

# EMPLOYER Notice

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

## **My Benefits System (MBS) online refund application available to members**

### **Who should read this notice**

Payroll and human resources professionals and those responsible for processing refund requests

### **Note:**

*Employers will no longer need to certify a member's last day of earnings on a Certification of Final Payroll (LR-2), if PPE code of "Q" is reported on last payroll for terminated employees.*

### **Situation overview**

OPERS now offers an electronic refund application for members through *My Benefits System (MBS)*. Employers properly using Pay Period End (PPE) Codes will no longer have to certify a member's last day of employment for a refund. The electronic refund application will allow:

- Members to complete, submit, and print a copy of their refund application by following easy step-by-step instructions from anywhere there is internet access,
- Immediate notification to members of errors or problems, or if OPERS requires additional information or documents,
- Members to check the status of a refund, or to cancel/withdraw their refund application.

### **What employers need to do**

- Encourage your employees to register for MBS
- For ECS or paper reporting employers, continue to use Pay Period End (PPE) codes in your contribution reporting.
  - Use the PPE code of "Q" for quit when submitting the last payroll for your terminated member via ECS or paper reporting.
    - In ECS, Pay Period End Code (PPE Code) Management allows you to correct errors on previously submitted PPE codes or dates.
    - If a PPE Code has been entered in Pay Period End Code Management via ECS, the termination date will be entered on the Refund system and the Certification of Final Payroll (LR-2) will be marked as received.
    - In ECS, on the Verify Report page, you will see a summary of information that was entered. Please verify all information is correct, including the PPB and PPE codes if applicable. This serves as your certification of employee events such as termination.

### **Why this is important**

Online printable refund applications will be removed from [www.opers.org](http://www.opers.org) effective February 14, 2011. Members not registered for MBS are encouraged to register or they will need to contact the Member Service Center at 800-222-7377 to request a paper refund application.



1-888-400-0965  
[www.opers.org](http://www.opers.org)

More information on back

### **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 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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