

ODJFS - Reporting Weeks & NO Wages

Be very cautious/detailed when closing out the ODJFS - OHIO DEPARTMENT OF JOBS AND FAMILY SERVICES – for the quarter. Make sure you REVIEW the report for employees with WEEKS reported having \$0 wages reported.

There is a problem of districts reporting employees with Weeks for ODJFS and NO associated Wages. This will happen if an employee has left the district and the employee's State deduction record (002) has not been properly updated. Consequences to the former employee of this improper reporting can be detrimental. ODJFS recognizes the employee as STILL employed at the district with NO wages. The former employee becomes INELIGIBLE for Unemployment since ODJFS is still recognizing the individual as an employee of the district.

Districts need to update the State Deduction Record for employees who have left the district. **You MUST have the ODJFS Wage Reporting Flag set to N to properly reflect an employee who is no longer with the district.**