

Special Notice

Extend Your Payroll Schedules



School Employees Retirement System of Ohio

May 13, 2019

Extend Your Payroll Schedules

The end of FY2019 is quickly approaching, which means many payroll schedules will be meeting their end dates soon. Please be sure to extend any active payroll schedules before their end dates so that you will be able to upload your districts contribution files without any issues.

Note: Please only extend payroll schedules that you are actually using.

Employer Services has published a new tutorial video on extending your payroll schedules. Visit our [YouTube channel](#) or the [Video Center](#) on our website to view.

Don't forget that Employer Services offers "eSERS How To" documents, including [How To: Extend a Payroll Schedule](#), and [How To: Manage a Payroll Schedule for a Three-Week Pay Period](#).

The How To: Manage Payroll Schedules for a Three-Week Pay Period is for districts on bi-weekly payroll schedules that experience a schedule reset where there is a three-week pay cycle. Please note that this process has been improved.

Helpful Tip: Once you have extended your payroll schedule, do not forget to "Confirm & Submit."

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