

OPERS Reporting for New Administrators

For many, new jobs or new job responsibilities can have you wandering around without clear direction. If you're new to the job of fiscal officer, payroll clerk, clerk/treasurer or administrator and responsible for OPERS reporting—this seminar is for you! This seminar can speed you toward success. Topics covered:

- Membership
 - o Who's in; who's not
 - o Exemptions and exclusions
 - o Paperwork: What's needed and what's not

- Contribution Reporting
 - o Reporting requirements
 - o Contribution rates
 - o Earnable salary
 - o Reporting and payment due dates
 - o Methods of reporting and payment

- Employer Resources

All seminars are free of charge

Regional schedule for OPERS Reporting for New Administrators:

Date	Time	Location
Tuesday, April 13	10 A.M.–12:30 P.M.	Franklin
Tuesday, May 18	10 A.M.–12:30 P.M.	Newark
Thursday, June 10	10 A.M.–12:30 P.M.	Elyria

Why this is important

Employer Reporting wants to work with all employers to ensure you have the information and training you need to help you do the retirement contribution functions quickly and accurately.

Employer-specific seminar schedule for 2010

Who should read this notice

Payroll professionals, finance directors, human resources professionals, anyone who works with OPERS forms and processes or is responsible for contribution reporting.

Situation overview

Employer Reporting will offer a variety of seminars specifically designed to help employers be informed about all aspects of retirement contributions reporting—including how you can harness the power of technology to ensure retirement reporting requirements are processed easily, accurately and quickly.

Please note:

- Some seminars are Web-based only. The Web-based seminars provide you with up-to-the minute training, provide time for interactive questions and answers, but do not involve transit time for you and your employees.

- Some seminars are both regional and Web-based. Because some individuals prefer an actual, rather than virtual, seminar setting, you'll see that some seminars are offered both via the Web and regionally.

What you need to do

Please review the description for each seminar, and determine who best in your organization should attend each one. To help you plan for maximum attendance for your organization, the 2010 employer-specific training schedule can be found on pages 2-4 of this *Employer Notice*.

Important reminders:

- Parking at all seminar sites is free of charge.
- All employer-specific seminars are free of charge, but registration is necessary to make certain materials are available for all attendees.

To register:

- Online via the OPERS Web site, www.opers.org, or
- By calling the Employer Call Center at 1-888-400-0965.
- You will need to register for each seminar individually.

Once successfully registered, you'll receive a confirmation notice from OPERS giving more information about location and directions.

Who to contact for more information

After you review this *Employer Notice*, contact Employer Outreach with questions or comments at 1-888-400-0965 or via the Internet at employeroutreach@opers.org.

Pages 2-4 have the complete 2010 lineup of employer-specific seminars...



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Employer-specific Training Opportunities



Demonstration: Online processing of *Personal History Records*

By March 31, 2010, ECS-reporting employers will be required to submit the *Personal History Record* (PHR, form A) via ECS. Electronic processing of the *PHR* gives employers enhanced security and faster delivery of confidential information.

This one-hour demonstration gives you a 30-minute Web demonstration to see exactly how to submit the PHR—and provides time for a question-and-answer session.

Note: Because of the deadline for mandatory online filing for PHRs for ECS-based employers, this seminar is offered only until March 31, 2010.

February Dates	Time	March Dates	Time
Wednesdays; February 3, 17	10-11 A.M.	Wednesdays; March 3, 17	10-11 A.M.
Thursdays; February 4, 18	12-1 P.M.	Thursdays; March 4, 18	12-1 P.M.
Wednesdays; February 10, 24	2-3 P.M.	Thursdays; March 10, 24	2-3 P.M.
Thursdays; February 11, 25	10-11 A.M.	Thursdays; March 11, 25	10-11 A.M.
		Wednesday; March 31	12-1 P.M.



ECS Demonstration

The Employer Contribution System (ECS) is safe, efficient and convenient. Currently, 77% of OPERS-reporting employers use ECS. Are you ready to join them and enjoy time- and cost-savings?

This one-hour Web demonstration is designed to allow employers to see, first hand, what's available on ECS—and how this online tool will enhance your business processes. Explore ECS online; another way to save time. This Web-based demonstration will be offered on *Wednesdays* throughout the year:

Date	Time
April 14	11A.M.-12 noon
May 19	2-3 P.M.
June 16	12-1 P.M.
August 18	10-11 A.M.
September 15	10-11 A.M.
October 13	2-3 P.M.

Retirement Plans and Service Credit

Because employees frequently ask their employers for retirement plan advice and insights, accurate information is important so that you can be a knowledgeable resource. We can help. This interactive seminar provides payroll and human resources professionals with a detailed overview on OPERS' retirement plans and service credit. We'll position you to better answer your employees' general questions—getting them starting in the right direction. Topics covered:

- Retirement plans: Overview of the three OPERS retirement plans for new employees
- Service credit:
 - o Types of service credit
 - o Purchasing methods
 - o Reporting of service credit purchase by payroll deduction



Web-based offerings for Retirement Plans and Service Credit:

Date	Time
Wednesday, July 14	10 -11:30 A.M.
Thursday, September 9	2-3:30 P.M.
Wednesday, October 6	12-1:30 P.M.

Regional schedule for Retirement Plans and Service Credit:

Date	Time	Location
Wednesday, May 26	10 A.M.-12:30 P.M.	Toledo
Thursday, June 24	10 A.M.-12:30 P.M.	Cleveland/Maple Heights
Thursday, August 26	10 A.M.-12:30 P.M.	Springfield

Retirement Overview for Employers

Employers are a primary resource for employees. Employers will receive an overview of OPERS' retirement and health care, which will help you to be better prepared to answer your employees' general questions. Topics covered:

- Age-and-service retirement
 - o Eligibility
 - o Retirement calculation
 - o Payment plans
 - o Partial lump-sum option (PLOP)
 - o Retirement application processing
 - o Employer's certification of final three pays
 - o Other retirement benefits
- Disability retirement
 - o Eligibility
 - o Plan features
 - o Disability retirement applications
 - o Application processing and approvals
 - o Termination of disability benefits
- Health care Overview
 - o Retiree Groups
 - o Health care allowance
 - o Eligible dependents
 - o Dependent coverage
 - o Plan providers
 - o Medicare and OPERS health coverage
 - o Prescription coverage
 - o Optional coverage
 - o Retiree Medical Account



Web-based offerings for Retirement Overview for Employers

Date	Time
July 20	10-11:30 A.M.
August 24	2-3:30 P.M.
October 14	10-11:30 A.M.
November 9	2-3:30 P.M.

Regional schedule for Retirement Overview for Employers

Date	Time	Location
Monday, April 6	10 A.M.-12:30 P.M.	Lima
Tuesday, June 15	10 A.M.-12:30 P.M.	Barberton

Employer Contribution System (ECS) Workshop

Designed for employers currently using ECS to submit the *Report of Retirement Contributions*, this workshop is designed to help employers solve the problems they may experience while using ECS. Bring us your challenges and unique reporting situations and we'll help you resolve them! Topics include:

- Pay Period End Code Management
- Correcting a blocked report
- *Supplemental Report of Retirement Contributions*
- Large Earnings worksheet
- *Report of Retirement Contributions*
- *Service Purchase by Payroll Deduction*
- *Certification of Final Payroll*
- *Personal History Records*
- Paperless payments

Regional schedule for Employer Contribution System (ECS) Workshop:

Date	Time	Location
Thursday, April 22	10 A.M.-12:30 P.M.	Columbus
Thursday, May 13	10 A.M.-12:30 P.M.	Franklin
Tuesday, June 8	10 A.M.-12:30 P.M.	Bowling Green
Tuesday, August 10	10 A.M.-12:30 P.M.	Westlake
Thursday, September 23	10 A.M.-12:30 P.M.	Warren
Tuesday, October 19	10 A.M.-12:30 P.M.	North Canton
Thursday, November 4	10 A.M.-12:30 P.M.	Cambridge

[More...](#)