

# Special Notice

## Payroll Schedules and Employer 101 Workshops



School Employees Retirement System of Ohio

June 1, 2023

### Don't Forget, Extend Your Payroll Schedules

With the end of FY2023 approaching, payroll schedules will be reaching their end date and will need to be extended.

Please be sure to extend any active payroll schedules before their end dates so that you will be able to upload contribution files without any issue.

Please remember to only extend the payroll schedules that you are using.

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

- [How To: Extend a Payroll Schedule](#)
- [How To: Manage Payroll Schedules for a Three-Week Pay Period](#)
- [Video: eSERS tutorial on Extending Payroll Schedules](#)

### Reminder: Register for Employer 101 Workshops

The Employer Outreach team will be on the road this summer to host **Employer 101 Workshops**.

Topics will include:

- Membership
- Compensation
- Contribution Reporting
- Payments
- Annual Processes

The registration fee for the Employer 101 workshop is \$30. For additional information, including locations and registration, visit our [Training Opportunities page](#).

**June 6 - Akron**

Sheraton Suites - Akron/Cuyahoga Falls

Register for June 6

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**June 15 - Findlay**

Hilton Garden Inn Findlay

Register for June 15

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**June 21 - Cambridge**

Salt Fork Park Lodge and Conference Center

Register for June 21

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**July 12 - Dayton/Beavercreek**

Hilton Garden Inn Dayton/Beavercreek

Register for July 12

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**July 26 - Dublin**

The Conference Center at OCLC

Register for July 26

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