



# Employer Bulletin

School Employees Retirement System of Ohio

Summer Issue | August 10, 2020

## Employer Statements and Surcharge Report Available on eSERS: Both Due No Later than September 9, 2020

### Employer Statements

The Employer Statement includes contribution and payment detail for the fiscal year as posted through August 3, 2020.

Any activity for fiscal year 2020 received after **August 3, 2020**, will be posted to next year's statement.

Any amount due to SERS must be paid by **September 9, 2020**.

Remember:

- This includes any "Employee Activity" amount
- No balances are carried forward
- The Foundation Program is not used to pay Employer Statements

For instructions on how to read your statement and make a payment, refer to the [How To: Employer Statement](#).

### Surcharge Report

Your Surcharge calculations are complete. The summary information for the most recent fiscal year is displayed, including the invoice amount after all adjustments.

Unless your district is paying the Surcharge through the Foundation Program, payments are due no later than **September 9, 2020**.

If you are unsure whether your district pays through the Foundation Program, refer to your Foundation Deduction Letter, which also is found on eSERS.

For more information on the Surcharge, refer to the [Employer Services Fact Sheet Surcharge](#).

## Payment Remittance

A payment remittance is required with your Employer Statement and Surcharge payment. Complete it online through eSERS. If you have questions, email Employer Services at [employerservices@ohsers.org](mailto:employerservices@ohsers.org), or call 1-877-213-0861.

Any amount not received by **September 9, 2020**, will be considered late and will be subject to a penalty.

### If Paying by Check, Your Payment Must be Mailed to the SERS Lockbox

Please do not mail any payment checks, including Employer Statement and Surcharge payments, to the SERS building. **Always** mail your payment checks to the SERS lockbox at:

**SERS  
L-1617  
Columbus, Ohio 43260-1617**

Expedited payments to the bank for lockbox processing must be delivered prior to 11 a.m. for same-day processing to:

**Huntington National Bank  
7 Easton Oval  
Attention: Wholesale Lockbox L-1617  
Columbus, Ohio 43219**

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## Membership and Compensation Determinations

The beginning of a new fiscal year brings new contracts, different types of payments, and new positions. Whenever there is a question regarding SERS' membership or SERS-covered compensation, call Employer Services toll-free at 877-213-0861.

For a membership determination, please provide the [Membership Determination Form](#) along with a copy of the job description and/or contract.

For compensation determinations, depending on the type of determination, you may need to provide copies of contracts, settlement agreement, or grievance paperwork.

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## Employer Education: We Have Gone Virtual

### Virtual eSERS Training

The summer Employer 101 Workshops were cancelled earlier this spring. While all SERS-related travel has been cancelled until further notice, Employer Outreach can still provide eSERS Training.

Employer Outreach has developed virtual eSERS trainings. This training is beneficial for new employees, as well as any SERS employers who would like a refresher on the eSERS system. If you are interested, you can [register here](#).

## Virtual Employer One-on-One Training

If you would like a more personalized one-on-one training, contact Employer Services at [employerservices@ohsers.org](mailto:employerservices@ohsers.org) where a member of Employer Outreach can create a personalized training via GoTo Meeting.

Please remember that there also are web videos covering most employer responsibilities in the [Employer Video Center](#).

Topics include:

- Service Retirement Wage Certification
- Refund Certification
- Disability Application Process and Employer Responsibilities
- SERS-Covered Membership
- Web User Registration
- Forgot User ID
- Forgot Password
- Change Existing Password
- Contractor Maintenance
- Member Enrollment
- Payroll Schedule Entry
- Extending Payroll Schedules
- Managing a Payroll Schedule for a Three-Week Pay Period
- Contribution Reporting
- Contribution Reporting - Adjustments
- Contribution Reporting - Errors and Warnings
- Contribution Reporting - Copy Forward
- Bank Account Maintenance
- Payment Remittance
- Payment Remittance - How to Apply Credit Memos

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## Resources Update: Online Publications Available

### eSERS Guide

The *eSERS Guide* has been updated to reflect new screen shots and is now located in the Forms and Publications section of the Employer page. You can download the entire [eSERS Guide](#) or just [specific sections](#).

### Employer Handbook

The *Employer Handbook* is a publication designed for employers who have SERS' members as employees. It helps answer any questions fiscal and payroll officers may have about reporting contributions and service credit to SERS. Access it through our website at [www.ohsers.org](http://www.ohsers.org), or download it [here](#).

## Onboarding New Employees? SERS Can Help

SERS wants to partner with employers to help you educate your employees about both their financial well-being and being a member of SERS. To assist you with onboarding new employees, SERS has created an [Employer Checklist](#) as a guide.

SERS also will send your new employees a “Welcome to SERS” packet 60 days after their enrollment.

Additionally, SERS wants to send regular member-related updates in its email publication, *Member Education Connection*, that you can share with your SERS-covered staff about their retirement.

If you have suggestions for educational topics that would benefit your staff, please send your feedback to [web@ohsers.org](mailto:web@ohsers.org).

### *Employer Education Series*

Watch tutorial videos  
at your convenience

