

EMPLOYER Notice

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

Important:

Protecting your employees' identity has always been a priority at OPERS.

Reporting via diskette no longer accepted

Who should read this notice

Any individual responsible for payroll processing or retirement contribution reporting

Situation Overview

Effective immediately, diskettes will no longer be accepted as a valid format for contribution reporting.

As you know, Employer Reporting has always worked to provide employers with convenient options for submitting the monthly *Report of Retirement Contributions*. The decision was made to eliminate diskettes because the lack of security provided via the diskette does not align with the current security measures in place for the transmittal of your employees' secure information.

Action requested

To help ensure the safe transmittal of sensitive employee information, OPERS recommends that all public employers move to the Employer Contribution System (ECS).

Effective in the first quarter of 2008, all service purchase reporting must be done via ECS if you currently report your regular contributions using the ECS application. (More information to follow.) If you have not already done so, please consider using electronic reporting at this time. Employer Outreach can walk you through the steps over the phone, or come to your location for a hands-on demonstration of the ease of using ECS.

Important change to note

Diskettes received after the publication of this notice will be returned and your report will not be considered received until the information is provided via a valid reporting method, such as ECS, paper or prelist. Failure to submit an accurate *Report of Retirement Contributions* via an approved method by the due date will result in late reporting penalties.

Secure transmittal of sensitive employee information is always a priority at OPERS. Please help us protect your employees' identity and use the state-of-the-art technology provided via ECS.

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.



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



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