

16th Annual Local Government Officials' Conference

OPERS Updates for New Fiscal Officers/Village Clerks

April 2, 2015

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Agenda

- Contribution Reporting Overview
- Earnable Salary
- Non-Contributing List

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Contribution Reporting Overview



Reporting Requirements

- Employers are required by law to withhold and report contributions on earnable salary.
- Contributions for both law and non-law enforcement employees are reported on separate *Reports of Retirement Contributions*.

Contribution Reporting

- Report for period earned, not paid
- Will affect a member's service credit
- The employer is liable for failing to deduct and transmit contributions to OPERS.

Employee Contribution Rates

- Employees contribute 10 percent of earnable salary.
- Law enforcement employees contribute 13 percent of earnable salary.
- Public safety employees contribute 12 percent of earnable salary.

Employer Contribution Rates

- Local/State employers: 14 percent
- Law Enforcement/Public Safety employers: 18.10 percent

Reporting Period

- Reporting period = one calendar month
- Each *Report of Retirement Contributions* must show totals of all earnable salaries and contributions for all pay periods ending during the month being reported.

Pay Frequency Codes

- Indicates how often employee is paid
- Must agree with pay period begin and pay period end dates

4 – monthly	7 – 14 day
5 – 28 day	8 – 7 day
6 – semi-monthly	

Dates

- Dates run consecutively.
 - Don't skip weekends.
- Tied to pay period end date
 - The end date is the KEY to determine which month the contributions are reported.
- Represents the full pay period
 - Unless first or last payroll (example: new hire or termination)

Pay Period End (PPE) Codes

Pay Period End (PPE) Codes (position 74 in the file layout)	Intended use	Must be followed by PPB code of:
D – Employee is deceased	Employee is deceased	n/a
F – Laid off	Employee has been laid off but is expected to be called back to work	R
H – Pay schedule/frequency change	Employee is changing pay schedules and/or frequencies under the same employer code	n/a
L – Leave of absence	Employee is on an approved, unpaid leave of absence	R
M – Going on military leave	Employee is on military leave	T
P – Employee has retired	Employee has retired	E
Q – Employee has quit	Employee has terminated	N
S – Leaving seasonal or intermittent employment	Employee was seasonal or intermittent and is expected to return to same employer next summer	S, N
W – Left on workers compensation	Employee is on workers compensation	R
X – Exemption/Excluded	Employee is covered under a student exemption or is excluded per ORC	X, N

Pay Period Begin (PPB) Codes

Pay Period Begin (PPB) Codes (position 73 in the file layout)	Intended use	Accepted after a PPE code of:
E – Re-employed retiree	Employee is an OPERS retiree and is returning to work	P
H – Pay schedule/frequency change	Employee is changing pay schedules and/or frequencies under the same employer code	n/a
N – New employee	Employee is new to the employer	Q, S, blank
R – Returned from non-military leave	Employee was laid-off, on an approved, unpaid leave of absence, or on workers compensation and is now returning to work	F, L, W
S – New or returning to seasonal or intermittent employment	Employee was seasonal or intermittent and is returning to work under the same employer code	S
T – Returned from military leave	Employee left work for a military leave and is returning under the same employer code	M
X – Exemption/Excluded	Employee is no longer covered under a student exemption or is no longer excluded per ORC	X

Report and Payment Due Dates

- Report and money are due no later than 30 days following the last day of the reporting period (month).
 - Example: April report and money are due May 31.
- Reports and/or payments received after due date will be assessed late reporting penalty and interest charges.

Methods of Reporting

- Employer Contribution System (ECS)
- Paper
 - *Report of Retirement Contributions* (Form 4710)

Methods of Payment

- ECS online payment
- Check
- Wire Transfer

Supplemental Reports

- Retroactive Pay Increase
- Disability Pay
- Settlement Agreement
- Longevity/Additional Payment
- OPERS Approved Annual Conversion Payment

Supplemental Reports

- Differences from regular reports:
 - May require supporting documentation
 - Requires approval date
 - The due date is based on the approval date

Earnable Salary



Earnable Salary

Generally, all salary, wages and other earnings (with some exceptions) paid to a contributor by reason of employment in a position covered by the retirement system. The salary, wages and other earnings shall be determined prior to determination of the amount required to be contributed to the employee's savings fund under section 145.47 of the Ohio Revised Code.

Earnable Salary Examples

- Salary and wages
- Overtime paid in the year earned
- Payments made during active employment for vacation, sick or personal leave used
- Longevity pay
- One-time, lump sum or periodic bonus payments based on basic rate of pay
- Payments made assuming on-call or stand-by responsibility

Earnable Salary Examples

- Awards of back wages to employees or retirees who have been reinstated to their position based on an arbitration award, personnel board of review or court order.
- Payments made for the conversion of sick leave, personal leave and vacation leave accrued, but not used, if the payment is made during the year it was accrued, as part of an OPERS-approved annual conversion program.

NOT Earnable Salary Examples

- Incidental benefit
- Reimbursements or allowances for job-related expenses, including: moving, travel and education.
- Residency bonuses
- Lump sum payments made at termination for:
 - accrued vacation, sick or personal leave

NOT Earnable Salary Examples

- Amounts paid to provide, or amounts in lieu of insurance for:
 - life, sickness, health, medical, dental or hospital insurance
- Amounts paid under an agreement to retire
- Pay differential amounts between an employee's civilian pay and military pay while the employee is on active duty in the armed forces

NOT Earnable Salary Examples

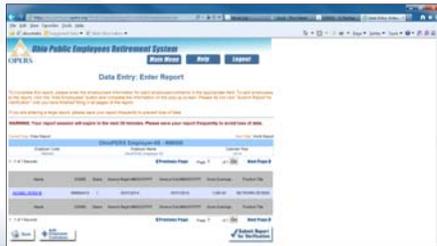
- Fees and commissions including but not limited to, amounts paid to individuals who serve on a fee basis or compensation on a per page, per meeting, per inspection, or per emergency response event
- One-time, lump sum or periodic bonus payments NOT based on the employee's basic rate of pay

NOT Earnable Salary Examples

- Amounts paid for additional assignments that are over and above services for which the employee receives a salary.
- Severance pay

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Non-Contributing List



What is a Non-Contributing List?

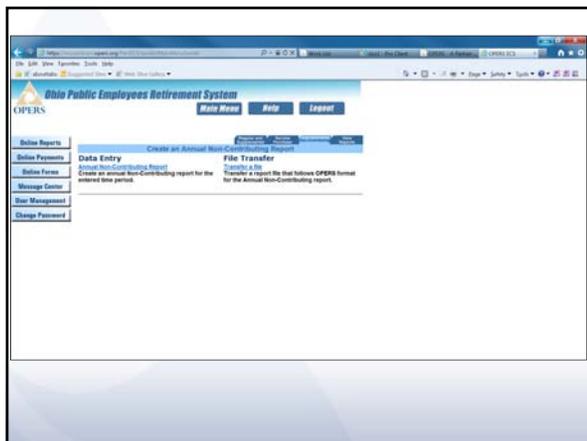
- All public employers are required to submit annually a complete list of all non-contributing appointive employees; and
- All public employers are required to submit annually a list of individuals who, in the prior year, provided services to the employer and were classified as an independent contractor or any other classification other than a public employee, or who did not receive earnable salary.

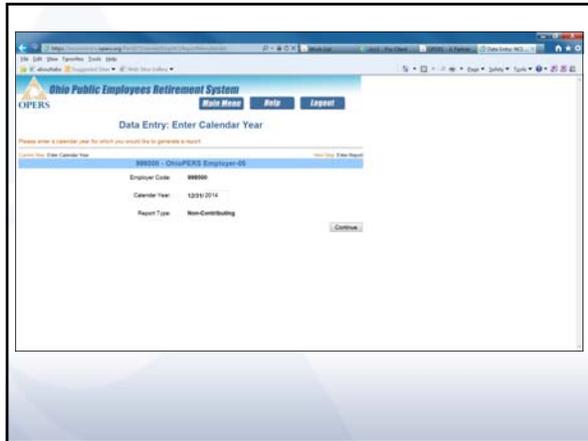
Non-Contributing List

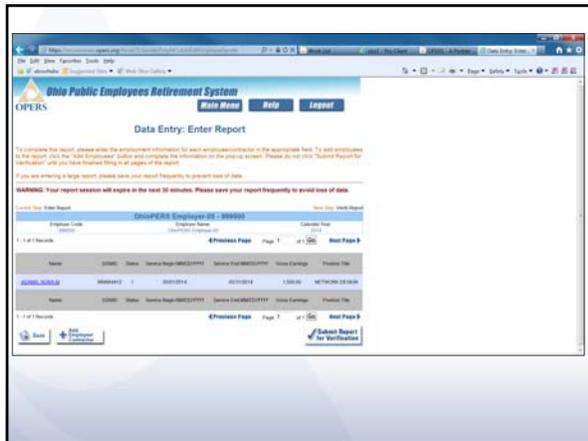
- Non-contributing list(s) are due by Jan. 31 of each year.
- List should reflect the prior year's information.
 - Employers who submit their contribution reports on ECS will be required to submit the non-contributing list on ECS.
 - Employers who submit their contribution reports on paper will be required to submit the non-contributing list on a paper form.
 - Form NCL available at www.opers.org

Non-Contributing List

- What will be included on the list:
 - Employee/worker's Social Security number/employee ID
 - Employee/worker's name
 - Status
 - example: elected official, independent contractor
 - Date range the worker/employee worked during the previous year
 - Job title
 - Employee/worker's annual salary







Employer Services

- OPERS website
– www.opers.org
- E-mail
– employeroutreach@opers.org
- Employer Services Call Center
– 888-400-0965

Q & A