

Hello and welcome to STRS Ohio's webinar, *Account Adjustments and Backpostings*. My name is Todd Welford, and joining me is Patty Gordon. Patty will be available to answer your questions during today's webinar.

During today's webinar:

- All participants' cameras are off and you are automatically muted.
- You can ask questions in the questions field on the Zoom control panel.
- Press the ALT key on your keyboard to open or close your control panel.
- Handouts are available.

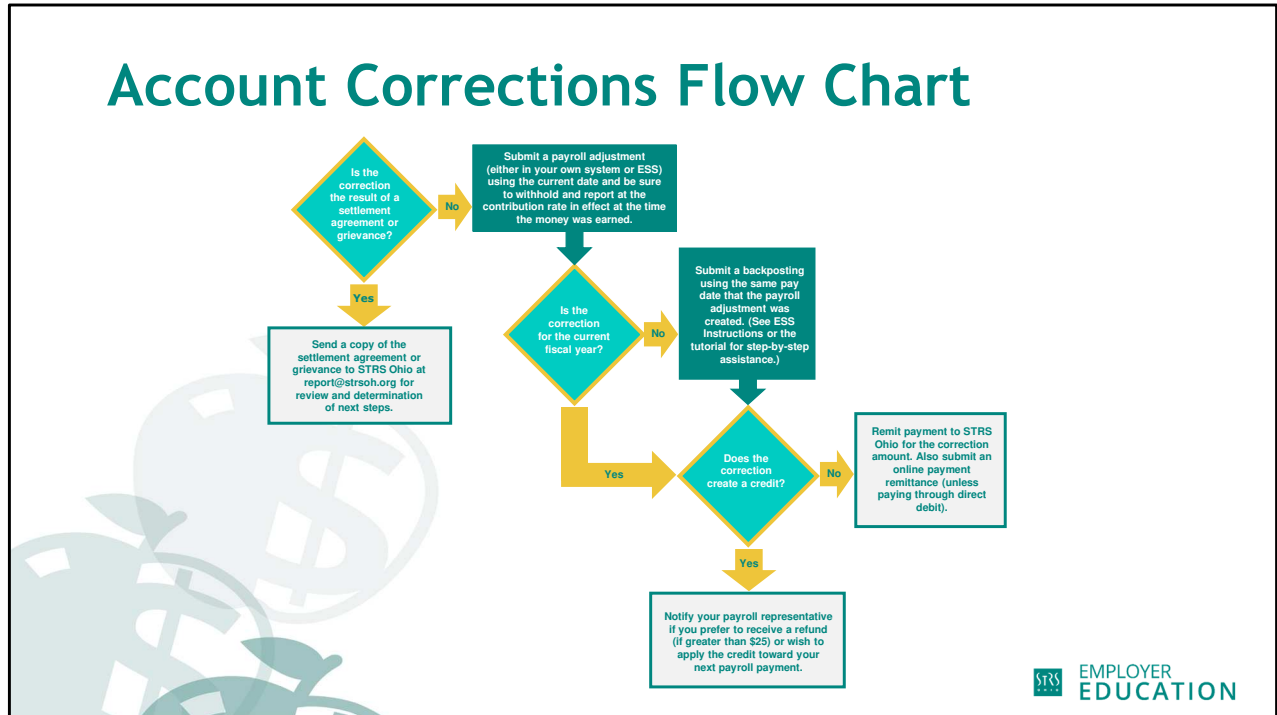
Agenda

- Account Corrections Flow Chart
- Completing Payroll Adjustments
- Live Demonstration in Employer Self Service (ESS)
- Submitting Payments
- Additional Tools and Resources



During today's presentation, we will:

- Use the Account Corrections Flow Chart to walk through the steps to take when an adjustment needs to be made to a member's account;
- Discuss how to complete and submit payroll adjustments to STRS Ohio;
- Perform a live demonstration in Employer Self Service (ESS) and create a payroll adjustment and backposting;
- Review how to submit payments for account adjustments; and
- Talk about additional tools and resources available to assist you.



For today's presentation, we will use the Account Corrections Flow Chart to show the proper steps to complete an account correction.

- Have your handout in front of you so you can follow along.
- The flow chart has three main questions that are highlighted on the chart.

Unexpected events can occur that require an adjustment to be made to a member's account through payroll reporting. These payments or adjustments can happen for a variety of reasons, including:

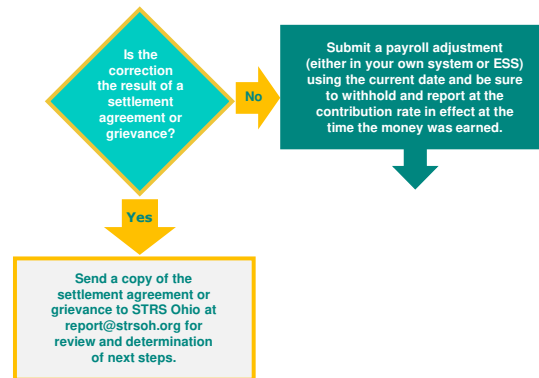
- Late time cards,
- Performance bonuses,
- Report card bonuses,
- Refunds for contributions that do not qualify as STRS Ohio contributions, or
- Earnings that were not reported to STRS Ohio.

Let's start by reviewing the first question on the flow chart.

Question 1

Is the correction the result of a settlement agreement or grievance?

- Yes



Question 1: Is the correction the result of a settlement agreement or grievance?

If the answer to this question is **yes**, email a copy of the settlement agreement to report@strsoh.org for review.

Once STRS Ohio has a copy of the settlement, we will review it and email you a determination.

- You will be notified if this should or should not be compensation for STRS Ohio retirement purposes.
- Provide STRS Ohio with a copy of the settlement agreement as soon as possible.
- Do not make promises on service credit or contributions until you hear back from STRS Ohio.

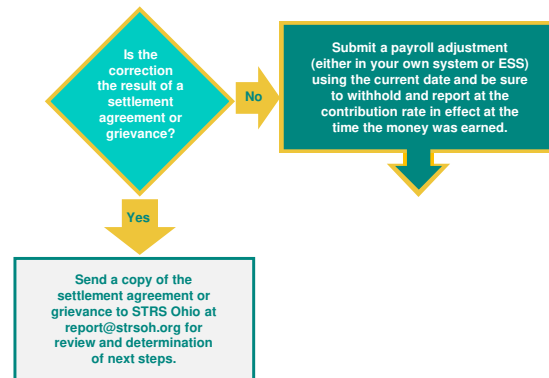
If STRS Ohio determines the settlement **should not** be considered compensation, **no further action is needed.**

If the determination is that the settlement **should** be considered compensation, **submit a payroll correction.**

Question 1

Is the correction the result of a settlement agreement or grievance?

- No

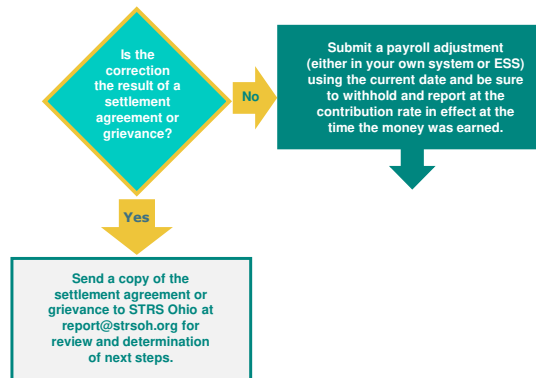


If the answer to the original question is **no**, your first step is to submit a payroll adjustment.

Completing Payroll Adjustments

Use the same method you use for completing regular payroll files

- Your payroll system
- State software
- ESS



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When completing payroll adjustments, use your payroll system — eFINANCE, State Software or other software.

If you are not able to use your payroll system, use ESS. Note: changes you make in ESS will not be reflected in your system. Make sure you return to your payroll system to make those edits as well.

Now, I will demonstrate how to make a payroll adjustment.



If you are unable to process payroll adjustments in your system, this is how to make payroll adjustments in ESS. *[ESS Demonstration]*

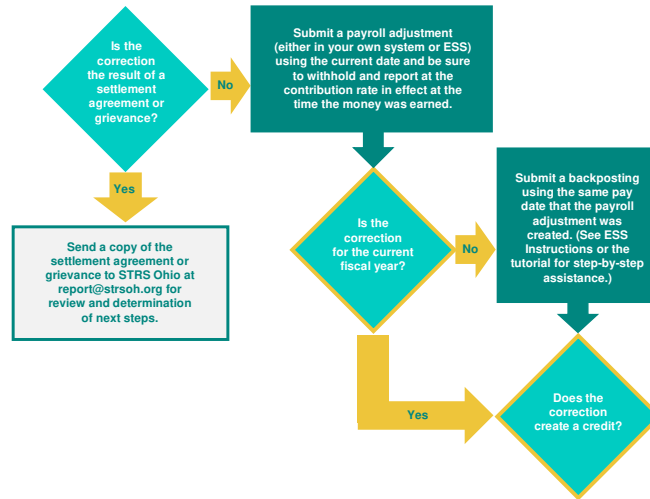
If you use ESS for a payroll adjustment, you may need to update your internal payroll reporting totals. Completing the adjustment in ESS only updates STRS Ohio's payroll reporting totals. At the end of the year, your totals may now be off for your annual report.

Let's go back to our presentation.

Question 2

Is the correction for the current fiscal year?

- Yes



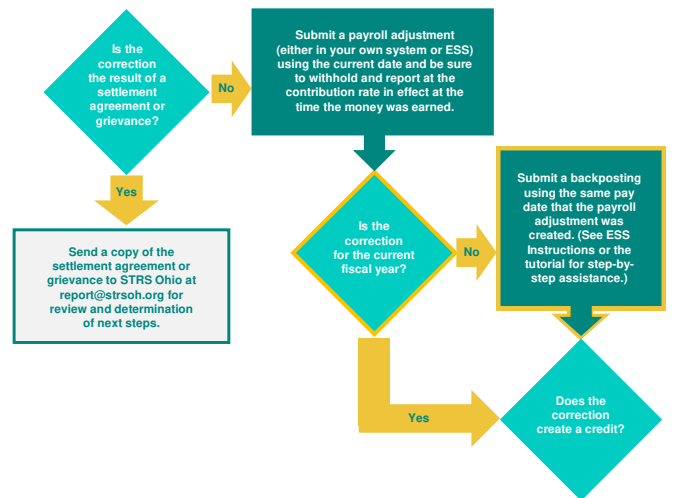
Question 2: Is the correction for the current fiscal year?

If the answer is **yes**, go directly to the next question.

Question 2

Is the correction for the current fiscal year?

- No



STRS EMPLOYER EDUCATION

If the answer is **no**, complete a backposting to move the reported contributions to the correct fiscal year.

To complete a backposting, you have two options:

- Submit an electronic file in the proper record layout (found on the STRS Ohio website).
- Complete the backposting in ESS.

Note: if you have a backposting for a large number of employees, contact STRS Ohio before completing the payroll report and the backposting. We may be able to give you a few tips to save you time and effort.

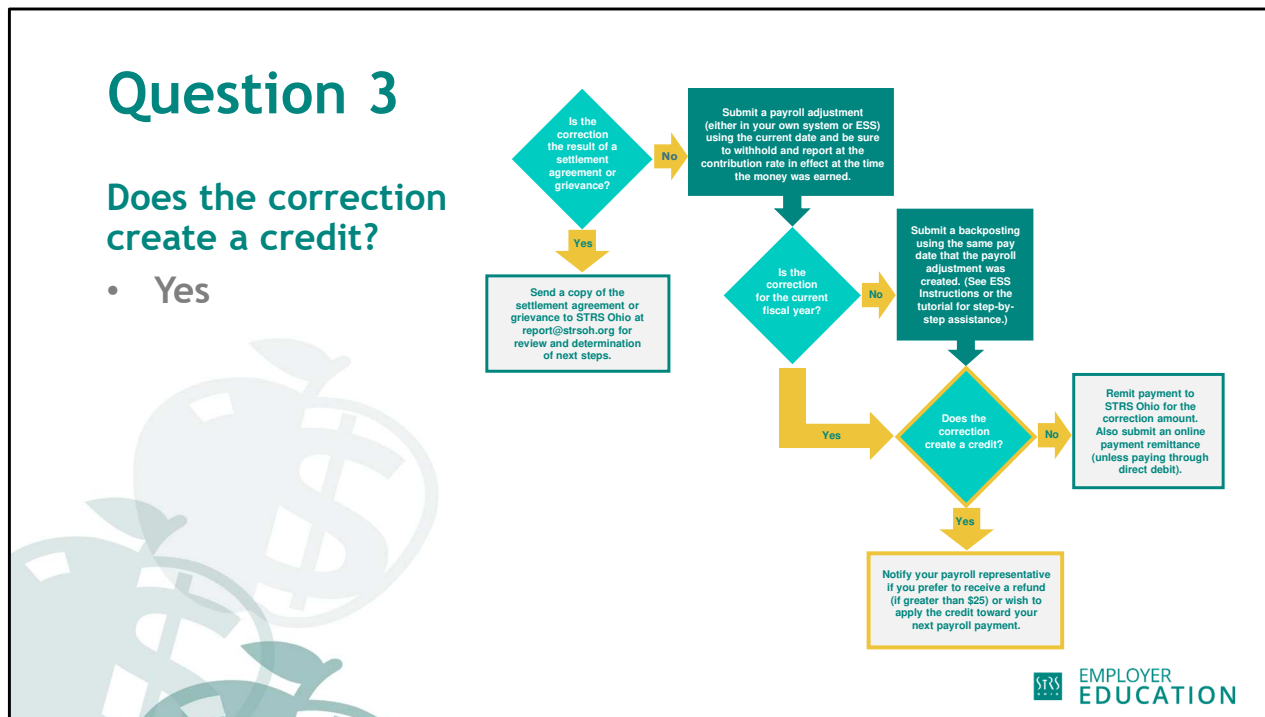
Now, I will demonstrate how to make a backposting.



[ESS Demonstration]

- Correct the contributions only.
- The date must match the date the money was sent on payroll.
- Be sure to remove this amount from your current fiscal year STRS Ohio contribution totals to avoid errors in your annual report.
- Refer to your handout for adjusting payroll totals in eFINANCE and State Software.
- An invoice for interest will be sent.
- A backposting calculator is on the employer website to calculate estimated interest.

Let's go back to our presentation.



Question 3: Does the correction create a credit?

A credit means that STRS Ohio owes you a refund. If the answer is **yes**, there are two options:

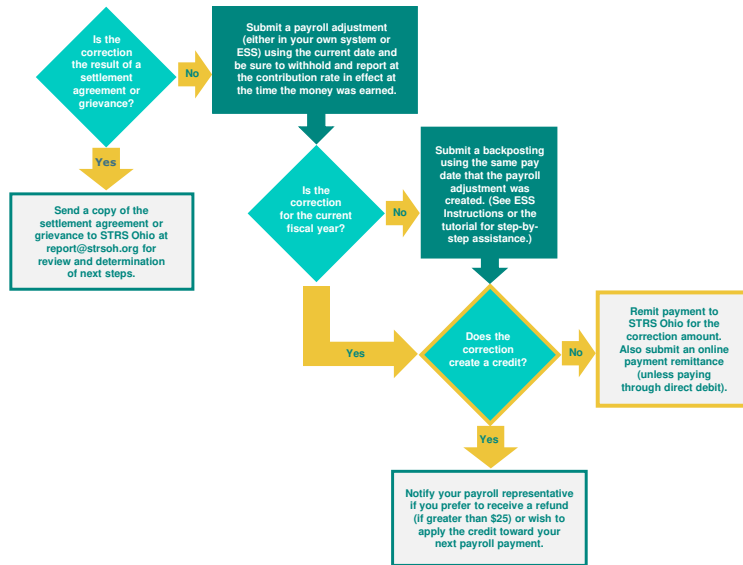
1. Apply the credit to your next payroll (preferred option).
 - Contact your payroll representative at STRS Ohio.
 - Short your next payment by the credit amount.
 - Once both the payroll and the payment are at STRS Ohio, the credit will be applied.
2. Request a refund.
 - Contact your payroll representative at STRS Ohio.
 - The refund must be greater than \$25.
 - Checks will be sent to the employer.

Note: foundation employers will only receive the employee share of the contributions.

Question 3

Does the correction create a credit?

- No



If the answer is **no**, send a payment to STRS Ohio for this correction.

Submitting Payments

Payment options

- ACH credit or wire transfer
- Direct debit in ESS

ACH and Wire Remittance form

- Complete online for ACH credit or wire transfer
- No remittance for direct debit

ACH and Wire Remittance

Section 1: Employer Information

Employer Code: 9599

Employer Name:

Submitter's Name: Jane Doe

Submitter's Phone Number: (555) 555 - 5555
ext.

Section 2: Payment Method and Amount

Wire Transfer*

Date: 09/10/2021

Total amount: \$ 149,000

ACH (Automated Clearing House)*

Date: //

Total amount: \$

* Complete a separate form for each wire transfer or ACH.

Next Reset

To make a payment, use your usual payment method:

- ACH credit,
- Wire transfer, or
- Direct debit in ESS.

Any payments for interest can use the same methods.

- Foundation employers — contact STRS Ohio and ask to apply foundation money for interest.
- Non-foundation employers — send payments within 30 days.

If you send via ACH credit or wire transfer, you will need to complete an online remittance form.

Let's take a look at the employer website so we can see where the remittance form is located.



- From the home page, click on “Payment Remittance,” then “Online Submission.”
A copy will be sent directly to STRS Ohio.
- No checks are accepted for remittance payments, so there is no check remittance form.
- If you use direct debit, no remittance is needed.

Now that you have completed a payroll adjustment and, if necessary, a backposting and payment remittance form, your account correction is complete.

Let’s go back to our presentation for a look at a few additional resources.

Available Resources

- Visit our website: www.strsoh.org/employer
 - *Account Corrections Fact Sheet* and flow chart
 - Tutorials
 - ESS Instructions
- Call toll-free: 888-535-4050
- Send an email: report@strsoh.org



The employer website at www.strsoh.org/employer has many resources, such as:

- The *Account Corrections* fact sheet and flow chart,
- Tutorial videos, and
- Step-by-step ESS instructions.

You can also contact STRS Ohio directly at our toll-free number or send an email to report@strsoh.org with questions.

Thank You!

- Additional questions?
- Webinar certificates of completion
- Please complete the evaluation



Thank you for participating in today's webinar. We will stay on the line for a few more minutes to answer any additional questions.

Certificates of completion will be emailed within two weeks.

Please complete the webinar evaluation.

Thank you!