

Ohio Police and Fire Employer Update- 2018



OP&F at a Glance

- We provide pension, disability, and survivor benefits to eligible **full-time** police officers and firefighters
- Under IRC Section 401(a), we administer a defined benefit plan
- OP&F was created in 1965 by the Ohio General Assembly-Opened our doors in 1967



About OP&F

- We are governed by Ohio Revised and Administrative Code (Chapter 742) and a Board of Trustees
- As of 1/23/2018, 2017 OP&F's investment portfolio was valued at \$16.2 billion

Who are our OP&F Employers?

- Municipalities (Both police and fire)
- Townships and Fire Districts (fire only)
- Villages (Both police and fire)

Who are our OP&F Employers?

- As of Dec. 31, 2016, we had 915 employer entities reporting to OP&F
- Top five largest employers:
 1. Columbus (3,632 members)
 2. Cleveland (2,375 members)
 3. Cincinnati (1,927 members)
 4. Toledo (1,240 members)
 5. Akron (837 members)

Who are our OP&F Members?

- Must be hired/appointed on full-time basis
- Active members (including DROP)= 27,446
- Retirees (including disability) and beneficiaries = 32,127
- Total members = 59,573 (57% police; 43% fire)
- DROP members comprise 14% of active membership base

OP&F News for 2018

- Change in Retiree Healthcare Announced
 - Change in Employer Refund Policy Implemented
- Employer Web-Self Service Changes Implemented

End of Self-Insured Health Care Plan for Retirees

- Effective 1/1/2019, OP&F will no longer offer a self-insured health care plan for retirees.
- Instead, a fixed-cost monthly stipend will be provided.
- Aon will assist retirees in choosing the appropriate plan through the health care exchange market

Change in Employer Refund Policy

- OAC Section 742-9-18 deals with overpayment of either employee and/or employer contributions.
- **Member contribution overpayments** – Only if over \$100 may a refund be made. Otherwise a credit will apply.
- **Employer contribution overpayments** – No refunds-only credits.

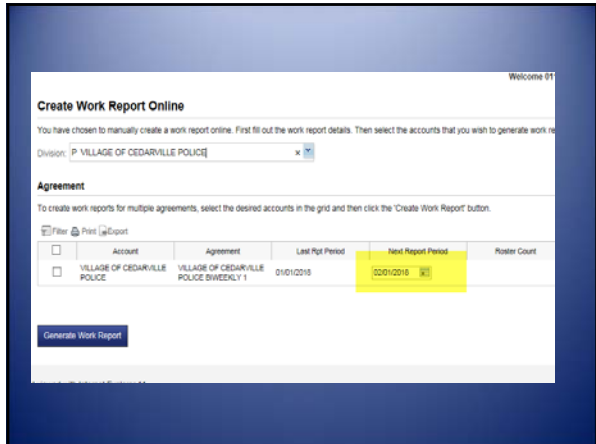
Changes to Employer Web-Self Service Program

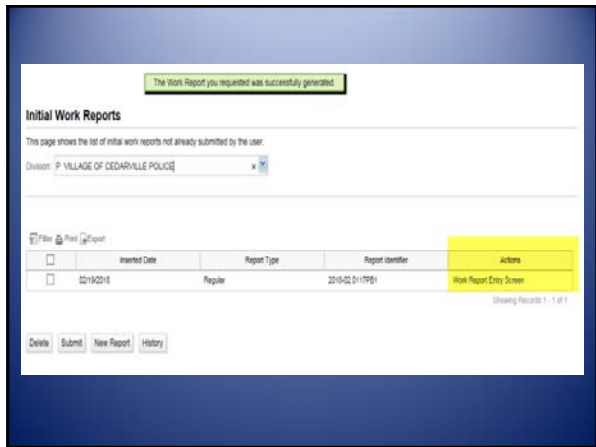
Filed Payments

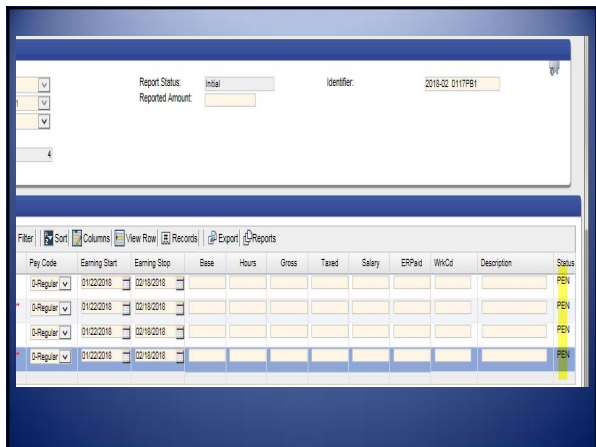
REMITTANCE PAYMENT

Export

Date	Plan Pay Date	Description	Amount	Rate	Payment Order Status	Payment Confirmation
118	01/09/2018	December Employer	\$ 108,885.23	EMPLOYER CONTRN	Closed	0000047483
118	01/09/2018	December Employer - Steven Williams	\$74,870.79	EMPLOYER CONTRN	Closed	0000047479
117	12/14/2017	November Employer - Steven Williams	\$45,709.23	EMPLOYER CONTRN	Closed	0000046390
117	12/14/2017	November Employer	\$78,107.53	EMPLOYER CONTRN	Closed	0000046389







Uploaded Files

For a report to be considered received by OP&F ALL 3 STEPS must be completed.

1. Upload file: File has not been transmitted to OP&F.
2. Process file: File has been transmitted to OP&F but must be submitted to complete the process.
3. **Submit file.** Proceed to the Report and Billing History by clicking here.

Status:

Date Range:

Export

Date	Type	Description	Status
01/29/2018	Self Service Employer Work Report Import	0620FB1 1202017	Processed Successfully

Reporting to OP&F

What are my responsibilities as an Employer?

Top Five "Tips" for OP&F Employers

- Don't be afraid to ask questions!
- Report and pay on or before due date!
- Make sure pension reports match cash/online payments submitted.
- Use comments/description field on pension reports.
- Make sure to take responsibility for timely submission of new member documents.

New Full-Time Police Officer or Firefighter? What to Do

- Complete and submit *Personal History Record*
- Have prospective member submit to pre-employment physical
- Have prospective member read, sign and date SSA-1945 Form (Social Security notice)
- Please remember: 60-day deadline to avoid penalties
- All forms on website (www.op-f.org)
- Can email scan or fax forms

What Payroll-Reporting Options do I Have?

- Web-Self Service Manual (data entry online reporting)
- Web-Self Service Import (3 steps-upload, process, submit)
- Electronic Payroll File Upload (browse and submit)

Which Reporting Option is Best for me?

- Depends on size of payroll, whether you have payroll software and complexity of reporting
- Web manual data entry-requires no payroll software
- Web import does require payroll software but no data entry involved
- Electronic file upload is very quick but does not show "exceptions" as Web Self-Service does

Can I Continue to Report Payroll Data on Paper?

- Yes. OP&F encourages employers to use one of our electronic options. Why?
- Same day receipt of report-eliminate postal delays
- Quicker processing of report and update of member accounts
- Electronic reporting is security protected (encryption)

What member information do I report on my OP&F pension report?

- Members' scheduled hours and paid hours (determines service credit)
- Earning dates (NOT pay dates)
- Members' gross pensionable wages per **earning code (see handout provided)**.
- Are all wages pensionable? No....

Under ORC 742.01(L) not all wages are Pensionable

Pensionable

- Regular pay
- Shift pay
- Longevity
- Overtime (timely paid)
- Holiday pay
- Hazard Pay
- On call pay
- Performance Bonuses
- Educational Allowances
- Attendance Bonuses
- Officer-In-Charge-Pay

Not Pensionable

- Reimbursements
- Uniform Allowances
- Vacation, Sick Leave, Personal Day, and Comp. Time Cash outs
- Signing Bonuses
- Hazard, Holiday, and Longevity payments deferred more than one year
- Early Retirement Incentives

What if I'm not sure whether something is pensionable or not?

- Please call your Employer Services Group (ESG) Rep. **(see handout provided)** if you have any doubts or questions
- Please keep OP&F updated with copies of your most current collective bargaining agreements, pay ordinances, and/or employee handbooks
- These documents can be emailed, faxed, or mailed to us

Please also use work codes and descriptive comments as needed

- Work codes are indicative of member status; i.e., T=Terminated, S=suspended without pay, L= Leave without pay, N = New, and R = Retired
- On payroll reports, please use description/comments field often! For example, "all overtime current," "worked holiday," "Officer in Charge pay."

What happens when a member retires?

- Member completes retirement application through OP&F
- OP&F then sends employer "Interim Certification"-provides us with member's last day on payroll
- OP&F also sends employer "Employer Accounting of Member Compensation" (see handout) – provides us with member's final pay, including pensionable pay outs such as unused holiday and longevity

DROP versus Re-employed Retiree

- DROP (Deferred Retirement Option Plan)- Member must be eligible for retirement. DROP members are considered “active”-no changes in employer payroll-reporting
- Re-employed Retirees – Member retires, then becomes full-time with same or different OP&F employer. No change in employer payroll-reporting.

Making Payments to OP&F

OP&F Payment Options

- Employers can pay by check
- Employers can pay by ACH (Automated Clearing House) Debit
- Employers can pay by wire
- Rates are 12.25% employee (both police and fire), plus;
- Rates are 19.5% employer police, and 24% employer fire

How do I Sign up for Online Payments?

- Complete an ACH Authorization Agreement Form (**see handout provided**)
- Fax or mail form to OP&F
- You will receive an email, confirming setup

What do I need to know about online payments?

- You can make any payment online-member contributions, employer contributions, prior service buy-backs, accrued liability, penalty payments
- You can establish multiple accounts if you wish to
- You can complete your pension report, summary of payment remittance, and payment, all in the same (web) program

What else should I be aware of concerning payments?

- Online payments are **not** "same day" payments-can post as early as the next business day in most cases
- Cannot have payments post on weekends or federal holidays (listed on OP&F website)
- Payments must be entered by 4:30 pm on business day; otherwise payments cannot post earlier than 2 business days forward

HOLIDAYS OBSERVED BY THE FEDERAL RESERVE

For holidays falling on Saturday, Federal Reserve Banks and branches will be open the preceding Friday; however, the Board of Governors will be closed. For holidays falling on Sunday, all Federal Reserve offices will be closed the following Monday.

	2017	2018	2019
New Year's Day	Jan. 2	Jan. 1	Jan. 1
MLK Jr. Birthday	Jan. 16	Jan. 15	Jan. 21
Washington's Birthday	Feb. 20	Feb. 19	Feb. 18
Memorial Day	May 29	May 28	May 27
Independence Day	July 4	July 4	July 4
Labor Day	Sept. 4	Sept. 3	Sept. 2
Columbus Day	Oct. 9	Oct. 8	Oct. 14
Veterans Day	Nov. 11	Nov. 12	Nov. 11
Thanksgiving Day	Nov. 23	Nov. 22	Nov. 28
Christmas Day	Dec. 25	Dec. 25	Dec. 25

What else should I be aware of concerning payments?

- Payments and payroll reports must both be received on or before the due date
- For any payment made, please complete recap (Summary of Payment Remittance Information Form-see handout provided)

Ohio Police & Fire Pension Fund 1-888-864-8363

Payroll Reporting Calendar

Pay Month	Pay Beginning Date*	2018 - Year Pay Ending Date*	Earning Periods	On-Time Due Date
January	12/30/2017	01/26/2018	2	2/28/2018
February	01/27/2018	02/23/2018	2	3/31/2018
March	02/24/2018	03/23/2018	2	4/30/2018
April	03/24/2018	04/20/2018	2	5/31/2018
May	04/21/2018	05/18/2018	2	6/30/2018
June	05/19/2018	06/29/2018	3	7/31/2018
July	06/30/2018	07/27/2018	2	8/31/2018
August	07/28/2018	08/24/2018	2	9/30/2018
September	08/25/2018	09/21/2018	2	10/31/2018
October	09/22/2018	10/19/2018	2	11/30/2018
November	10/20/2018	11/30/2018	3	12/31/2018
December	12/01/2018	12/28/2018	2	1/31/2019

*These earning period dates are based on current frequency. The dates may change if frequency or pay cycle is changed.

Please avoid statutory penalties!

- For mailings, OP&F uses receipt date, NOT postmark date
- Online reporting and payments help you avoid mail delays
- **All pension payroll reports and payments are due no later than the last business day of following month**
- **Responses to 30-day letters must be complete and in writing**

Please avoid statutory penalties!

- All test results of pre-employment physicals (new hires) must be received by OP&F within 60 days of fulltime hire date
- Penalties are escalated by tiers:0-15 days late is lowest; 16-61 days is higher still
- Special penalty provisions allow for up to a 75% reduction under specific circumstances

GASB 45 and 68 information

- 45 requires disclosure of post-employment benefits other than pension by all state and local government employers (info on portion of employer contributions used to fund health care)
- 68 requires accounting and financial reporting for pensions
- Information (2016) available on OP&F website (www.op-f.org/employers/GASB)

Employer Services

- Employer Training-Onsite at employer offices
- Employer Training- Telephonic-GoToMeeting
- Automated monthly courtesy calls
- Earnings calendar
- Forms and documents-on website



Employer Outreach Sources

- Website: www.op-f.org
- Toll-free Number: 1-888-864-8363
- Email Questions to: questions@op-f.org

Questions?