2024 eSERS Guide BANK ACCOUNT MAINTENANCE

SCHO

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

Create and Maintain Bank Account Information for ACH Debit

To create **new** bank account information for ACH Debit transactions or update existing bank account information, go to the **Bank Account Maintenance menu** item.



Steps:

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

	Employ	yer Bank A	ccounts								\sim	Advanced Search	~
	Following are your registered bank accounts. To create and register a new bank account, click the New Bank button.											Click this button to search all bank payment details	
	New	New Bank										Advanced Search	
		Bank ID	Bank Nick Name	Routing Number	Account Number	Bank Name	Account Type	ACH Activated	Effective Date	End Date			
		<u>4577</u>	Payroll	000 000000	000 000000	NAME_409	Checking	Y	08/30/2021				
								_					
ŀ	Paymer	nt History											~
	ollowin	g are the AC	H debit payments fr	om your registered l	bank account(s).								
		ACH Debit	ID Bank Nick Nar	ne Amount Tr	ansaction Date A	CH Debit Status	Created Date	Created By					
				No rec	ords to display.								

Payment History	This is a list of the most recent ACH debit transactions to take place. By clicking on the ACH Debit ID link, you will get more details
Advanced Search	This brings you to a lookup screen with more search criteria to find a specific transaction.

As the employer or contractor, know that your bank information is secure. **The system** has been designed so that if you log into eSERS as a contractor, you will not see the employer's bank information, and vice versa. Employers do not have access to any contractor's bank information.

The system displays the **Bank Account Record Maintenance** screen.

Steps:

- 1. Enter the following information:
 - Routing Number
 - Account Number
 - Effective Date
 - EFT Draw Limit
 - Bank Nick Name helpful when there are multiple ACH Debit activated accounts
 - Account Type
- 2. Read ACH Debit Terms & Conditions.
- 3. Refund Account if your district would like to receive electronic refunds, check the 'Refund Account' box
- 4. Check the box indicating you have read and agree to the terms and conditions.
- 5. Click Save.

Bank Details							
	Bank ID :			Bank Nick Name :			
	- Routing Number :			Bank Name :			
1.	Account Number :			Account Type -			
	, and the second s			in the second seco			
	Effective Date :	07/12/2024		End Date :			
	• EFT Draw Limit :	\$0.00					
	Refund Account :	0					
	_						
		I have read and agree to the	ACH Debit Terms & Conditions liste	id below and request SERS to activate th	is account for ACH Debit Direc	ct Payments.	
ACH Debit Terms & Co AUTHORIZATION RULES School Employees Retire contributions, health car	onditions 5. This Agreement explains t ment System ESERS web si e surcharge and purchase o	the terms and conditions gov te. The Service will enable th f service credit.	verning your access and use of this ne Employer to pay electronically, an	online payment "Service" for Direct Paym nounts due SERS including, but not limite	nents (ACH Debits) through Th ed, to employee and employer	16	
ACH Debit Terms & CC AUTHORIZATION RULES School Employees Retire contributions, health can AUTHORIZATION. We ("I requested by the Employ Association and provisio fund situation or channe	anditions a. This Agreement explains ment System ESERS web si e surcharge and purchase o Employer") hereby authorize er through the Service. We ns of U.S. and Chio law. We (including hid explanded limited to ficultation bit or limited to	the terms and conditions go, te. The Service will enable th f service credit. the School Employees Retin acknowledge that the origina agree to maintain balances	verning your access and use of this he Employer to pay electronically, an ement System of Ohio ('SERS') to d ation of ACH transactions to our acc sufficient to pay all requested payr re similar charact have to put for	online payment "Service" for Direct Paym nounts due SERS including, but not limite lebit the account entered above in such a sount must comply with the rules of the N ents, and agree that SERS is not liable for live to maintain funds sufficient to pay so	nents (ACH Debits) through Th ed, to employee and employer amounts and at such times as vational Automated Clearing H or any overdraft or insufficient al non-mort issued through th	te : touse	
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Tip: A district can only mark one bank account as a Refund Account. Contractors do not have the option to have a Refund Account.

Upon clicking **Save**, the system updates certain fields to read-only, while others stay editable.

Tip: When you need to update the nickname, or EFT draw limit, or you need to enter an end date, you can open the bank account in the **Bank Account Maintenance** screen and update those fields.

Save Refresh Dor Bank Details	n't forget to SAVE!		
Bank ID :		Bank Nick Name :	
Routing Number :	0000000	Bank Name :	
Account Number :	00000000	Account Type :	Checking V
Effective Date :	07/12/2024	End Date :	
EFT Draw Limit :	\$25,000.00		
Refund Account :			
ACH Debit Terms & Conditions			
AUTHORIZATION RULES. This Agreement explains in School Employees Retirement System ESERS web si contributions, health care surcharge and purchase of	the terms and conditions governing your ite. The Service will enable the Employer t if service credit.	access and use of this online payment "Service" for Direct Paym to pay electronically, amounts due SERS including, but not limite	ents (ACH Debits) through The d, to employee and employer
AUTHORIZATION. We ("Employer") hereby authorize requested by the Employer through the Service. We Association and provisions of U.S. and Ohio law. We fund situation or charge (including, but not limited to Service. The Employer agrees to promptly notify SEF Employer understands and agrees that use of the Se	the School Employees Retirement Systei acknowledge that the origination of ACH agree to maintain balances sufficient to b, finance charges, late fees or similar cha tS of any changes to the financial institut arvice does not waive any penalties and/c	m of Ohio ("SERS") to debit the account entered above in such a transactions to our account must comply with the rules of the N pay all requested payments, and agree that SERS is not liable fo urges) caused by our failure to maintain funds sufficient to pay a ion account information and hereby grants authority for SERS to vr fees for any payments or reports which are not filed timely.	mounts and at such times as lational Automated Clearing House r any overdraft or insufficient ill payments issued through the i debit such changed account. The
ACCOUNT STATEMENT. A current account statement ESERS. The Employer agrees to notify SERS immedia	nt summarizing all of the Employer's acco ately if there are any suspected unauthor	ount activity and transactions for the preceding 24-month period ized payments or errors.	i is available to the Employer on
TERM AND TERMINATION. This Agreement shall re submitting a request in writing to SERS to terminate any payments or charges already due to SERS from	main in force until terminated by either pa all accounts. SERS may terminate this A the Employer.	arty. Employer may terminate this Agreement by terminating all a preement at any time by giving written notice. The termination of	accounts on the website or by f this agreement shall not affect
DISCLAIMER OF WARRANTY. The Employer express including, without limitation, warranties of availabilit	ily agrees that use of the Service is at the v. reliability, usefulness, course of perform	Employer's sole risk, and the Service is provided "as is" with no nance or fitness for a particular purpose.	warranties whatsoever,

Please Note:

There is no function to delete a bank account. In the event there is an account that your organization no longer uses, you would come to this screen and enter an end date. Because the bank account is no longer active, it will not be a valid option from which to pay.

Payment History

You can look at the details of prior ACH debit payments made from specific bank accounts by going to the Bank Account Maintenance menu item, and then go to the **Payment History** panel.

Steps:

1. Click the ACH Debit ID hyperlink.

Emp	loyer Bank A	ccounts								~	Advanced Search	~
Follo	wing are your ew Bank	registered bank acco	Click this button to search all bank payment details Advanced Search									
	Bank ID	Bank Nick Name	Routing Number	Account Number	Bank Name	Account Type	ACH Activated	Effective Date	End Date			
C	<u>4577</u>	Payroll	000000 000	000000 000	NAME_409	Checking	Y	08/30/2021				
	<u>4591</u>	SERS Payroll	000000 000	000000 000	NAME_409	Checking	Υ	06/30/2023				
Payn	nent History											
Follov	ving are the A	CH debit payments fr	rom your registered	bank account(s).								
	ACH Debit	ID Bank Nick Na	me Amount	Transaction Date	ACH Debit Sta	tus Created Da	te Created By					
С	<u>310282</u>	SERS Payroll	\$22,373.41		Pending	06/30/202	3 KTalbe2501	5				

Clicking the ACH Debit ID hyperlink opens the **Payment Detail Maintenance** screen.

On this screen, you can see the transaction date, the created date, and the status of the ACH debit, as well as the status of the payment.

2. For more information on this payment, click the **Remittance ID** link.

Paym	ent Details				~
		ACH Debit ID: 310282		Bank Nick Name : SERS Payroll	Status: ER ACH Review
		Transaction Date :		ACH Debit Status : Pending	DueDate :
		Created Date : 06/30/2023		Created By: KTalbe25016	
Alloca	ated Payment Re	mittance			~
	Remittance ID	Payment Remittance Amount	Allocated Amount		
	<u>326505</u>	\$22,373.41	\$22,373.41		

Clicking on the Remittance ID opens the **Payment Remittance Maintenance** screen, where you can view more details related to the payment.

Here we see it was for employee contributions.

Remittance Details	
Remittance ID: 326505	Remittance Status : Pending
Total Liability Amount Selected: \$22,373.41	Total Payment Amount: \$22,373.41
To correct the payment remittance click Correct Payment Pamiltance button	
to confect the payment remittance click confect rayment remittance outcon.	
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
388210 Employer Contributions 422238 Employer Contributions \$22,373.41 05/1	D/2021 OTH0001
Credit Memo applied against the Liabilities.	
Employee Credit Memo	e Contractor Name
Creat Mento ID Available Creat Antount Creat Antount To Use Reporting Ferror Contribution Cycle Cou	
No records to display.	
Employer Credit Memo	
Credit Memo ID Available Credit Amount Credit Amount To Use Reporting Period Contribution Cycle Cod	e Contractor Name
No records to display.	
Payments applied against the Liabilities	
Payment Type Check/Reference Number Bank Account Payment Amount Payment Date	
ACH Debit SERS Payroll \$22,373.41 07/01/2023	

Statuses

On the Payment Detail Maintenance screen, we see two different statuses:

Status and ACH Debit Status.

Status: This is the status of the deposit as it relates to the liability as a whole. You will see the status as one of the following:

- Void: The payment was voided, and the transaction was stopped.
- **Applied**: All monies have been applied to the liabilities that were due.
- **Review**: This status can display for many reasons, such as SERS needs to verify information, or perhaps the "end of day" business functions have not occurred yet.

Payment Details	~	
ACH Debit ID : 310282 Transaction Date : Created Date : 06/30/2023	Bank Nick Name : SERS Payroll ACH Debit Status : Pending Created By : KTalbe25016	Status : ER ACH Review DueDate :
Allocated Payment Remittance		×
Remittance ID Payment Remittance Amount Allocated Amount <u>826505</u> \$22,373.41 \$22,373.41		

ACH Debit Status: This status is updated as the deposit status changes during the process. The ACH Debit status is directly tied to the deposit status.

- Deposit status is void.
 - » ACH Debit Status is: Void
- Deposit status is applied.
 - » ACH Debit Status is: Paid
- Deposit status is anything other than applied or void.
 - » ACH Debit Status is: **Pending**

Advanced Search

On the Bank Account Maintenance landing screen, there is an Advanced Search button to the far right of the screen.

Steps:

1. Click Advanced Search.

Er	nploy	ver Bank Ac	counts	Advanced Search 🗸									
Fo	Following are your registered bank accounts. To create and register a new bank account, click the New Bank button.												Click this button to search all bank payment details
Ŀ	New	Bank											Advanced Search
		Bank ID	Bank Nick Name	Routing Number	Account Number	Bank Name	Account Type	ACH Activated	Effective Date	End Date			
		<u>4577</u>	Payroll	0000000000	000000000	NAME_409	Checking	Y	08/30/2021				
		<u>4591</u>	SERS Payroll	000000000	000000000	NAME_409	Checking	Y	06/30/2023				
Pa	men	nt History											~
Fol	owing	g are the ACH	I debit payments fr	om your registered l	bank account(s).								
(ACH Debit II	D Bank Nick Nar	ne Amount	Transaction Date	ACH Debit Sta	tus Created Da	te Created By					
(<u>310282</u>	SERS Payroll	\$22,373.41		Pending	06/30/202	3 KTalbe25016	ò				

The system displays the Bank Payment Lookup screen.

Steps:

- 2. Enter the search criteria.
- 3. Click Search. The system will display the results in the Search Results panel.
- 4. Click the **ACH Debit ID** to view more information on this payment.

	Criteria					~
	Bank Nick Name		•	ACH Debit ID :		
	Payment Amount			Payment Status :	Pending 🗸	
	Transaction Date From			Transaction Date To :		
3.	Search Reset					
	Search Results					
	Export To Excel					
	ACH Debit ID Bank Nick Name	Payment Amount Transaction Date	Payment Status			
4.	SERS Payroll	\$22,373.41	Pending			

Looking to make a report? The **Export to Excel** feature is a great way to take all the search results and populate them into an Excel spreadsheet for you to edit and save. Just check the box next to the ACH Debit ID, and click Export to Excel.