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.

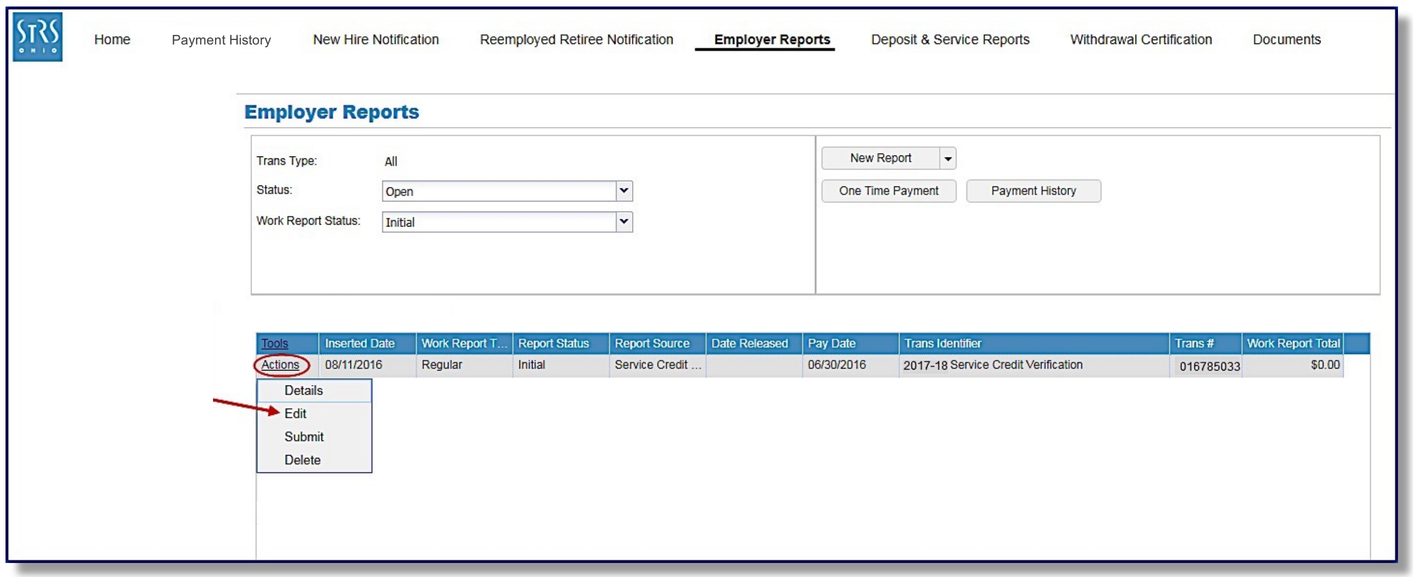
Step 1

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.



Step 3a — For Credit Calculated Using Days

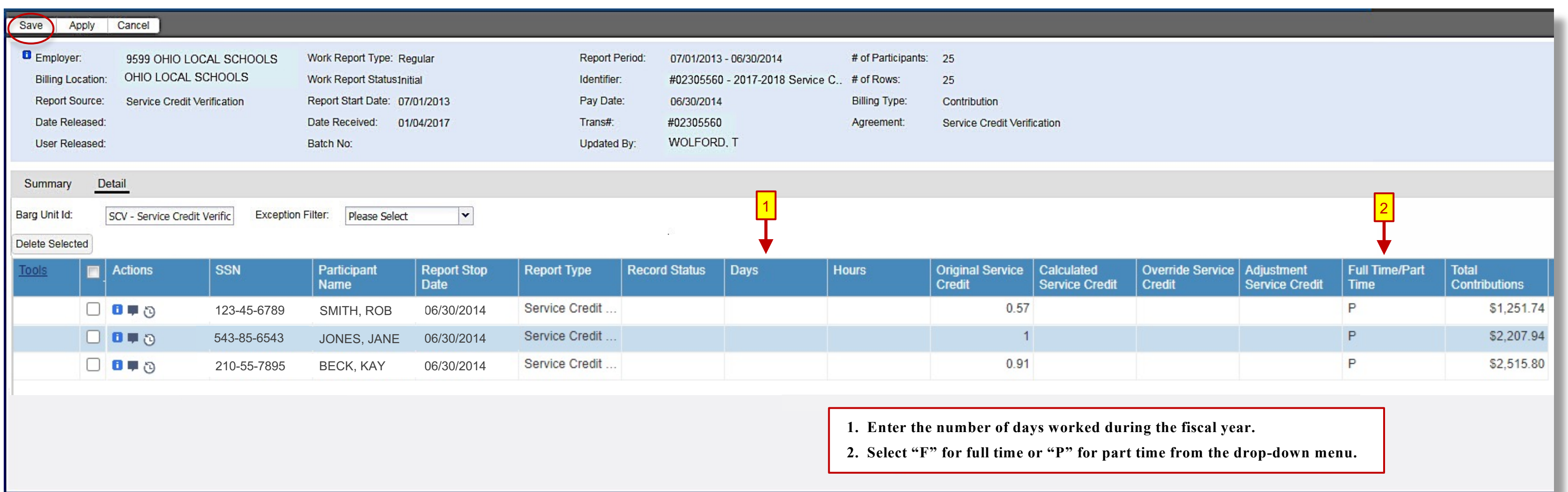
This step applies to ***K–12 employers and colleges and universities*** *that use* ***days*** *to calculate service credit. If your college or university uses full-time equivalent (FTE) to calculate credit, go to Step 3b on the next page.*

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.



Step 3b — For Credit Calculated Using FTE

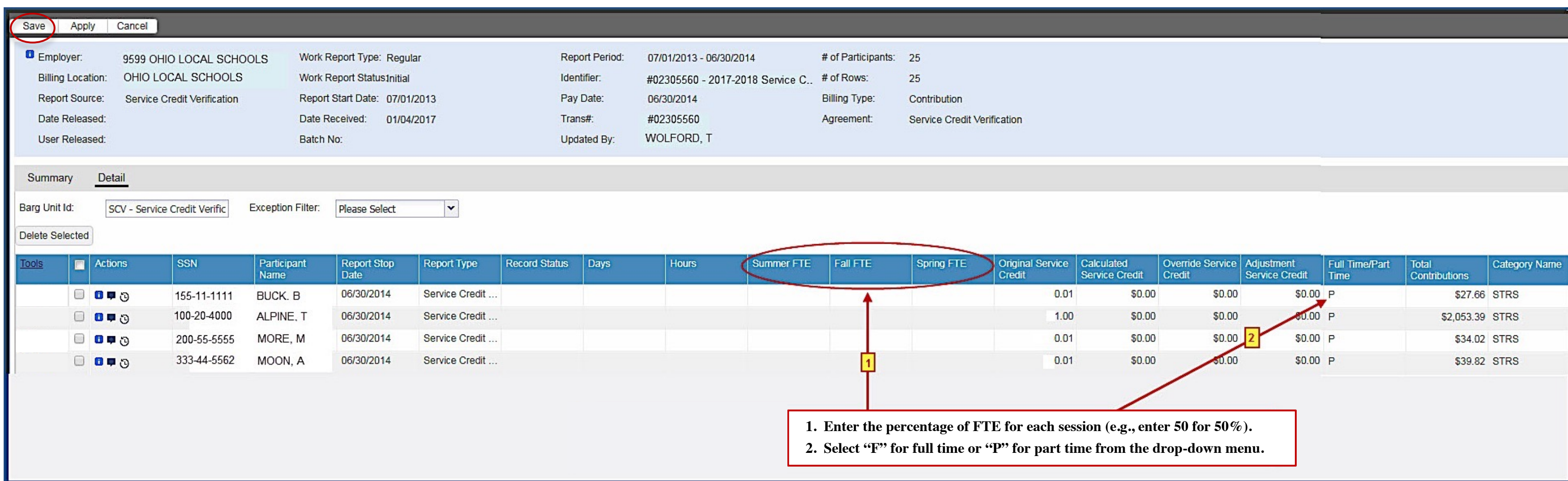
*This step applies **only to colleges and universities** that use **full-time equivalent (FTE)** to calculate service credit. If you use days to calculate credit, go to Step 3a on the previous page.*

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.



Step 4

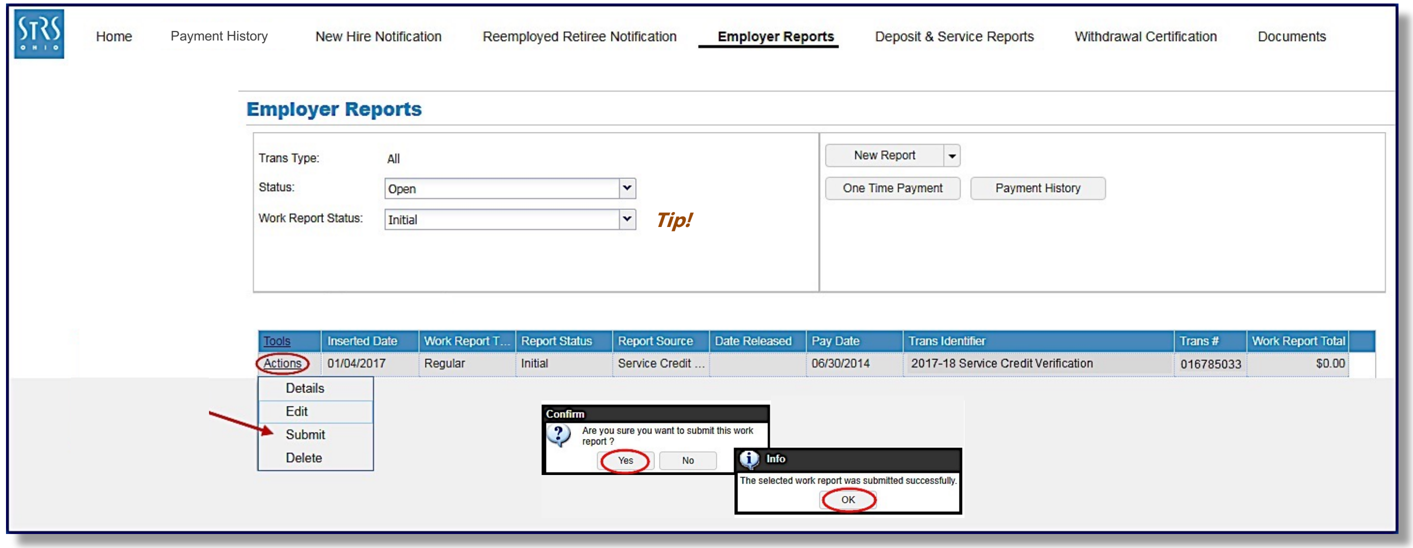
Submit the service credit verification report.

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.”



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