



EMPLOYER EDUCATION

Employer Basics 101: Preparing Deposit and Service Reports

50-928C, 3/24/0

Hello and welcome to our webinar on retirement reporting. My name is Todd Wolford and joining me today is Patty Gordon. Our goal is to provide in-depth information on how best to complete deposit and service reports and request for additional information forms.

For today's webinar:

- All participants' cameras are off and you are automatically muted.
- You can press the ALT key on your keyboard to open or close the Zoom control panel.
- You can ask questions in the Q&A pane on the control panel.
- Make sure you have a printed copy of the webinar to take notes, a copy of both retirement reporting checklists and the webinar handouts.

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.



Employers are required to complete deposit and service reports — also known as D&S reports — for members applying for service or disability benefits and for survivors of deceased members. These are interim reports for:

- Service retirement benefits
- Disability benefits
- Survivor benefits

A common question we hear is why STRS Ohio needs employers to complete the D&S report and the annual report.

- D&S Report: An interim report used to calculate benefit payments
- Annual report: Due in August and used to verify totals for all members

If you are registered as **the retirement reporting contact**, you will receive an email when the report is available to complete.

For **service retirements**, report notices are sent **60 days prior** to the retirement effective date, assuming we have received the member's application for retirement.

For **disability recipients**, a notice is sent **once the STRS Ohio examining physician recommends** that disability benefits be granted.

For **survivor benefit recipients**, a notice is sent **once we receive documentation** the member is deceased.

Reports should be completed as soon as possible. Deposit and service reports are **not** considered delinquent until two weeks after the retirement effective date.

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 form 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 is 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

88-075, 1236

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 form 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.

88-076, 1236

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



These checklists are helpful if you are new to completing D&S reports or you can use them as a worksheet to get your facts in one location.

The checklists are not required; do not send them to STRS Ohio.

Print a blank copy from the employer website.

Once you have gathered all the necessary information, we can look at how best to complete the D&S report based on the employee type.

STATE TEACHERS RETIREMENT SYSTEM OF OHIO
Preparing Deposit and Service Reports

Full-time Employee: Deposit and Service Report

Three sections:

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

Live Demonstration

The screenshot shows a digital form titled "DEPOSIT AND SERVICE REPORT" for the STRS Ohio fiscal year beginning July 1, 2023 and ending June 30, 2024. The form is divided into three main sections: Earnings, Contributions, and Service Credit and Contract Information. The Earnings section includes fields for 2023-24 Base Contract, 2023-24 Hour Year, and Supplemental or Additional Earnings. The Contributions section includes fields for 2023-24 Employee Earnings, 2023-24 Employee Contributions - After Tax, 2023-24 Employee Contributions - Pre Tax, and 2023-24 Employee Contributions. The Service Credit and Contract Information section includes fields for Service Credit earned in 2023-24, Last pay date, Last day employee worked, Position held, Contract salary, Beginning date of full contract, Number of days in total contract, Percentage increase granted, Contact person, and Telephone number for contact person.

Please get out your printed copy of a deposit and service report for reference. You will notice the form is divided into three main sections: Earnings, Contributions, and Service Credit and Contract Information.

Let's discuss this report for a full-time employee.

[Live Demonstration]

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												



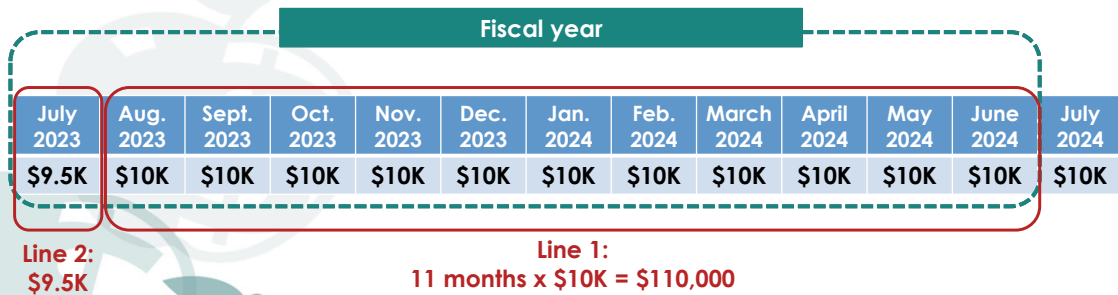
In our example, a superintendent has a contract that crosses fiscal years. His contract runs from Aug. 1 to July 31, which is outlined in green. However, the D&S report requires fiscal year information, which is July 1 to June 30.

When completing Lines 1 and 2 of the deposit and service report, we need to take into account how earnings are reported for the fiscal year. In the example, this information is outlined in blue. Let's break this down a little more.

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)



Line 1 asks for earnings under **base contract** for the current fiscal year.

The member’s base contract didn’t begin until August. This means we will list August through June earnings on Line 1. This is 11 months of the current year contract, assuming the member was not docked any time between August and June.

For our purposes today, we are going to assume the member was not docked. Therefore, Line 1 would equal \$110,000 in this example. If the member was docked, you would adjust your total accordingly.

Line 2 asks for current fiscal year earnings from the prior year’s contract. Because July is part of the fiscal year outlined in blue but was part of the prior year contract, earnings from July of the previous year should be listed on Line 2. Therefore, Line 2 would be equal to \$9,500 in this example.

Now that you understand the concept of an administrator’s contract crossing fiscal years, let’s go back to completing the deposit and service report.

Administrator: Request for Additional Information

Live Demonstration



Request for Additional Information

Complete this form only if the employee had supplemental earnings in 2019-2021 through 2022-2023 or the employee's contract year was August through July and the employee worked days. Information on this form will assist in computing the proper final average salary for benefit purposes. Please complete the appropriate information in the space below and submit this form.

	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024
Member Contribution Rate	14.00%	14.00%	14.00%	14.00%	14.00%
1. Assume employee held					
2. Contract amount					
3. Contract amount for board approved contract days					
4. Amount of suspension reported during the fiscal year listed on report or the prior fiscal year and was backpaid. Do not include earnings.					
5. Contract specified to begin	YY	YY	YY	YY	YY
6. Contract specified to end	YY	YY	YY	YY	YY
7. Number of days in contract					
8. Salary included in computation for retirement purposes					
9. Salary for extended days					
10. Supplemental Earnings					
Total Supplemental Earnings					
11. Total of previous year's contract included in this year's Annual Report					
For STRS use only					
Total	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

[Live Demonstration]

Administrator: Request for Additional Information

Line 11

Fiscal year												
July 2022	Aug. 2022	Sept. 2022	Oct. 2022	Nov. 2022	Dec. 2022	Jan. 2023	Feb. 2023	March 2023	April 2023	May 2023	June 2023	July 2023
\$9K	\$9.5K	\$9.5K	\$9.5K	\$9.5K	\$9.5K	\$9.5K	\$9.5K	\$9.5K	\$9.5K	\$9.5K	\$9.5K	\$9.5K

Contract year												
July 2022	Aug. 2022	Sept. 2022	Oct. 2022	Nov. 2022	Dec. 2022	Jan. 2023	Feb. 2023	March 2023	April 2023	May 2023	June 2023	July 2023
\$9K	\$9.5K	\$9.5K	\$9.5K	\$9.5K	\$9.5K	\$9.5K	\$9.5K	\$9.5K	\$9.5K	\$9.5K	\$9.5K	\$9.5K

Line 11:
\$9K

Recall our example for the deposit and service report, but now we are looking at the previous fiscal year.

Since Line 11 is asking for the portion of the previous year’s contract included in the annual report, \$9,000 should be listed on Line 11. For each fiscal year you are completing, Line 11 should always reflect the July earnings of the fiscal year start.

Once you have completed each line on the request for additional information, you are ready to submit.

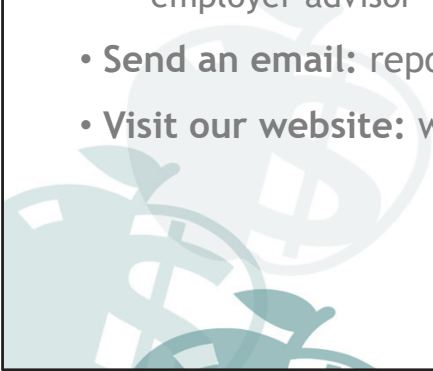
Be sure to save your work periodically by clicking the “Save” button at the bottom of each report. Submit each member’s information by clicking the “Save and Submit” button on the bottom of the page.

Patty, do we have any additional questions?

Questions?

We're here to assist you

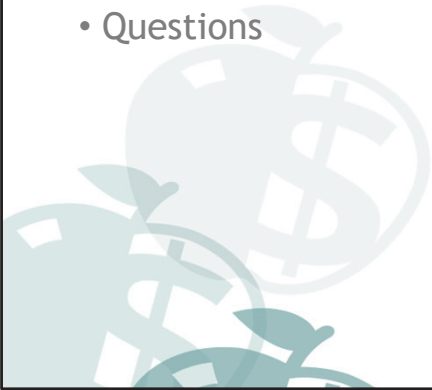
- **Call toll-free:** 888-535-4050
 - Ask to speak to your retirement reporting representative or employer advisor
- **Send an email:** report@strsoh.org
- **Visit our website:** www.strsoh.org/employer



We hope the information presented today has been helpful. If you have additional questions as you are completing deposit and service reports or request for additional information forms, please call STRS Ohio toll-free and ask to speak to your retirement reporting representative or employer advisor. You can also send us an email at report@strsoh.org or visit our website for additional resources.

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



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

Certificates of completion will be sent within two weeks of the last scheduled date for this webinar topic.

A recording of this live webinar will be available on the employer website to view on demand. Scroll down to "Recorded Webinars" in the Education & Training section to see all the webinars available to watch on-demand.

As you exit the webinar, a short evaluation will pop up for you to complete. Please take a minute and let us know your thoughts about today's webinar. Your feedback helps us improve our educational materials for employers.