Section 7

Backposting

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

Submitting a Backposting

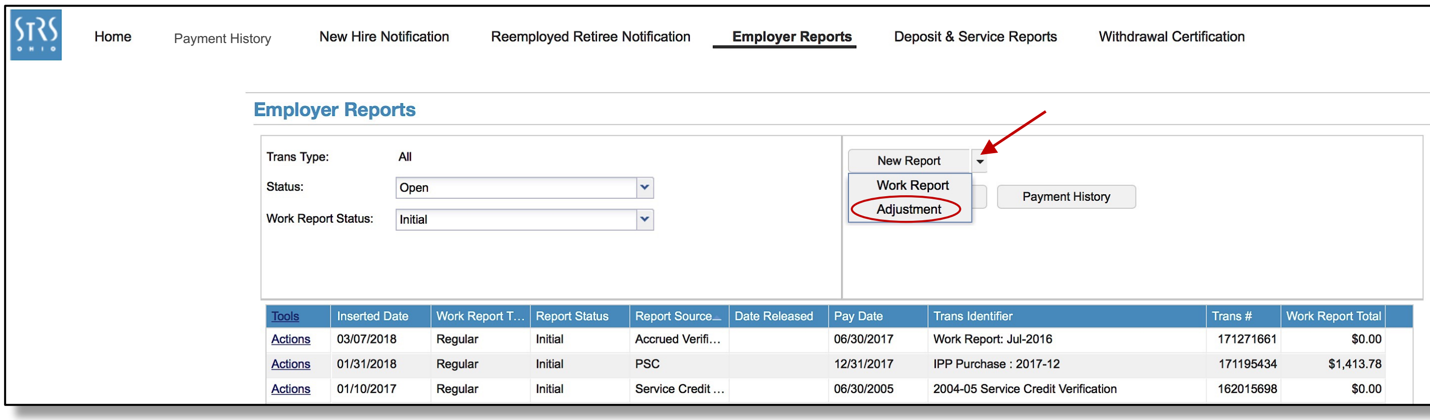
Step 1

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

Step 2

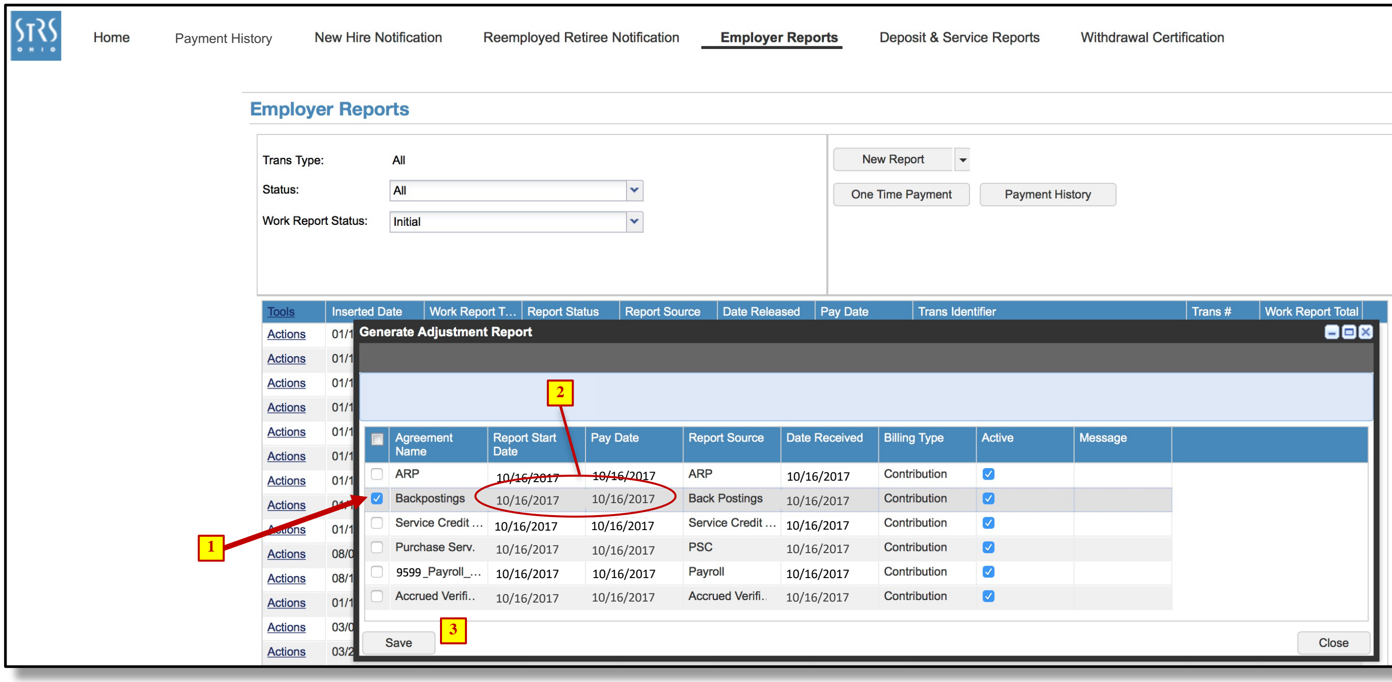
To enter a backposting, you will need to create a new adjustment. On the Employer Reports page:

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.



Step 3

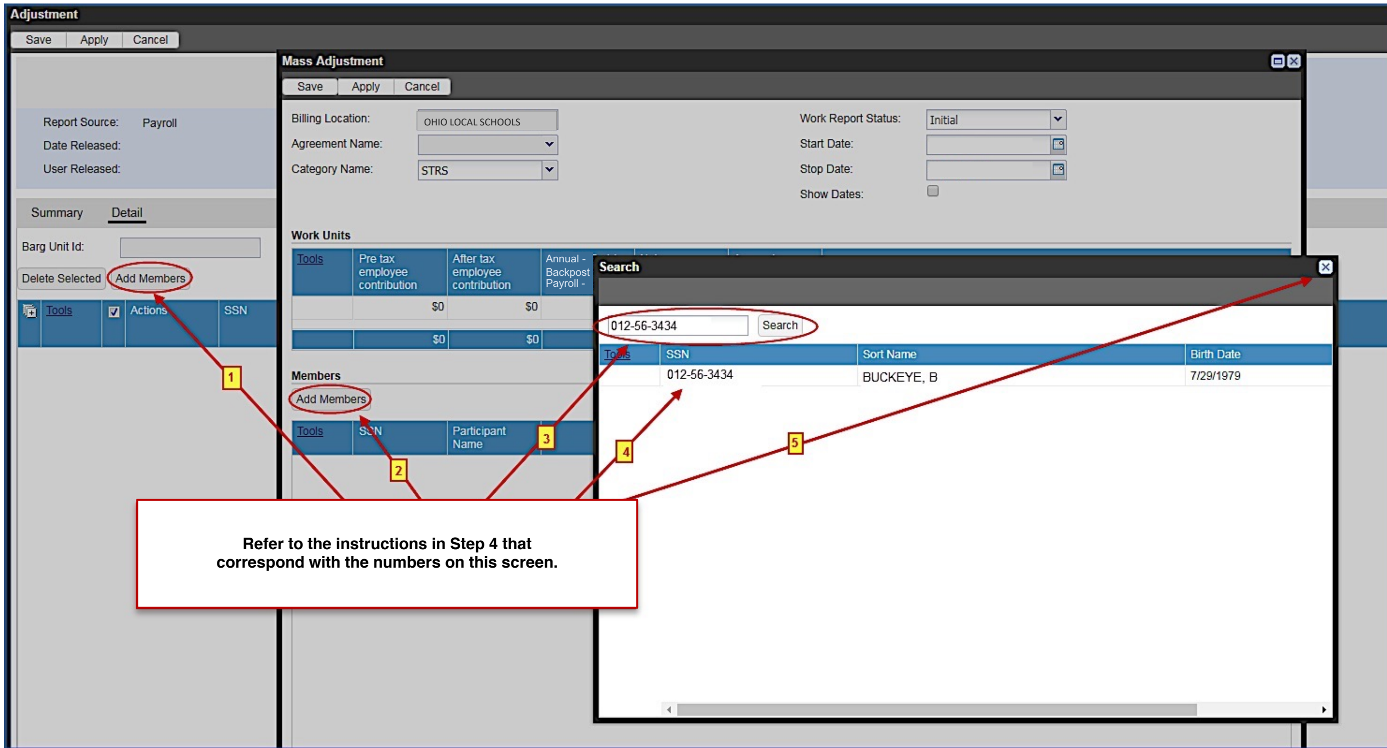
1. In the Agreement Name column, click the box next to “Backpostings” to indicate you want to create a backposting.
2. Enter the report start date and pay date. These dates should be the same date the contributions were sent to STRS Ohio.
3. Click “Save.” This will take you directly to the Adjustment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



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.

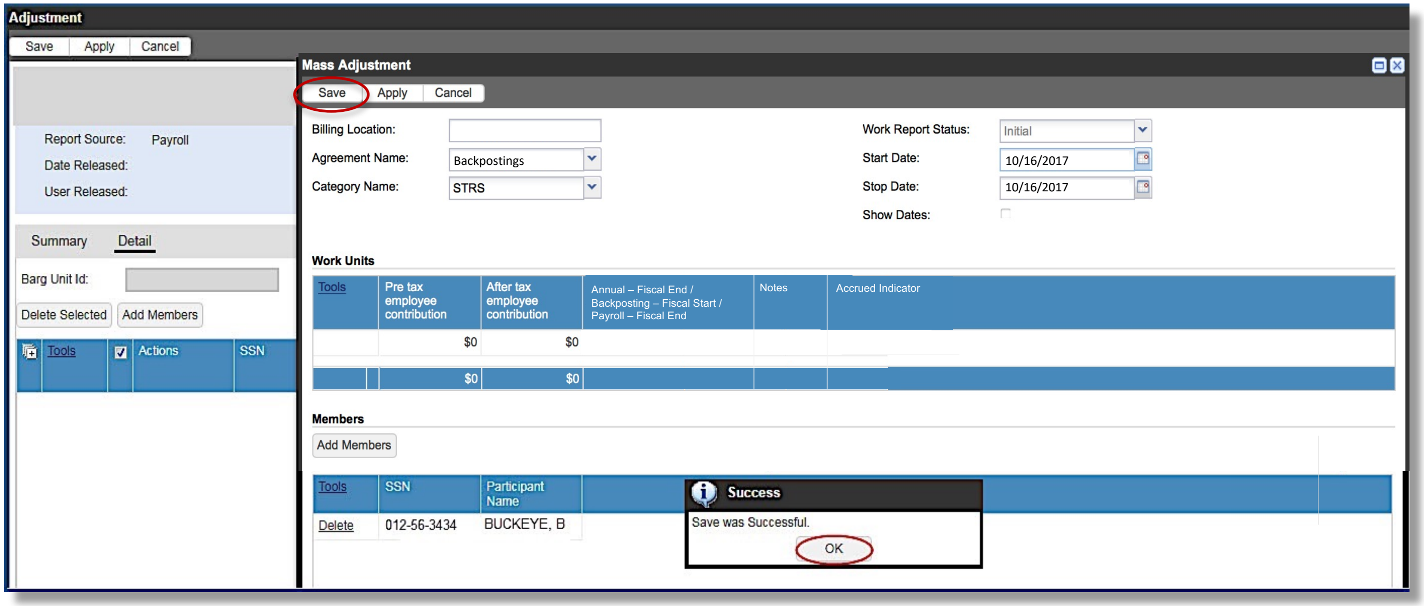
Repeat actions 3 and 4 above to add additional members.



Step 5

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

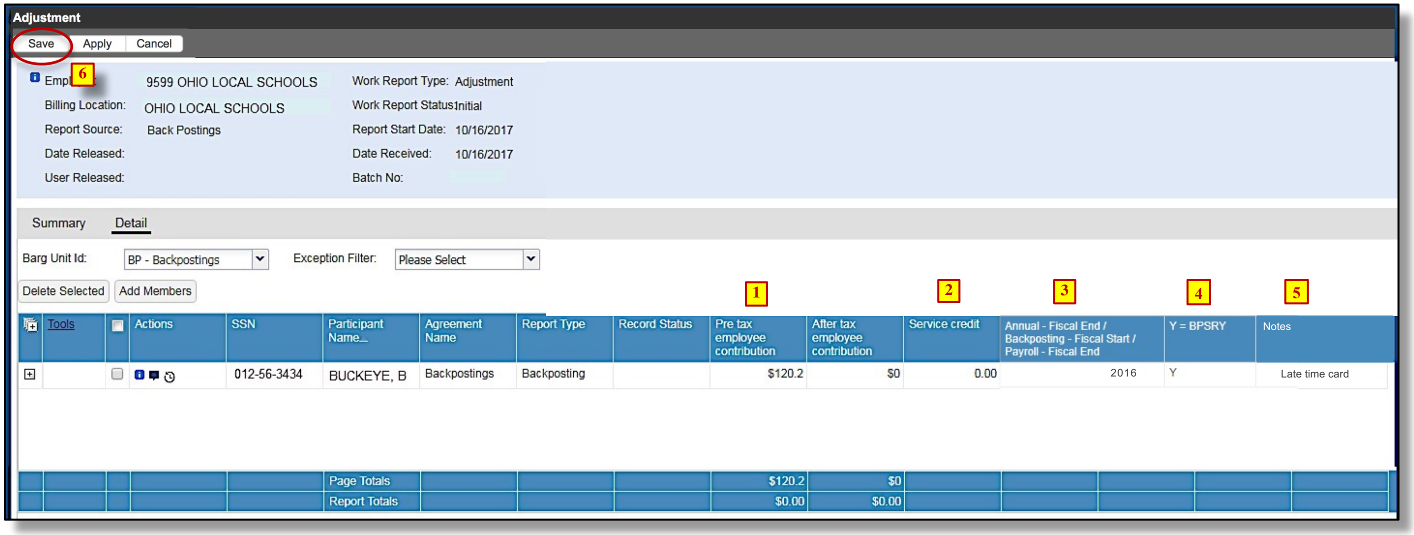
1. If you need to add additional members, repeat actions 2–5 on the previous page.
2. Click "Save" when finished.
3. Then click "OK." You will return to the Adjustment screen shown on the next page.



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.



Step 7

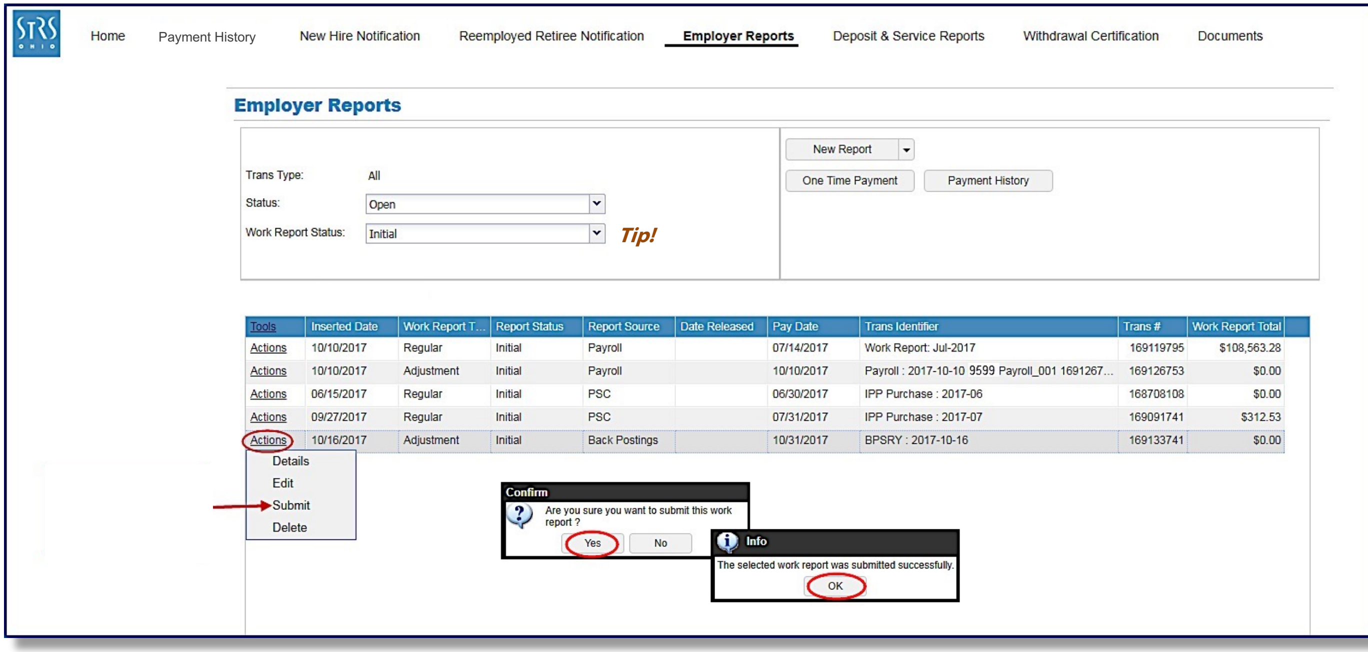
Submit the backposting.

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.”



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