

Ohio Police and Fire Employer Update- 2017



About OP&F

- 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 February 22, 2017 OP&F's investment portfolio was valued at \$14.8 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, 2015, we had 917 employer entities reporting to OP&F
- Top five largest employers:
 1. Columbus (3,526)
 2. Cleveland (2,490)
 3. Cincinnati (1,904)
 4. Toledo (1,2014)
 5. Akron (831)

Who are our OP&F Members?

- Must be hired/appointed on full-time basis
- Active members (including DROP)= 27,602
- Retirees (including disability) and beneficiaries = 27,963
- Total members = 58,919 (57% police; 43% fire)
- DROP members comprise 14% of active membership base

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)

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)

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

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)

Your employer web program could be easier to use-any changes coming?

- Yes-changes proposed to software vendor last year
- Changes to be implemented in the next month (April, 2017) and internal testing to be completed by end of May, 2017
- Changes to be incorporated into existing program by August, 2017
- All changes will be communicated to employers

What kind of changes will we see?

- Hiding unnecessary links
- Easier to understand text
- Online links to definitions of fields, employer manual, and employer forms on website
- Navigation improvements-how to get from here to there without "guessing"

What 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 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

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 comments as needed

- Work codes are indicative of member status; i.e., T=terminated, S=suspended without pay, L= leave without pay, and N = New.
- Use description/comments field often! For example, "all overtime current," "worked holiday premium."

OP&F Payment Options

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

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 share, employer share, prior service buy-backs, accrued liability, penalty payments
- You can establish multiple accounts if you need to
- You can complete your pension report, summary of payment remittance, and payment 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**)

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**

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 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?


