



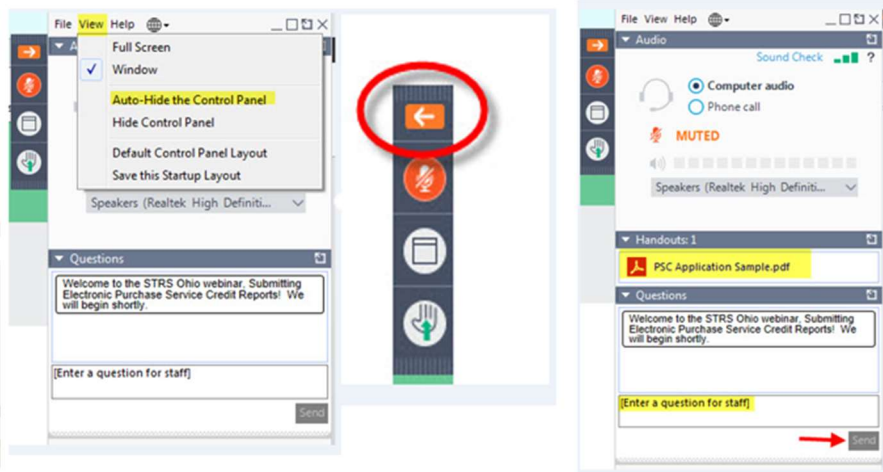
EMPLOYER EDUCATION



Employer Self Service (ESS) Training: Part 1

50-406c, 2/21/0

How To Use GoToWebinar



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 last Thursday in 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



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
- Join us: Part 2 on March 11



Thank You!

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



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

