

## Section 9

# Service Credit Verification Report

After your annual report is submitted, you may be asked to verify service credit for certain members. The following instructions explain how to submit a service credit verification report in ESS.

## Submitting a Service Credit Verification Report

Please note that Step 3 varies depending on the method you use to calculate service credit.

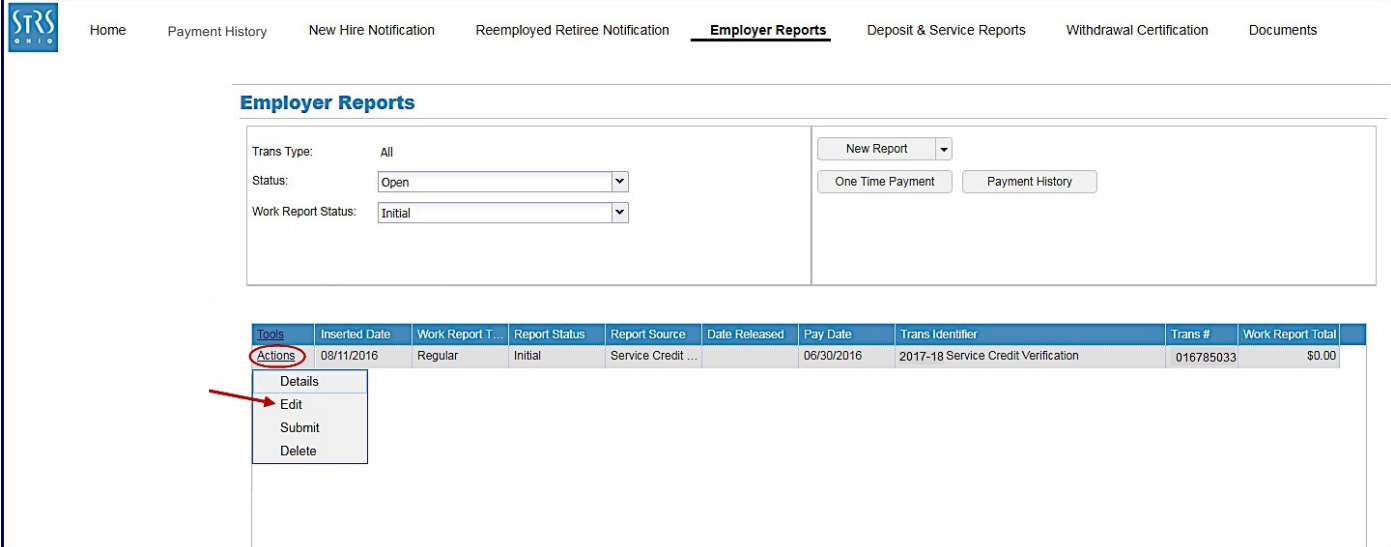
### Step 1

On the home page, click on “Employer Reports” in the banner menu or “Service Credit Verification” 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 service credit verification report and select “Edit” from the drop-down menu.
3. The screen shown on the next page will appear with a list of members whose service credit needs to be verified.



The screenshot displays the 'Employer Reports' page in the ESS system. The page has a navigation bar with links: Home, Payment History, New Hire Notification, Reemployed Retiree Notification, **Employer Reports**, Deposit & Service Reports, Withdrawal Certification, and Documents. Below the navigation bar is the 'Employer Reports' section, which includes a form with the following fields: Trans Type (All), Status (Open), and Work Report Status (Initial). To the right of the form are buttons for 'New Report', 'One Time Payment', and 'Payment History'. Below the form is a table with the following 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 one row with the following data: Tools (Actions), Inserted Date (08/11/2016), Work Report T... (Regular), Report Status (Initial), Report Source (Service Credit ...), Date Released (06/30/2016), Pay Date (2017-18 Service Credit Verification), Trans # (016785033), and Work Report Total (\$0.00). A red arrow points to the 'Actions' cell in the table, which has a dropdown menu open showing the options: Details, Edit, Submit, and Delete.

Tools	Inserted Date	Work Report T...	Report Status	Report Source	Date Released	Pay Date	Trans Identifier	Trans #	Work Report Total
Actions	08/11/2016	Regular	Initial	Service Credit ...	06/30/2016	2017-18 Service Credit Verification	016785033		\$0.00

## Step 3a — For Credit Calculated Using Days

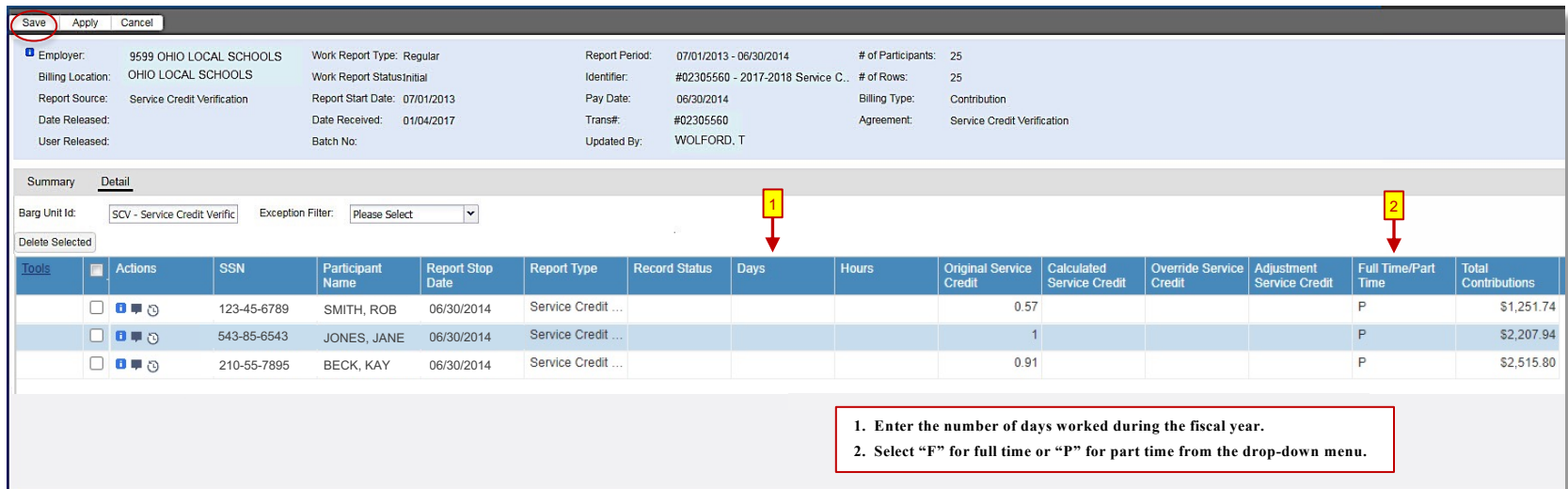
This step applies to **K-12 employers and colleges and universities** that use **days** to calculate service credit. If your college or university uses full-time equivalent (FTE) to calculate credit, go to Step 3b on the next page.

For each member, provide the number of days worked during the fiscal year and indicate work status (part time or full time based on STRS Ohio definitions). Please note that the service credit reported in the annual report will be listed for each member.

1. Click on the Days field to enter the number of days the member worked during the fiscal year.
2. Click on the Full Time/Part Time field and select "F" for full time or "P" for part time from the drop-down menu.
3. Click "Save" when you are finished entering data for each member. You will automatically return to the Employer Reports page to submit the report.

**Note:** If the report contains more than one page, be sure to complete all pages before submitting the report.

**Skip Step 3b and go to Step 4.**



Save Apply Cancel

Employer: 9599 OHIO LOCAL SCHOOLS Work Report Type: Regular Report Period: 07/01/2013 - 06/30/2014 # of Participants: 25  
Billing Location: OHIO LOCAL SCHOOLS Work Report Status: Initial Identifier: #02305560 - 2017-2018 Service C... # of Rows: 25  
Report Source: Service Credit Verification Report Start Date: 07/01/2013 Pay Date: 06/30/2014 Billing Type: Contribution  
Date Released: Date Received: 01/04/2017 Trans#: #02305560 Agreement: Service Credit Verification  
User Released: Batch No: Updated By: WOLFORD, T

Summary Detail

Barg Unit Id: SCV - Service Credit Verific Exception Filter: Please Select

Delete Selected

Tools	Actions	SSN	Participant Name	Report Stop Date	Report Type	Record Status	Days	Hours	Original Service Credit	Calculated Service Credit	Override Service Credit	Adjustment Service Credit	Full Time/Part Time	Total Contributions
	<input type="checkbox"/>	123-45-6789	SMITH, ROB	06/30/2014	Service Credit ...				0.57				P	\$1,251.74
	<input type="checkbox"/>	543-85-6543	JONES, JANE	06/30/2014	Service Credit ...				1				P	\$2,207.94
	<input type="checkbox"/>	210-55-7895	BECK, KAY	06/30/2014	Service Credit ...				0.91				P	\$2,515.80

1. Enter the number of days worked during the fiscal year.  
2. Select "F" for full time or "P" for part time from the drop-down menu.

## Step 3b — For Credit Calculated Using FTE

This step applies **only to colleges and universities** that use **full-time equivalent (FTE)** to calculate service credit. If you use days to calculate credit, go to Step 3a on the previous page.

For each member, provide the **percentage** of FTE for each semester worked and indicate work status (part time or full time based on STRS Ohio definitions). Please note that the service credit reported in the annual report will be listed for each member.

1. Click on the Summer FTE, Fall FTE and/or Spring FTE field to enter the percentage of FTE for each semester worked. For example, if a professor was 50% FTE in the fall, enter "50" in the Fall FTE field for that member.
2. Click on the Full Time/Part Time field and select "F" for full time or "P" for part time from the drop-down menu.
3. Click "Save" when you are finished entering data for each member. You will automatically return to the Employer Reports page to submit the report.

**Note:** If the report contains more than one page, be sure to complete all pages before submitting the report.

Go to Step 4.

The screenshot shows a web application interface for entering service credit data. At the top, there are buttons for 'Save', 'Apply', and 'Cancel'. Below this is a summary section with fields for Employer, Billing Location, Report Source, Date Released, User Released, Work Report Type, Work Report Status, Report Start Date, Date Received, Batch No., Report Period, Identifier, Pay Date, Trans#, Updated By, # of Participants, # of Rows, Billing Type, and Agreement. The main section is a table with columns: Tools, Actions, SSN, Participant Name, Report Stop Date, Report Type, Record Status, Days, Hours, Summer FTE, Fall FTE, Spring FTE, Original Service Credit, Calculated Service Credit, Override Service Credit, Adjustment Service Credit, Full Time/Part Time, Total Contributions, and Category Name. The table contains four rows of data for participants BUCK, B, ALPINE, T, MORE, M, and MOON, A. Red annotations highlight the 'Fall FTE' and 'Full Time/Part Time' columns. A red box at the bottom contains the following instructions:

1. Enter the percentage of FTE for each session (e.g., enter 50 for 50%).
2. Select "F" for full time or "P" for part time from the drop-down menu.

## Step 4

*Submit the service credit verification report.*

After saving the service credit verification report, you will automatically return to the Employer Reports page.

The report status of the service credit verification report will be listed as "Initial."

To submit the report:

1. Click on "Actions" in the Tools column for the service credit verification 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, Payment History, New Hire Notification, Reemployed Retiree Notification, **Employer Reports**, Deposit & Service Reports, Withdrawal Certification, and Documents. Below the navigation bar, there are 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, there 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 first row of data shows an 'Initial' report. A red arrow points to the 'Actions' dropdown menu in the Tools column, which contains options for Details, Edit, Submit, 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. Below the 'Confirm' dialog is an 'Info' dialog box 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."