

EMPLOYER Notice

Ohio Public Employees Retirement System • 277 East Town Street • Columbus, Ohio 43215

ECS submission of certification for *refund applications* begins June 13**Who should read this notice**

Those responsible for processing retirement contribution refund requests

Situation overview

Effective June 13, 2008, submission of the *Certification of Employee's Final Payroll* for terminated employees requesting a refund of their pension contributions will only be done via ECS for employers already registered for ECS.

NOTE:

- As with the recently announced certification process for employees taking a service or disability retirement, you will *no longer* receive a letter requesting final payroll information for a terminated employee who is requesting a refund of retirement contributions.
- The new process will require employers to check ECS frequently, weekly is recommended.
- Employers will receive a *Certification of Employee's Final Payroll* via ECS to complete only when OPERS receives a refund application and the employer certification section has been left blank. This would occur if the employee completed the application and forwarded it directly to OPERS.

What you need to do

- To determine if OPERS has sent you a certification request for employees who have requested a refund of their retirement contributions, follow these steps:
 - Log onto the ECS application, and
 - Scanning the Welcome page for the Recent Activity box. Then, find...
 - The Pending Requests section. It will tell you how many certifications are awaiting your completion. Then,
 - Access your pending certifications by either clicking on this number or on the Online Reports tab in the left column of the page.
- The pay period end (PPE) date reported for the terminated employee on the *Report of Retirement Contributions* must be consistent with date provided on the *Certification of Employee's Final Payroll*. If OPERS receives the certification prior to the contribution report with the employee's final pay and the two dates for the terminated employee are inconsistent, the *Report of Retirement Contributions* will be blocked from submission until the discrepancy is resolved.
- As with other forms requiring employer certification, employers will have the ability to invalidate a certification. Note: Invalidating allows an employer to retrieve a previously submitted certification if the original was submitted in error.

Note:

Placing forms online is a priority for OPERS:

- *Employers will benefit by realizing faster and more accurate reporting.*
- *Employees will have enhanced security for important information.*
- *Everyone benefits when less paper is used.*



1-888-400-0965

www.opers.org

(More information on back)

- Employers will have the ability to view pending, submitted and invalidated certifications for a period of two years.
- As with all ECS processes, edits will be applied automatically to ensure all appropriate fields are completed.

Why this is important

Employers have requested online processing for forms. Providing forms online means greater convenience for employers in terms of accessing, revising and archiving employee data. In addition, online provides for better security and a timelier processing sequence—ultimately benefiting your employee.

Changes to the *Employer Manual*

There are no *Employer Manual* changes applicable to this *Employer Notice*.

Who to contact for more information

After you review this *Employer Notice*, contact your Employer Outreach representative with questions or comments at 1-888-400-0965 or via the Internet at employeroutreach@opers.org.

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.



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