

## EMPLOYER Notice

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

**Mandatory online filing of PHRs effective March 31****Who should read this notice**

Payroll professionals, human resources professionals and anyone processing *Personal History Records* (PHR, form A) at ECS-reporting employer organizations

**Situation overview**

As previously announced, effective March 31, 2010, ECS-reporting employers will be required to submit PHRs online.

We anticipate you'll find online completion and filing of the PHR to be a time-saving initiative because you'll need to capture important employee information only once and you'll no longer need to track down each employee's signature. In addition, the online function will improve accuracy and safeguard your employees' confidential data such as Social Security numbers.

**What you need to do**

ECS-reporting employers will need to review systems and processes to ensure compliance with the March 31 deadline.

**Tips for success:**

- Remember, the online PHR captures data from any human resources system for employers who choose to use the file-transfer method. Reference the *Employer Notice* sent September 24, 2009 for file-transfer specifications. You can find the notice online at [www.opers.org](http://www.opers.org). A data-entry option is also available.
- You will **not** need to resubmit PHRs that were previously sent in paper format.
- The Social Security Administration's form SSA-1945 is still required. That form must be sent via U.S. mail. Please remember this is a Social Security requirement, not an OPERS requirement.

**More help is available**

OPERS is sponsoring a series of demonstrations to help employers implement the online processing of *Personal History Records*. This demonstration gives you a 30-minute Web demonstration to see exactly how to submit the PHR—and provides time for a question-and-answer session. Here's a list of available sessions:

Date	Time
Wednesday, February 24	2-3 P.M.
Thursday, February 25	10-11 A.M.
Wednesdays, March 3, 17	10-11 A.M.
Wednesdays, March 10, 24	2-3 P.M.
Thursdays, March 11, 25	10-11 A.M.
Wednesday, March 31	12-1 P.M.

**More information on back****Note:**

*The online PHR is slightly different from the paper-based PHR you may be familiar with—some information is no longer requested from you, as the employer.*



1-888-400-0965

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

As always, OPERS' employer-specific training is free of charge, but registration is necessary.

To take advantage of the web based training, you must register online via the OPERS web site, [www.opers.org](http://www.opers.org),

You will need to register for each seminar individually if you are planning to participate in more than one demonstration.

### **Why this is important**

Accurate reporting is always important to ensure each OPERS member, your employee, has accurate account information. Employer Reporting works to partner with employer organizations to provide system enhancements whenever possible—especially important when every organization is seeking to do more with less.

### **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.*



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