



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 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 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**.

Contribution File Correction and Manual Contribution Entry

[Record displayed]

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	Reporting 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 : Contribution

Create New

Posted Employer Reporting Header

Following are previously submitted and posted Employer Reporting Headers with details. Select one of the posted reports, enter the Reporting Date, and click the Copy Forward button.

*Reporting Date :

Copy Forward

<input type="checkbox"/>	Header ID	Header Type	Header Status	Reporting Date	Contribution Cycle Code	Received Date	Posted Date	Contractor
No records to display								

3. From the dropdown, choose your **Contribution Cycle Code**.
4. Enter the **Reporting Date**, which is the pay date.
5. Select the **Contractor** from the dropdown, if applicable.
6. Click **Save**.

Employer Reporting Header Maintenance

Msg ID : 7 [Record displayed. Please make changes and press SAVE.]

Save **Refresh**

Employer Reporting Header Information

Employer Reporting Header ID :
 Reporting Source : Manual
 *Contribution Cycle Code : **BWK0002**
 ITC :
 Sent Date : 05/15/2017
 File Name :

Header Type : Contribution
 Header Status :
 *Reporting Date : **05/12/2017**
 Contractor :
 Posted Date :
 Unique ID :

Status Count:

Total Record Count
Posted
Posted with warnings
Review
Valid
Void

Contribution Information

Open **Void** **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

Validations

Message Count Severity

No records to display

7. Click **New**.

Employer Reporting Header Maintenance

Msg ID : 8 [All changes successfully saved.]

Save **Refresh** **Void**

Employer Reporting Header Information		Status Count:
Employer Reporting Header ID : 20909	Header Type : Contribution	<u>Total Record Count</u> Posted Posted with warnings <u>Review</u> <u>Valid</u> <u>Void</u>
Reporting Source : Manual	Header Status :	
*Contribution Cycle Code : BWK0002	*Reporting Date : 05/12/2017	
ITC :	Contractor : <input type="text"/>	
Sent Date : 05/15/2017	Posted Date :	
File Name :	Unique ID :	

Contribution Information

New **Open** **Void** **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 : X Earnings Code Type : Record Status : **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												

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

9. Click **Save**.

10. Click **Previous**.

Welcome Marilyn Logsdon
88999-TEST EMPLOYER

Home **Previous** Contact Us Print Help Logout

Employer Reporting Contribution Maintenance

Msg ID : 7 [Record displayed. Please make changes and press SAVE.]

Save **Save & New** **Refresh**

Employer Reporting Header Information		
Employer Reporting Header ID : 20910	Header Type : Contribution	Header Status : Review
Reporting Date : 05/12/2017	Contribution Cycle Code : BWK0002	

Contribution Information		
Contribution Record ID:	Record Status:	Suppress Warning: <input type="checkbox"/>
*SSN : 217-		
First Name : Deb	Middle Name :	*Last Name : Jones
Name Suffix :		
*Period Begin Date : 04/29/2017	*Period End Date : 05/12/2017	
*Earnings Code : 01 - Regular Contribution		
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 :	

11. Checkmark the box beside the **Contribution Record** ID of the record created.
12. Click the **Void** button in the Contribution Information panel, not the Void button at the top of the screen.
13. Click the **Previous** button next to the Home button.

Employer Reporting Header Maintenance

[Previous Page Displayed.]

Save Refresh Void

Employer Reporting Header Information

Employer Reporting Header ID : 20910 Header Type : Contribution
 Reporting Source : Manual Header Status : Review
 *Contribution Cycle Code : BWK0002 *Reporting Date : 05/12/2017
 ITC : Contractor :
 Sent Date : 05/15/2017 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 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 : x 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
<input checked="" type="checkbox"/>	949150	217-61-6888	Deb Jones	04/29/2017	05/12/2017	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
Employee Contribution must be greater than zero.	1	Error
Earnings must be greater than zero.	1	Error
Hours must be greater than zero.	1	Error
Possible duplicate Contribution record for this Member. Verify the Contribution record for accuracy.	1	Warning

14. Click **Submit for Posting**.

Employer Reporting Header Maintenance

Msg ID : 7 [Record displayed. Please make changes and press SAVE.]

Employer Reporting Header Information

Employer Reporting Header ID : 20910
 Reporting Source : Manual
 Contribution Cycle Code : BWK0002
 ITC :
 Sent Date : 05/15/2017
 File Name :

Header Type : Contribution
 Header Status : Valid
 Reporting Date : 05/12/2017
 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

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 : X Earnings Code Type : Record Status :

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											

Validations

Message	Count	Severity
Service Days must be greater than zero.	1	Error
Employee Contribution must be greater than zero.	1	Error
Earnings must be greater than zero.	1	Error
Hours must be greater than zero.	1	Error
Possible duplicate Contribution record for this Member. Verify the Contribution record for accuracy.	1	Warning

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.