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

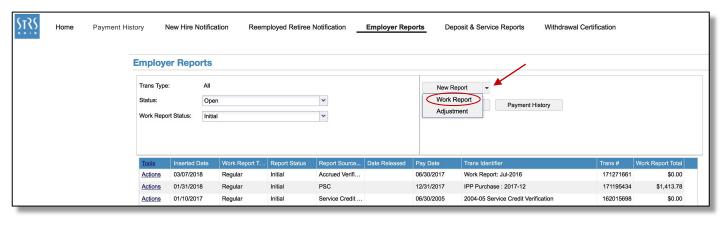
Step 1

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

Step 2

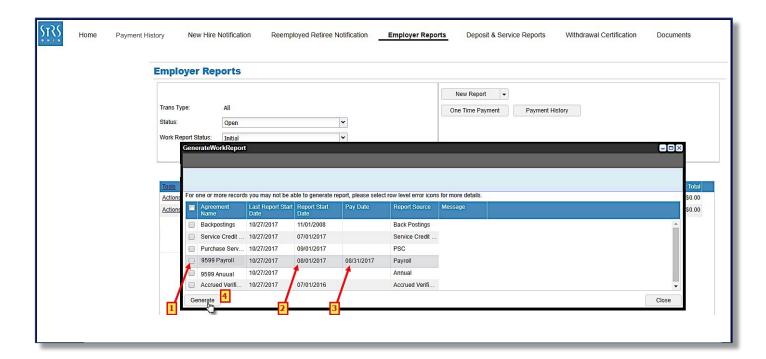
To enter a payroll report, you will need to create a new work report. On the Employer Reports page:

- 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.



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

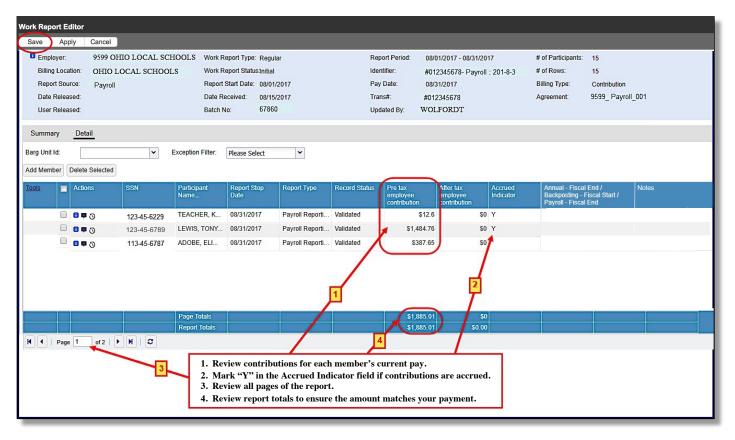
- 1. In the Agreement Name column, click the box next to "Payroll" to indicate you want to create a payroll report.
- 2. If this is your school's first payroll report, enter the first date of the payroll cycle in the Report Start Date column. If you have previously submitted payroll reports, the report 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.



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.
- 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.



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.

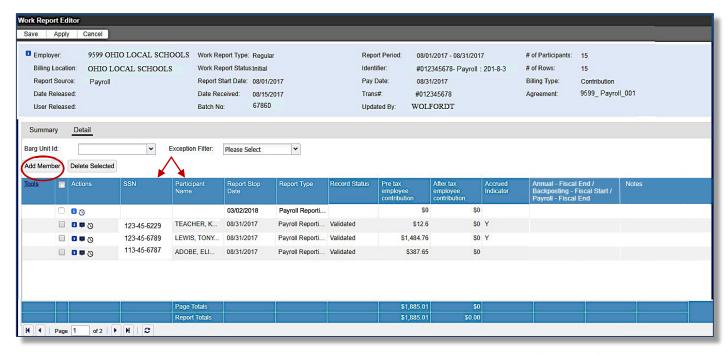
Tips!

- 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.

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.



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.

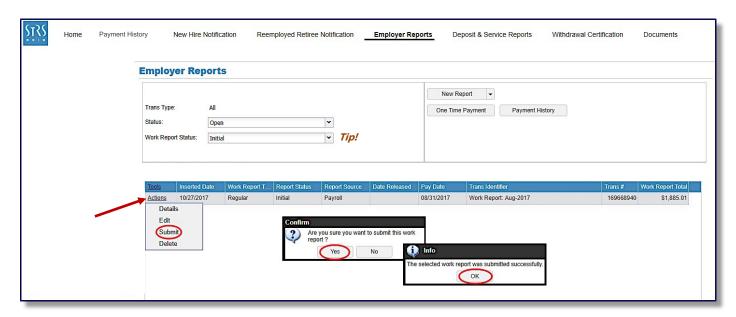
Submit the payroll report.

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."



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