HOW TO:
Submit a Zero File for a Contribution

Contribution reporting in the new eSERS system runs off of the payroll schedule that is provided by the district. If eSERS shows that a report should be submitted on a certain 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 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.

Steps:

1. Click the **Contribution File Correction and Manual Contribution Entry** menu item.

2. Click **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**.

8. Enter a person; there is no need to enter days, hours, or contributions.

9. Click **Save**.

10. Click **Previous.**

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 the **Refresh** button or the **Previous** button next to the Home button.

Employer Reporting Header Maintenance

[Previous Page Displayed.]

Save   Refresh   Void File

Employer Reporting Header Information

Employer Reporting Header ID : 80751　　Header Type : Contribution
Reporting Source : Manual　　Header Status : Review
*Contribution Cycle Code : BWK0001　　*Pay Date : 05/11/2018
ITC :　　Contractor : ▼
Sent Date : 03/19/2020　　Posted Date :
File Name :　　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 Employee Earnings (System Calculated) : $0.00
Total Regular Employee Post-Tax Contribution : $0.00　　　Total Employee Earnings (Submitted) : $0.00
Total Reemployed Employee Pre Tax Contribution : $0.00　　　Total Employer Contributions (System Calculated) : $0.00
Total Reemployed Employee Post Tax Contribution : $0.00

SSN : [   ]   Earnings Code Type : [All ▼]   Record Status : [Review ▼]   Filter

	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
☑	3238747			04/21/2018	05/04/2018	01	0	0	$0.00	$0.00	$0.00	$0.00	Review

Validations

Message	Count	Severity
Service Days must be greater than zero.	1	Error

14. Click **Submit for Posting**.

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.