



HOW TO

Pick-up Plan Submission

Organization Information ▾

- Employer Demographics
- Contacts / Web User Maintenance
- Contractor Maintenance
- Payroll Schedule Entry
- Pickup Plan 1.**
- ERI Plan
- SSA-1945 Upload

You can submit a Pick-up Plan in eSERS by going to the Pick-up Plan menu option under the Organization Information menu.

Steps:

1. Click **Pickup Plan**.
2. On the Pickup Plan Maintenance screen, click **New Pickup Plan**.

Pickup Plan Information

Following are the submitted pickup plans. To submit a new pickup plan, click the Pickup Plan button.

New Pickup Plan 2.

<input type="checkbox"/>	Pickup ID	Employee Group	Tax Deferred Percentage	Board Paid Percentage	Effective Date	End Date	Pickup On Pickup	Status
<input type="checkbox"/>	6781		0	0	07/01/1989		N	Approved
<input type="checkbox"/>	7474	Classified Employees (Except Administrators)	10.00	0	07/01/2003		N	Approved

3. Enter the following information:

- Effective Date (cannot be retroactive)
- Employee Group

4. Attach Board Resolution (click **Browse** to open file explorer window)

5. Click **Upload & Submit**.

5. **Upload & Submit** Refresh

Pickup Plan Details

3. Pickup ID : _____ Status : _____

* Effective Date :

* Employee Group :

Tax Deferred Percentage : Board Paid Percentage :

* Upload Board Resolution :

4.

Upload the Board Resolution in PDF file format



Tip: The Tax Deferred Percentage and Board Paid Percentage must equal 10%.