

Employer Basics 101:

Preparing Deposit and Service Reports

Retirement reporting

Employers are asked to provide an interim report, referred to as the deposit and service report, for all members applying for service or disability benefits and for survivors of deceased members.

As an STRS Ohio employer, it is critical that you understand your role in assisting STRS Ohio in calculating a final retirement benefit amount accurately and timely.

What is the employer's responsibility when a member retires?

Employers are required to submit a deposit and service report for any member applying for service or disability benefits and for survivors eligible for benefits. In addition, employers are asked to complete a request for additional information if the member has a contract crossing fiscal years or has had supplemental earnings in the five-year period preceding the member's retirement.

If you are registered in Employer Self Service (ESS) as a deposit and service report contact, you will receive an email notification when this form is available to complete.

Employers will receive deposit and service reports as follows:

- **Service retirement applicants** — Approximately 60 days before the scheduled retirement date.
- **Disability benefit applicants** — After the STRS Ohio examining physician recommends that a disability benefit be granted.
- **Survivor benefits** — As soon as possible after STRS Ohio is notified of member's date of death.

When is the report due?

A deposit and service report should be submitted to STRS Ohio as soon as earnings and contributions can accurately be calculated, but absolutely **no later than two weeks after the retirement effective date**.

Retirement Reporting Checklist

- Calculate current year's earnings and contributions
- Gather current year's and past years' contract information
- Gather supplemental contracts and additional earnings information
- Review and understand your district's pickup plans
- Submit no later than two weeks after retirement effective date



Completing a deposit and service report

STRS Ohio needs information from the deposit and service report to calculate a member's retirement benefit. Use the following information as a guideline when completing a deposit and service report (see Page 3).

Earnings

Line 1: Compensation earned by the teacher during the fiscal year under the most recent regular contract. This may be total earnings during the fiscal year. However, this amount may be only a portion of total earnings for educators employed on contracts that cross fiscal years or for teachers with supplemental contracts or summer employment. This amount should never be greater than Line 14.

Line 2: Current year's earnings that were paid to complete the previous school year's contract. For administrators whose contract crosses fiscal years and work in July, you will report the amount of the previous July earnings on this line. **Generally, no amounts will be reported for regular teachers on this line.**

Line 3: Any amount reported and/or paid in the current year, but actually earned in the prior fiscal year and no account correction (backposting) was made. Do not report accrued contributions on this line. Please see the fact sheet titled *Backpostings and Account Adjustments* for more information on correcting prior year earnings.

Line 4: Any supplemental earnings paid in addition to the regular contract, including summer earnings under a separate contract. List and describe each supplemental earning and indicate the amount earned. **Be specific.**

Line 5: Pickup amounts only if pickup is included in compensation for retirement purposes. List the percentage of pickup-on-pickup. **Percentage will never be higher than the member contribution rate in effect.** If the individual is not part of your staff covered by pickup-on-pickup, leave this line blank.

Line 6: Total member earnings (sum of Lines 1 through 5).

Contributions

Line 7: Any taxed contributions that were reported as after-tax during the fiscal year. The majority of employers will not complete this line as contributions are normally withheld on a pretax, not after-tax basis.

Line 8: Member contributions reported as tax-deferred by the employer, whether through salary reduction or as a fringe benefit. List all pretax member contributions.

Line 9: 14% of the total earnings on Line 6. These contributions should agree with those reported on the current fiscal year's annual report.

Service credit and contract information

Line 10: Service credit earned by the member during the fiscal year. Refer to the *Service Credit Decision Tree* or the service credit calculator on the STRS Ohio website to calculate credit.

Line 11: Last pay date that payment was or will be issued to the member. This is the last date contributions will be sent to STRS Ohio for this member.

Line 12: Last date the member worked, including any paid sick leave or vacation days used (other than severance pay for unused benefits).

Line 13: Position held by the member during the fiscal year.

Line 14: Most recent contract salary. The contract salary is the amount the individual would have earned if employed for the entire contract year, excluding supplemental earnings. If the member was granted a raise during the fiscal year, the reported contract salary should be a blended contract of the two rates of pay for that year.

Line 15: Month and day service was contracted to begin and end. Also, indicate the number of days of service in full contract. The information shown should be for the entire term of the contract, whether or not the individual actually completed the contract. **If the deposit and service report is for disability benefits, you will also be asked to provide a contract status.**

Line 16: Percentage increase generally granted to teaching members is the overall increase in salary schedules or other salary documentation for the current contract year over the preceding year. For employers without salary schedules, indicate average increase paid to teaching employees.



DEPOSIT AND SERVICE REPORT

To enable us to compute and pay the benefit to the employee listed above, complete and return this report at the earliest date possible after you can accurately determine the total earnings and deposits for the fiscal year. The certification should be executed then, even though final salary may be paid at a later date. Early completion will speed both the processing of the application and the issuance of the first monthly benefit check.

For the STRS Ohio fiscal beginning July 1, 2023 and ending June 30, 2024

Earnings					
1.	Earnings under employee's 2023-24 Base Contract <input type="text"/>				
2.	<i>Complete only if member's contract crosses fiscal years and member worked under contract in July: Balance of employee's 2022-23 contract earned in the 2023-24 fiscal year</i> <input type="text"/>				
3.	Amount reported in the current fiscal year but earned in the prior fiscal year and not backposted. Do not include accrued contributions. <input type="text"/>				
4.	Supplemental or Additional Earnings (Please itemize)				
<div style="border: 1px solid #ccc; padding: 5px;"> <div style="display: flex; justify-content: space-between; border-bottom: 1px solid #ccc;"> Add Delete </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 80%;">Description</th> <th style="width: 20%;">Amount</th> </tr> </thead> <tbody> <tr> <td style="height: 20px;"> </td> <td> </td> </tr> </tbody> </table> </div>		Description	Amount		
Description	Amount				
5.	Pickup included in compensation for retirement purposes Indicate percentage <input type="text"/> \$0.00				
6.	Total 2023-24 Employee Earnings \$0.00				
Contributions					
7.	Employee Contributions - After-Tax <input type="text"/>				
8.	Employee Contributions - Pre-Tax <input type="text"/>				
9.	Total 2023-24 Employee Contributions 0.00				
(*14.00% of total 2023-24 earnings on the line 6. These contributions should agree with those reported on the 2023-24 Annual Report.)					
Service Credit and Contract Information					
10.	Service Credit earned in 2023-24 <input type="text"/> Calculate Service Credit				
11.	Last pay date <input type="text"/>				
12.	Last day employee worked (including paid sick time) <input type="text"/>				
13.	Position held <input type="text"/>				
14.	Contract salary (please supply full contract amount even if not completed) <input type="text"/>				
15.	Beginning date of full contract <input type="text"/>				
	Contract ending date (typically the last day of school) <input type="text"/>				
	Number of days in total contract (even if not completed) <input type="text"/>				
16.	Percentage increase generally granted to teaching employees <input type="text"/>				
Contact Information					
17.	Contact person <input type="text"/>				
18.	Telephone number for contact person <input type="text"/>				
Comments					

Deposit and service report



Completing a request for additional information

Salary histories for the five-year period preceding retirement have an impact on the computation of benefits for many retiring educators. Therefore, employers are asked to complete a request for additional information if the member has a contract crossing fiscal years or has had supplemental earnings in the five-year period preceding the member's retirement.

Use the information below as a guideline when completing the request for additional information (see Page 5).

- Line 1:** The position the member held for the respective fiscal year.
- Line 2:** The amount of the member's full contract.
- Line 3:** Deducted amount for board-approved docked days or unearned contract amounts.
- Line 4:** Any amount reported and/or paid in the current year, but actually earned in the prior fiscal year and no account correction (backposting) was made. **Do not** report accrued contributions on this line. Please see the fact sheet titled *Backpostings and Account Adjustments* for more information on correcting prior year earnings.
- Line 5:** The beginning date of the respective contract.
- Line 6:** The ending date of the respective contract.
- Line 7:** The number of days of service rendered under the member's full contract.
- Line 8:** The percentage of pickup **only** if included in compensation for retirement purposes (pickup-on-pickup).
- Line 9:** Amount of compensation for extended days. Extended days occur outside the beginning and ending contract dates.
- Line 10:** Any supplemental earnings. List all supplementals separately, giving a brief description of each.

Line 11: Any amounts earned during the fiscal year that were included on the annual report for work under a prior year contract. **Only complete this line for individuals whose contracts cross fiscal years and who work in July.**

How will I know if I have completed the report correctly?

Once a deposit and service report has been submitted, your retirement reporting representative may contact you for further information, including:

- Calculation of service credit;
- Breakdown of supplemental earnings; and/or
- Verification of annual report amounts if the amounts on the request for additional information do not agree with the annual report.

How do I correct a deposit and service report?

In ESS, click on "Deposit & Service Reports" in the banner menu. Select the "Available for Updates" tab. Make your corrections, and click the "Save and Submit" button when you are finished.



Deposit and service report tips

Getting started on a deposit and service report can sometimes seem overwhelming. Use these four helpful tips to get started on the **Earnings** section of the report.

Tip 1: Determine contract type — teacher or administrator?

- If teacher:
 - Line 1: Enter base contract earnings only for the current fiscal year.
 - Do not complete Line 2.
- If administrator:
 - Line 1: Enter base contract earnings (August–June) for current fiscal year.
 - Line 2: Enter earnings for one month of prior year’s contract (July).
- If substitute teacher:
 - Do not complete Lines 1, 2 or 3.
 - Enter earnings on Line 4.

Tip 2: Did you make any account corrections during this fiscal year for a prior fiscal year for this member?

- If no, do not complete Line 3.
- If yes and backposting already submitted, do not complete Line 3.
- If yes and backposting was not submitted, Line 3 should be the amount of earnings related to the account correction.

Tip 3: On Line 4, list any additional earnings for which contributions were remitted outside of base contract earnings.

Tip 4: Does this member receive pickup-on-pickup?

- If no, do not complete Line 5.
- If yes, enter percentage of pickup-on-pickup.
- *Hint:* Teachers do not generally receive pickup-on-pickup. Administrators and superintendents are more likely to receive this benefit.

Additional resources on the STRS Ohio Employer Website (www.strsoh.org/employer)

- *Employer Basics 101: Preparing Deposit and Service Reports* recorded webinar
- Deposit and Service Report tutorial
- Retirement Reporting section
- Service credit calculator

