



Hello and welcome to STRS Ohio’s quarterly *Coffee Break* webinar. I’m Todd Wolford and joining me today is Patty Gordon.

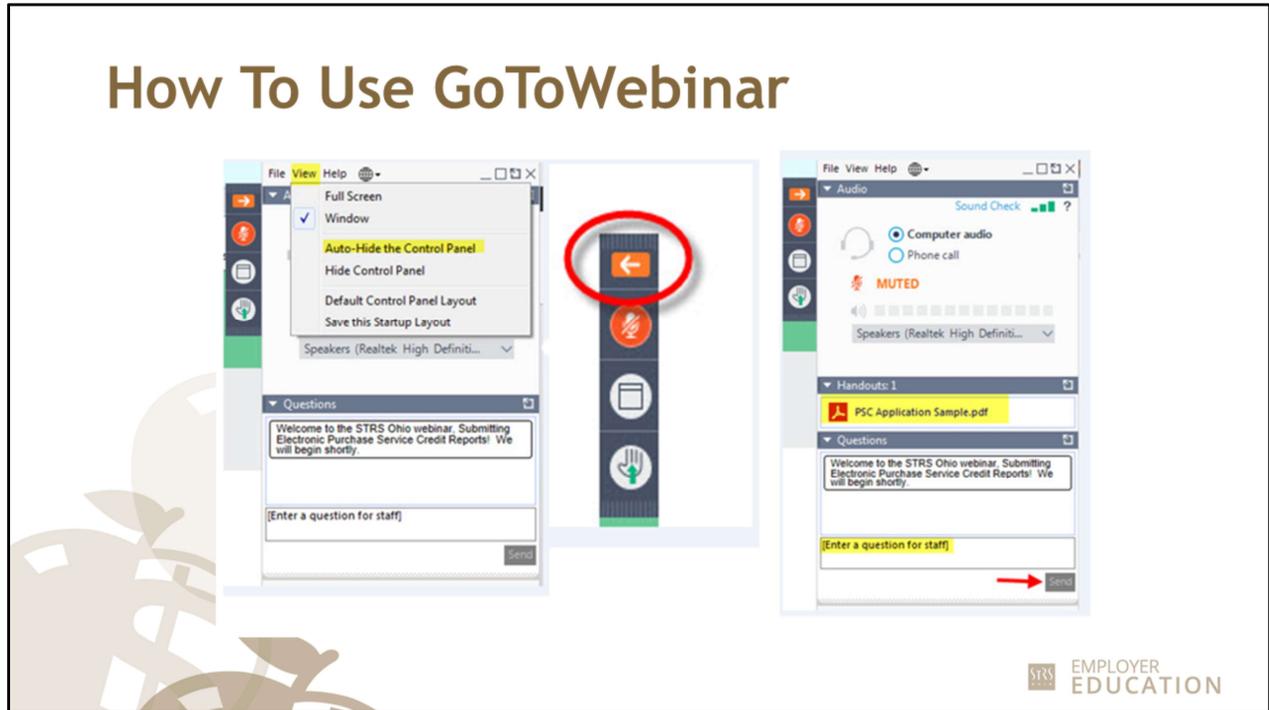
While some employer reporting topics need more thorough explanations, we will use these webinars to present quick 15–20 minute updates about the things you need to know right now.

You will still receive timely information via email and on the employer website, but we wanted to give you another opportunity to see what’s happening at STRS Ohio.

We offer these webinars quarterly to keep you informed of new processes, upcoming due dates and helpful resources you can use when you need to find information. We will address questions at the end of the webinar, so you have the option of staying for the question-and-answer period or logging off at that time.

Before we get started on today’s topic, we’d like to provide some navigation tips on the GoToWebinar control panel you see on your screen.

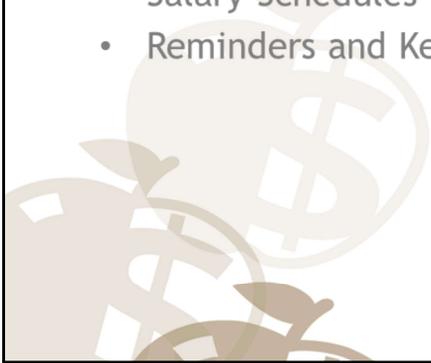
## How To Use GoToWebinar



- Your control panel will collapse automatically when not in use. To ensure your control panel stays visible, click “View” and uncheck the auto-hide control panel option as shown on the screenshot here.
- You can also use the orange arrow to open and close your control panel if you want to hide it at any time during the webinar.
- In the handout section, you will find a copy of today’s presentation for note taking, as well as any resources related to today’s topic.
- Finally, you may submit questions during the webinar by typing in the questions field of the control panel and clicking “Send.”
- Now that you are familiar with how to use GoToWebinar, let’s begin.

## Agenda

- Employment Verification Reports
- Working Remotely
- SSA-1945 Forms
- Salary Schedules
- Reminders and Key Dates



During today's webinar we will discuss:

- Employment verification reports and processing;
- Information about working remotely;
- Submitting SSA-1945 forms;
- Salary schedules; and
- Some reminders and key dates.

## Employment Verification Reports

- Inactive members who have reached age 72
- Complete employment verification reports in Employer Self Service (ESS)

**YES**

Still Working Calendar Year 2019  Y  N

Cancel Save Save & Submit

**NO**

Still Working Calendar Year 2019  Y  N

Last Day of Service

Last Day on Payroll

Contributions for Fiscal Year 2018-2019

Cancel Save Save & Submit

EMPLOYER EDUCATION

To comply with IRS regulations, STRS Ohio is required annually to identify members who have reached age 72 and are not actively employed in an STRS Ohio-covered position. As required by law, members meeting these criteria must withdraw their accounts or begin receiving a required minimum distribution as part of a monthly annuity.

Employment verification reports are requested the first week of December and are due by Dec. 31.

If you are asked to complete an employment verification report, log in to Employer Self Service (ESS) to access this report. Look under the Outstanding Reports section and click on “Employment Verification Reports.” You will need to complete each form listed in this section.

The first question on the report asks if the member is still working in the calendar year 2020. If the answer is yes, click the “Y” button for yes, then click “Save & Submit” to complete the form. Remember, only inactive members who are age 72 are required to take a minimum distribution or withdraw. If a member is still active, they may continue working.

If the answer is no, you will be asked to complete a few additional questions about the member’s last day of service, the last day on payroll and contributions for the fiscal year. Depending on when this is sent, the year may differ from what is pictured here. After completing this information, click “Save & Submit.”

A tutorial video is available on the employer website if you need additional assistance.

## Working Remotely

- Keep member data secure when logging in to Employer Self Service (ESS)
  - Virtual private network (VPN)
  - Password-protected network



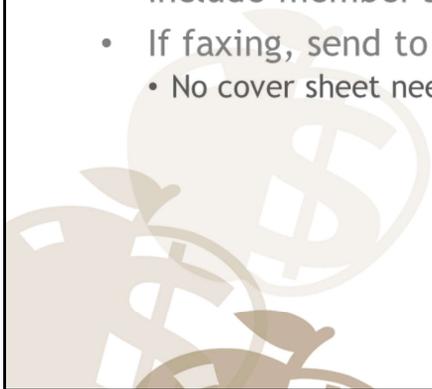
When you are logged in to Employer Self Service (ESS), you are accessing sensitive data about our members and your employees. Please do not log in when using public Wi-Fi connections such as those at coffee shops, airports, etc.

If possible, use a virtual private network (VPN) when logging in to ESS. Your IT department can assist you with more information about a secure connection to your school's private network.

At a minimum, please use a password-protected network.

## SSA-1945 Forms

- Preferred submission method is secure file upload
  - Instructions available in Publications section of STRS Ohio Employer Website
- Include member's full Social Security number
- If faxing, send to 614-744-3340
  - No cover sheet needed



When you have a new hire, one of the forms you are required to send to STRS Ohio is the Social Security Administration's SSA-1945 form. The most secure and preferred method is to scan and upload this form using secure file upload. Instructions on the submission process can be found on the STRS Ohio Employer Website in the Publications section under Instructions & Guidebooks.

Make sure the form is complete, including the member's full Social Security number and proper signature at the bottom.

If you are not able to use secure file upload, you can fax the form to 614-744-3340. This is a dedicated fax number for the SSA-1945 form only. You do not need to use a cover sheet when faxing these forms.

## Salary Schedules

- Requested by STRS Ohio on Feb. 1
- Send teacher salary schedule only
- Save in PDF format and send via secure file upload
- You may also fax to 614-223-8734



Each year STRS Ohio requires employers to submit salary schedules for the upcoming retirement processing season. In 2021, salary schedules will be requested on Feb. 1.

For K–12 employers, we need a copy of your teacher salary schedule. If your district’s supplemental contracts are also paid according to a schedule, submit that schedule as well.

If you do not use salary schedules, please provide the average salary increase applicable to all STRS Ohio contributing members for each of the requested fiscal years.

To send these to STRS Ohio, save your information in PDF format and submit through the secure file upload tool on the employer website. You can also fax a copy to 614-223-8734 if you are not able to use secure file upload. Be sure to include your four-digit STRS Ohio employer number on the top of the salary schedule.

This information is used when processing retirement reports to calculate a member’s final average salary. If we do not have a copy of your salary schedule, STRS Ohio will contact you and request it. Sending a copy now will reduce the number of questions we have during the busy time of the year.

## Key Dates

- **Oct. 23:** Employer detail listings were mailed
- **Dec. 31:** Employment verification reports due
- **Jan. 9:** No access to ESS or employer website using Internet Explorer
- **Feb. 1:** Salary schedules requested
- **July 1:** No checks accepted



Make note of the following key dates:

- Oct. 23: Employer detail listings were mailed.
- Dec. 31: All employment verification reports are due.
- Jan. 9: Internet Explorer will no longer be supported by STRS Ohio. This means you will not be able to access ESS or the employer website unless you use an updated browser such as Microsoft Edge or Google Chrome.
- Feb. 1: Salary schedules are requested from all STRS Ohio employers.
- July 1: STRS Ohio will no longer accept checks for member or employer contributions.

## Training Opportunities

Stay tuned – planning for the 2021 Employer Education calendar is underway



 EMPLOYER  
EDUCATION

Stay tuned for more information about education opportunities coming up in 2021. We are unsure if we will be able to hold any in-person workshops. For the time being, we are looking at holding all workshops virtually and will have a schedule to you as soon as possible.

## Next *Coffee Break*

- Mark your calendar: March 24, 2021; 10 a.m.
- Any additional questions?



STRS EMPLOYER  
EDUCATION

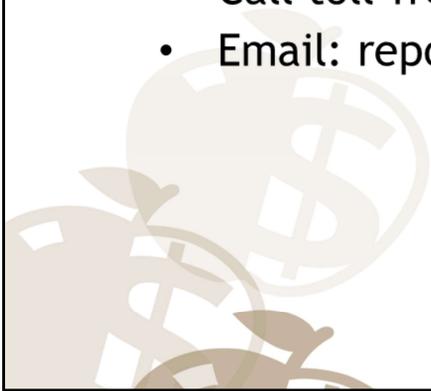
We hope you found this webinar helpful. Mark your calendars now for the next scheduled *Coffee Break* webinar on Wednesday, March 24, 2021; at 10 a.m.

If you have any additional questions, please send those in now. Patty and I will stay on the line for a few more minutes to answer your questions.

**Thank You!**

**Employer Reporting Department**

- Call toll-free: 888-535-4050
- Email: [report@strsoh.org](mailto:report@strsoh.org)

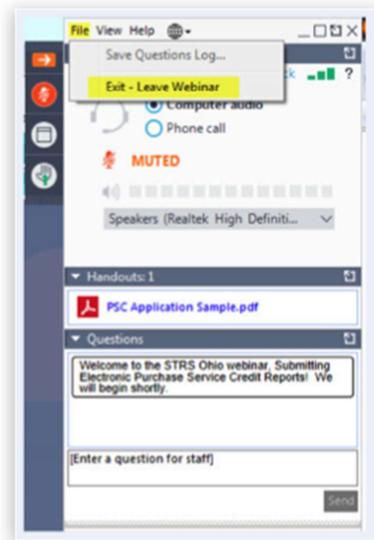


As always, if you have questions, please contact us by phone or email [report@strsoh.org](mailto:report@strsoh.org).

As you leave the webinar, an evaluation will pop up. Please take a minute to complete it. We appreciate your feedback.

## Exiting the Webinar

Click “File” on the control panel and select “Exit — Leave Webinar”



STRS EMPLOYER  
EDUCATION

Again, we will stay on the line for additional questions, but if you want to disconnect now, click on “File” in your control panel and select “Exit — Leave Webinar.”

Have a great day!