

EMPLOYER Notice

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

Important:

In 2007, the revisions to the OPERS Employer Manual will be completed. After that, it is anticipated that updates only will be needed to keep employers current with changes in legislation and/or processing operations. Therefore, the manual, in its entirety will no longer be published in hard copy format. You will be notified of updates via an Employer Notice and directed to the website to reference the revised pages.

The entire manual will always be available online at www.opers.org.

Employer Manual update attached

Who should read this notice

Individuals who use or maintain the OPERS *Employer Manual*

Situation Overview

Attached with this *Employer Notice*, please find updated information for your OPERS *Employer Manual*. We are providing the procedures for accurate Supplemental Reporting (pp.3.30-3.33) that you'll need to insert at the end of *Section Three: Contribution Reporting*. In addition, for your convenience, updated tables of contents are included.

What you need to do

Please insert these pages in the appropriate section as indicated, into your *Employer Manual*. If your organization has more than one *Employer Manual*, please make the necessary copies from the attached. Then, destroy the old tables of contents to ensure your manual is up-to-date.

Why this is important

Many employers use the manual as an ongoing reference guide. However, we encourage you to also contact your Employer Outreach representative with any questions you might have.

Who to contact for more information

After you review this *Employer Notice*, contact Employer Outreach 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.



1-888-400-0965
www.opers.org

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