Non-Contributing List *(NCL)*

Presented by:
OPERS Employer Services

OPERS

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

1 SSN

2 Name

3 Status

4 Date Range

5 Job Title

6 Annual Salary

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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.

Recent Activity

Message Center

NEW Messages

| Unread Messages | 5 |
| Other Messages | 0 |

Pending Requests

| Certification of Final Payroll | 4 |

Clarifications

Rejected Large Earnings	2
Large Earnings Inquiries	5
Search by Employee	7

Reporting

Last Submission Date 02/01/2012

Payments

Last Payment Date	N/A
Last Payment Amount	N/A
Returned Payments	0

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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.

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Data Entry: Enter Calendar Year

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

Current Step: Enter Calendar Year   Next Step: Enter Report

999500 - OhioPERS Employer-05

Employer Code: **999500**

Calendar Year: 12/31/ 2015

Report Type: **Non-Contributing**

Continue

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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   Next Step: Verify Report

OhioPERS Employer-05 - 999500		
Employer Code:	Employer Name:	Calendar Year:
999500	OhioPERS Employer-05	2015

1 - 0 of 0 Records   ◀ Previous Page   Page [1] of 1 [Go]   Next Page ▶

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

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

1 - 0 of 0 Records   ◀ Previous Page   Page [1] of 1 [Go]   Next Page ▶

[💾 Save]   [➕ Add Employee/ Contractor]   [✓ Submit Report for Verification]

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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 (mm/dd/yy)

Service End Date: 07/31/15 (mm/dd/yy)

Gross Earnings: 2500.00

Position Title: Network Design

Add   Cancel

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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   Next Step: Verify Report

OhioPERS Employer-05 - 999500		
Employer Code:	Employer Name:	Calendar Year:
999500	OhioPERS Employer-05	2015

1 - 1 of 1 Records   ◀ **Previous Page**   Page [1] of 1 [Go]   **Next Page** ▶

Name	SSN/ID	Status	Service Begin MM/DD/YYYY	Service End MM/DD/YYYY	Gross Earnings	Position Title
ADAMS, NORA H	776551133	I	05/01/2015	07/31/2015	2,500.00	NETWORK DESIGNER
Name	SSN/ID	Status	Service Begin MM/DD/YYYY	Service End MM/DD/YYYY	Gross Earnings	Position Title

1 - 1 of 1 Records   ◀ **Previous Page**   Page [1] of 1 [Go]   **Next Page** ▶

💾 Save   ➕ Add Employee/ Contractor   ✔ **Submit Report for Verification**

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

OhioPERS Employer-05 - 999500		
Employer Code:	Employer Name:	Calendar Year:
999500	OhioPERS Employer-05	2015

1 - 4 of 4 Records   ◀ **Previous Page**   Page [1] of 1 [Go]   **Next Page** ▶

Name	SSN/ID	Status	Service Begin MM/DD/YYYY	Service End MM/DD/YYYY	Gross Earnings	Position Title
ADAMS, NORA H	776551133	I	05/01/2015	07/31/2015	2,500.00	NETWORK DESIGNER
JONES, GREGORY A	661773321	E	01/01/2015	12/31/2015	1,200.00	COUNCIL MEMBER
SMITH, ADAM	772991515	N	01/01/2015	12/31/2015	6,500.00	BLDG INSPECTOR
WILLIAMS, HEIDI L	449772231	X	04/01/2015	12/31/2015	5,000.00	FIREFIGHTER
Name	SSN/ID	Status	Service Begin MM/DD/YYYY	Service End MM/DD/YYYY	Gross Earnings	Position Title

1 - 4 of 4 Records   ◀ **Previous Page**   Page [1] of 1 [Go]   **Next Page** ▶

💾 Save   ➕ Add Employee/ Contractor   ✓ **Submit Report for Verification**

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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.

Current Step: Verify Report   Next Step: Confirm Report

Employer Code	Employer Name	Calendar Year	Report Details
999500	OhioPERS Employer-05	2015	View

Back to Report   Submit to OPERS

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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**

Employer Code	Employer Name	Calendar Year	Report Details
999500	OhioPERS Employer-05	2015	Print

Done

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.

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Transfer a file

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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   Next Step: Report Verification

OhioPERS Employer-05 - 999500

File Location: C:\Users\lnorman\Desktop\NCLReport999500.txt   Browse...

✓ **Submit Report for Verification**

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

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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.

Current Step: Verification   Next Step: Confirmation

Employer Code	Employer Name	Calendar Year	Report Details
999500	OhioPERS Employer-05	2015	View

[Back to File Upload]   [Submit to OPERS]

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Transfer a File: Submitted

1 report has successfully been submitted to OPERS.

Final Step : Report Submitted

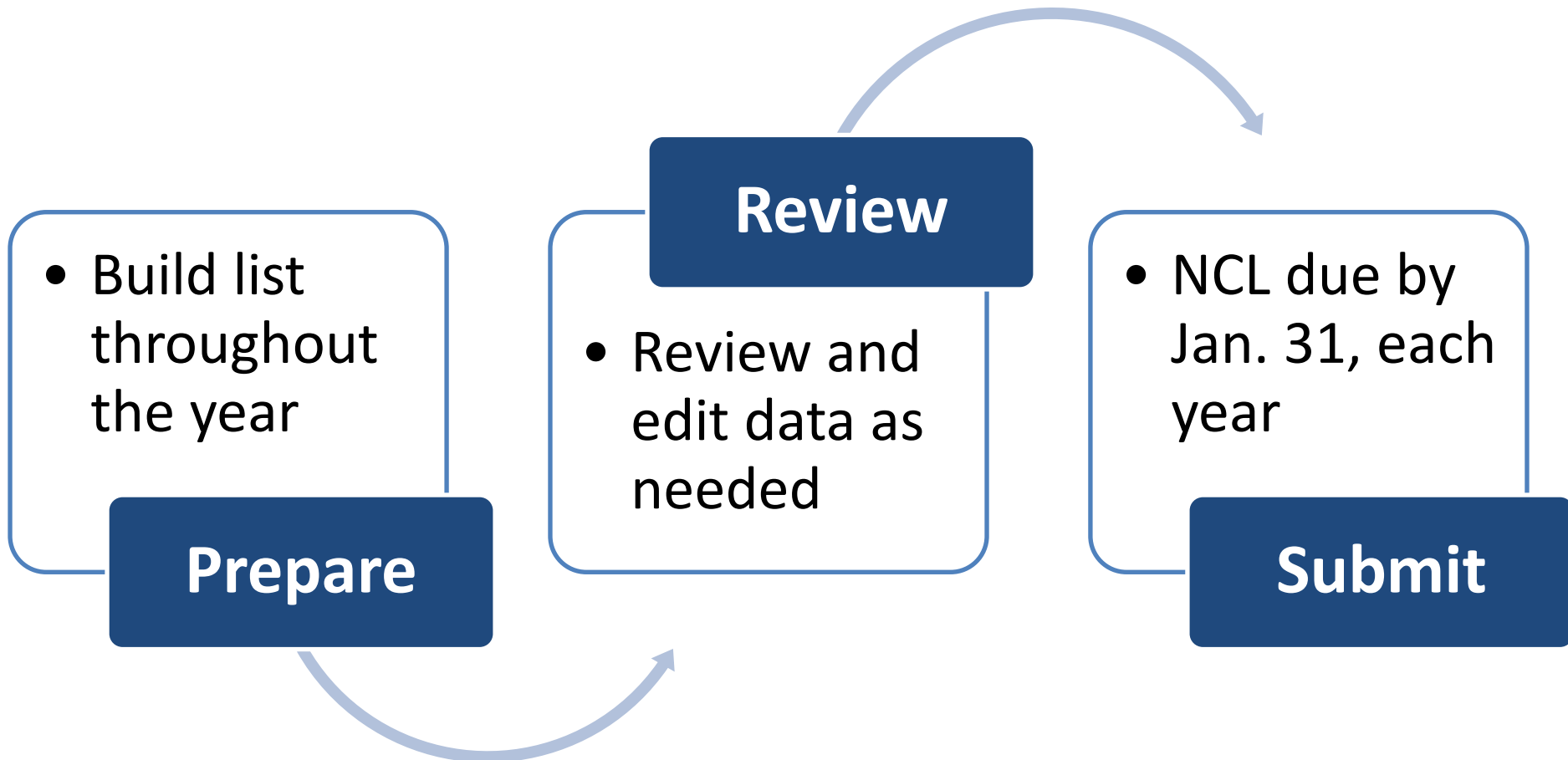**Submitted Date and Time: 04/13/16 03:19 PM**

Submitted By:

Reporting Method: File Transfer

Employer Code	Employer Name	Calendar Year	Report Details
999500	OhioPERS Employer-05	2015	View

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.

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

Ohio Public Employees Retirement System

Employer Services

Call Center:	Fax:
888-400-0965	614-857-1152

Email:	Website:
employeroutreach@opers.org	www.opers.org