Section 12

Retirement Reporting

The following instructions explain how to submit a deposit and service report as well as a request for additional information in ESS.

Deposit and Service Report

Step 1

You will receive an email when a deposit and service report is ready to complete.

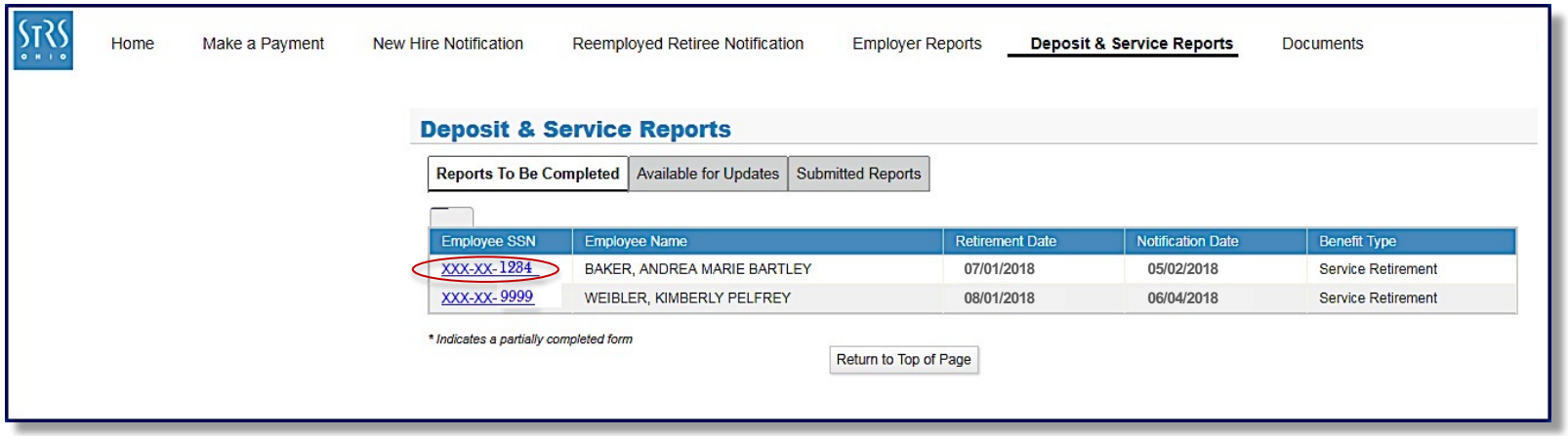
To access the report from the home page:

1. Click on “Deposit & Service Reports” in the banner menu, or
2. Click on “Deposit & Service” in the Outstanding Reports section.

This will take you to the Reports To Be Completed tab on the Deposit and Service Report screen shown on the next page.

Step 2

Click on the employee's SSN to open the report. This will take you to the screen shown on the next page.



Navigation Notes

- You will automatically be taken to the Reports To Be Completed tab when you access a deposit and service report from the home page.
- The Available for Updates tab contains submitted reports that can be corrected if needed. **Important:** Only click on reports in this tab if you are submitting a revised deposit and service report.
- The Submitted Reports tab contains submitted reports that are available for viewing or printing.
- You may notice two reports are available for the same member. When a member's retirement effective date is between Aug. 1 and Oct. 1, STRS Ohio requires you to complete a deposit and service report for the current year and prior fiscal year while the annual report is being processed.

Step 3

Complete each section of the report.

Earnings

1. Compensation earned during the fiscal year under the most recent contract.
2. Any amounts earned during the fiscal year that were included in the annual report for work under a prior year contract. Only complete this line for members whose contracts cross fiscal years and who work in July.
3. Any amount reported and/or paid in the current year that was earned in the prior fiscal year and not backposted. Do not include accrued contributions.

DEPOSIT AND SERVICE REPORT

To enable us to compute and pay the benefit to the employee listed above, complete and return this report at the earliest date possible after you can accurately determine the total earnings and deposits for the fiscal year. The certification should be executed then, even though final salary may be paid at a later date. Early completion will speed both the processing of the application and the issuance of the first monthly benefit check.

For the STRS Ohio fiscal beginning July 1, 2021 and ending June 30, 2022

Earnings		
1.	Earnings under employee's 2021-22 Base Contract	
2.	*Complete only if member's contract crosses fiscal years and member worked under contract in July:* Balance of employee's 2020-21 contract earned in the 2021-22 fiscal year	
3.	Amount reported in the current fiscal year but earned in the prior fiscal year and not backposted. *Do not include accrued contributions.*	
4.	Supplemental or Additional Earnings (Please itemize)	
	Add Delete	
	Description / Amount	
5.	Pickup included in compensation for retirement purposes Indicate percentage	
6.	Total 2021-22 Employee Earnings	$0.00
Contributions		
7.	Employee Contributions - **After-Tax**	
8.	Employee Contributions - **Pre-Tax**	
9.	Total 2021-22 Employee Contributions	0.00

(*14.00% of total 2021-22 earnings on the line 6. These contributions should agree with those reported on the 2021-22 *Annual Report*.)

Values will automatically calculate when you save the form.

Partial screen

4. Any supplemental earnings paid in addition to the regular contract. List and describe each supplemental earning and enter the amount earned.
5. The percentage of pickup **only if** included in compensation for retirement purposes (pickup-on-pickup).
6. Total member earnings.

Contributions

7. Taxed contributions reported as after-tax during the fiscal year.
8. Pretax contributions reported as tax-deferred during the fiscal year.
9. 14% of total earnings (line 6 multiplied by 14%).

Step 3 continued on next page.

Step 3 *(continued)*

Service Credit and Contract Information

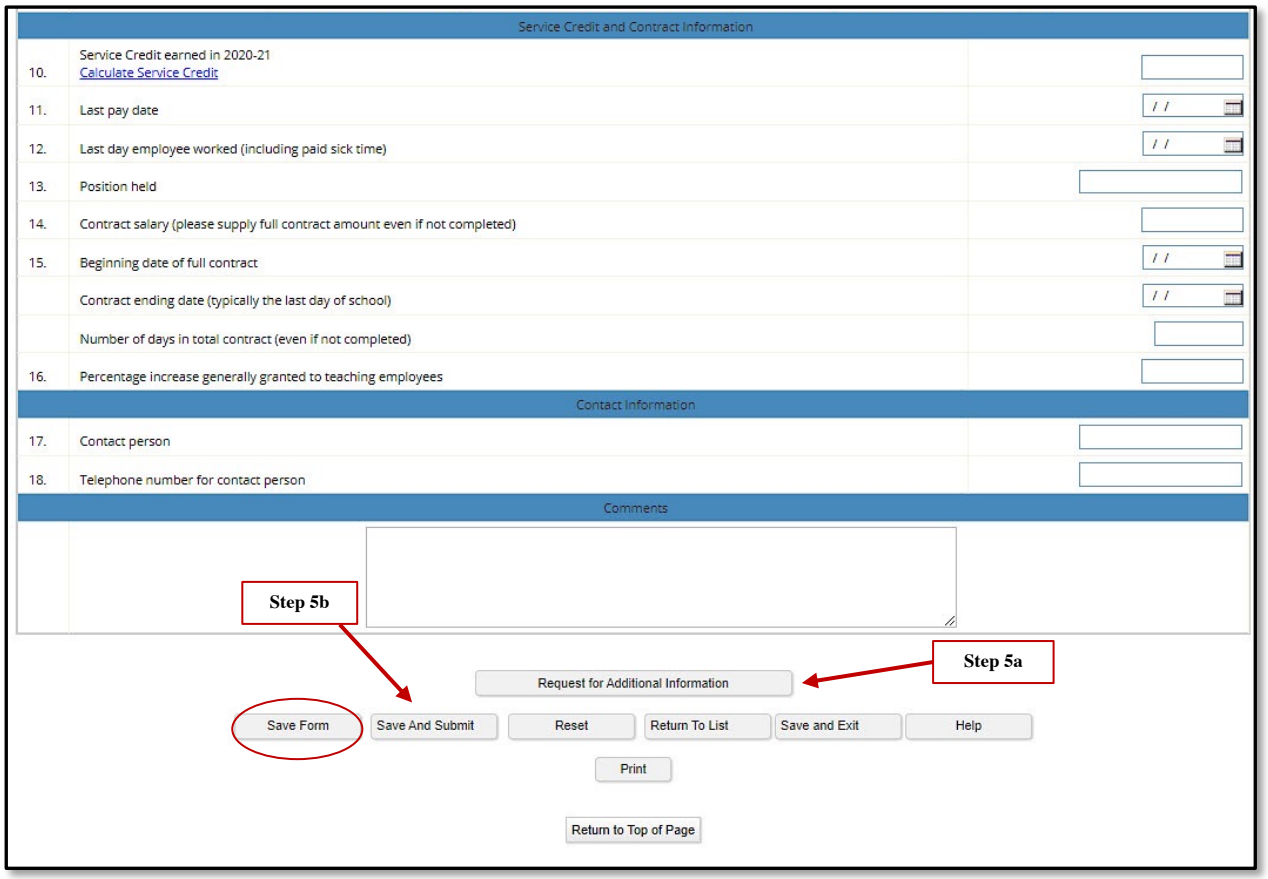
10. Service credit earned by the member during the fiscal year.
11. Last pay date that payment was or will be issued to the member.
12. Last date the member worked, including any paid sick leave or vacation days used (other than severance pay for unused benefits).
13. Position held by the member during the fiscal year.
14. Most recent contract salary.
15. Month and day service was contracted to begin and end, and number of days in contract.
16. Percentage increase generally granted to teaching members from previous year to current year.

Contact Information/ Certification

17. Treasurer or other fiscal officer authorized to certify the report.
18. Phone number for any necessary follow-up.

Comments

Provide any information necessary to process the account.



Partial screen

Step 4

Click "Save Form" when finished entering information. Then go to Step 5a **or** Step 5b based on the situation.

Step 5a

If the member had supplemental contracts or additional earnings in the past five fiscal years **or** has a contract that crosses fiscal years, click "Request for Additional Information." This will take you to Step 1 of Completing a Request for Additional Information on the next page.

Step 5b

If you do not need to complete a request for additional information, click "Save and Submit" to submit the report.

Request for Additional Information

If a member had supplemental contracts or additional earnings in the past five fiscal years **or** has a contract that crosses fiscal years, you need to complete a request for additional information after you complete the deposit and service report.

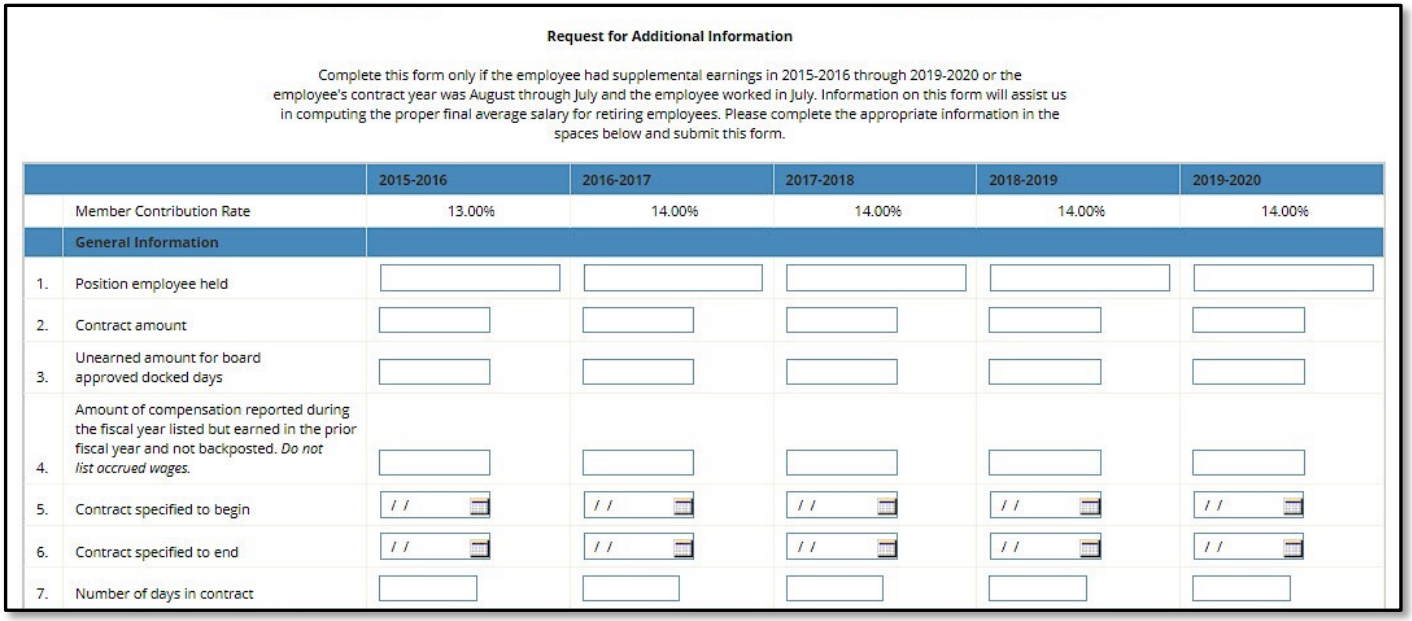
Step 1

After completing Step 5a on the previous page, you will be taken to the Request for Additional Information screen. Complete each section of the report for each applicable fiscal year.

General Information

1. The position the member held for the respective fiscal year.
2. The amount of the member's full contract, even if not completed.
3. Deducted amount for board-approved docked days or unearned contract amounts.
4. Any amount reported and/or paid in the current year that was earned in the prior fiscal year and not backposted. Do not include accrued contributions.
5. The beginning date of the respective contract.
6. The ending date of the respective contract.
7. The number of days in the member's full contract.

Step 1 continued on next page.



Request for Additional Information

Complete this form only if the employee had supplemental earnings in 2015-2016 through 2019-2020 or the employee's contract year was August through July and the employee worked in July. Information on this form will assist us in computing the proper final average salary for retiring employees. Please complete the appropriate information in the spaces below and submit this form.

		2015-2016	2016-2017	2017-2018	2018-2019	2019-2020
	Member Contribution Rate	13.00%	14.00%	14.00%	14.00%	14.00%
	General Information					
1.	Position employee held					
2.	Contract amount					
3.	Unearned amount for board approved docked days					
4.	Amount of compensation reported during the fiscal year listed but earned in the prior fiscal year and not backposted. *Do not list accrued wages.*					
5.	Contract specified to begin	/ /	/ /	/ /	/ /	/ /
6.	Contract specified to end	/ /	/ /	/ /	/ /	/ /
7.	Number of days in contract					

Partial screen

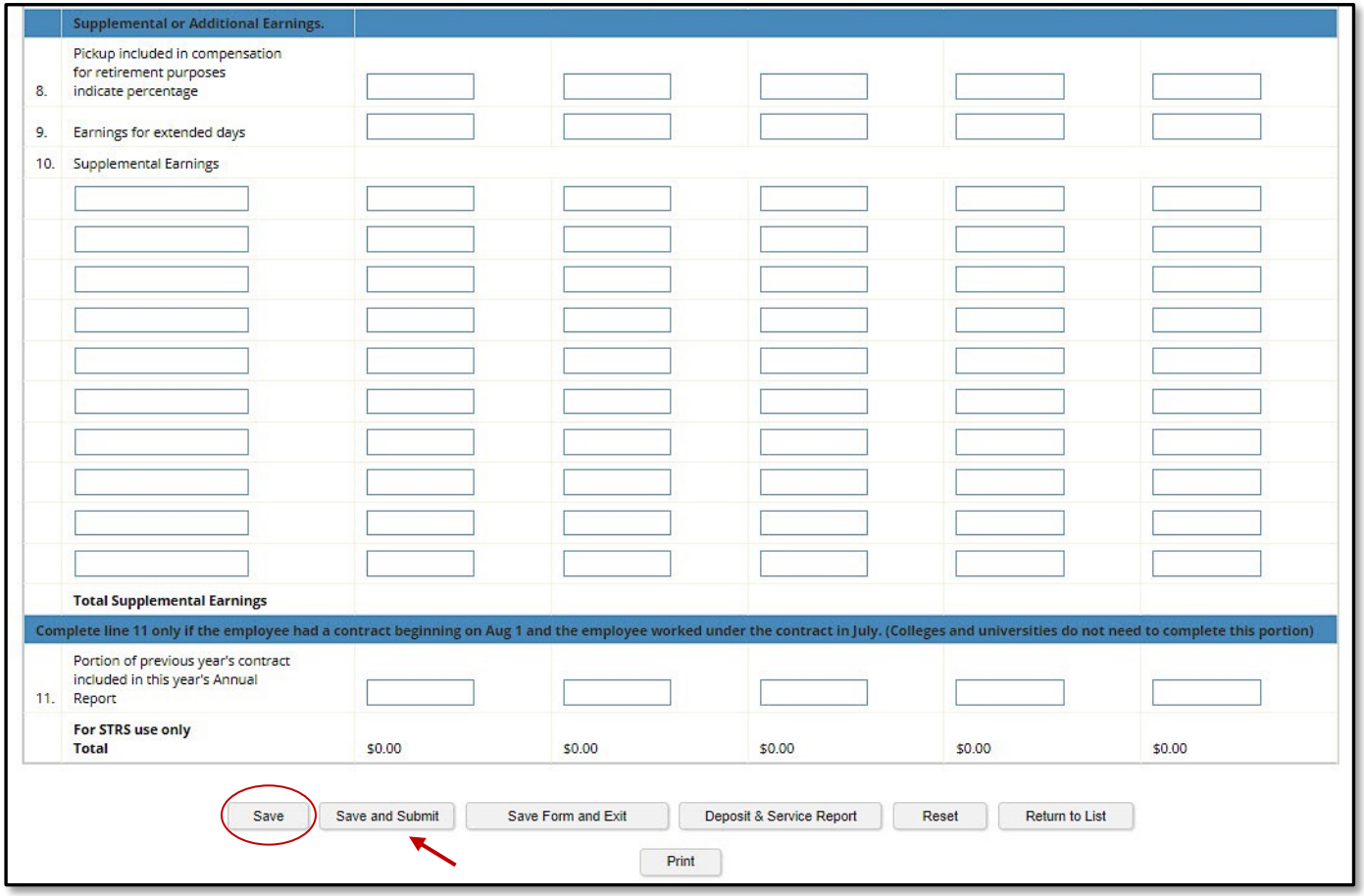
Supplemental or Additional Earnings

8. The percentage of pickup **only if** included in compensation for retirement purposes (pickup-on-pickup).

9. Compensation for days worked outside the beginning and ending contract dates.

10. Any supplemental earnings. Provide brief description of each.

11. Any amounts earned during the fiscal year that were included in the annual report for work under a prior year contract. Only complete this line for members whose contracts cross fiscal years and who work in July.



	Supplemental or Additional Earnings.					
8.	Pickup included in compensation for retirement purposes indicate percentage					
9.	Earnings for extended days					
10.	Supplemental Earnings					
	Total Supplemental Earnings					
Complete line 11 only if the employee had a contract beginning on Aug 1 and the employee worked under the contract in July. (Colleges and universities do not need to complete this portion)						
11.	Portion of previous year's contract included in this year's Annual Report					
	For STRS use only Total	$0.00	$0.00	$0.00	$0.00	$0.00

Partial screen

Step 2

Click "Save" to save data for the request for additional information.

Step 3

If you are ready to submit **both** the deposit and service report and request for additional information, click "Save and Submit." **Your reports will not be submitted until you complete this action.** Please note:

- If you need to return to the deposit and service report to make corrections before submitting, click "Deposit & Service Report."
- If you need to start over, click "Reset." **Caution:** This will delete all data you have entered.
- To print a copy for your files, click "Print."