

[HTTP://WWW.OHSERS.ORG/EMPLOYERS-HOME](http://www.ohsers.org/employers-home)

ENROLLMENT AND CONTRIBUTION APPLICATIONS

SERS is working to make the transition from the current eSERS to “new eSERS” as seamless as possible. The new eSERS portal will offer a number of new and enhanced applications. We will post copies of the proposed eSERS input screens to the website as soon as they are available. To see the approved file layout for the Enrollment application, click [this link](#). To see the approved file layout for the Contribution application, click [this link](#).

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Enrollment

Over the past year, SERS has made a number of enhancements to the Enrollment application in the current version of eSERS.

SERS made these changes in anticipation of the eSERS upgrade coming July 2015.

If you use the Upload Member Enrollment File application today, you will experience little change when moving to the new eSERS portal. The changes you will see are:

- Real-time error processing
- Online editing
- Minor change to the file layout – (Contractor ID if applicable)
- File layout on SERS website

If you use the Member Enrollment application in eSERS, the screens will look similar, and the process will vary slightly. The changes you will see are:

- Real-time error processing
- Online editing
- Input screens will look similar
- Screen copies on SERS website as soon as they are available

Contributions

You also will see many process changes related to contribution reporting. Many of these changes will parallel those in the Enrollment application, including file upload capability, real-time error reporting, and online error correction. The primary changes for reporting employee contributions will be related to the timing and substance of information sent to SERS.

As of July 2015, contribution reporting will change from “monthly” to “per pay.” This means that rather than gathering the detail from several payroll files into one “monthly” file, you now will report contributions with each payroll. This will ease the process of tracking down problems.

The change will require more frequent reporting, but less follow-up time. You will see:

- Immediate feedback on errors
- Immediate access to online correction
- Earnings periods align better with reporting periods

In addition to changes in the timing of reporting, the level of detail reported is changing.

With the new eSERS, you have the capability to report wages as “regular,” “stretch,” and “supplemental.”

“Stretch” refers to the summer pay for employees who work 9 months but are paid for 12. “Supplemental” is used most frequently for coaches.

Each type of earnings will be subject to edits specific to the type.

For example:

- The current system rejects wages reported without days and hours, and prompts follow-up for both SERS and the employer. By marking wages as “stretch” pay, the system accepts the contribution record without days and hours, which prompt no extra follow up.
- Similarly, the current system seeks and flags “excessive” days or hours for follow-up communications. By marking those wages as “supplemental” for employees who might be paid only two or three times a year, like a coach, the system accepts the contribution report and reduces the follow-up communication.

Employers that use eSERS for contribution detail reporting will need to collect the new information and begin to report on a pay-cycle basis. SERS will post copies of the proposed eSERS input screens to the website as soon as they are available.

Employers using an Information Technology Center or other entity operating a version of the state’s Uniform Staff Payroll System will probably need to change some operating procedures. Otherwise, the State Software Development Team will be providing you with the proper reporting file structure.

Employers that run payrolls from a third-party software or that design their own system may need to discuss the necessary changes with SERS’ staff.

Please call Employer Services toll-free at 877-213-0861 with the contact information of your technical personnel.