Section 4
Navigating Employer Reports

The following instructions explain how to access, sort and print reports in the Employer Reports section of ESS.

Types of Reports

The Employer Reports section of ESS contains a variety of reports you can view and complete as needed:

- Payroll report (Section 5)
- Payroll adjustment (Section 6)
- Backposting (Section 7)
- Annual report (Section 8)

- Service credit verification report (Section 9)
- Accrued verification report (Section 10)
- Purchase service credit report (Section 11)
- Pay date calendar (Section 14)
- Violation period certification (Section 17)

Accessing Reports

To access a report from the home page:

1. Click on "Employer Reports" in the banner menu, or

2. Click on the report in the Outstanding Reports section.

The Employer Reports screen shown on the next page will appear.

| STRS OHIO | **Home** | Make a Payment | Payment History | New Hire Notification | Reemployed Retiree Notification | Employer Reports | Deposit & Service Reports | Withdrawal Certification |

Additional Tools
> Direct Debit Set Up
> Employer Contacts
> Employment Verification Reports
> Estimated Payroll
> GASB Reports
> Online Death Notification
> Pay Date Calendar
> Payroll Summary
> Pickup Plan Information
> Request Access
> Training Registration
> Violation Period Certification

Outstanding Reports

Report Type	Number of Reports
Service Credit Verification	1
Accrued Verification	1
Employment Verification Reports	3
Annual Reporting	1
Withdrawal Certification	2
Pay Date Calendar	1
Violation Period Certification	1

Current Obligations

Due Date	Description	Amount
09/12/2023	Payroll-reported contributions due	$515.78
09/13/2023	PSC employer cost-Kimberly K	$5,719.60
09/15/2023	Monthly PSC deductions due	$811.23
	Payment received - not yet applied	-$276.65

News & Alerts

3. The Employer Reports screen shows a list of work reports. Reports vary by status listed in the Report Status column:

- **Initial** — This means a report has been posted for the employer to review, edit and complete.

- **Submitted** — This means the employer has completed the report and submitted it to STRS Ohio for review and processing.

- **Complete** — This means STRS Ohio has reviewed the report and all processing has been completed.

Tip! *The Employer Reports screen automatically displays reports in initial status. To view all reports (initial, submitted and complete), change the Work Report Status to "All."*

Sorting Reports

Documents listed on the Employer Reports page vary by status. To find the report you're looking for, you can sort the list in ascending/descending order, by work report status or by report type.

Sort in Ascending/ Descending Order

1. Place the cursor over the column you want to sort by.

2. Click the drop-down arrow that appears next to the column or click the column heading.

3. Choose "Sort Ascending" or "Sort Descending" from the drop-down menu.

Tip! *Sort the Inserted Date column in ascending order to find the most recent reports first.*

Sort by Work Report Status

1. Click the down arrow in the "Work Report Status" field.

2. Select the status you want to search by. Once sorted, only reports in that status will appear.

Tip! *Sorting work reports by initial status is the quickest way to find reports ready to complete.*

Sort by Report Type

1. Place the cursor over the column you want to sort by. Then click the drop-down arrow that appears next to the column or click the column heading.

2. Select "Filters" from the drop-down menu.

3. Click the down arrow to choose the report type from the list that appears.

Printing Reports

You can print reports in the Employer Reports section of ESS.

Step 1

On the Employer Reports page:

1. Click on "Actions" in the Tools column for the report you want to print.

2. Select "Edit" from the drop-down menu.

The Work Report Editor screen shown below will appear.

Step 2

On the Work Report Editor screen:

1. Click on the "Tools" column heading.

2. Select "Reports" from the drop-down menu.

3. Click "View Work Report."

4. The report will appear. Click "Print" in the top left corner of the screen. *(Screen not shown.)*