Non-Contributing List (NCL)

Presented by:
OPERS Employer Services
What is a Non-Contributing List?

A list of individuals who, in the prior year, provided services to the employer and were classified as an independent contractor or any other classification other than a public employee.
Included on NCL

- Independent contractors
- Individuals paid non-earnable salary
- Elected officials who have opted out
- Individuals excluded from membership
**Data reported on the NCL**

<table>
<thead>
<tr>
<th></th>
<th>Field</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>SSN</td>
</tr>
<tr>
<td>2</td>
<td>Name</td>
</tr>
<tr>
<td>3</td>
<td>Status</td>
</tr>
<tr>
<td>4</td>
<td>Date Range</td>
</tr>
<tr>
<td>5</td>
<td>Job Title</td>
</tr>
<tr>
<td>6</td>
<td>Annual Salary</td>
</tr>
</tbody>
</table>

Ohio Public Employees Retirement System
Welcome

ECS Tip: Certifying Changes for Authorized Contacts

Due to the recent elections, some employers may have changes for the authorized contact(s) for OPERS purposes. OPERS needs to be notified of any changes concerning authorized contacts to prevent any delay in reporting and communication. The Employer Contact Distribution List provides a way for the employer to update the main contact information, assign appropriate contact reasons for each contact and designate the individual(s) who are authorized signers. This list requires a co-signer if the employer has a single point of contact. Requesting the list before a change occurs allows for a valid alternate signature.

To request the Employer Contact Distribution List, contact your employer account representative at 888-400-0965 or by e-mail at, employeroutreach@opers.org.
Ohio Public Employees Retirement System

Create an Annual Non-Contributing Report

Data Entry
- Annual Non-Contributing Report
  Create an annual Non-Contributing report for the entered time period.

File Transfer
- Transfer a file
  Transfer a report file that follows OPERS format for the Annual Non-Contributing report.
Data Entry

Annual Non-Contributing Report

Create an annual Non-Contributing report for the entered time period.

File Transfer

Transfer a file

Transfer a report file that follows OPERS format for the Annual Non-Contributing report.
Data Entry: Enter Calendar Year

Please enter a calendar year for which you would like to generate a report.

Current Step: Enter Calendar Year

999500 - OhioPERS Employer-05

Employer Code: 999500

Calendar Year: 12/31/2015

Report Type: Non-Contributing

Continue
Data Entry: Enter Report

To complete this report, please enter the employment information for each employee/contractor in the appropriate field. To add employees to the report, click the "Add Employees" button and complete the information on the pop-up screen. Please do not click "Submit Report for Verification" until you have finished filling in all pages of the report.

If you are entering a large report, please save your report frequently to prevent loss of data.

WARNING: Your report session will expire in the next 30 minutes. Please save your report frequently to avoid loss of data.

Current Step: Enter Report

OhioPERS Employer-05 - 999500

<table>
<thead>
<tr>
<th>Employer Code</th>
<th>Employer Name</th>
<th>Calendar Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>999500</td>
<td>OhioPERS Employer-05</td>
<td>2015</td>
</tr>
</tbody>
</table>

1 - 0 of 0 Records

There are no employees in this report

Name   SSN/ID   Status   Service Begin MM/DD/YYYY   Service End MM/DD/YYYY   Gross Earnings   Position Title

Name   SSN/ID   Status   Service Begin MM/DD/YYYY   Service End MM/DD/YYYY   Gross Earnings   Position Title

1 - 0 of 0 Records

Save

Add Employee/Contractor

Submit Report for Verification
Data Entry: Add Employee/Contractor

Please enter the following information to add a record to this report.

- **SSN:** 776551133
- **Last Name:** Adams
- **First Name:** Nora
- **Middle Initial:** H
- **Suffix:**
- **Status:** Independent Contractor
- **Service Begin Date:** 05/01/15
- **Service End Date:** 07/31/15
- **Gross Earnings:** 2500.00
- **Position Title:** Network Design

[Add] [Cancel]
Data Entry: Enter Report

To complete this report, please enter the employment information for each employee/contractor in the appropriate field. To add employees to the report, click the "Add Employees" button and complete the information on the pop-up screen. Please do not click "Submit Report for Verification" until you have finished filling in all pages of the report.

If you are entering a large report, please save your report frequently to prevent loss of data.

**WARNING:** Your report session will expire in the next 30 minutes. Please save your report frequently to avoid loss of data.

<table>
<thead>
<tr>
<th>Name</th>
<th>SSN/ID</th>
<th>Status</th>
<th>Service Begin MM/DD/YYYY</th>
<th>Service End MM/DD/YYYY</th>
<th>Gross Earnings</th>
<th>Position Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADAMS, NORA H</td>
<td>776551133</td>
<td>I</td>
<td>05/01/2015</td>
<td>07/31/2015</td>
<td>2,500.00</td>
<td>NETWORK DESIGNER</td>
</tr>
</tbody>
</table>
To complete this report, please enter the employment information for each employee/contractor in the appropriate field. To add employees to the report, click the "Add Employees" button and complete the information on the pop-up screen. Please do not click "Submit Report for Verification" until you have finished filling in all pages of the report.

If you are entering a large report, please save your report frequently to prevent loss of data.

**WARNING:** Your report session will expire in the next 29 minutes with no activity. Please save your report frequently to avoid loss of data.

**Current Step:** Enter Report

**Next Step:** Verify Report

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**OhioPERS Employer-05 - 999500**

<table>
<thead>
<tr>
<th>Name</th>
<th>SSN/ID</th>
<th>Status</th>
<th>Service Begin MM/DD/YYYY</th>
<th>Service End MM/DD/YYYY</th>
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<tr>
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<td>776551133</td>
<td>I</td>
<td>05/01/2015</td>
<td>07/31/2015</td>
<td>2,500.00</td>
<td>NETWORK DESIGNER</td>
</tr>
<tr>
<td>JONES, GREGORY A</td>
<td>681773321</td>
<td>E</td>
<td>01/01/2015</td>
<td>12/31/2015</td>
<td>1,200.00</td>
<td>COUNCIL MEMBER</td>
</tr>
<tr>
<td>SMITH, ADAM</td>
<td>772991515</td>
<td>N</td>
<td>01/01/2015</td>
<td>12/31/2015</td>
<td>6,500.00</td>
<td>BLDG INSPECTOR</td>
</tr>
<tr>
<td>WILLIAMS, HEIDIL</td>
<td>449772231</td>
<td>X</td>
<td>04/01/2015</td>
<td>12/31/2015</td>
<td>5,000.00</td>
<td>FIREFIGHTER</td>
</tr>
</tbody>
</table>

1 - 4 of 4 Records

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**Submit Report for Verification**
Data Entry: Verify Report

To complete this report, please enter the employment information for each employee/contractor in the appropriate field. To add employees to the report, click the "Submit to OPERS" button to complete the submission process. Your report will be submitted to OPERS until you complete this step.

If you wish to change any information on the report, click the "Back to Report" to make your updates.

<table>
<thead>
<tr>
<th>Current Step: Verify Report</th>
<th>Next Step: Confirm Report</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employer Code</td>
<td>Employer Name</td>
</tr>
<tr>
<td>999500</td>
<td>OhioOPERS Employer-05</td>
</tr>
<tr>
<td>Calendar Year</td>
<td>Report Details</td>
</tr>
<tr>
<td>2015</td>
<td>View</td>
</tr>
</tbody>
</table>

Back to Report [Submit to OPERS]
Data Entry: Submitted

Your 2015 Non-Contribution report has been successfully submitted to OPERS.

Current Step: Report Submitted

Submitted Date/Time: 04/13/2016 02:20 PM

Submitted By:

Report Type: Non-Contributing

<table>
<thead>
<tr>
<th>Employer Code</th>
<th>Employer Name</th>
<th>Calendar Year</th>
<th>Report Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>999500</td>
<td>OhioPERS Employer-05</td>
<td>2015</td>
<td>Print</td>
</tr>
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If you have any questions, please send a message via the ECS Message Center, or contact the OPERS Employer Call Center at 1-888-400-0965.
Create an Annual Non-Contributing Report

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  Create an annual Non-Contributing report for the entered time period.

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- Transfer a file
  Transfer a report file that follows OPERS format for the Annual Non-Contributing report.
Create an Annual Non-Contributing Report

Data Entry
Annual Non-Contributing Report
Create an annual Non-Contributing report for the entered time period.

File Transfer
Transfer a file that follows OPERS format for the Annual Non-Contributing report.
Transfer a File: Locate File

Transfer a file containing your non-contributing data to OPERS from your computer. Please verify all information is correct on the file, then click “Browse...” to locate the file on your hard drive. Once you have located the file click the “Submit Report for Verification” button.

For specific information regarding file type, and required fields, please see our online help.

Current Step: Locate Non-Contributing File

OhioPERS Employer-05 - 999500

File Location: C:\Users\norman\Desktop\NCLReport999500.txt

Submitting a file may take a few minutes. Please do not press any buttons in your browser until the verification page loads.
Transfer a File: Verification

Listed below is a summary of information you entered for this report. If you are satisfied the information is correct, click the "Submit To OPERS" button to complete the submission process. Your report will not be submitted to OPERS until you complete this step.

If you wish to change any information on the report, click the "Back to File Upload" button. This will allow you to open your text file and make the desired changes before proceeding with the report submission process.

<table>
<thead>
<tr>
<th>Employer Code</th>
<th>Employer Name</th>
<th>Calendar Year</th>
<th>Report Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>999500</td>
<td>OhioPERS Employer-05</td>
<td>2015</td>
<td>View</td>
</tr>
</tbody>
</table>

Submit to OPERS
Transfer a File: Submitted

1 report has successfully been submitted to OPERS.

Final Step: Report Submitted

Submitted Date and Time: 04/13/16 03:19 PM

Submitted By:

Reporting Method: File Transfer

<table>
<thead>
<tr>
<th>Employer Code</th>
<th>Employer Name</th>
<th>Calendar Year</th>
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<td>View</td>
</tr>
</tbody>
</table>

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Done
Non-Contributing List

Prepare
• Build list throughout the year

Review
• Review and edit data as needed

Submit
• NCL due by Jan. 31, each year
Employer Services

Call Center: 888-400-0965
Fax: 614-857-1152
Email: employeroutreach@opers.org
Website: www.opers.org