

Special Notice

Extend Your Payroll Schedules



School Employees Retirement System of Ohio

June 1, 2022

Extend Your Payroll Schedules

The end of FY2022 is 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 You are Using

Employer Services offers the following resources on how to extend payroll schedules:

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

Reminder: Sign up for Employer 101 Workshops

The Employer Outreach Team will hit the road this summer to host the Employer 101 Workshop. The training will cover:

- Membership
- Compensation
- Contribution Reporting
- Payments
- Annual Processes

The registration fee for the workshop is \$30. For more information, including locations and registration, click the link below.

[Register for an Employer 101 Workshop](#)

If you are unable to attend the in-person Employer 101 Workshop, check out the available virtual training opportunities listed below:

- **Employer Education Series:** webinar that covers topics from the Employer 101 Workshop
- **eSERS Demo:** a two-hour webinar that covers all aspects of eSERS from File Uploads to Wage Certifications
- **Sound Bite Wednesday:** quick sessions to cover trending topics in 20 minutes or less.

View the full [Training Opportunities schedule](#) and register today!

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