



SCHOOL EMPLOYEES RETIREMENT SYSTEM OF OHIO

Employer Bulletin

Summer Issue | June 12, 2025

Membership and Compensation Determination Reminders

When there is a question regarding SERS membership or SERS-covered compensation, it is important to contact Employer Services. In many cases, a determination needs to be made before the district can report the new employee or additional payment.

The SERS Board adopted a new definition of compensation that will be effective July 1, 2025.

As a result, there are changes to the documentation requirements necessary for compensation determinations.

Documentation for compensation determinations vary depending on the type of payment being issued to the employee. Types of required documentation include copies of contracts, school district policies, collective bargaining agreements, settlement agreements, or grievances.

For membership determinations, Employer Services requires a copy of the job description and/or contract. If you are entering into a contract with a third-party contractor or an independent contractor, you also need to complete the [Membership Determination Form](#).

When in doubt, an Employer Services representative can answer questions regarding the type of documentation needed for your compensation determination.

Employer Outreach on the Road

If you are an ITC or ESC equipped with a computer lab and would like to host an eSERS hands-on training session, Employer Outreach can come to you! The eSERS hands-on training is about three hours and can accommodate 15 attendees.

The registration would be handled by the employer; Employer Outreach would handle the training and materials needed.

Employer One-on-One visits are available in person or virtually. This training is personalized to your specific needs.

If this is something your district is interested in, please contact Employer Services at 1-877-213-0861 to schedule a date.

Accurate Enrollment Required

SERS requires that all information entered in eSERS is accurate. When entering member enrollment information in eSERS, please review the information for accuracy. This information is used to create a member's account and to communicate with our members.

Please remember to:

- Double check the Social Security number for accuracy.
- Only enter one email address in the email address field. The personal email address is preferred.
- When entering in a phone number, please check for accuracy. Please do not enter incorrect phone numbers to satisfy the warning.
- Do not submit multiple enrollments to fix incorrect information. Please call Employer Services for assistance with correcting enrollments.

Helpful Tips for Summer Contribution Reporting

Days and Hours

It is important that districts submit accurate days and hours for their employees. When days and hours are reported incorrectly, it affects the employees' service credit and eligibility for retirement. If you have found that contributions are correct, but the days and hours have been reported incorrectly, an adjustment must be made to add or remove the previously reported information.

The eSERS [How To: Adjust Days and Hours](#) provides step by step details for adjusting days and hours.

Submitting a Zero File

Contribution reporting in eSERS runs off the payroll schedule that is provided by the district. If there is an upcoming earnings period where there are not any employees to report, a Zero File is required. The eSERS [How To: Submit a Zero File for a Contribution](#) details the steps for entering a zero contribution file.

Copy Forward

This feature is useful when a user needs to create a new contribution file, and the information is the same from the previous pay cycle. This is commonly used by contractors who report the same individuals each pay but do not use the upload file application.

For a step by step guide on how to utilize the copy forward feature, download the eSERS [How To: Copy Forward](#).

Retro Pay

A district is to use a Retro Pay earnings code only when there is a retroactive wage increase for the employee.

When using a Retro Pay earnings code, you must use a current pay date; but, within the contribution report, you will use the previous earnings period that it was earned.

For more information on Earnings Codes, download the eSERS [How To: Earning Codes for Contribution Reporting](#).

This newsletter is a summary written for use by SERS' employers. It is not intended as a substitute for the Ohio Revised Code or the Ohio Administrative Code or for any state or federal law or regulation, nor will its interpretation prevail should a conflict arise between it and any law or regulation.

School Employees Retirement System of Ohio
employerservices@ohsers.org
www.ohsers.org