STRS OHIO

EMPLOYER EDUCATION

Annual Reporting Troubleshooting for State Software Users

Common issues and troubleshooting

- The following information is an excerpt from a joint presentation by STRS Ohio and The Management Council Ohio Education Computer Network at the OEDSA Fall Conference on Sept. 30, 2022

- Common annual reporting issues and troubleshooting for State Software users are addressed

- If you need further assistance, please contact your ITC

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Common issues and troubleshooting

1. Adding contracted service providers to annual report file

2. File format issues — spacing

3. Corrections to payroll based on accrued verification report

4. Corrections in the summer for late payments or contributions not marked as accrued — how to adjust payroll year-to-date totals

5. Accrued contributions should be listed for the majority of STRS Ohio members

6. How to tell in your payroll system if the annual report has been generated and sent

Adding contracted service providers to annual report file

STRS Ohio procedures

- If third-party members are not added to the annual report, the report will be out of balance and returned to the employer

- STRS Ohio will have payroll on file for these members, a red flag will be raised alerting STRS Ohio of the issue

Adding contracted service providers to annual report file
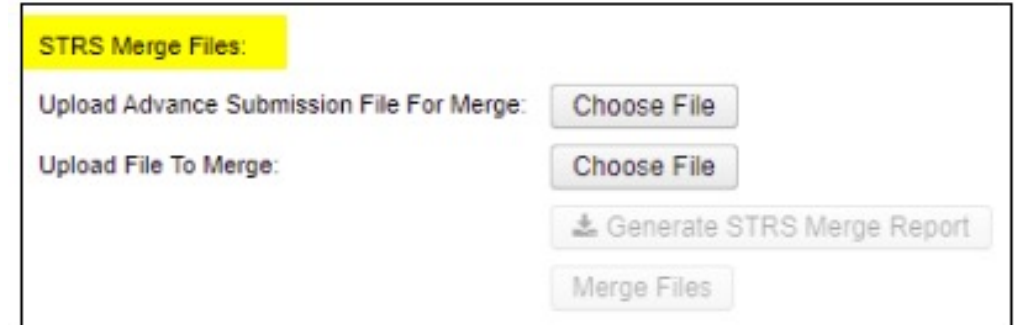
State Software procedures

- To include third-party information with your STRSYY06.TXT Redesign file, the "STRS Merge" option within "STRS Advance" can be utilized

Adding contracted service providers to annual report file

Before uploading your file to STRS Ohio:

- Click on "Choose File" next to "Upload Advance Submission File For Merge." Browse to locate the STRSADYY06.TXT Redesign file.

- Then click on "Choose File" next to "Upload File to Merge." Browse to locate the third-party file.

- Select "Generate STRS Merge Report" and verify.

- Select "Merge Files." This is the file that should be uploaded to STRS Ohio.

STRS Merge Files:

Upload Advance Submission File For Merge: Choose File

Upload File To Merge: Choose File

⬇ Generate STRS Merge Report

Merge Files

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File format issues — spacing

STRS Ohio procedure

See annual reporting record layout on our website

- Name, Social Security number, address, ZIP code, phone number, email

State Software procedure

In the STRS Ohio Reporting Chapter, there is a section called STRS Ohio Annual Reporting Record Layout

- https://wiki.ssdt-ohio.org/display/uspsrdoc/STRS+Advance#STRSAdvance-UploadSubmissionFiletoSTRS

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Corrections to payroll based on accrued verification report

STRS Ohio procedures

If the annual report accrued contributions total is chosen:

Contributions reported in payroll reports will be corrected to match that total, adjust accumulator accordingly

If payroll accrued contributions total is chosen:

The annual report entry on the member's account will be adjusted — typically, no further action is needed

Corrections in summer for late payments or contributions not marked as accrued — how to adjust payroll year-to-date totals

STRS Ohio procedures

- Complete backpostings to move money from current fiscal year back to previous year

- This correction (backposting) will only correct STRS Ohio's numbers

- Remove money from current year-to-date totals to fix your payroll and totals for current year

- If this is not completed, your current year total will be overreported on the next annual report

Corrections in summer for late payments or contributions not marked as accrued — how to adjust payroll year-to-date totals

State Software procedures

- Report any adjustments to STRS Ohio

- To avoid this year's STRS Ohio balancing issues affecting next fiscal year's annual reporting:

  — Adjustments filed with STRS Ohio need to be posted to the Redesign using Core>Adjustments and selecting the appropriate payroll item, type, transaction date and amount for the fiscal year

Corrections in summer for late payments or contributions not marked as accrued — how to adjust payroll year-to-date totals

- These adjustments could include the following:

  - 450 Payroll Item: Total Gross, Transaction Date of 06/30/YY, for the Fiscal Year to Date

  - 591 Payroll Item: Amount Withheld, Transaction Date of 06/30/YY, for the Fiscal Year to Date

  - 691 Payroll Item: Board's Amount of payroll item, Transaction Date of 06/30/YY, for the Fiscal Year to Date

Corrections in summer for late payments or contributions not marked as accrued — how to adjust payroll year-to-date totals

450 Payroll Item

Adjustment Journal   + ×

☐ Create New ✔ Save ⊘ Cancel
☐ Close

Employee
Schroeder, Nick Darlene - ANON1001   ⌄

Payroll Item
Type: STRS, Code: 450   ⌄

Type   Total Gross   ▾

Transaction Date 📅 6/30/20

Amount   -120.000

Description   Adjust Non-taxed Earnings

To Date Options
☐ Month To Date
☐ Quarter To Date
☐ Year To Date
☑ Fiscal Year To Date

591 Payroll Item

Adjustment Journal   + ×

☐ Create New ✔ Save ⊘ Cancel
☐ Close

Employee
Schroeder, Nick Darlene - ANON1001   ⌄

Payroll Item
Type: STRS Annuity, Code: 591   ⌄

Type   Amount Withheld   ▾

Transaction Date 📅 6/30/20

Amount   -16.800

Description   Adjust Taxed + Non-taxed amount

To Date Options
☐ Month To Date
☐ Quarter To Date
☐ Year To Date
☑ Fiscal Year To Date

691 Payroll Item

Adjustment Journal   +

☐ Create New ✔ Save ⊘ Cancel
☐ Close

Employee
Schroeder, Nick Darelne - ANON101   ⌄

Payroll Item
Type: Employer STRS, Code: 691   ⌄

Type   Board's Amount of payroll item ⌄

Transaction Date 📅 6/30/20

Amount   -16.800

Description   Adjust Taxed + Non-taxed Amount
                ☐ Imported

To Date Options
☐ Month To Date
☐ Quarter To Date
☐ Year To Date
☑ Fiscal Year To Date

Accrued contributions should be listed for the majority of STRS Ohio members

STRS Ohio procedures

- When submitting payroll reports in July and August, make sure most of your members are being flagged as having accrued contributions

- Make this same check when looking over your annual report

- Nine-month teachers being paid year-round should all have accrued contributions

- 240- to 260-day administrators may not carry accrued contributions (Aug. 1-July 31 contracts)

Accrued contributions should be listed for the majority of STRS Ohio members

State Software procedure

On the STRS Per Pay Report, any accrued amounts are reported in the Advanced Amounts column as "true"

STRS Report

Member Name	SSN	Pay Date	Member Earnings	Member Deposits	Employer Pick Up	Days Paid	Rehired/Retired	Voided	Advanced Amounts	Split Reporting
		7/29/2022	4,632.64	0.00	648.57	0	false	false	true	false

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How to submit your annual report in your payroll system and how to tell if the annual report has been generated and sent
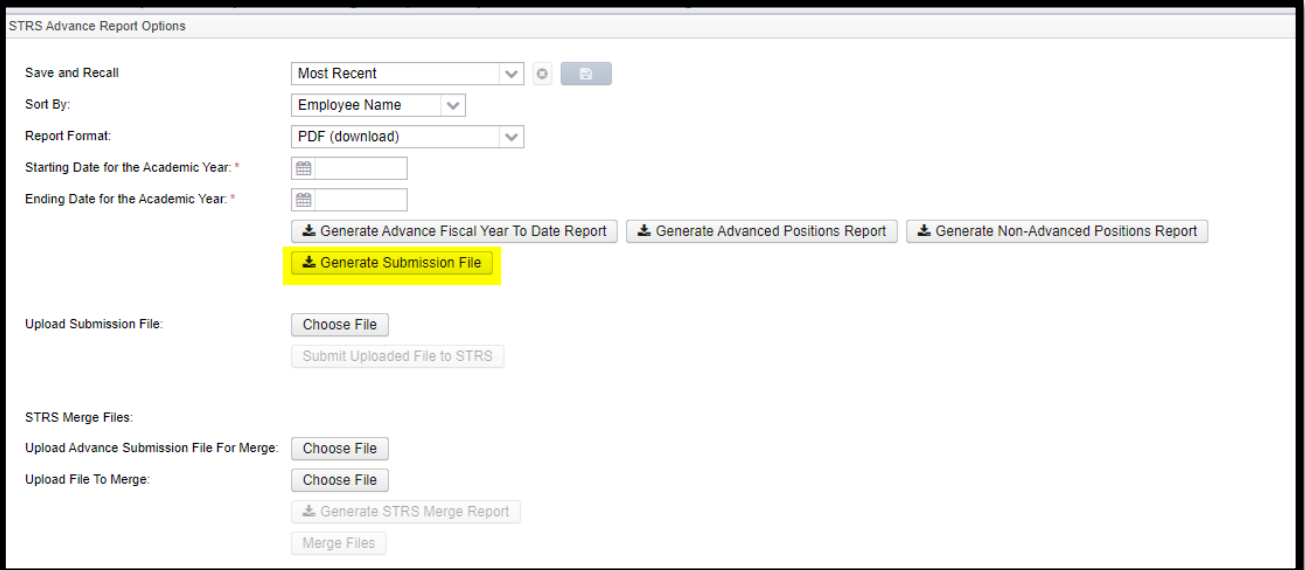
STRS Ohio procedures

- Upload electronic file to STRS Ohio via secure file upload

- STRS Ohio will send a confirmation email once file has been received

- Once STRS Ohio uploads the file (every few hours), you can view your annual report in ESS in the Employer Reports tab

How to submit your annual report in your payroll system and how to tell if the annual report has been generated and sent

State Software procedures

- Once Advance Fiscal Year To Date Report, Advanced Positions Report and Non-Advanced Positions Report have been verified and balanced, the submission file can be generated by clicking on "Generate Submission File"

STRS Advance Report Options

Save and Recall	Most Recent
Sort By:	Employee Name
Report Format:	PDF (download)
Starting Date for the Academic Year: *	
Ending Date for the Academic Year: *	

⬇ Generate Advance Fiscal Year To Date Report   ⬇ Generate Advanced Positions Report   ⬇ Generate Non-Advanced Positions Report

⬇ Generate Submission File

Upload Submission File: Choose File

Submit Uploaded File to STRS

STRS Merge Files:

Upload Advance Submission File For Merge: Choose File

Upload File To Merge: Choose File

⬇ Generate STRS Merge Report

Merge Files

How to submit your annual report in your payroll system and how to tell if the annual report has been generated and sent

- STRSADYY06.TXT is then created

- Once you are ready to submit your file to STRS, select "Choose File," browse to locate your file, and select "Submit Uploaded File to STRS"

Upload Submission File: Choose File

                                          Submit Uploaded File to STRS

How to submit your annual report in your payroll system and how to tell if the annual report has been generated and sent

- Once STRS submission file (STRSADYY06.TXT) is created, system flags all compensations included in the submission file in "advance mode"

- They are identified by the "Strs Advance" checkbox on the compensation records

☑ Strs Advance

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How to submit your annual report in your payroll system and how to tell if the annual report has been generated and sent

- Restrictions and limitations on pay types:

  — Regular and Irregular pay types may not be used

  — Dock, Retro, Termination, Pay off accrued wages pay types can be used but could affect advance balancing

  — If dock payments are known ahead of time, they can be entered in Payroll>Payroll Payments — Future prior to advance processing, then removed and added at the appropriate time

How to submit your annual report in your payroll system and how to tell if the annual report has been generated and sent

- Total advanced amount is tracked and can be viewed by going to Core>Organization or System>Configuration>STRS Advance Configuration

- As payrolls are processed over the summer months, the "Amount Paid Back" is tracked

Core>Organization

STRS Advance Configuration	
Advance Amount	418261.63
	☑ Advance Mode
Amount Paid Back	418261.65
Submitted to Strs:	06/30/2022 01:18:18 PM

System>Configuration> STRS Advance Configuration

Advance Amount	418,261.63
	☑ Advance Mode
Amount Paid Back	418,261.65
Submission Timestamp	06/30/2022 01:18:18 PM

How to submit your annual report in your payroll system and how to tell if the annual report has been generated and sent

- Once Reports>STRS Reporting>STRS Advance>Submit Uploaded File to STRS option has occurred, a submission timestamp is generated

- This can be viewed by going to "System>Configuration>STRS Advance Configuration or Core>Organization"

File is uploaded to STRS Ohio

**System>Configuration>
STRS Advance Configuration**

Core>Organization

Getting help

- For technical problems or assistance, contact your ITC

- For questions about the annual reporting process, call your STRS Ohio employer advisor toll-free at 888-535-4050. Working hours are Monday through Friday, 8 a.m.–5 p.m.