

EMPLOYER Notice

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

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

It is your responsibility to be certain that OPERS has your current physical and e-mail address on file. If OPERS is not made aware of address changes, we cannot guarantee that you will receive important information pertaining to OPERS public employers. 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.

Note:

Changes to the membership determination process take effect August 1, 2012. Ensure only the new forms are used after this date.