

EMPLOYER Notice

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

Important:

Mandatory filing of Service Purchase by Payroll Deduction reports via ECS begins with the March 2008 report, due April 30, 2008.

Reminder: *Service Purchase by Payroll Deduction* report must be submitted via ECS

Who should read this notice

Those responsible for reporting payroll deductions for retirement service purchases

Situation overview

This is a reminder that employers who are currently reporting their regular retirement contributions via ECS are required to also submit their *Service Purchase by Payroll Deduction* report electronically, via ECS, effective with the March 2008 report. The due date for the March 2008 report is April 30, 2008.

This mandatory electronic reporting was announced in the third quarter of 2007 via the *Service Purchase Reporting Kit* sent to affected employers and a targeted *Employer Notice* sent in October 2007—both documents are currently available online for review.

However, this reminder is being sent because we know some employers use the pre-list report as a trigger to complete and send service purchase payroll deduction information. Please be aware that ECS-reporting employers will not be receiving a service purchase pre-list report for March. If the pre-list report serves as your internal reminder to complete the report, you could be at risk for a late reporting penalty if you do not access ECS and complete and submit the *Service Purchase by Payroll Deduction* report.

What you need to do

If you need assistance in reporting service purchase payroll deductions via ECS, please take the following actions:

- Review the previously sent information outlined above.
- Contact your IT department or contracted vendor immediately if you anticipate the need for additional programming.
- Contact Employer Outreach for assistance or to schedule an on-site training, if necessary.

Why this is important

Electronic reporting of service purchase deductions provides you and your employees with enhanced security and reviews for accuracy—ultimately saving you time.

Revisions to *Employer Manual*

Changes have been made to the OPERS *Employer Manual*, Section 5, pages 5.11-5.14, to be consistent with the information found on this *Employer Notice*. Those employers who maintain a print version of the *Employer Manual* should visit the OPERS Web site at www.opers.org to download this revised page for insertion into your manual.

(More information on back)



1-888-400-0965
www.opers.org

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.

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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