

EMPLOYER Notice

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

Disability process update

Who should read this notice

Human resources professionals and any other employer contact who administers employee programs and/or processes the *Report of Employer for Disability Benefit Applicant (DR-4)*.

Situation overview

Part of a member's application for disability includes the employer forwarding a copy of the member's job description along with the DR-4. Occasionally the job title on the job description will not be an exact match to what is submitted on the DR-4. A discrepancy between the job title on the job description versus what is provided on the DR-4 can delay or cause errors with the processing of the disability application.

What employers need to do

Verify the job title on the job description is an exact match to what is indicated on the DR-4 form when forwarding information to the retirement system on behalf of a member applying for disability.

Why this is important

Compliance with titles on job descriptions and DR-4s ensure the member is being evaluated based on the requirements of the correct job. Commencing immediately, any instance of a mismatch between job title on job description and DR-4 will result in the application being returned as invalid. This will delay the application process for the member. These delays can be avoided by making certain job titles are an exact match.

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

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Note:

Effective immediately any instance of a mismatch between the job title on the job description and the DR-4 will result in the application being returned to the employer as invalid.



1-888-400-0965

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