Winter Issue | December 7, 2020

Contribution Reporting: Notes for Suppressing a Warning

Beginning December 12, 2020, when suppressing certain warnings while correcting your Contribution Report on the Employer Reporting Contribution Maintenance screen in eSERS, a "Suppress Warnings Reason" box will appear.

Prior to submitting your file to post, you will have to enter a note indicating why the warning was suppressed.

Employer Reporting Contribution Maintenance

- 8648 Reason is required for suppressed warning.

Save   Refresh   Prev

Employer Reporting Header Information

Employer Reporting Header ID : 305907   Header Type : Contribution   Header Status : Review
Pay Date : 10/30/2020   Contribution Cycle Code : BWK0001

Contribution Information

Contribution Record ID: 12771129   Record Status: Valid   Suppress Warning: ☑

*SSN :

First Name :   Middle Name :   *Last Name :

Name Suffix :

*Period Begin Date : 10/03/2020   *Period End Date : 10/16/2020

*Earnings Code : 01 - Regular Contribution

Service Days : 10   Hours : 80.00

Employee Pre-Tax Contribution: $275.00   Employee Post-Tax Contribution: $0.00

Employee Earnings(Submitted) $2,500.00   Employee Earnings (Sys. Calc) $2,750.00   Employer Contribution (Sys. Calc) $385.00

Employment Status Effective Date :   Employment Status Code :

Surppress Warings Reason : Contributions include Pickup on Pickup

Validation Information

Message ID	Message	Severity
11425	Reported Earnings do not match system calculated Earnings.	Warning

Warnings that will require a reason include:

- Unreasonable rate of pay.
- Net adjustment has unreasonable rate of pay.
- Contribution type (pre-tax or post-tax) is not the same as last received contribution for this member for this employer. Verify the contribution record for accuracy.
- Pre-tax contribution and Post-tax contribution is present. Verify the contribution record for accuracy.
- Adjustment has different contribution type (pre-tax or post-tax) and is not the same as last posted transaction. Verify the contribution record for accuracy.
- Reported earnings do not match system calculated earnings.
- Possible duplicate contribution record for this member. Verify the contribution record for accuracy.

For further instructions on the Suppress Warnings Reason notes section, download the *How To: Suppress a Warning in eSERS*.

Disability Webinar Coming Soon!

Due to popular demand, and in conjunction with the Member Services Department, Employer Services Outreach will offer a disability seminar on January 13, 2021. This webinar will cover information that an employer would need to know about disability and disability certifications. You will receive an invite with a link to register.

Employer Reporting Detail Lookup

Once a file, such as an enrollment, contribution, or adjustment file, has been successfully processed and posted, the system will create a Detail record to reflect the information within eSERS.

To view these records, go to the **Employer Reporting Detail Lookup** menu.

Employer Reporting Detail Lookup

Msg ID : 5 [Please enter search criteria and press SEARCH.]

Criteria

SSN :	Last Name :	First Name :
Header ID :	Header Type :	Header Status :
Contractor ID :	Reporting Source :	File Name :
Detail Record ID :	Detail Record Status :	Pay Date :
Period Begin Date From :	Period Begin Date To :	
Period End Date From :	Period End Date To :	
Unique ID :		

Search   Reset   Store Search

Search Results

Export To Excel   Open

☐	Header Type	Detail Record ID	Detail Record Status	SSN	Name	Period Begin Date	Period End Date	Earnings Code	Earnings	Days	Hours	Employee Pre-Tax Contribution	Employee Post-Tax Contribution	Employer Contribution
No records to display

The information that was reported in the upgraded system will display; nothing prior to February 2017 will appear.

Files can be searched multiple ways in order to bring up specific information regarding an employee or file. For example, a user can search for an employee by name, SSN, or file on which the employee's contribution was reported.

The results can be exported to Excel.

Inactive Members: New Enrollment Required

When contribution reporting has not been submitted for a member for six months, SERS will mark that member as inactive. When this happens and a school district submits contribution reporting, an "Enrollment is Required" error will populate, and the report cannot be submitted until a new enrollment is entered.

SERS marks these individuals as inactive after six months because information could change within that six months, such as a new address or last name, and this is a way for SERS to capture that information.

If this happens to your district and your file is in review status due to an enrollment, you can go to the Manual Enrollment Entry application on eSERS and manually enter the enrollment.

Please Note: When entering a manual enrollment, you have to click the "Submit for Posting" button after you click "Save" in the enrollment screen. If you do not click the "Submit for Posting" button, the enrollment will not post.

Once the enrollment is submitted, you will be able to clear the error on your contribution file by clicking "Save" in the member's contribution record that is in review status.

We appreciate your cooperation in our efforts to obtain accurate information on SERS members.

Files in Review Status

Manual Enrollment entries and Contribution Files (manual or upload files) run through a validation process when they are submitted to eSERS.

Below are some helpful reminders on how to submit your Manual Enrollment files and Contribution Reporting files for posting:

- If you have an "Enrollment is Required" error on your contribution file, but you know that you just enrolled that member in eSERS using the "Manual Enrollment Entry" application on eSERS, **do NOT enter a new enrollment**. Instead, go to the "Create and Correct Enrollment Files" application on eSERS.

  You will find your enrollment in "Valid" or "Review" status.

> ➢ If your enrollment is in "Valid" status, click the "Submit for Posting" button.

Create and Correct Enrollment Files

[Record displayed]

Unposted Employer Reporting Header

Following are Employer Reporting Headers with details that must be reviewed and/or corrected. Once the Header is in a Valid status, it can be submitted for posting.

Advanced Search Click this button to perform an advanced search of all submitted employer enrollment files.

☐	Header ID	Header Type	Header Status	Received Date	Contractor	Submit For Posting
☐	286840	Enrollment	Valid	08/21/2020		Submit for Posting

Create New Employer Reporting Header

Detail records need to be manually created. Note: File cannot be uploaded if the header is created manually.

Header Type : Enrollment

> ➢ If your enrollment is in "Review" status, click the Header ID and correct the error or warning on the enrollment. Once this is completed, and your enrollment is valid, you will be able to click the "Submit for Posting" button.

Create and Correct Enrollment Files

[Record displayed]

Unposted Employer Reporting Header

Following are Employer Reporting Headers with details that must be reviewed and/or corrected. Once the Header is in a Valid status, it can be submitted for posting.

Advanced Search Click this button to perform an advanced search of all submitted employer enrollment files.

☐	Header ID	Header Type	Header Status	Received Date	Contractor	Submit For Posting
☐	291527	Enrollment	Review	09/09/2020		

Create New Employer Reporting Header

Detail records need to be manually created. Note: File cannot be uploaded if the header is created manually.

Header Type : Enrollment

Once the enrollment is submitted, you will be able to clear the error on your contribution file by clicking "Save" in the member's contribution record that is in "Review" status.

- If you are in the "Payment Remittance" application, and the liabilities are missing from the "Liabilities to Pay" panel, go to the "Contribution File Correction and Manual Contribution Entry" application, and you will see your file in "Review" or "Valid" status.

  > ➢ If your file is in "Review" status, click on the Header ID for your file, and correct any errors or warnings needed in order to submit your file for posting.

Contribution File Correction and Manual Contribution Entry

[Record displayed]

Unposted Employer Reporting Header

Following are the Employer Reporting Headers with Details that need to be reviewed and/or corrected. Submit the Valid status Employer Reporting Header for Posting.

Advanced Search Click this button to perform an advanced search of all submitted employer report files.

	Header ID	Header Type	Header Status	Pay Date	Contribution Cycle Code	Received Date	Contractor	Submit For Posting
☐	310793	Contribution	Review	11/20/2020	SMO0001	11/18/2020		

For additional information on how to clear common errors and warnings, download the *eSERS How To: Resolve Common Contribution File Errors/Warnings*

> ➢ If your file is in "Valid" status, click the "Submit for Posting" button to submit your file.

Contribution File Correction and Manual Contribution Entry

[Record displayed]

Unposted Employer Reporting Header

Following are the Employer Reporting Headers with Details that need to be reviewed and/or corrected. Submit the Valid status Employer Reporting Header for Posting.

Advanced Search Click this button to perform an advanced search of all submitted employer report files.

	Header ID	Header Type	Header Status	Pay Date	Contribution Cycle Code	Received Date	Contractor	Submit For Posting
☐	311095	Contribution	Valid	11/27/2020	BWK0002	11/19/2020		Submit for Posting

Once the contribution files have posted, the liability will become available in the "Payment Remittance" application.