

# SECTION 6 — RETIREMENT REPORTING

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# RETIREMENT REPORTING

## DEPOSIT AND SERVICE REPORT

The deposit and service report is an interim report to be completed for all teachers applying for service or disability benefits and for survivors eligible for benefits. The information is used by STRS Ohio to update the member's account and to compute benefit payments. This online form (see Page 4) can be completed via ESS on the employer website.

Employers will receive email notification when the form is available to complete, approximately 60 days before the scheduled retirement date for service retirement applicants. For disability benefit applicants, the form will be sent upon recommendation by the STRS Ohio examining physician that a disability benefit be granted. For members eligible for survivor benefits, the form will be sent as soon as possible after STRS Ohio is notified of the member's date of death.

The deposit and service report should be completed and returned to STRS Ohio as soon as accurate information is available but no later than two weeks following the member's retirement effective date. The following information will assist you in completing the form.

## EARNINGS

- Line 1:** Compensation earned by the teacher during the fiscal year under the most recent regular contract. This may be total earnings during the fiscal year. However, this amount may be only a portion of total earnings for educators employed on contracts that cross fiscal years or for teachers with supplemental contracts or summer employment. This amount should never be greater than line 14.
- Line 2:** Current year's earnings that were paid to complete the previous school year's contract. For administrators whose contract crosses fiscal years and work in July, you will report the amount of the previous July earnings on this line. **Generally, no amounts will be reported for regular teachers on this line.** (College and university employers will not complete this line.)
- Line 3:** Any amount reported and/or paid in the current year, but actually earned in the prior fiscal year and no account correction (backposting) was made. Do not report accrued contributions on this line. Please see the fact sheet titled *Backpostings and Account Adjustments* on our website for more information on correcting prior year earnings.
- Line 4:** Any supplemental earnings paid in addition to the regular contract, including summer earnings under a separate contract. List and describe each supplemental earning and indicate the amount earned. **Be specific.**
- Line 5:** Pickup amounts only if pickup is included in compensation for retirement purposes. List the percentage of pickup-on-pickup. **Percentage will never be higher than the member contribution rate in effect.** If the individual is not part of your staff covered by pickup-on-pickup, leave this line blank.
- Line 6:** Total member earnings (sum of lines 1 through 5).

## CONTRIBUTIONS

- Line 7:** Any taxed contributions that were reported as after-tax during the fiscal year. The majority of employers will not complete this line as contributions are normally withheld on a pretax, not after-tax basis.
- Line 8:** Member contributions reported as tax-deferred by the employer, whether through salary reduction or as a fringe benefit. List all pretax member contributions.
- Line 9:** For the 2018–2019 fiscal year, 14% of total earnings on line 6. These contributions should agree with those reported on the current fiscal year’s annual report.

## SERVICE CREDIT AND CONTRACT INFORMATION

- Line 10:** Service credit earned by the member during the fiscal year. Refer to the *Service Credit Decision Tree* in Section 7 of this manual or the service credit calculator on our website to calculate credit.
- Line 11:** Last pay date that payment was or will be issued to the member. This is the last date contributions will be sent to STRS Ohio for this member.
- Line 12:** Last date the member worked, including any paid sick leave or vacation days used (other than severance pay for unused benefits).
- Line 13:** Position held by the member during the fiscal year.
- Line 14:** Most recent contract salary. The contract salary is the amount the individual would have earned if employed for the entire contract year, excluding supplemental earnings. If the member was granted a raise during the fiscal year, the reported contract salary should be a blended contract of the two rates of pay for that year.
- Line 15:** Month and day service was contracted to begin and end. Also, indicate the number of days of service in full contract. The information shown should be for the entire term of the contract, whether or not the individual actually completed the contract. **If the deposit and service report is for disability benefits, you will also be asked to provide a contract status.**
- Line 16:** Percentage increase generally granted to teaching members is the overall increase in salary schedules or other salary documentation for the current contract year over the preceding year. For employers without salary schedules, indicate average increase paid to teaching employees.

## **CERTIFICATION/CONTACT INFORMATION**

The deposit and service report is to be certified by the treasurer or another responsible fiscal officer. Please include a phone number to assist STRS Ohio in completing any necessary follow-up.

**Finally, employers are reminded that the Revised Code strictly prohibits retirement contributions on any payments for unused sick leave or vacation or any other payments for services not actually rendered. (For more information, see Section 2.)**

Additional information, such as calamity days, changes to contract amounts, special circumstances, early contract completion or other miscellaneous items, can be communicated in the “comments” section of the online report.

## **DEPOSIT AND SERVICE REPORT FOR MEMBERS WITH CONTINUING EMPLOYMENT**

Members contributing to Ohio public retirement systems for more than one job have the option at retirement to continue working uninterrupted in one or more of the lower paying or secondary positions (see Section 16, Pages 1– 2). Earnings from all employment up to the retirement date are used to calculate the retirement benefit. The member must have held the secondary position for at least 12 consecutive months prior to retirement to be eligible to continue working with the secondary employer with no waiting period. Members must have earned compensation from their secondary employer for each of the 12 months before and in the month of retirement to avoid a forfeiture of benefits.

The employer must complete the deposit and service report for all employees who plan to continue working in a secondary position after retirement. This can be completed via ESS on the employer website.

Employers will receive an email notifying them that a form is available to complete approximately 60 days before the member’s scheduled retirement date. The deposit and service report should be completed and submitted to STRS Ohio as soon as accurate information is available.

All earnings and service credit earned by the member during the current fiscal year up to the date of retirement should be included.

DEPOSIT AND SERVICE REPORT

To enable us to compute and pay the benefit to the employee listed above, complete and return this report at the earliest date possible after you can accurately determine the total earnings and deposits for the fiscal year. The certification should be executed then, even though final salary may be paid at a later date. Early completion will speed both the processing of the application and the issuance of the first monthly benefit check.

For the STRS Ohio fiscal beginning July 1, 2018 and ending June 30, 2019

Earnings						
1.	Earnings under employee's 2018-19 Base Contract	<input type="text"/>				
2.	<i>Complete only if member's contract crosses fiscal years and member worked under contract in July. Balance of employee's 2017-18 contract earned in the 2018-19 fiscal year</i>	<input type="text"/>				
3.	Amount reported in the current fiscal year but earned in the prior fiscal year and not backposted. <i>Do not include accrued contributions.</i>	<input type="text"/>				
4.	Supplemental or Additional Earnings (Please itemize)					
<input type="button" value="Add"/> <input type="button" value="Delete"/>						
<table border="1"> <thead> <tr> <th>Description</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> </tr> </tbody> </table>		Description	Amount			
Description	Amount					
5.	Pickup included in compensation for retirement purposes Indicate percentage <input type="text"/>	\$0.00				
6.	Total 2018-19 Employee Earnings	\$0.00				
Contributions						
7.	Employee Contributions - Regular (after-tax)	<input type="text"/>				
8.	Employee Contributions - "Picked Up" (tax-deferred)	<input type="text"/>				
9.	Total 2018-19 Employee Contributions	0.00				
(*14.00% of total 2018-19 earnings on the line 6. These contributions should agree with those reported on the 2018-19 Annual Report.)						
Service Credit and Contract Information						
10.	Service Credit earned in 2018-19 <a href="#">Calculate Service Credit</a>	<input type="text"/>				
11.	Last pay date	<input type="text" value="//"/>				
12.	Last day employee worked (including paid sick time)	<input type="text" value="//"/>				
13.	Position held	<input type="text"/>				
14.	Contract salary (please supply full contract amount even if not completed)	<input type="text"/>				
15.	Beginning date of full contract	<input type="text" value="//"/>				
	Contract ending date	<input type="text" value="//"/>				
	Number of days in total contract (even if not completed)	<input type="text"/>				
16.	Percentage increase generally granted to teaching employees	<input type="text"/>				
Contact Information						
17.	Contact person	<input type="text"/>				
18.	Telephone number for contact person	<input type="text"/>				
Comments						
<div style="border: 1px solid black; height: 40px; width: 100%;"></div>						

Deposit and service report screen

## REQUEST FOR ADDITIONAL INFORMATION

Salary histories for the five-year period preceding retirement have an impact on the computation of benefits for many retiring teachers. Therefore, employers are asked to complete a request for additional information if the member has an August-to-July contract crossing fiscal years or has had supplemental earnings in the five-year period preceding the member's retirement.

The form can be completed online (see Page 6) via ESS on the employer website. This form is sent with the deposit and service report. Both forms should be completed and submitted to STRS Ohio.

For members with an August-to-July contract crossing fiscal years, STRS Ohio uses this information to reconcile contract year earnings to the amounts reported on the annual report for each year. In some cases, a member's final average salary (FAS) is based on contract year earnings versus the fiscal or annual reporting year. For members whose FAS is limited by Ohio law, this information is also used to determine the reason for the limitation and whether it meets allowable exceptions.

The request for additional information requests information for the five contract years preceding the current year.

For each year listed on the form, record in the appropriate spaces:

- Line 1:** The position the member held for the respective fiscal year.
- Line 2:** The amount of the member's full contract.
- Line 3:** Deducted amount for board-approved docked days or unearned contract amounts.
- Line 4:** This line is for any amount reported and/or paid in the current year, but actually earned in the prior fiscal year and no account correction (backposting) was made. **Do not** report accrued contributions on this line. Please see the fact sheet titled *Backpostings and Account Adjustments* on our website for more information on correcting prior year earnings.
- Line 5:** The beginning date of the respective contract.
- Line 6:** The ending date of the respective contract.
- Line 7:** The number of days of service rendered under the member's full contract.
- Line 8:** The percentage of pickup **only** if included in compensation for retirement purposes (pickup-on-pickup).
- Line 9:** Amount of compensation for extended days. Extended days occur outside the beginning and ending contract dates. (Generally not applicable to college and university employers.)
- Line 10:** Any supplemental earnings. List all supplementals separately, giving a brief description of each.
- Line 11:** List any amounts earned during the fiscal year that were included on the annual report for work under a prior year contract. **Only complete this line for individuals whose contracts cross fiscal years and who work in July.** (College and university employers will not complete this line.)

