

# EMPLOYER Notice

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

## ARP Eligibility Notice Now Online

### Who should read this notice

College and university human resources and benefits professionals responsible for ARP paperwork

### Situation Overview

In response to specific requests from the college and university employer community, effective January 8, 2007, those employers who use ECS will be able to complete some OPERS forms online.

*Because the Alternative Retirement Plan Eligibility Notice (ARP-2) must be completed for each new ARP-eligible employee, it was chosen to be the first form available online via the ECS application. The form will be available for both data entry and file transfer submission.*

If you're already an ECS user and are responsible for submitting ARP forms to OPERS:

- Attached please find the file specifications for file transfer, and a list of country code abbreviations to be used for foreign addresses.

If you're not a primary ECS user, but are responsible for submitting ARP forms to OPERS:

- Also effective January 8, 2007, the ECS delegated administrators within your place of employment will have the ability to assign the online forms responsibility to additional users. This means that those who are currently responsible for completing the ARP forms can continue to be responsible, even if you don't currently have ECS access. (If you're not certain who your delegated administrator is, please contact your Employer Outreach representative; we'll help you get the information you need.)
- Once you have your ECS-specific user ID and password, you can access ECS forms by:
  - Clicking on the *Online Forms* button on the Welcome page,
  - Choose either the file transfer or data entry option, and
  - Follow the prompts.

As always, if you need assistance, please contact your Employer Outreach representative and we will be happy to walk you through the online submission process.

### Note:

*Those employees who originally selected an ARP, left employment with your entity and then returned in less than one year, will not need to complete a new ARP Election Form--but will need to complete a new ARP Eligibility Notice.*



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

(More information on back)

### What you need to do

To get started with online submissions of the *Alternative Retirement Plan Eligibility Notice* (ARP-2), you'll need to:

- Identify your ECS delegated administrator and request access to the role of Online Forms in the ECS application.
- If you would like to submit the forms via the file transfer method, please forward the File Specification Sheet (attached) to your software vendor or IT department so they can program your current system to create the file.
- Whether you choose to submit the Notice via data entry or file transfer, you'll need to review the Country Code Abbreviations (attached) to ensure compatibility with OPERS' current address standards for foreign addresses.

### Why this is important

There are many advantages to handling routine forms online. Online forms will eliminate some of the current paperwork. In addition, forms with sensitive information such as social security numbers will be far more secure when transmitted online in a few seconds rather than via the U.S. Mail.

### 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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# ARP Eligibility File Specification

ECS - Online Forms	Version: 1.1
ARP Eligibility File Specification	Date: 10/3//2006

## 1. Employee ARP Eligibility Information Record Format

1.1 Any unpopulated fields should be left blank.

1.2 All data should be left justified.

1.3 All trailing spaces in fields should be blank.

1.4 Record specification:

From Position	To Position	Data Type	Position Count	Required "R" / Optional "O"	Field Name	Description
1	1	Alpha	1	R	Record Type	Populate with "E"
2	6	Alpha	5	R	Form Type	Populate with "ARP2 "
7	15	Num	9	R	Social Security Number	No embedded dashes
16	38	Alpha	23	O	First Name	
39	39	Alpha	1	O	Middle Initial	
40	67	Alpha	28	R	Last Name	
68	70	Alpha	3	O	Suffix	Allowed values are: 'JR ', 'SR ', 'I ', 'II ', 'III', 'IV ', 'V ', 'VI ', 'VII', 'ESQ', 'DDS', 'MD'.
71	78	Alpha	8	O	Date of Birth	Format = MMDDYYYYYY, where: MM = 2 position month DD = 2 position day YYYY = 4 position year
79	86	Alpha	8	R	ARP Eligible Date	Format = MMDDYYYYYY, where: MM = 2 position month DD = 2 position day YYYY = 4 position year
87	92	Num	6	R	OPERS Employer Code	(Regular), (Public Safety) or (Law Enforcement) Format = XXXXY, where: XXXX = four digit OPERS employer code YY = two digit OPERS suffix code
93	93	Alpha	1	R	Foreign Address indicator	"D" if address is domestic, "F" if it is foreign
94	131	Alpha	38	R	Address Line 1	
132	169	Alpha	38	O	Address Line 2	
170	207	Alpha	38	O	Address Line 3	
208	225	Alpha	18	R	City	
226	227	Alpha	2	R (if domestic)	State Code	Allowed State codes only. Only populate if address is domestic.
228	232	Alpha	5	R (if domestic)	Zip	Numbers only. Only populate if address is domestic.
233	236	Alpha	4	O	Zip plus 4	Numbers only. Only populate if address is domestic.

ECS - Online Forms	Version: 1.0
ARP Eligibility File Specification	Date: 09/22/2006

237	256	Alpha	20	O (if foreign)	Province Name	Only populate if address is foreign.
257	258	Alpha	2	R (if foreign)	Country Code	Only populate if address is foreign. Allowed values to be provided through ECS website.
259	268	Alpha	10	O (if foreign)	Postal Code	Only populate if address is foreign.

## 2. Employer Summary Record Format

2.1 All data should be left justified.

2.2 All trailing spaces in fields should be blank.

2.3 Record specification:

From Position	To Position	Data Type	Position Count	Required "R" / Optional "O"	Field Name	Description
1	1	Alpha	1	R	Record Type	Populate with "T"
2	6	Alpha	5	R	Form Type	Populate with "ARP2 "
7	12	Num	6	R	OPERS Employer Code	Format = XXXXYY, where: XXXX = four digit OPERS employer code YY = two digit OPERS suffix code

OPERS Country Codes List

Country Name	CODE
ABU DHABI	AD
AFGHANISTAN	AF
ALBANIA	AL
ALGERIA	AG
AMERICAN SAMOA	AQ
ANDORRA	AN
ANGOLA	AO
ANGUILLA	AV
ANTARCTICA	AY
ANTIGUA AND BARBUDA	AC
ARGENTINA	AR
ARMENIA	AM
ARUBA	AA
ASHMORE AND CARTIER ISLANDS	AT
AUSTRALIA	AS
AUSTRIA	AU
AZERBAIJAN	AJ
AZORES	AZ
BAHAMAS, THE	BF
BAHRAIN	BA
BAKER ISLAND	FQ
BALEARIC ISLANDS	BI
BANGLADESH	BG
BARBADOS	BB
BASSAS DE INDIA	BS
BELARUS	BO
BELGIUM	BE
BELIZE	BH
BENIN	BJ
BERMUDA	BD
BHUTAN	BT
BOLIVIA	BL
BONAIRE	BN
BOSNIA-HERCEGOVINA	BK
BOTSWANA	BC
BOUVET ISLAND	BV
BRAZIL	BR
BRITISH INDIAN OCEAN TERRITORY	IO
BRITISH VIRGIN ISLANDS	VG
BRUNEI	BX
BULGARIA	BU
BURKINA FASO(UPPER VOLTA)	UV
BURMA	BM
BURUNDI	BY
CAMBODIA	CB
CAMEROON	CM
CANADA	CA
CANARY ISLANDS	RY
CAPE VERDE	CV
CAYMAN ISLANDS	CJ
CENTRAL AFRICAN REPUBLIC	CT
CHAD	CD

OPERS Country Codes List

Country Name	CODE
CHANNEL ISLAND	XX
CHILE	CI
CHINA, PEOPLE'S REPUBLIC OF	CH
CHRISTMAS ISLAND	KT
CLIPPERTON ISLAND	IP
COCOS (KEELING) ISLANDS	CK
COLOMBIA	CO
COMOROS	CN
CONGO, DEMOCRATIC REPUBLIC OF(ZAIRE)	CG
CONGO, REPUBLIC OF (BRAZZAVILLE)	CF
COOK ISLANDS	CW
CORAL SEA ISLANDS TERRITORY	CR
CORSICA	VP
COSTA RICA	CS
COTE D'IVOIRE (IVORY COAST)	IV
CROATIA	HR
CUBA	CU
CURACAO	CC
CYPRUS	CY
CZECH REPUBLIC	EZ
DENMARK	DA
DJIBOUTI	DJ
DOMINICA	DO
DOMINICAN REPUBLIC	DR
DUBAI	DU
EAST TIMOR	TT
ECUADOR	EC
EGYPT	EG
EL SALVADOR	ES
ELEUTHERA ISLAND	IE
ENGLAND	EL
EQUATORIAL GUINEA	EK
ERITREA	ER
ESTONIA	EN
ETHIOPIA	ET
EUROPA ISLAND	EU
EUROPEAN UNION	EE
FALKLAND ISLANDS	FK
FAROE ISLANDS	FO
FIJI	FJ
FINLAND	FI
FRANCE	FR
FRENCH GUIANA	FG
FRENCH POLYNESIA	FP
FRENCH SOUTHERN AND ANTARCTIC LANDS	FS
GABON	GB
GAMBIA	GA
GAZA STRIP, THE	GZ
GEORGIA	GG
GERMANY	GM
GHANA	GH
GIBRALTAR	GI

OPERS Country Codes List

Country Name	CODE
GLORIOSO ISLANDS	GO
GREAT BRITAIN	GN
GREECE	GR
GREENLAND	GL
GRENADA	GJ
GUADELOUPE	GP
GUAM	GQ
GUATEMALA	GT
GUERNSEY	GK
GUINEA	GV
GUINEA-BISSAU	PU
GUYANA	GY
HAITI	HA
HEARD & MCDONALD ISLANDS	HM
HOLLAND	HL
HOLY SEE (VATICAN CITY STATE)	VA
HONDURAS	HO
HONG KONG	HI
HOWLAND ISLAND	HQ
HUNGARY	HU
ICELAND	IC
INDIA	IN
INDONESIA	ID
IRAN	IR
IRAQ	IZ
IRELAND, REPUBLIC OF	EI
ISLAS OF MALVINAS	FA
ISLE OF MAN	IM
ISRAEL	IS
ITALY	IT
JAMAICA	JM
JAN MAYEN	JN
JAPAN	JA
JARVIS ISLAND	DQ
JERSEY	JE
JOHNSON ATOLL	JQ
JORDAN	JO
JUAN DE NOVA ISLAND	JU
KAZAKHSTAN	KZ
KENYA	KE
KINGMAN REEF	KQ
KIRIBATI	KR
KOREA, DEMOCRATIC PEOPLE'S OF (NORTH)	KN
KOREA, REPUBLIC OF	KS
KOSOVO	KO
KURILE ISLANDS	KI
KUWAIT	KU
KYRGYZSTAN	KG
LAOS	LA
LATVIA	LG
LEBANON	LE
LESOTHO	LT

OPERS Country Codes List

Country Name	CODE
LIBERIA	LI
LIBYA	LY
LIECHTENSTEIN	LS
LITHUANIA	LH
LUXEMBOURG	LU
MACAO	MC
MACEDONIA	MK
MADAGASCAR	MA
MALAWI	MI
MALAYSIA	MY
MALDIVES	MV
MALI	ML
MALTA	MT
MARSHALL ISLANDS	RM
MARTINIQUE	MB
MAURITANIA	MR
MAURITIUS	MP
MAYOTTE	MF
MEXICO	MX
MICRONESIA, FEDERATED STATES OF	FM
MIDWAY ISLANDS	MQ
MOLDOVA	MD
MONACO	MN
MONGOLIA	MG
MONTENEGRO	ME
MONTSERRAT	MH
MOROCCO	MO
MOZAMBIQUE	MZ
NAMIBIA	WA
NAURU	NR
NAVASSA ISLAND	BQ
NEPAL	NP
NETHERLANDS	NL
NETHERLANDS ANTILLES	NT
NEW CALEDONIA	NC
NEW HEBRIDES	NH
NEW ZEALAND	NZ
NICARAGUA	NU
NIGER	NG
NIGERIA	NI
NIUE	NE
NORFOLK ISLAND	NF
NORTHERN IRELAND	ND
NORTHERN MARIANA ISLANDS	CQ
NORWAY	NO
OMAN	MU
PAKISTAN	PK
PALAU	PS
PALMYRA ATOLL	LQ
PANAMA	PM
PAPUA NEW GUINEA	PP
PARACEL ISLANDS	PF



OPERS Country Codes List

Country Name	CODE
PARAGUAY	PA
PERU	PE
PHILIPPINES	RP
PITCAIRN ISLAND	PC
POLAND	PL
PORTUGAL	PO
PUERTO RICO	RQ
QATAR	QA
REUNION	RE
ROMANIA	RO
RUSSIA	RS
RWANDA	RW
RYUKYU ISLANDS	JP
SAMOA	SS
SAN MARINO	SM
SAO TOME & PRINCIPE	TP
SARAWAK	SK
SAUDI ARABIA	SA
SCOTLAND	SD
SENEGAL	SG
SERBIA	RB
SEYCHELLES	SE
SIERRA LEONE	SL
SINGAPORE	SN
SLOVAKIA	LO
SLOVENIA	SI
SOLOMON ISLAND	BP
SOMALIA	SO
SOUTH AFRICA	SF
SOUTH AMERICA	SR
SOUTH GEORGIA & SOUTH SANDWICH ISLANDS	SX
SPAIN	SP
SPRATLEY ISLANDS	PG
SRI LANKA(CEYLON)	CE
ST. HELENA	SH
ST. KITTS	SC
ST. LUCIA	ST
ST. PIERRE & MIQUELON	SB
ST. VINCENT AND THE GRENADINES	VC
SUDAN	SU
SURINAME	NS
SVALBARD	SV
SWAZILAND	WZ
SWEDEN	SW
SWITZERLAND	SZ
SYRIA	SY
TAIWAN	TW
TAJIKISTAN	TI
TAMIL NADU	TA
TANZANIA	TZ
THAILAND	TH
TOGO	TO

OPERS Country Codes List

Country Name	CODE
TOKELAU	TL
TONGA	TN
TORTOLA	TR
TRINIDAD AND TOBAGO	TD
TROMELIN ISLAND	TE
TUNISIA	TS
TURKEY	TU
TURKMENISTAN	TX
TURKS AND CAICOS ISLANDS	TK
TUVALU	TV
UGANDA	UG
UKRAINE	UP
UNITED ARAB EMIRATES	TC
UNITED KINGDOM	UK
UNITED STATES OF AMERICA	US
URUGUAY	UY
UZBEKISTAN	UZ
VANUATU	VU
VATICAN CITY	VT
VENEZUELA	VE
VIETNAM	VM
VIRGIN ISLANDS (U.S.)	VQ
VIRGIN ISLANDS(BRITISH)	VI
WAKE ISLAND	WQ
WALES	WL
WALLIS & FUTANA	WF
WEST BANK	WE
WEST INDIES	IW
WESTERN SAHARA	WI
WESTERN SAMOA	WS
WINDWARD ISLANDS	WN
YEMEN	YM
YUGOSLAVIA	YO
ZAMBIA	ZA
ZIMBABWE	ZI