

# EMPLOYER Notice

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

**Note:**  
ECS provides the most secure method of transmitting your employees' confidential data (such as Social Security numbers).

## ***Personal History Record* available online via ECS**

### **Who should read this notice**

Payroll professionals, human resources professionals, and Employer Contribution System (ECS) delegated administrators

### **Situation overview**

Effective June 1, the *Personal History Record (PHR or form A)* will be available online via ECS. The PHR is the primary enrollment form for membership in the Ohio Public Employees Retirement System. The form will be available for those who report using either the file-transfer or data-entry methods. As with all ECS functions, edits are built in to ensure the form has been completed accurately. The requirements for prior service information and the employee signature have been removed, allowing you, as the employer with all the necessary data, to quickly notify OPERS of the new hire. Upon receipt of the new employee's basic information, OPERS will send a letter directly to the newly hired individual inquiring about previous service with other Ohio retirement systems.

### **What you need to do**

Please review this notice in its entirety to understand the full benefit of this new feature. File format specifications are attached if you prefer to perform a file transfer. Please provide these specs to your IT staff or payroll vendor for the creation of PHR files. If you do not want to use file transfer, the data entry feature is another viable option. This option allows you to enter in the required information in a minimal amount of time. In addition, it might be beneficial to involve your human resources staff to ensure your organization's new-hire process is coordinated with this enhanced retirement reporting feature.

If you currently distribute the paper *Personal History Record* along with other new-hire paperwork for your employee to complete, you can now remove the paper form and submit the required information to OPERS yourself. All required information should be available on each newly hired individual's employment application or within your human resources systems (such as Peoplesoft).

### **Additional important information:**

- OPERS will send a mailing directly to the employee to verify employee-specific information.
- Your certification is satisfied via your secure login to the ECS application.
- Your ECS delegated administrator can assign the online forms role to the individual(s) who is responsible for new hire data within your organization.



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

**(More information on back)**

### Why this is important

By law, public employers are responsible for submitting new employee information to OPERS within 30 days of hire; it's anticipated that having this form online will help employers meet that due date.

Online submission of the *Personal History Record* via ECS is beneficial for employers because:

- ECS provides the most secure method of transmitting your employees' confidential data (such as Social Security numbers);
- Easy archiving is provided; submitted forms will be available for you to view and print—either by individual or list—for two years via ECS; and
- Online submission of this enrollment form allows OPERS to partner with you to ensure certain positions, such as firefighters, EMTs and law enforcement, are properly categorized. This ensures membership in the correct retirement system at the onset of employment.

Having the PHR online is good for employees because:

- Online submission of new employee information will trigger the process for sending the *Retirement Plan Selection Kit* to eligible new hires, and
- It will decrease the amount of paperwork newly hired employees are required to complete.

### Who to contact for more information

After you review this *Employer Notice*, contact your Employer Outreach representative with questions at 1-888-400-0965 or via the Internet at [employeroutreach@opers.org](mailto: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.*



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