

2023 eSERS  
Hands-on Workbook

**Outreach Training Book**



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





# 2023 eSERS HANDS-ON WORKBOOK

## Outreach Training Book

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# HOME SCREEN

Once logged into eSERS, the Home screen appears. This screen is the main dashboard for the District's contribution information.

The screenshot displays the eSERS Home interface. The top navigation bar includes the eSERS Test Site logo, the user's name (18188-Shaker Heights City Schools), and buttons for Home, Collapse, and Welcome Train. The left sidebar contains various menu items categorized into Alert and Messages, Employer Reporting, Financial Information, and Organization Information. The main content area is divided into several panels:

- 5 Most Recent Messages:** A table with columns for Message Type, Message Subject, and Received Date. One message is listed: Action Required, File Upload Successful with Some Error Records, 09/05/2023.
- 5 Most Recent Employer Reporting Files:** A table with columns for Header ID, Header Type, Header Status, Pay Date, Contribution Cycle Code, and Status Order. The first row is highlighted in yellow: 538319, Contribution, Review, 07/23/2023, BWK0002.
- Next 5 Reports Due:** A table with columns for Contribution Cycle Code, Pay Date, and Due Date. The first row is highlighted in yellow: BWK0001, 08/18/2023, 08/25/2023.



Please refer to the *eSERS Guide* for a full breakdown of the Home screen.

One of the most important aspects of the Home page is the **Next 5 Reports Due** panel. In this panel, it tells the user what reports are due and when. This panel helps the District avoid any late penalties. The information in this panel is derived from the payroll schedules that are entered in by the District.



## Exercise: Due Date

Based off of the **Next 5 Reports Due**, what was the due date for the next payroll?

# MESSAGE BOARD

Active eSERS users will be sent message board messages or notifications when employer reports are processed, with or without errors, when wage certifications are available, and much more.

The screenshot shows the eSERS Home interface for 18188-Shaker Heights City Schools. The left sidebar contains a navigation menu with 'Alert and Messages' highlighted in red. The main content area is divided into several sections:

- Record displayed.** (Status bar)
- Welcome to eSERS, a secure intranet designated for SERS employers.
- 5 Most Recent Messages** (Dropdown menu):
  - [View All Messages](#)
  - Table with columns: Message Type, Message Subject, Received Date. One message is shown: Action Required, File Upload Successful with Some Error Records, 09/05/2023.
- Employer Information** (Dropdown menu):
  - Employer ID: 18188
  - Name: Shaker Heights City Schools
  - Communication Preference: Email
  - County: Cuyahoga County
  - Primary Contact: FIRST\_NAME\_3587 LAST\_NAME\_3587
  - Primary Address:
  - Contractor ID:
- 5 Most Recent Employer Reporting Files** (Dropdown menu):
 

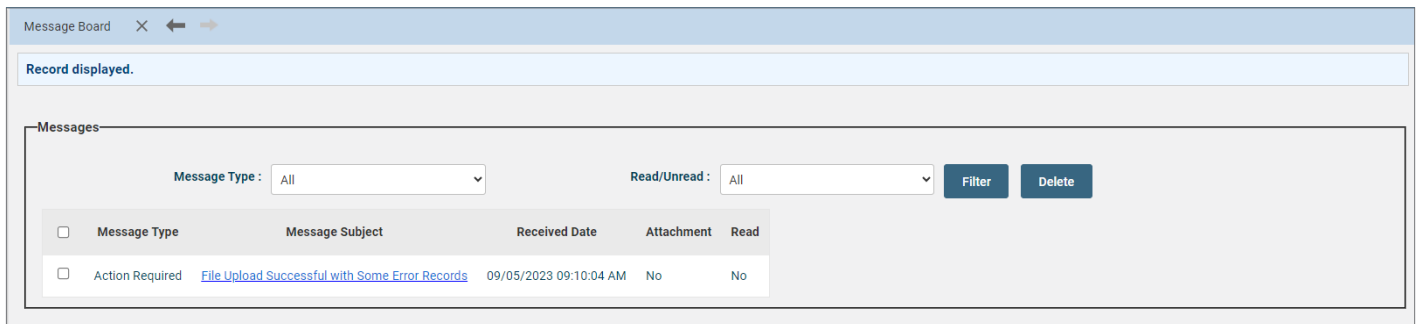
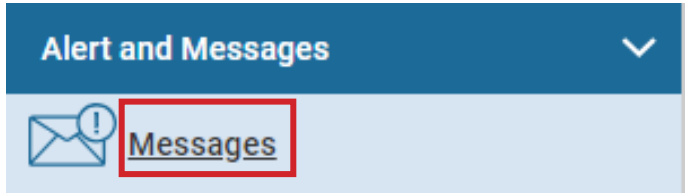
Header ID	Header Type	Header Status	Pay Date	Contribution Cycle Code	Status Order
<a href="#">538319</a>	Contribution	Review	07/23/2023	BWK0002	
<a href="#">538318</a>	Enrollment	Posted with Warnings			
<a href="#">538317</a>	Enrollment	Posted with Warnings			
<a href="#">537857</a>	Enrollment	Posted			
<a href="#">537829</a>	Contribution	Posted with Warnings	08/16/2023	SMO0005	
- Next 5 Reports Due** (Dropdown menu):
 

Contribution Cycle Code	Pay Date	Due Date
BWK0001	08/18/2023	08/25/2023
BWK0001	09/01/2023	09/11/2023
SMO0002	09/01/2023	09/11/2023
SMO0005	09/01/2023	09/11/2023
BWK0001	09/15/2023	09/22/2023



## Exercise: Viewing and Deleting eSERS Messages

To view the eSERS Message Board, click the **Messages** hyperlink. You are able to view all messages, filter your view by the **Message Type**, and Delete by marking the message and clicking **Delete**.



In this exercise, filter your message board with the following criteria:

- **Message Type:** Action Required
- **Read/Unread:** Unread
- Click **Filter**
- Open your message by clicking on the Message Subject hyperlink

Review your message and click **Delete**.

When you go back to the Message Board, your message can no longer be viewed.

Message Board > Message Board Details X ← Displaying page 1 of 1. →

Record displayed.

Delete

Messages

**Message Type :** Action Required **Received Date :** 09/05/2023 09:10:04 AM

**Message Subject :** File Upload Successful with Some Error **Read On :** 09/08/2023 09:53:15 AM  
Records

**Attachment :**

**Message :**

Uploaded file was successfully processed. Employer Reporting Header and Details have been created. Some of the Detail records have either error or warning messages.



# UPLOADING CONTRIBUTION FILES

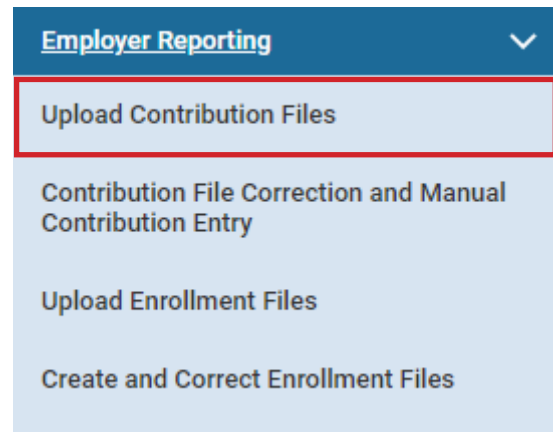
You can upload a contribution file by going to the **Upload Contribution Files** menu item. From this screen, you also can view and track files as their status is updated during the posting process.

Once your file has been processed, you will receive an email informing you that a message has been posted to your message board.



## Exercise: Uploading Contribution Files

1. Go to **Upload Contribution Files**.
2. Click **Browse**.
3. Select the file from your desktop.
4. Click **Upload File**.
5. Once uploaded, you will receive a confirmation message at the top of the screen.



Upload Employer Reporting File

To submit a file :

1. Select "File Type" from list
2. Click the "Choose File" button
3. Choose your file
4. Click "Upload File" button
5. Wait for confirmation

File Type : Contribution

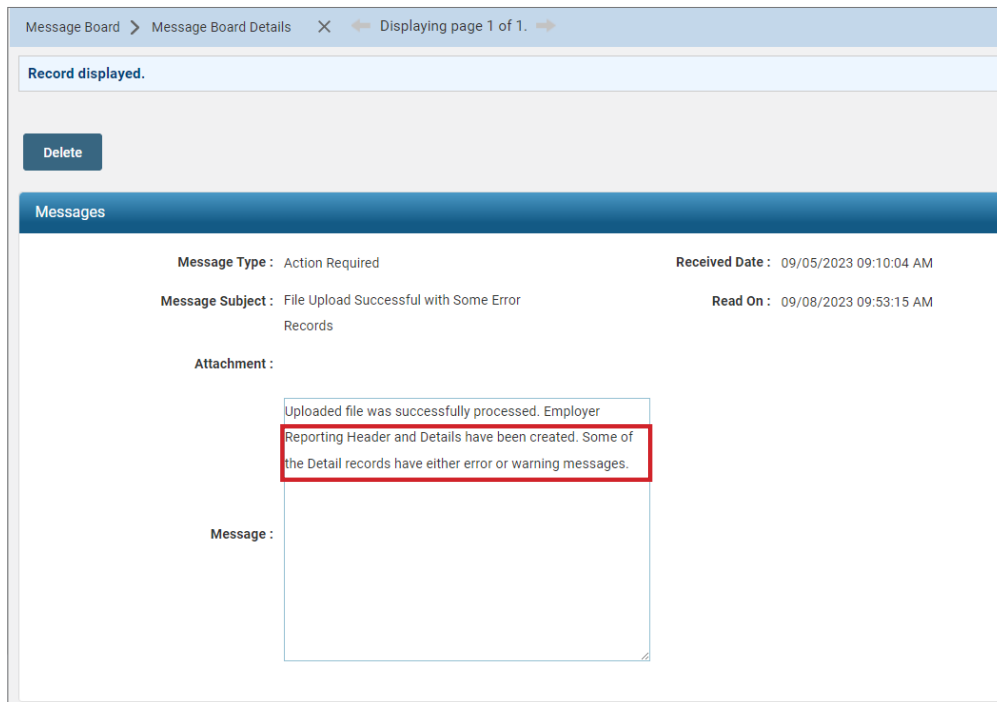
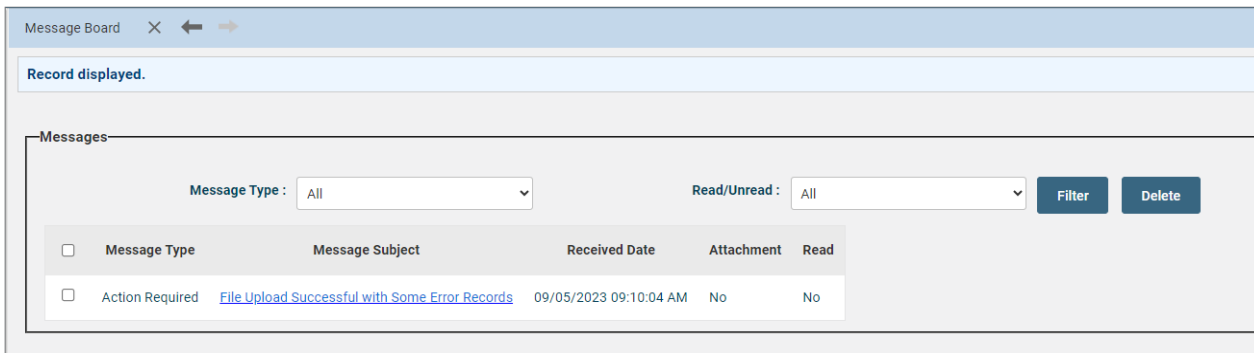
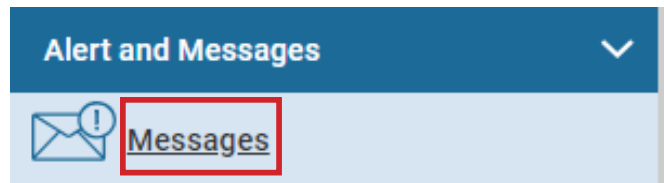
File :

When a contribution file is uploaded or a header is created manually, the detail records contained within the file and/or header will go through a validation process. During this process, the system will look for any information that is inaccurate or questionable, and an error, warning, or message will appear on that record for you to review.

For this exercise, you will receive a message in your message board that your file uploaded successfully with some **error** records.

The message in the message board will not take you to the file in question or list the errors/warnings that need to be addressed.

The user will need to go to the file in eSERS to correct the file prior to submitting it.



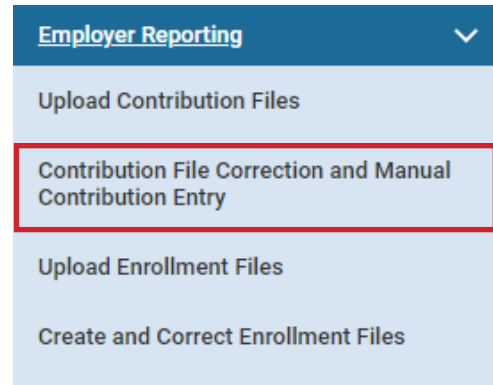
For further information on the eSERS messages that a user can receive when uploading a file, please refer to the *eSERS Guide*.

# CORRECTING CONTRIBUTION FILE ERROR RECORDS

You can correct any errors or warnings on your file by going to the **Contribution File Correction and Manual Contribution Entry** menu item.

Here you are able to correct your file before you submit it for posting.

The file with errors or warnings will be in **Review** status within the **Unposted Employer Reporting Header** panel.



## Exercise: Correcting Contribution Records

1. Go to **Contribution File Correction and Manual Contribution Entry**.
2. Click on the **Header ID** for the file that is in review status.

Unposted Employer Reporting Header

Following are the Employer Reporting Headers with Details that need to be reviewed and/or corrected. Submit the Valid status Employer Reporting Header for Posting.

**Advanced Search** Click this button to perform an advanced search of all submitted employer report files.

<input type="checkbox"/>	Header ID	Header Type	Header Status	Pay Date	Contribution Cycle Code	Received Date	Contractor	Submit For Posting
<input type="checkbox"/>	<b>538319</b>	Contribution	Review	07/23/2023	BWK0002	09/05/2023		



For further information on this screen, please refer to the *eSERS Guide*.

You are able to view records that need corrected by clicking one of the following:

- **Review** hyperlink in the Status Count panel
- Individual **Contribution Record ID** in the Contribution Information panel
- **Count** hyperlink in the Validations panel in the Employer Reporting Header Maintenance screen

Once you have opened the record, you are able to correct the information so that the file can be submitted to post.

- This report has both a **warning** and **errors** that must be addressed.

Save
Refresh
Void File

**Employer Reporting Header Information**

Employer Reporting Header ID : 538319  
 Reporting Source : File Upload  
 \* Contribution Cycle Code : BWK0002  
 ITC :  
 Sent Date : 09/05/2023  
 File Name : 18-188 File 2023.txt

Header Type : Contribution  
 Header Status : Review  
 \* Pay Date : 07/23/2023  
 Contractor :   
 Posted Date :  
 Unique ID : 20210723081224

**Status Count:**

Total Record Count 5  
 Posted 0  
 Posted with warnings 0  
 Review 3  
 Valid 2  
 Void 0

**Contribution Information**

New Open Void Record Export To Excel

Total Regular Employee Pre-Tax Contributions : \$7,780.00  
 Total Regular Employee Post-Tax Contribution : \$0.00  
 Total Reemployed Employee Pre Tax Contribution : \$0.00  
 Total Reemployed Employee Post Tax Contribution : \$0.00

Total Employee Earnings (System Calculated) : \$80,300.00  
 Total Employee Earnings (Submitted) : \$80,300.00  
 Total Employer Contributions (System Calculated) : \$11,242.00

SSN :  Earnings Code Type : All Record Status : Review Filter

Contribution Record ID	SSN	Name	Period Begin Date	Period End Date	Earnings Code	Service Days	Hours	Earnings	Employee Pre-Tax Contributions	Employee Post-Tax Contributions	Employer Contributions	Record Status
<a href="#">22155327</a>	111-22-1111	Peter Pan	07/03/2023	07/16/2023	01	54	108.00	\$3,000.00	\$300.00	\$0.00	\$420.00	Review
<a href="#">22155328</a>	222-11-2222	Mickey Mouse	07/03/2023	07/16/2023	01	0	0.00	\$70,000.00	\$7,000.00	\$0.00	\$9,800.00	Review
<a href="#">22155329</a>	111-31-1111	Bugs Bunny	07/03/2023	07/16/2023	01	10	40.00	\$2,500.00	\$250.00	\$0.00	\$350.00	Review

**Validations**

Message	Count	Severity
Service Days must be greater than zero.	1	Error
Enrollment is required for the Member.	1	Error
Service Days are invalid.	1	Error
Hours must be greater than zero.	1	Error
Service Days cannot be greater than number of calendar days between Period Begin Date and Period End Date.	1	Warning



## Exercise: Correcting Contribution Records

1. You will need to open the record for Peter Pan.
2. Open the record by clicking on the Contribution Record ID.

Contribution Information

New Open Void Record Export To Excel

Total Regular Employee Pre-Tax Contributions : \$7,780.00  
 Total Regular Employee Post-Tax Contribution : \$0.00  
 Total Reemployed Employee Pre Tax Contribution : \$0.00  
 Total Reemployed Employee Post Tax Contribution : \$0.00

Total Employee Earnings (System Calculated) : \$80,300.00  
 Total Employee Earnings (Submitted) : \$80,300.00  
 Total Employer Contributions (System Calculated) : \$11,242.00

SSN :  Earnings Code Type : All Record Status : Review Filter

Contribution Record ID	SSN	Name	Period Begin Date	Period End Date	Earnings Code	Service Days	Hours	Earnings	Employee Pre-Tax Contributions	Employee Post-Tax Contributions	Employer Contributions	Record Status
22155327	111-22-1111	Peter Pan	07/03/2023	07/16/2023	01	54	108.00	\$3,000.00	\$300.00	\$0.00	\$420.00	Review
22155328	222-11-2222	Mickey Mouse	07/03/2023	07/16/2023	01	0	0.00	\$70,000.00	\$7,000.00	\$0.00	\$9,800.00	Review
22155329	111-91-1111	Bugs Bunny	07/03/2023	07/16/2023	01	10	40.00	\$2,500.00	\$250.00	\$0.00	\$350.00	Review

3. The **Validation Information** panel will tell you what needs to be corrected.

Contribution File Core... Employer Reporting Head... Employer Reporting Cont... x Displaying page 1 of 1

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

Save Refresh

Employer Reporting Header Information

Employer Reporting Header ID : 538319 Header Type : Contribution Header Status : Review  
 Pay Date : 07/23/2023 Contribution Cycle Code : BWW0002

Contribution Information

Contribution Record ID: 22155327 Record Status: Review Suppress Warning:

\* SSN : 111-22-1111  
 First Name : Peter Middle Name :  \* Last Name : Pan  
 Name Suffix :

\* Period Begin Date : 07/03/2023 \* Period End Date : 07/16/2023  
 \* Earnings Code : 01 - Regular Contribution  
 Service Days : 54 Hours : 108.00  
 Employee Pre-Tax Contribution : \$300.00 Employee Post-Tax Contribution : \$0.00  
 Employee Earnings (Submitted) : \$3,000.00 Employee Earnings (Sys. Calc) : \$3,000.00 Employer Contribution (Sys. Calc) : \$420.00  
 Employment Status Effective Date :  Employment Status Code :

Validation Information

Message ID	Error / Warning	Severity
1163	Service Days are invalid.	Error
1207	Service Days cannot be greater than number of calendar days between Period Begin Date and Period End Date.	Warning

4. According to the Validation Information panel, the days will need to be corrected. In this example there are more days than what the payroll period will allow.

- Why? What type of position could this be? Supplemental?
  - This example could also be used for employees who turn in extra time sheets.

5. In the Earnings Code drop down, **choose 02 – Supplemental**.

- The 02 – Supplemental Earnings code is used when there are a large amount of days reported in a small amount of time.

6. Click Save.

- When you click Save, the Error and Warning will be removed.

7. Click **Employer Reporting Head...** in the Navigation Path to return to the Employer Reporting Header Maintenance screen.

As you go through the records with errors or warnings and they become valid, they will fall off the Contribution Information panel, if your record status filter is on Review.

Save
Refresh
Void File

**Employer Reporting Header Information**

Employer Reporting Header ID : 538319	Header Type : Contribution
Reporting Source : File Upload	Header Status : Review
Contribution Cycle Code : BWK0002	Pay Date : 07/23/2023
ITC :	Contractor : <input type="text"/>
Sent Date : 09/05/2023	Posted Date :
File Name : 18-188 File 2023.txt	Unique ID : 20210723081224

**Status Count:**

<b>Total Record Count</b>	5
Posted	0
Posted with warnings	0
<a href="#">Review</a>	2
<a href="#">Valid</a>	3
<a href="#">Void</a>	0

**Contribution Information**

New
Open
Void Record
Export To Excel

Total Regular Employee Pre-Tax Contributions : \$7,780.00	Total Employee Earnings (System Calculated) : \$80,300.00
Total Regular Employee Post-Tax Contribution : \$0.00	Total Employee Earnings (Submitted) : \$80,300.00
Total Reemployed Employee Pre Tax Contribution : \$0.00	Total Employer Contributions (System Calculated) : \$11,242.00
Total Reemployed Employee Post Tax Contribution : \$0.00	

SSN : 
Earnings Code Type : 
Record Status : 
[Filter](#)

<input type="checkbox"/>	Contribution Record ID	SSN	Name	Period Begin Date	Period End Date	Earnings Code	Service Days	Hours	Earnings	Employee Pre-Tax Contributions	Employee Post-Tax Contributions	Employer Contributions	Record Status
<input type="checkbox"/>	<a href="#">22155328</a>	222-11-2222	Mickey Mouse	07/03/2023	07/16/2023	01	0	0.00	\$70,000.00	\$7,000.00	\$0.00	\$9,800.00	Review
<input type="checkbox"/>	<a href="#">22155329</a>	111-31-1111	Bugs Bunny	07/03/2023	07/16/2023	01	10	40.00	\$2,500.00	\$250.00	\$0.00	\$350.00	Review

**Validations**

Message	Count	Severity
Service Days must be greater than zero.	1	Error
Enrollment is required for the Member.	1	Error
Hours must be greater than zero.	1	Error



## Exercise: Correcting Contribution Records

1. You will need to correct the record for Mickey Mouse.
2. Click on the Contribution Record ID for Mickey Mouse.

Contribution Information													
New			Open			Void Record			Export To Excel				
Total Regular Employee Pre-Tax Contributions : \$7,760.00						Total Employee Earnings (System Calculated) : \$80,300.00							
Total Regular Employee Post-Tax Contribution : \$0.00						Total Employee Earnings (Submitted) : \$80,300.00							
Total Reemployed Employee Pre Tax Contribution : \$0.00						Total Employer Contributions (System Calculated) : \$11,242.00							
Total Reemployed Employee Post Tax Contribution : \$0.00													
SSN : <input type="text"/>			Earnings Code Type : <input type="text" value="All"/>			Record Status : <input type="text" value="Review"/>			<input type="button" value="Filter"/>				
<input type="checkbox"/>	Contribution Record ID	SSN	Name	Period Begin Date	Period End Date	Earnings Code	Service Days	Hours	Earnings	Employee Pre-Tax Contributions	Employee Post-Tax Contributions	Employer Contributions	Record Status
<input type="checkbox"/>	22155328	222-11-2222	Mickey Mouse	07/03/2023	07/16/2023	01	0	0.00	\$70,000.00	\$7,000.00	\$0.00	\$9,800.00	Review
<input type="checkbox"/>	22155329	111-31-1111	Bugs Bunny	07/03/2023	07/16/2023	01	10	40.00	\$2,500.00	\$250.00	\$0.00	\$350.00	Review

3. The Validation Information panel will tell you what needs to be corrected.

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

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

**Employer Reporting Header Information**

Employer Reporting Header ID : 538319      Header Type : Contribution      Header Status : Review  
 Pay Date : 07/23/2023      Contribution Cycle Code : BWK0002

**Contribution Information**

Contribution Record ID: 22155328      Record Status: Review      Suppress Warning:

\* SSN :

First Name :       Middle Name :

Name Suffix :

\* Period Begin Date :       \* Period End Date :

\* Earnings Code :

Service Days :       Hours :

Employee Pre-Tax Contribution:       Employee Post-Tax Contribution:

Employee Earnings(Submitted)       Employee Earnings (Sys. Calc)       Employer Contribution (Sys. Calc)

Employment Status Effective Date :

Employment Status Code :

**Validation Information**

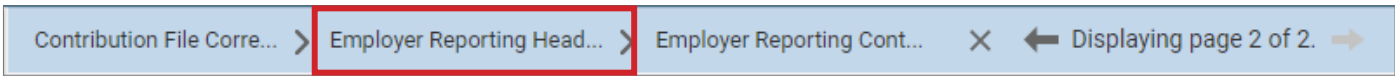
<input type="checkbox"/>	Message ID	Error / Warning	Severity
<input type="checkbox"/>	1300	Hours must be greater than zero.	Error
<input type="checkbox"/>	1138	Service Days must be greater than zero.	Error

4. According to the Validation Information Panel, the record was uploaded with 0 days and 0 hours.
  - What are some red flags about this record?
  - 0 days and 0 hours but \$70,000 in earnings?
  - If you said “This is a SEVERANCE!” then you are correct!
5. This record will need to be deleted; severance is not SERS Covered Compensation.



## Exercise: Voiding a Contribution Record

1. Click on **Employer Reporting Head...** in the Navigation Path



2. That will take you back to the Employer Reporting Header Maintenance Screen.

Save Refresh Void File

Employer Reporting Header Information

Employer Reporting Header ID : 538319      Header Type : Contribution  
Reporting Source : File Upload      Header Status : Review  
• Contribution Cycle Code : BWK0002      • Pay Date : 07/23/2023  
ITC :      Contractor :   
Sent Date : 09/05/2023      Posted Date :  
File Name : 18-188 File 2023.txt      Unique ID : 20210723081224

Status Count:

Total Record Count	5
Posted	0
Posted with warnings	0
Review	2
Valid	3
Void	0

Contribution Information

New Open Void Record Export To Excel

Total Regular Employee Pre-Tax Contributions : \$7,780.00      Total Employee Earnings (System Calculated) : \$80,300.00  
Total Regular Employee Post-Tax Contribution : \$0.00      Total Employee Earnings (Submitted) : \$80,300.00  
Total Reemployed Employee Pre Tax Contribution : \$0.00      Total Employer Contributions (System Calculated) : \$11,242.00  
Total Reemployed Employee Post Tax Contribution : \$0.00

SSN :       Earnings Code Type : All      Record Status : Review      Filter

<input type="checkbox"/>	Contribution Record ID	SSN	Name	Period Begin Date	Period End Date	Earnings Code	Service Days	Hours	Earnings	Employee Pre-Tax Contributions	Employee Post-Tax Contributions	Employer Contributions	Record Status
<input checked="" type="checkbox"/>	<a href="#">22155328</a>	222-11-2222	Mickey Mouse	07/03/2023	07/16/2023	01	0	0.00	\$70,000.00	\$7,000.00	\$0.00	\$9,800.00	Review
<input type="checkbox"/>	<a href="#">22155329</a>	111-31-1111	Bugs Bunny	07/03/2023	07/16/2023	01	10	40.00	\$2,500.00	\$250.00	\$0.00	\$350.00	Review

Validations

Message	Count	Severity
Service Days must be greater than zero.	1	Error
Enrollment is required for the Member.	1	Error
Hours must be greater than zero.	1	Error

3. Checkmark the box next to the Contribution Record ID for Mickey Mouse.
4. Click Void Record in the Contribution Information panel.

**Use Void with Caution:** There are **two** “Void” buttons on the screen. The **Void File** button is located at the top of the screen. If you would like to void the **ENTIRE** file, select this option. The **Void Record** button is located in the center of the screen. If you would like to void one record out of the file, check the box next to the Contribution Record ID and select the Void Record button.





## Exercise: Correcting Contribution Records

1. Will need to correct the record for Bugs Bunny.
2. With the knowledge from the previous two records, how do you open the Contribution Record for Bugs Bunny?
3. Where in the new screen do you see the error or warning that needs to be corrected in order to make the file Valid?

**Scenario:** From time to time, you may receive an “Enrollment is Required for the Member” error from your file when you know that you have enrolled this member.

**BEFORE** you re-enroll the member, double check that you did in fact enroll this employee.

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 the file from which the contribution was reported.



## Exercise: Employer Reporting Detail Lookup

1. To check for the enrollment, go to **Employer Reporting Detail Lookup**.
2. Enter the Social Security number that you entered in your Contribution Report: 111-31-1111.
3. Click **Search**.

**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

**Criteria** ▼

Last Name:

Header ID:

Contractor ID:

Detail Record ID:

Period Begin Date From:

Period End Date From:

Unique ID:

First Name:

Header Type:

Reporting Source:

Detail Record Status:

Period Begin Date To:

Period End Date To:

**SSN:**

Header Status:

File Name:

Pay Date:

Search Reset Store Search

---

**Search Results** ▼

Export To Excel Open

<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	<a href="#">22155329</a>	Review	111-31-1111	Bugs Bunny	07/03/2023	07/16/2023	01 - Regular Contribution	\$2,500.00	10	40.00	\$250.00	\$0.00	\$350.00

The only record that eSERS shows for this Social Security number does not have an Enrollment. The only type of header found for this Social Security number is a Contribution type.

You can also search by the employee's name rather than the Social Security number if you are positive that you entered in the enrollment.

1. Enter in the Last Name.
2. Enter in the First Name.
3. Click **Search**.

The screenshot shows a search criteria form with the following fields: Last Name (Bunny), First Name (Bugs), 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, and Unique ID. Below the form are buttons for Search, Reset, and Store Search. The search results table has columns: 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, and Employer Contribution. Two results are shown: a Contribution record with SSN 111-31-1111 and an Enrollment record with SSN 111-33-1111.

<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	<a href="#">22155329</a>	Review	111-31-1111	Bugs Bunny	07/03/2023	07/16/2023	01 - Regular Contribution	\$2,500.00	10	40.00	\$250.00	\$0.00	\$350.00
<input type="checkbox"/>	Enrollment	<a href="#">276548</a>	Posted with Warnings	111-33-1111	Bugs Bunny				\$0.00	0	0	\$0.00	\$0.00	\$0.00

As it turns out, there are two different Social Security numbers for Bugs Bunny.

At this point, the Web User will verify which Social Security number is correct. In this scenario, the Member Enrollment was entered in incorrectly.

To correct this error in your file, you will have to enter in an enrollment for the employee in order to submit your contribution file for posting.

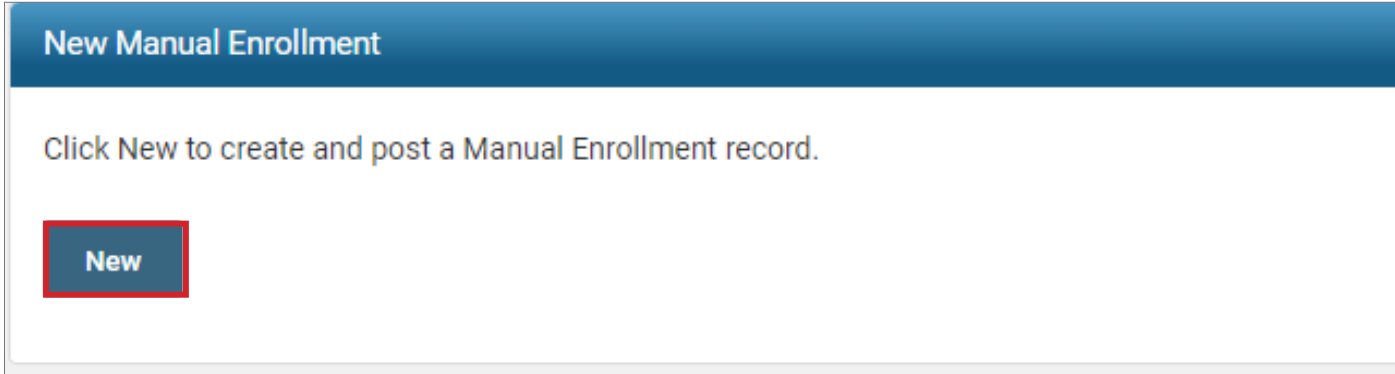
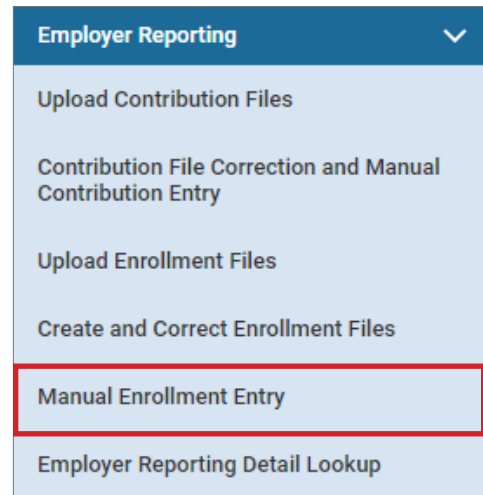
# MANUAL MEMBER ENROLLMENT

You can manually enroll a person into the system if you do not wish to upload a file. This process is especially useful when you have a low number of individuals to enroll. You can do this through the Manual Enrollment Entry application.



## Exercise: Manual Enrollment Entry

1. Go to **Manual Enrollment Entry**.
2. Click **New**.



3. Enter:

- SSN: 111-31-1111
- Date of Birth: 02/20/1962
- Gender: Male
- First and Last Name: Bugs Bunny
- Address Information: 300 E. Broad St, Columbus, OH 43215
- First Date of Service: 09/27/2023
- Job Classification: Food Service
- Email Address: bbunny@gmail.com
- Cell phone, if available

4. Click **Save**.

The screenshot shows the 'Employer Reporting Header Information' and 'Enrollment Person Information' sections. The 'Save' button is highlighted in red. The 'Enrollment Person Information' section is also highlighted with a red border, showing the following data: SSN: 111-31-1111, Date of Birth: 02/20/1962, Gender: Male, First Name: Bugs, Last Name: Bunny, Street Address: 300 E. Broad St, City: Columbus, State: Ohio, Zip Code/Plus 4: 43215, Personal Email: bbunny@gmail.com, and Marital Status: [dropdown]. The 'Enrollment Employment Information' section shows First Date of Service: 09/27/2023 and Job Classification: Food Service. The 'Validation Information' section shows 'No records to display.'

5. Review any Errors or Warnings that appear when clicking Save.

The screenshot shows the enrollment form after saving. The 'Header Status' is now 'Review'. The 'Record Status' is 'Review'. The 'Validation Information' section is highlighted with a red border, showing a validation error: Message ID: 920931, Error / Warning: Cell Phone number is requested, Severity: Warning. The 'Enrollment Person Information' section shows the same data as in the previous screenshot, but with the SSN field highlighted in red.

6. Check the Suppress Warnings box and click **Save**.

- This will resubmit the information to eSERS and a Submit for Posting button will appear.
- **Please note:** If you have the employee's cell phone number, please provide it. This is helpful when employees register their member accounts.

7. Click **Submit for Posting**.

The screenshot shows the 'Enrollment Person Information' section of the eSERS system. At the top, there are three buttons: 'Save', 'Refresh', and 'Submit for Posting'. The 'Submit for Posting' button is highlighted with a red box. Below the buttons, the form is divided into several sections:

- Employer Reporting Header Information:** Employer Reporting Header ID: 538342, Header Type: Enrollment, Header Status: Valid.
- Enrollment Person Information:** Enrollment Record ID: 276608, Record Status: Valid. The 'Suppress Warnings' checkbox is checked and highlighted with a red box. Other fields include: SSN (111-31-1111), Date of Birth (02/20/1962), Gender (Male), First Name (Bugs), Middle Name, Last Name (Bunny), Name Prefix, Name Suffix, Street Address (300 E. Broad St), Apt/Ste, City (Columbus), State (Ohio), Zip Code/ Plus 4 (43215), Cell Phone, and Personal Email (bbunny@gmail.com).
- Enrollment Employment Information:** First Date of Service (07/01/2023), Job Classification (Food Service), ARP Eligible Job Classification, and Contractor ID.
- Validation Information:** A table with columns for Message ID, Error / Warning, and Severity. One message is listed: Message ID 920931, Error / Warning 'Cell Phone number is requested', Severity 'Warning'.

**Refresh** To create another enrollment record, click the Manual Enrollment hyperlink on the left panel.

**Helpful Tip:** When submitting a manual enrollment, always make sure that the enrollment has posted prior to submitting your file to post or uploading your file. There is a good chance that your enrollment could be in Review status, or waiting in the queue to post.

To check to see if your file is still Posting In Progress or in Review status, go to **Create and Correct Enrollment files**.

Once you have completed the enrollment, you are now ready to see if your file is valid, and ready to post.

## Quick Question: Submitting a File for Posting

What application on eSERS do you use to find your files in Review?

- Certified Wages
- Employer Statement
- Contribution File Correction and Manual Contribution Entry
- Pickup Plan

The screenshot shows the eSERS Home interface for 18188-Shaker Heights City Schools. The left sidebar contains navigation menus for Alert and Messages, Employer Reporting, Financial Information, and Organization Information. The main content area displays a message and two tables.

**5 Most Recent Messages**

Message Type	Message Subject	Received Date
Action Required	<a href="#">File Upload Successful with Some Error Records</a>	09/05/2023

**5 Most Recent Employer Reporting Files**

Header ID	Header Type	Header Status	Pay Date	Contribution Cycle Code	Status Order
<a href="#">538319</a>	Contribution	Review	07/23/2023	BWK0002	
<a href="#">538318</a>	Enrollment	Posted with Warnings			
<a href="#">538317</a>	Enrollment	Posted with Warnings			
<a href="#">537857</a>	Enrollment	Posted			
<a href="#">537829</a>	Contribution	Posted with Warnings	08/16/2023	SMO0005	

**Next 5 Reports Due**

Contribution Cycle Code	Pay Date	Due Date
BWK0001	08/18/2023	08/25/2023
BWK0001	09/01/2023	09/11/2023
SMO0002	09/01/2023	09/11/2023
SMO0005	09/01/2023	09/11/2023
BWK0001	09/15/2023	09/22/2023

# CORRECTING CONTRIBUTION FILE ERROR RECORDS



## Exercise: Updating Enrollment Record Error

1. Click the **Header ID** for the file that is in Review.

Unposted Employer Reporting Header

Following are the Employer Reporting Headers with Details that need to be reviewed and/or corrected. Submit the Valid status Employer Reporting Header for Posting.

**Advanced Search** Click this button to perform an advanced search of all submitted employer report files.

<input type="checkbox"/>	Header ID	Header Type	Header Status	Pay Date	Contribution Cycle Code	Received Date	Contractor	Submit For Posting
<input type="checkbox"/>	538319	Contribution	Review	07/23/2023	BWK0002	09/05/2023		

2. Click on the **Contribution Record ID** for the record in review status.

Contribution Information

**New** **Open** **Void Record** **Export To Excel**

Total Regular Employee Pre-Tax Contributions: \$780.00  
Total Regular Employee Post-Tax Contribution: \$0.00  
Total Reemployed Employee Pre Tax Contribution: \$0.00  
Total Reemployed Employee Post Tax Contribution: \$0.00

Total Employee Earnings (System Calculated): \$10,300.00  
Total Employee Earnings (Submitted): \$10,300.00  
Total Employer Contributions (System Calculated): \$1,442.00

SSN:  Earnings Code Type:  Record Status:  **Filter**

<input type="checkbox"/>	Contribution Record ID	SSN	Name	Period Begin Date	Period End Date	Earnings Code	Service Days	Hours	Earnings	Employee Pre-Tax Contributions	Employee Post-Tax Contributions	Employer Contributions	Record Status
<input type="checkbox"/>	22155329	111-31-1111	Bugs Bunny	07/03/2023	07/16/2023	01	10	40.00	\$2,500.00	\$250.00	\$0.00	\$350.00	Review

3. Click **Save** in the contribution record so the error will be removed. Clicking Save resubmits the information to eSERS.

Contribution File Corre... > Employer Reporting Head... > Employer Reporting Cont... X ← Displaying page 3 of 3. →

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

**Save** **Refresh**

Employer Reporting Header Information

Employer Reporting Header ID: 538319 Header Type: Contribution Header Status: Review  
Pay Date: 07/23/2023 Contribution Cycle Code: BWK0002

Contribution Information

Contribution Record ID: 22155329 Record Status: Review Suppress Warning:

\* SSN:  First Name:  Middle Name:  \* Last Name:

Name Suffix:

\* Period Begin Date:  \* Period End Date:

\* Earnings Code:

Service Days:  Hours:

Employee Pre-Tax Contribution:  Employee Post-Tax Contribution:

Employee Earnings(Submitted)  Employee Earnings (Sys. Calc)  Employer Contribution (Sys. Calc)

When you click **Save**, what about the screen changes? These indicators let you know that your file is now correct and you can submit to post.



Before we submit the file for posting, what if there is an employee in your file who you know came over as a valid record, but there is information that you need to correct?

You can search for them in the Contribution Information panel.



## Exercise: Updating an Employee's Contribution Record

You realized that Donald Duck's days that were initially reported are incorrect. You reported 6 days when he worked 10.

Rather than submitting the file and doing an adjustment later, you can correct the file now before it has posted.

1. In the **Contribution Information** panel, enter in the following information for your employee.
  - Social Security Number: 111-44-1111
  - Record Status: Valid
2. Click **Filter**.

The screenshot shows the 'Contribution Information' panel with the following search filters: SSN: 111-44-1111, Earnings Code Type: All, and Record Status: Valid. A 'Filter' button is visible on the right. Below the filters is a table with the following data:

Contribution Record ID	SSN	Name	Period Begin Date	Period End Date	Earnings Code	Service Days	Hours	Earnings	Employee Pre-Tax Contributions	Employee Post-Tax Contributions	Employer Contributions	Record Status
22155330	111-44-1111	Donald Duck	07/03/2023	07/16/2023	01	6	45.00	\$2,300.00	\$230.00	\$0.00	\$322.00	Valid

3. Donald's record will appear in the Contribution Information panel. From here, open his record, correct his days, and click **Save**.
4. Click on **Employer Reporting Head...** in the Navigation Path to bring you back to the Employer Header Maintenance screen.

# YOU ARE NOW READY TO SUBMIT YOUR FILE!

Save
Refresh
Void File
Submit for Posting

**Employer Reporting Header Information**

Employer Reporting Header ID : 538319	Header Type : Contribution
Reporting Source : File Upload	Header Status : Valid
* Contribution Cycle Code : BWK0002	* Pay Date : 07/23/2023
ITC :	Contractor : <input type="text"/>
Sent Date : 09/05/2023	Posted Date :
File Name : 18-188 File 2023.txt	Unique ID : 20210723081224

**Status Count:**

<b>Total Record Count</b>	5
<a href="#">Posted</a>	0
<a href="#">Posted with warnings</a>	0
<a href="#">Review</a>	0
<a href="#">Valid</a>	4
<a href="#">Void</a>	1

**Contribution Information**

New
Open
Void Record
Export To Excel

Total Regular Employee Pre-Tax Contributions : \$1,030.00	Total Employee Earnings (System Calculated) : \$10,300.00
Total Regular Employee Post-Tax Contribution : \$0.00	Total Employee Earnings (Submitted) : \$10,300.00
Total Reemployed Employee Pre Tax Contribution : \$0.00	Total Employer Contributions (System Calculated) : \$1,442.00
Total Reemployed Employee Post Tax Contribution : \$0.00	

SSN : 
Earnings Code Type : 
Record Status : 
Filter

<input type="checkbox"/>	Contribution Record ID	SSN	Name	Period Begin Date	Period End Date	Earnings Code	Service Days	Hours	Earnings	Employee Pre-Tax Contributions	Employee Post-Tax Contributions	Employer Contributions	Record Status
No records to display.													

**Validations**

Message	Count	Severity
Service Days must be greater than zero.	1	Error
Hours must be greater than zero.	1	Error

Your file is now **Posting In Progress**. Once you submit your file to post, it may take up to 30 minutes to post. If it takes longer, call Employer Services.

**Employer Reporting Header Information**

Employer Reporting Header ID : 538319	Header Type : Contribution
Reporting Source : File Upload	<b>Header Status : Posting In Progress</b>
* Contribution Cycle Code : BWK0002	* Pay Date : 07/23/2023
ITC :	Contractor :
Sent Date : 09/05/2023	Posted Date :
File Name : 18-188 File 2023.txt	Unique ID : 20210723081224

# ADJUSTMENTS

Adjustments are used to add or remove information from a contribution record **previously** submitted to SERS.

There are two differences in how you approach adjustments versus contributions. First, you may be reporting a negative adjustment, meaning you will use the minus symbol before the dollar amount you are reporting (i.e. -\$1.00).

The other difference is that despite what pay date for which you are creating a header, the period begin and end dates you enter may not line up with that pay date. This is because adjustments are used to correct reports submitted for prior pay cycles; only enter the pay period begin and end dates of the period you need to correct.



For further information on Adjustments, please refer to the *eSERS Guide*.

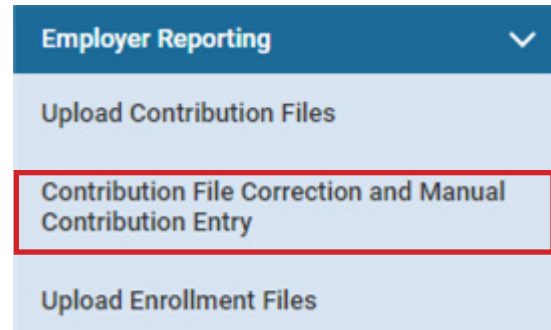
**Scenario:** You realize that Robin Hood was overpaid by \$10.00 for the reporting period of 07/03/2023 - 09/27/2023.

You will need to adjust that time period so that the member’s account will reflect the accurate amount. For this scenario, we will be creating a manual adjustment.



## Exercise: Manual Adjustment

1. Go to **Contribution File Correction and Manual Contribution Entry**.
2. In the Create New Employer Reporting Header panel, click **Create New**.



**Unposted Employer Reporting Header**

Following are the Employer Reporting Headers with Details that need to be reviewed and/or corrected. Submit the Valid status Employer Reporting Header for Posting.

**Advanced Search** Click this button to perform an advanced search of all submitted employer report files.

<input type="checkbox"/>	Header ID	Header Type	Header Status	Pay Date	Contribution Cycle Code	Received Date	Contractor	Submit For Posting
No records to display.								

**Create New Employer Reporting Header**

Select a Header Type to create a new Employer Reporting Header. Detail records must be entered manually.

\* Header Type :  **Create New**

3. Enter the **Contribution Cycle Code** provided on your worksheet.
4. Enter the **Pay Date** provided on your worksheet.
5. Click **Save**.
  - When you click Save, a New button appears in the Contribution Information panel.

The screenshot shows two main panels in a software interface. The top panel, titled "Employer Reporting Header Information", contains several fields: "Employer Reporting Header ID", "Header Type: Contribution", "Reporting Source: Manual", "Header Status", "Contribution Cycle Code" (highlighted with a red box), "Pay Date" (with a calendar icon, also highlighted with a red box), "ITC", "Contractor", "Sent Date: 09/08/2023", "Posted Date", "File Name", and "Unique ID". To the right of this panel is a "Status Count" section with a "Total Record Count" and links for "Posted", "Posted with warnings", "Review", "Valid", and "Void".

The bottom panel, titled "Contribution Information", has buttons for "Open", "Void Record", and "Export To Excel". It displays summary statistics: "Total Regular Employee Pre-Tax Contributions: \$0.00", "Total Regular Employee Post-Tax Contribution: \$0.00", "Total Reemployed Employee Pre Tax Contribution: \$0.00", "Total Reemployed Employee Post Tax Contribution: \$0.00", "Total Employee Earnings (System Calculated): \$0.00", "Total Employee Earnings (Submitted): \$0.00", and "Total Employer Contributions (System Calculated): \$0.00". Below these are input fields for "SSN", "Earnings Code Type" (set to "All"), and "Record Status" (set to "Review"), along with a "Filter" button. At the bottom, a table header lists columns: "Contribution Record ID", "SSN", "Name", "Period Begin Date", "Period End Date", "Earnings Code", "Service Days", "Hours", "Earnings", "Employee Pre-Tax Contributions", "Employee Post-Tax Contributions", "Employer Contributions", and "Record Status". The table content area shows "No records to display."

6. Click **New**.
7. Enter in the following information:
  - Social Security Number: 111-01-1111
  - Name: Robin Hood
  - Period Begin Date: 09/27/2023
  - Period End Date:– 09/27/2023
  - Earnings Code: 51 – Adjustment to Regular
  - Employee Pre Tax Contribution: -\$10.00
  - Employee Earnings: -\$100.00
8. Click **Save**.

What does it mean when eSERS gives you the “Pending Member Account transaction exists for this adjustment” warning?

There are times when suppressing a warning, the Web User will need to provide a Suppress Warning Reason for the file to become Valid. If there are any questions for the reason, a member of Employer Services will contact the employer.

In this instance, a reason isn’t needed for the “Pending Member Account Transaction” warning. The warning is advising the Web User that payment hasn’t been processed for the original transaction.

The screenshot shows the 'Suppression Warnings' section of the eSERS interface. A red box highlights the 'Suppress Warnings' checkbox, which is checked. Another red box highlights the 'Suppress Warnings Reason' text area, which is currently empty. The page shows various fields for employee information, earnings, and contributions.

Once you have suppressed the warning and have clicked Save, you are ready to submit your file for posting.

The screenshot shows the 'Submit for Posting' button highlighted in red. The page displays a summary of the contribution information, including total employee earnings and contributions. The 'Status Count' section shows a total record count of 1, with 1 valid record and 0 pending records.

# PAYROLL SCHEDULES – SPECIAL PAYS

There are times when you will need to pay an employee outside of the normal pay schedule. Most districts call these types of pays, Special Pays. When this happens, the pay dates will not match your typical payroll schedule and in order for eSERS to accept the reporting a payroll schedule will need to match your report.



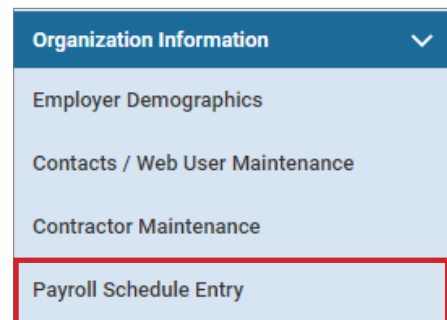
For further information on Payroll Schedules, please refer to the Payroll Schedule section of the *eSERS Guide*.

**Scenario:** You are creating a special pay for Daffy Duck. You need to create a new payroll schedule for his special pay.



## Exercise: Special Pay Payroll Schedule

1. Click the **Payroll Schedule Entry**.
2. On the Payroll Schedule Entry screen, click **New**.



**Payroll Schedule**

Payroll Schedule defines the pay periods for which the member works and gets paid. All payroll schedules must be defined before submitting contribution files. Once the payroll schedule is submitted, it cannot be modified. Contact SERS for any corrections or updates.

**New**

First Prev 1 2 3 Next Last Results 1 - 10 of 23

<input type="checkbox"/>	Payroll Schedule ID	Contribution Cycle Code	Begin Date	Frequency	Status
<input type="checkbox"/>	<a href="#">984</a>	MON0001	01/01/1980	Monthly	Active
<input type="checkbox"/>	<a href="#">5644</a>	SMO0002	01/02/2017	Semi-monthly	Active
<input type="checkbox"/>	<a href="#">5648</a>	BWK0001	01/22/2017	Biweekly	Active
<input type="checkbox"/>	<a href="#">5649</a>	OTH0005	01/02/2017	Other	Active

3. Enter in the following information:
  - Payroll Schedule Begin Date: 09/01/2023
  - Payroll Schedule End Date: 09/09/2023
  - First Pay Date: 09/09/2023
  - Frequency: Other
  - Number of Rows: 1
4. Click **Save**.
5. Click **Populate**.
  - When you click Populate, a row in the Payroll Schedule Details panel will populate, and you will have to reenter the Pay Date in that panel.
6. Click **Save**.
7. Click **Confirm & Submit**.

The screenshot shows a software interface with two main panels. The top panel, titled "Payroll Schedule Information", contains several input fields: "Payroll Schedule ID:" (empty), "Payroll Schedule Begin Date:" (09/01/2023), "Payroll Schedule End Date:" (09/09/2023), "First Pay Date:" (09/09/2023), "Frequency:" (Other), "Contribution Cycle Code:" (empty), "Number of Rows:" (1), and "Payroll Schedule Status:" (empty). A "Populate" button is located below these fields. The bottom panel, titled "Payroll Schedule Details", has a sub-section "Payroll Schedule Detail" with buttons for "Add Row", "Add 10 Rows", and "Delete". Below these buttons is a table with columns for "Period Begin Date", "Period End Date", and "Pay Date". The first row of the table is populated with "09/01/2023", "09/09/2023", and an empty "Pay Date" field.

Period Begin Date	Period End Date	Pay Date
09/01/2023	09/09/2023	

Once this schedule has been created, a new Contribution Cycle Code will be assigned to this payroll schedule. This schedule is used solely for the few special pays that you have throughout the year.

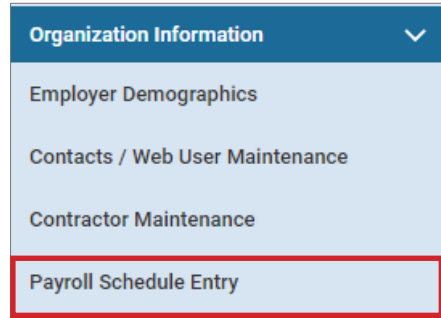


As long as the dates for your special pays are in chronological order, you can use the same payroll schedule for your special pays. That way, you can keep your payroll schedules to a minimum, and every time you go to create a special pay, you know the Contribution Cycle Code.



## Exercise: Add a Special Pay to the Payroll Schedule

1. Go to **Payroll Schedule Entry**.
2. Open the Payroll Schedule that you created for your special pays by clicking on the **Payroll Schedule ID**.



Payroll Schedule

Payroll Schedule defines the pay periods for which the member works and gets paid. All payroll schedules must be defined before submitting contribution files. Once the payroll schedule is submitted, it cannot be modified. Contact SERS for any corrections or updates.

[New](#)

First Prev 1 **2** 3 Next Last Results 11 - 20 of 25

<input type="checkbox"/>	Payroll Schedule ID	Contribution Cycle Code	Begin Date	Frequency	Status
<input type="checkbox"/>	<a href="#">10585</a>	SMO0006	11/01/2021	Semi-monthly	Active
<input type="checkbox"/>	<a href="#">10586</a>	SMO0007	10/01/2021	Semi-monthly	Active
<input type="checkbox"/>	<a href="#">10587</a>	SMO0008	10/04/2021	Semi-monthly	Active
<input type="checkbox"/>	<a href="#">11349</a>	BWK0002	07/03/2023	Biweekly	Active
<input type="checkbox"/>	<a href="#">11361</a>	OTH0014	09/01/2023	Other	Active
<input type="checkbox"/>	<a href="#">11362</a>	OTH0015	09/01/2023	Other	Active

3. In the Payroll Schedule Information panel change the Payroll Schedule End Date to 06/30/2024.

4. Click **Save**.

The screenshot shows the 'Payroll Schedule Information' panel. At the top, there are three buttons: 'Save', 'Refresh', and 'Confirm & Submit'. Below this, the panel displays the following information:

- Payroll Schedule ID : 11362
- \* Payroll Schedule Begin Date : 09/01/2023
- \* Payroll Schedule End Date : 06/30/2024 (highlighted with a red box)
- \* First Pay Date : 09/09/2023
- \* Frequency : Other
- Contribution Cycle Code : OTH0015
- Number of Rows : 1
- Payroll Schedule Status : Active

Below the information panel is the 'Payroll Schedule Details' section, which includes a 'Payroll Schedule Detail' sub-panel with buttons for 'Add Row', 'Add 10 Rows', and 'Delete'. A table below these buttons shows the following data:

<input type="checkbox"/>	Period Begin Date	Period End Date	Pay Date
<input type="checkbox"/>	09/01/2023	09/09/2023	09/09/2023

5. Under the Payroll Schedule Details panel click **Add Row**.

6. Enter the following information:

- Period Begin Date: 09/10/2023
- Period End Date: 09/12/2023
- Pay Date: 09/12/2023

7. Click **Save**.

8. Click **Confirm & Submit**.

The screenshot shows the 'Payroll Schedule Information' panel with the following updated information:

- Payroll Schedule ID : 11362
- \* Payroll Schedule Begin Date : 09/01/2023
- \* Payroll Schedule End Date : 06/30/2024 (highlighted with a red box)
- \* First Pay Date : 09/09/2023
- \* Frequency : Other
- Contribution Cycle Code : OTH0015
- Number of Rows : 1
- Payroll Schedule Status : Active

Below this is the 'Payroll Schedule Details' section, which includes a 'Payroll Schedule Detail' sub-panel with buttons for 'Add Row', 'Add 10 Rows', and 'Delete'. The 'Add Row' button is highlighted with a red box. A table below these buttons shows the following data:

<input type="checkbox"/>	Period Begin Date	Period End Date	Pay Date
<input type="checkbox"/>	09/01/2023	09/09/2023	09/09/2023
<input type="checkbox"/>	09/10/2023	09/12/2023	09/12/2023

# BANK ACCOUNT MAINTENANCE

This application is used to create new bank account information for ACH debits or update existing bank account information. Go to the Bank Account Maintenance menu item.



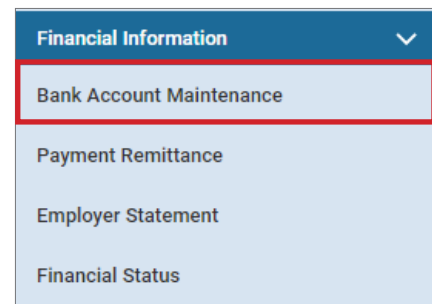
A user can also track payments that are still pending or have already posted. For further information on Bank Account Maintenance, please refer to the *eSERS Guide*.

**Scenario:** Your district wants to start sending electronic payments via ACH Debit.



## Exercise: Setting up an ACH Debit Account

1. Select **Bank Account Maintenance**.
2. On the Bank Account Maintenance screen, click **New Bank**.



The screenshot shows two sections of a web application. The top section is titled "Employer Bank Accounts" and contains a "New Bank" button highlighted with a red box. Below the button is a table with columns: Bank ID, Bank Nick Name, Routing Number, Account Number, Bank Name, Account Type, ACH Activated, Effective Date, End Date, and Refund Account. The table is currently empty with the text "No records to display." below it. The bottom section is titled "Payment History" and contains a table with columns: ACH Debit ID, Bank Nick Name, Amount, Transaction Date, ACH Debit Status, Created Date, and Created By. This table is also empty with "No records to display." below it.

The system displays the Bank Account Record Maintenance screen.

3. Enter the following information:

- Routing Number: 000000409
- Account Number: 987654321
- Effective Date: Today's Date
- EFT Draw Limit: \$25,000.00
- Bank Nick Name: Budget – this is helpful when there are multiple ACH Debit activated accounts.
- Account Type: Checking

4. Read ACH Debit Terms & Conditions.

5. Check the box indicating you have read and agree to the terms and conditions.

6. Click **Save**.

**Save** Refresh

Bank Details

Bank ID : \_\_\_\_\_

\* Routing Number : \_\_\_\_\_

\* Account Number : \_\_\_\_\_

\* Effective Date : 09/08/2023

\* EFT Draw Limit : \$0.00

Refund Account :

\* Bank Nick Name : \_\_\_\_\_

Bank Name : \_\_\_\_\_

\* Account Type : \_\_\_\_\_

End Date : \_\_\_\_\_

I have read and agree to the ACH Debit Terms & Conditions listed below and request SERS to activate this account for ACH Debit Direct Payments

ACH Debit Terms & Conditions

**AUTHORIZATION RULES.** This Agreement explains the terms and conditions governing your access and use of this online payment "Service" for Direct Payments (ACH Debits) through The School Employees Retirement System ESERS web site. The Service will enable the Employer to pay electronically, amounts due SERS including, but not limited to, employee and employer contributions, health care surcharge and purchase of service credit.

**AUTHORIZATION.** We ("Employer") hereby authorize the School Employees Retirement System of Ohio ("SERS") to debit the account entered above in such amounts and at such times as requested by the Employer through the Service. We acknowledge that the origination of ACH transactions to our account must comply with the rules of the National Automated Clearing House Association and provisions of U.S. and Ohio law. We agree to maintain balances sufficient to pay all requested payments, and agree that SERS is not liable for any overdraft or insufficient fund situation or charge (including, but not limited to, finance charges, late fees or similar charges) caused by our failure to maintain funds sufficient to pay all payments issued through the Service. The Employer agrees to promptly notify SERS of any changes to the financial institution account information and hereby grants authority for SERS to debit such changed account. The Employer understands and agrees that use of the Service does not waive any penalties and/or fees for any payments or reports which are not filed timely.

**ACCOUNT STATEMENT.** A current account statement summarizing all of the Employer's account activity and transactions for the preceding 24-month period is available to the Employer on ESERS. The Employer agrees to notify SERS immediately if there are any suspected unauthorized payments or errors.

**TERM AND TERMINATION.** This Agreement shall remain in force until terminated by either party. Employer may terminate this Agreement by terminating all accounts on the website or by submitting a request in writing to SERS to terminate all accounts. SERS may terminate this Agreement at any time by giving written notice. The termination of this agreement shall not affect any payments or charges already due to SERS from the Employer.

# PAYMENT REMITTANCE

The Payment Remittance is where the user tells SERS what payment is being made and when. One of the benefits of the Payment Remittance application on eSERS is that the user can also send an ACH Debit (if the school is enrolled) along with the payment remittance.

The Payment Remittance is also where credit memos are applied, payment history is viewed, and unpaid liabilities are found.



For more information on the Payment Remittance application, please refer to the *eSERS Guide*.

**Scenario:** You go to pay your liability for the July 23 payroll that you just uploaded this morning; but, the unpaid liability amount that you show you owe is \$1020.00, and eSERS shows you owe \$1030.00.

Remember, you manually adjusted Robin Hood's contribution reporting because you overpaid him.

You will need to apply your credit memo prior to paying your unpaid liability.

Previous Next Finish & Submit

Remittance ID :

Total Liability Amount Selected : \$0.00

Payment Remittance Status : Pending

Total Payment Amount : \$0.00

Cancel

**Available Credit Memo**

Following Credit Memo is available to apply. Enter the amount in the 'Credit Amount To Use'.

**Employee Credit Memo**

Credit Memo ID	Available Credit Amount	Credit Amount To Use	Pay Date	Contribution Cycle Code	Contractor Name
35193	\$10.00	<input type="text" value="\$0.00"/>	07/23/2023	BWK0002	

**Employer Credit Memo**

Credit Memo ID	Available Credit Amount	Credit Amount To Use	Pay Date	Contribution Cycle Code	Contractor Name
35194	\$14.00	<input type="text" value="\$0.00"/>	07/23/2023	BWK0002	

**Unpaid Liabilities**

Select the Liabilities to pay and click 'Add Selected To Pay'. To pay all Liabilities, click 'Add All To Pay'.

Add Selected To Pay
Add All To Pay

<input type="checkbox"/>	Liability ID	Linked to Remittance	Liability Type	Liability Amount	Remaining Balance	Pay Date	Contribution Cycle Code	Contractor Name	SSN	Name	Invoice
<input type="checkbox"/>	<a href="#">589533</a>	No	Employer Contributions	\$55,976.96	\$40,432.98	07/16/2023	SMO0002				
<input type="checkbox"/>	<a href="#">589535</a>	No	Employer Contributions	\$45,249.81	\$45,249.81	07/16/2023	SMO0005				
<input type="checkbox"/>	<a href="#">598378</a>	No	Employer Contributions	\$40,718.82	\$40,718.82	08/16/2023	SMO0005				
<input type="checkbox"/>	<a href="#">598384</a>	No	Employer Contributions	\$55,646.45	\$55,646.45	08/16/2023	SMO0002				
<input type="checkbox"/>	<a href="#">598815</a>	No	Employee Contributions	\$1,030.00	\$1,030.00	07/23/2023	BWK0002				

eSERS will show only the amount(s) available in the credit memo fields.



## Exercise: Applying Credit Memos

1. Enter the credit memo amount of \$10.00 in the Credit Amount to Use box.
  - **Employee** Contribution credit memos must be applied on a different Payment Remittance than **Employer** Contribution credit memos.
2. Select the unpaid liability to which you want to apply the credit memo.
3. Click **Add Selected to Pay**.

Previous Next Finish & Submit

Remittance ID : \_\_\_\_\_  
 Total Liability Amount Selected : \$0.00

Payment Remittance Status : Pending  
 Total Payment Amount : \$0.00

Cancel

Available Credit Memo ▼

Following Credit Memo is available to apply. Enter the amount in the 'Credit Amount To Use'.

Employee Credit Memo					
Credit Memo ID	Available Credit Amount	Credit Amount To Use	Pay Date	Contribution Cycle Code	Contractor Name
35193	\$10.00	<input style="width: 80px;" type="text" value="\$10.00"/>	07/23/2023	BWK0002	

Employer Credit Memo					
Credit Memo ID	Available Credit Amount	Credit Amount To Use	Pay Date	Contribution Cycle Code	Contractor Name
35194	\$14.00	<input style="width: 80px;" type="text" value="\$0.00"/>	07/23/2023	BWK0002	

Unpaid Liabilities ▼

Select the Liabilities to pay and click 'Add Selected To Pay'. To pay all Liabilities, click 'Add All To Pay'.

Add Selected To Pay
Add All To Pay

<input type="checkbox"/>	Liability ID	Linked to Remittance	Liability Type	Liability Amount	Remaining Balance	Pay Date	Contribution Cycle Code	Contractor Name	SSN	Name	Invoice
<input type="checkbox"/>	<a href="#">589533</a>	No	Employer Contributions	\$55,976.96	\$40,432.98	07/16/2023	SMO0002				
<input type="checkbox"/>	<a href="#">589535</a>	No	Employer Contributions	\$45,249.81	\$45,249.81	07/16/2023	SMO0005				
<input type="checkbox"/>	<a href="#">598378</a>	No	Employer Contributions	\$40,718.82	\$40,718.82	08/16/2023	SMO0005				
<input type="checkbox"/>	<a href="#">598384</a>	No	Employer Contributions	\$55,646.45	\$55,646.45	08/16/2023	SMO0002				
<input checked="" type="checkbox"/>	<a href="#">598815</a>	No	Employee Contributions	\$1,030.00	\$1,030.00	07/23/2023	BWK0002				

**TIP:** Some districts have multiple pages of liabilities. If you don't see the liability you want to pay, check to see if there is a second page.

4. The liability will move to the Liabilities to Pay panel.
5. Enter the credit memo amount in the Payment Amount box.
  - Remember: you are applying the credit memo, then you will make your payment later
6. Click **Next**.

Previous **Next** Finish & Submit

Remittance ID : Payment Remittance Status : Pending

Total Liability Amount Selected : \$0.00 Total Payment Amount : \$0.00

Cancel

**Available Credit Memo** ⌵

Following Credit Memo is available to apply. Enter the amount in the 'Credit Amount To Use'.

**Employee Credit Memo**

Credit Memo ID	Available Credit Amount	Credit Amount To Use	Pay Date	Contribution Cycle Code	Contractor Name
35193	\$10.00	<input style="width: 80px;" type="text" value="\$10.00"/>	07/23/2023	BWK0002	

**Employer Credit Memo**

Credit Memo ID	Available Credit Amount	Credit Amount To Use	Pay Date	Contribution Cycle Code	Contractor Name
35194	\$14.00	<input style="width: 80px;" type="text" value="\$0.00"/>	07/23/2023	BWK0002	

**Unpaid Liabilities** ⌵

**Liabilities to Pay** ⌵

To pay other than the listed Liabilities, select the Liability Type and click Add Expected Liability button.

Expected Liability Type:  Pay Date:  Add Expected Liability

Remove Selected Remove All

<input type="checkbox"/>	Liability ID	Liability Type	Remaining Balance	Payment Amount	Pay Date	Contribution Cycle Code	SSN	Name	Invoice	Remittance Item ID	Remittance Item Type
<input type="checkbox"/>	598815	Employee Contributions	\$1,030.00	<input style="width: 80px;" type="text" value="\$10.00"/>	07/23/2023	BWK0002					

The user will need to verify that the payment information for the credit memo is correct.

### 7. Click Finish & Submit.

Previous Next Finish & Submit

Remittance ID : \_\_\_\_\_  
Total Liability Amount Selected : \$10.00

Payment Remittance Status : Pending  
Total Payment Amount : \$10.00

Cancel

**Confirm Payment Remittance Details** ▼

Following Liabilities are selected for payment

<input type="checkbox"/>	Liability ID	LiabilityType	Remittance Item ID	Remittance Item Type	Payment Amount	Pay Date	Contribution Cycle Code	SSN	Name
<input type="checkbox"/>	598815	Employee Contributions			\$10.00	07/23/2023	BWK0002		

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
35193	\$10.00	\$10.00	07/23/2023	BWK0002	

**Employer Credit Memo**

Credit Memo ID	Available Credit Amount	Credit Amount To Use	Pay Date	Contribution Cycle Code	Contractor Name
35194	\$14.00	\$0.00	07/23/2023	BWK0002	

Following payments will be applied against the Liabilities

<input type="checkbox"/>	Payment Type	Check/Reference Number	Bank Account	Payment Amount	Payment Date
No records to display.					

Once you click Finish & Submit, eSERS will take you back to the main Payment Remittance screen, and you will see that your credit memo has processed under the Payment Remittance History panel.



## Exercise: Apply the Employer Credit Memo



Now that the credit memos have been applied, the liability in the Unpaid Liabilities panel now reflects the correct amount, and the liability will need to be paid.



## Exercise: Pay the Unpaid Liability

1. Select the liability that you want to pay by checking the box next to the liability that you want to pay.
2. Click **Add Selected to Pay**.

Previous Next Finish & Submit

Remittance ID : Payment Remittance Status : Pending

Total Liability Amount Selected : \$0.00 Total Payment Amount : \$0.00

Cancel

Available Credit Memo ▼

Following Credit Memo is available to apply. Enter the amount in the 'Credit Amount To Use'.

**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
No records to display.					

Unpaid Liabilities ▼

Select the Liabilities to pay and click 'Add Selected To Pay'. To pay all Liabilities, click 'Add All To Pay'.

Add Selected To Pay
Add All To Pay

<input type="checkbox"/>	Liability ID	Linked to Remittance	Liability Type	Liability Amount	Remaining Balance	Pay Date	Contribution Cycle Code	Contractor Name	SSN	Name	Invoice
<input type="checkbox"/>	<a href="#">598378</a>	No	Employer Contributions	\$40,718.82	\$40,718.82	08/16/2023	SMO0005				
<input type="checkbox"/>	<a href="#">598384</a>	No	Employer Contributions	\$55,646.45	\$55,646.45	08/16/2023	SMO0002				
<input checked="" type="checkbox"/>	<a href="#">598815</a>	No	Employee Contributions	\$1,030.00	\$1,020.00	07/23/2023	BWK0002				

**Credit Memo Extra Credit:** Do you notice anything about the liability that shows you applied the credit memo correctly?

- This moves your liability to the Liabilities to Pay panel. Enter the amount that you are paying in the Payment Amount box.
- Click **Next**.

Previous Next Finish & Submit

Remittance ID : Payment Remittance Status : Pending

Total Liability Amount Selected : \$0.00 Total Payment Amount : \$0.00

Cancel

**Available Credit Memo** ^

Following Credit Memo is available to apply. Enter the amount in the 'Credit Amount To Use'.

**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
No records to display.					

**Unpaid Liabilities** ^

**Liabilities to Pay** ^

To pay other than the listed Liabilities, select the Liability Type and click Add Expected Liability button.

Expected Liability Type:  Pay Date:  Add Expected Liability

Remove Selected Remove All

<input type="checkbox"/>	Liability ID	Liability Type	Remaining Balance	Payment Amount	Pay Date	Contribution Cycle Code	SSN	Name	Invoice	Remittance Item ID	Remittance Item Type
<input type="checkbox"/>	598815	Employee Contributions	\$1,020.00	\$1,020.00	07/23/2023	BWK0002					

In this screen, you will be telling eSERS how you are going to make the payment. For this exercise, we will be paying with ACH Debit using the account you entered earlier.



For more information on the different pay types, please refer to the *eSERS Guide*.

- In the Payment Information panel, choose ACH Debit in the New Payment Type drop down.
- Click **Add New Payment**.

Remittance ID : Payment Remittance Status : Pending  
Total Liability Amount Selected : \$1,020.00 Total Payment Amount : \$0.00

Cancel Previous Next Finish & Submit

**Payment Information**

To create new payment item, select the payment type and click 'Add New Payment'.

\* New Payment Type:  Add New Payment

Remove Selected Remove All

<input type="checkbox"/>	Payment Type	Check / Reference Number	Bank Account	Payment Amount	Payment Date
<input type="checkbox"/>	ACH Debit		<input type="text"/>	\$0.00	09/11/2023

- When you click Add New Payment, a payment line appears and you will enter in the information needed for the payment.
  - Bank Account:** Enter the new bank account that was entered by you in the Bank Account Maintenance section.
    - This is where it is helpful to enter in the Bank Account Nickname in the Bank Account Maintenance application.
  - Payment Amount:** \$1020.00
  - Payment Date:** Next available banking day (eSERS will automatically defer to that date unless otherwise noted)
- Click **Next**.

9. Look the final screen over to make sure that the amount, liability, and account information, etc., are correct.

10. Click **Finish & Submit**.

Previous Next Finish & Submit

Remittance ID :                      Payment Remittance Status : Pending

Total Liability Amount Selected : \$1,020.00                      Total Payment Amount : \$1,020.00

Cancel

**Confirm Payment Remittance Details** ▼

Following Liabilities are selected for payment

<input type="checkbox"/>	Liability ID	LiabilityType	Remittance Item ID	Remittance Item Type	Payment Amount	Pay Date	Contribution Cycle Code	SSN	Name
<input type="checkbox"/>	598815	Employee Contributions			\$1,020.00	07/23/2023	BWK0002		

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
No records to display.					

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		Budget	\$1,020.00	09/11/2023

**Helpful Tip:** Always click Finish & Submit PRIOR to taking a screen shot. Often, a user takes a screen shot first and then forgets to click Finish & Submit. Once you click Finish & Submit, a Remittance ID is generated. The Remittance ID signals that you have completed the remittance. Also, if you have issues with the payment and would like SERS to look into it, you would provide the Remittance ID.

When you click **Finish & Submit**, eSERS will take you back to the Payment Remittance home screen.

### New Payment Remittance

To create a new Payment Remittance or Payment, click the New Payment Remittance button.

[New Payment Remittance](#)

### Advanced Search

Click this button to search all Payment Remittance details

[Advanced Search](#)

### Payment Remittance History

Following are your submitted payment remittances.


[Void](#)      Status:       [Filter](#)

[First](#) [Prev](#) **1** [2](#) [3](#) [4](#) [5](#) [Next](#) [Last](#)      Results 1 - 10 of 50

<input type="checkbox"/>	Remittance ID	Remittance Amount	Remittance Status	Created By	Created Date
<input type="checkbox"/>	<a href="#">485811</a>	\$1,020.00	Pending	1Train18188	09/08/2023
<input type="checkbox"/>	<a href="#">485810</a>	\$14.00	Processed	1Train18188	09/08/2023
<input type="checkbox"/>	<a href="#">485809</a>	\$10.00	Processed	1Train18188	09/08/2023

In the Payment Remittance History panel, you will see your payment is pending. It will show as processed once the ACH Debit has been received.

**Scenario:** You did not take a screen shot of the final screen of the payment process, and when you hit Finish & Submit, it took you to the Payment Remittance home screen.

 **Exercise: Printing Confirmation that the Payment Was Entered Successfully**

1. Click on the **Remittance ID** of the payment that you just entered and is still in pending status.

New Payment Remittance ▼

To create a new Payment Remittance or Payment, click the New Payment Remittance button.

[New Payment Remittance](#)

Advanced Search

Click this button to search all Payment Remittance details

[Advanced Search](#)

---

Payment Remittance History

Following are your submitted payment remittances.

[Void](#)      Status:  ▼      [Filter](#)

[First](#) [Prev](#) [1](#) [2](#) [3](#) [4](#) [5](#) [Next](#) [Last](#)      Results 1 - 10 of 50

<input type="checkbox"/>	Remittance ID	Remittance Amount	Remittance Status	Created By	Created Date
<input type="checkbox"/>	<a href="#">485811</a>	\$1,020.00	Pending	1Train18188	09/08/2023
<input type="checkbox"/>	<a href="#">485810</a>	\$14.00	Processed	1Train18188	09/08/2023
<input type="checkbox"/>	<a href="#">485809</a>	\$10.00	Processed	1Train18188	09/08/2023

This screen gives a breakdown of the payment amount, which account it was paid from, payment date, and type of payment, etc.

There is also a Remittance ID for this transaction.

If you were to have questions regarding this remittance, you would provide the Remittance ID to the SERS employee handling your inquiry.

### Remittance Details

Remittance ID : 485811      Remittance Status : Pending  
Total Liability Amount Selected : \$1,020.00      Total Payment Amount : \$1,020.00

To correct the payment remittance click Correct Payment Remittance button.

[Correct Payment Remittance](#)

---

### Payment Remittance Details

Liabilities selected in the payment remittance

Liability ID	Liability Type	Remittance Item ID	Remittance Item Type	Payment Amount	Pay Date	Contribution Cycle Code	SSN	Name
598815	Employee Contributions	635825	Employee Contributions	\$1,020.00	07/23/2023	BWK0002		

Credit Memo applied against the Liabilities.

#### Employee Credit Memo

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

#### Employer Credit Memo

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

Payments applied against the Liabilities

Payment Type	Check/Reference Number	Bank Account	Payment Amount	Payment Date
ACH Debit		Budget	\$1,020.00	09/11/2023

To print this screen, go to the Welcome drop down and select the Print icon.

The screenshot shows the eSERS Home interface. A dropdown menu is open for the user 'Welcome Logsdon, Liz'. The menu options are: Contact Us, Help, Print, and Logoff. The 'Print' option is highlighted with a yellow box. An orange arrow points from the 'Print' option in the dropdown to the 'Print' icon in the top right corner of the page. The page content includes a message list and an information section for the user.

# WAGE CERTIFICATIONS

The District will receive a wage certification when a member, retiree, or beneficiary files an application for service retirement, survivor benefits, refund, reemployed retiree payment, beneficiary lump sum annuity or disability benefit, which is only sent to the employer once the application is approved.

When SERS has generated a certification request, a Wage Certification ID is created and appears in the Pending Wage Certifications panel. Users are able to click on these IDs and complete the request by following the steps listed.

▼
**Pending Wage Certifications**

SSN:  Last Name:  Filter

<input type="checkbox"/>	Wage Certification ID	SSN	First Name	Last Name	Certification Type	Retirement Effective Date	Contractor Name
<input type="checkbox"/>	<a href="#">116937</a>	000-81-9632	Lightning	McQueen	Service Retirement Certification	01/01/2024	
<input type="checkbox"/>	<a href="#">116191</a>	000-56-5378	Tow	Mater	Refund Certification		
<input type="checkbox"/>	<a href="#">115421</a>	000-56-9713	Minni	Mouse	Disability Certification		

▼
**Submitted Wage Certifications**

SSN:  Last Name:  Certification Type:  Filter

First
Prev
1
2
3
...
9
10
Next
Last
Results 1 - 10 of 100

<input type="checkbox"/>	Wage Certification ID	SSN	First Name	Last Name	Certification Type	Submitted Date	Status	Contractor Name
<input type="checkbox"/>	<a href="#">117097</a>	000-52-4170	FIRST_NAME_524170	LAST_NAME_524170	Death Notification Certification	07/20/2023	Certified	
<input type="checkbox"/>	<a href="#">116502</a>	001-29-5027	FIRST_NAME_1295027	LAST_NAME_1295027	Refund Certification	06/29/2023	Certified	
<input type="checkbox"/>	<a href="#">116322</a>	000-20-6572	FIRST_NAME_206572	LAST_NAME_206572	Refund Certification	06/22/2023	Certified	
<input type="checkbox"/>	<a href="#">115859</a>	001-27-8196	FIRST_NAME_1278196	LAST_NAME_1278196	Refund Certification	06/05/2023	Certified	



**Scenario:** You receive an eSERS Message Board message stating that there is a Service Retirement certification for you to complete.



## Exercise: Completing a Service Retirement Certification

1. Click the **Certified Wages** menu item under the Employer Reporting panel.
2. Click the **Wage Certification ID** in the Pending Wage Certifications panel for Lightning McQueen.

Pending Wage Certifications							
SSN: <input type="text"/>		Last Name: <input type="text"/>		<input type="button" value="Filter"/>			
<input type="checkbox"/>	Wage Certification ID	SSN	First Name	Last Name	Certification Type	Retirement Effective Date	Contractor Name
<input type="checkbox"/>	<a href="#">116937</a>	000-81-9632	Lightning	McQueen	Service Retirement Certification	01/01/2024	
<input type="checkbox"/>	<a href="#">116191</a>	000-56-5378	Tow	Mater	Refund Certification		
<input type="checkbox"/>	<a href="#">115421</a>	000-56-9713	Minni	Mouse	Disability Certification		



For further information on Wage Certifications and explanation of the screens, please refer to the *eSERS Guide*.

3. On the Wage Certification screen, enter the information provided on your worksheet:
  - Last Date of Service:
  - Days Worked:
  - Last Contribution Cycle Code:
  - Last Pay Date:
4. Eligible for Health Care at Separation: Yes.
5. Click **Submit**.

Submit
Refresh

**Wage Certification**

Wage Certification ID : 116937
Submitted Date : 07/14/2023
Wage Certification Type : Service Retirement Certification

**Member Wage Details**

SSN: 000-81-9632

First Name: Lightning      Middle Name:      Last Name: McQueen

\* Last Date Of Service:

\* Days Worked From, 07/01/2023  
till Last Date of Service:

\* Last Contribution Cycle Code:

\* Last Pay Date:

\* Eligible For Health Care At Separation:

Final Contribution Includes:  Balance of Contract  Payroll Lag  Longevity Pay

**Pay Period Certification Details**

Add a Row
Add 5 Rows
Remove

<input type="checkbox"/>	Contribution Cycle Code	Pay Date	Pre-Tax Contributions	Post-Tax Contributions
<input type="checkbox"/>	OTH0003	09/01/2023	\$0.00	\$0.00
<input type="checkbox"/>	OTH0003	09/15/2023	\$0.00	\$0.00

**TIP:** If you are completing this **PRIOR** to the employee retiring, provide all unreported payroll in this panel.

**Notes**

New
Open

<input type="checkbox"/>	Notes ID	Note Type	Notes	Created By	Created Date
--------------------------	----------	-----------	-------	------------	--------------

**Scenario:** You receive an eSERS Message Board message stating that there is a Refund certification for you to complete.



## Exercise: Completing a Refund Certification

1. Click the **Certified Wages** menu item under the Employer Reporting panel.
2. Click the **Wage Certification ID** in the Pending Wage Certifications panel for Tow Mater.

Pending Wage Certifications							
SSN: <input type="text"/>		Last Name: <input type="text"/>		<input type="button" value="Filter"/>			
<input type="checkbox"/>	Wage Certification ID	SSN	First Name	Last Name	Certification Type	Retirement Effective Date	Contractor Name
<input type="checkbox"/>	<a href="#">116937</a>	000-81-9632	Lightning	McQueen	Service Retirement Certification	01/01/2024	
<input type="checkbox"/>	<a href="#">116191</a>	000-56-5378	Tow	Mater	Refund Certification		
<input type="checkbox"/>	<a href="#">115421</a>	000-56-9713	Minni	Mouse	Disability Certification		



For further information on Wage Certifications and further explanation of the screens, please refer to the *eSERS Guide*.

3. On the Refund Certification screen, enter the information provided on the worksheet:

- Last Date of Service:
- Last Contribution Cycle Code:
- Last Pay Date:

**Wage Certification** ▼

Wage Certification ID : 116191      Submitted Date : 06/16/2023      Wage Certification Type : Refund Certification

**Member Wage Details** ▼

SSN: 000-56-5378

First Name: Tow      Middle Name:      Last Name: Mater

\* Last Date Of Service:

\* Last Contribution Cycle Code:

\* Last Pay Date:

**Notes** ▼

<input type="checkbox"/>	Notes ID	Note Type	Notes	Created By	Created Date
<input type="checkbox"/>	<a href="#">8406473</a>	Wage Certification Notes	NOTE_8406473	KBerra31046	07/14/2023

**Terms & Conditions** ▼

I certify to the best of my knowledge the following information:

1. The above employee has terminated service with us and is not on a leave of absence;
2. The employee's name and Social Security Number are the same as on file with us; and
3. The employee is not being considered for reemployment, and in the event the employee is reemployed I will notify SERS immediately.

**TIP:** When you click "Submit," you are agreeing to these Terms & Conditions.