Section 8
Annual Report

The following instructions explain how to submit your annual report in ESS. **If you submit your report through an Information Technology Center (ITC) or secure file upload, please disregard these instructions.** Annual reports are available in ESS on July 1. Comprehensive annual reporting instructions are available on the STRS Ohio Employer Website.
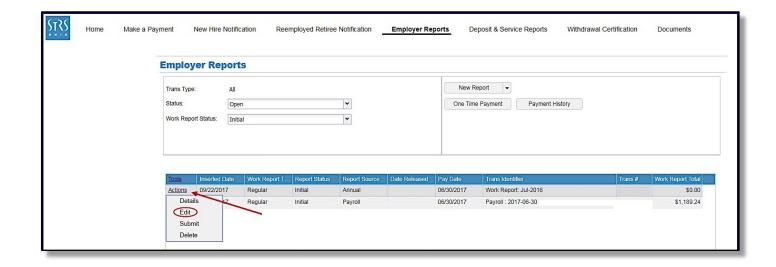
Submitting Your Annual Report

Step 1

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

Step 2

On the Employer Reports page:

1. Verify the Work Report Status field is "Initial."

2. Click on "Actions" in the row for the annual report and select "Edit" from the drop-down menu.

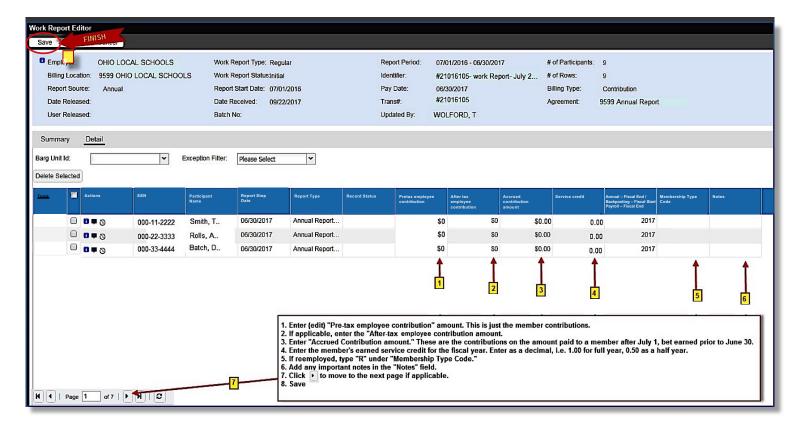3. The Work Report Editor screen shown on the next page will appear.

Step 3

The Work Report Editor screen displays each member's name and SSN. Enter the following information for each member:

1. Pretax employee contributions.

2. After-tax employee contributions (if applicable).

3. Accrued contributions (contributions earned by June 30 but not paid until July and August).

4. Service credit earned. (Enter service credit as a decimal, e.g., 1.00 for a full year or 0.50 for a half year. For reemployed retirees, enter 0.00.)

5. For membership type code, enter "R" if the member is reemployed. Leave this field blank for active members.

6. Include notes if needed.

7. If the report contains more than one page, click the page navigation arrow at the bottom of the screen to go to the next page.

8. Click "Save" when finished. You will automatically return to the Employer Reports page to submit the report.
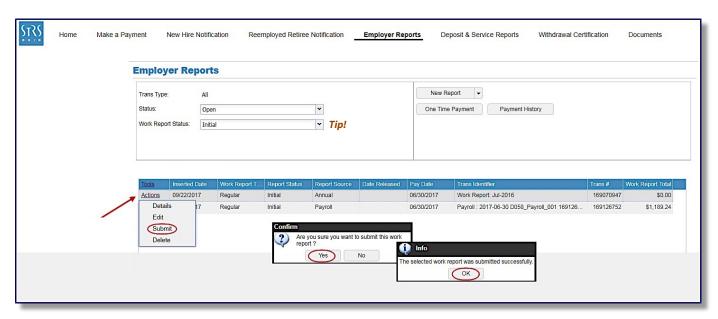
Go to Step 4.

Step 4

Submit the annual report.

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

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

To submit the report:

1. Click on "Actions" in the Tools column for the annual 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."*