2024 eSERS Guide
PAYROLL SCHEDULE

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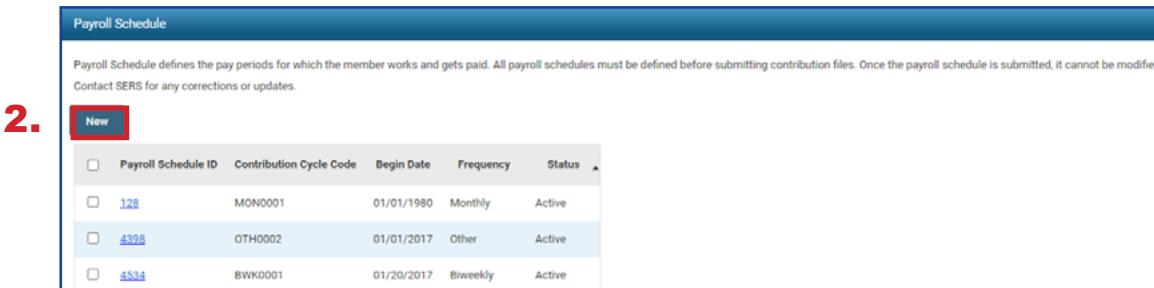
Payroll Schedule Entry

Before an employer can start any employer reporting activities, a valid payroll schedule must be created <u>unless you already have a valid payroll schedule</u>.

Create a New Schedule:

1. Click the **Payroll Schedule Entry.**

1.

Organization Information	∨
Employer Demographics	
Contacts / Web User Maintenance	
Contractor Maintenance	
Payroll Schedule Entry	

2. On the Payroll Schedule Entry screen, click **New**.

2.

Payroll Schedule

Payroll Schedule defines the pay periods for which the member works and gets paid. All payroll schedules must be defined before submitting contribution files. Once the payroll schedule is submitted, it cannot be modified. Contact SERS for any corrections or updates.

New

	Payroll Schedule ID	Contribution Cycle Code	Begin Date	Frequency	Status ▲
☐	128	MON0001	01/01/1980	Monthly	Active
☐	4398	OTH0002	01/01/2017	Other	Active
☐	4534	BWK0001	01/20/2017	Biweekly	Active

Fields on the Payroll Schedule Entry Screen:

Payroll Schedule ID	This is a number assigned to a payroll schedule by the system. It is not required that a user memorize or know this number for data entry purposes.
Contribution Cycle Code	When a new payroll schedule is created, the system assigns a unique contribution cycle code that is used for reporting.
Begin Date	When the payroll schedule started.
Frequency	Monthly, Semi-Monthly, Weekly, Biweekly, Weekly, or Other.
Status	This will be either active or terminated.

On the Payroll Schedule Maintenance screen, there are asterisks to indicate which fields are required.

Required Fields on the Payroll Schedule Maintenance Screen:

Payroll Schedule Begin Date	First day of the earnings period for the first pay date.
Payroll Schedule End Date	Last day of earnings for the fiscal year.
First Pay Date	First pay date for the earnings period. This field is used to calculate all future pay dates in combination with the frequency selected.
Frequency	How often the pay periods occurs. ▪ Weekly – WKY ▪ Biweekly – BWK ▪ Semi-Monthly – SMO ▪ Monthly – MON ▪ Other – OTH

To Create a Payroll Schedule:

1. **Enter:**
    - Payroll Schedule Begin Date
    - Payroll Schedule End Date
    - First Pay Date
    - Frequency

2. Click **Save**.

3. Click **Populate**.

⚠ **Please Note:** **Frequency Type "Other"**

The frequency type "Other" gives you the most freedom. It allows you to create a customized schedule by setting earning periods and pay dates that do not follow the set parameters of the other frequencies available. This frequency is good for "special pay" payrolls.

Depending on the frequency you select, subsequent fields will appear to enter additional information.

Once you click Populate, the payroll schedule details panel reflects all the earnings periods and pay dates based on the information entered in the prior steps.

Important Steps:

- Review the pay dates that were populated. The system does NOT recognize weekends or holidays. If a pay date falls on either of those, you must manually change to the correct date.
- If the period begin and/or end dates are not correct, you may have to create a new payroll schedule.

After you have reviewed the pay dates and have verified that all dates listed are correct:

1. Click **Save**.

2. Click **Confirm & Submit.**

Once the payroll is submitted, the information in the Payroll Schedule Information panel becomes read-only, except for the **Payroll Schedule End Date**.

Warning:
Once you confirm and submit the payroll schedule, you will be unable to make any corrections through eSERS. If you find that a correction needs to be made, contact Employer Services for assistance.

Extending a Schedule

If a payroll schedule is nearing its end date, you will extend that payroll schedule rather than creating a new one.

Please Note: If you have a biweekly pay cycle, and you need to reset the pay periods with a three-week pay period, please download the eSERS How To: Manage Payroll Schedules for a Three-week Pay Period.

There are two ways in which you can extend a schedule.

Option 1: System Populated Extension for all frequency types except "Other"

To have the system populate the new earning periods and pay dates, open the schedule that is nearing its end, then follow these steps:

Steps:

1. Enter the new **Payroll Schedule End Date** (cannot be more than 13 months in the future).
2. Click **Save**.
3. Click **Populate**. New earnings periods and pay dates appear in the Payroll Schedule Details panel.
4. Review the populated dates.
5. Click **Save**.
6. Click **Confirm & Submit.**

Once submitted, the schedule becomes read-only.

A payroll schedule cannot be extended more than 13 months into the future.

Option 2: Manual Entry for 'Other' Frequency

In this option, you will add empty fields. You will then enter the Period Begin and Period End dates, along with a Pay Date.

Steps:

1. Enter the new **Payroll Schedule End Date.**

2. Click **Save**.

3. Click either **Add Row** or **Add 10 Rows**.

4. Enter new **Period Begin and End Dates**, along with the new **Pay Date**.

5. Click **Save**.

6. Click **Confirm & Submit** - Once you confirm and submit the payroll schedule, no corrections can be made.

Tip: You can add individual rows by clicking the Add Row button. You also can delete rows by checking the box next to the row, and clicking Delete.

Once submitted, the schedule becomes read-only.

A payroll schedule cannot be extended more than 13 months into the future.

[All changes successfully saved.]

Save   **Refresh**   **Confirm & Submit**

Payroll Schedule Information   ⌄

Payroll Schedule ID : 10352

* Payroll Schedule Begin Date : 06/26/2023   * Payroll Schedule End Date : 12/31/2023   * First Pay Date : 07/01/2023

* Frequency : Other   Contribution Cycle Code : OTH0007

Number of Rows :   Payroll Schedule Status : Active
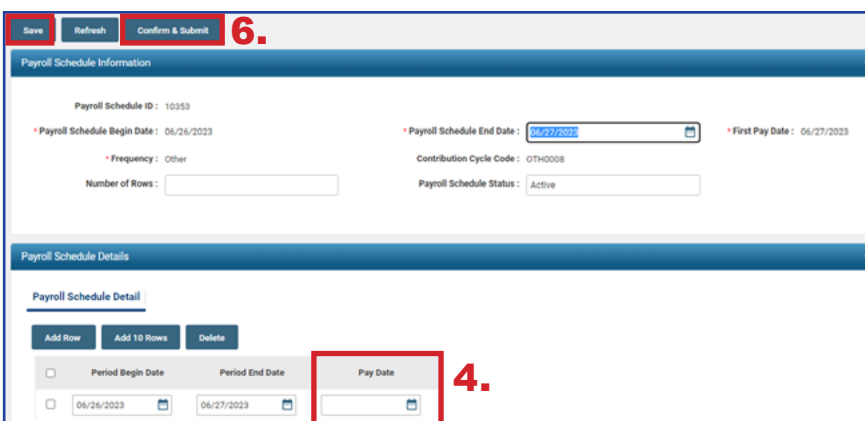
Payroll Schedule Details   ⌄

Payroll Schedule Detail

Add Row   **Add 10 Rows**   **Delete**

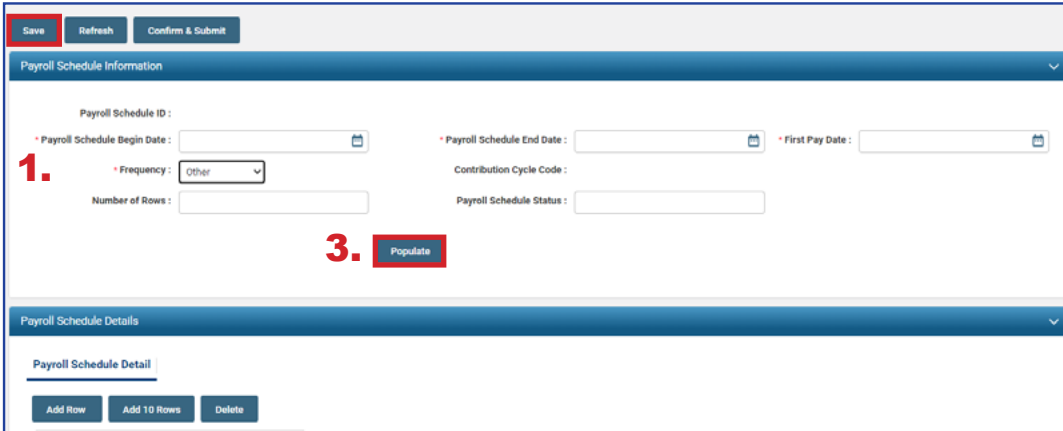| ☐	Period Begin Date	Period End Date	Pay Date
☐	06/26/2023	07/01/2023	07/01/2023
☐	07/02/2023	07/23/2023	07/23/2023
☐	07/24/2023	08/01/2023	08/01/2023
☐	08/02/2023	08/23/2023	08/23/2023

Special Pay

When there is a special pay that does not fall within your current payroll schedule, a new payroll schedule needs to be created. This schedule can be used solely for the few special pays that you have throughout the year.

Create the Special Pay payroll schedule as you would normal pay schedules.

Please Note: **The Payroll Schedule Begin Date cannot be the same as the Payroll Schedule End Date.**

1. **Enter**:
   - Payroll Schedule Begin Date
   - Payroll Schedule End Date
   - First Pay Date
   - Frequency (for special pays, you would choose 'Other')
   - Number of Rows (enter 1)
2. Click **Save**.
3. Click **Populate**.

4. Re-enter the **Pay Date** under the Payroll Schedule Details panel.
5. Click **Save**.
6. Click **Confirm & Submit**.

Extending the Special Pay Schedule

For each special pay that your district encounters, you will use the same payroll schedule. Simply add the new pay cycle to the schedule.

Steps:

1. Change the **Payroll Schedule End Date**.
   - This date will be the new end date for the special pay you are going to report.

2. Click **Add Row** (enter 1).

3. Type in the new period begin and end dates for the special pay along with the new pay date.

4. Click **Save**.

5. Click **Confirm & Submit**.

> **Tip:** Payroll schedule end date may be extended up to 13 months; then, each time you have a special pay, you just need to add a row with the new pay period and pay date. **Do not create a new schedule.**

Payroll Schedule Entry FAQ

Q. Does Employer Services need to approve a payroll schedule after it is submitted before the employer can start reporting?

A. No. The employer record is updated in eSERS. Once the effective date arrives, the payroll schedule is active and the employer can begin reporting.

Q. Can I change my "Payroll Schedule Status" to Terminate?

A. Yes, any payroll schedule can be terminated. Employer Services asks you to use this feature with caution. **Only terminate payroll schedules that have never been used or reported**. If you have sent in reports on a payroll schedule, we ask that you keep it active. This way if you ever have to complete a wage certification for an employee that was reported on that pay schedule, you will be able to do so without issue.

Also, please **never** terminate the MON0001 payroll schedule. This schedule is needed for previous information in the legacy eSERS system.

Q. Can a payroll schedule be extended past the end date?

A. Yes. But the end date can only be extended 13 months from today's date. If nothing else changes, the employer can extend the payroll schedule end date every 13 months.

Q. Can an employer have multiple payroll schedules?

A. Yes. The employer can create as many active payroll schedules as necessary.

Q. How often does an employer have to set up a payroll schedule?

A. The employer should only have to go through this process once. When the Pay Schedule End Date approaches, the employer will need to extend the payroll schedule to cover the new fiscal year.

Q. Every few years we have a three-week payroll cycle. How do I reflect this in my payroll schedule?

A. Districts are able to edit their payroll schedules to add a line for the three-week period and then extend a biweekly schedule from there without having to create a new schedule.

For further instructions, please refer to the eSERS *How To: Managing Payroll Schedules*.

If the payroll schedule has already been confirmed, do not create a new schedule, call Employer Services toll-free at 877-213-0861 for assistance.