

# EMPLOYER Notice

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

**Note:**

*The advantages to online forms are many. This project is ongoing and will ultimately save you time.*

*Look for future Employer Notices announcing additional forms being placed online.*

*The bottom line? Saving you time.*

## Clarification for state agencies regarding Certification of Employee's Final Payroll

### Who should read this notice

Individuals at state agencies responsible for processing retirement paperwork

### Situation overview

As previously announced, effective May 9, 2008, all employers using ECS to submit contribution reports and large earnings clarifications are now required to submit the *Certification of Employee's Final Payroll* (F-85) information for retiring employees back to OPERS via ECS.

### NOTE:

The following information on this process is especially important and applicable only to state agencies.

- The date information you submit to OPERS on a certification for service retirement, disability retirement and/or refund applications must match the Final Earnable Salary Date that is provided to OAKS on your Personnel Action Form.
- If the certification is completed and submitted prior to the bi-weekly *Report of Retirement Contributions* sent by DAS and there is a discrepancy between dates, *the entire state retirement contribution file will be blocked.*
  - This discrepancy can occur when an employee changes a previously determined termination date, or chooses not to retire at all. Because this alignment of dates is so important, you must inactivate a previously submitted certification if you are made aware of a change in an employee's termination date.

### What you need to do

- You must check for pending certifications by:
  - Logging onto the ECS application, and
  - Scanning the Welcome page for the Recent Activity box. Then, find...
  - The Pending Requests section. It will tell you how many certifications are awaiting your completion. Then,
  - Access your pending certifications by either clicking on this number or on the Online Reports tab in the left column of the page.
- Employers will be able to view pending, submitted, and invalidated certifications for a period of two years.

### Why this is important

Because of its greatly anticipated release, the project to place forms online is moving forward at a rapid pace. Providing forms online means greater convenience for employers and enhanced security for employees and retirees. Look for more information in the near future.

**(More information on back)**



1-888-400-0965

www.opers.org

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**Who to contact for more information**

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

*This Employer Notice is written in plain language for use by public employers who are subject to coverage under the Ohio Public Employees Retirement System. It is not intended as a substitute for the federal or state law, namely the Ohio Revised Code, the Ohio Administrative Code, or the Internal Revenue Code, nor will its interpretation prevail should a conflict arise between it and the Ohio Revised Code, Ohio Administrative Code, or Internal Revenue Code. Rules governing the retirement system are subject to change periodically either by statute of the Ohio General Assembly, regulation of the Ohio Public Employees Retirement Board, or regulation of the Internal Revenue Code. If you have questions about this material, please contact our office or seek legal advice from your attorney.*



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