2024 eSERS Guide EMPLOYER REPORTING DETAIL LOOKUP



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

Employer Reporting Detail Lookup

Once a file (Enrollment, Contribution, or Adjustment) has been successfully processed and posted, the system will create detail records to reflect the information within

eSERS. To see these created records, go to the **Employer Reporting Detail Lookup** menu item.

The information that was reported in the upgraded system will display; nothing prior to February 2017 will appear.

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 file on which the employee's contribution was reported. You can also search by dates, the type of file (enrollment, contribution) and Unique ID.

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														
		L	ast Name :					First Name :					s	SN:
		1	Header ID :					Header Type :		~			Header Stat	tus :
		Con	tractor ID :					Reporting Source :		٣			File Nar	me :
		Detail	Record ID :					Detail Record Status :			~		Pay Da	ate :
		Period Begin C	Date From :					Period Begin Date To :						
		Period End C	Date From :					Period End Date To :						
		1	Unique ID :	20230627104943										
Search	rch Res Results		search			_	_		_					_
Search Expo	rch Res Results rt To Excel Header	Open Detail Record	Detail Reco	ord envi		Period Begin	Period End	Earnings	Forders			Employee Pre-Tax	Employee Post-Tax	Employer
Search Expo	rch Res Results rt To Excel Header Type	Open Detail Record ID	Detail Reco Status	ord SSN	Name	Period Begin Date	Period End Date	Earnings Code	Earnings	Days	Hours	Employee Pre-Tax Contribution	Employee Post-Tax Contribution	Employer Contribution
Search Expo	rch Results rt To Excel Header Type Contribution	Open Detail Record 14528492	Detail Reco Status Posted	ard SSN	Name SCOTT SEAS	Period Begin Date 06/15/2023	Period End Date 06/28/2023	Earnings Code 01 - Régular Contribution	Earnings S890.01	Days	Hours 20.00	Employee Pre-Tax Contribution S89.00	Employee Post-Tax Contribution S0.00	Employer Contribution S124.60
Search Expo	rch Results rt To Excel Header Type Contribution	Open Detail Record ID 14628492 14628491	Detail Reco Status Posted Void	ard SSN	Name SCOTT SEAS ALMA ROSADO	Period Begin Date 06/15/2023 06/15/2023	Period End Date 06/28/2023 06/28/2023	Earnings Code 01 - Regular Contribution 01 - Regular Contribution	Earnings \$890.01 \$912.00	Days 6 8	Hours 20.00 57.00	Employee Pre-Tax Contribution S89.00 \$91.20	Employee Post-Tax Contribution \$0.00 \$0.00	Employer Contribution \$124.60 \$127.68
Search Expo	Results R	Open Detail Record 14628491 14628490	Detail Reco Status Posted Void Posted	ard SSN	Name SCOTT SEAS ALMA ROSADO Coco Rose	Period Begin Date 06/15/2023 06/15/2023	Period End Date 06/28/2023 06/28/2023	Earnings Code 01 - Regular Contribution 01 - Regular Contribution 04 - Stretch Pay	Earnings 5890.01 \$912.00 \$10,000.00	Days 6 8 0	Hours 20.00 57.00	Employee Pre-Tax Contribution S99.00 \$91.20 \$1,000.00	Employee Post-Tax Contribution 50.00 \$0.00 \$0.00	Employer Contribution \$124.60 \$127.68 \$1,400.00
Search Export	Results Result	Open Detail Record ID 14578492 14628491 14628490 14628492	Detail Reco Status Posted Void Posted Posted	ord SSN	Name SCOTT SEAS ALMA ROSADO Coco Rose BRUNO MADRIGAL	Period Begin Date 06/15/2023 06/15/2023 06/15/2023	Period End Date 06/28/2023 06/28/2023 06/28/2023	Earnings Code 01 - Regular Contribution 01 - Regular Contribution 04 - Stretch Pay 01 - Regular Contribution	Earnings 5890.01 \$912.00 \$10,000.00 \$927.29	Days 6 8 0	Hours 20.00 57.00 0 55.00	Employee Pre-Tax Contribution \$99.00 \$91.20 \$1,000.00 \$92.73	Employee Post-Taix Contribution 50.00 50.00 50.00 50.00	Employer Contribution \$124.60 \$127.68 \$1,400.00 \$131.22

Contributions and Adjustments

In the example below, the user is looking up contribution information. A user can search for information multiple ways. Individual searches may vary in criteria used based on the scenario.

	Employer Reporting V
	Upload Contribution Files
	Contribution File Correction and Manual Contribution Entry
	Upload Enrollment Files
	Create and Correct Enrollment Files
	Manual Enrollment Entry
1.	Employer Reporting Detail Lookup

Steps:

- 1. Click the **Employer Reporting Detail Lookup** menu item.
- 2. Enter the search criteria.
- 3. Click Search.
- 4. Search results are displayed in the search results panel.
- 5. Select the record(s) you wish to open by checking the box.
- 6. Click Open.

c	Criteria			-													
			La	ist Name :						First Name :						SSN :	
			н	leader ID :						Header Type :		~			Head	ier Status :	~
	2.		Cont	ractor ID :					1	Reporting Source :		~				ile Name :	
			Detail R	ecord ID :					Det	ail Record Status :			*			Pay Date :	
			Period Begin D	ate From :	06/15/2023				Peri	od Begin Date To :							
			Period End D	ate From :	06/28/2023				P	eriod End Date To :							
			U	Inique ID :													
- I	Sea	rch Res	et Store S	learch													
s	Search	Results															
	Баро	rt To Excel	Open	5.													
		Header Type	Detail Record ID	Detail St	Record	SSN	Name	Period Begin Date	Period End Date	Earnings Code		Earnings	Days	Hours	Employee Pre-Tax Contribution	Employee Post-Tax Contribution	Employer Contribution
	0	Contribution	14628499	Posted wi	th Warnings		Coco Rose	06/15/2023	06/28/2023	51 - Adjustment to	Regular	(\$100.00)	0	0	(\$10.00)	\$0.00	(\$14.00)
	0	Contribution	14628494	Posted			HUDSON FOSTER	06/15/2023	06/28/2023	01 - Regular Contril	ibution	\$1,059.93	10	55.00	\$105.99	\$0.00	\$148.39
		Contribution	14628493	Void			HUDSON FOSTER	06/15/2023	06/28/2023	01 - Regular Contril	ibution	\$1,059.93	30	55.00	\$105.99	\$0.00	\$148.39
		Contribution	14628492	Posted			SCOTT SEAS	06/15/2023	06/28/2023	01 - Regular Contril	ibution	\$890.01	6	20.00	\$89.00	\$0.00	\$124.60
		Contribution	14628491	Void			ALMA ROSADO	06/15/2023	06/28/2023	01 - Regular Contril	ibution	\$912.00	8	57.00	\$91.20	\$0.00	\$127.68
		Contribution	14628490	Posted			Coco Rose	06/15/2023	06/28/2023	04 - Stretch Pay		\$10,000.00	0	0	\$1,000.00	\$0.00	\$1,400.00
		Contribution	14628489	Posted			BRUNO MADRIGAL	06/15/2023	06/28/2023	01 - Regular Contril	ibution	\$937.29	10	55.00	\$93.73	\$0.00	\$131.22
		Contribution	<u>14628488</u>	Posted			ANNA GUZMAN	06/15/2023	06/28/2023	02 - Supplemental		\$1,059.93	30	55.00	\$105.99	\$0.00	\$148.39

Tip: This screen is helpful when submitting adjustments for an employee. You are able to view what has been reported for different pay periods