

Section 5

Payroll Report

The following instructions explain how to submit a payroll report in ESS. **If you submit payroll reports through an Information Technology Center (ITC) or secure file upload, please disregard these instructions.**

Submitting a Payroll Report

Step 1

On the home page, click on “Employer Reports” in the banner menu. *(Screen not shown.)*

Step 2

To enter a payroll report, you will need to create a new work report. On the Employer Reports page:

1. Verify the Work Report Status field is “Initial.”
2. Click the down arrow on “New Report” and select “Work Report” from the drop-down menu.
3. The Generate Work Report screen shown on the next page will appear.

Tools	Inserted Date	Work Report T...	Report Status	Report Source...	Date Released	Pay Date	Trans Identifier	Trans #	Work Report Total
Actions	03/07/2018	Regular	Initial	Accrued Verifi...		06/30/2017	Work Report: Jul-2016	171271661	\$0.00
Actions	01/31/2018	Regular	Initial	PSC		12/31/2017	IPP Purchase : 2017-12	171195434	\$1,413.78
Actions	01/10/2017	Regular	Initial	Service Credit ...		06/30/2005	2004-05 Service Credit Verification	162015698	\$0.00

Tip! Payroll reports and contributions are due to STRS Ohio no later than five business days after the payroll date.

Step 3

1. In the Agreement Name column, click the box next to “Payroll” to indicate you want to create a payroll report.
2. If this is your school’s first payroll report, enter the first date of the payroll cycle in the Report Start Date column. If you have previously submitted payroll reports, the report start date should automatically populate based on your last payroll report.
3. Enter the pay date in the Pay Date column. This should be the date of your most recent payroll.
4. Click “Generate.” This will take you to the Work Report Editor screen shown on the next page.

The screenshot shows the STRS Ohio Employer Reports interface. A modal window titled "GenerateWorkReport" is open, displaying a table of report records. The table has the following columns: Agreement Name, Last Report Start Date, Report Start Date, Pay Date, Report Source, and Message. The "9599 Payroll" row is selected. Red arrows point to the "Generate" button (1), the checkbox for "9599 Payroll" (4), the "Report Start Date" field (2), and the "Pay Date" field (3). The "Generate" button is located at the bottom left of the dialog box. The "Report Start Date" field is empty, and the "Pay Date" field contains "08/31/2017".

Agreement Name	Last Report Start Date	Report Start Date	Pay Date	Report Source	Message
<input type="checkbox"/> Backpostings	10/27/2017	11/01/2008		Back Postings	
<input type="checkbox"/> Service Credit ...	10/27/2017	07/01/2017		Service Credit ...	
<input type="checkbox"/> Purchase Serv...	10/27/2017	09/01/2017		PSC	
<input checked="" type="checkbox"/> 9599 Payroll	10/27/2017	08/01/2017	08/31/2017	Payroll	
<input type="checkbox"/> 9599 Annual	10/27/2017			Annual	
<input type="checkbox"/> Accrued Verifi...	10/27/2017	07/01/2016		Accrued Verifi...	

Step 4

Each member's name, SSN and contribution amounts from the prior payroll report will appear.

1. If needed, edit the amount of contributions for the current payroll by clicking on the contribution field.
2. If contributions are accrued, enter "Y" for yes in the Accrued Indicator field (July and August payrolls only). Otherwise, leave this field blank. See **Tips!** on this page for details.
3. Review/edit each page of the report.
4. Review the "Report Totals" to ensure the amount matches the payment.
5. If you need to add new members or additional entries, go to **Step 5** on the next page.
6. When your payroll report is complete, click "Save." **You must save your report even if no changes were made.** You will automatically return to the Employer Reports page to submit the report.

Go to **Step 6**.

Work Report Editor

Save Apply Cancel

Employer: 9599 OHIO LOCAL SCHOOLS Work Report Type: Regular Report Period: 08/01/2017 - 08/31/2017 # of Participants: 15
Billing Location: OHIO LOCAL SCHOOLS Work Report Status: Initial Identifier: #012345678- Payroll : 201-8-3 # of Rows: 15
Report Source: Payroll Report Start Date: 08/01/2017 Pay Date: 08/31/2017 Billing Type: Contribution
Date Released: 08/15/2017 Trans#: #012345678 Agreement: 9599_Payroll_001
User Released: Batch No: 67860 Updated By: WOLFORDT

Summary Detail

Barg Unit Id: Exception Filter: Please Select

Add Member Delete Selected

Tools	Actions	SSN	Participant Name...	Report Stop Date	Report Type	Record Status	Pre tax employee contribution	After tax employee contribution	Accrued Indicator	Annual - Fiscal End / Backposting - Fiscal Start / Payroll - Fiscal End	Notes
		123-45-6229	TEACHER, K...	08/31/2017	Payroll Reporti...	Validated	\$12.6	\$0	Y		
		123-45-6789	LEWIS, TONY...	08/31/2017	Payroll Reporti...	Validated	\$1,484.76	\$0	Y		
		113-45-6787	ADOBE, ELI...	08/31/2017	Payroll Reporti...	Validated	\$387.65	\$0			
Page Totals							\$1,885.01	\$0			
Report Totals							\$1,885.01	\$0.00			

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1. Review contributions for each member's current pay.
2. Mark "Y" in the Accrued Indicator field if contributions are accrued.
3. Review all pages of the report.
4. Review report totals to ensure the amount matches your payment.

Accrued contributions are contributions on compensation earned by June 30 of the fiscal year, but not paid until after July 1 of the next fiscal year.

Tips!

- If you are reporting current year and accrued contributions on the same payroll report in July and August, you must have two entry lines for the member — one for current year contributions and one for accrued contributions. (See Step 5 on the next page to add a member to the report.)
- When you create a new payroll report, the accrued indicator will appear as it was entered on the prior report. Ensure the Accrued Indicator field is blank if contributions were earned and paid during the same fiscal year. For example, if your school year begins in late August, payrolls from September to June will not have accrued contributions so the Accrued Indicator field should be blank.

Step 5

To add a new member or additional entries to a payroll report:

1. Click "Add Member." This will create a new blank line in the report.
2. Enter the member's SSN or name in the corresponding column.
3. Press "Enter" on your keyboard for a search screen to pop up or the member's SSN/name to appear on the blank line.
4. Enter all required payroll information for the member. See Step 4 (previous page).
5. When you are finished adding additional entries, click "Save." You will automatically return to the Employer Reports page to submit the report.

Go to Step 6.

The screenshot shows the 'Work Report Editor' interface. At the top, there are buttons for 'Save', 'Apply', and 'Cancel'. Below that, a summary section displays various report details: Employer (9599 OHIO LOCAL SCHOOLS), Billing Location (OHIO LOCAL SCHOOLS), Report Source (Payroll), Date Released, User Released, Work Report Type (Regular), Work Report Status (Initial), Report Start Date (08/01/2017), Date Received (08/15/2017), Batch No (67860), Report Period (08/01/2017 - 08/31/2017), Identifier (#012345678- Payroll : 201-8-3), Pay Date (08/31/2017), Trans# (#012345678), Updated By (WOLFORDT), # of Participants (15), # of Rows (15), Billing Type (Contribution), and Agreement (9599_Payroll_001).

Below the summary, there are tabs for 'Summary' and 'Detail'. Under the 'Detail' tab, there are dropdown menus for 'Barg Unit Id' and 'Exception Filter'. A red circle highlights the 'Add Member' button, and a red arrow points to the 'Participant Name' column in the table below.

Tools	Actions	SSN	Participant Name	Report Stop Date	Report Type	Record Status	Pre tax employee contribution	After tax employee contribution	Accrued Indicator	Annual - Fiscal End / Backposting - Fiscal Start / Payroll - Fiscal End	Notes
	<input type="checkbox"/>			03/02/2018	Payroll Reporti...			\$0	\$0		
	<input type="checkbox"/>	123-45-6229	TEACHER, K...	08/31/2017	Payroll Reporti...	Validated	\$12.6	\$0	Y		
	<input type="checkbox"/>	123-45-6789	LEWIS, TONY...	08/31/2017	Payroll Reporti...	Validated	\$1,484.76	\$0	Y		
	<input type="checkbox"/>	113-45-6787	ADOBE, ELI...	08/31/2017	Payroll Reporti...	Validated	\$387.65	\$0			
Page Totals							\$1,885.01	\$0			
Report Totals							\$1,885.01	\$0.00			

At the bottom, there is a pagination control showing 'Page 1 of 2' and a refresh button.

Tip! You cannot add a new member to a payroll report until STRS Ohio has received notification of employment. Submit a new hire or reemployed retiree notification within 10 business days of the member's first date on payroll.

Step 6

Submit the payroll report.

After saving the report, you will automatically return to the Employer Reports page.

The report status of the payroll report will be listed as "Initial."

To submit the report:

1. Click on "Actions" in the Tools column for the payroll report. Then select "Submit" from the drop-down menu.
2. Click "Yes" to confirm you want to submit the report.
3. Then click "OK."

The screenshot shows the 'Employer Reports' page with a table of reports. The 'Tools' column for the first report has a dropdown menu open with 'Submit' circled in red. A 'Confirm' dialog box is open, asking 'Are you sure you want to submit this work report?' with 'Yes' circled in red. An 'Info' dialog box is also open, stating 'The selected work report was submitted successfully.' with 'OK' circled in red.

Tools	Inserted Date	Work Report T...	Report Status	Report Source	Date Released	Pay Date	Trans Identifier	Trans #	Work Report Total
Actions	10/27/2017	Regular	Initial	Payroll		08/31/2017	Work Report: Aug-2017	169668940	\$1,885.01

Tip! Once the report is submitted, it will disappear from your screen. To view submitted reports, change the Work Report Status field to "Submitted."