

# Employer *Notice*

## Updates to ECS Related to Re-employment of OPERS Benefit Recipients

### Who should read this notice

Finance directors, human resources, benefits and payroll professionals

### Situation overview

OPERS is making updates to the Employer Contribution System (ECS) to help simplify reporting of re-employed retirees.

First, a new SSN lookup feature will be added to help employers identify the status of a new employee. Upon entering the SSN of the new employee, ECS will provide information regarding which forms are required to be submitted to the retirement system for the employee.

Additionally, OPERS is releasing two forms that will help employers manage the status of re-employed retirees.

- **Enhanced Personal History Record (electronic only)**

The enhanced *Personal History Record* (form A) will be updated on ECS to request additional information when the employee is identified as an OPERS benefit recipient. When this occurs, employers will be required to provide information that was previously submitted on the paper *Notice of Re-employment of an OPERS Benefit Recipient* form (SR-6 or SR-6E).

**Note:** For paper reporting employers, the paper *Notice of Re-employment of an OPERS Benefit Recipient* form will be required when hiring an OPERS benefit recipient.

- **Employer Certification of Termination of Employment of an OPERS Benefit Recipient (form TERM-MP)**

The *Employer Certification of Termination of Employment of an OPERS Benefit Recipient form* has been created so employers can provide certification of a re-employed retiree's termination of employment for:

- **Contributing employees** terminating at a future date, beyond what has been reported to OPERS. Additionally, the final contribution report for the employee should indicate the last day worked with a PPE code of Q.
- As always, if employment has terminated in the past and the final contribution report for the individual has already been submitted, please access PPE Code Management on ECS to submit a PPE code of Q.
- **Non-contributing employees**, such as those who are paid in a way that is not considered earnable salary.

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### **What employers need to do**

Please inform those individuals at your organization responsible for submitting employment and contribution data to OPERS of these new forms. For employers registered for ECS, the online forms will be available in December 2015. The TERM-MP form will also be available to order Nov. 18, 2015 on the employer forms section of the OPERS website.

### **Why this is important**

Timely submission of employment and termination information is essential to minimizing impact to an OPERS benefit recipient's health care options. As always, the electronic forms on ECS are the quickest way to inform OPERS of changes to a benefit recipient's employment status, as updates are made the following business day.

### **Whom to contact for more information**

After you review this Employer Notice, contact Employer Services with questions or comments at 888-400-0965, or by e-mail at [employeroutreach@opers.org](mailto:employeroutreach@opers.org). 

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