STATE TEACHERS
RETIREMENT SYSTEM
OF OHIO

275 East Broad Street
Columbus, OH 43215-3771
888-535-4050
www.strsoh.org/employer

Payroll Report Record Layout

The following layout is required to transmit your payroll report via secure file upload on our website. Please include only contributions for STRS Ohio members. Files must be in electronic data file format and file names can only include one period followed by the "txt" file extension (e.g., .txt).

Field No.	Field Name	Description	Start Location	Field Length	Format	Valid Values
1	Record Type	Identifies record for STRS Ohio processing.	1	4	Alphanumeric	PAY=Payroll detail
2	Employer Number	Four-character employer number (the first digit for city school districts is the letter C).	5	4	Alphanumeric	STRS Ohio employer number
3	Pay Date	Date on which employee was paid.	9	10	MM/DD/CCYY	Date
4	Payroll Frequency	Identifies schedule on which employee is paid. Helps STRS Ohio ensure payroll report is not missed (optional field, at a minimum, populate with four spaces).	19	4	Alphanumeric	W=Weekly, BW=Biweekly, M=Monthly, BM=Bimonthly, S=Supplemental/Special, O=Other
5	Social Security Number	Social Security number of employee.	23	9	999999999	Numeric
6	Last Name	Last name of employee. No punctuation except dash [–].	32	25	Alphanumeric	
7	First Name	First name of employee. No punctuation except dash [–].	57	15	Alphanumeric	
8	Member Pretax Contribution	Tax-deferred member contribution amount (employer pickup).	72	12	–ZZZZZZZ9.99	Signed numeric, no commas, decimal in position 81
9	Member After-Tax Contribution	Taxed member contribution amount (regular).	84	12	–ZZZZZZZ9.99	Signed numeric, no commas, decimal in position 93
10	Notes	Notes or comments related to the payroll detail transaction (optional field).	96	40	Alphanumeric	
11	Accrued Indicator	Identifies whether or not the contributions are accrued (i.e., earned in the prior fiscal year).	136	1	Alphanumeric	Y=Yes, contributions are accrued, Space=No, contributions are not accrued
12	Reserved	Space reserved for future use (optional field).	137	120	Alphanumeric	