

Employer *Notice*

Keep OPERS Employer Contact Information Updated

Who should read this notice

Finance directors, payroll and human resources professionals of OPERS employers

Situation overview

When an employer hires a new fiscal officer or a staffing change takes place, OPERS is often not made aware of the change unless we conduct an outreach or send correspondence and the new fiscal officer calls to self-report.

Since early March, Employer Services has worked with 354 employers to update employer contacts.

What employers need to do

To ensure OPERS has the most current employer contact information, if you are new to your position, or the individuals who work with retirement system processes have changed recently, reach out to Employer Services and we will send you a packet to update your information.

Why this is important

There are several important reasons to keep current when employer contacts change:

1. **You could be missing vital news and communication from OPERS.** Employer Notices and other correspondence are targeted to specific types of employer contacts.
2. **You could be denied access to important materials.** Access to information is dependent upon whether an individual has been identified as an employer contact.
3. **Processing delays could occur.** Certification of forms is only valid if the individual is an employer contact who has been identified as having signature authority.
4. **OPERS offers valuable training and educational opportunities.** Free on-site training is available to new fiscal officer or any employer contact to ensure you hit the ground running.



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 or to request a packet to update your information at 888-400-0965, or by e-mail at employeroutreach@opers.org. Completed packets can be mailed, faxed or e-mailed. 

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.

