

Section 10

Accrued Verification Report

After your annual report and summer payrolls have been processed, you may be asked to verify accrued contributions for certain members. The following instructions explain how to submit an accrued verification report in ESS.

Submitting an Accrued Verification Report

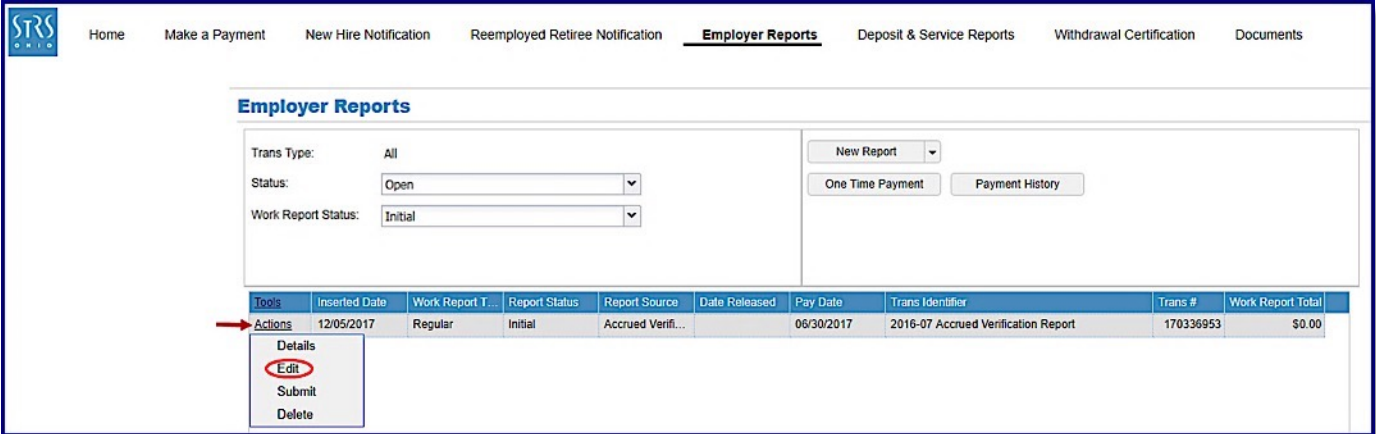
Step 1

On the home page, click on “Employer Reports” in the banner menu or “Accrued 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 accrued verification 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 in the ESS system. The page features a navigation menu at the top with options like 'Home', 'Make a Payment', 'New Hire Notification', 'Reemployed Retiree Notification', 'Employer Reports' (which is the active page), 'Deposit & Service Reports', 'Withdrawal Certification', and 'Documents'. Below the navigation, there is a section titled 'Employer Reports' with a form for creating or editing reports. The form includes fields for 'Trans Type' (set to 'All'), 'Status' (set to 'Open'), and 'Work Report Status' (set to '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 columns: 'Tools', 'Inserted Date', 'Work Report T...', 'Report Status', 'Report Source', 'Date Released', 'Pay Date', 'Trans Identifier', 'Trans #', and 'Work Report Total'. A red arrow points to the 'Actions' column of the first row in the table. A dropdown menu is open under 'Actions', showing options: 'Details', 'Edit' (which is circled in red), 'Submit', and 'Delete'.

Tools	Inserted Date	Work Report T...	Report Status	Report Source	Date Released	Pay Date	Trans Identifier	Trans #	Work Report Total
Actions	12/05/2017	Regular	Initial	Accrued Verif...		06/30/2017	2016-07 Accrued Verification Report	170336953	\$0.00

Step 3

The Work Report Editor screen displays individual member accounts with accrued contributions that need to be verified. For each member:

1. Review and compare accrued contributions for payroll and the annual report.
2. Click the drop-down menu in the Verification Indicator field to select the correct amount (payroll, annual or neither).
3. If “Neither” is selected in the Verification Indicator field, enter the correct amount of accrued contributions in the Notes field.
4. Click “Save” when finished verifying accrued contributions for each member listed in the report. You will automatically return to the Employer Reports page to submit the report.

Go to Step 4.

Work Report Editor

Save Apply Cancel

Employer: Ohio Local Schools Work Report Type: Regular Report Period: 07/01/2016 - 06/30/2017 # of Participants: 1039
 Billing Location: Work Report Status: Initial Identifier: 176846896 - 2016-07 Accrued V... # of Rows: 1039
 Report Source: Accrued Verification Report Start Date: 07/01/2016 Pay Date: 06/30/2017 Billing Type: Contribution
 Date Released: Date Received: Trans#: Agreement: Accrued Verification Report
 User Released: Batch No: Updated By: DBO

Summary **Detail**

Barg Unit Id: ARV - Accrued Verification Exception Filter: Please Select

Add Member Delete Selected

Tools	Actions	SSN	Participant Name...	Report Stop Date	Report Type	Record Status	Accrued Payroll Pre Tax	Accrued Payroll After Tax	Annual Report Accrued Amount	Verification Indicator	Annual - Fiscal End / Backposting - Fiscal Start / Payroll - Fiscal End	Notes
			Smith, S	06/30/2017	Accrued Verifi...	Validated	\$725.06	\$0.00	\$0.00	Payroll	2017	STRS
			Jones, R	06/30/2017	Accrued Verifi...	Validated	\$710.82	\$0.00	\$975.06	Annual	2017	STRS
			Baker, T	06/30/2017	Accrued Verifi...	Validated	\$0.00	\$0.00	\$45.50	Neither	2017	STRS
			Brown, A	06/30/2017	Accrued Verifi...	Validated	\$580.60	\$0.00	\$793.68		2017	STRS
			Thompson, J	06/30/2017	Accrued Verifi...	Validated	\$710.82	\$0.00	\$975.06		2017	STRS
			Willis, K	06/30/2017	Accrued Verifi...	Validated	\$185.05	\$0.00	\$475.98		2017	STRS
			Arms, T	06/30/2017	Accrued Verifi...	Validated	\$497.52	\$0.00	\$692.59		2017	STRS
			Brooks, B	06/30/2017	Accrued Verifi...	Validated	\$0.00	\$0.00	\$623.34		2017	STRS
			Brooks, L	06/30/2017	Accrued Verifi...	Validated	\$171.64	\$0.00	\$874.41		2017	STRS
			Gordon, P	06/30/2017	Accrued Verifi...	Validated	\$424.18	\$0.00	\$648.94		2017	STRS
			Rogers, C	06/30/2017	Accrued Verifi...	Validated	\$412.84	\$0.00	\$0.00		2017	STRS
			Date, C	06/30/2017	Accrued Verifi...	Validated	\$645.04	\$0.00	\$0.00		2017	STRS
			Andrews, B	06/30/2017	Accrued Verifi...	Validated	\$445.94	\$0.00	\$0.00		2017	STRS
			Times, N	06/30/2017	Accrued Verifi...	Validated	\$412.84	\$0.00	\$0.00		2017	STRS
			Jones, B	06/30/2017	Accrued Verifi...	Validated	\$456.94	\$0.00	\$0.00		2017	STRS
			Frost, J	06/30/2017	Accrued Verifi...	Validated	\$412.84	\$0.00	\$0.00		2017	STRS
Page Totals							\$11,369.16	\$0.00	\$10,455.98			
Report Totals							\$594,398.82	\$0.00	\$740,100.37			

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Step 4

Submit the accrued verification report.

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

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

To submit the report:

1. Click on "Actions" in the Tools column for the accrued 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. The main content area has a filter section with 'Trans Type: All', 'Status: Open', and 'Work Report Status: Initial'. A 'Tip!' icon is next to the status dropdown. 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 one row with 'Initial' status. A red arrow points to the 'Actions' dropdown menu. A 'Confirm' dialog box is open with 'Yes' selected, and an 'Info' dialog box shows a success message.

Tools	Inserted Date	Work Report T...	Report Status	Report Source	Date Released	Pay Date	Trans Identifier	Trans #	Work Report Total
Actions	10/10/2017	Regular	Initial	Accrued Verifi...		06/30/2017	Work Report: Jul-2016	170336953	\$0.00

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