

# EMPLOYER Notice

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

## Responses to Large Earnings Inquiries may be returned for additional information

### Who should read this notice

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

### Situation overview

Beginning Feb. 1, 2011, responses to *large earnings inquiries* will be returned back to employers when additional information is needed.

Examples of scenarios that may require additional information include amounts paid:

- As part of a settlement agreement that has been combined with regular wages,
- As part of an employer-sponsored disability plan that has not been broken down into the relevant pay periods,
- Under an OPERS-approved *Annual Conversion Plan* that has been combined with regular wages,
- For a previous reporting period that has been included in the current month,
- For additional hours/overtime that appear to be excessive, and
- For a retroactive salary increase that has been included in the current period, but not broken down into the applicable prior pay periods.

### What employers need to do

When responding to a *large earnings inquiry* on ECS or on paper, ensure the information requested is provided and complete. Failure to include all of the requested information, including a correct breakdown of amounts to be applied to previous reporting periods or other information needed to resolve the issue, will result in the response being returned to you. Large earnings inquiries are not marked resolved until the response has been approved by OPERS' compliance staff.

Additionally, employees will be notified if a valid response has not been received from their employer within 30 days of generation of the initial large earnings inquiry. Incomplete or invalid responses are not considered received. OPERS will review large earnings responses within two business days. It is suggested that ECS-reporting employers access the large earnings section frequently to review any possible new inquiries or rejected responses.

### Why this is important

Accurate retirement contribution reporting for larger than normal compensation is important so service credit and retirement benefits can be properly calculated. Large earnings inquiries to which responses have not been received may delay processing of a retirement benefit or refund request.

### Note:

*Incomplete responses to large earnings inquiries will be returned to employers beginning Feb. 1, 2011.*

*ECS-reporting employers are encouraged to access the large earnings section frequently to review new inquiries or rejected responses.*



1-888-400-0965

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

**More information on back**

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### **Changes to the *Employer Manual***

The online *Employer Manual* has been updated to include the changes mentioned in this *Employer Notice*.

### **Whom to contact for more information**

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