



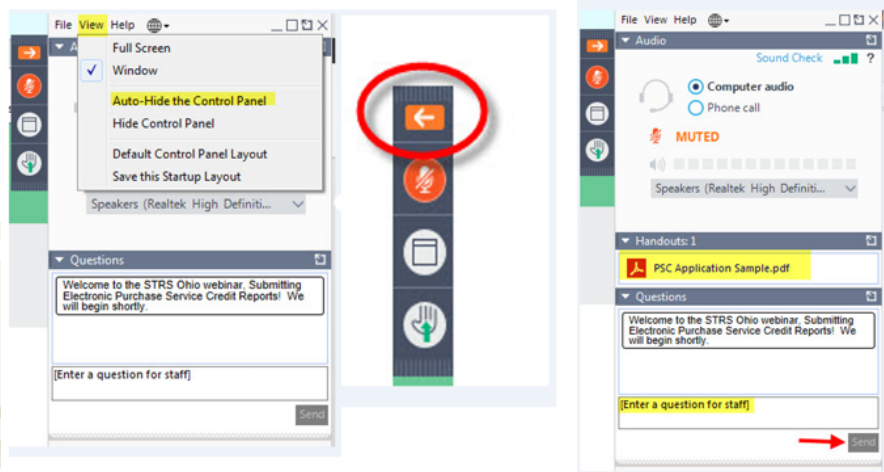
EMPLOYER
EDUCATION



Employer Self Service (ESS) Training

50-406b, 10/20/E

How To Use GoToWebinar



STRS EMPLOYER
EDUCATION

Agenda

- Review ESS applications
- Helpful information and tips for completing reports
- Live demonstrations of most frequently used applications
- Additional resources



Getting Started

- Logging in
- Password requirements
- Navigating ESS
- Home screen



Navigating Employer Reports

- Work report status
- Sorting
- Filtering
- Editing
- Printing



Service Credit Verification Reports

- Generated for part-time employees after annual report is submitted
- Due by mid-August
- Live demonstration



Accrued Verification Report

- Generated mid-September for any member whose accrued contributions in the annual report do not match accrued contributions in July and August payroll reports
- If you do not receive this report, great job!
- Due within two weeks of receipt (before end of September)
- Live demonstration



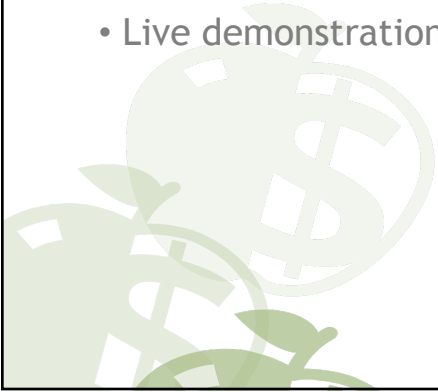
Retirement Reporting — Deposit and Service Reports

- Timing
- Tabs — reports to be completed, available for updates, submitted reports



Withdrawal Certifications

- Two types – member and reemployed retiree
- Tabs – reports to be completed, available for updates, submitted certifications
- Live demonstration



Pay Date Calendar

- Available in ESS in early April
- Due by first Friday in June
- Live demonstration



Employment Verification Report

- 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
- Employers are notified in early December if reports need to be completed
- Due by Dec. 31
- Live demonstration



Violation Period Certification

- Generated for members who return to public employment within the first two months following their retirement effective date
- Report earnings for months requested



Additional Tools

Payroll Report Summary

- Use July 1 as beginning date of fiscal year
- Interpreting the report
- Live demonstration

Employer Contacts

- Check periodically for accuracy
- Send updates to report@strsoh.org



Additional Tools

GASB Reports

- Who may need the reports (auditors)
- Where to access the reports

Estimated Payroll

- Only for employers participating in state foundation program
- Timing
- What information to provide



Direct Debit Payment

Setting Up Direct Debit

- Treasurer and main contact have access
- Timing of approval
- Live demonstration

Making Payments

- Timing of payments
- Two options — transactions or fixed amount



New Hire Notifications

- Submit for employees working in an STRS Ohio-covered position
- Due within 10 days of first date on payroll
- First date on payroll = first date actually worked
- Why needed for new members and existing members
- Send via secure file upload or enter in ESS
- SSA-1945 form



Reemployed Retiree Notifications

- Reemployed retirees are individuals who retired from one of the six Ohio pension systems and are returning to public employment
- First date of service after retirement = first date working in your school after their retirement effective date
- Additional requirements — public notice and public meeting



Available Resources

- Visit our website: www.strsoh.org/employer
 - ESS instructions and tutorials
 - Recorded webinars
- Call us: 888-535-4050 (toll-free)
- Email us: report@strsoh.org



Thank You!

- Additional questions?
- Certificates of completion
- Please complete the evaluation after exiting the webinar



Exiting the Webinar

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

