Forms revised, access new editions via Web site

Who should read this notice
Anyone who handles paperwork for newly hired employees

Situation overview
OPERS conducts regular reviews of all forms to ensure all necessary information is captured and forms are user-friendly. To this end, the Personal History Record (PHR, form A) has been revised.

The revised PHR is currently available via the OPERS Web site at www.opers.org, or employers may call the Employer Call Center 888-400-0965.

Changes you’ll see on the Personal History Record
Sections 2 and 3 of the PHR have been revised slightly. You’ll see the start date information has been moved. In addition, clarifying language has been added to the title field, elected position field and the prior work history information requested (only public service information is needed).

Following are more substantial changes to PHR Section 5—Employer Certification:

Important:
The OPERS Web site will always have the most recent iteration of any form. Employers are encouraged not to store printed forms for later use.

More information on back
What you need to do
Effective immediately, employers are asked to begin using the most recent edition of the PHR. Those employers who store printed copies of OPERS forms should review their inventory and destroy, or recycle, obsolete editions of the forms.

Changes to Employer Manual
The forms have changed, not the processing. Therefore, no changes to the Employer Manual have been made.

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.