



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**.

Contribution File Correction and Manual Contribution Entry

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

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 : Contribution ▼ **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**.

Employer Reporting Header Maintenance

Msg ID : 8 [All changes successfully saved.]

Employer Reporting Header Information

Employer Reporting Header ID : 80751 Header Type : Contribution
 Reporting Source : Manual Header Status :
*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
Posted
Posted with warnings
Review
Valid
Void

Contribution Information

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 : Record Status :

| <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 |
|--------------------------|------------------------|-----|------|-------------------|-----------------|---------------|--------------|-------|----------|--------------------------------|---------------------------------|------------------------|---------------|
|--------------------------|------------------------|-----|------|-------------------|-----------------|---------------|--------------|-------|----------|--------------------------------|---------------------------------|------------------------|---------------|

8. Enter a person; there is no need to enter days, hours, or contributions.
9. Click **Save**.
10. Click **Previous**.

Welcome To Training 2 Train

Home Previous Contact Us Print Help

Employer Reporting Contribution Maintenance

Msg ID : 0 [All changes successfully saved.]

Save Refresh

Employer Reporting Header Information

Employer Reporting Header ID : 00751 Header Type : Contribution Header Status : Review
 Pay Date : 05/11/2018 Contribution Cycle Code : 5WK0001

Contribution Information

Contribution Record ID: 3230747 Record Status: Review Suppress Warning: [X]

*SSN:

First Name: Middle Name: *Last Name:

Name Suffix:

*Period Begin Date: 04/01/2018 *Period End Date: 05/04/2018

*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:

Validation Information

| Message ID | Message | Severity |
|------------|--|----------|
| 1280 | Employee Contribution must be greater than zero. | Error |
| 1281 | Earnings must be greater than zero. | Error |
| 1300 | Hours must be greater than zero. | Error |
| 1138 | Service Days must be greater than zero. | 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 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 : <input type="text"/> |
| 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 : | <input type="text"/> | Earnings Code Type : | <input type="text" value="All"/> | Record Status : | <input type="text" value="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 |
|-------------------------------------|------------------------|-----|------|-------------------|-----------------|---------------|--------------|-------|----------|--------------------------------|---------------------------------|------------------------|---------------|
| <input checked="" type="checkbox"/> | 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**.

Employer Reporting Header Maintenance

Msg ID : 9 [All changes successfully cancelled.]

Save
Refresh
Void File
Submit for Posting

Employer Reporting Header Information

Employer Reporting Header ID : 80751 Header Type : Contribution
 Reporting Source : Manual Header Status : Valid
 *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 | 0 |
| Valid | 0 |
| Void | 1 |

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 |
|------------------------|-----|------|-------------------|-----------------|---------------|--------------|-------|----------|--------------------------------|---------------------------------|------------------------|---------------|
| 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 |

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.

Employer Reporting Header Maintenance

Msg ID : 9 [All changes successfully cancelled.]

Refresh

Employer Reporting Header Information

Employer Reporting Header ID : 80747 Header Type : Contribution
 Reporting Source : Manual Header Status : Posted
 *Contribution Cycle Code : OTH0006 *Reporting Date : 02/28/2020
 ITC : Contractor :
 Sent Date : 02/14/2020 Posted Date : 02/14/2020
 File Name : Unique ID :

Status Count:

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

Contribution Information

Open
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 |
|------------------------|-----|------|-------------------|-----------------|---------------|--------------|-------|----------|--------------------------------|---------------------------------|------------------------|---------------|
| 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 |