

# Special Notice

## eSERS How To



### School Employees Retirement System of Ohio

June 12, 2017

#### eSERS How To

The end of FY2017 is fast approaching. To help you get through it without any hiccups, Employer Services has created a series of "How To" handouts focused on eSERS procedures.

##### **eSERS How To: Extend a Payroll Schedule**

Every school district needs to extend payroll schedules before June 30, 2017. If you fail to extend your payroll schedule, you will not be able to submit a payroll file for FY2018. When a payroll schedule is nearing its end date, you can extend that payroll schedule rather than creating a new one.

[Click here](#) for instructions on how to extend your payroll schedule.

##### **eSERS How To: Submit a Zero File for a Contribution**

Contribution reporting in the new eSERS system runs off of the payroll schedule provided by the district. If eSERS shows that a report should be submitted on a certain reporting date/pay date, and the district doesn't submit a file because there isn't anyone to report, penalties will be assessed.

In order to prevent penalties from accruing, there are times you may need to submit a Zero File. This usually occurs in the summer months.

[Click here](#) for instructions on how to submit a Zero File.

##### **eSERS How To: Managing Payroll Schedules for a Three-Week Pay Period**

There are times when a school district has a three-week pay period. When this happens, the school district needs to reflect the three-week pay period in its pay schedules.

[Click here](#) for instructions on how to manage your payroll schedules when you have a three-week pay period.

School Employees Retirement System of Ohio  
[employerservices@ohsers.org](mailto:employerservices@ohsers.org)  
[www.ohsers.org](http://www.ohsers.org)