Section 11

Purchase Service Credit Report

The following instructions explain how to submit a purchase service credit (PSC) report in ESS. If a member is purchasing service credit through payroll deduction, STRS Ohio will notify you via email when a PSC report is ready to complete. These reports are available in ESS by the 20th of each month.

Submitting a Purchase Service Credit Report

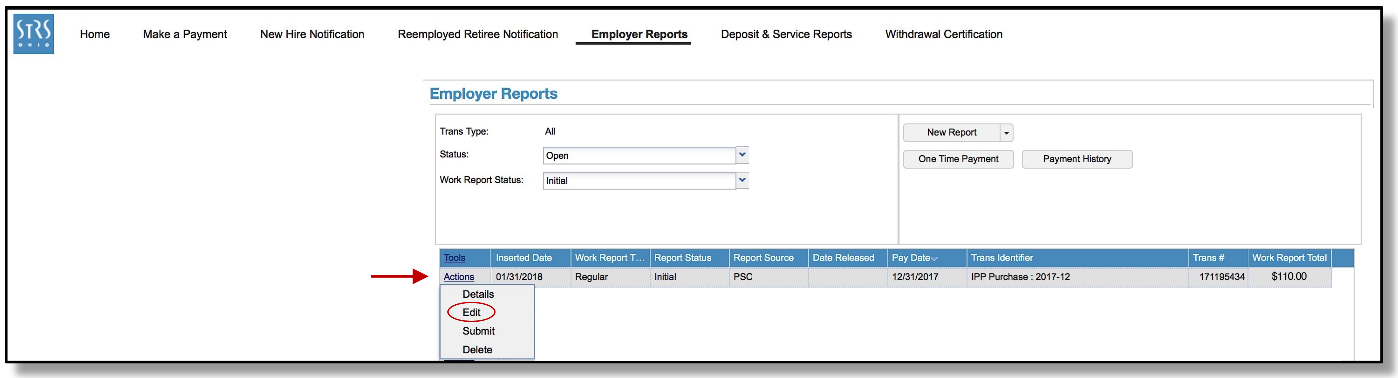
Step 1

On the home page, click on “Employer Reports” in the banner menu or “Purchase Service Credit” 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 PSC report and select “Edit” from the drop-down menu.
3. The screen shown on the next page will appear with a list of all members currently participating in payroll deduction.



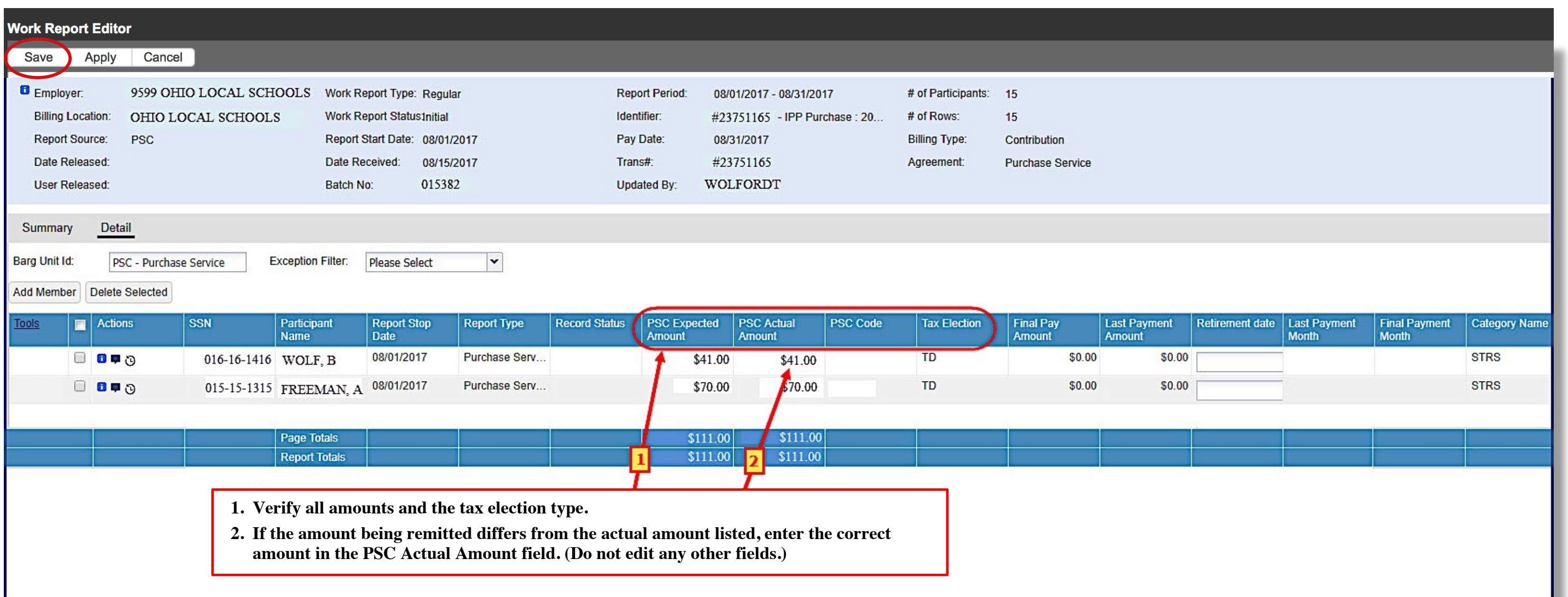
Step 3

All members currently participating in payroll deduction will be listed on this screen.

1. For each member, review the amounts in the following columns:
   - PSC Expected Amount — This is the amount STRS Ohio expects to receive.
   - PSC Actual Amount — This is the actual amount being remitted.
   - Tax Election — "TD" indicates the amount is tax-deferred/pretax; "PT" indicates the amount is post-tax/after-tax.
2. If the amount being remitted is different than the actual amount listed, click on the PSC Actual Amount field to enter the correct amount.

If you need to add members to the report, go to Step 4.

If you are finished, click "Save." You will automatically return to the Employer Reports page to submit the report. **Go to Step 5.**



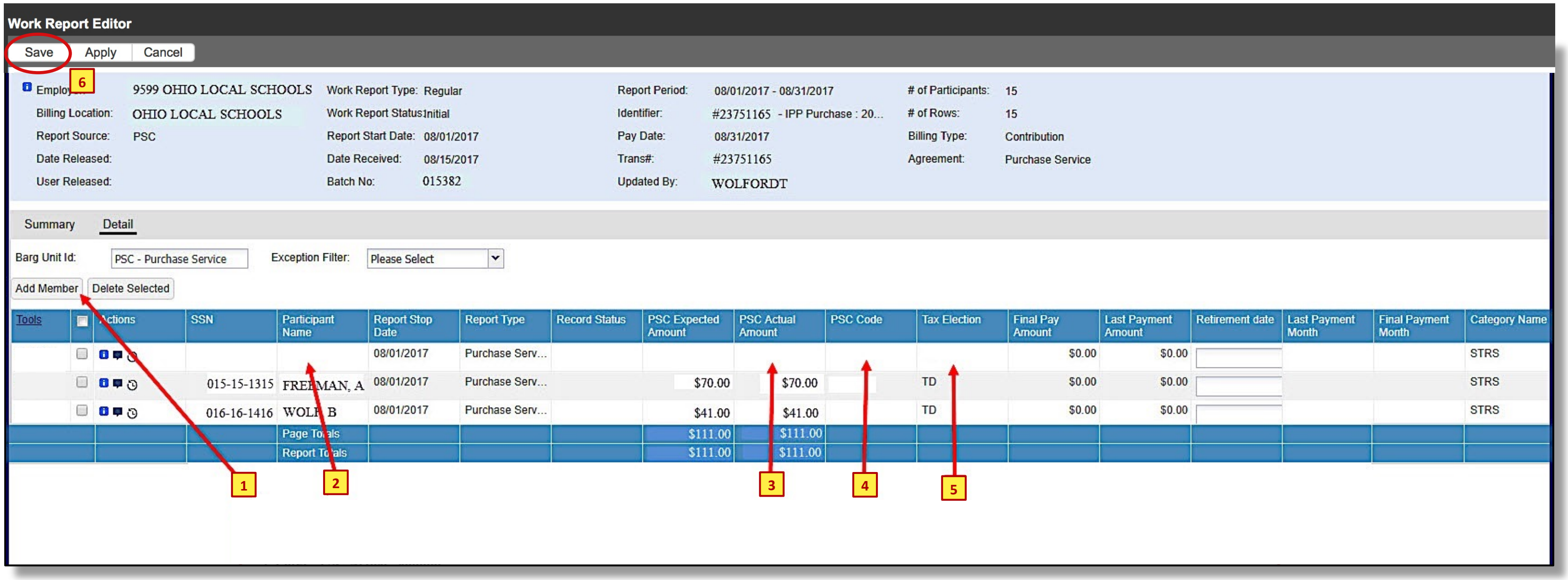
***Tip!** Be sure to verify all information. If needed, correct the "PSC Actual Amount" before submitting the report. If other information is incorrect, please contact STRS Ohio to make corrections.*

Step 4

To add a member to a PSC report:

1. Click on the “Add Member” button. This will create a new blank line in the report.
2. Enter the member’s SSN or name. Then press “Enter” on your keyboard for a search screen to pop up or the member’s SSN/name to appear on the blank line.
3. Enter the actual amount being remitted in the PSC Actual Amount field.
4. Enter the PSC code. This reference number can be found in the bottom left corner of the paper agreement the member received from STRS Ohio.
5. In the Tax Election field, enter “TD” if the amount is tax-deferred/pretax or ”PT” if the amount is post-tax/after-tax.
6. Click “Save” when finished. You will automatically return to the Employer Reports page to submit the report.

Go to Step 5.



Step 5

Submit the PSC report.

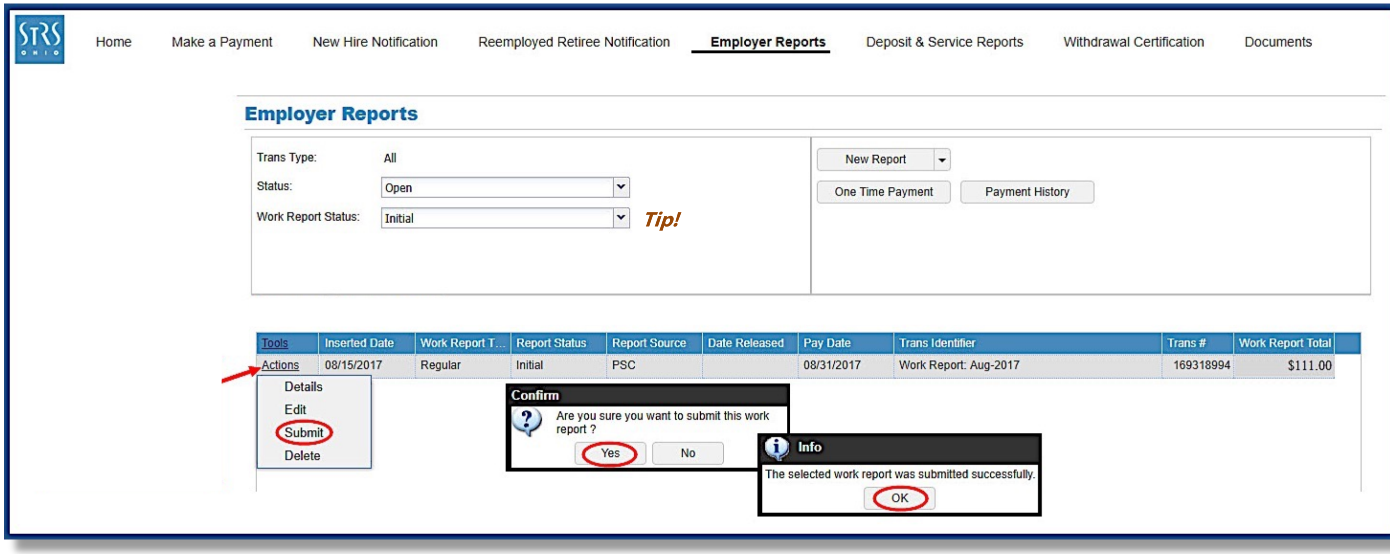
After saving the PSC report, you will automatically return to the Employer Reports page.

The report status of the PSC report will be listed as “Initial.”

Payment cannot be applied to the member’s account until the report is submitted and processed.

To submit the report:

1. Click on “Actions” in the Tools column for the PSC 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.”*