



EMPLOYER NOTICE

Personal History Record (Form A) Updated

WHO SHOULD READ THIS NOTICE

Finance directors, payroll and human resources professionals of OPERS employers

SITUATION OVERVIEW

OPERS has released an updated *Personal History Record (Form A)*. The form was changed to allow new members with a third option when providing their gender. The options now include:

- Male
- Female
- Prefer Not To Say

Remember if you are an ECS user, you must submit Personal History Records on ECS. The only exception is if the member is an Elected Official. ECS has been updated to accept the "Prefer Not To Say" option for both the data entry method and the file transfer method. If you use the file transfer method of submitting the Form A, we have provided a file specs document which includes a new value within the existing gender specs for "Prefer Not To Say." The help function in ECS has also been updated.

WHAT EMPLOYERS NEED TO DO

The updated *Personal History Record (Form A)* is available now and can be found by visiting opers.org and clicking on *Forms and Documents* under the *Employer* tab at the top of the home page. The new version is dated 4/2022 in the bottom, left corner of each page. Please discard any older versions and begin using the updated version immediately. If you are unable to locate the updated Form A, please contact Employer Outreach and they will send you a copy.

WHOM TO CONTACT FOR MORE INFORMATION

After reviewing this Employer Notice, contact Employer Services with questions or comments at 888-400-0965, or by e-mail at employeroutreach@opers.org.

For a current listing of OPERS Board members, please visit opers.org

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May 17, 2022