

# STRSAD - STRS Advance

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## overview

The STRSAD program provides you with a report and tape file of the STRS annual report information. It also provides you with a report of all the jobs that will not be advanced. This report can be used for verification purposes.

When processing this program, there is both a projection and actual option. After verifying the information, the program can be run to create the file to be sent to STRS.

The projection option (Option 1) of this program can be run as many times as necessary without making any changes to the USPS files. Option 2 will actually flag the appropriate jobs as advanced jobs. The jobs will remain in "advance mode" until the last payment in contract has been paid. At that time, the job's advance flag is turned off and the job is no longer considered in "advance mode". Option 2 also sets the STRS Period Closing Date field in USPSDAT/USPCON. Payrolls with July or later pay dates in the new fiscal year cannot be processed unless this field has been set with the prior fiscal month and year.

Three reports are generated each time the projection or actual advance options are executed. The first report called STRSAD.TXT lists all advanced jobs for the districts. The second report called STRSAD.RPT is the complete fiscal year-end report for all STRS employees, including all advanced employees. The third report, NONADV.TXT includes all jobs that will not be advanced.

When Option 2 of the STRSAD program is utilized, the tape file is created and is called STRSAD.yy06 (yy = year). The tape file is then submitted to STRS using the ANN\_STRS\_SEND program.

## accessing the program

The program may be executed by typing:

```
$ RUN OECN$PAY:STRSAD
```

at the \$ prompt or in the menu system type:

```
Menu>STRSAD
```

## sample run

This program calculates the total amount to be deducted for the advanced payment to the State Teachers Retirement System.

Main Menu Options:

- 1 - Projection of STRS advanced payments.  
This option projects the STRS advanced payments, fiscal YTD STRS deposits and earnings for all employees. NO STRS reporting file is created.
- 2 - Actual STRS advance payment calculation and STRS fiscal report generation.
- 3 - Exit program.

Enter Option: <l>: \_  
                    <CR>

Enter District code:<l111> \_\_\_\_  
  <CR>

District code is "1111"

Is this correct? (Y/N <Y>): \_  
  <CR>

Enter starting date for the academic year: \_\_\_\_\_  
  MMDDCCYY

Enter ending date for the academic year: \_\_\_\_\_  
  MMDDCCYY

Enter Sort Option (S,N,? <S>): \_  
  <CR>

Processing, please wait

Report names are: STRSAD.TXT  
  STRSAD.RPT  
  NONADV.TXT

Processing Completed!

## sample reports

STRSAD.TXT - STRS District Advanced Jobs

DATE: 05/18/96                    STRS-ADVANCED PAYMENT                    Sample City School Dist  
 TIME: 08:46:22                    95        REPORT    555 Test St.  
 PAGE: 001 <STRSAD>                DISTRICT CODE 1111    Sample OH 44444

AMT			CONTRACT	ADVANCED	ADVANCED	TOTAL
EMPLOYEE NAME	SOC-SEC-NUM	CREDIT	AMOUNT DUE	EMPLOYEE AMT	PICK-UP	ADVANCED
-----	-----	-----	-----	-----	-----	-----
EMPLOYEE, 1	111-11-1112	100%	7,248.14	0.00	674.08	674.08
EMPLOYEE, 2	111-11-1114	100%	7,053.67	0.00	656.00	656.00
EMPLOYEE, 3	111-11-1118	100%	6,867.44	0.00	638.65	638.65
EMPLOYEE, 4	111-11-1124	100%	2,618.99	0.00	243.55	243.55
EMPLOYEE, 5	111-11-1128	100%	2,811.09	0.00	261.45	261.45
		.				
		.				
		.				
	TOTAL:		212,516.03	0.00	19,764.19	
19,764.19						

REPORT TOTALS:

Total Employees with Advanced Jobs: 34  
 Total Advanced Jobs : 37

DATE: 05/15/96            STRS FISCAL YEAR-TO-DATE REPORT            Sample City School  
 Dist  
 TIME: 14:16:34                            FOR: 95                            55 Test  
 St.  
 PAGE: 0001 <STRSAD>                    DISTRICT CODE 1111                    Sample, OH  
 44444

STRS					DEPOSIT\		
ADVANCED							
EMPLOYEE NAME	SOC-SEC-NUM	CREDIT	DAYS	EARNINGS	PICK UP	AMOUNT	TOTAL
EMPLOYEE, 1	111-11-1112	100%	186	41,605.49	NON-TAXED:3,195.23	674.08	3,869.31
EMPLOYEE, 2	111-11-1114	100%	185	37,543.44	NON-TAXED:2,835.54	656.00	3,491.54
EMPLOYEE, 3	111-11-1118	100%	185	35,665.70	NON-TAXED:2,678.26	638.65	3,316.91
EMPLOYEE, 4	111-11-1124	100%	185	16,873.98	NON-TAXED:1,325.73	243.55	1,569.28
EMPLOYEE, 5	111-11-1128	100%	185	15,645.49	NON-TAXED:1,193.58	261.45	1,455.03
				.			
				.			
				.			
NON-TAXED TOTALS:			1,046,379.57		97,312.04	19,764.19	117,076.23
TAXED TOTALS:			0.00		0.00	0.00	0.00
				.			
				.			
				.			

REPORT  
 TOTALS

TAXED + NON-TAXED	:	117,076.23	RETIREE COUNT	:	4
AMOUNT ADVANCED	:	19,764.19	RETIREE CONTRIBUTIONS:		0.00
REGULAR EMP COUNT	:	49	RETIREE PICKUP	:	2,310.64
REGULAR CONTRIBUTIONS:					0.00
REGULAR PICKUP CONT	:				114,765.59

DENOTES A RE-EMPLOYEED  
 RETIREE

On the STRSAD.RPT report, if the Taxed Amounts are zero, only the Non-taxed Amounts will appear on the report as in the example above. If the Non-taxed Amounts are zero, only the Taxed Amounts will appear on the report. If both Taxed Amounts and Non-taxed Amounts exist, two detail lines will appear for the applicable employee(s). The first line will contain the totals for the Non-taxed Amount and the second line will contain the totals for the Taxed Amounts.

**NONADV.TXT - Non-Advance STRS Employee Listing**

DATE: 05/15/00  
TIME: 14:16:34  
(STRSAD)

Sample City School Dist  
NON-ADVANCED STRS EMPLOYEE LISTING

Page 1

FOR REPORTING YEAR 2000

DISTRICT CODE: XXXX

Employee name	SSN	Job Contract	Days In Contract	Days Worked As of 6/30	Contract Obligation	Amount Due
EMPLOYEE, 1	111-11-1112	100%	186	126	36519.00	5208.28
EMPLOYEE, 2	111-11-1114	100%	185	153	40315.00	891.51
EMPLOYEE, 3	111-11-1118	100%	185	126	36519.00	5208.28
EMPLOYEE, 4	111-11-1124	100%	185	126	26038.00	3713.55
EMPLOYEE, 5	111-11-1128	100%	185	126	37292.00	5318.48
				.		
				.		
				.		
TOTALS:					6,139,656.80	632,575.25

## ann\_strs\_send procedure

Use the ANN\_STRS\_SEND program to submit the STRS annual tape file (created when running the actual option of STRSAD) via secure email to STRS. You will need to supply your four digit STRS Employer ID.

```
-----  
|  
|               ANN_STRS_SEND - STRS Annual Reporting Submission  
|  
| This program submits the STRS Annual tape file via secure  
| E-Mail to STRS.  You should use this program after you have  
| created the STRS Annual submission file using the STRSAD program.  
|  
| If after running this procedure you receive an error message from  
| the 'postmaster', contact your ITC personnel.  
|  
| STRS Employer ID:      _____  
|  
|  
| Send ANNUAL reporting file to STRS via secure E-mail      1 of 1  
| XX Execute           XX Reset  
| XX Help              XX Save/Recall  
| XX Exit  
| XX Cancel  
|  
|-----
```

## miscellaneous notes

## STRSAD Errors and Warnings

The following alphabetical list describes errors and warnings that may appear when the STRSAD program is run.

- **Address cannot be blank. Verify entire address in USPSCN/BIOSCN for previous SSN.**  
This indicates either the first line of address, city, state, or zip code on the USPSCN/BIOSCN is blank. No part of the address can be reported to STRS as blank. Run USPSCN/BIOSCN and verify the fields.
- **Advance amount is negative for previous SSN, assuming zero.**  
Indicates a possible error correction from a previous fiscal year.  
Check JOBSCN information and contact ITC if unable to resolve. It may also be necessary to contact STRS to resolve the problem.
- **Amount remaining on contract is zero for previous SSN, job #.**  
Indicates that pays are remaining with no contract amount to pay.  
Verify JOBSCN information and run an AUDRPT to determine if manual changes were made.
- **Contract amount paid exceeds the contract obligation for previous SSN, job #.**  
Indicates the amount paid shown on JOBSCN exceeds the obligation.  
Verify JOBSCN information and run an AUDRPT to determine if manual changes were made.
- **Contributions with zero service credit for previous SSN.**  
Regular contributions with no service credit have been detected. STRS requests that these situations be researched and corrected before submitting the data.  
Check DEDSCN (450/591/691) start and stop dates, job calendar assignments, job calendar start dates, and ATDSCN records. Contact ITC if unable to resolve.  
Refer to the chapter in the USPS User Guide called, "Calculating Days and Weeks for Reporting Purposes" for assistance in resolving service credit problems.
- **Days worked in contract will exceed work days in contract for previous SSN, job #.**  
This message indicates that the remaining work days on the calendar through June 30th for the job will cause the days worked to exceed the work days in contract. This refers to jobs that still have work days remaining on the calendar.  
Check the contract start date and the beginning date of the first payroll of the contract to insure days worked in the contract were correctly counted. Check for incorrect period beginning and/or ending dates that may have been entered. Adjustments to days worked may be necessary in JOBSCN.
- **Employee's first/last name cannot be blank. Verify in USPSCN/BIOSCN for previous SSN.**  
This message indicates either the first or last name on the USPSCN/BIOSCN is blank. The name cannot be reported to STRS as blank. Run USPSCN/BIOSCN and verify the fields.
- **FTD total for board deduction is negative for previous SSN, assuming zero.**  
A 691 DEDSCN record has a negative amount in the FTD deduction field. This indicates that an error correction from a previous fiscal year may have been processed.  
Research using AUDRPT (looking for manual updates) and contact STRS for possible correction procedures.
- **FTD total for retirement deduction is negative for previous SSN, assuming zero.**  
A 450 DEDSCN record has a negative amount in the FTD deduction field. This indicates that an error correction from a previous fiscal year may have been processed.  
Research using AUDRPT (looking for manual updates) and contact STRS for possible correction procedures.
- **Name and address for previous SSN not on file.**  
The employee's BIOSCN record does not have a name or address entered.  
Enter these fields in BIOSCN.
- **No service days for regular earnings for previous SSN.**  
No service days are found for this employee.  
Check DEDSCN (450/591/691) start and stop dates, job calendar assignments, job calendar start dates, and ATDSCN records. Contact ITC if unable to resolve.  
Refer to the chapter in the USPS User Guide called, "Calculating Days and Weeks for Reporting Purposes" for assistance in resolving service credit problems.
- **Non-stretch pay job will advance for previous SSN.**  
It is not normal for a non-stretch pay job to advance. This message simply alerts the user to a possible problem but does not indicate that a problem exists. If the situation does occur, it could cause problems in the advance pay back calculations since the amounts for these jobs are not properly handled by INICAL.
- **Number of days worked exceeds work days in contract for previous SSN, job #.**  
The number of days worked is greater than the work days in JOBSCN.  
Verify the days worked on the job and the job calendar assignment. Run an AUDRPT to determine if manual changes were made. Update JOBSCN if necessary.
- **Pay per period times remaining pays differs from accrued wages by more than \$1.00 for previous SSN, job #.**  
This message indicates that a possible error in contract calculations has occurred.  
The district should verify the contract amounts in JOBSCN with what has been paid on the job thus far. Run an AUDRPT and attempt to isolate the problem. A dock or payment of additional money may be necessary to make the correction.  
Contact your ITC for assistance if necessary.
- **Pick up amount is negative for previous SSN, assuming zero.**  
A 591 DEDSCN record has a negative amount in the FTD deduction field. This indicates a possible error correction from a previous fiscal year may have been processed.  
Research using AUDRPT and contact STRS for possible correction procedures.
- **Retiree amounts for previous SSN exceed the regular contribution total.**  
The retiree amounts showing on the 450, 591, and 691 records are greater than regular amounts. This should not occur since retiree amounts are subsets of the regular contributions. The retiree amounts should be less than or equal to the regular contribution totals.  
Run AUDRPT to determine if manual adjustments to regular or retiree fields were processed. Manual changes to the DEDSCN records may be required.

## STRSMRG

This procedure is performed at the ITC level before the district submits the STRSAD file.

This process allows a merger between the STRSAD file and a file provided by Renhill or other third party entity which contains contracted employee information for STRS reporting.

The program may be executed by typing:

```
$ RUN OECN$PAY:STRSMRG
```

at the \$ prompt or in the menu system type:

```
Menu>STRSMRG
```

This program requires that the STRSAD file and the file provided by Renhill or other third party entity are in the user's OECN\$OUT directory. When the program successfully completes a new STRS submission file (default name STRSAD.MERGED) will be created in the directory pointed to by OECN\$OUT. This new file (STRSAD.MERGED) will contain the detail records for both STRSAD and Renhill or other third party entity. The STRSAD.MERGED file then needs to be renamed to STRSAD.yymm (yyymm is current year and month). This renamed file will be sent to STRS for submission using the USPS\_ANN/ANNSTRSSND procedure.

```
-----  
| STRSMERGE - Automates merging of STRSAD and Renhill files |  
|  
| File Names: |  
| STRSAD File Name | _____ |  
| Renhill File Name | _____ |  
| New Merged File Name | STRSAD.MERGED |  
|  
| Report Specifications: |  
| Output file | STRSMERGE.TXT |  
| Print options page? (Y,N) | Y |  
| Optional heading line | _____ |  
|  
|-----|
```

## STRS Annual Reporting Record Layout

Field No	Field Name	Start Location	Field Length	Format	Valid Values
1	Employer ID	1	4	X(4)	
2	Taxed Member Contribution (Regular)	5	8	9(6)V99	
3	Report Fiscal Year	13	4	X(4)	
4	Service Credit	17	3	9V99	
5	Member Type Code	20	1	X(1)	
6	Social Security Number	21	9	X(9)	
7	Name of Employee	30	30	X(30)	
8	Tax-deferred Member Contribution (Pickup)	60	8	9(6)V99	
9	Delivery Address Line 1	68	40	X(40)	

10	Delivery Address Line 2	108	40	X(40)	
11	Delivery Address Line 3	148	40	X(40)	
12	City Name	188	20	X(20)	
13	State Code	208	2	X(2)	
14	ZIP Code	210	5	9(5)	
15	ZIP Code Suffix	215	4	9(4)	
16	ZIP Code Delivery Point	219	2	9(2)	
17	Accrued Contributions	221	8	9(6)V99	
18	Email Address	229	50	X(50)	
19	Phone Number	279	10	9(10)	
20	Phone Number Type	289	1	9(1)	Blank = Unknown C=Cell Phone H=Home Phone
21	Reserved	290	61	X(61)	

**Total Record Length = 350**