

EMPLOYER Notice

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

Important:

Accurate retirement contribution reporting is critical to help ensure your employees' financial future. These seminars will help improve your accuracy and make you more knowledgeable about all aspects of retirement reporting.

2007 Employer Seminar series announced

Who should read this notice

Payroll professionals, finance directors, human resources professionals

Situation Overview

Throughout 2007, Employer Reporting will offer a variety of seminars aimed at helping employers be more informed about retirement contribution reporting and show you how to handle this process quicker and more accurately.

There will be three seminar tracks in 2007: Each focuses on different aspects of the employer's role in employee events and retirement contribution reporting. Each is offered in the morning and afternoon of the same day:

- **Payroll Seminars:**

Offered mornings from 9:30-11:30 A.M. and afternoons, 1-3 P.M.

The seminar focuses exclusively on retirement contribution reporting, including the reporting accuracy requirements for both electronic and paper reporting. Topics covered include reporting specifics such as online payments, the *Remittance Advice* form, as well as detailed information about *Supplemental Reports*, the revised *Report of Retirement Contributions*, and information on error letters, penalties and interest payments.

Here's the schedule for the *Payroll Seminars* described above:

City	Date	Location
Chillicothe	March 14	Ohio University Chillicothe
Lima	April 18	Rhodes State Community College
Columbus	May 16	OPERS Auditorium
Piqua	June 13	Edison Community College
Salem	June 20	Kent State University, Salem
St. Clairsville	July 18	Belmont Technical College
Bowling Green	August 15	Wood County Public Library
Cleveland	September 19	Westlake Porter Public Library
Warren	October 17	Kent State University, Trumbull
Mason	November 14	City of Mason Municipal Center



1-888-400-0965

www.opers.org

- **Membership Seminars:**

Mornings from 9:30-11:30 A.M., afternoons, 1-3 P.M.

In general, OPERS membership is required for all public employees, regardless of hours worked or salary earned. However, because of the many types of public service positions there are exceptions, special circumstances and variable instructions for a variety of positions. This seminar will help all employers become more knowledgeable about OPERS contributions by discussing:

- Retirement System Coverage
- Exemptions/Exclusions
- Law Enforcement/Public Safety
- Fire Fighters
- Elected Officials
- Independent Contractors
- OPERS Retirement Overview

Here's the schedule for the *Membership Seminars*:

City	Date	Location
Cleveland	March 15	Lakewood Public Library
Troy	April 19	Troy-Miami County Library
Fremont	May 17	Birchard Public Library.
Chillicothe	June 21	Ohio University, Chillicothe
Findley	July 17	Findley-Hancock County Public Library
Cambridge	July 19	Guernsey County District Public Library
Columbus	August 16	OPERS Auditorium
Canton	September 20	Stark County District Library
Mason	October 18	Mason Municipal Center
Akron	November 15	American Red Cross

- **ECS Seminars:**

Mornings only: 9:30 A.M.-12:30 P.M.

Designed for ECS reporting employers, the seminar will give employers the opportunity to navigate the ECS Web site using employer-specific data and will discuss, in depth, more advanced aspects of:

- Successful *Report of Retirement Contributions* submissions using the data entry or file transfer feature,
- How to correct a blocked report,
- How to use Pay Period End Code Management, and
- Supplemental reports and Large Earnings worksheet.

The *ECS Seminars* described above will be held in Columbus in an OPERS training rooms on the following dates:

February 8	July 12
March 8	August 9
April 12	September 13
May 10	October 11
June 14	November 8

Note: This seminar is NOT available for state of Ohio agencies.

What you need to do

Please review the descriptions for each seminar, and determine who best in your organization should attend each one. The current schedules for employer seminars can be found on pages two and three of this *Employer Notice*.

Parking at all seminar sites is free of charge. In addition, the seminars are free of charge but registration is necessary to make certain materials are available for all attendees.

More than one individual from any organization is welcome to attend. Registration is simple:

- Online via the OPERS Web site, www.opers.org, or
- By calling the Employer Call Center at 1-888-400-0965.

You will need to register for each seminar individually.

Once successfully registered, you'll receive a confirmation notice from OPERS giving more information about location and directions.

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.



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