

# Employer Basics 101: Calculating Service Credit Using Days

## What is service credit?

Service credit is the number of years earned through contributing service or purchased for certain types of past employment and leaves of absence.

Service credit is used to determine a member's eligibility to retire and to calculate the monthly benefit. Service credit is calculated by employers in accordance with Section 3307.53, Revised Code, and Administrative Code Rule 3307:1-2-01.

The Administrative Code Rule specifies that if actual number of days worked is available, the employer **must** use days to calculate service credit. Service credit is reported as a percentage of 1.00 full year and is granted for service from July 1 through June 30 of each year.

## How do I calculate service credit using days?

To understand how to calculate service credit using days, employers must first understand the definitions of full time and part time used by STRS Ohio.

## Who is considered full time?

For STRS Ohio's purposes, a member is considered to be full time when the member's contract:

1. Begins and ends on the first and last day of a 365-day year, or is based on a school year of at least the minimum hours required by law or two-semester academic year; and
2. Provides compensation equal to 100 percent of the full-time salary as defined by the employer's salary schedule for an individual teaching all day, every day, or college or university compensation for full-time workload.

An employer's definition of "full-time service" may differ from the State Teachers Retirement Board's definition for purposes of granting fringe benefits or other policies and procedures.

## Calculating Service Credit Checklist

- Determine full time or part time
- Service Credit Decision Tree*
- Online calculator



However, for purposes of calculating STRS Ohio service credit, employers must use the Retirement Board's definition of "full-time service."

Members who meet the definition of full time receive a full year of service credit when they complete 120 days of work. A partial day of service includes any day that at least a portion of the day is spent teaching. So, if a member teaches an hour, four hours or eight hours, STRS Ohio considers it one day.

If a member is on a nine-month contract for full-time regular service, 120 or more days of contributing service constitutes 1.00 year of service credit.

## How do I calculate service credit for part-time employees?

A member is considered to be part time when a member does not meet the criteria of full time.

When calculating service credit for part-time employees, you must first determine the number of days of service. The table below may be helpful.

Effective July 1, 2019				
Employment Status	Days Worked	Days in Employment Relationship	Is Compensation Equal to or Greater Than State Minimum?*	Service Credit Calculation
Part time	≥ 90	≥120	Yes	1.00
	≥ 90	≥120	No	Lesser of: Days ÷ 180 or Actual Compensation ÷ \$12,000
	≥ 90	<120	N/A	
	<90	N/A	N/A	

\*A list of historical state minimum salaries is on Page 3 for your reference.

## What is a 120-day employment relationship?

If a member and an employer have a relationship wherein the member has been employed for at least 120 days of the school year (scheduled school year), then the two are said to have a 120-day employment relationship. Examples include an employee under contract, on a leave of absence or on a substitute or tutor list.

The *Service Credit Decision Tree* is an excellent tool to assist you when calculating service credit using days. You can find the decision tree as well as a service credit calculator on the STRS Ohio Employer Website.

## How do I calculate service credit for someone on a partially paid leave?

Service credit granted for nonteaching periods, which include unpaid sick leave, professional leaves and sabbatical leaves with partial pay, is calculated by dividing the amount the member earned by the amount the member would have earned for full-time employment had she or he remained working. These leaves tend to be for the entire year.

## How do I correct service credit for a prior year?

Send an email to [report@strsoh.org](mailto:report@strsoh.org) or a letter to STRS Ohio with the following information:

1. Member's name
2. Last four digits of Social Security number
3. Fiscal year being corrected
4. Correct service credit
5. Method used to calculate service credit





## STATE MINIMUM SALARIES FOR BACHELOR'S DEGREE WITH NO EXPERIENCE

Fiscal Year	Salary
1980–1981	\$10,100
1981–1982	\$10,500
1982–1983	\$11,500
1983–1984	\$12,100
1984–1985	\$12,700
1985–1986	\$13,700
1986–1987	\$14,800
1987–1988	\$14,900
1988–1989	\$15,100
1989–1990	\$16,000
1990–1991 through 1991–1992	\$16,700
1992–1993 through 2000–2001	\$17,000
2001–2002 through 2018–2019	\$20,000
2019–2020* through 2022–2023	\$30,000
2023–2024**	\$35,000

\*State minimum salary was \$20,000 from July 1–Oct. 16, 2019, and \$30,000 on or after Oct. 17, 2019.

\*\*State minimum salary was \$30,000 from July 1–Oct. 2, 2023, and \$35,000 on or after Oct. 3, 2023.

**Contact STRS Ohio toll-free at 888-535-4050  
for state minimum salaries before 1980.**

