

## EMPLOYER Notice

Ohio Public Employees Retirement System • 277 East Town Street • Columbus, Ohio 43215

**Important:**

*In addition to seminar offerings, remember that Employer Outreach offers on-site and one-on-one training options.*

## 2008 Employer Seminar Series Announced

### Who should read this notice

Payroll professionals, finance directors, human resources professionals

### Situation overview

Employer Outreach is eager to assist you and your staff in becoming knowledgeable about retirement reporting requirements. We know that some of these requirements can be quite complex. To help employers throughout 2008, a variety of seminars are offered—each designed to help you be more informed about retirement reporting.

There are three seminar tracks slated for 2008; each focuses on different aspects of the employer's responsibilities in retirement reporting so that employers can work more efficiently and accurately.

Following are the descriptions about and schedules for each seminar track:

- **ECS Demonstration**

The Employer Contribution System (ECS) is safe and efficient. More than 97% of all OPERS-covered employees are reported via ECS—are you ready to join them?

The two-hour ECS demonstrations are designed to allow employers to see, first hand, what's available on ECS and how this online tool enhances your business processes. If you're considering ECS, this is a perfect opportunity to explore.

### Here's the ECS Demonstration schedule:

City	Date	Location
Mason	March 13	City of Mason Municipal Center
St. Clairsville	March 20	Belmont Technical College
Columbus	April 10	OPERS
Wellston	April 17	SE Regional Library System
Piqua	May 8	Edison Community College
Findlay	May 15	University of Findlay
Canton	May 22	Stark County District Library
Ashtabula	June 11	Ashtabula Public Library
Bowling Green	June 12	Wood County Public Library
Canton	June 19	Stark County District Library

(More information on next page)



1-888-400-0965

[www.opers.org](http://www.opers.org)

- **Employer Contribution System (ECS) —Existing Users, Columbus only**

This training is for employers who currently use ECS. The seminar is designed for users to learn more ways to effectively use ECS—ultimately saving time and enhancing accuracy. This seminar features hands-on opportunities to navigate the ECS Web site using your own data. Topics covered include:

- o Correcting blocked reports,
- o Effectively using Pay Period End (PPE) Code Management,
- o When and how to submit a *Supplemental Report*,
- o Completing *Large Earnings* worksheets,
- o How to successfully submit a *Report of Retirement Contributions* using the data-entry or file-transfer feature, and the latest feature of ECS:
- o How to Submit the *Personal History Record* electronically.

**Here’s the schedule for the ECS seminar:**

This is a three-hour morning session from 9:30-12:30. Because of the technical support required, this seminar is held in Columbus at the OPERS building only.

The dates available for this seminar are:

- Thursday, May 8
- Thursday, August 14
- Thursday, November 13

- **Retirement Basics for Employers**

Employers are a reliable source of information for employees thinking about retirement. This two-hour seminar positively positions employers to help answer employee questions and concerns by providing basic information on OPERS retirement. Topics covered include:

- o Eligibility for age-and-service retirement,
- o Age-and-service retirement calculation,
- o Payment plans,
- o Partial lump-sum option plan (PLOP),
- o Retirement application processing,
- o Employer’s certification of final three pays, and
- o Other benefits after retirement.

**Here’s the schedule for the Retirement Basics for Employers seminars described above:**

City	Date	Location
Columbus	May 14	OPERS
Mason	May 20	City of Mason Municipal Center
Piqua	June 17	Edison Community College
Toledo	July 16	Heatherdowns Public Library
Warren	July 22	Kent State University, Trumbull
Cleveland	August 20	Westlake Porter Public Library
Cambridge	September 17	Crossroads Public Library

**(More information on next page)**

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### What you need to do

Please review the descriptions for each seminar, and determine who best in your organization should attend each one.

#### A few reminders:

- o Parking at all seminar sites is free of charge.
- o All OPERS seminars are free of charge.
- o Registration is necessary to make certain materials are available for all attendees.

More than one individual from any organization is welcome to attend. However, you will need to register each attendee for each seminar individually.

Registration is simple:

- Online via the OPERS Web site, [www.opers.org](http://www.opers.org), or
- By calling the Employer Call Center at 1-888-400-0965.

Once successfully registered, you'll receive a confirmation notice from OPERS giving more information about location and directions.

### Who to contact for more information

After you review this *Employer Notice*, contact Employer Outreach with questions or comments at 1-888-400-0965 or via the Internet at [employeroutreach@opers.org](mailto:employeroutreach@opers.org).



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