



OPERS  
277 East Town St.  
Columbus, OH 43215

# EMPLOYER NOTICE

## Personal History Record Updated

### WHO SHOULD READ THIS NOTICE

Human resource professionals and any employer contact submitting new hire information to the retirement system

### SITUATION OVERVIEW

OPERS is committed to partnering with public employers to provide targeted education and communication to your new hires, whether they are new to public employment, changing employers, or returning to the public sector.

The Personal History Record (Form A) has been updated to include an optional field for the new hire's e-mail address on both the electronic and paper versions. Initial retirement decisions such as plan selection have a deadline attached. Providing an e-mail address on the Form A enables OPERS educational materials and communications to be targeted to new hires in an efficient manner.

### WHAT EMPLOYERS NEED TO DO

Employers should begin submitting updated Personal History Records, including e-mail addresses, for new hires as soon as possible. Employers registered for the Employer Contribution System (ECS) should refer to the online help for the file specifications necessary for file transfer method or include the new hire's e-mail address for data entry method.

Those not registered for ECS should consider making the change to electronic transfer of data for forms and reporting.

### WHOM TO CONTACT FOR MORE INFORMATION

After you review this *Employer Notice*, contact Employer Services with questions/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)

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.