

EMPLOYER Notice

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

Important dates for those planning to retire in 2012

Who should read this notice

Human resource professionals, payroll professionals and any employer contact assisting employees in the retirement process.

Situation overview

Pension legislation—Senate Bill 343—was passed by the Ohio Legislature on September 12, 2012, and will become effective on January 7, 2013. There are a few important dates to keep in mind for anyone considering retirement, all of which must be met in order to qualify under the current OPERS retirement eligibility rules. These dates include:

- **Service Retirement Effective Date:** In order to retire under the current law for age and service retirement, members must retire with a benefit effective date of January 1, 2013. A retirement with an effective date after January 1, 2013 will be subject to the amended retirement law.
- **Final Earnable Salary Date:** To retire with a January 1, 2013 effective date, the member must terminate public employment on or before December 31, 2012. Members must not appear on the employer's payroll beyond December 31, 2012 if planning to retire under the current retirement law. This includes those using leave to extend out a separation date—these payments must not extend for periods beyond December 31, 2012.
 - Note: For those employees who are going to retire and be immediately reemployed, or for those who hold more than one position with one or more employers, other criteria apply. However, in either case, the final earnable salary date must still be on or before December 31, 2012 for the position from which the employee is retiring.
- **Receipt of Service Retirement Application:** Retirement applications for age and service retirement must be complete and valid, and be received by OPERS no later than:
 - January 4, 2013 close of business (4:30 PM) for paper applications, or
 - by midnight on January 6, 2013 if submitted electronically through a member's online account.
- **Receipt of Disability Benefit Application:** To apply for a disability benefit under the current disability law, the member must have a complete and valid *Disability Benefit Application (DR-1)* received by OPERS no later than January 4, 2013 close of business. The DR-1 is not currently available to be completed electronically. The *Report of Employer for Disability Application (DR-4)* will not suffice if the employee's complete and valid DR-1 is not received by close of business Jan. 4.

What employers need to do

For any employees contemplating retirement in the near future, be sure to make them aware of the deadlines listed above. Please continue to refer your employees to the

Note:

In order to retire under current law, the following criteria apply:

- *Service Retirement effective date no later than January 1, 2013*
- *Service Retirement paper application received by January 4, 2013, or January 6, 2013 electronically.*
- *Disability Benefit Application (DR-1) received by January 4, 2013.*



OPERS

1-888-400-0965

www.opers.org

More information on back

Special Coverage section on www.opers.org for details concerning how the pension changes impact them. ***Refrain from drafting pension or health care communications to your employees; instead use only OPERS sponsored and approved materials and messages available on the OPERS.org website.***

Members who are currently eligible to retire recently received information from OPERS indicating what is required as part of the retirement application process, should they wish to begin submitting this information now. The list of required documents is also available at www.opers.org.

Employer-specific web-based seminars overviewing pension and health care changes are available beginning early October. Register via the OPERS website at www.opers.org.

Why this is important

There is an anticipated increase in the number of retirement applications received by OPERS over the next few months, so it is to your employees' advantage to submit retirement applications and supporting documentation well in advance of their retirement effective date. If any of the above deadlines are not met, applications will be processed under the amended retirement law effective on January 7, 2013.

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

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.

