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.
**Step 2**

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 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.
3. To add a pay date, click “Add Another Pay Date.” Then click on the calendar icon in the blank field and select the 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.

**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.