

# Special Notice

## Submitting Zero Files and Completing Wage Certifications



School Employees Retirement System of Ohio

April 30, 2020

### Submit Zero Files

eSERS generates contribution reporting penalties off the payroll schedule entered by districts or contractors. If there is an earnings period in the payroll schedule where contribution reporting is missing, eSERS will generate penalties five business days after the pay date specified.

If you or your contractor will not be submitting contribution reporting for the summer or for a few earnings periods, submit a zero file to eSERS. Submitting a zero file for an earnings period is you or your contractor's way of certifying that there were no earnings for the period.

By submitting a zero file, your district will avoid reporting penalties for that period.

For a step-by-step guide on how to submit a zero file, please view the [How To: Submit a Zero File for a Contribution](#).

### Service Retirement Wage Certifications

The Last Date of Service field in the Wage Certifications application in eSERS requires the last day of any paid service, including used paid leave (vacation, sick, personal, etc.). Do not provide the final date that you will send contributions to SERS for an employee as that employee's last day of service.

If an employee is not currently working due to COVID-19, but your school district is continuing to pay that employee for the remainder of the school year, please complete the wage certification as you normally would. For example, if your employee's last day working for the district was in March but you are paying the employee until May 29, you would use May 29 date as that employee's last date of service.

Did you know there is an on demand video on wage certifications? It is available on our website at [www.ohsers.org](http://www.ohsers.org). We also are in the process of scheduling a webinar on wage certifications soon.

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