

# OPERS EMPLOYER Notice

November 20, 2013

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

## ***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
  - **Note:** Documentation of the longevity policy is required to report payments in this manner.
  - Documentation can be submitted by fax to 614-857-1138 or by e-mail at [employeroutreach@opers.org](mailto: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 inquiries 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](mailto:employeroutreach@opers.org).

**For a current listing of OPERS Board members, please visit [www.opers.org](http://www.opers.org)**

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### **Note:**

*Longevity payments may be reported on a supplemental report with the reason Longevity/Additional Payment.*

*Documentation of the longevity policy is required to report payments in this manner.*



1-888-400-0965  
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