

EMPLOYER Notice

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

Important:

Web-based demonstrations on the online forms function continue throughout June 2009.

Questions about the online forms function? Web-based demonstrations available in June

Who should read this notice

Finance directors, human resources professionals, and those responsible for completion of paperwork for newly hired employees

Situation overview

At employer request, and to continue the paperless, cost-and-time saving initiative, OPERS has made online forms a priority.

To help employers transition to using the online forms function, Employer Outreach is sponsoring Web-based demonstrations every Monday, Wednesday, and Friday throughout the month of June 2009.

The demonstrations will focus on:

- Electronic *Employer Payment Remittance Advice*, available in early June 2009, and
- Online completion of *Personal History Records* (PHR, form A), currently available.

What you need to do

The Web-based demonstrations regarding online forms are free of charge, but registration is necessary.

To register:

- Access the OPERS Web site at www.opers.org
- Select the Employer Section, then
- Click on Seminars and follow the prompts.

Complete information, including demonstration times and dates can be found on the Web site.

There is no limit to the number of individuals you may register for this demonstration.

Why this is important

Electronic processing of forms is a time-saving, cost-efficient step for employers. In addition, electronic completion of forms:

- Provides enhanced security for confidential data,
- Is environmentally friendly,
- Gives employers immediate submission and verification capability, and
- Provides for instant and long-term archiving.



1-888-400-0965

www.opers.org

More on back

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.

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.



BOARD of Trustees

Ken Thomas, Chair
Representative for Municipal Employees

Cynthia L. Sledz, Vice Chair
Representative for Miscellaneous Employees

Eddie L. Parks
Representative for State Employees

Sharon M. Downs
Representative for Retirees

John W. Maurer
Representative for Retirees

Kimberly Ann Russell
*Representative for Non-teaching
College/University Employees*

Helen Youngblood
Representative for County Employees

Hugh Quill
Director, Department of Administrative Services

Lennie Wyatt
Governor Appointed Investment Expert

James R. Tilling
General Assembly Appointed Investment Expert

Charlie Adkins
Treasurer Appointed Investment Expert

Chris DeRose
Chief Executive Officer
