



RETIREMENT REPORTING CHECKLIST 260-DAY 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 an employee working in July. The checklist should not be submitted to STRS Ohio and is not mandatory to complete the retirement reporting process.

1. Member Information

Name _____ Number of days in contract _____

First teacher workday _____ Last teacher workday _____

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

Position _____

2. Required Information

Number of days completed under current year contract _____

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

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

4. Supplemental Earnings

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

5. July Earnings

Fiscal year	2018–2019	2019–2020	2020–2021	2021–2022	2022–2023	2023–2024	2024–2025
July earnings							