

EMPLOYER Notice

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

Note:

Beginning October 2, 2009, submission of the Certification of Employee's Final Payroll *must be submitted prior to the Report of Retirement Contributions for the same reporting period.*

Submission of Certification of Employee's Final Payroll (F-85) required before submitting Report of Retirement Contributions on ECS

Who should read this notice

All employers using ECS to submit reports of retirement contributions

Situation overview

Since May 9, 2008, all employers using ECS to submit *Reports of Retirement Contributions* were also required to submit the *Certification of Employee's Final Payroll* (F-85) online. This change was implemented to enhance access to and security of required forms for your retiring employees.

Beginning October 2, 2009, new requirements will be added to the F-85 submission process that will help increase the efficiency of finalizing a retirement benefit. Submission of the F-85 will be required **prior** to the submission of the *Report of Retirement Contributions* for the same reporting period. For example, if you have a pending F-85 for a retiring employee in the month of January 2010, you will need to submit the F-85 prior to submitting the report for the period ending January 31, 2010.

It is important to note

- Attempts to submit a *Report of Retirement Contributions* prior to the submission of any pending *Certifications of Final Payroll* for the same reporting period will be blocked.
- Other reporting requirements remain unchanged.
 - The final *Report of Retirement Contributions* must be consistent with the employer-supplied information on the *Certification of Employee's Final Payroll*, including the PPE code of *P* and the matching PPE date.
 - Submission of the F-85 is required from all employers of retiring employees. If employment (with you) continues after they retire, simply provide a comment indicating the employee is returning to employment.
- Once the *Report of Retirement Contributions* has been submitted, changes to the certification can still be made by invalidating, then resubmitting the F-85.

What you need to do

- Continue to check ECS regularly for any pending *Certifications of Employee's Final Payroll* by:
 - Logging onto the ECS application,
 - Scanning the *Welcome* page for the *Recent Activity* box,
 - Finding the *Pending Requests* section, and
 - Accessing the pending certifications by clicking on the number or through the *Online Reports* button at the left of the screen.
- Complete any *Certifications of Employee's Final Payroll* prior to the submission of the report on which the employee appears; then
- Submit the *Report of Retirement Contributions*

(More information on back)



1-888-400-0965

www.opers.org

Why this is important

Requiring the *Certification of Employee's Final Payroll* prior to submitting the *Report of Retirement Contributions* results in a more efficient processing sequence, which will allow a pension benefit to be finalized promptly – ultimately benefiting your employee. In the event that the member is returning to employment, it will also allow the portions of the final contribution that are to be allocated to the service retirement benefit and to the money purchase account to be calculated without further contact with you, the employer.

Revisions to the *Employer Manual*

No revisions to the *Employer Manual* have been made as a result of this *Employer Notice*.

Whom to contact for more information

After you review this *Employer Notice*, contact your Employer Outreach representative with questions at 1-888-400-0965 or via the email 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.

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