

## EMPLOYER Notice

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



## Certification of Employee's Final Payroll (F-85) online as of May 9

### Note:

Employers who currently send Regular Reports of Retirement Contributions via ECS will be required to submit the Certification of Employee's Final Payroll online; enhancing access for you and security for your employees.

### Who should read this notice

All employers who use ECS for retirement contribution submission

### Situation overview

Effective May 9, 2008, employers who use ECS to submit contribution reports will be required to submit the *Certification of Employee's Final Payroll* (F-85) information for retiring employees back to OPERS via ECS. Formerly, this information was sent in a letter, via U.S. mail, which frequently resulted in delays, nominal security and difficulties if a change was required (a frequent occurrence).

The firm date is May 9 for this change, different from the date published in the most recent *print version* of the *Employer Outreach* newsletter. However, the *electronic version* accurately reports the May 9 date.

### NOTE:

- This change is **mandatory** for all employers currently submitting the *Regular Report of Retirement Contributions* via ECS.
- Employers should also realize the process has changed—you will no longer receive a letter requesting final payroll information.
- The new process will require employers to check ECS frequently, weekly is recommended, but certainly more often than monthly when contribution reports are typically generated.

### What you need to do

- Because there will be no other prompts, employers who currently submit their *Regular Report of Retirement Contributions* via ECS must check for the *Certification of Employee's Final Payroll* information by:
  - Logging onto the ECS application, and
  - Scanning the Welcome page for the Recent Activity box. Then, find...
  - The Pending Requests section. It will tell you how many certifications are awaiting your completion. Then,
  - Access your pending certifications by either clicking on this number or on the Online Reports tab in the left column of the page.
- Employers will have the ability to invalidate a certification if the employee changes the termination date. Note: Invalidating allows an employer to retrieve a previously submitted certification if the original was submitted in error, or you are notified the employee is changing the termination date.
- Once the certification is submitted electronically, the information provided on the form will determine if the subsequent *Report of Retirement Contributions* (which includes their final pay) is accepted or blocked upon submission to OPERS.



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(More information on back)

- The final *Report of Retirement Contributions* must be consistent with employer-supplied information on the *Certification of Employee's Final Payroll*. If the certification has already been sent to OPERS, employers must use a PPE code of P on the employee's contribution record for their final payroll with a PPE date that corresponds to what was submitted on the certification.
- Employers must:
  - Use the PPE code of P for employees retiring, or
  - Invalidate the previously submitted certification and complete a new one with the correct information.
 This is a necessary step so employees returning to public employment (re-employed retirees) have their retirement contributions allocated correctly to a money purchase account.

The advantages to the online *Certification of Employee's Final Payroll* are many:

- Employers will be able to view pending, submitted, and invalidated certifications for a period of two years. However, only users with the reporting role will be able to access these certifications. To do so:
  - Access the Main page and click on the Online Reports button.
  - At the bottom of the screen is a section entitled, Certification of Final Payroll. You can select to view either pending certification requests or those already submitted. The Submitted Request list will include any certifications that were invalidated.
  - The online certification provides for edits to ensure all appropriate fields are completed and contains data accuracy checks, helping to error-proof requested information at the beginning of the submission process.

#### **Regarding disability retirements**

Regarding employees taking a disability retirement, please note that employers will continue to receive the *Disability Board Approval* notification letter via U.S. mail in hard-copy format. This letter advises employers of the disability effective date.

#### **Why this is important**

At employer recommendation, the *Certification of Employee's Final Payroll* is the latest form to be available online. Providing forms online means greater convenience for employers in terms of accessing, revising and archiving employee data. In addition, online provides for better security and a timelier processing sequence—ultimately benefiting your employee.

#### **Changes to the *Employer Manual***

Changes to the *Employer Manual* have been made to pages 7.1, 7.2, 7.8. The changes are available now. Those employers who maintain a print copy of the manual will want to download these pages and insert.

#### **Who to contact for more information**

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



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**Facts-at-a-Glance for Employers**  
**Certification of Employee's Final Payroll (F-85)**  
 On ECS as of May 9, 2008

The question posed was...	The OPERS response is...
<p><b>Is it mandatory that I access the <i>Certification of Employee's Final Payroll</i> online?</b></p>	<p>Employers who currently send <i>Regular Reports of Retirement Contributions</i> via ECS will be required to submit the <i>Certification of Employee's Final Payroll</i> via ECS, as of May 9, 2008.</p>
<p><b>Why was this change made?</b></p>	<p>Generally, more and more forms will be processed via ECS. The <i>Certification of Employee's Final Payroll</i> was placed online because employer input indicated this was a priority for you.</p> <p>You'll find many advantages to the certification being online:</p> <ul style="list-style-type: none"> <li>• You'll have the ability to view both submitted and invalidated certifications for a period of two years.</li> <li>• The online certification provides for edits to ensure all appropriate fields are completed and to provide accuracy checks. Many employers have found the edit function helpful in correcting vital information at the beginning of the submission process.</li> </ul>
<p><b>When will I no longer receive the hard-copy information?</b></p>	<p>Hard copies of the letter will no longer be printed after May 9, 2008.</p>
<p><b>How often should I check ECS for this information?</b></p>	<p>We recommend you sign on every week to check for updates on employee information.</p>
<p><b>Who should access this information for processing?</b></p>	<p>Only ECS users with the reporting role will be able to access these certifications. It is important to note these individuals will also have access to view report information and data.</p>
<p><b>What is the next form to go online?</b></p>	<p>The next form slated to go online is another certification letter, the <i>Certification of Employees Final Payroll for Refunds</i> (rather than this one for retirement).</p> <p>After that, the <i>Employer Payment Remittance Advice (E-3)</i> is being reviewed for online access.</p>

**Facts-at-a-Glance for Employers**  
**Certification of Employee's Final Payroll (F-85)**  
 On ECS as of May 9, 2008

The question posed was...	The OPERS response is...
	More information about the enhancements to ECS will be released as they occur.

*This fact sheet and the attached Employer Notice are 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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*This fact sheet reviews some of the most common questions and concerns employers have discussed with Employer Outreach. Remember that additional assistance is always available by contacting Employer Outreach.*