

2024 eSERS Guide

PAYMENT REMITTANCE



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

Payment Remittance

To make a payment on one or more liabilities, go to the Payment Remittance menu item.

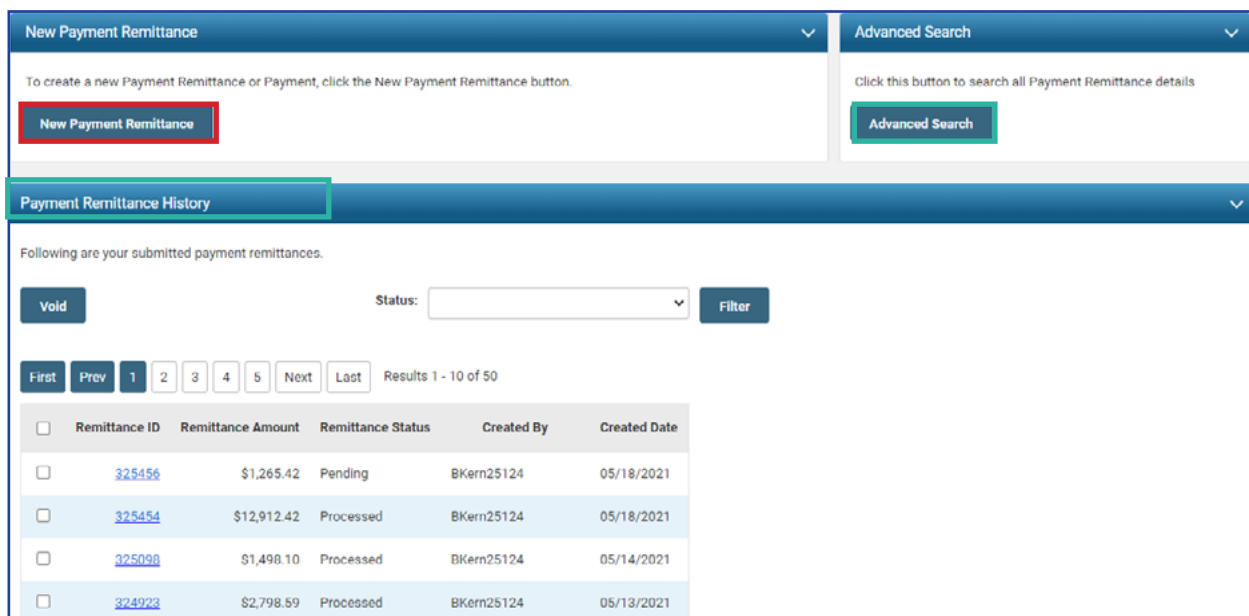


1.

Steps:

1. Click on the **Payment Remittance** menu item.
2. Click **New Payment Remittance**.

2.



Please Note:

Payment Remittance History: This panel shows the historical records of payments that have been submitted to SERS.

Advanced Search: This allows you to search for specific liabilities and payments made to SERS.

The first step in making a new payment is to select what unpaid liabilities you wish to pay from the list in the Unpaid Liabilities panel. This panel displays unpaid liabilities in order of oldest to newest.

Steps (continued):

3. Select the liabilities you want to pay by checking the box next to them.
 - **Reminder:** You can pay multiple liabilities with one Payment Remittance.
4. Click **Add Selected To Pay**.

The screenshot shows the 'Unpaid Liabilities' section of a payment remittance system. At the top, it displays 'Remittance ID :', 'Total Liability Amount Selected : \$0.00', 'Payment Remittance Status : Pending', and 'Total Payment Amount : \$0.00'. There are 'Previous', 'Next', and 'Finish & Submit' buttons. Below this, there are sections for 'Available Credit Memo' (Employee and Employer) and 'Unpaid Liabilities'. The 'Unpaid Liabilities' section has a red box around the 'Add Selected To Pay' button and a red '4.' next to it. Below the button is a table of liabilities with a red '3.' next to the first row, which has its checkbox checked. The table columns are: Liability ID, Linked to Remittance, Liability Type, Liability Amount, Remaining Balance, Pay Date, Contribution Cycle Code, Contractor Name, SSN, Name, and Invoice.

Liability ID	Linked to Remittance	Liability Type	Liability Amount	Remaining Balance	Pay Date	Contribution Cycle Code	Contractor Name	SSN	Name	Invoice
<input type="checkbox"/> 378219	No	Employer Contributions	\$40,006.48	\$1,821.96	03/30/2021	SMO0003				
<input type="checkbox"/> 382511	No	Employer Contributions	\$41,448.86	\$41,448.86	04/15/2021	SMO0003				
<input type="checkbox"/> 386005	No	Employer Contributions	\$38,058.52	\$38,058.52	04/30/2021	SMO0003				
<input type="checkbox"/> 389872	No	Employer Contributions	\$38,788.34	\$38,788.34	05/14/2021	SMO0003				
<input checked="" type="checkbox"/> 391830	No	Employee Contributions	\$250.00	\$250.00	06/28/2023	BWK0001				
<input type="checkbox"/> 391831	No	Employer Contributions	\$350.00	\$350.00	06/28/2023	BWK0001				
<input checked="" type="checkbox"/> 391832	No	Employee Contributions	\$500.00	\$500.00	07/12/2023	BWK0001				
<input type="checkbox"/> 391833	No	Employer Contributions	\$700.00	\$700.00	07/12/2023	BWK0001				

Please Note: If your district is a Foundation-participating district, your employer liabilities will be paid with Foundation funds.

The liabilities selected in the prior step have moved down to the **Liabilities to Pay** panel.

Steps (continued):

5. Enter in the amounts you intend to pay for each liability in the **Payment Amount** field.
6. Click **Next**.

The screenshot displays the 'Liabilities to Pay' section of the eSERS Payment Remittance interface. At the top, the 'Remittance ID' and 'Payment Remittance Status: Pending' are shown. The 'Total Liability Amount Selected' is \$0.00 and the 'Total Payment Amount' is \$0.00. A red '6.' is placed near the 'Next' button. Below the 'Unpaid Liabilities' section, there is a table of liabilities. The 'Liabilities to Pay' section includes a form for 'Expected Liability Type' and 'Pay Date', and a table with columns for 'Liability ID', 'Liability Type', 'Remaining Balance', 'Payment Amount', 'Pay Date', 'Contribution Cycle Code', 'SSN', 'Name', 'Invoice', 'Remittance Item ID', and 'Remittance Item Type'. A red box highlights the 'Payment Amount' field for liability 391832, which contains the value '\$500.00'. A red '5.' is placed above this field.

Liability ID	Linked to Remittance	Liability Type	Liability Amount	Remaining Balance	Pay Date	Contribution Cycle Code	Contractor Name	SSN	Name	Invoice
378219	No	Employer Contributions	\$40,006.48	\$1,821.96	03/30/2021	SMO0003				
382511	No	Employer Contributions	\$41,448.86	\$41,448.86	04/15/2021	SMO0003				
386055	No	Employer Contributions	\$38,058.52	\$38,058.52	04/30/2021	SMO0003				
389822	No	Employer Contributions	\$38,788.34	\$38,788.34	05/14/2021	SMO0003				
391831	No	Employer Contributions	\$350.00	\$350.00	06/28/2023	BWK0001				
391833	No	Employer Contributions	\$700.00	\$700.00	07/12/2023	BWK0001				

Liability ID	Liability Type	Remaining Balance	Payment Amount	Pay Date	Contribution Cycle Code	SSN	Name	Invoice	Remittance Item ID	Remittance Item Type
391830	Employee Contributions	\$250.00	\$250.00	06/28/2023	BWK0001					
391832	Employee Contributions	\$500.00	\$500.00	07/12/2023	BWK0001					

Steps (continued):

7. Select the **Payment Type** from the drop-down menu (i.e. ACH Debit, Checks, Other EFT).
8. Click **Add New Payment**.
 - You can add more than one payment if the total liability amount selected needs to be paid from multiple accounts.
9. Enter the required information for your payment type.
10. Click **Next**.

ACH Debit:
You will pick the ACH Debit account, the payment amount, and the date you want SERS to pull the money from the account. eSERS automatically defaults to the next business day.

Please Note:
Depending on the time of day the payment is submitted, all payments will take one to two business days to post.

OR

Checks:
Enter the check number(s) and the payment amount.

OR

Other EFT:
This payment type is to be used when a district wants to send an ACH Credit. You will need to enter the payment amount.

In the final screen of the payment process, review everything you have selected in terms of liabilities to be paid and the payment method.

Steps (continued):

11. Click **Finish & Submit**.



Please Note: Corrections that need to be made prior to submission can be done by clicking the **Previous** button on this screen. Clicking **Cancel** will end the process completely, and it will need to be done again from the start. If you notice that your payment amount does not match what your system shows you owe, there may be a **Credit Memo** that needs to be applied or an adjustment that has not been posted. To prevent penalties, please review this prior to clicking **Finish & Submit**.

Previous Next **Finish & Submit**

Remittance ID :

Total Liability Amount Selected : \$750.00

Payment Remittance Status : Pending

Total Payment Amount : \$750.00

Cancel

Confirm Payment Remittance Details ▼

Following Liabilities are selected for payment

<input type="checkbox"/>	Liability ID	LiabilityType	Remittance Item ID	Remittance Item Type	Payment Amount	Pay Date	Contribution Cycle Code	SSN	Name
<input type="checkbox"/>	391830	Employee Contributions			\$250.00	06/28/2023	BWK0001		
<input type="checkbox"/>	391832	Employee Contributions			\$500.00	07/12/2023	BWK0001		

Following Credit Memo will be applied against Liabilities.

Employee Credit Memo

Credit Memo ID	Available Credit Amount	Credit Amount To Use	Pay Date	Contribution Cycle Code	Contractor Name
No records to display.					

Employer Credit Memo

Credit Memo ID	Available Credit Amount	Credit Amount To Use	Pay Date	Contribution Cycle Code	Contractor Name
No records to display.					

Following payments will be applied against the Liabilities

<input type="checkbox"/>	Payment Type	Check/Reference Number	Bank Account	Payment Amount	Payment Date
<input type="checkbox"/>	ACH Debit		SERS Payroll	\$750.00	07/01/2023

Reminder:

Please do not mail checks to the SERS office. Send checks to the lockbox at:

SERS
L-1617
Columbus, Ohio 43260-1617

Once submitted, the system returns back to the first **Payment Remittance** screen with a message that the data has been saved and the payment process is complete.

In the **Payment Remittance History** panel, the payment is reflected in a **Pending** status.

It will update to a **Processed** status once the payment has been received and processed.

This completes the payment process.

The screenshot shows the 'Payment Remittance History' section of a web application. At the top, there are two panels: 'New Payment Remittance' with a 'New Payment Remittance' button, and 'Advanced Search' with an 'Advanced Search' button. Below these is the 'Payment Remittance History' section, which includes a 'Void' button, a 'Status' dropdown menu, and a 'Filter' button. A pagination bar shows 'First', 'Prev', '1', '2', '3', '4', '5', 'Next', 'Last', and 'Results 1 - 10 of 50'. A table below the pagination bar has columns for 'Remittance ID', 'Remittance Amount', 'Remittance Status', 'Created By', and 'Created Date'. The first row of the table is highlighted with a red border and contains the following data:

Remittance ID	Remittance Amount	Remittance Status	Created By	Created Date
326506	\$750.00	Pending	KRabe01009	06/30/2023

Please Note:

To Void: While a remittance is in a **Pending** status, you can still void the payment by checking the box next to the Remittance ID and clicking **Void**.

Correcting a Payment Remittance

In the Payment Remittance History panel, you see the payment history and status of each payment. Any remittance that is still in a Pending status can be altered or corrected if needed.

Steps:

1. Click the **Remittance ID** of the record that is to be corrected.

The screenshot shows the 'Payment Remittance History' panel. At the top, there are buttons for 'New Payment Remittance' and 'Advanced Search'. Below, a table lists submitted payment remittances. The first row is highlighted with a red box around the 'Remittance ID' column, which contains the value '326506'. Other columns for this row include 'Remittance Amount' (\$750.00), 'Remittance Status' (Pending), 'Created By' (KRabe01009), and 'Created Date' (06/30/2023). The second row shows a processed remittance with ID 324870.

Remittance ID	Remittance Amount	Remittance Status	Created By	Created Date
326506	\$750.00	Pending	KRabe01009	06/30/2023
324870	\$27,705.91	Processed	SSpenc01009	05/13/2021

2. Click **Correct Payment Remittance**.

The screenshot shows the 'Remittance Details' page for ID 326506. The status is 'Pending' and the total liability amount selected is \$750.00. A red box highlights the 'Correct Payment Remittance' button. Below, there are sections for 'Payment Remittance Details', 'Liabilities selected in the payment remittance', 'Credit Memo applied against the Liabilities', and 'Payments applied against the Liabilities'.

Liability ID	Liability Type	Remittance Item ID	Remittance Item Type	Payment Amount	Pay Date	Contribution Cycle Code	SSN	Name
391830	Employee Contributions	422239	Employee Contributions	\$250.00	06/28/2023	BWK0001		
391832	Employee Contributions	422240	Employee Contributions	\$500.00	07/12/2023	BWK0001		

Payment Type	Check/Reference Number	Bank Account	Payment Amount	Payment Date
ACH Debit		SERS Payroll	\$750.00	07/01/2023

- This opens the Payment Remittance screen where you can adjust the payment amount in the **Liabilities to Pay** panel.

Cancel
Available Credit Memo

Unpaid Liabilities
^

Select the Liabilities to pay and click 'Add Selected To Pay'. To pay all Liabilities, click 'Add All To Pay'.

Add Selected To Pay
Add All To Pay

<input type="checkbox"/>	Liability ID	Linked to Remittance	Liability Type	Liability Amount	Remaining Balance	Pay Date	Contribution Cycle Code	Contractor Name	SSN	Name	Invoice
<input type="checkbox"/>	378219	No	Employer Contributions	\$40,006.48	\$1,821.96	03/30/2021	SMO0003				
<input type="checkbox"/>	382931	No	Employer Contributions	\$41,448.86	\$41,448.86	04/15/2021	SMO0003				
<input type="checkbox"/>	386055	No	Employer Contributions	\$38,058.52	\$38,058.52	04/30/2021	SMO0003				
<input type="checkbox"/>	389022	No	Employer Contributions	\$38,788.34	\$38,788.34	05/14/2021	SMO0003				
<input type="checkbox"/>	391830	Yes	Employee Contributions	\$250.00	\$250.00	06/28/2023	BWK0001				
<input type="checkbox"/>	391831	No	Employer Contributions	\$350.00	\$350.00	06/28/2023	BWK0001				
<input type="checkbox"/>	391832	Yes	Employee Contributions	\$500.00	\$500.00	07/12/2023	BWK0001				
<input type="checkbox"/>	391833	No	Employer Contributions	\$700.00	\$700.00	07/12/2023	BWK0001				

Liabilities to Pay
^

To pay other than the listed Liabilities, select the Liability Type and click Add Expected Liability button.

Expected Liability Type:
Pay Date:
Add Expected Liability

Remove Selected
Remove All

<input type="checkbox"/>	Liability ID	Liability Type	Remaining Balance	Payment Amount	Pay Date	Contribution Cycle Code	SSN	Name	Invoice	Remittance Item ID	Remittance Item Type
<input type="checkbox"/>	391830	Employee Contributions	\$250.00	<input style="width: 80px;" type="text" value="\$250.00"/>	06/28/2023	BWK0001				422239	Employee Contributions
<input type="checkbox"/>	391832	Employee Contributions	\$500.00	<input style="width: 80px;" type="text" value="\$500.00"/>	07/12/2023	BWK0001				422240	Employee Contributions

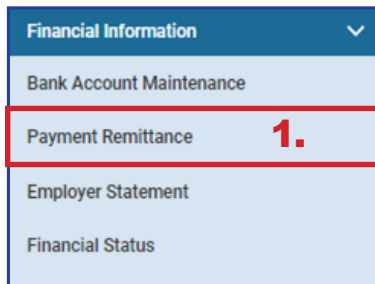
Follow the steps in previous sections to submit the payment. When submitting the payment, you also can change the payment type or check number, if necessary.

Credit Memos

When a school district uploads a **separate adjustment file** or **manually enters an adjustment**, a Credit Memo will appear in the Payment Remittance application.

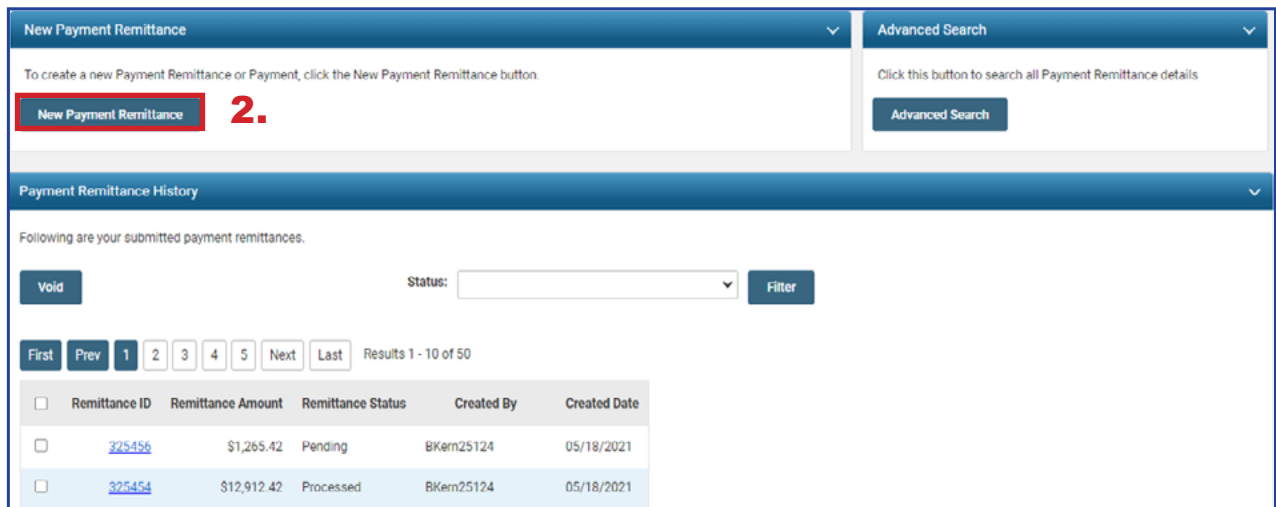
Before the liability is paid, the Credit Memo will need to be applied.

In order to apply the Credit Memo for your district, it will need to be used in a new and separate payment remittance.



Steps:

1. Click on the **Payment Remittance** menu item.
2. Click **New Payment Remittance**.



eSERS will show only the amount(s) available in the Credit Memo fields.

Steps (continued):

3. Enter the Credit Memo amount that you would like to apply to the unpaid liability.
 - A user can apply the amount to multiple liabilities at once if needed.
 - **Employee** Contribution Credit Memos must be applied on a different Payment Remittance than **Employer** Contribution Credit Memos.
4. Select the unpaid liability to which you want to apply the Credit Memo.
5. Click **Add Selected to Pay**.

The screenshot displays the eSERS interface for applying credit memos to unpaid liabilities. At the top, it shows 'Remittance ID', 'Payment Remittance Status: Pending', 'Total Liability Amount Selected: \$0.00', and 'Total Payment Amount: \$0.00'. There are 'Previous', 'Next', and 'Finish & Submit' buttons. A 'Cancel' button is also present.

The 'Available Credit Memo' section is expanded, showing a table of credit memos. A red box highlights the first row, and a red '3.' is next to it.

Credit Memo ID	Available Credit Amount	Credit Amount To Use	Pay Date	Contribution Cycle Code	Contractor Name
25186	\$10.00	\$10.00	07/12/2023	BWK0006	
Employer Credit Memo					
Credit Memo ID	Available Credit Amount	Credit Amount To Use	Pay Date	Contribution Cycle Code	Contractor Name
25187	\$14.00	\$0.00	07/12/2023	BWK0006	

The 'Unpaid Liabilities' section is expanded, showing a table of liabilities. A red box highlights the first row, and a red '4.' is next to it. Above the table are 'Add Selected To Pay' and 'Add All To Pay' buttons. A red '5.' is next to the 'Add Selected To Pay' button.

Select the Liabilities to pay and click 'Add Selected To Pay'. To pay all Liabilities, click 'Add All To Pay'.

First Prev 1 2 Next Last Results 11 - 12 of 12

<input type="checkbox"/>	Liability ID	Linked to Remittance	Liability Type	Liability Amount	Remaining Balance	Pay Date	Contribution Cycle Code	Contractor Name	SSN	Name	Invoice
<input checked="" type="checkbox"/>	391834	No	Employee Contributions	\$1,288.72	\$1,288.72	06/28/2023	BWK0006				
<input type="checkbox"/>	391835	No	Employer Contributions	\$1,804.21	\$1,804.21	06/28/2023	BWK0006				

6. Enter the Credit Memo amount in the **Payment Amount** box.
 - Remember: Only the credit memo is being applied to the liability, not the payment
7. Click **Next**.

Previous **Next** Finish & Submit

Remittance ID :

Total Liability Amount Selected : \$0.00

Payment Remittance Status : Pending

Total Payment Amount : \$0.00

7.

Cancel

Available Credit Memo

Following Credit Memo is available to apply. Enter the amount in the 'Credit Amount To Use'.

Employee Credit Memo

Credit Memo ID	Available Credit Amount	Credit Amount To Use	Pay Date	Contribution Cycle Code	Contractor Name
25186	\$10.00	<input style="width: 50px;" type="text" value="\$10.00"/>	07/12/2023	BWK0006	

Employer Credit Memo

Credit Memo ID	Available Credit Amount	Credit Amount To Use	Pay Date	Contribution Cycle Code	Contractor Name
25187	\$14.00	<input style="width: 50px;" type="text" value="\$0.00"/>	07/12/2023	BWK0006	

Unpaid Liabilities

Liabilities to Pay

To pay other than the listed Liabilities, select the Liability Type and click Add Expected Liability button.

Expected Liability Type: Pay Date: Add Expected Liability

Remove Selected Remove All

<input type="checkbox"/>	Liability ID	Liability Type	Remaining Balance	Payment Amount	Pay Date	Contribution Cycle Code	SSN	Name	Invoice	Remittance Item ID	Remittance Item Type
<input type="checkbox"/>	391834	Employee Contributions	\$1,288.72	<input style="width: 50px;" type="text" value="\$10.00"/>	06/28/2023	BWK0006					

6.

The user will need to verify that the payment information for the credit memo is correct.

8. Click **Finish & Submit**.

Remittance ID :
 Total Liability Amount Selected : \$10.00

Payment Remittance Status : Pending
 Total Payment Amount : \$10.00

Cancel

Confirm Payment Remittance Details

Following Liabilities are selected for payment

<input type="checkbox"/>	Liability ID	Liability Type	Remittance Item ID	Remittance Item Type	Payment Amount	Pay Date	Contribution Cycle Code	SSN	Name
<input type="checkbox"/>	391834	Employee Contributions			\$10.00	06/28/2023	BWK0006		

Following Credit Memo will be applied against Liabilities.

Employee Credit Memo

Credit Memo ID	Available Credit Amount	Credit Amount To Use	Pay Date	Contribution Cycle Code	Contractor Name
25186	\$10.00	\$10.00	07/12/2023	BWK0006	

Employer Credit Memo

Credit Memo ID	Available Credit Amount	Credit Amount To Use	Pay Date	Contribution Cycle Code	Contractor Name
25187	\$14.00	\$0.00	07/12/2023	BWK0006	

Following payments will be applied against the Liabilities

<input type="checkbox"/>	Payment Type	Check/Reference Number	Bank Account	Payment Amount	Payment Date
No records to display.					



Tip: When you click Finish & Submit, you are confirming the credit memo information in the Confirm Payment Remittance Details Panel.

The credit memo will automatically show a **Processed** status on the main Payment Remittance page under the Payment Remittance History panel.

This means it has been applied to the liability.

New Payment Remittance

To create a new Payment Remittance or Payment, click the New Payment Remittance button.

New Payment Remittance

Advanced Search

Click this button to search all Payment Remittance details

Advanced Search

Payment Remittance History

Following are your submitted payment remittances.

Void Status: Filter

First Prev 1 2 3 4 5 Next Last Results 1 - 10 of 50

<input type="checkbox"/>	Remittance ID	Remittance Amount	Remittance Status	Created By	Created Date
<input type="checkbox"/>	3726507	\$10.00	Processed	KDoug125124	06/30/2023

Payment Remittance History

On the Payment Remittance screen, the Payment Remittance History panel allows a user to get more details on payments.

Steps:

1. Click the hyperlinked **Remittance ID**.

The screenshot shows the 'Payment Remittance History' section of a web application. It includes a 'New Payment Remittance' button and an 'Advanced Search' button. Below these is a table of submitted payment remittances. The table has columns for Remittance ID, Remittance Amount, Remittance Status, Created By, and Created Date. The first row, with ID 326507, is highlighted with a red box. The table also includes pagination controls and a status filter.

Remittance ID	Remittance Amount	Remittance Status	Created By	Created Date
326507	\$10.00	Processed	KDoug25124	06/30/2023
325456	\$1,265.42	Pending	BKern25124	05/18/2021
325454	\$12,912.42	Processed	BKern25124	05/18/2021

This opens the Payment Remittance Maintenance screen for the user to view the details of the payment.

The screenshot shows the 'Remittance Details' screen for ID 325454. It displays the remittance status as 'Processed' and the total liability and payment amounts as \$12,912.42. Below this, there is a section for 'Payment Remittance Details' which includes a table of liabilities selected in the payment remittance. The table has columns for Liability ID, Liability Type, Remittance Item ID, Remittance Item Type, Payment Amount, Pay Date, Contribution Cycle Code, SSN, and Name. Two liabilities are listed: Employee Contributions and Employer Contributions. Below the liabilities table, there are sections for 'Employee Credit Memo' and 'Employer Credit Memo', both showing 'No records to display'. At the bottom, there is a section for 'Payments applied against the Liabilities' with a table showing one payment: ACH Debit for \$12,912.42 on 05/21/2021.

Liability ID	Liability Type	Remittance Item ID	Remittance Item Type	Payment Amount	Pay Date	Contribution Cycle Code	SSN	Name
390858	Employee Contributions	420964	Employee Contributions	\$5,380.19	05/14/2021	BWK0001		
390859	Employer Contributions	420965	Employer Contributions	\$7,532.23	05/14/2021	BWK0001		

Payment Type	Check/Reference Number	Bank Account	Payment Amount	Payment Date
ACH Debit			\$12,912.42	05/21/2021

Advanced Search

The Advanced Search option in the Payment Remittance application can be used to search for older payments.

Steps:

1. Click **Advanced Search**.

The screenshot shows the 'New Payment Remittance' and 'Advanced Search' sections. The 'Advanced Search' button is highlighted with a red box and a red '1.' next to it. Below it is the 'Payment Remittance History' section, which includes a 'Void' button, a 'Status' dropdown menu, and a 'Filter' button. A table of results is shown below, with the first row highlighted.

Remittance ID	Remittance Amount	Remittance Status	Created By	Created Date
326507	\$10.00	Processed	KDoug25124	06/30/2023

This opens the advanced search screen for payment remittance.

2. Enter the search criteria.
3. Click **Search**.

The screenshot shows the 'Criteria' section with search fields for Remittance ID, Payment Remittance Amount, Payment Remittance Status, Liability Type, Liability Amount, Check/Reference Number, and Credit Memo ID. The 'Search' button is highlighted with a red box and a red '3.' next to it. Below it is the 'Search Results' section, which includes an 'Export To Excel' button and a table of results.

Remittance ID	Payment Amount	Created Date
326507	\$0.00	06/30/2023
325456	\$1,265.42	05/18/2021
325454	\$12,912.42	05/18/2021

The system will display the results based off your search criteria.

To get more information on the payment, click the **Remittance ID**. This opens the Payment Remittance maintenance screen where you will see a breakdown of the payments made to SERS.



Tip: The Export to Excel function can be used to help create a report on the information pulled from eSERS. Check the box next to the Remittance ID and click Export to Excel.