SITUATION OVERVIEW
Our priority during this uncertain time is maintaining the health and safety of our employees, members and employers while still providing benefits and services to our members. Therefore, we wanted to share a few updates and reminders about reporting and certifications.

ELECTRONIC REPORTING
Electronic reporting through ECS can be completed immediately after the earning period.
- February 2020 reports can be submitted now, prior to the end of March.
- Payments for the February 2020 reporting period (due March 31) can be scheduled today for a future date to ensure timeliness.
- March reporting can be submitted the day after the last earning period.

If you schedule your report and payment via ECS, the system will automatically allocate the information and the contributions will be posted to your employees’ accounts. If you do not submit your payment electronically, please submit the Employer Remittance Advice on ECS so contributions can be quickly posted.

FORM DEADLINES, PENALTIES AND INTEREST
We understand many of your organizations are closed and you and your employees may be working remotely with limited capabilities, so at this time we’ll be granting relief of penalty and interest charges. However, we do ask that you please make every effort to meet the deadlines, so our member information is current and accurate.

CERTIFICATION OF FINAL PAYROLLS
It’s important to respond to final payroll certifications in a timely manner by completing a Certification of Employee’s Final Payroll form. Without this form, we cannot provide interim monthly retirement benefits to our members. We also require the final Report of Retirement Contributions to finalize monthly retirement benefits. The pay period end date reported must match the final earnable salary date submitted on the employee’s final payroll form.

As mentioned, one of our main priorities is still providing benefits to our members through these uncertain times. Your timely reporting is key to achieving this.

As always, please contact Employer Outreach with any questions or comments at 888-400-0965, or by email at employeroutreach@opers.org.

March 17, 2020
For a current listing of OPERS Board members, please visit 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.