

Section 2

New Hire Notification

The following instructions explain how to submit a new hire notification in ESS and view or print it after it has been submitted.

Submitting a New Hire Notification

Step 1

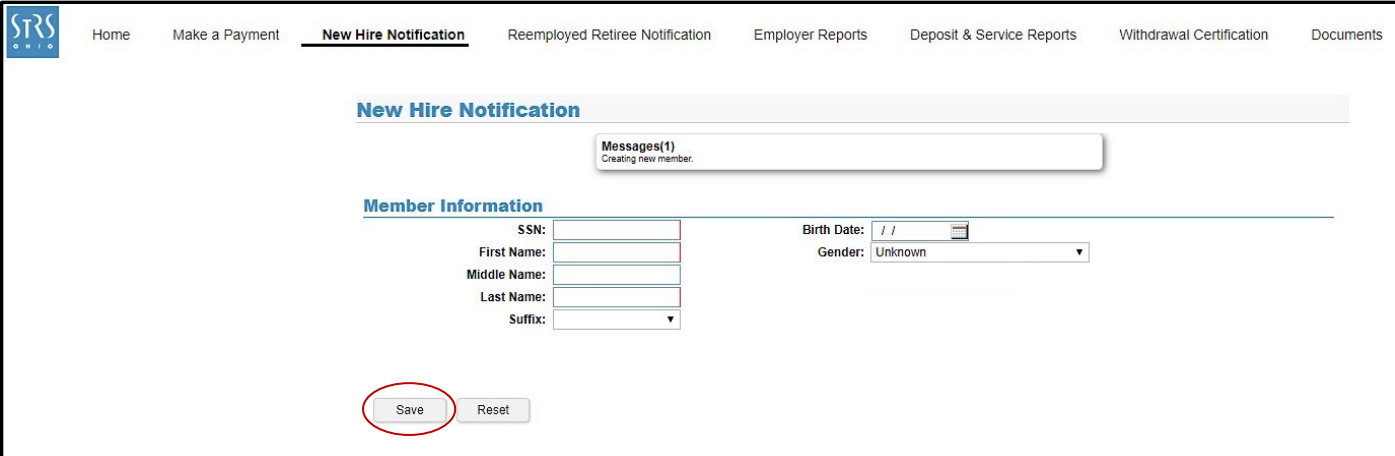
Click on “New Hire Notification” in the banner menu at the top of the home page. *(Screen not shown.)*

Step 2

Enter the following information for the member:

1. Social Security number (SSN)
2. First name
3. Last name
4. Birth date
5. Gender

Then click “Save.” The screen shown on the next page will appear.



The screenshot shows the 'New Hire Notification' form in the ESS system. The navigation menu at the top includes 'Home', 'Make a Payment', 'New Hire Notification' (which is the active page), 'Reemployed Retiree Notification', 'Employer Reports', 'Deposit & Service Reports', 'Withdrawal Certification', and 'Documents'. The main heading is 'New Hire Notification'. Below this is a 'Messages(1)' box containing the text 'Creating new member.'. The 'Member Information' section contains the following fields: 'SSN:' (text input), 'First Name:' (text input), 'Middle Name:' (text input), 'Last Name:' (text input), 'Suffix:' (dropdown menu), 'Birth Date:' (date picker), and 'Gender:' (dropdown menu with 'Unknown' selected). At the bottom of the form, there are two buttons: 'Save' and 'Reset'. The 'Save' button is circled in red.

Step 3a

If the member's information is already on file with STRS Ohio, some fields may be prepopulated. Prepopulated fields cannot be changed. The member must contact STRS Ohio if changes are needed.

1. Enter any missing information, such as phone numbers and a secondary email address.
2. Click "Save." The screen shown on the next page will appear.

Step 3b

If member information is not prepopulated, enter the following:

1. Street address
2. ZIP code. Then press "Enter" on your keyboard to automatically populate the city and county. If additional city/county options are listed, choose the correct city. (STRS Ohio does not currently track county.)
3. Phone numbers (optional)
4. Email addresses (primary is required; secondary is optional)

Click "Save." The screen shown on the next page will appear.

STRS OHIO

Home Make a Payment **New Hire Notification** Reemployed Retiree Notification Employer Reports Deposit & Service Reports Withdrawal Certification Documents

New Hire Notification

Messages(1)
Member has an active address.

Address

Address Type: Residence
Address Period: Feb 15, 2019 -
Address 1: 275 EAST BROAD ST
Address 2:
Address 3:
City: COLUMBUS
State: Ohio
County: FRANKLIN
Tip! Zip/Postal Code: 43215
Country: U.S. OF AMERICA
Home Phone:
Work Phone: 6142278659
Cell Phone:
Primary Email: wolfordt@strsoh.org
Secondary Email:
Ext 1:
Ext 2:

Save Reset

Tip! Once you insert the ZIP code, press "Enter" on your keyboard to automatically populate the city and county.

Step 4

1. Enter the first date the teacher worked.
2. College and university employers should click on the “ARP Eligible” box if the member is eligible for an alternative retirement plan. (This box will not appear for K–12 employers.)
3. Click “Save.”

The screenshot shows the STRS website's "New Hire Notification" page. The navigation menu includes Home, Make a Payment, **New Hire Notification**, Reemployed Retiree Notification, Employer Reports, Deposit & Service Reports, and Withdrawal Certification. A message box at the top right states "Messages(2): Address has been Standardized. Creating new employment record." The form contains a "First Date Worked:" field with a calendar icon, an "ARP Eligible:" checkbox, and "Save" and "Reset" buttons.

Step 5

1. A new hire notification document will appear on your screen. Click “Print” to print a copy for your records.
2. To start a new hire notification for another member, click “Add New Record.” If you are finished entering new hire notifications, click “Home” in the banner menu to return to the home page.

The screenshot shows the STRS website's "New Hire Notification" page after a record has been saved. The navigation menu includes Home, Make a Payment, **New Hire Notification**, Reemployed Retiree Notification, Employer Reports, Deposit & Service Reports, Withdrawal Certification, and Documents. A message box at the top right states "Messages(1): All the changes have been saved." Below the message box are "Add New Record" and "Print" buttons. A red arrow points to the "Add New Record" button, and a red circle highlights the "Print" button. The "Print" button is circled in red. The "Export" link is visible in the top right corner. The main content area displays the STRS logo and contact information: "STATE TEACHERS RETIREMENT SYSTEM OF OHIO", "275 East Broad Street Columbus, OH 43215-3774", "1-888-535-4050", and "www.stsoh.org/employer". Below this is the "New Hire Notification" document details:

Date Created:	02/15/2019
SSN:	010-93-2113
First Name:	TODD
Middle Name:	
Last Name:	TODD
Birth Date:	12/06/1984
Gender:	Male
Type:	Member
Address 1:	275 EAST BROAD ST
Address 2:	
Address 3:	
City:	COLUMBUS
State:	OH
Country:	US
Zip / Postal Code:	432150000

Viewing or Printing a Notification

If you forget to print a copy or you need to find a new hire notification at a later date:

1. Choose “Documents” from the banner menu at the top of any page.
2. A list of documents will appear. Find the notification you are looking for based on date created or document information. Then click on “New Hire\Reemployed Notification” in the Name column for that document.
3. A copy of the document will appear. Click “Print” to print a copy.

The screenshot shows the STRS Ohio website interface. At the top, there is a navigation menu with options: Home, Make a Payment, New Hire Notification, Reemployed Retiree Notification, Employer Reports, Deposit & Service Reports, Withdrawal Certification, and Documents. The 'Documents' menu item is highlighted. Below the menu, there is a 'Documents' section with a table listing documents. The table has columns for 'Date Create', 'Name', and 'Document Information'. One document is selected, with its name 'New Hire \ Reemployed Notification' circled in red. Below the table, a preview window titled 'Doc-Out' is open, showing a 'Print' button and a preview of the document. The document is a 'New Hire Notification' from the State Teachers Retirement System of Ohio. It includes the STRS logo and contact information for the system. The notification details are as follows:

New Hire Notification	
Date Created:	02/15/2019
SSN:	010-93-2113
First Name:	TODD
Middle Name:	
Last Name:	TODD
Birth Date:	12/06/1984
Gender:	Male
Type:	Member
Address 1:	275 EAST BROAD ST
Address 2:	
Address 3:	
City:	COLUMBUS
State:	OH
Country:	US
Zip / Postal Code:	432150000