



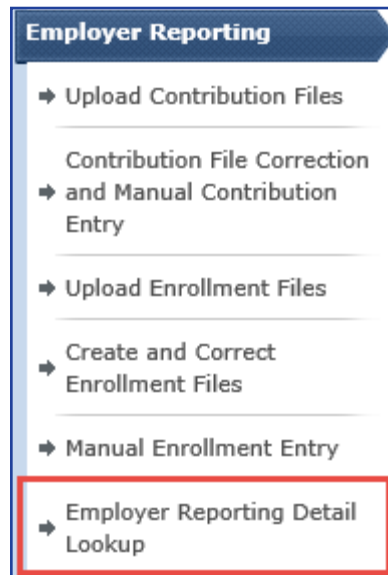
2023 eSERS Guide

EMPLOYER REPORTING DETAIL LOOKUP



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

Employer Reporting Detail Lookup



Once a file (Enrollment, Contribution, or Adjustment) has been successfully processed and posted, the system will create detail records to reflect the information within eSERS. To see these created records, go to the **Employer Reporting Detail Lookup** menu item.

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.

Employer Reporting Detail Lookup

Msg ID : 3 [293549 Records met the search criteria. This exceeds the maximum limit of 1000. Please change the criteria and search again.]

Criteria

Last Name : First Name : SSN :
 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 Results

1 2 3 4 5 6 7 8 9 10 ...

<input type="checkbox"/>	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
<input type="checkbox"/>	Contribution	14628400	Posted		Robin Hood	07/03/2021	07/16/2021	01 - Regular Contribution	\$2,500.00	10	88.00	\$250.00	\$0.00	\$350.00
<input type="checkbox"/>	Contribution	14628399	Posted		Donald Duck	07/03/2021	07/16/2021	01 - Regular Contribution	\$2,300.00	6	45.00	\$230.00	\$0.00	\$322.00
<input type="checkbox"/>	Contribution	14628398	Posted		Bugs Bunny	07/03/2021	07/16/2021	01 - Regular Contribution	\$2,500.00	10	40.00	\$250.00	\$0.00	\$350.00
<input type="checkbox"/>	Contribution	14628397	Void		Mickey Mouse	07/03/2021	07/16/2021	01 - Regular Contribution	\$70,000.00	0	0	\$7,000.00	\$0.00	\$9,800.00
<input type="checkbox"/>	Contribution	14628396	Posted		Peter Pan	07/03/2021	07/16/2021	01 - Regular Contribution	\$3,000.00	10	40.00	\$300.00	\$0.00	\$420.00

Contributions and Adjustments

In the example below, the user is looking up contribution information. A user can search for information multiple ways. Individual searches may vary in criteria used based on the scenario.

Employer Reporting

- ➔ Upload Contribution Files
- ➔ Contribution File Correction and Manual Contribution Entry
- ➔ Upload Enrollment Files
- ➔ Create and Correct Enrollment Files
- ➔ Manual Enrollment Entry
- ➔ **Employer Reporting Detail Lookup**

1.

Steps:

1. Click the **Employer Reporting Detail Lookup** menu item.
2. Enter the search criteria.
 - You may want to enter date/date range
3. Click **Search**.
4. Search results are displayed in the search results panel.
5. Select the record(s) you wish to open by checking the box.
6. Click **Open**.

Employer Reporting Detail Lookup

Msg ID : 3 [293549 Records met the search criteria. This exceeds the maximum limit of 1000. Please change the criteria and search again.]

Criteria

2. Last Name : First Name : SSN :

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 :

3.

Search Results

4. 6.

5.

	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
<input type="checkbox"/>	Contribution	14628300	Posted		Robin Hood	07/03/2021	07/16/2021	01 - Regular Contribution	\$2,500.00	10	88.00	\$250.00	\$0.00	\$350.00
<input type="checkbox"/>	Contribution	14628309	Posted		Donald Duck	07/03/2021	07/16/2021	01 - Regular Contribution	\$2,300.00	6	45.00	\$230.00	\$0.00	\$322.00
<input type="checkbox"/>	Contribution	14628308	Posted		Bugs Bunny	07/03/2021	07/16/2021	01 - Regular Contribution	\$2,500.00	10	40.00	\$250.00	\$0.00	\$350.00
<input type="checkbox"/>	Contribution	14628392	Void		Mickey Mouse	07/03/2021	07/16/2021	01 - Regular Contribution	\$70,000.00	0	0	\$7,000.00	\$0.00	\$9,800.00
<input type="checkbox"/>	Contribution	14628306	Posted		Peter Pan	07/03/2021	07/16/2021	01 - Regular Contribution	\$3,000.00	10	40.00	\$300.00	\$0.00	\$420.00



Tip: This screen is helpful when submitting adjustments for an employee. You are able to view what has been reported for different pay periods

Searching for Reports Submitted

When Searching information for payroll(s) submitted to SERS in eSERS, you want to make sure you are using your correct Start and End dates from the files that were submitted. Remember to look at your payroll schedule to see what those dates are. You may have part of the Pryor year in the Start Date and Part of another in the End Date.

Example:

1. Go to **Employer Reporting Detail Look Up**
2. Enter members social or last name and first name in search bar
3. Enter the **Period Begin Date From**
4. Enter the **Period End Date To**
 - These dates come from your payroll schedule that was set up by you
5. Click **Search**
6. Click **Export to Excel** twice
7. Open the Excel spreadsheet
8. Auto sum the amounts to get your totals

The screenshot shows the 'Employer Reporting Detail Lookup' interface. At the top, a message states: 'Msg ID : 3 [293549 Records met the search criteria. This exceeds the maximum limit of 1000. Please change the criteria and search again.]'. Below this is the 'Criteria' section with various input fields. Red numbers 2 through 6 are overlaid on the form to indicate the steps: 2. Last Name and SSN fields; 3. Period Begin Date From field; 4. Period End Date To field; 5. Search button; 6. Export To Excel button. The 'Search Results' section at the bottom contains an 'Export To Excel' button and an 'Open' button.