Use this checklist as a tool to help consolidate all required data prior to completing the deposit and service report and request for additional information form for full-time and part-time employees. The checklist should not be submitted to STRS Ohio and is not mandatory to complete the retirement reporting process.

1. **Member Information**
   
   Name* ________________________________ Days in contract ______________________
   
   First teacher workday __________________________ Last teacher workday ________________
   
   Contributions are:*  
   - [ ] Pretax  
   - [ ] After-tax  
   Percentage increase granted to teaching staff* ____________________%
   
   Member is:*  
   - [ ] Full time  
   - [ ] Part time  
   Position* ____________________________________________

2. **Required Information**
   
   Number of days completed in current year* __________________________
   
   Was member docked time in any fiscal year listed below?  
   - [ ] Yes  
   - [ ] No
   
   If yes, complete this chart:
   
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   Is pickup-on-pickup paid by the board?  
   - [ ] None  
   - [ ] Full  
   - [ ] Split ____________%
   
   Last workday* __________________________ Last pay date* __________________________

3. **Base Contract Information (Full-Time Staff Only)**
   
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4. **Supplemental Earnings***
   
   If member is part time, list all earnings and the job description below. For full-time employees, list any supplemental earnings.
   
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**Questions?** Contact STRS Ohio at 888-535-4050 or report@strsoh.org.

*Information needed for part-time employees