

## EMPLOYER Notice

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

**New ECS blocking edits have been implemented****Who should read this notice**

Payroll professionals, human resources professionals and anyone processing *Reports of Retirement Contributions* at ECS-reporting employer organizations

**Situation overview**

In late January, 2010, ECS was enhanced with new blocking edits. As a result, contribution reports will be blocked if any of the following scenarios occurs:

- **Contributions reported with an incorrect Social Security number (SSN)**  
After receiving confirmation of an accurate SSN from an employee or employer, OPERS will process a correction to move contributions to the corrected SSN. Once this correction has been made, all subsequent contributions must be reported using the correct SSN. If you try to submit contributions using an incorrect SSN, ECS will block the report.
- **Contributions reported with an incorrect employer code**  
Incorrect employer codes on contribution reports will be corrected once. After the correction, subsequent contribution reports must have the correct employer code. If contribution reports are submitted with an employer-code error, the report will be blocked.
- **Contributions reported for employees reaching the compensation limit**  
When employees have reached the compensation limit for a calendar year, all subsequent contributions on funds in excess of the limit will result in your report being blocked.

*How will you know?* You'll be informed two ways if your report has the above errors:

- You'll receive communication from OPERS detailing what correction we have made (SSN, employer code or compensation limit).
- ECS will display the following blocking error message if you attempt to submit a report after any of the above corrections have been made:

***No further contributions can be posted to the following SSNs.  
Please contact Employer Outreach for more information.***

Remember, once a correction for any of the above situations has been made here at OPERS, ECS will block subsequent contribution reports containing the same error. If you have specific questions, you're encouraged to contact Employer Outreach at 1-888-400-0965 for additional information.

**More Information on Back**

**Note:**

*If a correction is made for:*

- *Incorrect SSNs,*
- *Incorrect Employer codes, or*
- *Contributions reported after reaching the compensation limit, then...*

*...subsequent incorrect submissions will be blocked by ECS.*



1-888-400-0965

www.opers.org

---

### What you need to do

If you receive correction communication for any of the above situations, please make the necessary adjustments on all subsequent reports and other personnel data to avoid having your contribution reports blocked.

### Why this is important

Accurate reporting is always important to ensure your employees—our future retirees have accurate accounts. For you as employers, eliminating unnecessary errors will enhance productivity and may eliminate the need to research and make more substantial corrections in the future.

### Who to contact for more information

After reviewing this *Employer Notice*, contact Employer Outreach with questions at 1-888-400-0965, or by email 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.*



---

## 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*

---