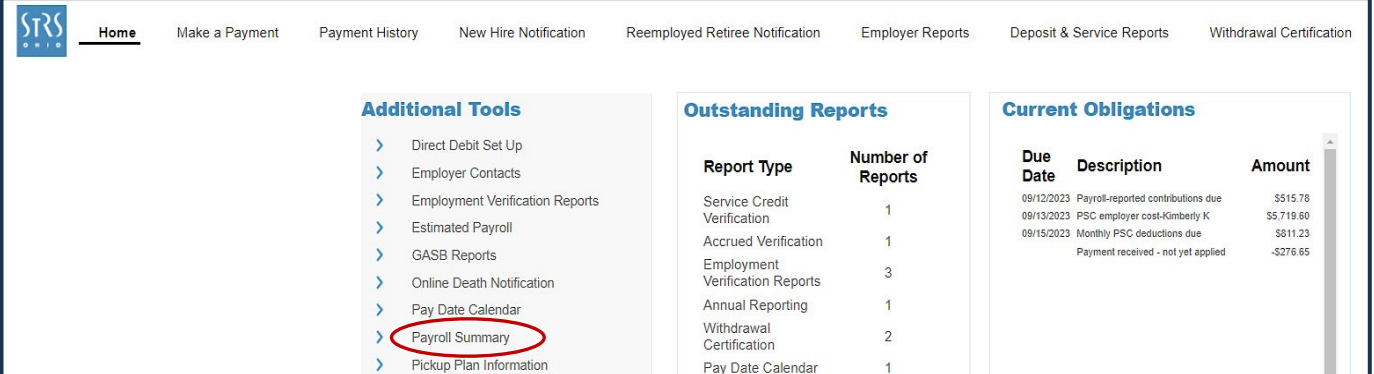Section 20
Additional Tools

The following instructions explain how to generate a payroll report summary, review employer contact information, access GASB reports and submit an estimated annual payroll in ESS.

Payroll Report Summary

Payroll report summary is a useful reference when preparing deposit and service reports, withdrawal certifications, annual reports and post annual reporting documents. The following instructions explain how to generate the report.

Step 1

To generate a payroll report summary from the home page, click on "Payroll Summary" in the Additional Tools menu.

Step 2

On the Payroll Summary screen:

1. Enter member's SSN.

2. Select start and stop pay dates.

3. Click "Show Report."

Step 3

1. A PDF of all reported member contributions for the selected time period will appear.

2. To print a copy of the report, click "Print."

Employer Contacts

STRS Ohio needs current contact information for personnel who are involved with STRS Ohio reporting. To ensure these individuals receive timely information from STRS Ohio, you should periodically check your school's contact information in ESS and submit updates as needed.

Review Contacts

Step 1

To access your school's contact information from the home page, click on "Employer Contacts" in the Additional Tools menu.

Step 2

A list of contacts will appear.

1. Verify the individuals still work for your school.

2. Verify all information, including the spelling of names.

3. Look for "Web" notifications in the Contact Type column to ensure the individual is receiving emails when reports are ready to complete in ESS.

4. If your list is more than one page, check all pages for accuracy.

5. If updates are needed, click on the link in the Help box and complete the Request Access form. You will receive confirmation of changes once the form is submitted.

Tip! *Web notifications are available for these contact types: annual reporting, deposit and service reports (includes withdrawal certifications), employer reporting (includes payroll report notifications), installment purchase service credit, service credit verification and accrued verification. If "Web" is not listed in the Contact Type column, email or call STRS Ohio to add notifications for these individuals.*

Add or Modify Contacts

Step 1

To add a new contact or modify access for an existing contact, click on "Request Access" in the Additional Tools menu on the home page.

Step 2

The Request Access screen will appear. Select an option:

1. Add new contact and register for access, or

2. Add or modify access for existing contact.

Step 3

The Request Access form for the option you selected will appear. Enter all required information and click "Submit." *(Screen not shown.)*

You will receive confirmation of changes once the form is submitted.

GASB Reports

The Governmental Accounting Standards Board (GASB) requires employers to report their proportionate share of STRS Ohio's net liability and annual expense for pensions (GASB 68) and other post-employment benefits (GASB 75) in their financial statements. The following instructions explain how to access allocation schedules and other data needed to comply with these standards.

Step 1

To access GASB Reports on the home page, click on "GASB Reports" in the Additional Tools menu.
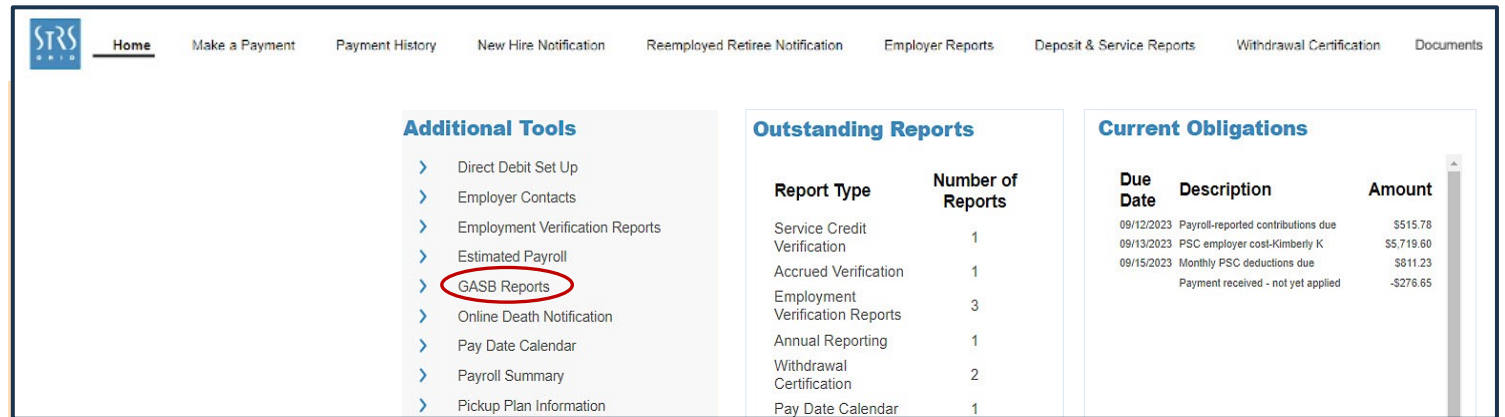
Tip! *GASB reports can also be found in the Documents section of ESS.*

Step 2

A list of available reports will appear. To view or print a report, click the PDF icon in the View Document column.
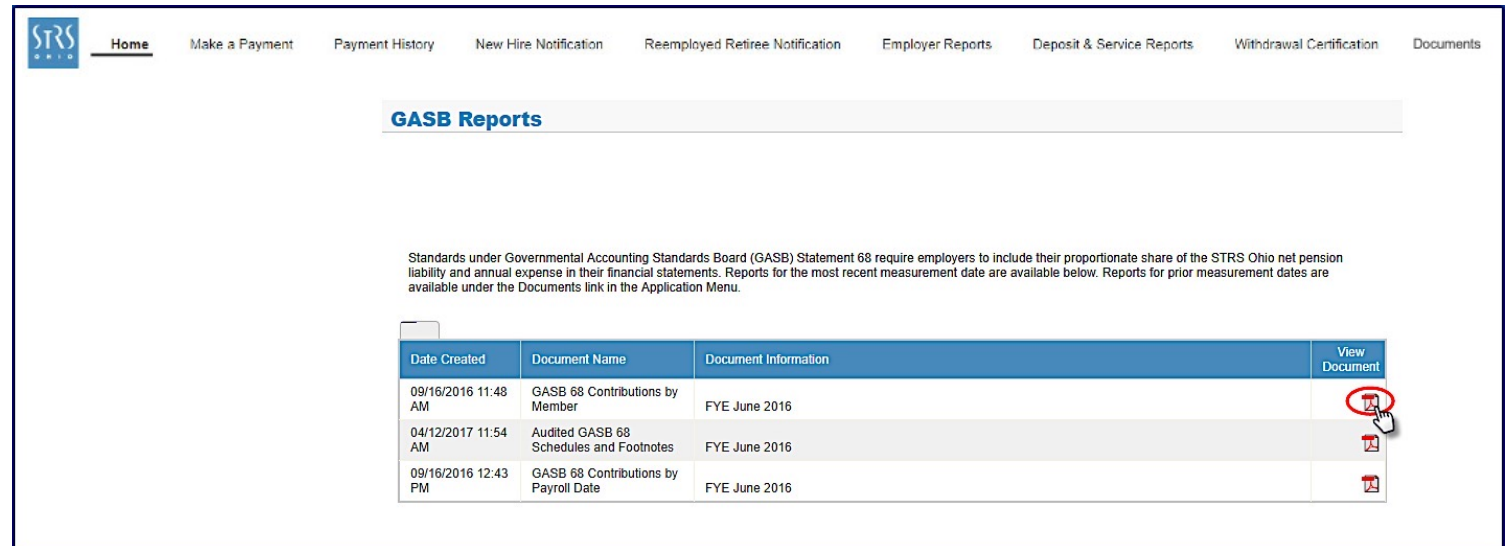
Estimated Annual Payroll

This information applies only to employers participating in the state foundation program. You will receive an email from STRS Ohio in April notifying you it is time to provide your estimated annual payroll for the upcoming fiscal year. This information is used to calculate employer contributions due from the state foundation program.

Step 1

To access the report from the home page, click on "Estimated Payroll" in the Additional Tools menu or the Outstanding Reports section.
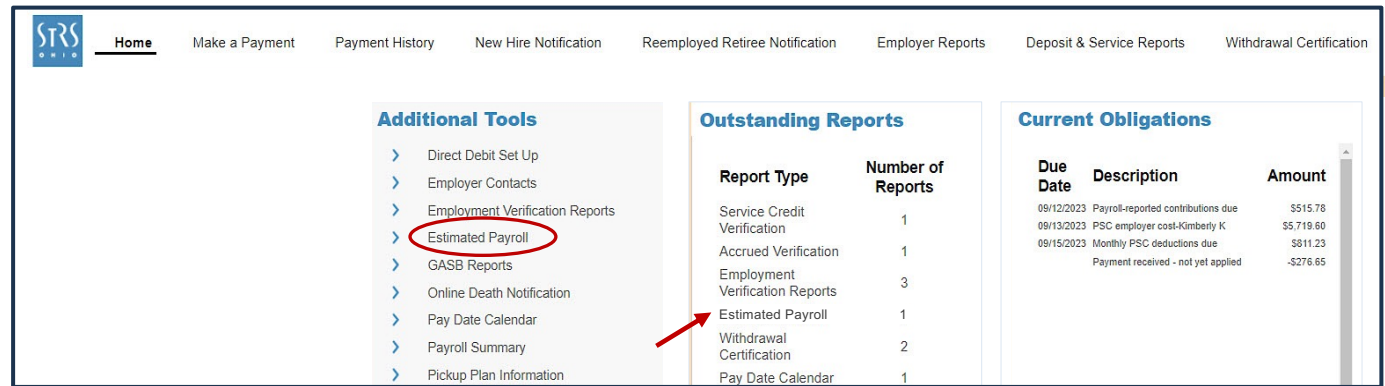
Step 2

To help you prepare an accurate payroll estimate, the projected amount of your current payroll is prepopulated in the Prior Year Projected Annual Payroll field. The start date of the upcoming fiscal year is also prepopulated in the Fiscal YR Beginning field.

To complete the report, enter your estimated payroll for the upcoming fiscal year (July 1–June 30) in the Estimated Payroll field. Then click "Submit."
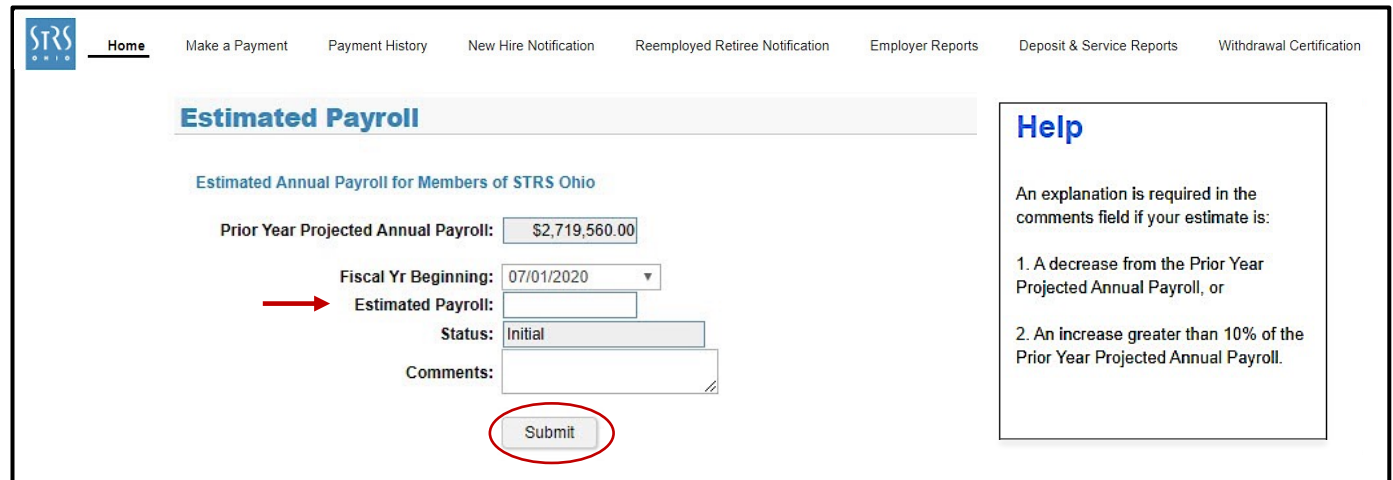
Tip! If you need to correct the report after you submit it, email report@strsoh.org. Corrections cannot be made in ESS.

Pickup Plan Information

STRS Ohio needs accurate pickup plan information for your school. You should check your pickup plan information in ESS and submit new plan documentation if updates are needed.

Step 1

To access pickup plan information from the home page, click on "Pickup Plan Information" in the Additional Tools menu.

Step 2

Your pickup plan information will appear.

1. Review the employee groups covered, plan type, percentage being picked up and effective date.

2. If the total pickup percentage is less than the current 14% member contribution rate and/or the effective date is not 7/1/2016 or later, new plan documentation is needed.

3. If any information is not accurate, email new plan documentation to report@strsoh.org.

4. If "multiple plans" is listed in place of a specific percentage, the plan type or percentage varies within an employee group.

Pickup Plan Information			
Group Covered	Pickup Plan Type	Pickup Percent	Effective Date
Administrators	Salary Reduction	14	7/1/2016
Superintendents	Pickup-on-Pickup	14	8/1/2016
Teachers	Salary Reduction	14	7/1/2016

Online Death Notification

Employers can report the death of a member in ESS. The sooner STRS Ohio is notified of a member's death, the sooner benefits are paid to the member's beneficiaries. Understandably, sometimes the family does not think about notifying STRS Ohio right away, so this notification allows the employer to start the process.

Step 1

1. To access the online death notification from the home page, click on "Online Death Notification" in the Additional Tools menu. *(Screen not shown.)*

2. The first screen of the online death notification will appear. Enter the member's name, date of birth, STRS Ohio ID or last four digits of the Social Security number, ZIP code and date of death. Then click "Next."

Error message: If you do not know all this information or the information you enter does not match a member in our system, an error message will appear indicating the person is not found. If this occurs, you can reenter the correct information or contact STRS Ohio's Member Services Center to provide the information you know. You will not be able to submit the notification online if any required information is incorrect or missing.

Online Death Notification

Online Death Notification

| Step 1 | Step 2 | Step 3 | Complete |

Please enter the information below.

Deceased Member/Recipient's Information

* Indicates required field

Name:

*First name | Middle initial | *Last name

*Date of birth:

/ /

MM/DD/YYYY

*STRS Ohio ID or Last 4 of SSN:

Choose one

*ZIP code:

*Date of death:

/ /

MM/DD/YYYY

CANCEL   NEXT

Step 2 and Step 3

Providing information on these screens is optional but preferred. If you know some or all the requested information, enter it and click "Next." If you do not know any of the information, click "Next" to continue.

Complete

Clicking "Next" on the Step 3 screen will submit the notification to STRS Ohio. A message on the "Complete" screen confirming successful submission will appear. *(Screen not shown.)*