



OPERS  
277 East Town St.  
Columbus, OH 43215

# EMPLOYER NOTICE

## Updated Search Features in ECS for Reporting and Forms

### WHO SHOULD READ THIS NOTICE

Payroll and Human Resources professionals of OPERS employers

### WHAT IS CHANGING

We have added new and updated search functionality in ECS. This change includes searching for ECS submitted Report of Retirement Contributions and the ARP-2, Form- A, and SR-6 forms.

Beginning June 19, you will be able to search for ECS submitted Report of Retirement Contributions beyond the current 2-year search period. When you select **Online Reports**, there will be a new field titled **Search Report List** under the **View Reports** tab. When you select the **Search Report List** option, you will be taken to a new screen where you can search for ECS submitted reports by Employer code, Submit date, Reporting End Date, and Report Type. The 2-year search function will also remain in ECS.

You will also be able to search for the Form-A, ARP-2, and SR-6 forms that were submitted in ECS greater than the current 2-year lookback period. When selecting the **Online Forms** and **View a Form**, you will see the current option **Submitted Form List**. When you click on the **Submitted Form List**, you will be directed to a new search page. On this page you have the option to select search without entering any search criteria, and the system will bring back all forms submitted on ECS within the past 2 years.

You can also search for specific forms by Submit Date, Employee's SSN, Employees Last Name, Employees First Name, and by Form Type by entering the information in the appropriate field. You can pick and choose which fields to complete to find the forms you are looking for.

### WHOM TO CONTACT FOR MORE INFORMATION

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

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For a current listing of OPERS Board members, please visit [www.opers.org](http://www.opers.org)

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June 18, 2025