



# EMPLOYER NOTICE

## Changes to ECS *Form A* submission process

### WHO SHOULD READ THIS NOTICE

Fiscal Officers, HR contacts and any OPERS employer contact working with elected officials or those appointed to an elective office

### SITUATION OVERVIEW

The *Personal History Record/Elected Official Membership Form (Form A)* is required for individuals who wish to elect OPERS membership for their elective service.

As stated in the *April 2017 Employer Notice*, personal history records for elected officials should be submitted on paper *Form A* for any elected official opting for OPERS membership. ECS has been updated to support this change.

**Effective immediately, ECS no longer accepts *Form A* if the elected official has not previously elected OPERS membership as an elected official.**

Additionally, the OPERS website was recently redesigned. To locate the ECS log in screen, select ECS Login from the Employers drop down menu on the [opers.org](http://opers.org) homepage.

### WHAT EMPLOYERS NEED TO DO

If the *Personal History Record/Elected Official Membership Form A* is not accepted on ECS, a paper *Form A* must be submitted within the appropriate time frame. Please use the attached *Form A* as previous versions will not be accepted.

*Form A* should be submitted within 30 days of the member's start date.

- The following dates should match on *Form A* for an elected official: salary begin date, member's signature date, and pay period begin date of the first report.
- Contributions for periods prior to the member's signature date will be refunded back to the employer.

### WHY THIS IS IMPORTANT

OPERS is committed to working toward improvements that streamline business practices and improve administrative efficiency, while providing common-sense improvements for its members.

### WHOM TO CONTACT FOR MORE INFORMATION

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

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

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