

# 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](http://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](http://www.opers.org)

**More on back**

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**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](mailto: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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