

EMPLOYER Notice

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

Note:

Future Employer Manual revisions will be published online via the Web site. The entire Manual document can be accessed online at www.OPERS.org.

Final print *Employer Manual* updates enclosed

Who should read this notice

Anyone who references the OPERS *Employer Manual*

Situation Overview

Enclosed please find the latest, and final, printed revisions to the OPERS *Employer Manual*. Because many employers use the OPERS *Employer Manual* as a how-to guide for retirement contribution reporting and a quick reference for common questions, it's in everyone's best interest to keep the manual as up-to-date as possible.

Here are the most recently updated sections for your *Employer Manual*:

- Revised pages for Section Two—Membership
 - o Pages 2.1/2.2
 - o Pages 2.13/2.14
- Updated Section Seven—Benefits, with table of contents
- Updated Section Eight—Release of Account Information and Funds, with table of contents
- First iteration of Section Nine—Hiring and Retiring Tools
- Replacement of Appendix Three: ECS—Information about ECS, including how to access the online manual for ECS
- Revised table of contents for the entire *Employer Manual*

Also enclosed, you'll find a revised cover and spine to be inserted into the *Employer Manual* binder. These are being sent to signal the end of the *Employer Manual* hard copy revision process.

Although future revisions will be necessary to comply with changing processes and legislation, the information will not be sent via U.S. Mail. Employers will be notified of any revisions made by an *Employer Notice* (print and electronic distribution). Those employers who maintain a print copy of the *Employer Manual* will have the opportunity to download any revised pages via the opers.org website.

What you need to do

We request the following actions:

- Please review this information to ensure your processes for retirement contribution reporting are up-to-date.

(More information on back)



1-888-400-0965

www.opers.org

- Insert the attached information into your *Employer Manual*, and
- Remove and destroy the former sections or pages from your manual (Note that Appendix Three is a *replacement*—please remove and discard the former Appendix Three. Complete ECS how-to information is now available only online.).

Special note about forms:

Due to continual upgrades and legislative mandates, any form referenced in the OPERS *Employer Manual* may be revised (albeit even slightly) at any time. Employers are urged to remember the forms in the manual or forms archived in employer offices may not be the most recent iteration. To ensure you are using the latest iteration of a form (especially a form that is not used regularly), employers are asked to reference the OPERS Web site to double-check the revision date. Using outdated forms may cause significant processing delays for you and your employees.

Why this is important

The information contained in the *Employer Manual* is critical to help ensure all payroll professionals and human resources associates process retirement reporting and contributions accurately and quickly.

Who to contact for more information

After you review this *Employer Notice*, contact your Employer Outreach representative with questions or to request a brochure at 1-888-400-0965 or via the Internet at employeroutreach@opers.org.



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