



BARRETT SCHOOL

2024 eSERS Guide

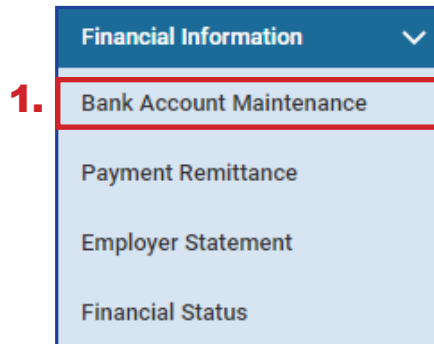
BANK ACCOUNT MAINTENANCE



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.

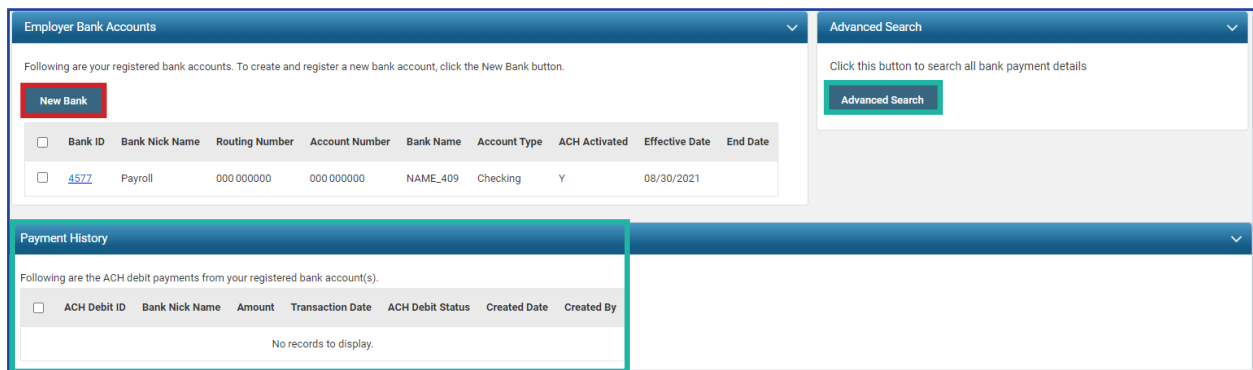


1.

Steps:

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

2.



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**.


5.

1.

3.

4.

2.

 **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**

Don't forget to SAVE!

Bank Details

Bank ID : _____

• Routing Number : 00000000

• Account Number : 000000000

• Effective Date : 07/12/2024

• EFT Draw Limit : \$25,000.00

Refund Account :

• Bank Nick Name : _____

Bank Name : _____

• Account Type : Checking

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.

DISCLAIMER OF WARRANTY. The Employer expressly agrees that use of the Service is at the Employer's sole risk, and the Service is provided "as is" with no warranties whatsoever, including, without limitation, warranties of availability, reliability, usefulness, course of performance or fitness for a particular purpose.

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.

The screenshot shows the 'Employer Bank Accounts' section with a table of registered bank accounts. Below it is the 'Payment History' section with a table of ACH debit payments. A red box highlights the ACH Debit ID '310282' in the Payment History table.

Bank ID	Bank Nick Name	Routing Number	Account Number	Bank Name	Account Type	ACH Activated	Effective Date	End Date
4577	Payroll	000000 000	000000 000	NAME_409	Checking	Y	08/30/2021	
4591	SERS Payroll	000000 000	000000 000	NAME_409	Checking	Y	06/30/2023	

ACH Debit ID	Bank Nick Name	Amount	Transaction Date	ACH Debit Status	Created Date	Created By
310282	SERS Payroll	\$22,373.41		Pending	06/30/2023	KTalbe25016

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.

The screenshot shows the 'Payment Details' section with fields for ACH Debit ID, Bank Nick Name, Status, Transaction Date, ACH Debit Status, Due Date, Created Date, and Created By. Below it is the 'Allocated Payment Remittance' section with a table of remittance allocations. A red box highlights the Remittance ID '326505' in the Allocated Payment Remittance table.

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	

Remittance ID	Payment Remittance Amount	Allocated Amount
326505	\$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

Total Liability Amount Selected : \$22,373.41

Remittance Status : Pending

Total Payment Amount : \$22,373.41

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
388210	Employer Contributions	422238	Employer Contributions	\$22,373.41	05/10/2021	OTH0001		

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		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.

The screenshot shows the 'Payment Details' section of a software interface. It includes the following fields: ACH Debit ID: 310282, Bank Nick Name: SERS Payroll, Status: ER ACH Review, Transaction Date, ACH Debit Status: Pending, Created Date: 06/30/2023, and Created By: KTalbe25016. Below these fields is a table titled 'Allocated Payment Remittance' with columns for Remittance ID, Payment Remittance Amount, and Allocated Amount. A single row is visible with Remittance ID 326505, Payment Remittance Amount \$22,373.41, and Allocated Amount \$22,373.41. Red boxes highlight the 'Status' and 'ACH Debit Status' fields, with a red line connecting them to the text above.

Remittance ID	Payment Remittance Amount	Allocated Amount
326505	\$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.

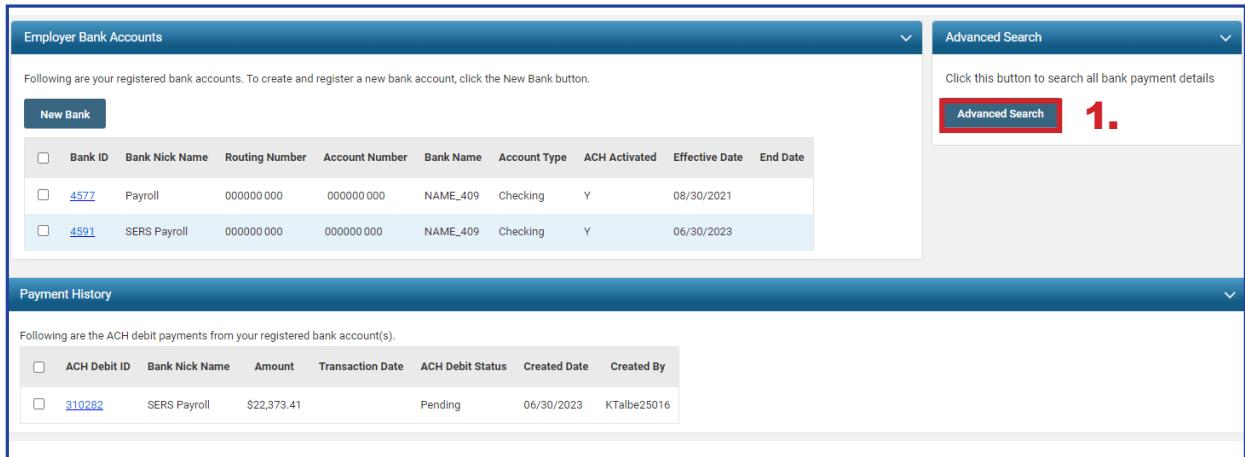
- Deposit status is void.
 - » ACH Debit Status is: **Void**
- Deposit status is applied.
 - » ACH Debit Status is: **Paid**
- Deposit status is anything other than applied or void.
 - » ACH Debit Status is: **Pending**

Advanced Search

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

Steps:

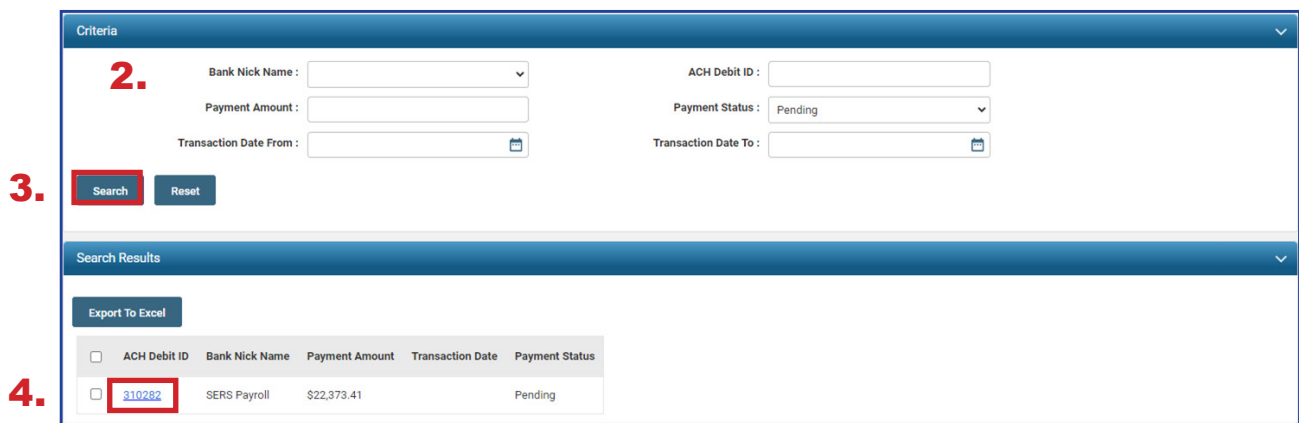
1. Click **Advanced Search**.



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.



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.