

EMPLOYER Notice

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

Save time: Eliminate sending unneeded documents

Who should read this notice

Those responsible for submitting retirement documents and payments to OPERS

Situation Overview

By habit or tradition, many employers are sending documents to OPERS that are not needed by the System. Typically, these documents fall into three categories:

- Information that is already captured via ECS,
- Documents that were previously, but are no longer, required by the System, or
- Information that is not needed by OPERS but perhaps should be sent elsewhere.

The list below identifies documents we are receiving that are not necessary to be sent to OPERS.

➤ **ECS-reporting employers:**

If you submit the forms or provide the information listed below via ECS, it is not necessary to follow up with a print copy, or confirmation page:

- o *Personal History Records* (PHR or form A),
- o Large Earning breakdown,
- o *Report of Retirement Contributions*

➤ **ECS employers submitting paperless payments:**

It is not always necessary to complete and send a paper copy of the *Employer Remittance Advice* (form E-3), after you have scheduled a payment via ECS. If you are only sending payment for a report you have just submitted, your payment information has already been captured and sent to OPERS through ECS.

However, if you are sending payment for a report and another liability, a Remittance Advice is necessary.

➤ **All employers:**

Please be aware the following documents do not need to be sent to OPERS:

- o The UAN report printout for a previously submitted report.
- o Payroll withholding statements from your payroll system showing your employees' taxes and deductions withheld.
- o The instruction page from the SSA-1945 form: *Your Employment in a Job Not Covered by Social Security*. OPERS only needs the signed form.
- o The *Payroll Recap* form; this is no longer used by OPERS.

➤ **State Agencies**

Please be aware that the following forms are state of Ohio forms. As such, these never need to be sent to OPERS:

- o *Personnel Action* form
- o *New Hire Notification*

Note:

Save time by avoiding duplicative work.

ECS delivers many of these documents electronically; no need to follow up with hard-copy documentation.



1-888-400-0965

www.opers.org

(More information on back)

What you need to do

We ask you review what you've been including in your mailings to OPERS and eliminate sending unnecessary forms.

Also, some employers have employees paying into multiple retirement systems. Please double check your monthly mailings to OPERS to ensure you're mailing only those documents intended for OPERS.

Why this is important

Sending unnecessary documents to OPERS may cause additional postage expense and extra work for both your organization and OPERS.

Changes to the *Employer Manual*

There are no *Employer Manual* changes applicable to 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.

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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