

## Ohio Police and Fire Employer Update- 2013



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## Today's Learning Objectives

- Legislative changes impacting Employers
- Legislative changes impacting Members
- New OP&F members? What to do
- Payroll reporting options
- Payment options
- Employer services
- Q and A

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## About OP&F

- We provide pension, disability, and survivor benefits to eligible **full-time** police officers and firefighters
- We are governed by Ohio Revised and Administrative Code (Chapter 742) and a Board of Trustees
- As of February 26, 2013 OP&F's investment portfolio was valued at \$12.8 billion

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### Pension Reform-What changes for employers?

- Employee/Member rates will increase.
- From current 10% to 12.25%
- Will increase .75% each year (2013-2015)
- **When?** Will increase each year for earning periods beginning on or after July 2<sup>nd</sup>
- How will these changes impact July payroll reports (see handout)

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### Rate Changes and “Pick-Up” Resolutions

- What is a “pick-up” plan? There are two kinds- employer paid and salary reduction
- How do I know if I have such a plan? Contact OP&F if you are not sure

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### Rate Changes and “Pick-Up” Resolutions

- What does an employer need to do?
- Pass a new resolution before July of 2013 to cover the rate changes-see sample in handouts
- What if I don’t have a pick-up? Don’t do anything!

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Another Change: Reporting OP&F Employer Contributions **Monthly**

- Began with January 2013 reporting period
- Employer share due by Feb. 28 for that period
- Any exceptions to this change?
- Yes- Employers had opportunity to defer first quarter 2013 payments over a three-year period

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Without a Quarterly Billing, How do I know how much I owe?

- Employer share is 19.5% of gross report wages for police and 24% of gross report wages for fire
- If you report pension deductions through the OP&F web self-service program, the employer share is already calculated
- We also provide a calculator on website- [www.op-f.org](http://www.op-f.org) (under "employers").

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Where do I "record" my employer share payment?

- On the Summary of Payment Remittance Information Form (Recap)
- In section C at bottom of form you will see an entry field labeled "employer contributions"

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Pension Reform: What changes for members?

- Member rate increases discussed earlier
- For members starting after July 1, 2013-age 52 is “normal” retirement age (with 25 years)
- Change in how average annual salary is calculated
- Age restriction to receive COLA benefit
- Change in COLA amounts for some

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Pension Reform: What changes for members?

- Several DROP changes (COLA elimination, participation period, entry age, contribution credit allocation)
- Some changes on what medical documentation is needed for “presumptive” disability
- Salary spiking provision

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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](http://www.op-f.org))

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### 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 File Upload (browse and submit)

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### 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 does

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### 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)

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### What do I report on my payroll?

- Members' scheduled hours and paid hours
- Earning dates (NOT pay dates)
- Members' gross pensionable wages per earning code
- Are all wages pensionable? No....

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### Under ORC 742.01 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

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

- Please call your Employer Services Group (ESG) Rep. 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

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### What else do I report on my payroll?

- Members' OP&F pension deductions per earning code (see handout listing codes)
- Work codes if needed (new, retired, terminated, etc.)
- Explanatory comments if needed (worked holiday, for example)

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**browser**  
*noun (Concise Encyclopedia)*  
**Software** that allows a computer user to find and view information on the **Internet**. The first text-based browser for the **World Wide Web** became available in 1991; Web use expanded rapidly after the release in 1993 of a browser called Mosaic, which used "point-and-click" graphical manipulations. Such Web browsers interpret the **HTML** tags in downloaded documents and format the displayed data according to a set of standard style rules. Netscape Navigator became the dominant Web browser soon after its release in 1994; Microsoft's Internet Explorer was introduced a year later and has become widespread.

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### What was the Purpose of that last Slide??

- OP&F is going to a new browser this Fall!
- Will have a customized employer web self-service module
- Will feature pop-up messages, "employer news," and alerts
- Currently in testing stages
- "Change is the only Constant"

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### OP&F Payment Options

- Employers can pay by check
- Employers can pay by ACH (Automated Clearing House) Debit
- Employers can pay by wire

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### How do I Sign up for Online Payments?

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

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### What do I need to know about online payments?

- You can make any payment online-member share, employer share, prior service buy-backs, accrued liability, penalty payments
- You can establish multiple accounts if you need to
- You can complete your report, recap, and payment in the same program

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### 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

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### 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)

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### Employer services

- Goodwill letter initiative
- Employer Services Group
- Employer Manual
- Web Self-Service User Guide
- Customized, directed mailings
- OP&F website-employer information and laws/rules

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### Employer services

- Employer Training-Onsite at employer offices
- Employer Training- Telephonic-GoToMeeting
- Automated courtesy calls
- Employer newsletters
- Periodic regional seminars
- Forms and documents-on website

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### Employer Outreach Sources

- Website: [www.op-f.org](http://www.op-f.org)
- Toll-free Number: 1-888-864-8363
- Email Questions to: [questions@op-f.org](mailto:questions@op-f.org)

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### Questions and Answers



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