New method for reporting longevity payments

Who should read this notice
Finance directors, payroll or human resources professionals at OPERS-reporting employers

Situation overview
In partnership with OPERS-reporting employers, Employer Services has updated the method by which longevity payments are remitted to the retirement system. Effective immediately, OPERS employers will be able to submit longevity payments on a supplemental report with the reason of Longevity/Additional Payment.

What employers need to do
In order to report longevity payments in this manner, employers should:

 Separate longevity payments from regular earnings
 Report the longevity payments on a supplemental report with the reason Longevity/Additional Payment
 Provide documentation of the longevity policy including how it is administered
  o Note: Documentation of the longevity policy is required to report payments in this manner.
  o Documentation can be submitted by fax to 614-857-1138 or by e-mail at employeroutreach@opers.org.

Employer Services will review the longevity supplemental reports submitted in conjunction with your policy to ensure compliance.

Why this is important
Longevity payments are common throughout many OPERS-reporting employers. Allowing employers to use a supplemental report for longevity payments will simplify the review process internally as well as reduce the number of large earnings inquires for OPERS employers.

Need more information?
After you review this Employer Notice, contact Employer Outreach with questions or comments 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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November 20, 2013