



# EMPLOYER EDUCATION



# Annual Reporting Troubleshooting for eFinance Users

# Common issues and troubleshooting

- The following information is an excerpt from a joint presentation by STRS Ohio and eFinance at the OEDSA Fall Conference on Sept. 30, 2022
- Common annual reporting issues and troubleshooting for eFinance users are addressed
- If you need further assistance, please contact your ITC

## Common issues and troubleshooting

1. Adding contracted service providers to annual report file
2. File format issues – spacing
3. Corrections to payroll based on accrued verification report
4. Corrections in the summer for late payments or contributions not marked as accrued – how to adjust payroll year-to-date totals
5. Accrued contributions should be listed for the majority of STRS Ohio members
6. How to tell in your payroll system if the annual report has been generated and sent

# Adding contracted service providers to annual report file

## STRS Ohio procedures

- If third-party members are not added to the annual report, the report will be out of balance and returned to the employer
- STRS Ohio will have payroll on file for these members, a red flag will be raised alerting STRS Ohio of the issue

# Adding contracted service providers to annual report file

## eFinance procedures

- Create electronic file at Human Resources > State > STRS Annual Member Contribution > Report
- Once data is received from third party, work with your ITC to add contracted service providers to the file

# File format issues – spacing

STRS Ohio procedure

See annual reporting record layout on our website

- Name, Social Security number, address, ZIP code, phone number, email

eFinance procedure

See PowerSchool Online Help for detailed descriptions of fields in STRS Annual Member Contribution

- <https://pserp-compliance.powerschool-docs.com/pserp-oh/latest/strs-annual-member-contribution>

# Corrections to payroll based on accrued verification report

## STRS Ohio procedures

### **If the annual report accrued contributions total is chosen:**

Contributions reported in payroll reports will be corrected to match that total, adjust accumulator accordingly

### **If payroll accrued contributions total is chosen:**

The annual report entry on the member's account will be adjusted — typically, no further action is needed

# Corrections in summer for late payments or contributions not marked as accrued – how to adjust payroll year-to-date totals

## STRS Ohio procedures

- Complete backpostings to move money from current fiscal year back to previous year
- This correction (backposting) will only correct STRS Ohio's numbers
- Remove money from current year-to-date totals to fix your payroll and totals for current year
- If this is not completed, your current year total will be overreported on the next annual report



# Corrections in summer for late payments or contributions not marked as accrued – how to adjust payroll year-to-date totals

## eFinance procedures

If corrections or backpostings are filed with STRS Ohio, corrections may be needed in eFinance

- **Human Resources > State > STRS Payroll**
  - PAY and PAYA amounts per payroll
- **Human Resources > State > STRS Annual Member Contribution**
  - Pre/Post-tax Contribution, Accrued Wages, Accrued Contribution, Summer Accrued Information
- **Human Resources > Entry & Processing > Employee Information > Payroll Information > Deductions > Fiscal Amounts**

# Accrued contributions should be listed for the majority of STRS Ohio members

## STRS Ohio procedures

- When submitting payroll reports in July and August, make sure most of your members are being flagged as having accrued contributions
- Make this same check when looking over your annual report
- Nine-month teachers being paid year-round should all have accrued contributions
- 240- to 260-day administrators may not carry accrued contributions (Aug. 1-July 31 contracts)

# Accrued contributions should be listed for the majority of STRS Ohio members

eFinance procedures

## STRS Annual Member Contribution Report

POWERSCHOOL LLC DATE: 08/09/2022 TIME: 11:14:00		OHIO DEMO SCHOOL DISTRICT OH STRS ANNUAL MEMBER CONTRIBUTION REPORT - FY: 2021					PAGE NUMBER: 1			
EMPLOYEE NUMBER/EMAIL	EMPLOYEE NAME	SOCIAL SECURITY NUMBER	PHONE NUMBER	PHONE TYPE	ACCRUED WAGES	POST-TAX CONTRIBUTIONS	PRE-TAX CONTRIBUTIONS	ACCRUED CONTRIBUTIONS	DAYS WORKED	SERVICE CREDIT
1066 tel@powerschool.org	BAKER ANGELA	XXX-XX-1401	333-321-1040	HOME	7,176.48	0.00	2,712.74	1,004.72	61	0.34
-----SUMMER ACCRUED-----										
PAY DATE		CONTRIB								
07/05/2022		251.18								
07/20/2022		251.18								
08/05/2022		251.18								
08/19/2022		251.18								

# Accrued contributions should be listed for the majority of STRS Ohio members

## STRS Payroll Report

POWERSCHOOL LLC DATE: 09/22/2022 TIME: 11:25:33 SELECTION CRITERIA: PAY DATE = 07/05/2022		OHIO DEMO SCHOOL DISTRICT OH STRS - PAYROLL REPORT			PAGE NUMBER: 1
PAYROLL RECORDS					
EMPLOYEE NAME	SOCIAL SECURITY NUMBER	CURRENT PRE-TAX CONTRIBUTIONS	ACCRUED PRE-TAX CONTRIBUTIONS	AFTER-TAX CONTRIBUTIONS	
BAKER, ANGELA	XXX-XX-XXXX		251.18	0.00	
PRINCETON, DEBRA	XXX-XX-XXXX		285.12	0.00	
TOTAL MEMBERS REPORTED	2		536.30	0.00	
TOTAL PRE-TAX CONTRIBUTIONS	536.30				

# How to submit your annual report in your payroll system and how to tell if the annual report has been generated and sent

## STRS Ohio procedures

- Upload electronic file to STRS Ohio via secure file upload
- STRS Ohio will send a confirmation email once file has been received
- Once STRS Ohio uploads the file (every few hours), you can view your annual report in ESS in the Employer Reports tab

# How to submit your annual report in your payroll system and how to tell if the annual report has been generated and sent

eFinance procedures

## Human Resources > State > STRS Annual Member Contribution

- **Accrued:** Enter accrued pay dates for pay groups with STRS accrued wages
- **Load:** This option will load data for the year specified into the STRS Annual Member Contribution work file
- **Report:** Create hard copy and review for accuracy
  - Accrued wages, pre/post-tax contributions, accrued contributions, days worked, service credit, summer pay information, etc.
- **Report:** Create electronic file that can be uploaded to STRS Ohio website

See MCOECN Community for more details

# How to submit your annual report in your payroll system and how to tell if the annual report has been generated and sent

Create electronic file at Human Resources > State > STRS Annual Member Contribution > Report

Upload file to STRS website

- Confirmation from STRS Ohio

# Getting help

- For technical problems or assistance, contact your ITC
- For questions about the annual reporting process, call your STRS Ohio employer advisor toll-free at 888-535-4050. Working hours are Monday through Friday, 8 a.m.-5 p.m.

