



# Community School Quick Reference Guide

Forms referenced below are available on the [STRS Ohio Employer Website](http://www.strsoh.org/employer).

## Step 1: Request STRS Ohio Employer Number, Send Pay Dates & Review Payment Options



Complete a *Request for STRS Ohio Employer Number* form and provide your pay dates by completing a *Pay Date Calendar*. Email both forms to [report@strsoh.org](mailto:report@strsoh.org). Upon receipt, STRS Ohio will issue an employer number, activate your online accounts in Employer Self Service (ESS) and send a confirmation letter. Review the confirmation letter and begin using the assigned employer number on all future correspondence.

After your ESS account is activated, review payment options. Member contributions must be paid electronically through direct debit in ESS (preferred method), ACH credit or wire transfer. For direct debit, set up your account in ESS and submit an authorization agreement via secure file upload. Please note it takes three business days for the account to be approved. Your treasurer will receive an email once the account is authorized for use. For more information, refer to *Payment Options*, Section 15 of *ESS Instructions* and direct debit tutorials on our website.

## Step 2: Notify STRS Ohio of Pickup Plan Adoption



Pickup refers to member contributions that are pretax or tax-deferred. Employers may pick up member retirement contributions as a means of deferring federal and state income taxes on these amounts. When you adopt a pickup plan, send us a completed *Notification for Employer Pickup of Employee Contributions* form, along with the corresponding board resolution. Once received, STRS Ohio will send you a letter confirming the details of the plan. Please review it for accuracy.

## Step 3: Notify STRS Ohio of New Hires



Notify STRS Ohio of all new hires who qualify for STRS Ohio membership within **10 business days** of the educator's first day worked. Notifications can be submitted on our website through ESS or secure file upload.

If you hire a retired Ohio public employee to teach in your school, submit a reemployed retiree notification using one of the methods above. This must be submitted for all new employees who are retired from any of the Ohio public retirement systems (STRS Ohio, OPERS, SERS, Ohio Police & Fire Pension Fund, Highway Patrol Retirement System or City of Cincinnati).

**Note:** You must also send us a properly completed Form SSA-1945 signed by the employee. This form can be scanned and sent via secure file upload on our website. Multiple forms can be sent in one file.

## Step 4: Remit Payroll Reports and Contribution Payments



The member contribution rate is 14% for compensation earned during the fiscal year. Begin deducting STRS Ohio contributions from members' payroll checks, and remit payroll reports and member contributions for each pay date. Member contributions deducted from their pay are after-tax if a pickup plan has not been adopted; deductions are pretax if a pickup plan has been adopted. Payroll reports and contribution payments are due at STRS Ohio within **five business days** of each payroll date. Submit payroll reports electronically using ESS or secure file upload on our website. See Step 1 for payment options.

As employer reporting issues arise, please refer to the [STRS Ohio Employer Website](http://www.strsoh.org/employer) at [www.strsoh.org/employer](http://www.strsoh.org/employer) or call the STRS Ohio Employer Reporting Department toll-free at **888-535-4050**.