



Instructions for Filing Your *Annual Report of Member Contributions* For the 2008–2009 Fiscal Year

Deadline

Aug. 14, 2009, is the due date for your completed *Annual Report of Member Contributions* to arrive at STRS Ohio. All employers must meet this deadline. Please submit your *Recap Sheet* the day you submit your *Annual Report*. Retain the capability to reproduce the report in the event of equipment malfunction. Do not submit your report using more than one submission method (e.g., use either the online report or electronic transfer — do not use both).

Annual Reporting for 2008–2009

Annual Report information is based on earned compensation during the fiscal year, which is the basis of future benefit payments to members. Because payroll report information is based on paid compensation during the pay period, both payroll reports and *Annual Reports* are necessary for STRS Ohio to properly pay benefits for all members.

To reconcile payroll reports to the *Annual Report*, we need to know the amount of accrued contributions that will be submitted to STRS Ohio. Accrued contributions are contributions on compensation that is earned by June 30 of the fiscal year but not paid until after July 1. Although employers must include accrued contributions in *Annual Report* contribution totals, this information must also be included in a separate field in the 2008–2009 report.

All member contributions, including accrued contributions, must be reported at the 10% rate.

To simplify the submission of *Annual Report*-related information, you can complete and submit your *Recap Sheet* and *Service Credit Verification* report on the STRS Ohio Employer Web Site. See Pages 7 and 9 for more information.

Contents

- Online report instructions (Page 2)
- Electronic transfer instructions (Page 5)
- Annual reporting record layout (Page 6)
- *Recap Sheet* instructions (Page 7)
- Additional information about calculating service credit, online service credit verification, contributions on earnings for TPO or union service, corrections to your *Annual Report* and contribution rates (Page 9)
- Getting help (Page 11)



Online Report Instructions

Follow these instructions if you are submitting your report via the STRS Ohio Employer Web Site.

Accessing Your Online Report

Your online *Annual Report* will be available in the secure Employer Account Information area of the STRS Ohio Employer Web Site after July 1, 2009.

To access your report:

1. Log on to our Web site at www.strsoh.org/employer.
2. Log in to the Employer Account Information area by entering your STRS Ohio employer number, user ID and password. Then click "Login."
3. Move your cursor over "Annual Reporting" in the Application Menu and select "Access Annual Report data."

About Your Online Report

1. Your online report contains the name and Social Security number of each STRS Ohio member we have on record as being employed by your school. These fields are protected and cannot be modified. To correct a name or Social Security number, see instructions on Page 3.
2. The following are enterable fields:
 - Type — enter member type ("R" for reemployed retirees; blank for active members)
 - Regular — enter regular, taxed member contributions
 - Pickup — enter picked-up, tax-deferred member contributions
 - Service Credit — enter earned service credit
 - Accrued — enter accrued contributions
3. Use the tab key or your mouse to move from field to field.
4. You can view data in alphabetical order by name or numerical order by Social Security number. To change the sort order, click the appropriate button at the bottom of the page.

Entering Data in Your Online Report

1. The member type field requires an entry **only if** the member is a reemployed retiree. Enter an “R” for reemployed retirees; leave the field blank for active members.
2. To enter contributions, tab or move your cursor to the appropriate contribution field: regular, pickup and accrued. Enter contributions, including cents (a decimal must be used).
3. To enter service credit, tab or move your cursor to the service credit field. Enter service credit (a decimal must be used). Examples of valid values are 1.00, .83, .01, etc.
4. A maximum of 20 members will appear per page. To access additional members, click “Next” at the bottom of the page. To access a previous page, click “Previous” at the bottom of the page.
5. To search for a specific member, enter the member’s name or Social Security number (depending on sort order) in the search field at the top of the page, and click “Search by Name” or “Search by SSN.”

Adding New Members or Reemployed Retirees to Your Online Report

1. To add a new member or reemployed retiree to your report, click “Add New” at the bottom of the page.
2. When the “Add new member to Annual Report” page appears, enter the first and last name of each new member you want to add. Do not use punctuation unless the name contains a hyphen.
3. The member type field requires an entry **only if** the member is a reemployed retiree. Enter an “R” for reemployed retirees; leave the field blank for active members.
4. Enter the appropriate contributions and service credit for each new member.
5. To complete the additions, click “Save” at the bottom of the page. Saving the information will add the new members to your report and return you to the “Add Annual Report entry” page, where you can continue entering data.

Correcting a Name or Social Security Number in Your Online Report

1. To correct a member’s name, please have the member notify STRS Ohio of the change in writing or by calling toll-free 1-888-227-7877. You cannot change names listed in your report — the name field is protected and cannot be modified.
2. To correct a Social Security number, do not enter any information for the member with the incorrect Social Security number. Then follow the instructions for “Adding New Members or Reemployed Retirees to Your Online Report” above to add the person as a new member with the correct Social Security number.



Saving and Submitting Your Online Report

The secure area of the STRS Ohio Employer Web Site has a time-out feature that automatically ends your session after two hours of inactivity. Any unsaved information will be lost. **Please save your data frequently while you are working on your report to prevent any unexpected loss of data.**

1. To save your data, click “Save” at the bottom of the page.
2. When you are finished entering and verifying all of your data, click “Save,” and then click “Print” to print a copy of the report for your records. **You must print a copy of your report before you submit it. After you submit your report, you will no longer be able to access it.**
3. After you have printed a copy of your report, click “Recap” at the bottom of the page. The information you need to complete your *Recap Sheet* will appear. Please print this information to complete your *Recap Sheet*.
4. Click “Save & Submit” to transmit your report to STRS Ohio. After your report has been successfully transmitted, the message “Report submitted” will appear on the screen.
5. At this point, click “Return to Application Menu.”
6. Move your cursor over “Annual Reporting” in the Application Menu and select “Access Recap Sheet.” Complete and submit your online *Recap Sheet*. See Page 7 for *Recap Sheet* instructions.
7. After you have submitted your online *Recap Sheet*, click “Return to Application Menu” and log off the STRS Ohio Employer Web Site.
8. If you remitted contributions to STRS Ohio during the fiscal year on compensation paid to members for TPO or union service, complete the enclosed *TPO Contribution Certification* form and mail it to STRS Ohio the day you submit your *Annual Report*. See Page 10 for more information.

Electronic Transfer Instructions

Follow these instructions if you are submitting your report via electronic transfer.

File Format and Name

The file must be in ASCII format and follow the record layout described on Page 6. The filename will be SITENAME.FYn. SITENAME refers to the abbreviated DA-site name, or if sending a file for an individual employer, the sitename will be the employer's STRS Ohio employer number. The "n" equals the last digit of the reporting fiscal year. For the 2008–2009 reporting year, "n" is 8.

Example: DA-site
access.fy8
omeres.a.fy8

Example: Individual employer
c005.fy8
9214.fy8

If you need to retransmit a file, please inform the STRS Ohio Service Desk at (614) 227-8633 so the previous file can be removed to prevent STRS Ohio from using the wrong file. If you receive voice mail, leave a message and someone will get back to you no later than the next workday. After you have spoken to a Service Desk representative and he or she has confirmed that the previous file has been removed, retransmit the file using the same filename.

Transfer Procedures

1. Your file must be sent in file transfer protocol (ftp) ASCII method.
2. Execute ftp on your system to send to STRS Ohio. STRS Ohio's address is: **ftp.strsoh.org**.
Example: ftp ftp.strsoh.org.
3. Once connected, enter the login ID and your password as prompted. The login ID is **anonymous** and your password is either your school's STRS Ohio employer number or your DA-site name followed by **@strs**. Please note that lowercase letters are preferred, but not mandatory, and there are no blank spaces between words.

Login: anonymous **Password:** STRS Ohio employer number@strs or
DA-site name@strs

Example: c002@strs

4. Change the directory to pub by entering: cd/pub.
5. Transfer file using standard ftp procedures. Once completed, close ftp session.
6. Submit your *Recap Sheet* online or use the enclosed mailing label to mail your completed *Recap Sheet* to STRS Ohio the day you submit your report. See Page 7 for *Recap Sheet* instructions.
7. If you remitted contributions to STRS Ohio during the fiscal year on compensation paid to members for TPO or union service, complete the enclosed *TPO Contribution Certification* form and mail it to STRS Ohio the day you submit your *Annual Report*. See Page 10 for more information.



Annual Reporting Record Layout

You must use the following layout to transmit your *Annual Report* via electronic transfer. Submission of address information for each member is preferred but not required. Please include address information if possible.

Field No.	Field Name	Description	Start Location	Field Length	Format	Valid Values
1	Employer ID	Four-digit employer number (the first digit for city school districts is the letter "C").	1	4	Char(4)	STRS Ohio employer number
2	Taxed Member Contribution (Regular)	Regular, taxed member contributions (\$\$\$\$\$c) — Does not include tax-deferred or "picked-up" contributions.	5	8	Integer(8) "99999999" (2 assumed decimals)	Numeric
3	Report Fiscal Year	Year — Enter first year of fiscal year. Report 2008–2009 as 2008.	13	4	Integer(4) "CCYY"	Numeric
4	Service Credit	Service credit. (Do not leave blank — enter 100, 067, 001, etc. For reemployed retirees, enter 000.)	17	3	9V99 Numeric	Numeric
5	Membership Type Code	Member type — "R" for reemployed retirees, otherwise blank.	20	1	Char(1)	Space = active member R = reemployed retiree
6	Social Security Number	Social Security number of member.	21	9	Integer(9) "999999999"	Numeric
7	Name of Employee	Name — Last first middle (no punctuation except dash [-]).	30	30	Char(30)	
8	Tax-deferred Member Contribution (Pickup)	Tax-deferred member contributions (employer pickup) (\$\$\$\$\$c).	60	8	Integer(8) "99999999" (2 assumed decimals)	Numeric
9	Delivery Address Line 1	Address line 1 — All capital letters. No punctuation except dash [-].	68	40	Char(40)	
10	Delivery Address Line 2	Address line 2 — All capital letters. No punctuation except dash [-].	108	40	Char(40)	
11	Delivery Address Line 3	Address line 3 — All capital letters. No punctuation except dash [-].	148	40	Char(40)	
12	City Name	City — All capital letters. No punctuation except dash [-].	188	20	Char(20)	
13	State Code	State — All capital letters.	208	2	Char(02)	USPS assigned state codes
14	ZIP Code (Basic 5 digits)	ZIP code.	210	5	Integer(5) "99999"	Numeric
15	ZIP Code Suffix	Extended ZIP code.	215	4	Integer(4) "9999"	Numeric
16	ZIP Code Delivery Point	Delivery point ZIP code.	219	2	Integer(2) "99"	Numeric
17	Accrued Contribution Amount	Contributions on fiscal year earnings that will not be paid until after July 1 (\$\$\$\$\$c).	221	8	Integer(8) "99999999" (2 assumed decimals)	Numeric

Total record length = 228

Recap Sheet Instructions

The *Recap Sheet* must be completed regardless of the method you use to submit your report. It includes information for comparing your *Annual Report* to payroll reports and serves as certification of reported amounts.

You will automatically be registered to use the online *Recap Sheet* if you submit your *Annual Report* using our Web site or used the online *Recap Sheet* last year. Otherwise, you must register to use the online form. To register, visit our Web site or call your STRS Ohio employer account representative. (Registered employers will not receive a paper copy of the form.) **Note:** If you submit your *Recap Sheet* online, you do not need to submit a paper copy of the form.

To access your online *Recap Sheet*:

1. Log on to www.strsoh.org/employer. Log in to the Employer Account Information area by entering your STRS Ohio employer number, user ID and password. Then click “Login.”
2. Move your cursor over “Annual Reporting” in the Application Menu and select “Access Recap Sheet.”
3. Your personalized *Recap Sheet* will appear on the screen.

Whether you submit your *Recap Sheet* online or use a paper form, the information reported is the same. Please record the following in the spaces provided:

1. Total number of members reported. Record separate totals for active members and reemployed retirees.
2. Total regular, taxed contributions reported. Record separate totals for active members and reemployed retirees.
3. Total picked-up, tax-deferred contributions reported. Record separate totals for active members and reemployed retirees.
4. Total contributions reported. Record one total for all member contributions. (The 2008–2009 report should include all contributions for compensation earned during the fiscal year July 1, 2008–June 30, 2009.)
5. Total contributions reported via payroll reporting to STRS Ohio (July 1, 2008–June 30, 2009).
6. Total 2007–2008 fiscal year accrued contributions (reported in your 2007–2008 *Annual Report*). This amount will already appear on the *Recap Sheet*.
7. Total 2008–2009 fiscal year accrued contributions.
8. Computed *Annual Report* value (total of lines 5 and 7, less line 6).
9. Total prior fiscal year adjustments (submitted with 2008–2009 fiscal year payroll reports). This amount will already appear on the *Recap Sheet*.



Note: The computed *Annual Report* value (line 8) should agree with the total contributions reported in the 2008–2009 *Annual Report* (line 4). Any difference should equal the amount of prior fiscal year adjustments submitted with 2008–2009 fiscal year payroll reports (line 9). You must attach a letter of explanation for any difference not equal to prior fiscal year adjustments. Differences may indicate that your *Annual Report* totals, payroll records or accrued contributions are not accurate.

The *Recap Sheet* must be certified by the treasurer or fiscal officer. If you submit your *Recap Sheet* online, an electronic signature will be accepted. Please complete this section of the online form by entering the appropriate contact information, and click “Submit.” After you have submitted your online *Recap Sheet*, click “Return to Application Menu” and log off the STRS Ohio Employer Web Site.

If you do not submit your *Recap Sheet* online, please use the enclosed mailing label to mail your *Recap Sheet* to:

State Teachers Retirement System of Ohio
Attention: Employer Reporting
275 E. Broad St.
Columbus, OH 43215-3771

Please submit your *Recap Sheet* the same day you submit your *Annual Report*.

Additional Information

Calculating Service Credit

Report service credit for each active member. Although reemployed retirees do not earn service credit, you must still report service credit as zero (0.00) for reemployed retirees — do not leave this field blank.

You should refer to State Teachers Retirement Board Rule 3307:1-2-01. The service credit earned for a full year should be reported as 1.00 for full credit. For partial credit, it should be reported as a percentage of full credit (e.g., 0.27, 0.62, 0.75). For members on sabbatical or a partially paid leave, the compensation paid divided by annual contract should be used to determine the service credit earned.

Example: \$20,000 paid ÷ \$50,000 contract = .40 of a year of service credit

You can use the online calculator on the STRS Ohio Employer Web Site to calculate service credit. Simply log on to www.strsoh.org/employer, select “Online Calculators,” and then select “Service Credit.”

Online Service Credit Verification

After STRS Ohio receives and processes your *Annual Report*, you may be asked to verify service credit for members if contributions reported appear inconsistent when compared to the prior fiscal year or state minimum salary.

In the past, STRS Ohio mailed personalized *Service Credit Verification* reports to employers to complete. To simplify the service credit verification process, this personalized report is also available on the STRS Ohio Employer Web Site.

You will automatically be registered to use the online *Service Credit Verification* report if you submit your *Annual Report* using our Web site or used the online *Service Credit Verification* report last year. Otherwise, you must register to use the online form. To register, visit our Web site or call your STRS Ohio employer account representative. (Registered employers will not receive a paper copy of the form.)

You will be notified via e-mail when your online *Service Credit Verification* report is available for completion. *Service Credit Verification* reports must be submitted to STRS Ohio by Sept. 2, 2009. If you do not submit your report by this date, members whose service credit is listed in the report will be notified in their annual statement that the report has not been submitted to STRS Ohio.

Note: If you submit your *Service Credit Verification* report online, you do not need to submit any paper copies of the report you may have previously received.



Contributions on Earnings for TPO or Union Service

Effective July 1, 2004, compensation for service to teacher professional organizations (TPOs) or unions must be part of a collectively bargained agreement between the employer and TPO to qualify for contributions. If compensation for TPO service is included in a collectively bargained agreement, contributions on this compensation must be remitted to STRS Ohio with payroll reports.

If you remitted contributions to STRS Ohio during the fiscal year on compensation paid to members for TPO service:

- All contributions must be included in the *Annual Report*; and
- You must complete the enclosed *TPO Contribution Certification* form and mail it to STRS Ohio the day you submit your *Annual Report*. Please use the enclosed mailing label to return the completed form to STRS Ohio. (This form cannot be submitted electronically at this time.)

To print additional copies of the certification form, visit www.strsoh.org/employer, select “Other” in the Online Forms section, and then select “TPO Contribution Certification.” You can also call your STRS Ohio employer account representative toll-free at 1-888-535-4050 to request a copy.

Corrections to Your Annual Report

If you need to make corrections to your *Annual Report* after it is submitted to STRS Ohio, please follow these guidelines.

1. All corrections must include:
 - Member name;
 - Social Security number;
 - Reported contribution amount (regular, pickup or accrued);
 - Corrected contribution amount (regular, pickup or accrued); and
 - Difference.

If service credit is being corrected, include reported credit and corrected credit. Upon request, STRS Ohio can provide a list of current contributions and service credit.

2. Corrections will be accepted via letter or e-mail.
3. Corrections processed outside of payroll require additional contributions. These corrections cannot be processed until the contributions have been received at STRS Ohio. Contributions received for a prior fiscal year may be assessed interest.
4. If your entire report is incorrect, contact STRS Ohio regarding resubmission.

**Annual Report of Member Contributions
for the 2008–2009 Fiscal Year**

Contribution Rates

The 2008–2009 *Annual Report* is based on compensation earned between July 1, 2008, and June 30, 2009. All member contributions, including accrued contributions, must be reported at the **10%** rate.

Contribution rates on compensation **earned** on and after July 1, 2009, will be: **MEMBER — 10%; EMPLOYER — 14%**.

Getting Help

General Problems or Questions

If you experience problems or have questions regarding any part of the annual reporting process, call your STRS Ohio employer account representative toll-free at **1-888-535-4050**. Working hours are Monday through Friday, 8 a.m.–5 p.m. Additional information about annual reporting is available on the STRS Ohio Employer Web Site at www.strsoh.org/employer or in the Annual Reporting section of the *STRS Ohio Employers Manual* (also posted on the Web site).

Technical Problems or Questions

If you experience technical problems or have questions regarding submission procedures, call the STRS Ohio Service Desk at **(614) 227-8633**. Working hours are Monday through Friday, 8 a.m.–5 p.m. If you receive voice mail, please leave a message and an STRS Ohio representative will return your call no later than the next workday.

STATE TEACHERS RETIREMENT SYSTEM OF OHIO

275 East Broad Street
Columbus, OH 43215-3771

1-888-535-4050
www.strsoh.org/employer