

EMPLOYER Notice

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

Note:

Know your responsibilities: Employers are required to keep a copy of the Notice of Right and Request for: Determination for OPERS Membership.

Legislation refines *Notice of Right and Request for: Determination for OPERS Membership* form

Who should read this notice

Finance directors, payroll, human resources, and benefits professionals

Situation overview

Recent legislation has changed the content of and the timeline for *Notice of Right and Request for: Determination for OPERS Membership* (form PEDREQ), effective immediately. Here's an overview of changes provided for by House Bill 67:

- **The timelines for notice and requests has changed:**
 - By Sept. 7, 2013: Employers must notify individuals who provided personal services prior to Jan. 7, 2013 for which no retirement contributions were withheld.
 - Individuals now have until Aug. 7, 2014 to request a membership determination from OPERS.

The PEDREQ form has been revised to reflect the new deadlines and now includes a field for Social Security numbers.

The most current form is now available at www.opers.org.

Specific actions requested

Employers are also encouraged to be knowledgeable about all aspects of this determination to help limit potential liabilities. Here's how:

- **Attend the OPERS-sponsored online seminar to obtain additional information on membership determinations.** More details and how to registration can be found on www.opers.org.
- Consult with your legal counsel on how to comply with statutory obligations.
- Review records retention policies; know the archival requirement for all forms.

Why this is important

This legislation was designed to help protect employers from potentially large liabilities as employers are responsible for the employee and employer contributions, plus interest, if it is determined that an individual's retirement contributions should have been paid, but were not.

Timely requests also help to ensure that individuals receive the proper retirement system service credit, if applicable.

Note: OPERS will continue to process certifications of unreported time you send to us. Employers will continue to be billed for *undisputed public service* which was not reported, regardless of when the unreported service occurred.



1-888-400-0965
www.opers.org

More on back

Changes to the *Employer Manual*

Revisions to the *Employer Manual* have been made as a result of this *Employer Notice*.

Whom to contact for more information

As always, if you have questions, contact OPERS at 888-400-0965, option #3 for your dedicated compliance specialist, 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.

