

EMPLOYER Notice

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

Note:

Online filing of the PHR will save time, improve accuracy and safeguard your employees' confidential data.

*Remember, you will **not** need to resubmit PHRs that were previously sent in paper format. Also, SSA-1945 Forms are still required.*

ECS-reporting employers must file *Personal History Record (PHR)* online effective first quarter 2010

Who should read this notice

Payroll professionals, human resources professionals and anyone processing *Personal History Records (PHR)* at ECS-reporting employer organizations

Situation overview

By the end of first quarter 2010, ECS-reporting employers will be required to submit PHRs online. Since 2008, ECS has provided the function for employers to complete and submit the *Personal History Record (PHR)* online, providing streamlined processes and enhanced efficiency. Online PHRs save time because:

- Employers provide new-employee data only once; the online PHR captures data from any human resources system for employers who choose to use the file transfer method. A data-entry option is also available.
- Online transmission provides better security and faster delivery—especially important when protecting sensitive information such as Social Security numbers.
- You eliminate tracking down signatures—submitting documents online means the documents are automatically certified. When OPERS receives the electronic PHR, we contact your employees to attain employee-specific information.

What you need to do

Employer Reporting has traditionally informed employers of changes with a six-month transition window. This change follows that tradition. Please note the deadline for the mandatory submission of PHRs online for ECS-reporting employers will be the end of first quarter 2010.

- You will be notified of the exact date. Regardless of the cutover date, you will **not** need to resubmit PHRs previously sent in paper format.
- To accommodate this requirement, employers who wish to use the file-transfer method are urged to contact their external IT vendor or internal department with the PHR file specifications found on the back of this *Employer Notice*.

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.

See back for file specifications



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



Personal History Record (Form A) File Specifications

General format specifications for employee information:

Any unpopulated Fields should be left blank. All data should be left justified. All trailing spaces in fields should be blank.

Record specifications:

From Position	To Position	Data Type	Position Count	Required R / Optional O	Field Name	Description
1	1	Alpha	1	R	Record Type	Populate with E
2	6	Alpha	5	R	Form Type	Populate with FORMA
7	15	Num	9	R	Social Security number	No embedded dashes
16	38	Alpha	23	O	First Name	
39	39	Alpha	1	O	Middle Initial	
40	67	Alpha	28	R	Last Name	
68	70	Alpha	3	O	Suffix	Allowed values are: JR', SR', I, II, III, IV, V, VI, VII, ESQ, DDS, MD
71	71	Alpha	1	R	Gender	Allowed values are: M=Male, F=Female
72	79	Alpha	8	R	Date of Birth	Format = MMDDYYYY, where: MM = 2-position month DD = 2-position day YYYY = 4-position year
80	87	Alpha	8	R	Salary Begin Date	Format = MMDDYYYY, where: MM = 2-position month DD = 2-position day YYYY = 4-position year
88	88	Alpha	1	R	Elected Position Indicator	Allowed values are: Y = Yes, N = No
89	89	Alpha	1	R	Law Enforcement Position Indicator	Allowed values are: Y = Yes, N = No
90	90	Alpha	1	R (If Law Enforcement Position Indicator = Yes)	Part Time/Full Time Position Indicator	Allowed values are: F = Full Time, P = Part Time
91	91	Alpha	1	R	Fire Fighter Training Indicator	Allowed values are: Y = Yes, N = No
92	92	Alpha	1	R	Address Type	Allowed values are: D for domestic, F for foreign
93	130	Alpha	38	R	Address Line 1	
131	168	Alpha	38	O	Address Line 2	
169	206	Alpha	38	O	Address Line 3	
207	224	Alpha	18	R	City	
225	226	Alpha	2	R (if domestic)	State Code	Allowed state codes only. Only populate if address is domestic.
227	231	Alpha	5	R (if domestic)	Zip	Numbers only. Only populate if address is domestic.
232	235	Alpha	4	O	Zip plus 4	Numbers only. Only populate if address is domestic.
236	255	Alpha	20	O (if foreign)	Province Name	Only populate if address is foreign.
256	257	Alpha	2	R (if foreign)	Country Code	Only populate if address is foreign. Allowed values to be provided through ECS website.
258	267	Alpha	10	O (if foreign)	Postal Code	Only populate if address is foreign.

General format specifications for employer information:

All data should be left justified. All trailing spaces in fields should be blank.

Record specifications:

From Position	To Position	Data Type	Position Count	Required R / Optional O	Field Name	Description
1	1	Alpha	1	R	Record Type	Populate with T
2	6	Alpha	5	R	Form Type	Populate with FORMA
7	12	Num	6	R	OPERS Employer Code	Format = XXXXXYY, where: XXXX = 4-digit OPERS employer code YY = 2-digit OPERS suffix code