

EMPLOYER Notice

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

Employer Manual updates as of July 31, 2008

Who should read this notice

Any individual who manages or handles retirement contribution reporting or payments

Situation overview

To ensure the ongoing integrity of the *Employer Manual* as an important and accurate tool for employers, the manual is reviewed and updated periodically. This review is done to ensure all parts of the manual are compliant with changes in legislation, technology and business practices.

Significant changes in terms of how you do business with us have been and will always be covered, in detail, with a topic-specific *Employer Notice*. However, because some changes have little or no impact on your day-to-day business, these minor changes will be covered in a twice-yearly update, as applicable. The information has been updated in the *Employer Manual* with a July 31, 2008 date.

What you need to do

Review this information to ensure you are knowledgeable about the changes. Any employer that maintains a hard copy of the manual should print these pages and update all manuals.

- Changed to eliminate the diskette form of electronic reporting (page 3.15).
- Information changed to let employers know the *Certification of Employee's Final Payroll* letter will be sent via the ECS Message Center or via U.S. Mail if reporting using paper (page 7.2).
- *Employer responsibilities* section changed to current information (page 7.21).
- Information inserted in *Refund Application Process* section letting employers know that if a refund form is sent directly to OPERS, the employer will receive the *Certification of Final Payroll* from OPERS (pages 7.23-7.24).
- Updates to Appendix Three—ECS: pages 1-2 revised to reflect what's available now for employers via ECS. The application has enhanced capabilities to make reporting via ECS easier than ever.

Why this is important

Keeping informational tools updated is always important. Since 2007, Employer Reporting has worked to keep employers updated on the *Employer Manual* in a timely and environmentally friendly fashion. That's why changes to the *Employer Manual* are no longer sent via mail with printed copies. However, you'll always find the Web version up-to-date, at www.opers.org.

Note:

Remember, Employer Reporting will always notify you of significant changes via a subject-specific Employer Notice, with the corresponding Employer Manual page updates posted online.



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

(More information on back)

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.

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.



BOARD of Trustees

Ken Thomas, Chair
Representative for Municipal Employees

Cynthia L. Sledz, Vice Chair
Representative for Miscellaneous Employees

Eddie L. Parks
Representative for State Employees

Sharon M. Downs
Representative for Retirees

John W. Maurer
Representative for Retirees

Kimberly Ann Russell
*Representative for Non-teaching
College/University Employees*

Helen Youngblood
Representative for County Employees

Hugh Quill
Director, Department of Administrative Services

Lennie Wyatt
Governor Appointed Investment Expert

James R. Tilling
General Assembly Appointed Investment Expert

Eva Burris
Treasurer Appointed Investment Expert

Chris DeRose
Chief Executive Officer
