

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.

The screenshot displays the 'Employer Reports' page. At the top, there is a navigation menu with the following items: Home, Make a Payment, New Hire Notification, Reemployed Retiree Notification, **Employer Reports**, Deposit & Service Reports, Withdrawal Certification, and Documents. Below the menu is a section titled 'Employer Reports' containing a form with the following fields: 'Trans Type' (set to All), 'Status' (set to Open), and 'Work Report Status' (set to Initial). To the right of these fields are buttons for 'New Report', 'One Time Payment', and 'Payment History'. Below the form 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	09/22/2017	Regular	Initial	Annual		06/30/2017	Work Report: Jul-2016		\$0.00
Details		Regular	Initial	Payroll		06/30/2017	Payroll : 2017-06-30		\$1,189.24

A red arrow points to the 'Edit' option in the 'Tools' dropdown menu for the first row.

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.

Work Report Editor

Save **FINISH**

Employer: OHIO LOCAL SCHOOLS Work Report Type: Regular Report Period: 07/01/2016 - 06/30/2017 # of Participants: 9
 Billing Location: 9599 OHIO LOCAL SCHOOLS Work Report Status: Initial Identifier: #21016105- work Report- July 2... # of Rows: 9
 Report Source: Annual Report Start Date: 07/01/2016 Pay Date: 06/30/2017 Billing Type: Contribution
 Date Released: Date Received: 09/22/2017 Trans#: #21016105 Agreement: 9599 Annual Report
 User Released: Batch No: Updated By: WOLFORD, T

Summary Detail

Barg Unit Id: Exception Filter:

Delete Selected

Tools	Actions	SSN	Participant Name	Report Stop Date	Report Type	Record Status	Pretax employee contribution	After tax employee contribution	Accrued contribution amount	Service credit	Annual - Fiscal End / Backposting - Fiscal Start / Payroll - Fiscal End	Membership Type Code	Notes
<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	000-11-2222	Smith, T..	06/30/2017	Annual Report...		\$0	\$0	\$0.00	0.00	2017		
<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	000-22-3333	Rolls, A..	06/30/2017	Annual Report...		\$0	\$0	\$0.00	0.00	2017		
<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	000-33-4444	Batch, D..	06/30/2017	Annual Report...		\$0	\$0	\$0.00	0.00	2017		

1. Enter (edit) "Pre-tax employee contribution" amount. This is just the member contributions.
 2. If applicable, enter the "After-tax employee contribution amount."
 3. Enter "Accrued Contribution amount." These are the contributions on the amount paid to a member after July 1, but earned prior to June 30.
 4. Enter the member's earned service credit for the fiscal year. Enter as a decimal, i.e. 1.00 for full year, 0.50 as a half year.
 5. If reemployed, type "R" under "Membership Type Code."
 6. Add any important notes in the "Notes" field.
 7. Click to move to the next page if applicable.
 8. Save

Page 1 of 7

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."

The screenshot shows the 'Employer Reports' page with a navigation bar at the top containing links for Home, Make a Payment, New Hire Notification, Reemployed Retiree Notification, **Employer Reports**, Deposit & Service Reports, Withdrawal Certification, and Documents. Below the navigation bar is the 'Employer Reports' section with filters for Trans Type (All), Status (Open), and Work Report Status (Initial). A 'Tip!' icon is visible next to the Work Report Status filter. To the right are buttons for 'New Report', 'One Time Payment', and 'Payment History'. Below the filters is 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. The table contains two rows. The first row has 'Actions' in the Tools column, which is highlighted with a red arrow. A dropdown menu is open for the 'Actions' cell, showing options: Details, Edit, **Submit** (circled in red), and Delete. 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.

Tools	Inserted Date	Work Report T...	Report Status	Report Source	Date Released	Pay Date	Trans Identifier	Trans #	Work Report Total
Actions	09/22/2017	Regular	Initial	Annual		06/30/2017	Work Report: Jul-2016	169070947	\$0.00
Details Edit Submit Delete	17	Regular	Initial	Payroll		06/30/2017	Payroll : 2017-06-30 D058_Payroll_001 169126...	169126752	\$1,189.24

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