# STRS Annual Reporting
# Commonly Asked Questions

**Q.  What starting and ending dates should be used when running STRSAD?**

A.   When running the STRSAD program, enter the first and last day of the academic year.  This date range is used for calculation of service credit for part-time and for those employees who did not work for 120 days.

**Q. What reports are generated from STRSAD**?

A. Three reports are generated each time the projection or actual advance options are executed.
    STRSAD.TXT – lists all advanced jobs for the districts.
    STRSAD.RPT – the complete fiscal year-end report for all STRS employees, including all advanced employees. Note, rehired retirees always receive zero percentage credit.
    NONADV.TXT – Includes jobs that will not be advanced. The program will take the number of work days left on the calendar and add them to the days worked up to this point.  If this does not equal the total work days in the contract, the job will not be advanced and will be listed on this report.

**Q. The reports generated by STRSAD show reporting for fiscal year 2018 when I am processing my annual report for 2019.**

A.  STRS reports their fiscal year based on the first year in the cycle, not the second.  For STRS reporting purposes, fiscal year 2018 is the fiscal year 2018-2019 reporting period.

**Q.  Can a job number be changed for a job that is in advance mode?**

A.   Changing a job number assigned to an advanced job does not affect the calculation of advanced contributions.  There are checks built into JOBSCN that prevent the user from changing any of the fields that would affect these calculations.

**Q.  STRS deductions listed on DEDRPT show a Prior fiscal year contributions balance amount before I run option '2' of STRSAD, this is the same amount the recap sheet is off by.**

A.  When the STRSAD tape file is created the advance amount is moved to the USPCON STRS advance field, (not added to the current value).  This value is reduced each time PAYDED runs in actual mode and processes a check to STRS with prior year contributions.  If there is a total listed on DEDRPT before running option '2' of STRSAD for the current year, this indicates the advance did not balance back to zero last year. This may be due to a prior years adjustment, a contract pay off, or a dock situation. The district may need to file a correction with STRS for the prior year.

**Q. How is the service credit calculated per employee?**

A. The service credit is calculated based on the STRS decision tree.

**Q. What if the amount showing as deposits does not equal the actual deposits the district has on record?**

A. - Verify the deduction checks match amount of the checks on the system.
   - Verify board checks for 691 match the board amounts showing for the appropriate employees.
   - Check error adjustments to the STRS records.
   - Check prior fiscal year adjustments.
   - Check manual changes to the 450/591/691 records.
   - Review voided checks for STRS employees.

**Q. If we did not advance some jobs last year that should have been advanced and those amounts are appearing on this year's report, can we manually change the figures in the DEDSCN so that STRSAD will have the correct figures?**

A. Yes, you should manually reduce the FYTD contributions and gross figures showing on the 591/691 and 450 records. The reduction should be the amount of monies that were not advanced and should have been last fiscal year. After all adjustments are made the total current FYTD figures reported should be for new earnings only. If it hasn't already been done, corrections may need to be filed with STRS.

Q. **How does STRS balance the figures and reports I send to them?**

The STRS Advance is processed to allow STRS to balance FYTD information. STRS requires districts report contributions in the fiscal year they are earned, not the fiscal year they are paid. Because of this requirement, the USPS system needs to still flag the jobs that are being paid contract amounts that were earned in the previous fiscal year, known on our system as "the advance". Districts are no longer required to make payments to STRS for the contributions on the previous years earnings, but they must report them correctly due to the manner in which STRS balances these figures.

STRS balances the annual reporting information to the per pay reporting for the fiscal year, also using the previous year's reported advanced amounts. STRS does this balancing in the following manner:

  Per pay amounts reported to STRS in the current fiscal year
-  Accrued contributions reported in the previous fiscal year, advance amount
+  Accrued contributions reported in the current year, advance amount
+/-Net effect of any prior fiscal year adjustments
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    Total contributions for employees in current fiscal year's annual report

**Q. What are the restrictions during the advance?**

A. Once a district is in 'advance mode', the job is flagged as an advanced job if the work days in the contract equals contract days worked and there are still pays remaining on the job.

You may make additional payments on advanced jobs, and the software will be able to determine what should be considered prior year's earnings and what should be considered new earnings. The software will automatically determine which payments are new earnings, which is all pay types with the exclusion of 'REG' (regular), 'ACC' (accrued), and 'BCK'(retro). This means you can make a 'MIS' (miscellaneous) payment on the advanced job and the miscellaneous payment will be considered new wages while the regular wages will be considered advanced.

**Q. A district needs to do a payoff of a contract that is in the advance. How can the ITC intervene to make this work?**

A. The ITC will need to run USPSCN/JOBSCN and set the pays and pays paid to be different by 1 pay. Once this is done, the district can run their payroll and the contract will pay off based on a last pay situation.

**Q. How do I handle a dock situation at end of fiscal year?**

A. There are a couple options:

1. If the district knows there will be a dock situation before they are in the advance mode, the amount may be placed in the 'dock next pay' field in JOBSCN. When STRSAD is run, the advance will be calculated to include the dock amount.

2. If the dock will not be processed on the first pay of the advance, an UPDCAL entry will be needed to include this dock amount.

   Note: For docks that need to be made after the district is in the advance (not placed in the dock next pay field before running option 2), keep in mind the advance will not balance back to zero.

**Q. Why are jobs not showing up on the STRSAD report?**

A. Two conditions must be met for a job to be advanced:
   1. The days worked must equal the work days.
   2. The number of pays paid must be less than the number of pays in the contract.

There are situations where an STRS position may work extended days causing workdays to remain on the contract following the last payroll in June. The software will calculate the work days remaining in the month of June provided the job calendars and payroll beginning and ending dates have been input correctly.

https://wiki.ssdt-ohio.org/display/usps/Calculating+Regular+and+Pick-up+Retirement14

**Q. What do I do about jobs that appear on the STRSAD report that should not be?**

A.As long as there are work days remaining the user can trick STRSAD into not advancing a job, it is suggested the district point the job to the default calendar.  Run STRSAD, option 2, change the calendar type back to its original value.  This will cause STRSAD to not include the job in the advance and will still allow the contract to pay correctly on the next payroll(s).

**Q. District is getting a warning message for a rehired retiree.**

A.  This is likely caused by the district not setting the rehired retiree flag on the STRS deductions before paying wages to the employee as a rehired retiree.  Verify the information and update to reflect the contributions as a retiree.

**Q. A district has completed option '2' of STRSAD and realized they are missing some jobs from the advance report.  Can anything other than a restore be done??**

A.  If the district has not ran QRTRPT to close for the quarter and fiscal year, the ITC can run CNVADV to unflag all the jobs that were flagged as advanced and clear the USPCON amount and flag.  The district can rerun STRSAD.

If the district has ran QRTRPT and has cleared the quarter and fiscal year, the files must be restored or the district will have to file corrections with STRS.