Section 15
Direct Debit Payment

The following instructions explain how to set up a direct debit account and make a payment in ESS.

Setting Up a Direct Debit Account

STRS Ohio’s preferred payment method for employers is direct debit in ESS. Before a direct debit payment can be scheduled, you must set up your direct debit account. Only treasurers and main contacts are granted access to set up account information. If you prefer payroll personnel enter this information, the treasurer or CFO should email report@strsoh.org requesting direct debit access be granted to that individual.

Step 1

On the home page, click on “Direct Debit Set Up” in the Additional Tools menu.

Step 2

On the Bank Information page, click “Add Bank” in the Tools column.

Step 3

On the EFT page, click “Add Bank.” The Details screen shown on the next page will appear.
Step 4

On the Details screen, provide the following information:

1. **Start Date** — Enter the date you want to activate the bank account to make payments. STRS Ohio recommends using today’s date.

   *Note: It will take up to three business days from the date entered to approve the account before payments can be made.*

   **Do not enter a Stop Date.**

2. **Description** — Enter a nickname for the account (e.g., “Employee Account” or “Employer Account”).

3. **Draw Limit** — Enter the maximum amount allowable for any one-time payment. This limit is set at the employer’s discretion. Be sure to account for future adjustments and payroll growth.

4. **Bank Account Number** — Enter your bank account number.

5. **Re-enter Bank Account Number** — Enter your bank account number again.

6. **Click “Search.”** The Financial Institution Search screen shown on the next page will appear.
Step 5
1. Enter the Routing Number.
2. Click “Search.”
3. Click “Save.” *Screen not shown.*

Step 6
1. Verify all information is correct and click “Confirm.”
Step 7
You must print the authorization agreement, complete it and fax it to STRS Ohio.

1. Click “Print” to print the authorization agreement.
2. List all individuals authorized to initiate employer payments.
3. Complete and sign the bottom portion of the form. (The name and title of the individual responsible for financial information will already be filled in.)
4. Fax the form to 614-227-2912.

Important: Online payments cannot be scheduled until STRS Ohio receives the agreement and the bank approves the direct debit request. Bank approval may take up to three business days from the date STRS Ohio receives the signed agreement.

Once the bank account is approved, the school’s main contact will receive an email from STRS Ohio confirming direct debit payments can be made in ESS.
Making a Direct Debit Payment

Once the bank account is approved, you can begin making direct debit payments. Please note that these are **one-time** payments. Recurring payments cannot be scheduled in ESS.

**Step 1**

To schedule a payment, select “Make a Payment” from the banner menu at the top of the home page. *(Screen not shown)*.

**Step 2**

Select “Make Payment.”

**Step 3**

On the Make Payment Wizard screen, you will need to choose which option you will use to make the payment.

**Option 1 — Select transactions to pay for**

This option allows you to make a payment related to an open work report. Refer to Step 3a on next page.

**Option 2 — Specify fixed amount to pay**

This option allows you to make a payment not related to an open work report. Refer to Step 3b on Page 8.
Step 3a

Option 1 — Select transactions to pay for

The following instructions are for making a payment related to an open work report, such as payroll.

Transactions

1. Click “Select Transactions to pay for.”
2. Click the “Show” button next to the Show Transactions Due By Date field. A list of work reports will appear.
3. Click on the work report you want to make a payment for.
4. The payment amount will appear in the Payment Amount field.
5. Enter the payment date (must be today’s date or later). Also enter a description if needed.
6. Click “Next.” This will take you to the Payment Method screen shown on the next page.

Step 3a continued on next page.
Step 3a (continued)

Payment Method

1. Click the down arrow in the Payment Account field and select the account from the drop-down menu.
2. Click “Next.” This will take you to the Confirm & Review screen.

Confirm & Review

1. Verify the payment information is correct.
2. Click “Confirm.”
3. The Info box will appear letting you know your payment was successful. Click “OK.” This will take you to the Employer Reports page shown on Page 10.

See Payment History on Page 10.
Step 3b

Option 2 — Specify fixed amount to pay

The following instructions are for making a payment not related to an open work report, such as an invoice.

Transactions

1. Click “Specify fixed amount to pay.”
2. Enter the payment amount, payment date (must be today’s date or later) and a description.
3. Click “Add” to bring up payment details.
4. Enter information about the payment: payment order detail type (description of payment), pay date or invoice number, and the payment amount. If needed, repeat this action to add additional details.
5. Once all details are added, click “Next.” This will take you to the Payment Method screen shown on the next page.

Tip! If you are making an invoice payment, click on the Invoice Number field and select the invoice number from the drop-down menu. Leave the pay date field blank.
Step 3b (continued)

Payment Method

1. Click the down arrow in the Payment Account field and select the account from the drop-down menu.

2. Click “Next.” This will take you to the Confirm & Review screen.

Confirm & Review

1. Verify the payment information is correct.

2. Click “Confirm.”

3. The Info box will appear letting you know your payment was successful. Click “OK.” This will take you to the Employer Reports page shown on the next page.

See Payment History on the next page.
Payment History

You can view a record of your direct debit payments by clicking the “Payment History” button on the Employer Reports page.

Schedules

Under “Schedules,” you can view current payments waiting to be processed by STRS Ohio.

• To view, cancel or update a payment, click “Actions” in the Tools column and select an option from the drop-down menu.

• A payment will appear under “Schedules” until it is processed. Once processed, it will appear under “History.”

History

Under “History,” you can view past payments issued to STRS Ohio.

• To sort payments, click the down arrow in the As Of field, and select the time frame you want to sort by.

• To view payment details, click “View” in the row for the payment.