

## Section 3

# Reemployed Retiree Notification

The following instructions explain how to submit a reemployed retiree notification in ESS and view or print it after it has been submitted.

## Submitting a Reemployed Retiree Notification

### Step 1

Click on “Reemployed Retiree Notification” in the banner menu at the top of the home page. *(Screen not shown.)*

### Step 2

Enter the following information for the member:

1. Social Security number (SSN)
2. First name
3. Last name
4. Birth date
5. Gender

Then click “Save.” The screen shown on the next page will appear.

The screenshot shows the 'Reemployed Retiree Notification' form in the ESS system. The form is titled 'Reemployed Retiree Notification' and is located under the 'Reemployed Retiree Notification' menu item. The form includes a 'Messages(1)' section with the message 'Creating new member.' Below this is the 'Member Information' section, which contains the following fields:

SSN:	<input type="text"/>	Birth Date:	<input type="text"/>
First Name:	<input type="text"/>	Gender:	Unknown
Middle Name:	<input type="text"/>	Type:	Member
Last Name:	<input type="text"/>	Status:	Contributing Reemployed R
Suffix:	<input type="text"/>		
UPI:	<input type="text"/>		

At the bottom of the form, there are two buttons: 'Save' and 'Reset'. The 'Save' button is circled in red.

### Step 3a

If the member's information is already on file with STRS Ohio, some fields may be prepopulated. Prepopulated fields cannot be changed. The member must contact STRS Ohio if changes are needed.

1. Enter any missing information, such as phone numbers and a secondary email address.
2. Click "Save." The screen shown on the next page will appear.

### Step 3b

If member information is not prepopulated, enter the following:

1. Street address
2. ZIP code. Then press "Enter" on your keyboard to automatically populate the city and county. If additional city/county options are listed, choose the correct city. (STRS Ohio does not currently track county.)
3. Phone numbers (optional)
4. Email addresses (primary is required; secondary is optional)

Click "Save." The screen shown on the next page will appear.

STRS Ohio

Home Make a Payment New Hire Notification Reemployed Retiree Notification Employer Reports Deposit & Service Reports Withdrawal Certification Documents

### Reemployed Retiree Notification

Messages(1)  
Member has an active address.

#### Address

Address Type: Residence Address Period: Feb 15, 2019 - Valid:   
Address Source: CASS

Address 1:  
Address 2:  
Address 3:  
City:  
State: Ohio  
County:  
**Tip!** Zip/Postal Code:  
Country: U.S. OF AMERICA  
Home Phone:  
Work Phone:  
Cell Phone:  
Primary Email:  
Secondary Email:

Ext 1:  
Ext 2:

Save Reset

**Tip!** Once you insert the ZIP code, press "Enter" on your keyboard to automatically populate the city and county.

## Step 4

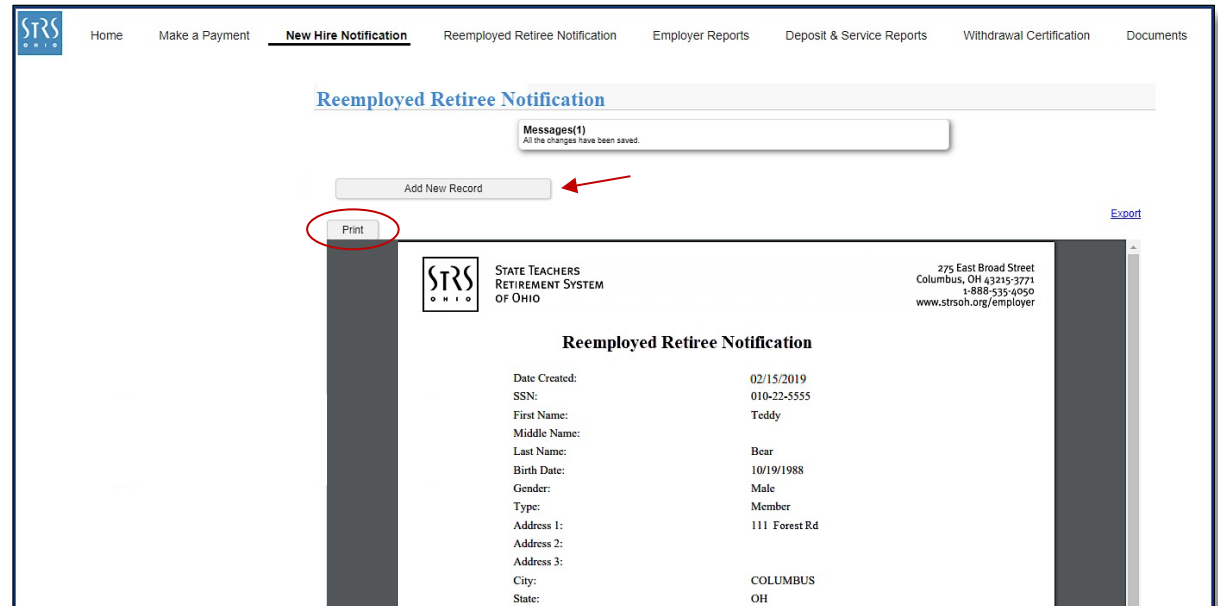
Enter the following information. (Some fields may be prepopulated if member information is already on file.)

1. First date of service with your school **after** retirement.
2. Retirement system paying the benefit. (Select OPERS, SERS, STRS, OP&F, SHP, CRS or ARP from the drop-down menu.)
3. Effective date of retirement. (If the member is an STRS Ohio retiree, the retirement date will always be the first day of the month in which the benefit became effective, e.g., 07/01/2018.)
4. Type of benefit. (Select disability retirement, service retirement or allowance from an ARP from the drop-down menu.)
5. College and university employers should check the box if the member is ARP eligible.
6. Answer the questions about public notices and meeting requirements set forth in Section 3307.353 of the Revised Code. More information about these requirements can be found on our website.
7. Click "Save."

The screenshot shows the STRS Ohio website interface for the "Reemployed Retiree Notification" form. The navigation bar includes links for Home, Make a Payment, New Hire Notification, Reemployed Retiree Notification (active), Employer Reports, Deposit & Service Reports, and Withdrawal Certification. A message box at the top indicates "Messages(1) Creating new employment record." The form fields include: "First date of service after retirement:" with a date picker; "Retirement System Paying the Benefit:" with a dropdown menu; "Effective Date of Retirement:" with a date picker; "Type of Benefit:" with a dropdown menu; "ARP Eligible:" with a checkbox; "This retiree was reemployed under Section 3307.353 Revised Code that requires public notices to be given and public meetings to be held for certain rehires:" with Yes/No radio buttons; and "I certify that the requirements for reemployed retirement under Section 3307.353, Revised Code were met.:" with Yes/No radio buttons. A "Save" button is circled in red. Red callout boxes provide instructions: "Complete all fields. (Some fields may be prepopulated.)" points to the date and dropdown fields; "Select if ARP eligible (college and university employers only)." points to the ARP Eligible checkbox; and "Answer two questions." points to the certification radio buttons.

## Step 5

1. A reemployed notification document will appear on your screen. Click "Print" to print a copy for your records.
2. To start a new reemployed retiree notification for another member, click "Add New Record." If you are finished entering reemployed retiree notifications, click "Home" in the banner menu to return to the home page.



## Viewing or Printing a Notification

If you forget to print a copy or you need to find a reemployed retiree notification at a later date:

1. Choose "Documents" from the banner menu at the top of any page.
2. A list of documents will appear. Find the notification you are looking for based on date created or document information. Then click on "New Hire\Reemployed Notification" in the Name column for that document.
3. A copy of the document will appear. Click "Print" to print a copy.

