



HOW TO

Submit a Zero File for a Contribution

Contribution reporting in eSERS runs off the payroll schedule that is provided by the district. If there is an upcoming pay date where there are not any employees to report, a Zero File is required. If one is not provided, penalties will be assessed for missed contribution reporting.

To prevent penalties from accruing, the district will need to enter in a Zero File. This usually occurs in the summer months for your contracted employees.

To post a header record for a file with no records, you will manually create a file for that pay period with one record in it. The record will be deleted later in the following steps prior to it being submitted.

To post a Zero File follow these steps:

1. Click the “Contribution File Correction and Manual Contribution Entry” menu item.
2. Click “Create New.”

Unposted Employer Reporting Header

Following are the Employer Reporting Headers with Details that need to be reviewed and/or corrected. Submit the Valid status Employer Reporting Header for Posting.

Advanced Search Click this button to perform an advanced search of all submitted employer report files.

<input type="checkbox"/>	Header ID	Header Type	Header Status	Pay Date	Contribution Cycle Code	Received Date	Contractor	Submit For Posting
No records to display.								

Create New Employer Reporting Header

Select a Header Type to create a new Employer Reporting Header. Detail records must be entered manually.

Header Type: **Create New**

3. From the dropdown, choose your **Contribution Cycle Code**.
4. Enter the **Pay Date**.
5. Select the **Contractor** from the dropdown, if applicable.
6. Click “Save.”
7. Click “New.”

The screenshot displays the eSERS web application interface. At the top, there are buttons for 'Save', 'Refresh', and 'Void File'. Below this is the 'Employer Reporting Header Information' section, which includes fields for 'Employer Reporting Header ID' (347273), 'Reporting Source' (Manual), 'Contribution Cycle Code' (BWK0001), 'Header Type' (Contribution), 'Header Status', 'Pay Date' (07/12/2023), 'ITC', 'Contractor', 'Sent Date' (06/27/2023), 'Posted Date', 'File Name', and 'Unique ID'. A red box highlights the 'Contribution Cycle Code' and 'Pay Date' fields. To the right, a 'Status Count' section shows a 'Total Record Count' with links for 'Posted', 'Posted with warnings', 'Review', 'Valid', and 'Void'. Below this is the 'Contribution Information' section, which includes buttons for 'New', 'Open', 'Void Record', and 'Export To Excel'. It displays summary statistics for 'Total Regular Employee Pre-Tax Contributions', 'Total Regular Employee Post-Tax Contribution', 'Total Reemployed Employee Pre Tax Contribution', and 'Total Reemployed Employee Post Tax Contribution', all showing \$0.00. It also shows 'Total Employee Earnings (System Calculated)', 'Total Employee Earnings (Submitted)', and 'Total Employer Contributions (System Calculated)', all showing \$0.00. There are input fields for 'SSN', 'Earnings Code Type' (set to 'All'), and 'Record Status' (set to 'Review'). A 'Filter' button is located to the right. At the bottom, a table header is visible with columns: 'Contribution Record ID', 'SSN', 'Name', 'Period Begin Date', 'Period End Date', 'Earnings Code', 'Service Days', 'Hours', 'Earnings', 'Employee Pre-Tax Contributions', 'Employee Post-Tax Contributions', 'Employer Contributions', and 'Record Status'. The table content is empty, displaying 'No records to display.'

8. Enter a **Social Security Number**. You do not need to provide any information in the remaining fields.
9. Click “Save.”
10. Click “Employer Reporting Head..” in the navigation path.

Contribution File Corre... > Employer Reporting Head... > Employer Reporting Cont... * X Displaying page 1 of 1. >>>

[All changes successfully saved.]

Save Refresh

Employer Reporting Header Information

Employer Reporting Header ID : 347276 Header Type : Contribution Header Status : Review
 Pay Date : 07/12/2023 Contribution Cycle Code : BWHK0006

Contribution Information

Contribution Record ID : 14628500 Record Status : Review Suppress Warning :

* SSN :

First Name : Middle Name : * Last Name :

Name Suffix :

* Period Begin Date : * Period End Date :

* Earnings Code :

Service Days : 0 Hours : 0

Employee Pre-Tax Contribution : \$0.00 Employee Post-Tax Contribution : \$0.00
 Employee Earnings(Submitted) : \$0.00 Employee Earnings (Sys. Calc) : \$0.00 Employer Contribution (Sys. Calc) : \$0.00

Employment Status Effective Date : Employment Status Code :

Validation Information

<input type="checkbox"/>	Message ID	Error / Warning	Severity
<input type="checkbox"/>	1107	Last Name is required.	Error
<input type="checkbox"/>	1133	Earnings Code is required.	Error
<input type="checkbox"/>	1121	Period Begin Date is required.	Error
<input type="checkbox"/>	1132	Period End Date is required.	Error
<input type="checkbox"/>	1151	Enrollment is required for the Member.	Error

11. Checkmark the box beside the **Contribution Record ID** of the record created.
12. Click the “Void Record” button in the Contribution Information panel.
13. Click “Save.”

Employer Reporting Header Information

Employer Reporting Header ID : 347273
 Reporting Source : Manual
 Contribution Cycle Code : 6WK0001
 ITC :
 Sent Date : 06/27/2023
 File Name :

Header Type : Contribution
 Header Status : Review
 Pay Date : 07/12/2023
 Contractor :
 Posted Date :
 Unique ID :

Status Count:

Total Record Count	1
Posted	0
Posted with warnings	0
Review	1
Valid	0
Void	0

Contribution Information

New Open **Void Record** Export To Excel

Total Regular Employee Pre-Tax Contributions : \$0.00
 Total Regular Employee Post-Tax Contribution : \$0.00
 Total Reemployed Employee Pre Tax Contribution : \$0.00
 Total Reemployed Employee Post Tax Contribution : \$0.00

Total Employee Earnings (System Calculated) : \$0.00
 Total Employee Earnings (Submitted) : \$0.00
 Total Employer Contributions (System Calculated) : \$0.00

SSN : Earnings Code Type : All Record Status : Review Filter

<input checked="" type="checkbox"/>	Contribution Record ID	SSN	Name	Period Begin Date	Period End Date	Earnings Code	Service Days	Hours	Earnings	Employee Pre-Tax Contributions	Employee Post-Tax Contributions	Employer Contributions	Record Status
<input checked="" type="checkbox"/>	14628498						0	0.00	\$0.00	\$0.00	\$0.00	\$0.00	Review

14. Click “Submit for Posting.”

Employer Reporting Header Information

Employer Reporting Header ID : 347273
 Reporting Source : Manual
 Contribution Cycle Code : 6WK0001
 ITC :
 Sent Date : 06/27/2023
 File Name :

Header Type : Contribution
 Header Status : Valid
 Pay Date : 07/12/2023
 Contractor :
 Posted Date :
 Unique ID :

Status Count:

Total Record Count	1
Posted	0
Posted with warnings	0
Review	0
Valid	0
Void	1

Contribution Information

New Open Void Record Export To Excel

Total Regular Employee Pre-Tax Contributions : \$0.00
 Total Regular Employee Post-Tax Contribution : \$0.00
 Total Reemployed Employee Pre Tax Contribution : \$0.00
 Total Reemployed Employee Post Tax Contribution : \$0.00

Total Employee Earnings (System Calculated) : \$0.00
 Total Employee Earnings (Submitted) : \$0.00
 Total Employer Contributions (System Calculated) : \$0.00

SSN : Earnings Code Type : All Record Status : Review Filter

<input type="checkbox"/>	Contribution Record ID	SSN	Name	Period Begin Date	Period End Date	Earnings Code	Service Days	Hours	Earnings	Employee Pre-Tax Contributions	Employee Post-Tax Contributions	Employer Contributions	Record Status
No records to display.													

What Happens Next?

When a Zero File is submitted and posted, eSERS will see that a report has posted, and no penalties will be assessed.