## 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

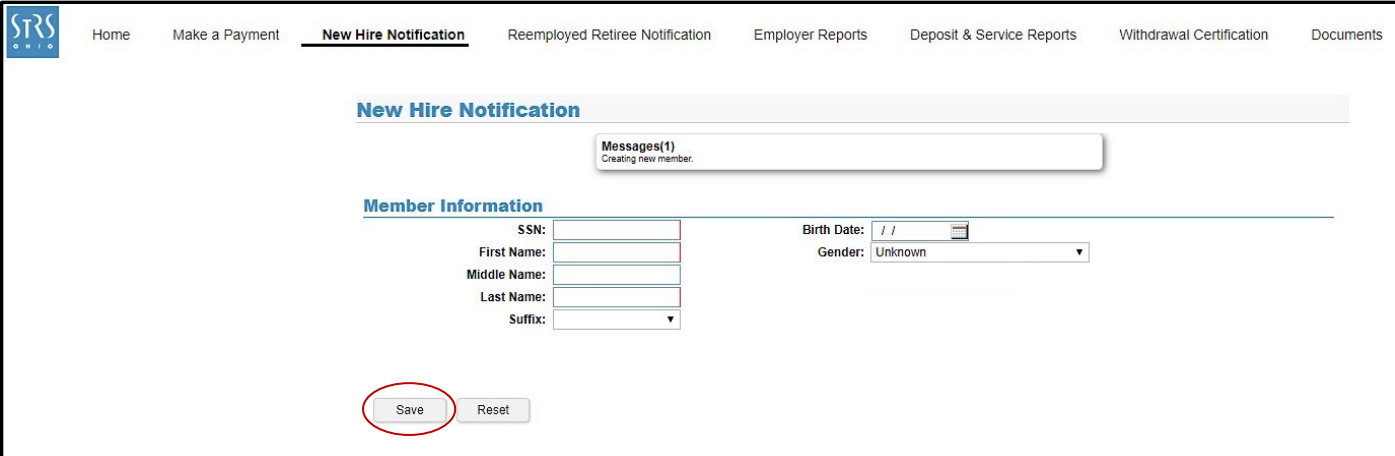### Step 1

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.

## 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.



*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."



## 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.

# 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.