Employer Basics 101: Annual Reporting

Annual reporting process

Each year, all STRS Ohio reporting employers are required to submit an annual report in early August. This is an electronic report that lists all member contributions on compensation earned by STRS Ohio active members and reemployed retirees during the fiscal year, as well as service credit earned by active members.

To properly pay benefits for all members, STRS Ohio must know the amount of compensation and service credit each member earns during the STRS Ohio fiscal year (July 1–June 30). This information is reported in the employer's annual report. Payroll reports are based on **paid** compensation, while the annual report is based on **earned** compensation.

What information is required in the annual report?

Keep in mind, annual reports are only for member contributions.

Annual reports include the following information for each member:

- Employer number,
- Member name,
- Member Social Security number,
- Member type (active or reemployed),
- Regular (after-tax) member contributions,
- Tax-deferred (pretax) member contributions,
- · Accrued contributions, and
- Service credit (for active members only).

Annual Reporting Checklist

- Reconcile annual report figures to payroll
- Determine accrued contributions (if applicable)
- ✓ Calculate service credit
- ✓ Submit annual report
- Complete service credit verification report (if required)
- Complete accrued verification report (if required)
- Review Employer Detail Listing report
- Contact STRS Ohio if discrepancies are found

| | ; | STATE TEACHERS RETI | Date : 08 | /03/2024 | Time : 15:3 | | |
|--|-----------------|----------------------|---------------|--------------------|---------------------------|------|----------------|
| | | Annual Repor | Page : 2 of 2 | | | | |
| ployer Name: Buckeye University Ohio Local Schools | | Employer Number: 959 | 9 | Report ID:16747194 | Type of Report: Regular | | |
| | | | | | Reporting For: 07/01/2023 | | 3 To 06/30/202 |
| SSN | Name | Membership Type | Pre- Tax | After- Tax | Accrued Contribution | S/C | |
| XXX-XX-1298 | Bud Abbott | | 16.58 | 0.00 | 0.00 | 0.01 | |
| XXX-XX-6366 | Stan Laurel | R | 46.15 | 0.00 | 0.00 | 0.00 | |
| XXX-XX- 9807 | Oliver Hardy | | 6,200.37 | 0.00 | 1,308.12 | 1.00 | |
| XXX-XX- 4779 | Charlie Chaplin | | 8.13 | 0.00 | 0.00 | 0.01 | |

Understanding accrued contributions

Accrued contributions are contributions on compensation that is earned by June 30 of the fiscal year, but not paid until July or August of the next fiscal year. In other words, if an educator is paid through the summer (in July and August) for work performed during the school year, then contributions on those payments are considered accrued.

For example, if your July 1 pay is payment for time worked June 10–21, then those contributions should be marked as accrued contributions on your payroll report.

Correctly reporting accrued contributions is critical for STRS Ohio to properly pay benefits to members. It is important that contributions are correctly accounted for in the fiscal year in which they are earned or corrections must be made.

Contributions can only be considered accrued if payment is made in July or August for prior year earnings. For example, payment made in October for work done in June is not considered accrued contributions but a correction to a prior fiscal year annual report. To make a correction, a backposting must be submitted in ESS.

Processing annual reports

How do I reconcile the annual report to fiscal year payroll reports?

Part of the annual reporting process includes reconciling the annual report to fiscal year payroll reports. It is important to remember that the annual report is based on what is **earned** during the fiscal year, not paid. To reconcile to a fiscal year payroll report, STRS Ohio uses the following formula:

Annual report =

current fiscal year payroll

- prior year accrued contributions
- + current year accrued contributions
- + or any backpostings included in payroll reports.

How do I submit my annual report?

STRS Ohio requires the annual report to be submitted by using one of the following methods:

- Online report via ESS, or
- Secure file upload application on our website.

When is my annual report due?

Annual reports are due to STRS Ohio early August each year. This year's report is due **by the first Friday in August.** Penalties will be assessed for late reports. Penalties **up to \$500** per day can be incurred.

Am I required to provide any other information?

Once your annual report is received and processed you may receive the following additional reports.

Service credit verification report

Employers may receive a service credit verification report if service credit appears inconsistent with contributions. For example, if the employer reports \$70 in member contributions and a full year of service credit is given, then STRS Ohio will generate a report asking the employer to verify the member's service credit. All questionable service credit is included on one report sent to the employer. Complete the number of days worked or percentage of full-time equivalent (FTE) for colleges and

universities and indicate whether the individual was full or part time. A sample of the online service credit verification screen is on Page 4.

Your school's annual report contact will be notified via email when your online service credit verification

is available for completion in ESS. For complete instructions, see the tutorial video in the Education & Training section of the employer website or find the ESS Instructions on the employer website.

Understanding accrued contributions

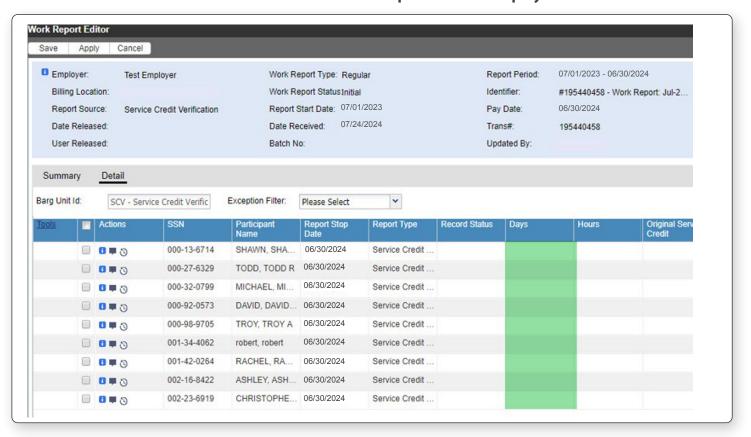
| Pay Date | Contributions | Accrued Indicator | | | |
|------------|---------------|----------------------|--|--|--|
| 7/15/2023 | \$179.15 | Υ | | | |
| 7/31/2023 | \$179.15 | Υ | | | |
| 8/15/2023 | \$179.15 | Υ | | | |
| 8/30/2023 | \$179.15 | Υ | | | |
| 9/13/2023 | \$200.04 | | | | |
| 9/30/2023 | \$200.04 | | | | |
| 10/15/2023 | \$200.04 | | | | |
| 10/31/2023 | \$200.04 | | | | |
| 11/15/2023 | \$200.04 | | | | |
| 11/29/2023 | \$200.04 | | | | |
| 12/13/2023 | \$200.04 | | | | |
| 12/30/2023 | \$200.04 | | | | |
| 1/15/2024 | \$200.04 | | | | |
| 1/31/2024 | \$200.04 | | | | |

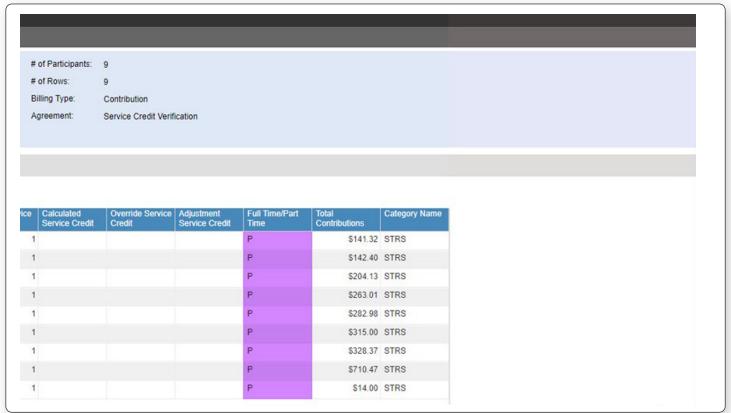


| Pay Date | Contributions | Accrued Indicator |
|-----------|---------------|----------------------|
| 2/14/2024 | \$200.04 | |
| 2/28/2024 | \$200.04 | |
| 3/13/2024 | \$200.04 | |
| 3/31/2024 | \$200.04 | |
| 4/15/2024 | \$200.04 | |
| 4/30/2024 | \$200.04 | |
| 5/15/2024 | \$200.04 | |
| 5/29/2024 | \$200.04 | |
| 6/15/2024 | \$200.04 | |
| 6/30/2024 | \$200.04 | |
| 7/15/2024 | \$200.04 | Υ |
| 7/31/2024 | \$200.04 | Υ |
| 8/14/2024 | \$200.04 | Υ |
| 8/31/2024 | \$200.04 | Υ |



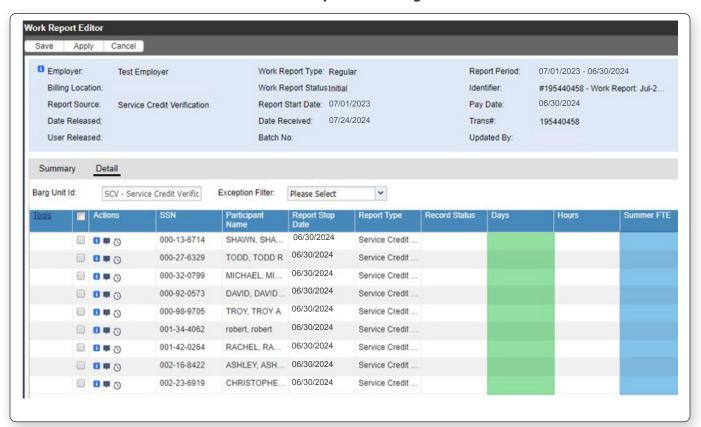
Service credit verification report for K-12 employers

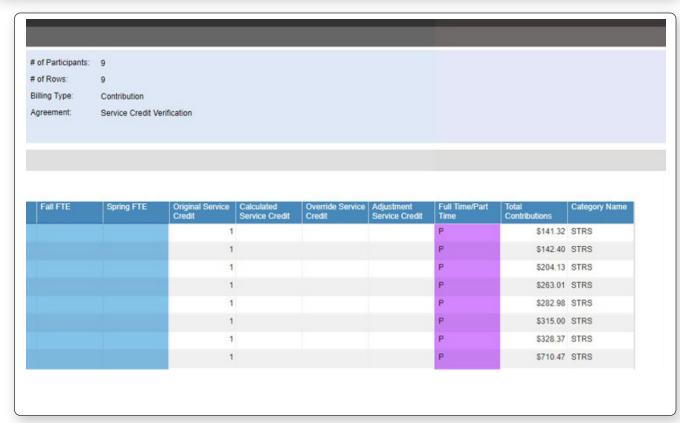




Note: This is one screen. To see additional columns, scroll to the right.

Service credit verification report for College and Universities





Note: This is one screen. To see additional columns, scroll to the right.

Accrued verification report

In the fall, employers may receive the accrued verification report if accrued contribution amounts reported on their annual report do not match those reported through payroll.

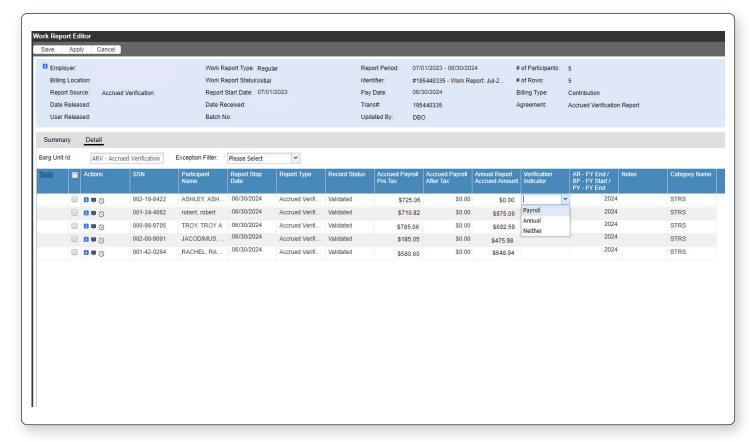
To ensure accuracy of each member's account, the employer is required to verify which accrued contribution amount is correct. Accrued contributions are contributions on compensation that is earned by June 30 of the fiscal year, but not paid until July and August of the next fiscal year. For example, this may be "summer stretch" pay, "advance" or perhaps payment for a late time card.

This report will list the total amount of accrued contributions reported through payroll, as well as the total accrued contribution amount reported on the annual report. To complete this report, choose the report title that shows the correct amount of

accrued contributions (either "Annual" or "Payroll"). If neither amount is correct, please choose "Neither" and indicate the correct amount of accrued contributions in the Notes field for that particular member. For step-by-step instructions, please see the tutorial in the Education & Training section of the employer website.

Employer Detail Listing report

Starting in October, employers will receive an *Employer Detail Listing* report. This report lists the final amount of contributions and service credit that STRS Ohio has posted to individual member accounts for the fiscal year. Employers should keep this report for their file as it is considered a final record. A sample report is on Page 7. Your *Employer Detail Listing* report can also be found on ESS by clicking on "Documents" in the Application Menu.



Accrued verification screen

STATE TEACHERS RETIREMENT SYSTEM OF OHIO

EMPLOYER DETAIL LISTING FOR YEAR ENDING JUNE 30, 2024

DATE: 11/1/2024 TIME: 15:08 PAGE: 1

OHIO LOCAL SCHOOLS ATTN: TREASURER 123 MARKET ST ANYTOWN, OH 43210 EMPLOYER CODE: 9599

| ı | • | | | | | | | | | |
|---|---------------------|-----|------|------|----------|----------|------|------|---------|--|
| | MEMBER NAME | Α | CCOU | NT | AFTERTAX | PRETAX | SVC | YEAR | ACCRUED | |
| | VICKI LOCKARD | XXX | XX | XXXX | 0.00 | 2,609.40 | 1.00 | 2024 | 434.88 | |
| | RITA JOHNSON | XXX | XX | XXXX | 0.00 | 2,081.81 | 1.00 | 2024 | 346.96 | |
| | KELE` WILLIS | XXX | XX | XXXX | 0.00 | 4,994.61 | 1.00 | 2024 | 832.42 | |
| | MARY LOU WRIGHT | XXX | XX | XXXX | 0.00 | 13.42 | .02 | 2024 | 0.00 | |
| | SUE VOGEL | XXX | XX | XXXX | 0.00 | 4,460.53 | 1.00 | 2024 | 743.42 | |
| | JOHN MORTON | XXX | XX | XXXX | 0.00 | 2,863.64 | 1.00 | 2024 | 477.26 | |
| | TASHA MCGINNIS | XXX | XX | XXXX | 0.00 | 2,911.30 | 1.00 | 2024 | 485.16 | |
| | LASCHELLE HAYES | XXX | XX | XXXX | 0.00 | 4,212.26 | 1.00 | 2024 | 702.04 | |
| | JULIE LEWIS | XXX | XX | XXXX | 0.00 | 10.73 | .01 | 2024 | 0.00 | |
| | JAMES WEBB | XXX | XX | XXXX | 0.00 | 132.37 | .17 | 2024 | 0.00 | |
| | KATHRYN DUFOUR | XXX | XX | XXXX | 0.00 | 4,029.28 | 1.00 | 2024 | 671.54 | |
| | JANICE TAYLOR | XXX | XX | XXXX | 0.00 | 321.52 | .33 | 2024 | 0.00 | |
| | CHRISTOPHER DECKART | XXX | XX | XXXX | 0.00 | 67.81 | .07 | 2024 | 0.00 | |
| | SUZI SMITH | XXX | XX | XXXX | 0.00 | 18.79 | .02 | 2024 | 0.00 | |
| | ANDREA WILLIAMS | XXX | XX | XXXX | 0.00 | 2,962.69 | 1.00 | 2024 | 493.78 | |
| | COURTNEY LINN | XXX | XX | XXXX | 0.00 | 3,571.89 | 1.00 | 2024 | 595.30 | |
| | JANE GREENE | XXX | XX | XXXX | 0.00 | 2,837.63 | 1.00 | 2024 | 472.92 | |
| | ROGER LUCAS | XXX | XX | XXXX | 0.00 | 8.05 | .01 | 2024 | 0.00 | |
| | KENNETH WOODLAND | XXX | XX | XXXX | 0.00 | 2,120.81 | 1.00 | 2024 | 353.46 | |
| | PAULA JOHNSON | XXX | XX | XXXX | 0.00 | 3,595.88 | 1.00 | 2024 | 599.30 | |
| | JOSEPH THOMAS | XXX | XX | XXXX | 0.00 | 2,212.60 | 1.00 | 2024 | 368.76 | |
| | KELLEY ALLEN | XXX | XX | XXXX | 0.00 | 4,388.36 | 1.00 | 2024 | 731.38 | |
| | JENNIFER THOMSON | XXX | XX | XXXX | 0.00 | 2,148.96 | 1.00 | 2024 | 358.14 | |
| | BONNIETHOMAN | XXX | XX | XXXX | 0.00 | 10.74 | .01 | 2024 | 0.00 | |
| | MARISSA MAHONE | XXX | XX | XXXX | 0.00 | 3,413.28 | 1.00 | 2024 | 568.86 | |
| | SALLY HARRIS | XXX | XX | XXXX | 0.00 | 324.97 | .38 | 2024 | 0.00 | |
| | JENNIFER RAINIER | XXX | XX | XXXX | 0.00 | 3,832.95 | 1.00 | 2024 | 638.82 | |
| | LISA BAUER | XXX | XX | XXXX | 0.00 | 2,042.56 | 1.00 | 2024 | 340.42 | |
| | AMANDA MARCUM | XXX | XX | XXXX | 0.00 | 4,655.81 | 1.00 | 2024 | 775.96 | |
| | ZACHARY BARNETT | XXX | XX | XXXX | 0.00 | 5.37 | .01 | 2024 | 0.00 | |
| | EMILY DOTSON | XXX | XX | XXXX | 0.00 | 4,200.85 | 1.00 | 2024 | 700.14 | |
| | | | | | | | | | | |

Employer Detail Listing report