

Special Notice

Extend Your Payroll Schedules



School Employees Retirement System of Ohio

June 1, 2021

Extend Your Payroll Schedules

The end of FY2021 is quickly approaching, which means many payroll schedules will be reaching their end dates soon. Please be sure to extend any active payroll schedules before their end dates so that you will be able to upload your district's contribution files without any issues.

Note: Only extend payroll schedules that you are using.

Webinar June 8: Extending Payroll Schedules

On Tuesday, June 8, 2021, Employer Outreach will be hosting a webinar to demonstrate how to extend active payroll schedules. If this is something you would like to attend, please [register here](#).

If you are unable to attend the webinar, Employer Services offers the following resources on how to extend payroll schedules:

- [eSERS How To: Extend a Payroll Schedule](#)
- [eSERS How To: Manage Payroll Schedules for a Three-Week Pay Period](#) (for districts that need to reset their biweekly schedule with a three-week pay period)
- Video: [eSERS Tutorial: Extending Payroll Schedules](#)

Reminder: Compensation Determinations for Bonuses

Employer Services has noticed an increase in one-time payments. Remember, before you report any bonus payment, you must get a compensation determination. Please send documentation on bonus payments to employerservices@ohsers.org.

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employerservices@ohsers.org
www.ohsers.org/employers