



EMPLOYER NOTICE

ECS Process Changes

WHO SHOULD READ THIS NOTICE

Human resources and any OPERS employer contact working with ECS

SITUATION OVERVIEW

Updates were recently made to ECS including process changes that will allow you to perform more self-service functions online.

The following change went into effect Sept. 12:

Email addresses can be up to 50 characters when using the Data Entry or File Upload function in ECS to submit Student Exemptions (for colleges and universities only).

The following changes went into effect Oct. 10:

- **Denied In-Term Salary for Elected Officials reporting**

If you report Denied In-Term Salary for Elected Officials on paper, begin submitting your report in ECS with the November 2019 report.

To initiate the Denied In-Term Salary process:

1. *Submit the Certification of Denied In-Term Salary Increase form (CSH-6) form to OPERS; this form can be found on opers.org under employer Forms and Documents.*
2. *Once the request has been processed, you will receive a letter stating the amount owed each month by the elected official.*
3. *Upon receipt of the letter you can begin deducting and remitting contributions.*

If you currently use ECS, you can submit reporting and payment for Denied In-Term Salary starting with November 2019 reporting. *You will see the option to submit your Denied In-Term Salary report under online reports and under the Regular Report tab in ECS. The reports will autogenerate and will display the amount owed each month.*

If you currently use ECS online payments to submit your Denied In-Term Salary payment, you no longer need to enter the amount due in the ERI section of your Payment screen. The liability will be displayed under Unpaid Employee Liability Balances.

Reminder: Re-employed retirees in an elected official position cannot take advantage of Denied In-Term Salary.

- [Change default sort and limit returns on Payment Screens in ECS](#)

The default sort will be in descending order and will only include last two years of data for each of the online payments and payment remittance advice. This change will make your search easier.

- [Creating a multiple line supplemental for an inactive employee](#)

You may create a blank supplemental for *one* employee with multiple earning periods OR a blank supplemental for *multiple* employees with one earning period. This is most helpful in instances where the employee you want to report is no longer on your employee list. *You will be asked to select the employer code, reporting period end date, payout date and the reason for the supplemental. On the next page you will click Add Employee, enter the employee's information and enter number of pay periods.*

The following change will go into effect by the end of October 2019:

[PPE Code Management](#)

The New Pay Period End date field used when updating the last Contribution Report submitted for an employee in PPE Code Management will be removed from ECS. You will continue to update the Pay Period End code for the most recent report submitted in ECS in the PPE Code Management screen. If you need to correct the Pay Period End date of a previously submitted report, please contact our Employer Services department at 888-400-0965 to request the update.

The following change will go into effect in Spring 2020:

[Notice of Re-employment or Contract Services of an OPERS or Other System Benefit Recipient Form \(SR-6\) now on ECS](#)

When OPERS receives a retirement application indicating a member is going to be re-employed or when OPERS learns the member is currently re-employed, we will send you an email notification to submit an SR-6. This does not replace the requirement to submit the SR-6 upon re-employment (if you have not received an email request from OPERS).

You can submit the SR-6 by selecting Pending Re-Employed Retiree Inquires in the Recent Activity box on the ECS home page or from the Online Forms page. Next, you'll select the member's name and indicate whether they are re-employing with your entity, and if so, you'll be directed to the SR-6 process in ECS.

WHAT YOU NEED TO DO

After reviewing this Employer Notice, contact Employer Outreach with questions regarding ECS access at 888-400-0965 or by email at employeroutreach@opers.org.

For a current listing of OPERS Board members, please visit opers.org

It is your responsibility to be certain that OPERS has your current physical and e-mail address on file. If OPERS is not made aware of address changes, we cannot guarantee that you will receive important information pertaining to OPERS public employers. 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.