GTAs who have a STRS account from any prior public employment are required to contribute to STRS, unless they have submitted an approved STRS exemption form to the Payroll Office. A GTA has 30 days from the start of the GTA appointment to submit the exemption form.

* If you are an active member in State Teachers Retirement System of Ohio (STRS) and you are ***not*** **on a leave of absence** from a teaching position covered by STRS Ohio, you may apply for exemption from contributions to STRS Ohio. Please consult the STRS Ohio website at [**https://www.strsoh.org/employer/reporting/determination/exemptions.html**](https://www.strsoh.org/employer/reporting/determination/exemptions.html) for more information and an **“Exemption from Contributions for Student Employees”** application form.
* If you are an active member in State Teachers Retirement System of Ohio (STRS) and **on a leave of absence** from a teaching position covered by STRS Ohio, **OR** you are an active member and not on a leave of absence but wish to contribute to STRS Ohio, you must complete a **“Member Information”** form. The form is available on the STRS Ohio website at [**https://www.strsoh.org/employer/reporting/new-hire/overview.html**](https://www.strsoh.org/employer/reporting/new-hire/overview.html)

GTAs are subject to OPERS withholding if they do not have a previously existing STRS account. In this case, the GTA may participate in or exempt out of OPERS. (An email with a link to an OPERS web page will be emailed and texted to you when you are hired where you can opt-out of or join OPERS.)

**IMPORTANT:** It is your responsibility to know if you are an active member in STRS and to complete the correct state retirement system form. If you are unsure, contact STRS at (888)227-7877. If we do not receive a STRS Exemption Form or a Member Information form or an OPERS Exemption Form within 30 days from the start of your appointment, we will withhold OPERS contributions. You will remain in OPERS until you have a break in service of longer than 365 days.

Contact the Payroll staff if you have questions.

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| **Contact** | **Last Name Begins With** | **Ext** |
| Sue Allshouse | A – Fe | 6759 |
| Carla Corsaro | Fi – Ln | 6555 |
| Ruth Roberts | Lo – R | 6558 |
| Payroll Staff | S - Z | 7205 |