

Special Notice

Extend Your Payroll Schedules



School Employees Retirement System of Ohio

May 27, 2020

Extend Your Payroll Schedules

The end of FY2020 is quickly approaching, which means many payroll schedules will be reaching 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 district's contribution files without any issues.

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

Employer Services offers the following resources on how to extend payroll schedules:

- The [Video Center](#) on our website
- Our [YouTube channel](#)
- eSERS [How To: Extend a Payroll Schedule](#)
- eSERS [How To: Manage Payroll Schedules for a Three-Week Pay Period](#) (for districts that need to reset their biweekly schedule with a three-week pay period)

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

Wage Certification Tutorial and Webinar Available

If you would like information on how to complete a wage certification, the [Employer Education Web Series](#) offers an eSERS tutorial in the [Video Center](#) of our website that guides you through completing a wage certification for service retirement in the eSERS portal. You can also visit the Video Center to watch a recording of our live webinar on wage certifications.

School Employees Retirement System of Ohio
employerservices@ohsers.org
www.ohsers.org