

## Section 7

# Backposting

The following instructions explain how to correct previous year(s) contributions by submitting a backposting in ESS.

## Submitting a Backposting

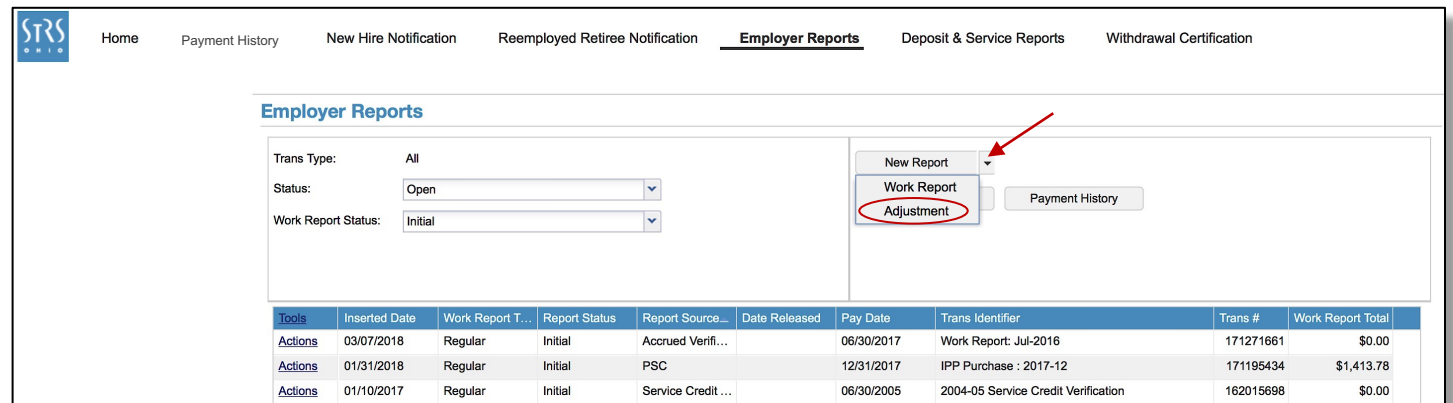
### Step 1

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

### Step 2

To enter a backposting, you will need to create a new adjustment. On the Employer Reports page:

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



The screenshot shows the ESS Employer Reports page. The navigation menu includes Home, Payment History, New Hire Notification, Reemployed Retiree Notification, **Employer Reports**, Deposit & Service Reports, and Withdrawal Certification. The main content area is titled "Employer Reports" and contains a form with the following fields:

- Trans Type: All
- Status: Open
- Work Report Status: Initial

On the right side of the form, there is a "New Report" dropdown menu with a red arrow pointing to it. The dropdown menu is open, showing "Work Report" and "Adjustment" (which is circled in red). A "Payment History" button is also visible.

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

### Step 3

1. In the Agreement Name column, click the box next to "Backpostings" to indicate you want to create a backposting.
2. Enter the report start date and pay date. These dates should be the same date the contributions were sent to STRS Ohio.
3. Click "Save." This will take you directly to the Adjustment screen shown on the next page.

The screenshot shows the STRS Ohio Employer Reports interface. At the top, there are navigation tabs: Home, Payment History, New Hire Notification, Reemployed Retiree Notification, **Employer Reports**, Deposit & Service Reports, and Withdrawal Certification. Below the tabs is the 'Employer Reports' section with filters for Trans Type (All), Status (All), and Work Report Status (Initial). There are buttons for 'New Report', 'One Time Payment', and 'Payment History'. A table with columns: Tools, Inserted Date, Work Report T..., Report Status, Report Source, Date Released, Pay Date, Trans Identifier, Trans #, and Work Report Total is visible. A 'Generate Adjustment Report' dialog box is open, showing a table with the following data:

Agreement Name	Report Start Date	Pay Date	Report Source	Date Received	Billing Type	Active	Message
<input type="checkbox"/> ARP	10/16/2017	10/16/2017	ARP	10/16/2017	Contribution	<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/> Backpostings	10/16/2017	10/16/2017	Back Postings	10/16/2017	Contribution	<input checked="" type="checkbox"/>	
<input type="checkbox"/> Service Credit ...	10/16/2017	10/16/2017	Service Credit ...	10/16/2017	Contribution	<input checked="" type="checkbox"/>	
<input type="checkbox"/> Purchase Serv.	10/16/2017	10/16/2017	PSC	10/16/2017	Contribution	<input checked="" type="checkbox"/>	
<input type="checkbox"/> 9599_Payroll_...	10/16/2017	10/16/2017	Payroll	10/16/2017	Contribution	<input checked="" type="checkbox"/>	
<input type="checkbox"/> Accrued Verifi..	10/16/2017	10/16/2017	Accrued Verifi..	10/16/2017	Contribution	<input checked="" type="checkbox"/>	

At the bottom of the dialog box, there is a 'Save' button and a 'Close' button. A red arrow points to the 'Save' button, and a red circle highlights the 'Backpostings' row in the table.

## Step 4

1. On the Adjustment screen, click "Add Members."
2. The "Mass Adjustment" screen will appear. On this screen, click "Add Members."
3. The Search window will appear. Enter the member's SSN or name in the search field at the top of the screen and click "Search."
4. The member's information will appear. Click on the member's SSN. This will add the member to the adjustment report.
5. Then click "X" in the upper right corner of the screen to close the window. You will return to the Mass Adjustment screen.

**Repeat actions 3 and 4 above to add additional members.**

The screenshot displays the 'Adjustment' software interface. The main window is titled 'Mass Adjustment' and contains several sections: 'Report Source: Payroll', 'Billing Location: OHIO LOCAL SCHOOLS', 'Work Report Status: Initial', 'Date Released', 'User Released', 'Agreement Name', 'Category Name: STRS', 'Start Date', 'Stop Date', and 'Show Dates'. Below these are 'Work Units' and 'Members' tables. A 'Search' window is open over the 'Members' table, showing a search field with '012-56-3434' and a 'Search' button. Red arrows and numbers 1-5 point to specific elements: 1 points to the 'Add Members' button in the 'Mass Adjustment' window; 2 points to the 'Add Members' button in the 'Members' table; 3 points to the 'SSN' column header in the 'Members' table; 4 points to the search field in the 'Search' window; 5 points to the 'X' button in the top right corner of the 'Search' window. A callout box with a red border contains the text: 'Refer to the instructions in Step 4 that correspond with the numbers on this screen.'

Tools	Pre tax employee contribution	After tax employee contribution	Annual Backpost Payroll
	\$0	\$0	
	\$0	\$0	

Tools	SSN	Participant Name
	012-56-3434	BUCKEYE, B

Tools	SSN	Sort Name	Birth Date
	012-56-3434	BUCKEYE, B	7/29/1979

## Step 5

Check to make sure the member(s) you added are listed in the Members section.

1. If you need to add additional members, repeat actions 2–5 on the previous page.
2. Click “Save” when finished.
3. Then click “OK.” You will return to the Adjustment screen shown on the next page.

The screenshot displays the 'Mass Adjustment' window with the following details:

- Buttons:** 'Save' (circled in red), 'Apply', and 'Cancel'.
- Form Fields:** Billing Location (empty), Agreement Name (Backpostings), Category Name (STRS), Work Report Status (Initial), Start Date (10/16/2017), Stop Date (10/16/2017), and Show Dates (checkbox).
- Work Units Table:**

Tools	Pre tax employee contribution	After tax employee contribution	Annual – Fiscal End / Backposting – Fiscal Start / Payroll – Fiscal End	Notes	Accrued Indicator
	\$0	\$0			
	\$0	\$0			
- Members Section:** Includes an 'Add Members' button and a table with columns for Tools, SSN, and Participant Name. One member is listed: BUCKEYE, B with SSN 012-56-3434.
- Success Message:** A black box with a white background contains the text 'Success' and 'Save was Successful.' with an 'OK' button (circled in red).

## Step 6

1. Enter the amount of the backposting in the Pretax Employee Contribution field.
2. If any additional service credit should be given, enter the percentage of service earned associated with this payment (e.g., 0.12).
3. Enter the fiscal year the compensation was earned. This is always the first year of the fiscal year (e.g., FY 2016–2017 is 2016).
4. Verify "Y" is marked in the Y = BPSRY field.
5. You must provide a brief explanation why the correction is needed in the Notes field.
6. Click "Save." You will automatically return to the Employer Reports page to submit the backposting.

Go to Step 7.

**Adjustment**

Save Apply Cancel

Emp 6 9599 OHIO LOCAL SCHOOLS    Work Report Type: Adjustment  
 Billing Location: OHIO LOCAL SCHOOLS    Work Report Status: Initial  
 Report Source: Back Postings    Report Start Date: 10/16/2017  
 Date Released:    Date Received: 10/16/2017  
 User Released:    Batch No:

Summary Detail

Barg Unit Id: BP - Backpostings    Exception Filter: Please Select

Delete Selected Add Members

Tools	Actions	SSN	Participant Name	Agreement Name	Report Type	Record Status	Pre tax employee contribution	After tax employee contribution	Service credit	Annual - Fiscal End / Backposting - Fiscal Start / Payroll - Fiscal End	Y = BPSRY	Notes
		012-56-3434	BUCKEYE, B	Backpostings	Backposting		\$120.2	\$0	0.00	2016	Y	Late time card
Page Totals							\$120.2	\$0				
Report Totals							\$0.00	\$0.00				

## Step 7

### Submit the backposting.

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

The report status of the backposting will be listed as "Initial." Please note that the work report total will be listed as \$0.00. (This is okay.)

To submit the backposting:

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

The screenshot shows the 'Employer Reports' page with a navigation bar at the top containing links for Home, Payment History, New Hire Notification, Reemployed Retiree Notification, **Employer Reports**, Deposit & Service Reports, Withdrawal Certification, and Documents. Below the navigation bar is a section titled 'Employer Reports' with filters for Trans Type (All), Status (Open), and Work Report Status (Initial). A 'Tip!' icon is present next to the Work Report Status filter. To the right of the filters are buttons for 'New Report', 'One Time Payment', and 'Payment History'. Below the filters is a table with the following data:

Tools	Inserted Date	Work Report T...	Report Status	Report Source	Date Released	Pay Date	Trans Identifier	Trans #	Work Report Total
Actions	10/10/2017	Regular	Initial	Payroll		07/14/2017	Work Report: Jul-2017	169119795	\$108,563.28
Actions	10/10/2017	Adjustment	Initial	Payroll		10/10/2017	Payroll : 2017-10-10 9599 Payroll_001 1691267...	169126753	\$0.00
Actions	06/15/2017	Regular	Initial	PSC		06/30/2017	IPP Purchase : 2017-06	168708108	\$0.00
Actions	09/27/2017	Regular	Initial	PSC		07/31/2017	IPP Purchase : 2017-07	169091741	\$312.53
Actions	10/16/2017	Adjustment	Initial	Back Postings		10/31/2017	BPSRY : 2017-10-16	169133741	\$0.00

A red circle highlights the 'Actions' link in the first row of the table. A red arrow points to the 'Submit' option in the dropdown menu that appears. A 'Confirm' dialog box is overlaid on the table, asking 'Are you sure you want to submit this work report?' with 'Yes' and 'No' buttons. The 'Yes' button is circled in red. An 'Info' dialog box is also overlaid, stating 'The selected work report was submitted successfully.' with an 'OK' button circled in red.

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