

EMPLOYER Notice

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

Note:

Less than 1 percent of the employer population utilizes prelist for reporting retirement contributions.

As of October 1, 2011 employers must choose between electronic or paper based reporting.

Contribution reporting via prelist no longer accepted for regular or service purchase reports

Who should read this notice

Finance Directors, payroll professionals and any individual responsible for retirement contribution reporting

Situation overview

Effective October 1, 2011, the retirement system will no longer print and mail prelist reports to employers for regular reports or service purchase reports. The decision was made to eliminate prelist reporting based on low participation as well as the ability to increase operating efficiencies.

Employer Reporting will continue to work with employers to provide options for submitting the monthly *Report of Retirement Contributions* and service purchase by payroll deduction reports.

What employers need to do

There are no programming changes necessary to switch to paper or electronic reporting. Prior to October 1 employers currently reporting via prelist should:

- Decide between paper or electronic reporting
 - The *Report of Retirement Contributions* can be accessed and ordered online or by contacting the Employer Call Center
 - Beginning October 1, 2011 service purchase by payroll deduction reports can be ordered by contacting the Employer Call Center
 - Employers opting for the efficiency and security provided by electronic reporting can register for the Employer Contribution System (ECS) online at www.opers.org
- Call the Employer Call Center to discuss training needs and options
- Access the opers.org website to register for webinar offerings

Changes to the *Employer Manual*

Revisions to the *Employer Manual* have been made as a result of 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

For a current listing of OPERS Board members, please visit www.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.



1-888-400-0965
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