of Service
  - Must include used vacation, sick leave and any other paid days actually used
- Last Contribution Cycle Code
  - The Contribution Cycle Code that the employee was last reported on (i.e. BWK001)
- Last Pay Date
  - The pay date for which the member’s last contributions were or will be reported to SERS (created by your payroll schedule)