

## Section 14

# Pay Date Calendar

The following instructions explain how to submit your pay date calendar in ESS. Each spring, STRS Ohio asks employers to send their pay dates for the upcoming fiscal year. This allows us to alert you when we haven't received an expected payroll report.

## Submitting Your Pay Date Calendar

### Step 1

To access the report from the home page:

1. Click on "Pay Date Calendar" in the Additional Tools menu or Outstanding Reports section.
2. This will take you to the Pay Dates screen shown on the next page.

The screenshot shows the STRS Ohio ESS home page. The navigation bar includes: Home, Make a Payment, New Hire Notification, Reemployed Retiree Notification, Employer Reports, Deposit & Service Reports, Withdrawal Certification, and Documents. The main content area is divided into three columns: 'Additional Tools', 'Outstanding Reports', and 'News & Alerts'. In the 'Additional Tools' column, a list of options is shown, with 'Pay Date Calendar' circled in red. In the 'Outstanding Reports' column, a table shows one report of type 'Pay Date Calendar' with a count of 1, and a red arrow points to this entry.

Report Type	Number of Reports
Pay Date Calendar	1

## Step 2

### Include main pay dates only. Do not include supplemental pay dates.

Your pay dates may be prepopulated based on last year's pay schedule. Review each date for accuracy.

If all dates are correct, click "Submit." The screen shown on the next page will appear. If corrections are needed, choose an option below:

1. To change a pay date, click on the calendar icon next to the date and select the correct date.
2. To add a pay date, click "Add Another Pay Date." Then click on the calendar icon in the blank field and select the date.
3. To delete a pay date, highlight the date and click the delete button on your keyboard. Then leave the field blank.
4. To clear all pay dates and enter new dates, click "Reset." Then click on the calendar icon in the blank field and select the correct date.

When all dates are correct, click "Submit." The screen shown on the next page will appear. If you want to review the dates before submitting the report, click "Save." Be sure to submit the report to STRS Ohio after reviewing it.

Verify the 2021-2022 FY pay dates listed below are correct and click on 'Submit'. To change a date, click the calendar and select the correct date. To clear all pay dates and manually enter, click the 'Reset' button. To add an additional pay date, click 'Add Another Pay Date' and select the dates from the calendar. To manually enter a date, you must use the format mm/dd/yyyy.

**Pay Dates**

07/01/2021	📅
07/30/2021	📅
08/15/2021	📅
08/30/2021	📅
09/15/2021	📅
09/30/2021	?
10/15/2021	📅
10/30/2021	📅
11/15/2021	📅
11/30/2021	📅
12/15/2021	📅
12/30/2021	📅
01/15/2022	📅
01/30/2022	📅
02/15/2022	📅
02/28/2022	📅
03/15/2022	📅
03/30/2022	📅
04/15/2022	📅
04/30/2022	📅
05/15/2022	📅
05/30/2022	📅
06/15/2022	📅
06/30/2022	📅

**Tip!**

Add Another Pay Date

Save Reset Submit

**Tip!** When making corrections, use the calendar to select the correct date. If you want to manually enter a date, you must use the format mm/dd/yyyy.

### Step 3

Once the report is submitted, a copy of your pay date schedule will appear. Click "Print" to print a copy for your records.

You can also view or print a copy of the submitted report in the Documents section.

The screenshot shows the STRS Ohio website interface. At the top, there is a navigation menu with links: Home, Make a Payment, New Hire Notification, Reemployed Retiree Notification, Employer Reports, Deposit & Service Reports, and Withdrawal Certification. A 'Close' button is located in the top right corner. Below the navigation, there is a 'Print' button circled in red. The main content area displays the STRS Ohio logo and the text 'STATE TEACHERS RETIREMENT SYSTEM OF OHIO'. To the right, contact information is provided: 275 East Broad Street, Columbus, OH 43215-3771, 888-535-4050, and www.strsoh.org/employer. The main heading is '9599 - OHIO LOCAL SCHOOLS' followed by 'Pay Date Schedule' and 'July 2021 - June 2022'. A list of pay dates is shown under the heading 'Pay Dates'.

<u>Pay Dates</u>
07/01/2021
07/30/2021
08/15/2021
08/30/2021
09/15/2021
09/30/2021
10/15/2021
10/30/2021
11/15/2021
11/30/2021
12/15/2021
12/30/2021
01/15/2022
01/30/2022
02/15/2022
02/28/2022
03/15/2022
03/30/2022
04/15/2022
04/30/2022