

# EMPLOYER Notice

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

## Membership forms revised and consolidated

### Who should read this notice

Payroll officers, human resource professionals and those responsible for hiring employees and processing OPERS forms and applications

### Situation overview

Employer Reporting has discovered that two forms, the *Personal History Record* (PHR or form A) and the *Elected Official Membership Application* (form A-9) essentially request the same information.

To eliminate duplication of effort, the *Personal History Record* has been revised to capture all information, eliminating the need for the *Elected Official Membership Application* (form A-9), effective immediately.

### What you need to do

Begin using the revised PHR, which is available via the OPERS Web site, at [www.opers.org](http://www.opers.org).

When processing the new-hire paperwork for elected officials who inform you of their intent to contribute to OPERS, you'll need to complete the revised PHR *only*. The Employer Certification section now has a question that addresses elected officials as members:

- The question asks if the employee is an elected official.
- If you check *yes*, you'll need to fill in the name of the position held and the employer code under which retirement contributions will be remitted.

Effective immediately, please destroy any old forms, including the now-obsolete:

- *Elected Official Membership Application* (A-9), and
- Old *Personal History Record* forms, any that do not have the 12/07 revision date in the lower-left corner.

Important reminders:

- All new employees must have a PHR submitted on their behalf. You will use the revised PHR, but check *no* to the elected official question in the Employer Certification section.
- Save time by submitting all *Personal History Records* electronically via the ECS application. This method is easy-to-use, secure and fast and helps you complete the form accurately. And, submitting the *Personal History Record* via ECS ensures you'll be using the most up-to-date version of the form so you'll have one less detail to handle.

### Note:

Employers are encouraged to submit the newly revised PHR online via ECS.

Those who use paper Personal History Record forms will need to begin using the new PHR immediately. To ensure you have the correct form, verify the revision date of 12/07—this can be found in the lower-left corner.



1-888-400-0965

[www.opers.org](http://www.opers.org)

(More information on back)

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### **Revisions to *Employer Manual***

Changes have been made to the OPERS *Employer Manual*, Section 2, page 2.11, to be consistent with the information found on this *Employer Notice*. Those employers who maintain a print version of the *Employer Manual* should visit the OPERS Web site at [www.opers.org](http://www.opers.org) to download this revised page for insertion into your manual.

### **Why this is important**

Using the newly revised PHR eliminates the need to complete two forms for new elected officials and saves you time.

### **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).

*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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