



EMPLOYER  
EDUCATION



# Employer Self Service (ESS) Training: Part 1

50-406c, 6/24/0

## Getting Started

- Logging in
- Password requirements
- Navigating ESS
- Home screen

 EMPLOYER  
EDUCATION

## Navigating Employer Reports

- Work report status
- Sorting
- Filtering
- Editing
- Printing



## New Hire Notifications

- Submit for employees working in an STRS Ohio-covered position
- Due within 10 business days of the educator's first day worked
- Why needed for new members and existing members
- Send via secure file upload or enter in ESS
- SSA-1945 form



## Reemployed Retiree Notifications

- Reemployed retirees are individuals who retired from one of the six Ohio pension systems and are returning to public employment
- First date of service after retirement = first date working in your school after their retirement effective date
- Additional requirements – public notice and public meeting



## Service Credit Verification Reports

- Generated for part-time employees after annual report is submitted
- Due by last Thursday in August
- Live demonstration



## Accrued Verification Report

- Generated mid-September for any member whose accrued contributions in the annual report do not match accrued contributions in July and August payroll reports
- If you do not receive this report, great job!
- Due within two weeks of receipt (before end of September)
- Live demonstration



## Retirement Reporting – Deposit and Service Reports

- Timing
- Tabs – reports to be completed, available for updates, submitted reports



## Available Resources

- Visit our website: [www.strsoh.org/employer](http://www.strsoh.org/employer)
  - ESS instructions and tutorials
  - Recorded webinars
- Call us: 888-535-4050 (toll-free)
- Email us: [report@strsoh.org](mailto:report@strsoh.org)
- Join us: Part 2 on July 11



## Thank You!

- Additional questions?
- Certificates of completion
- Please complete the evaluation after exiting the webinar

