

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.

	Alert and Messages 🗸 🗸 🗸	Contribution File Corre 🗙 🗲 🔿						
	Messages	Record displayed.						
	Employer Reporting 🗸 🗸	Unposted Employer Reporting Header						
	Upload Contribution Files	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						
1.	Contribution File Correction and Manual Contribution Entry	Advanced Search     Click this button to perform an advanced search of all submitted employer report files.						
	Upload Enrollment Files	Contribution Deviced Data Contribution						
	Create and Correct Enrollment Files	Header ID Header Type Header Status Pay Date Cycle Code Keceived Date Contractor Submit For Posting						
	Manual Enrollment Entry	538345     Contribution     Review     07/23/2023     BWK0001     09/12/2023						
	Employer Reporting Detail Lookup	Create Now Employer Paparting Hander						
SCP Payroll Deduction Submission								
	Certified Wages	Select a Header Type to create a new Employer Reporting Header. Detail records must be entered manually.						
	Financial Information 🗸 🗸	Header Type: Contribution  Create New 2.						
	Bank Account Maintenance							
	Payment Remittance	Posted Employer Reporting Header						

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

	[Record disp	ayed. Please make changes a	nd press SAVE. ]				
4.	Save	Refresh					
	Employer R	eporting Header Information			~	Status Count:	~
	E	mployer Reporting Header ID :		Header Type : Contribution		Total Record Count	
		Reporting Source :	Manual	Header Status :		Posted	
	3.	* Contribution Cycle Code :	~	* Pay Date :		Posted with warnings	
		ITC :		Contractor : 🗸		Review	
		Sent Date :	04/11/2024	Posted Date :		Valid	
		File Name :		Unique ID :		Void	

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

	Contribution Information	~				
5.	New Open Void Record Export To Excel					
	Total Regular Employee Pre-Tax Contributions : \$0.00 Total Employee Earnings (System Calculated) : \$0.00					
	Total Regular Employee Post-Tax Contribution: \$0.00 Total Employee Earnings (Submitted): \$0.00					
	Total Reemployee Employee Pre Tax Contribution: \$0.00 Total Employer Contributions (System Calculated): \$0.00	Total Employer Contributions (System Calculated): \$0.00				
	Total Reemployed Employee Post Tax Contribution: \$0.00					
	SSN : Earnings Code Type : MII Record Status : Review	Filter				
	Contribution Record SSN Name Period Begin Period End Earnings Service Hours Earnings Employee Pre-Tax Employee Post-Tax Employee ID Date Date Code Days Contributions Contributions 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**.

	[Record displayed. Please make change	s and press SAVE. ]				
7.	Save Save & New Refres					
	Employer Reporting Header Informati	n				~
	Employer Reporting Header II	: 538347	Header Type :	Contribution	Header Status :	Review
	Pay Dat	: 07/23/2023	Contribution Cycle Code :	BWK0001		
	Contribution Information					~
	Contribution Record	D:	Record Status:		Suppress Warning:	0
	<b>6.</b> * ssi	:				
	First Nam		Middle Name :		* Last Name :	
	Name Suffi					
	* Period Begin Dat		* Period End Date :	<b></b>		
	* Earnings Cod		~			
	Service Day	:: 0	Hours :	0		
	Employee Pre-Tax Contributio	n: \$0.00	Employee Post-Tax Contribution:	\$0.00		
	Employee Earnings(Submitte	\$0.00	Employee Earnings (Sys. Calc)	\$0.00	Employer Contribution (Sys. Calc)	\$0.00
	Employment Status Effective Dat	::	Employment Status Code :	~		
l	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.

	eSERS Ho 9: Employer Reporting Head > Employer Reporting	g Cont 🗙 🔶 Displaying page 1 of 1. 🔿	
	[Record displayed. Please make changes and press SAVE.]		
8.	Save Save & New Refresh		
	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		v
	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.

ord displayed. Please make changes	s and press SAVE. ]						
e Refresh Void File	Submit for Posting	11.					
ployer Reporting Header Information	on				~	Status Count:	
Employer Reporting Header	ID: 538347	Header Typ	e: Contribution			Total Record Count	1
Reporting Source	ce: Manual	Header Statu	Is: Valid			Posted	0
* Contribution Cycle Con	de: OTH0002	* Pay Dat	te: 08/25/2023			Posted with warnings	0
п	rc :	Contracto	or : 🗸			Review	0
Sent Da	te: 04/11/2024	Posted Dat	te :			Valid	1
File Nan	ne :	Unique I	D :			Void	0
tribution Information							
tribution Information							
tribution Information lew Open Void Record	Export To Excel	1		-			_
tribution Information lew Open Void Record 10. Total Re	Export To Excel	iontributions: \$0.00		_	Total Employee Earnings ()	System Calculated): \$0.00	
tribution Information lew Open Void Record 10. Total Re Total Re	Export To Excel egular Employee Pre-Tax C egular Employee Post-Tax	ontributions: \$0.00 Contribution: \$0.00			Total Employee Earnings ( Total Employee Earnings (	System Calculated): \$0.00 rnings (Submitted): \$0.00	
tribution Information New Open Void Record 10. Total Re Total Rem	Export To Excel egular Employee Pre-Tax C egular Employee Post-Tax aployed Employee Pre Tax	iontributions: \$0.00 Contribution: \$0.00 Contribution: \$0.00			Total Employee Earnings () Total Employee Ea Total Employer Contributions ()	System Calculated) : \$0.00 mings (Submitted) : \$0.00 System Calculated) : \$0.00	
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ntribution Information New Open Void Record 10. Total Re Total Reem Total Reemp SSN :	Export To Excel egular Employee Pre-Tax C egular Employee Post-Tax nployed Employee Pre Tax sloyed Employee Pre Tax	contributions: \$0.00 Contribution: \$0.00 Contribution: \$0.00 Contribution: \$0.00 Earnings Code Type :	All	~	Total Employee Earnings ( Total Employee Earnings Total Employer Contributions ( Record Status :	System Calculated) : \$0.00 rnings (Submitted) : \$0.00 System Calculated) : \$0.00 Review	Filte

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