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.
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.

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