



# eSERS HOTLINE

School Employees Retirement System

August 4, 2023

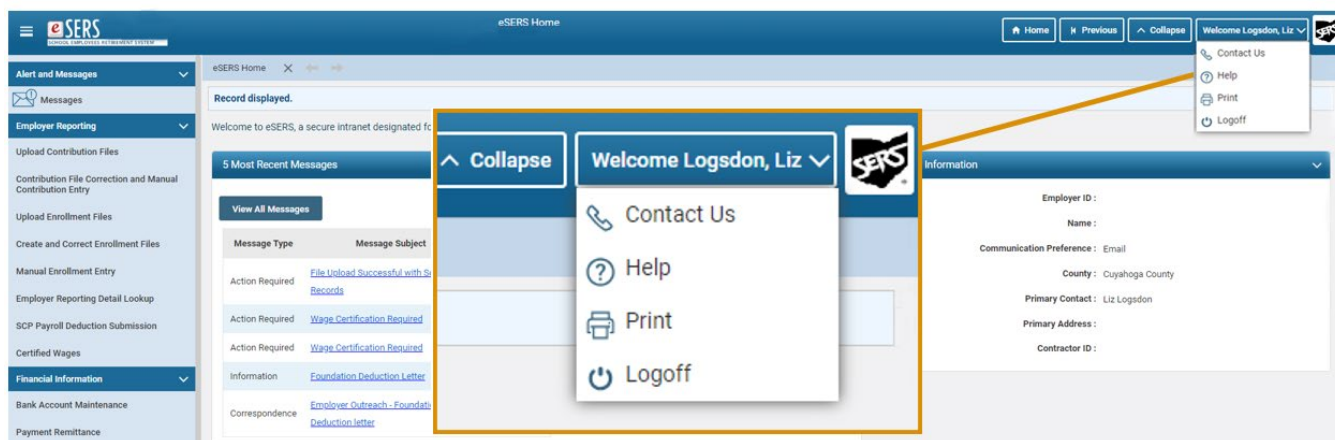
The next time you log into eSERS, you will be greeted with a fresh new look. As we have communicated over the past few weeks, the screen and color scheme may be different, but the processes in which you submit enrollments, contribution reporting, and payments will remain the same.

There are three small changes to eSERS that may feel a little strange in the beginning, but will feel like second nature in no time!

## 1. Location of the Print button

It is now located in the upper right corner of every screen in the Welcome drop-down menu.

In this drop-down menu, you will also find the Contact Us, Help, and the Logoff functions.



## 2. Navigation Path

In the current eSERS, the Previous button allows a user to return to a previous screen.

Now, in the updated eSERS, you can click on a previous page you have visited during your session, thanks to the new Navigation Path.

The Navigation Path stores “breadcrumbs” of each page you have visited in the application.

The Navigation Path also takes the place of the 'Next' button when correcting enrollment or contribution records. There are arrows to help you move through the records that need to be corrected. Once all records have been corrected, you can click on the page you want to be returned to from the Navigation Path.

Contribution File Corre... > Employer Reporting Head... > Employer Reporting Cont... \* X ← Displaying page 2 of 2. →

[ Record displayed. Please make changes and press SAVE. ]

Save  
Emp...

Employer Reporting Header ID : 347272 Header Type : Contribution Header Status : Review  
Pay Date : 07/12/2023 Contribution Cycle Code : BWK0001

Contribution Information

Contribution Record ID: 14628496 Record Status: Review Suppress Warning:

\* SSN:   
First Name: Bruno Middle Name:  \* Last Name: Madrigal  
Name Suffix:   
\* Period Begin Date: 06/29/2023 \* Period End Date: 07/12/2023  
\* Earnings Code: 01 - Regular Contribution  
Service Days: 10 Hours: 80  
Employee Pre-Tax Contribution: \$250.00 Employee Post-Tax Contribution: \$0.00  
Employee Earnings (Submitted) \$2,500.00 Employee Earnings (Sys. Calc) \$0.00 Employer Contribution (Sys. Calc) \$0.00  
Employment Status Effective Date:  Employment Status Code:

Validation Information

Message ID Error / Warning Severity  
No records to display.

### 3. Unsubmitted Forms

There is now an Unsubmitted Forms feature, which temporarily saves information you have entered but not yet submitted and creates a shortcut to the screen you were working on previously.

While completing a process within eSERS, oftentimes you need to navigate away to access information from a different screen. In the new upgrade, you are able to do so without losing any of the information you have entered.

The Unsubmitted Forms icon will display the number of forms that have not been submitted.

The screenshot shows the 'Payment Remittance' page in the eSERS Test Site. The page title is 'Payment Remittance' and it displays 'Displaying page 1 of 1'. The page status is 'Pending' with a total payment amount of \$1,278.72. The 'Confirm Payment Remittance Details' section contains the following information:

Following Liabilities are selected for payment

<input type="checkbox"/>	Liability ID	Liability Type	Remittance Item ID	Remittance Item Type	Payment Amount	Pay Date	Contribution Cycle Code	SSN	Name
<input type="checkbox"/>	391834	Employee Contributions			\$1,278.72	06/28/2023	BWK0006		

Following Credit Memo will be applied against Liabilities.

Employee Credit Memo

Credit Memo ID	Available Credit Amount	Credit Amount To Use	Pay Date	Contribution Cycle Code	Contractor Name
No records to display.					

Employer Credit Memo

Credit Memo ID	Available Credit Amount	Credit Amount To Use	Pay Date	Contribution Cycle Code	Contractor Name
25187	\$14.00	\$0.00	07/12/2023	BWK0006	

Following payments will be applied against the Liabilities

<input type="checkbox"/>	Payment Type	Check/Reference Number	Bank Account	Payment Amount	Payment Date
<input type="checkbox"/>	ACH Debit		NICK_NAME,1990	\$1,278.72	07/08/2023

You can click on Unsubmitted Forms and choose to return to an application to complete an unprocessed form.

If you do not need to save the information, there are three options to clear the unsubmitted forms:

1. Close the application in the Navigation Path by clicking the 'X.'
2. Click the 'Cancel' button.
3. Log out of your eSERS session.

We invite you to join us for an upcoming Sound Bite webinar that will cover the eSERS updates.

**Register for Wednesday,  
August 9**

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