

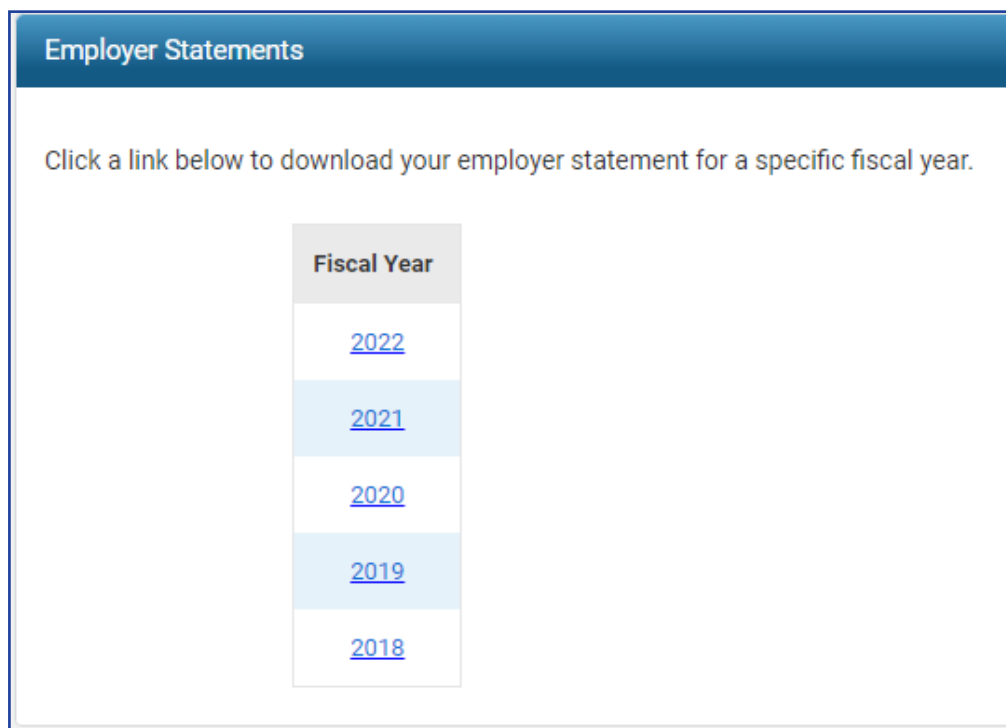
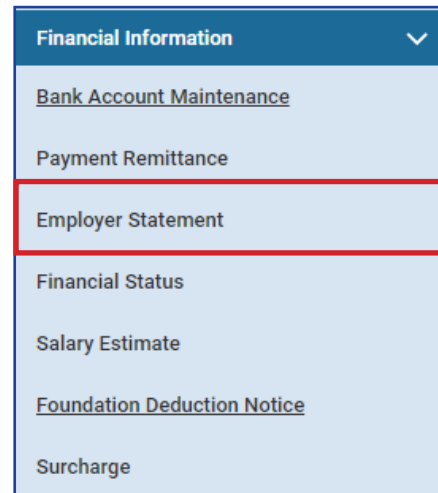


HOW TO

Employer Statement

To download and view your statement:

1. Log on to the eSERS portal.
2. Click “Employer Statement.”
3. On the Employer Statement Maintenance screen, select the statement you want to download.
4. Download to view and/or print.



Please note: For some districts, when you select the fiscal year, a pop-up blocker will appear. You will need to allow the pop-up in order for the PDF to populate.

The **Employer Statement** is divided into two pages.

- 1 The first page contains a breakdown of the “Employee Activity” and “Employer Activity” for the fiscal year.
- 2 The statement will list the “Posted Contributions” (reporting), “Payments”, and the “Net” (any difference) that were reported for each month.
- 3 The net amounts at the top of the statement in the “Beginning Balances” row will show the balance from the prior fiscal year.
- 4 For Foundation Participating districts: if SERS collects your Surcharge through the foundation and there are \$0.00 foundation funds for the month of August and September, this is because your Surcharge payment is pulled from the August and September foundation payment.
- 5 The “Prior Fiscal Year Activity” row will show payment made for any prior fiscal year activity. In this example it shows payment for the previous statement balance.
- 6 This section of the statement provides a breakdown of additional types of payments submitted to SERS.

	Employee Activity				Employer Activity			
	Payroll Period	Posted Contributions	Payments	Net	Liabilities	Direct Payments	Foundation Payments	Net
Beginning Balances				0.00				121,555.31
Monthly Payroll Activity	JUL-21	45,583.29	(45,583.29)	0.00	63,816.77	0.00	(63,816.77)	0.00
	AUG-21	46,219.08	(46,219.08)	0.00	64,706.78	0.00	0.00	64,706.78
	SEP-21	56,034.28	(56,034.28)	0.00	78,448.09	0.00	(38,330.93)	40,117.16
	OCT-21	57,762.47	(57,762.47)	0.00	80,867.50	0.00	(74,464.00)	6,403.50
	NOV-21	58,975.75	(58,975.75)	0.00	82,566.10	0.00	(74,464.00)	8,102.10
	DEC-21	56,936.59	(56,936.59)	0.00	79,711.29	0.00	(74,464.00)	5,247.29
	JAN-22	53,796.72	(53,796.72)	0.00	75,315.40	0.00	(74,464.00)	851.40
	FEB-22	56,330.03	(56,330.03)	0.00	78,862.03	0.00	(74,464.00)	4,398.03
	MAR-22	60,786.70	(60,786.70)	0.00	85,101.41	0.00	(74,464.00)	10,637.41
	APR-22	56,860.39	(56,860.39)	0.00	79,604.65	0.00	(74,464.00)	5,140.65
	MAY-22	59,965.89	(59,965.89)	0.00	83,952.35	0.00	(74,464.00)	9,488.35
	JUN-22	54,482.64	(54,482.64)	0.00	76,275.66	0.00	(74,464.00)	1,811.66
Summarized Payroll Activity		663,733.83	(663,733.83)	0.00	929,228.03	0.00	(772,323.70)	156,904.33
Prior Fiscal Year Activity		0.00	0.00	0.00	0.00	(121,555.31)	0.00	(121,555.31)
Refunds				0.00				0.00
Credit Memos				0.00				0.00
Credit Memos Adjustments				0.00				0.00
ERI Activity					0.00	0.00	0.00	0.00

The **second page** is a breakdown of additional payments to SERS and the ending balance.

- 7** This section is a continuation of the first page - a breakdown of additional payment types submitted to SERS in the fiscal year.
- 8** This row shows the ending balances.
- 9** If you have an employee balance that is due, the amount will be listed in the “Net” column in the “Ending Balances” row.

a. If there is a net employee amount, it is due to SERS by a specified date.

If your district is owed a refund on the “Employer Activity” side, the refund will not be mailed out until the “Employee Net Ending Balance” has been cleared.

- 10** Any “**Amount Due to SERS**” on the statement, regardless of the amount, must be paid by the date specified by SERS.

If there is an “**Amount Due to District**,” a refund check will be mailed to your district within 30 days.

If your refund amount is \$25.00 or less, it will reflect as a credit memo for you to use against any FY2024 liability or you can request it as a refund back to your district. Please email your request to employerservices@chsers.org

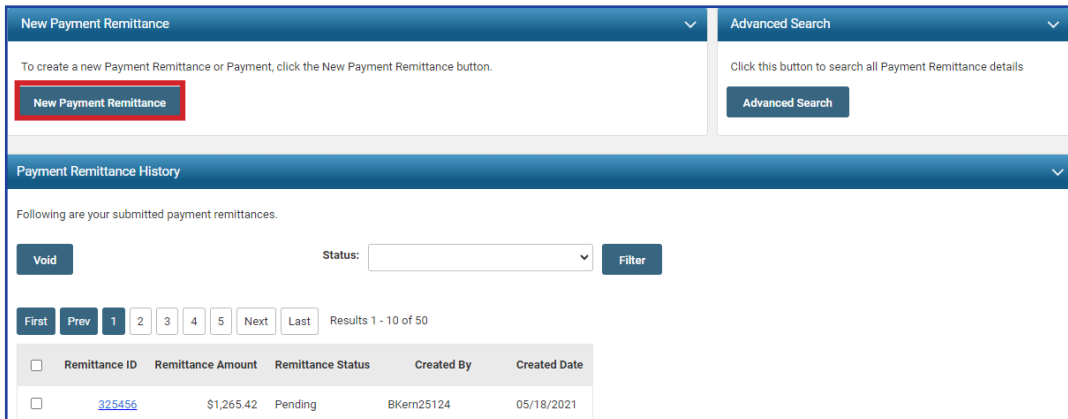
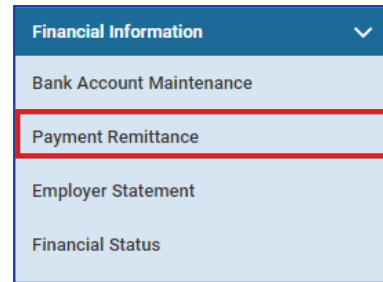
Foundation participating districts cannot pay their statement balances with Foundation funds.

Please note: Employer Services will not carry any balances forward. All balances must be paid by that specified date.

	Payroll Period	Employee Activity			Net	Employer Activity		
		Posted Contributions	Payments			Liabilities	Direct Payments	Foundation Payments
Surcharge Activity		----	----	----	121,244.30	0.00	(121,244.30)	0.00
Purchased Service Activity		----	----	----	0.00	0.00	0.00	0.00
Penalties		----	----	----	0.00	0.00	0.00	0.00
ARP Activity		----	----	----	0.00	0.00	0.00	0.00
Miscellaneous Liabilities		----	----	----	0.00	0.00	0.00	0.00
Returned Items		----	----	----	0.00	0.00	0.00	0.00
Ending Balances		663,733.83	(663,733.83)	0.00	1,050,472.33	(121,555.31)	(893,568.00)	156,904.33
							Amount Due to SERS is	\$156,904.33

How to Pay the Employer Statement Balance

1. Click "Payment Remittance."
2. Select "New Payment Remittance."



3. Check the boxes next to the liabilities with "Reporting Dates" prior to and including 06/30/2023 and complete the payment remittance process. The remaining balance will be the total amount due according to the statement.



Reminder: 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

Please note: Do not create an expected liability for the Employer Statement balance.