Forms revised, access new editions via Web site

Who should read this notice
Those who handle paperwork for newly hired employees and/or those responsible for maintaining employee records for college and university employer group

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) used by all employers and the Request for Optional Exemption as a Student (form F-3) used by college and university employers, have been revised.

The revised forms are currently available via the OPERS Web site at www.opers.org, or employers may call the Employer Call Center 888-400-0965 to obtain new forms.

Changes you’ll see: 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:

Employer Code is now requested, rather than employer name

Start date is also the pay period begin date on the Report of Retirement Contributions

Second Employer Code only needs to be filled in if the employee is an elected official

Certifying officer’s title has been changed to request the certifying officer’s name be printed.

More information on back
Changes you'll see: Request for Optional Exemption as a Student
Some changes to this form have been made as a result feedback from employer focus groups.

New edition no longer requires contact information for student’s address, gender, phone and email information.

Student signature (acknowledgement) has been moved to Section 2. Note: because a signature is necessary, it’s unlikely this form will move to an electronic iteration at any time. (See related story in the First Quarter 2009 edition of the Employer Outreach newsletter.)

Employer Certification is now Section 3 where the start field date has been moved. The start date information will be matched to the signature date for compliance—please remember, by law, the signature date must be within 30 days of the start date.

What you need to do
College and university employers are asked to begin using the most recent edition of both forms, effective immediately. 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.

New edition no longer requires contact information for student’s address, gender, phone and email information.

Note: Request for the name of educational institution has been removed from the back of the form.