

EMPLOYER Notice

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

Unresolved Large Earnings Will Affect Member Accounts

Who should read this notice

Finance directors, payroll and human resources professionals of OPERS employers

Situation overview

Effective Jan. 1, 2012, unanswered large earnings inquiries will have a significant effect on members' accounts, preventing the following:

- Generation of annual statements
- Issuance of member refunds
- Finalization of retirement benefits, and
- Members' ability to run estimates while accessing their accounts online.

The existence of a large earnings inquiry means that larger than normal salary and contributions were reported for an employee, and necessitates additional review. OPERS requires responses to these inquiries to determine if the salary reported meets the definition of "earnable salary."

What employers need to do

Employers reporting electronically are encouraged to access the Large Earnings Warnings section of ECS to review any currently pending or rejected large earnings responses and provide the requested information. Unanswered large earnings continue to be displayed until a response is received and accepted by OPERS.

Additionally, on a recurring basis, employers are expected to review the Large Earnings Warnings section and submit responses as the inquiries appear.

Employers reporting on paper should respond to large earnings inquiries as soon as they are received in the mail.

Why this is important

OPERS wants to ensure that members receive annual statements and estimates that are correct, and receive the retirement benefits or refunds to which they are due. When large earnings inquiries are unanswered, it is not possible to provide an accurate statement or estimate, or calculate the correct retirement benefit or refund.

In early 2012, additional changes will be made to the process by which OPERS reviews larger than normal earnings. Addressing any pending large earnings now will help ensure procedures are in place when the transition takes effect and employees receive their 2011 annual statements.

(More information on back)

Note:

Unanswered large earnings inquiries will prevent:

- *Generation of annual statements*
- *Issuance of member refunds*
- *Finalization of retirement benefits, and*
- *Members' ability to run estimates online*

Employers reporting electronically are required to respond to large earnings inquiries via ECS.



OPERS

1-888-400-0965

www.opers.org

Changes to the *Employer Manual*

No 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.

