Changes to Membership Determination Process

Who should read this notice
Finance directors, payroll and human resources professionals of OPERS employers

Situation overview
The following changes are coming to the Membership Determination process beginning August 1, 2012. They include:

- Updates to the following forms:
  - Independent Contractor/Employee Determination for Worker (PED-1EE)
  - Independent Contractor/Employee Determination for Employer (PED-1ER)
- Removal of the second level appeal process with an OPERS Issue Resolution Officer, with appeals going directly to senior staff.
- The requirement for either party involved to provide additional information within 30 days after receipt of the initial staff determination.

These changes are being instituted to streamline the process. Both the worker’s and employer’s membership forms have been updated to request all of the required information so that follow up communications are minimized. Additionally, removing a step and instituting a time limit for appeals will ensure that membership determinations are resolved in a timely manner.

What employers need to do
Inform those involved in the membership determination process of the new forms and process changes and make certain all supporting documentation is forwarded to OPERS for consideration in the determination. Membership forms must be certified by the public employer’s fiscal officer or an employer contact on OPERS record as having signing authority for the employer.

Membership determinations are typically initiated by one of the involved parties, so the Compliance team in Employer Reporting will send notification to the other party with the updated form attached. The updated forms will also be available under their respective sections on the OPERS Web site.

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

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