



EMPLOYER  
EDUCATION



# Employer Basics 101: Account Adjustments and Backpostings

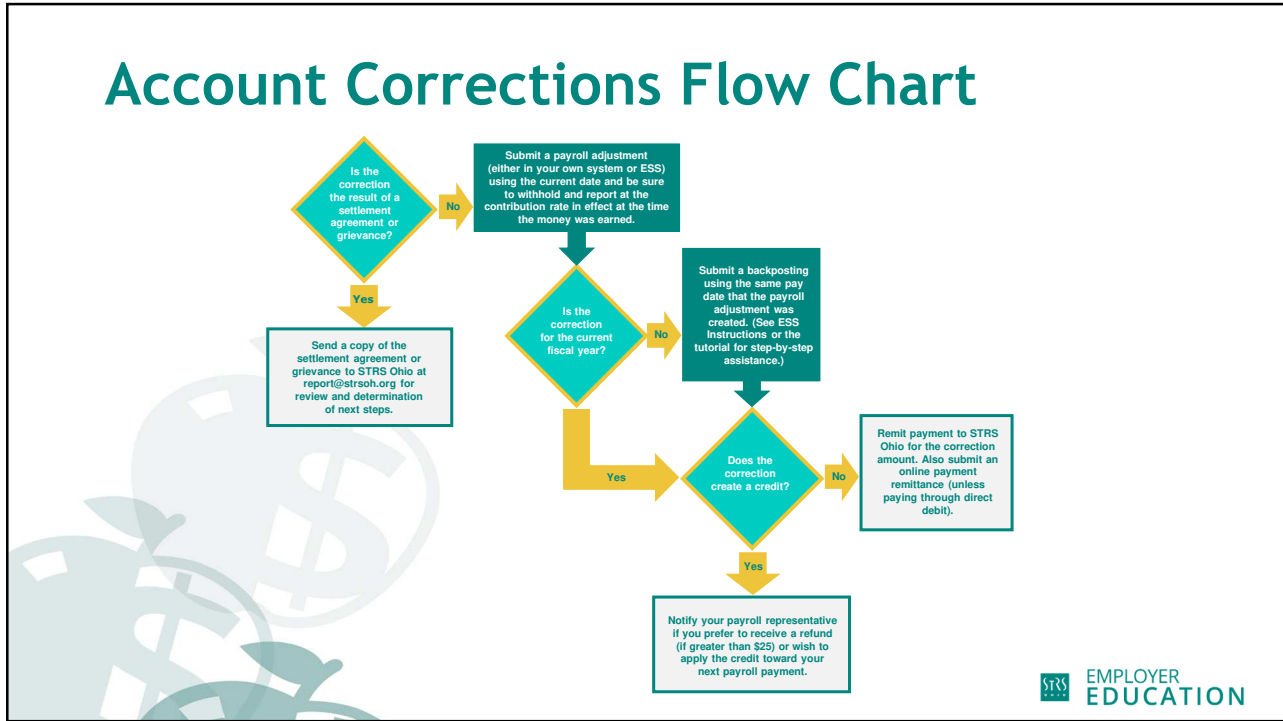
50-386, 9/23/0

## Agenda

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

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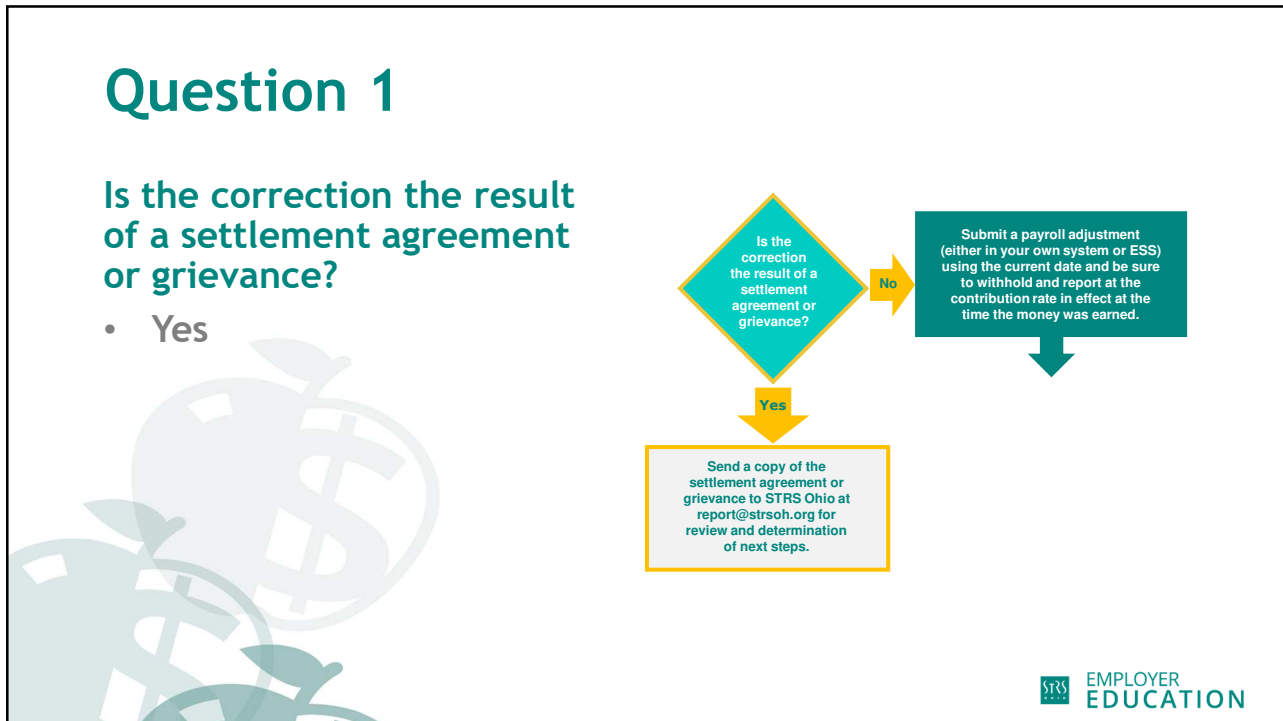
## Account Corrections Flow Chart



## Question 1

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

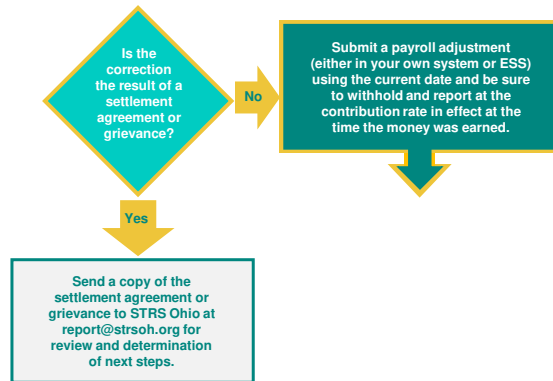
- Yes



## Question 1

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

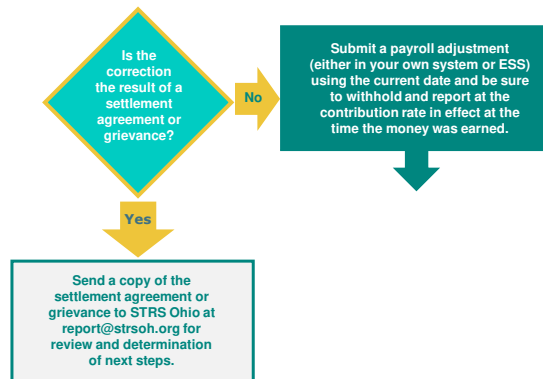
- No



## Completing Payroll Adjustments

Use the same method you use for completing regular payroll files

- Your payroll system
- State software
- ESS



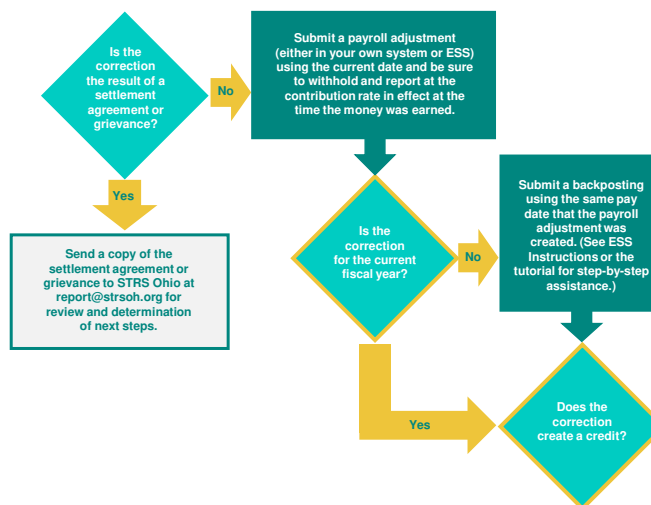


# Payroll Adjustment Demonstration

## Question 2

Is the correction for the current fiscal year?

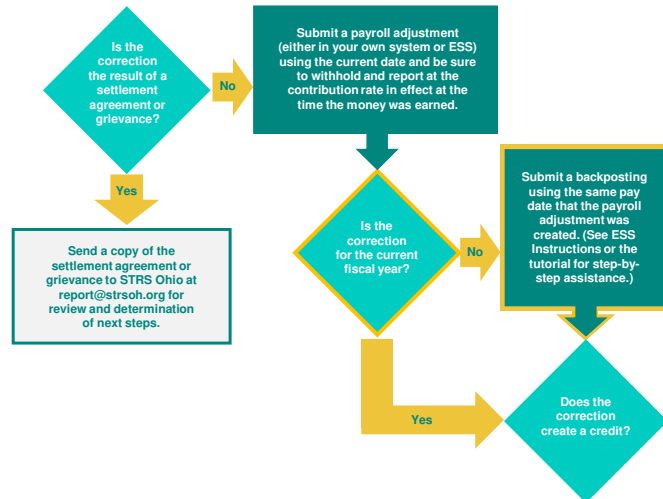
- Yes



## Question 2

Is the correction for the current fiscal year?

- No



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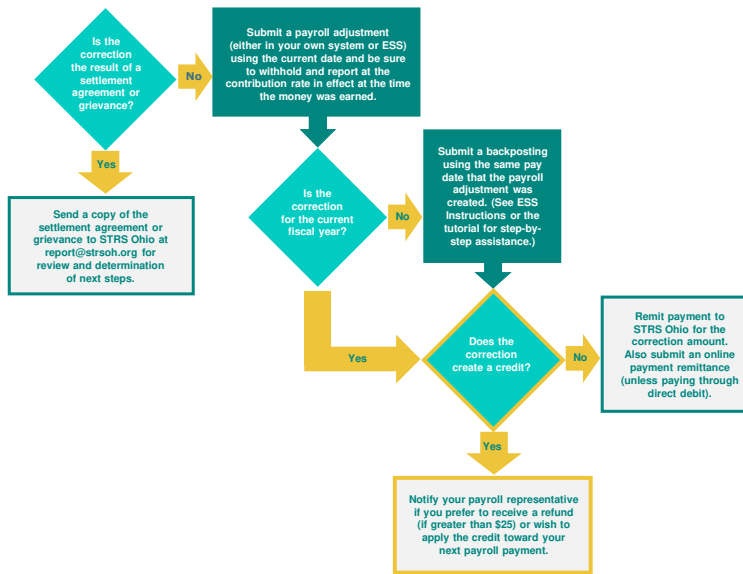


# Backposting in ESS Demonstration

### Question 3

Does the correction create a credit?

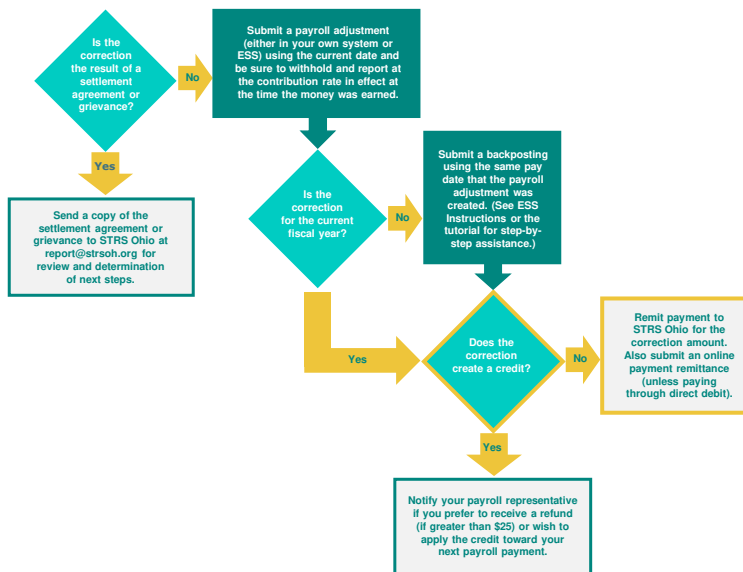
- Yes



### Question 3

Does the correction create a credit?

- No



## 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



## ACH and Wire Remittance Form

## Available Resources

- Visit our website: [www.strsoh.org/employer](http://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](mailto:report@strsoh.org)



## Thank You!

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

