

# Section 16

## Employment Verification Report

In late fall, you may receive a request to complete employment verification reports. IRS tax regulations require any individual age 73 who is not actively employed in an STRS Ohio-covered position to take a minimum distribution from his or her retirement plan. To comply with these regulations, STRS Ohio identifies reemployed retirees who may meet this criteria and sends this request to their most recent employers to certify current employment status. STRS Ohio also needs final contribution and pay date information from employers if individuals meeting these requirements are no longer working.

### Completing an Employment Verification Report

#### Step 1

To access the report from the home page:

1. Click on "Employment Verification Reports" in the Additional Tools menu, or
2. Click on "Employment Verification Reports" in the Outstanding Reports section.

The screenshot shows the STRS Ohio website home page. The navigation bar includes: Home, Make a Payment, Payment History, New Hire Notification, Reemployed Retiree Notification, Employer Reports, Deposit & Service Reports, and Withdrawal Certification. The 'Additional Tools' menu is expanded, showing options like Direct Debit Set Up, Employer Contacts, **Employment Verification Reports** (circled in red), Estimated Payroll, GASB Reports, Online Death Notification, Pay Date Calendar, Payroll Summary, Pickup Plan Information, Request Access, Training Registration, and Violation Period Certification. The 'Outstanding Reports' table is visible, listing report types and their counts. A red arrow points from the circled menu item to the 'Employment Verification Reports' row in the table.

Report Type	Number of Reports
Service Credit Verification	1
Accrued Verification	1
Employment Verification Reports	3
Annual Reporting	1
Withdrawal Certification	2
Pay Date Calendar	1
Violation Period Certification	1

#### Step 2

On the Employment Verification Reports screen, click on the member's Social Security number. The report shown on the next page will appear.

The screenshot shows the 'Employment Verification Reports' screen. A table lists three members with their Social Security numbers circled in red.

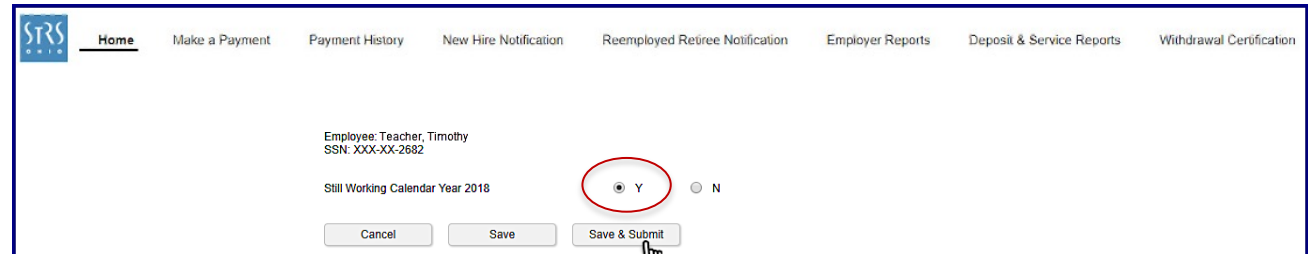
Employee SSN	Employee Name	Notification Date
<b>XXX-XX-2682</b>	Teacher, Timothy	12/04/2017
XXX-XX-8559	Smith, Roy	12/04/2017
XXX-XX-8549	Employee, Patty	12/04/2017

### Step 3

Indicate if the member is still working for your school during the specified calendar year.

If the member **is still working**:

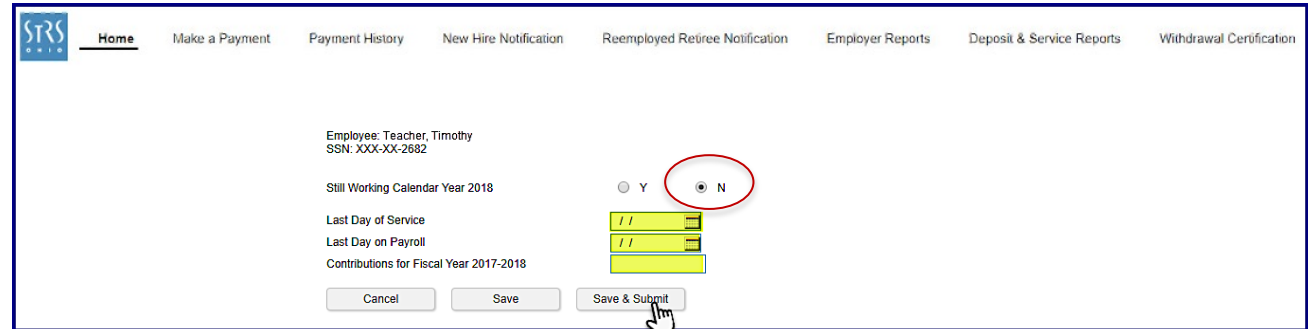
1. Click “Y” for yes.
2. Then click “Save & Submit.” You will automatically return to the Employment Verification Reports screen to complete any remaining reports.



The screenshot shows the STRS web application interface. At the top, there is a navigation menu with links: Home, Make a Payment, Payment History, New Hire Notification, Reemployed Retiree Notification, Employer Reports, Deposit & Service Reports, and Withdrawal Certification. Below the menu, the employee information is displayed: "Employee: Teacher, Timothy" and "SSN: XXX-XX-2682". The main form area is titled "Still Working Calendar Year 2018" and contains two radio buttons: "Y" (selected and circled in red) and "N". At the bottom of the form, there are three buttons: "Cancel", "Save", and "Save & Submit", with a mouse cursor pointing to the "Save & Submit" button.

If the member is **no longer working**:

1. Click “N” for no. Additional fields will appear.
2. Enter the last day of service, last day on payroll and contributions for the fiscal year.
3. Then click “Save & Submit.” You will automatically return to the Employment Verification Reports screen to complete any remaining reports.



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**Tip!** If the member is a substitute and you are unsure if services will be provided, click “Y” if it is possible the member may work during the calendar year.

**Repeat Steps 2–3 until all reports have been submitted.** The list on the Employment Verification Reports screen will be empty when you’ve successfully submitted all reports.