



HOW TO:

Adjust Days and Hours

SERS relies on the employer to submit accurate days and hours for each employee. When days and hours are reported incorrectly, it affects the employee's service credit and the eligibility for retirement.

If days or hours are reported incorrectly, an adjustment must be made to add or remove service days from a contribution record previously reported to SERS.

Steps:

1. Go to **Contribution File Correction and Manual Contribution Entry** in eSERS.
2. Click on **Create New** in the **Create new Employer Reporting Header** panel.

1. Contribution File Correction and Manual Contribution Entry

Record displayed.

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"/>	598345	Contribution	Review	07/23/2023	BWK0001	09/12/2023		

Create New Employer Reporting Header

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

Header Type: Contribution **Create New** 2.

Posted Employer Reporting Header

3. Enter the **Contribution Cycle Code** and **Current Pay Date**.
4. Click **Save**.

4. Save Refresh

Employer Reporting Header Information

Employer Reporting Header ID: Reporting Source: Manual Header Type: Contribution Header Status:

3. Contribution Cycle Code: Pay Date:

ITC: Contractor: Sent Date: 04/11/2024 Posted Date: File Name: Unique ID:

Status Count: Total Record Count: Posted, Posted with warnings, Review, Valid, Void

5. Click the **New** button in the Contribution Information Panel.

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

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
 Total Employer Contributions (System Calculated) : \$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
No records to display.													

6. Enter in the employee information:

- Social Security Number
- First and Last Name
- Period Begin Date and Period End Date
- Earnings Code 52
 - Using the 52 earnings code will allow you to enter all missing days and hours without an error.
- Service Days and Service Hours
 - Use the minus sign (-) if you are removing days and hours.

Do not enter the earnings or contributions because those have already been reported to SERS.

7. Click **Save & New** to enter multiple contribution records. If this is the only record you are creating, click **Save**.

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

Save **Save & New** Refresh

Employer Reporting Header Information

Employer Reporting Header ID : 538347 Header Type : Contribution Header Status : Review
 Pay Date : 07/23/2023 Contribution Cycle Code : BWK0001

Contribution Information

6. Contribution Record ID: Record Status: Suppress Warning:

* SSN: * Last Name:

First Name: Middle Name:

Name Suffix:

* Period Begin Date: * Period End Date:

* Earnings Code:

Service Days: 0 Hours: 0

Employee Pre-Tax Contribution: \$0.00 Employee Post-Tax Contribution: \$0.00
 Employee Earnings(Submitted) \$0.00 Employee Earnings (Sys. Calc) \$0.00 Employer Contribution (Sys. Calc) \$0.00

Employment Status Effective Date: Employment Status Code:

Validation Information

8. Click **Save** when you are done entering all records.
9. Click **Employer Reporting Head** in the navigation path to return to Employer Reporting Header Maintenance screen.

8. **Save**

Record displayed. Please make changes and press SAVE.

Employer Reporting Header Information

Employer Reporting Header ID : 538337 Header Type : Contribution Header Status : Review
 Pay Date : 07/23/2023 Contribution Cycle Code : BWK0005

Contribution Information

Contribution Record ID: Record Status: Suppress Warning:

* SSN :

First Name : Middle Name : * Last Name :

Name Suffix :

10. Review the **Contribution Information** panel to ensure there is no contribution amounts in the panel.
11. Click **Submit for Posting**.

11. **Submit for Posting**

Record displayed. Please make changes and press SAVE.

Employer Reporting Header Information

Employer Reporting Header ID : 538347 Header Type : Contribution
 Reporting Source : Manual Header Status : Valid
 * Contribution Cycle Code : OTH0002 * Pay Date : 08/25/2023
 ITC : Contractor :
 Sent Date : 04/11/2024 Posted Date :
 File Name : Unique ID :

Status Count

Total Record Count	1
Posted	0
Posted with warnings	0
Review	0
Valid	1
Void	0

Contribution Information

10. **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
 Total Employer Contributions (System Calculated) : \$0.00

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

Once the file is posted, the days and hours will be posted to the member's account.