

Section 16

Employment Verification Report

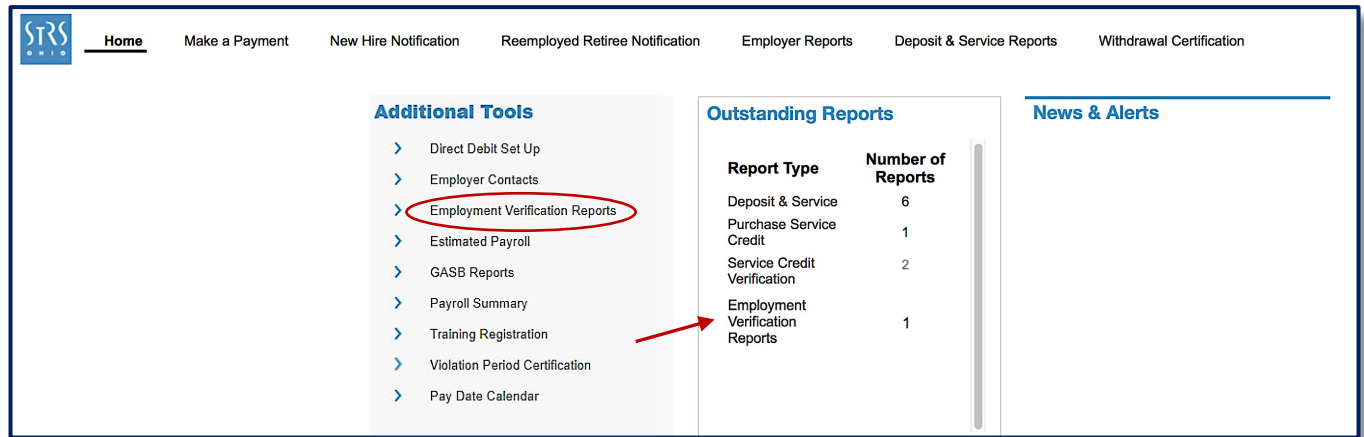
In late fall, you may receive a request to complete employment verification reports. IRS tax regulations require any individual age 72 who is not actively employed in an STRS Ohio-covered position to take a minimum distribution from his or her retirement plan. To comply with these regulations, STRS Ohio identifies reemployed retirees who may meet this criteria and sends this request to their most recent employers to certify current employment status. STRS Ohio also needs final contribution and pay date information from employers if individuals meeting these requirements are no longer working.

Completing an Employment Verification Report

Step 1

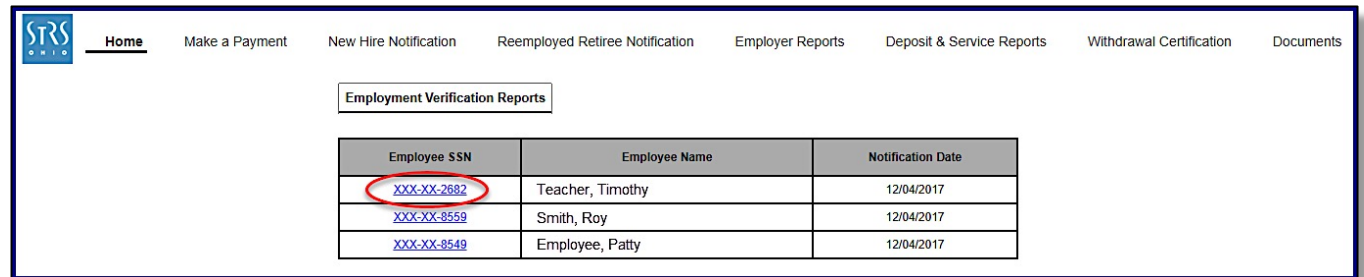
To access the report from the home page:

1. Click on "Employment Verification Reports" in the Additional Tools menu, or
2. Click on "Employment Verification Reports" in the Outstanding Reports section.



Step 2

On the Employment Verification Reports screen, click on the member's Social Security number. The report shown on the next page will appear.



Step 3

Indicate if the member is still working for your school during the specified calendar year.

If the member **is still working**:

1. Click “Y” for yes.
2. Then click “Save & Submit.” You will automatically return to the Employment Verification Reports screen to complete any remaining reports.

The screenshot shows the STS Ohio web portal 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, Withdrawal Certification, and Documents. The main content area displays the following information:
Employee: Teacher, Timothy
SSN: XXX-XX-2682
Still Working Calendar Year 2018
Below this text are two radio buttons: 'Y' (selected and circled in red) and 'N'. At the bottom of the form are three buttons: 'Cancel', 'Save', and 'Save & Submit'. A mouse cursor is positioned over the 'Save & Submit' button.

If the member is **no longer working**:

1. Click “N” for no. Additional fields will appear.
2. Enter the last day of service, last day on payroll and contributions for the fiscal year.
3. Then click “Save & Submit.” You will automatically return to the Employment Verification Reports screen to complete any remaining reports.

The screenshot shows the STS Ohio web portal interface, similar to the previous one. The main content area displays:
Employee: Teacher, Timothy
SSN: XXX-XX-2682
Still Working Calendar Year 2018
Below this text are two radio buttons: 'Y' and 'N' (selected and circled in red). Underneath the radio buttons are three yellow input fields:
Last Day of Service: //
Last Day on Payroll: //
Contributions for Fiscal Year 2017-2018: //
At the bottom of the form are three buttons: 'Cancel', 'Save', and 'Save & Submit'. A mouse cursor is positioned over the 'Save & Submit' button.

Tip! If the member is a substitute and you are unsure if services will be provided, click “Y” if it is possible the member may work during the calendar year.

Repeat Steps 2–3 until all reports have been submitted. The list on the Employment Verification Reports screen will be empty when you’ve successfully submitted all reports.