

EMPLOYER Notice

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

Changes slated for reporting payments made under OPERS-approved *Annual Conversion Plans***Who should read this notice**

Human resources professionals, finance directors, and payroll professionals who process *Reports of Retirement Contributions*

Situation overview

To ensure compliance with OPERS' requirements for payments made under an *Annual Conversion Plan*, two changes are planned. These changes are in addition to those announced in an *Employer Notice* dated February 18, 2010.

➤ **Change to the Additional Earnings code C**

The Additional Earnings code C used to identify larger-than-normal reported salaries and contributions for employees receiving a payment under an *Annual Conversion Plan* will no longer be accepted. Important information to note about this change:

- ECS-reporting employers using the file transfer method to submit *Reports of Retirement Contributions* will be required to remove the Additional Earnings code C from file submissions beginning February 1, 2011. *After this time, any submissions with this code will be blocked.*
- ECS-reporting employers using the data entry method will find the ability to add the Additional Earnings code C will be removed beginning February 1, 2011.

➤ **Changes to reporting payments made under an *Annual Conversion Plan***

Effective February 1, 2011, all payments made under an *Annual Conversion Plan* must be reported on a *Report of Retirement Contributions—Supplemental*. To accommodate this change, a Supplemental Report reason of Annual Conversion Plan Payment will be created. The new report reason will be available to users of both the *file transfer* and *data entry* methods of reporting on ECS.

These changes are being implemented to help OPERS better monitor payments made under an *Annual Conversion Plan*—ensuring plan compliance for employers and the System.

What you need to do

The changes regarding discontinuing the use of the *Additional Earnings code C* and reporting payments made under an *Annual Conversion Plan* may require technical programming. You'll want to align resources to handle this change in advance

Note:

Method of reporting payments made under an Annual Conversion Plan is changing.

Depending upon your method of reporting, programming changes may be required.

Supporting documentation is still required for Annual Conversion Plans.



1-888-400-0965
www.opers.org

More information on back

of the implementation date. Contact your internal IT department or external payroll system vendor to determine if any programming changes are needed.

As always, Employer Outreach is available to assist with any questions. Additionally, Employer Outreach will be available to speak with your payroll vendor directly.

Why this is important

Accurate reporting of contributions is important so that service credit and retirement benefits can be properly calculated. These changes will enable employers and OPERS to monitor and review these contributions more effectively.

Whom to contact for more information

After reviewing this *Employer Notice*, contact Employer Outreach with questions at 888-400-0965, or by 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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