

**Ohio  
Police  
Fire**

Employer Update  
2011



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“Rise above the Storm and you will  
find Prosperity”

-Mario Fernandez

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**Agenda**

- OP&F 30-year Funding Plan
- A Word About Furlough Days
- Payroll Reporting Options
- Payroll Reporting Facts
- Changing Reporting Methods
- Payment Options
- Summary of Payment Remittance
- Paperwork Requirements for New Members
- Questions and Answers

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### OP&F 30-year Funding Plan

- No increase in employer contributions
- Increase member contributions from 10% to 12.25% over 3 years
- Redefine “average annual salary” as the highest 5 years of salary versus current 3
- Raise normal retirement age from 48 to 52 (for new hires)
- Modifications of DROP (Deferred Retirement Option Plan)

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### Furlough Days

- Due to the economy, some employers have reduced their budgets by mandating furlough days and reducing scheduled hours.
- If the reduction or furlough day is mandatory the hours base should be reduced by that amount because the member was not scheduled to work.
- If the furlough day is voluntary the hours base should not be reduced because the member is required to work his complete schedule to receive full service credit with OP&F.
- Service credit is calculated by using both the hours base and the hours paid.

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### Payroll Reporting Options

- There are **three** methods available for payroll reporting.
  1. File Transfer Protocol (Basic upload)
  2. Web Based Reporting (manual or import/upload)
  3. Paper Reporting
- These options are vehicles through which to submit your payroll reports to OP&F. Although we encourage you to use an automated process reporting manually is still an option.

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### File Transfer Protocol (FTP)

This electronic method has been available for many years. Using your payroll software, you create your files, sign onto our secure website, browse for, and then submit your file. This is a quick and easy way to send your payroll file, but does not allow you to see exceptions on your report before sending.

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### Web Based Reporting

Web Based (Employer Self-Service) reporting has been available since the first quarter in 2009. This method allows an employer to log into our website and enter their payroll information (manual) or upload it (web import).

Once the information is entered or uploaded, the employer can view an "exception report" and make changes to their information prior to submitting to OP&F.

When the employer has completed the process the information is received directly into our payroll system.

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### Manual Paper Reporting

Employers who submit their monthly payroll information on paper is using the manual method of payroll reporting.

Once this information is received and reviewed it is manually posted into our payroll system by your OP&F payroll representative.

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### Payroll Reporting Information

It is not mandatory to submit your payroll information to OP&F electronically, but we do encourage you to take advantage of an automated process. By using one of the automated processes you can eliminate postage costs and penalties due to mail delay. With web based submission ,you will receive an exception report and have the opportunity to review your report and edit your detail prior to submission. This may help reduce the amount of calls and cure letters you receive.

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### Reporting Facts

- OP&F receives approximately 936 payroll reports, recaps (Summary of Payment Remittance Information Forms) and cash deposits per month
- 75% of the payroll reports received by OP&F are submitted using one of our electronic reporting options
- 90% of active OP&F membership is reported through one of our electronic reporting methods

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### Changing Report Methods

- Regardless of which method you choose to submit your payroll information please communicate with your OP&F payroll representative if you want to change your reporting method. By doing this your representative can work with you and monitor the change to assure that your report is received and processed accordingly. Depending on which method you may change to, your payroll representative can direct you through the proper channels to make the transition as smooth as possible.

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### Methods of Payment

- There are three ways in which to submit your member contributions and employer share payments to OP&F.
  - A check can be mailed to our lock-box
  - You can wire the payment
  - You can use our new “Online Payment System” implemented in March of 2010.

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### Payment By Check

- If you submit your payment through the mail via check please send it to our lockbox address.
  - Ohio Police and Fire Pension Fund  
Dept. L-2521  
Columbus, OH 43260-2521

Your payment will go directly to our financial institution for processing. Remember if you submit your payments by mail please mail them early to avoid penalties due to mail delay.

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### Wiring a Payment

- If you choose this payment method please wire your payment to:
  - Huntington National Bank  
ABA# 044000024  
Ohio Police & Fire Pension Fund  
Account# 01892205287

If you wire payments to OP&F please contact L.J. Adkins in advance at 614-628-8332, fax your recap information and wire confirmation to him at 614-228-3767.

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### Online Payment System Method

- Our "Online Payment System" provides the convenience of submitting your payment through the easy use of the internet and will eliminate issues such as mail delays, payments lost in the mail system, misdirected payments, and/or simply not allowing enough time for your payment to reach OP&F by the due date. Remember your payment must be received by the last day of the month following the earning period. We encourage all employers to use our new method of submitting your payment.

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### Online Payment System Method

- Applying for OP&F's "Online Payment System" can be done in three easy steps:
  - 1) Obtain an "Authorization Agreement" form on our website at [www.op-f.org](http://www.op-f.org), under the employers tab, then select ACH information, or by calling 1-888-864-8363 and requesting a form.
  - 2) Complete and return the "Authorization Agreement" to OP&F
  - 3) OP&F will set up your banking information which will allow you to make your payments online.

For additional information or questions please contact our customer service department at 1-888-864-8363.

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### Summary of Payment Remittance

- Regardless of which payment method you choose a Summary of Payment Remittance form is required. The purpose of this form is to direct OP&F on how you want your money applied.
- For employers who submit their payroll report and payment by mail, this form can be found on our website, printed and sent with your contributions.
- For employers who submit their payroll reports electronically, this form can also be completed submitted in the same application.

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### Paperwork for New OP&F Members

- OP&F Personal History Record
- Pre-Employment Physical form with test results. Exam must be conducted prior to hire date and results submitted to us within 60 days from hire date
- A copy of a completed *Statement Concerning Your Employment in a Job Not Covered by Social Security (Form SSA-1945)*
- Submit appointment letter or documentation of full-time hire
- For firefighters, provide certification card/training doc

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### Questions and Answers



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