

EMPLOYER Notice

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

Note:
ECS-reporting employers will be required to submit all Personal History Records through Online Forms on ECS beginning March 31, 2010.

Recorded Seminar available for Online Personal History Record submission process

Who should read this notice

Finance directors, human resources professionals, and those responsible for completion of paperwork for newly hired employees

Situation overview

In addition to the live Web-based *Personal History Record (PHR or Form A) Demonstrations* scheduled throughout February and March 2010, Employer Outreach has posted a recorded version of this demonstration on the OPERS Web site. The recorded version is being made available for those employers who might not be able to participate in one of the live Web-based demonstrations, or would just like the option to review the online PHR submission process demonstration at their leisure.

As previously announced, ECS-reporting employers will be required to submit all PHRs through the Online Forms section of ECS beginning March 31, 2010.

Both the live and the recorded versions of the *PHR Demonstration* will cover the same topics, including:

- Submitting a PHR using the Data Entry method
- Submitting a PHR using the File Transfer method
- Reviewing previously submitted PHRs
- What happens after OPERS receives an online PHR

What employers need to do

The recorded version of the *PHR Demonstration* can be accessed at any time from the employer seminars page of the OPERS Web site. Clicking the link will launch the video, which can be viewed in its entirety, or can be paused and restarted as needed. The recorded version is approximately 15 minutes in length.

Don't forget - live Web-based demonstrations are still available throughout February and March 2010, but registration is required. To register:

- Access the OPERS Web site at www.opers.org
- Select the Employer section, then
- Click on Seminars

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**More Information on Back**

Changes to the *Employer Manual*

Page 2.2 has been updated to reflect the requirement for ECS reporting employers and can be found under the *Employer Manual* section of the OPERS Web site.

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.

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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