

11<sup>th</sup> Annual Local Government  
Officials' Conference  
*OPERS & ECS Updates*



OHIO PUBLIC EMPLOYEES RETIREMENT SYSTEM

Presented by: Laura Norman  
OPERS Employer Outreach

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### Agenda

- ECS Updates
  - Online Forms
    - Personal History Record
  - Online Payments/Payment Remittance Advice
  - Blocking Edits
- Conversion Plans
- Disability Retirement Process Changes



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### ECS Updates

- Online Forms
  - *Personal History Record (Form A)*
- Online Payments/*Payment Remittance Advice (Form E-3)*
- Blocking Edits



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## ECS: Blocking Edits

- ECS enhanced with new edits in late January 2010
- Contribution reports will be blocked if:
  - Contributions reported with incorrect Social Security number (SSN) after being corrected with OPERS
  - Contributions reported with incorrect employer code
  - Contributions reported for employees reaching compensation limit



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## Annual Conversion Plans

- Employer conversion plans allow eligible employees to convert unused vacation, sick or personal leave into cash
- An OPERS approved conversion plan allows eligible employee to convert unused leave balances (vacation, sick and personal) into cash compensation **and** qualifies the payout as earnable salary



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## Annual Conversion Plans

- Effective March 31, 2010, employers are required to submit current copies of all annual conversion plans to OPERS on an annual basis **if** entity wishes to have the payout considered earnable salary
- Employers also required to provide a list of all employees receiving payments under a specific conversion plan each time payments are made and reported, as well as information about their annual accruals



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## Annual Conversion Plans

- Conversion payments qualify as earnable salary if:
  - Annual conversion plan and additional documentation are received and approved by OPERS prior to the payment to the employee
  - Payment is for the leave accrued in the 12-month period preceding the payment, and
  - Payment does not exceed the maximum defined in the plan document, or what an employee can earn on an annual basis, whichever is less



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## Annual Conversion Plans

- If payments are made to OPERS without current, pre-authorized annual conversion plan on file and required supporting documentation, payments will be refunded to the employer as unauthorized contributions
  - Supporting documentation must include list of employees receiving payments under each conversion plan and information on each employee's annual leave accruals



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## Disability Retirement

- Process changes:
  - Effective February 2010, all board letters and requests for employer certification of final payroll will be sent after the OPERS Board of Trustees has approved the monthly disability agenda
  - Any questions from employees or employers concerning the status of a disability retirement case must be directed to the Member Services Center at 800-222-7377



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## Employer Outreach

888-400-0965  
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## Q & A



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