



RETIREMENT REPORTING CHECKLIST

FULL-TIME OR PART-TIME EMPLOYEE



Use this checklist as a tool to help consolidate all required data prior to completing the deposit and service report and request for additional information form for full-time and part-time employees. The checklist should not be submitted to STRS Ohio and is not mandatory to complete the retirement reporting process.

1. Member Information

Name* _____ Days in contract _____

First teacher workday _____ Last teacher workday _____

Contributions are:* ☐ Pretax ☐ After-tax Percentage increase granted to teaching staff* _____ %

Member is:* ☐ Full time ☐ Part time Position* _____

2. Required Information

Number of days completed in current year* _____

Was member docked time in any fiscal year listed below? ☐ Yes ☐ No

If yes, complete this chart:

Fiscal year	2018–2019	2019–2020	2020–2021	2021–2022	2022–2023	2023–2024
Docked time						

Is pickup-on-pickup paid by the board? ☐ None ☐ Full ☐ Split _____ %

Last workday* _____ Last pay date* _____

3. Base Contract Information (Full-Time Staff Only)

Fiscal year	2018–2019	2019–2020	2020–2021	2021–2022	2022–2023	2023–2024
Base contract \$						

4. Supplemental Earnings*

If member is part time, list all earnings and the job description below. For full-time employees, list any supplemental earnings.

Description	2018–2019	2019–2020	2020–2021	2021–2022	2022–2023	2023–2024

Questions? Contact STRS Ohio at 888-535-4050 or report@strsoh.org.

*Information needed for part-time employees