



Backposting Record Layout

If payments or backposting adjustments are made to a member account for work performed in a prior fiscal year, you must notify STRS Ohio if the amount was not included in the prior fiscal year's annual report. Member contributions for these backposting adjustments must be included in your payroll reports when the member is paid. The notification of the backposting can be made via an online backposting report on ESS or secure file upload on our website. If you choose to submit electronically, the following layout is required.

Note: Backposting adjustments should not be reported for contributions that are included in accrued contributions on the annual report.

Field No.	Field Name	Description	Start Location	Field Length	Format	Valid Values
1	Record Type	Identifies record for STRS Ohio processing.	1	4	Alphanumeric	ADJ=Backposting
2	Employer Number	Four-character employer number (the first digit for city school districts is the letter C).	5	4	Alphanumeric	STRS Ohio employer number
3	Pay Date	Date on which employee was paid.	9	10	MM/DD/CCYY	Date
4	Adjustment Fiscal Year	Identifies the fiscal year in which the contribution was earned. The STRS Ohio fiscal year runs from July 1 through the following June 30. Fiscal year 2016–2017 is from July 1, 2016, through June 30, 2017.	19	9	CCYY–CCYY	Fiscal year
5	Social Security Number	Social Security number of employee.	28	9	999999999	Numeric
6	Last Name	Last name of employee. No punctuation except dash [-].	37	25	Alphanumeric	
7	First Name	First name of employee. No punctuation except dash [-].	62	15	Alphanumeric	
8	Member Pretax Contribution	Tax-deferred member contribution amount (employer pickup).	77	12	–ZZZZZZZ9.99	Signed numeric, no commas, decimal in position 86
9	Member After-Tax Contribution	Taxed member contribution amount (regular).	89	12	–ZZZZZZZ9.99	Signed numeric, no commas, decimal in position 98
10	Service Credit	Service credit that applies to the associated adjustment of contributions.	101	6	–99.99	Signed numeric, decimal in position 104
11	Notes	Notes or comments related to the backposting adjustment transaction (optional field).	107	40	Alphanumeric	
12	Reserved	Space reserved for future use.	147	110	Alphanumeric	

Total record length = 256