



EMPLOYER EDUCATION

Employer Basics 101: Preparing Deposit and Service Reports

50-928C, 3/24/0

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Retirement Reporting

What is a deposit and service report?

- Interim report that provides information needed to calculate benefit payments
- For service retirements, available in Employer Self Service (ESS) 60 days prior to retirement effective date*
- Due no later than two weeks after retirement effective date

*If the retirement application is received less than 60 days before the effective date of retirement, the deposit and service report will be available as soon as the application is processed.



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STATE TEACHERS RETIREMENT SYSTEM OF OHIO

Preparing Deposit and Service Reports

Make a Checklist

RETIREMENT REPORTING CHECKLIST
FULL-TIME OR PART-TIME EMPLOYEE

Use this checklist as a tool to help consolidate all required data prior to completing the deposit and service report and request for additional information forms for full-time and part-time employees. The checklist should not be submitted to STRS Ohio and is not mandatory to complete the retirement reporting process.

1. Member Information
Name _____ Days in contract _____
First teacher workday _____ Last teacher workday _____
Contributions are: Pre-tax After-tax Percentage increase granted to teaching staff _____ %
Member is: Full-time Part-time Position _____

2. Required Information
Number of days completed in current year _____
Was member docked time in any fiscal year listed below? Yes No
If yes, complete this chart:

Fiscal year	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024
Docked time						

Is pickup-on-pickup paid by the board? None Full Split _____ %
Last workday _____ Last pay date _____

3. Base Contract Information (Full-Time Staff Only)

Fiscal year	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024
Base contract #						

4. Supplemental Earnings*
If member's part time, list all earnings and the job description below. For full-time employees, list any supplemental earnings.

Description	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024

Questions? Contact STRS Ohio at 888-535-4050 or report@strsoh.org.

*Information needed for part-time employees
30-176, 7/23/19

RETIREMENT REPORTING CHECKLIST
260-DAY EMPLOYEE

Use this checklist as a tool to help consolidate all required data prior to completing the deposit and service report and request for additional information forms for an employee working in July. The checklist should not be submitted to STRS Ohio and is not mandatory to complete the retirement reporting process.

1. Member Information
Name _____ Number of days in contract _____
First teacher workday _____ Last teacher workday _____
Contributions are: Pre-tax After-tax Percentage increase granted to teaching staff _____ %
Position _____

2. Required Information
Number of days completed under current year contract _____
Was member docked time in any fiscal year listed below? Yes No
If yes, complete this chart:

Fiscal year	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024
Docked time						

Is pickup-on-pickup paid by the board? None Full Split _____ %
Last workday _____ Last pay date _____

3. Base Contract Information

Fiscal year	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024
Base contract #						

4. Supplemental Earnings

Description	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024

5. July Earnings

Fiscal year	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025
July earnings							

Questions? Contact STRS Ohio at 888-535-4050 or report@strsoh.org.

30-176, 7/23/19

- To print a blank copy:
- Visit the employer website and scroll to “Forms” at the bottom of the screen
 - Click on “Employer Reporting,” then select the form you would like to print



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Full-time Employee: Deposit and Service Report

Three sections:

1. Earnings
2. Contributions
3. Service Credit and Contract Information

Live Demonstration

DEPOSIT AND SERVICE REPORT

To enable us to construct and file the benefit to the employee's credit, complete and return this report at the earliest date possible after you can accurately determine the total earnings and deposits for the fiscal year. The contributions should be extended time, even though final salary may not be known. Early completion will speed both the processing of the application and the issuance of the first monthly benefit check.

For the STRS Ohio fiscal beginning July 1, 2023 and ending June 30, 2024

Earnings

1. Earnings under employee's 2023-24 Base Contract _____
Complete only if member corrects 2023-24 base contract and member worked under contract in July. Balance of employee's 2023-24 earnings earned in the 2023-24 fiscal year _____

2. Amount reported in the current fiscal year but earned in the prior fiscal year and not deposited. Do not include excess contributions _____

3. Supplemental or Additional Earnings (Please itemize)

Description	Amount

4. Pickup included in compensation for retirement purposes include average _____ \$0.00

5. Fiscal 2023-24 Employee Earnings _____ \$0.00

6. Employee Contributions - After-Tax _____

7. Employee Contributions - Pre-Tax _____

8. Fiscal 2023-24 Employee Contributions _____ \$0.00

MEMBER'S 2023-24 SERVICE CREDIT INFORMATION

9. Service Credit earned in 2023-24 (Calculate Service Credit)

10. Last pay date _____

11. Last day employee worked (including paid sick time) _____

12. Position held _____

13. Contract salary (please supply full contract amount even if not completed) _____

14. Beginning date of full contract _____

15. Contract ending date (typically the last day of school) _____

16. Number of days in total contract (even if not completed) _____

17. Percentage increase granted to teaching employees _____

18. Contact person _____

19. Telephone number for contact person _____

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Administrator Contracts Crossing Fiscal Years

Example: Contract year versus fiscal year

- Aug. 1, 2022-July 31, 2023: Contract is \$114,000 (\$9,500 monthly)
- Aug. 1, 2023-July 31, 2024: Contract increases to \$120,000 (\$10,000 monthly)

Fiscal year: Split between Lines 1 and 2												
July 2023	Aug. 2023	Sept. 2023	Oct. 2023	Nov. 2023	Dec. 2023	Jan. 2024	Feb. 2024	March 2024	April 2024	May 2024	June 2024	July 2024
\$9.5K	\$10K	\$10K	\$10K	\$10K	\$10K	\$10K	\$10K	\$10K	\$10K	\$10K	\$10K	\$10K
Contract year: Line 14												



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Administrator Contracts Crossing Fiscal Years

Example: Contract year versus fiscal year

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- Aug. 1, 2023-July 31, 2024: Contract increases to \$120,000 (\$10,000 monthly)

Fiscal year												
July 2023	Aug. 2023	Sept. 2023	Oct. 2023	Nov. 2023	Dec. 2023	Jan. 2024	Feb. 2024	March 2024	April 2024	May 2024	June 2024	July 2024
\$9.5K	\$10K	\$10K	\$10K	\$10K	\$10K	\$10K	\$10K	\$10K	\$10K	\$10K	\$10K	\$10K

Line 2:
\$9.5K

Line 1:
11 months x \$10K = \$110,000



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STATE TEACHERS RETIREMENT SYSTEM OF OHIO

Preparing Deposit and Service Reports

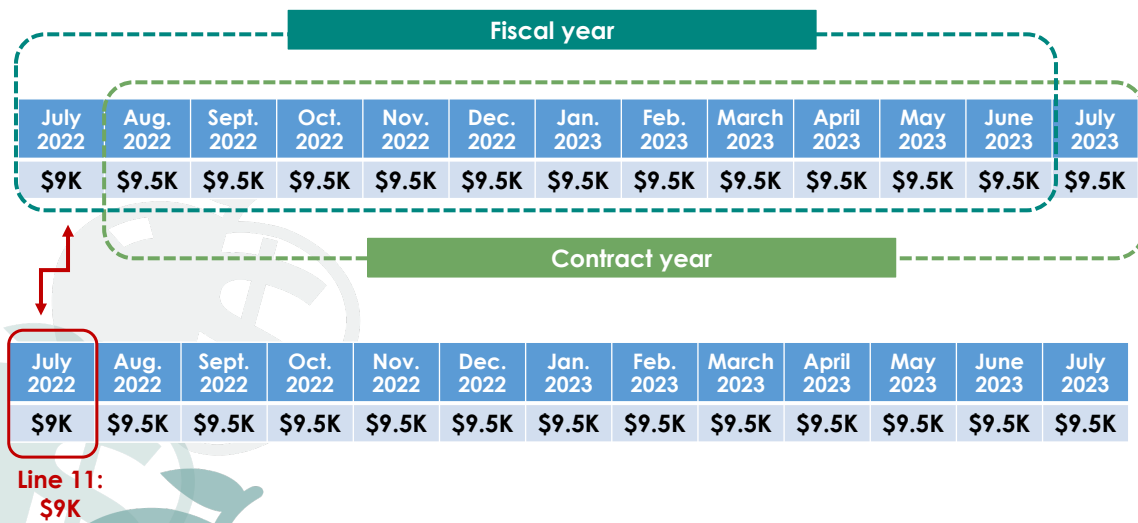
Administrator: Request for Additional Information

Live Demonstration

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Administrator: Request for Additional Information

Line 11



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Questions?

We're here to assist you

- Call toll-free: 888-535-4050
 - Ask to speak to your retirement reporting representative or employer advisor
- Send an email: report@strsoh.org
- Visit our website: www.strsoh.org/employer



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Thank You For Participating

- A recording of this webinar will be available in the Education & Training section of the employer website
- Please complete the evaluation for today's webinar
- Questions



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