2024 eSERS Guide

ADJUSTMENTS

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

Adjustments Overview

Adjustments are used to add or remove information from a contribution record previously submitted to SERS. Adjustments can be reported using the file upload or can be manually entered through eSERS.

There are two differences in how you report adjustments versus contributions:

- You may be removing previously reported earnings, when doing so, you will use the minus symbol before the dollar amount you are reporting (i.e. -$1.00). This tells eSERS that you are removing money.
  - If you fail to use the negative sign when removing contributions, you will add the money to the members account.
- You will use a **current pay** date although the period begin and ending dates will not correspond with that date.

Adjustment Earnings Codes:

51 – Adjustment to Regular Contribution: This is an Adjustment record to ’01’.

52 – Adjustment to Supplemental: This is an Adjustment record to ‘02’.

53 – Adjustment to Retro Pay: This is an Adjustment record to ‘03’.

54 – Adjustment to Stretch Pay: This is an Adjustment record to ‘04’.

55 – Adjustment to Grievance Pay: This is an Adjustment record to ‘05’.

What if I forgot to pay someone from a previous pay period?

If a district realizes that it did not pay an employee from a previous pay period, it will utilize the “Missed” earnings codes. The period begin and end dates can be different; however, the pay date will need to be the same for the report that is being submitted. If missed contributions are for a prior fiscal year, contact Employer Services for assistance.

91 – Missed Regular Contribution: Report any regular wage and contribution record that was not reported for a prior period.

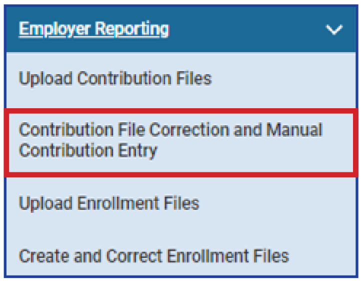
92 – Missed Supplemental Contribution: Report any supplemental contribution that was not reported for a prior period.

94 – Missed Stretch Pay Contribution: Report any stretch pay contribution that was not reported for a prior period.

Manual Creation

To start an adjustment record, you will go to the Contribution File Correction and Manual Contribution Entry menu item.

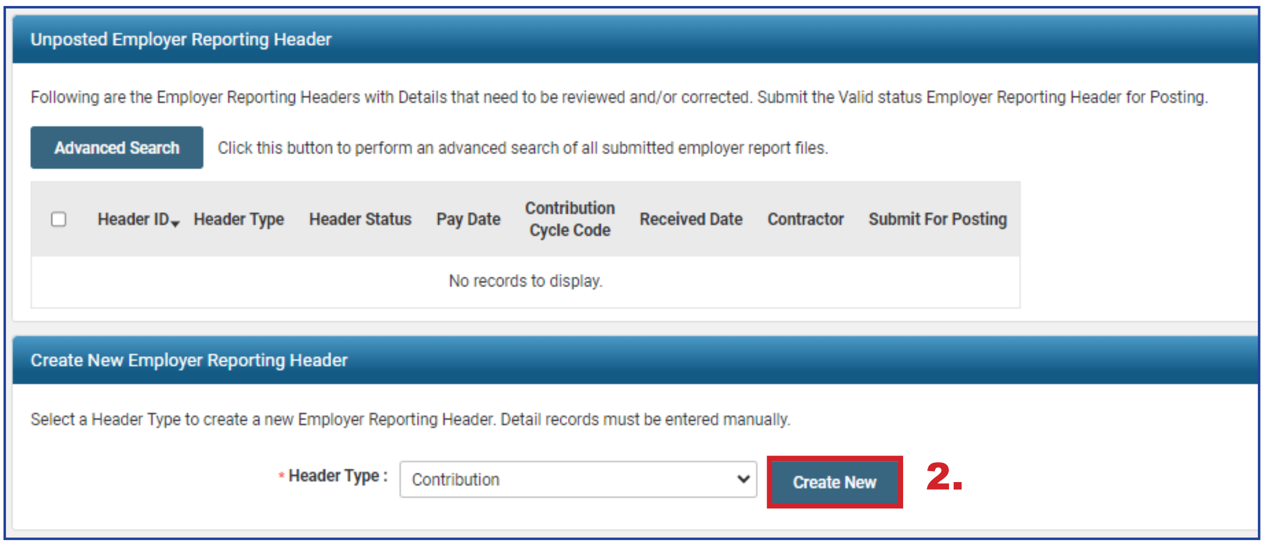
1.



Steps:

1. Click the **Contribution File Correction and Manual Contribution Entry** menu item.

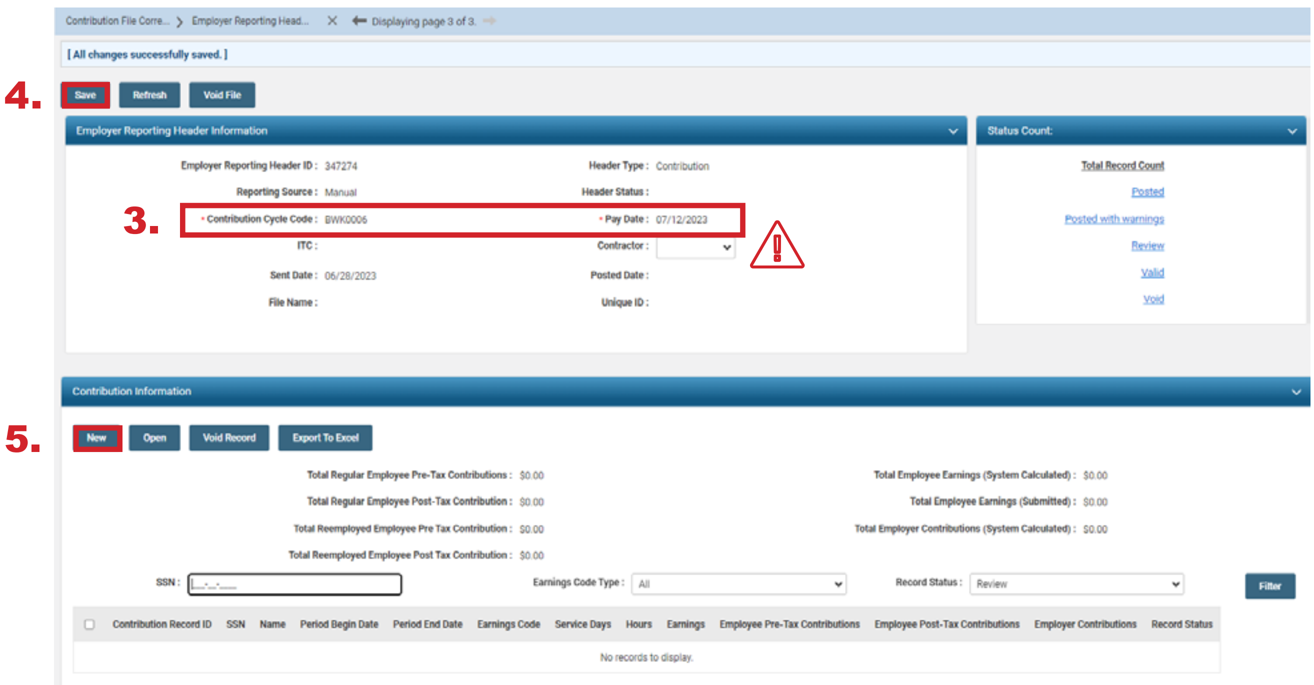
2. Click **Create New** in the Create New Employer Reporting Header panel. This will take the user to the Employer Reporting Header Maintenance screen.



Tip: If you are unsure of the original reporting information that you reported that needs to be adjusted, go to the **Employer Reporting Detail Lookup** application. You can find steps to use this application in the Employer Reporting Detail Lookup section of this guide.

Steps (continued):

3. Enter the Contribution Cycle Code and the Pay Date.
   - Enter the pay date for the current pay cycle, even though the adjustment will be for a prior pay period.
   - This will help the school district avoid penalties.
4. Click **Save**.
   - When you click save, the New button will appear.
5. Click **New**.

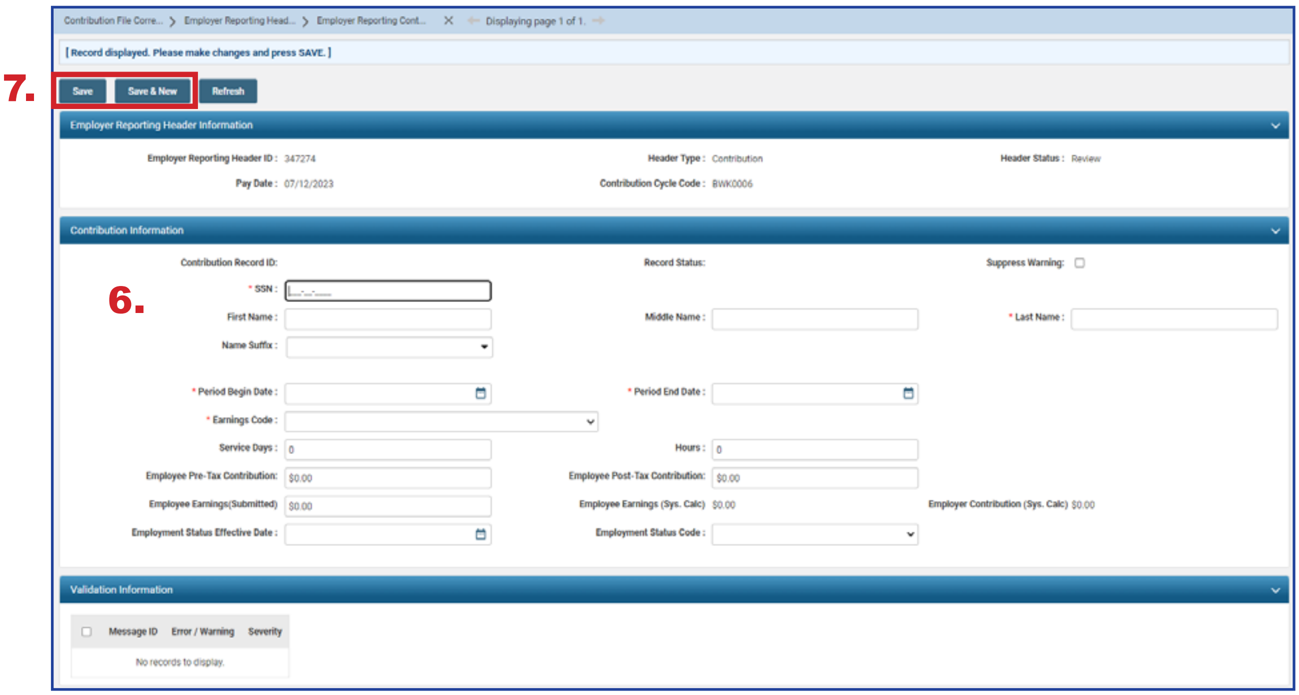


Please Note: If you are submitting an adjustment for a contractor, select the contracting company from the contractor name drop-down menu.

The system displays the Employer Reporting Contribution Maintenance screen.

Steps (continued):

6. Enter the following information:
   - SSN (required)
   - First Name (required)
   - Last Name (required)
   - Period Begin & End Date for the earnings period that is being adjusted
   - Earnings Code (required)
   - Service Days
   - Hours
   - Employee Pre-Tax or Post-Tax Contributions (10%)
   - Employee Earnings
7. Click **Save & New**. (If this is the only record you are creating, click **Save** instead.)



Important Note: In making adjustments, not all of the same fields are required as with the original contribution. For instance, if you are only adjusting days but not earnings, only enter the days adjustment.

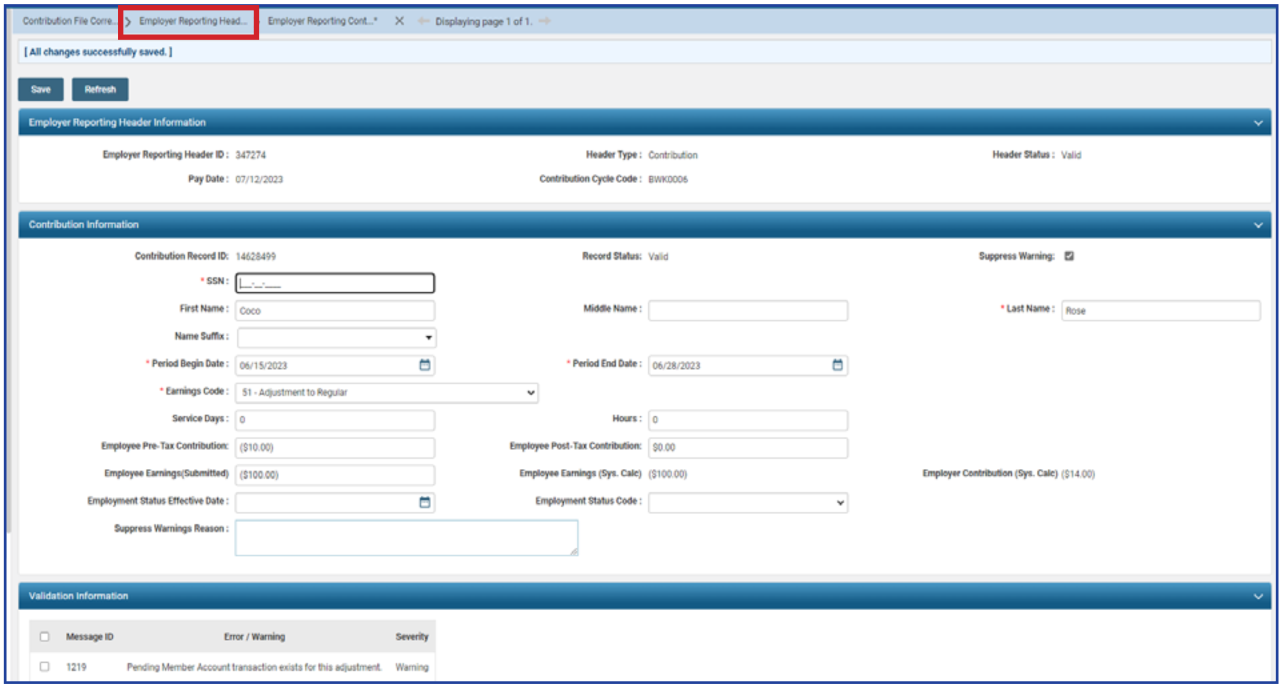
Submitting for Posting

Once the record is saved, the adjustment record and the header change to a Valid status.

The header will be in a Valid status only if all records are in a Valid status.

Steps (continued):

8. To return to the Employer Reporting Header Maintenance screen where you will be able to submit your file for posting, click **Employer Reporting Head...** in the navigation path.

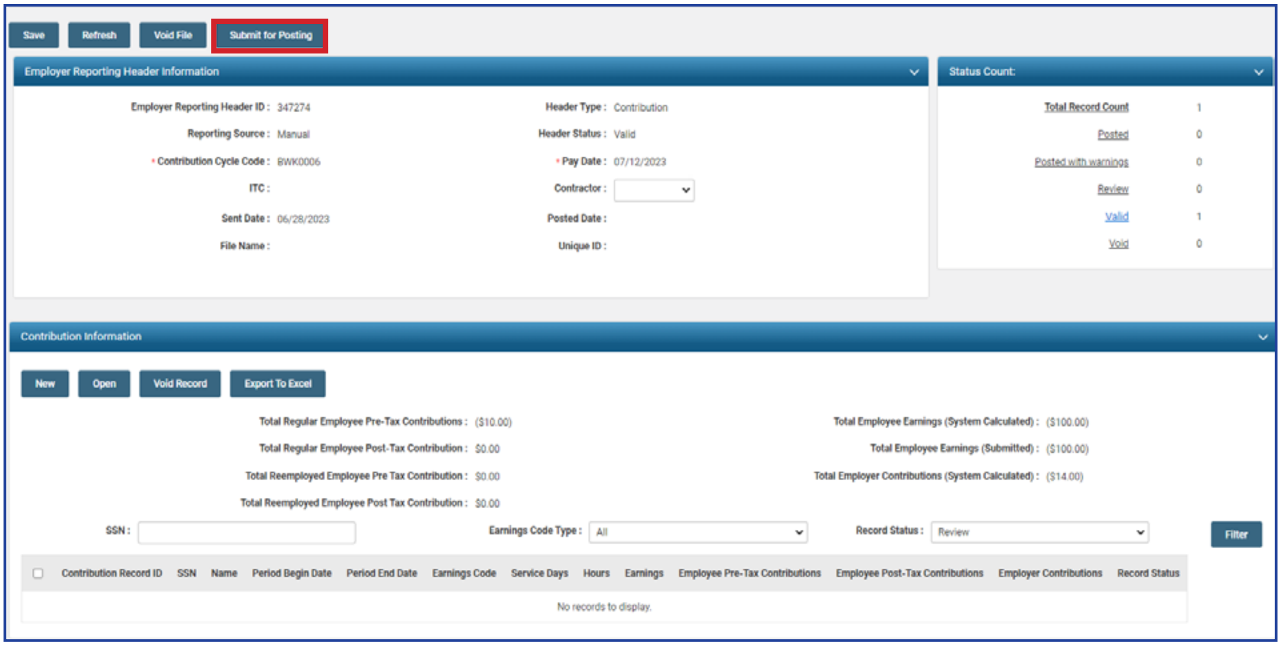


Tip: When submitting an adjustment, you may receive a warning stating "**Pending Member Account transaction exists for this adjustment.**" This warning indicates that payment has not been received for the original transaction. To validate the record, check the **Suppress Warning** box, and click **Save**.

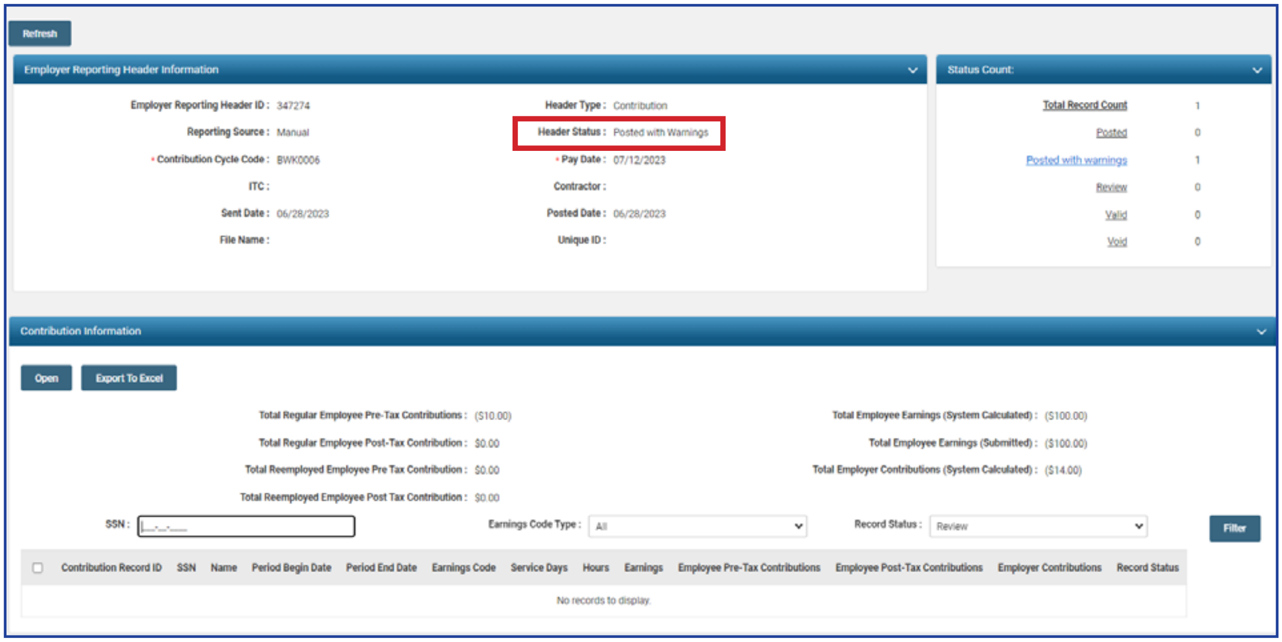
The system displays the Employer Reporting Header Maintenance screen where you can submit the file for posting.

Steps (continued):

9. Click **Submit for Posting**.



Once a header is submitted for posting, it becomes read-only. The header status changes to Posting In Progress, then to Posted, once the information is processed.



What Do I Do Next?

Now that the file is posted, there may be a credit memo that needs to be applied. You can find instructions on how to apply a credit memo in the Payment Remittance section of this guide.