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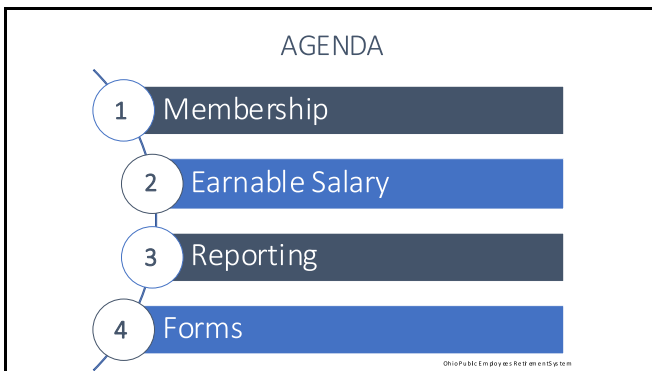
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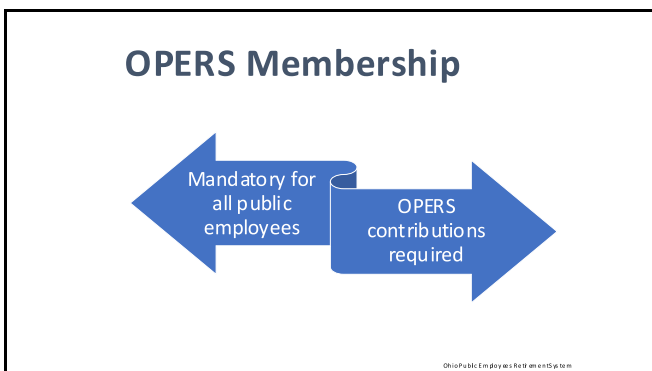
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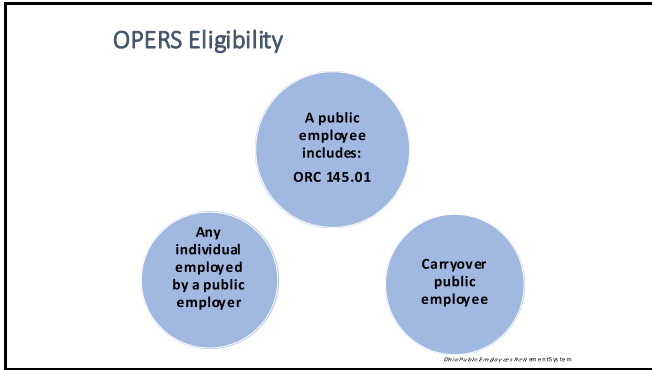
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**OPERS Eligibility**

1	Contract Employee	OAC 145-1-42(A)(1)
2	Elected Official	Elected by the public or appointed to fill an elective position.
3	EMT/EMS	Strictly EMT and does not require firefighter training

Ohio Public Employees Retirement System

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**OPERS Eligibility**

4	Law Enforcement/ Public safety officers	ORC 145.01(AA)-145.01(UU) and 145.01(WW)
5	Election Workers	Earning more than \$600 per year or \$1000 in a year with three or more primary election.
6	Re-employed retirees	Retired from an OPERS-covered employer or any of the Ohio retirement systems.

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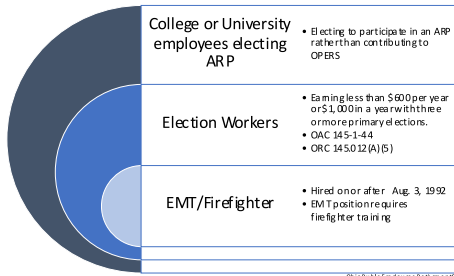
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### Exclusions from membership




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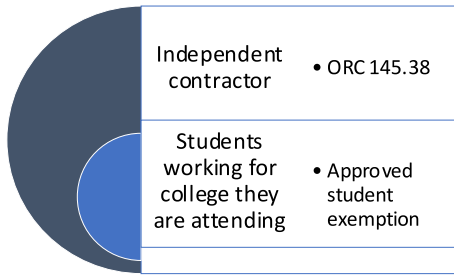
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### Exclusions from membership




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## Earnable Salary & Reporting




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Defined in ORC and OAC

Not everything is earnable

Request determination

Unauthorized contributions will be refunded

## Earnable Salary

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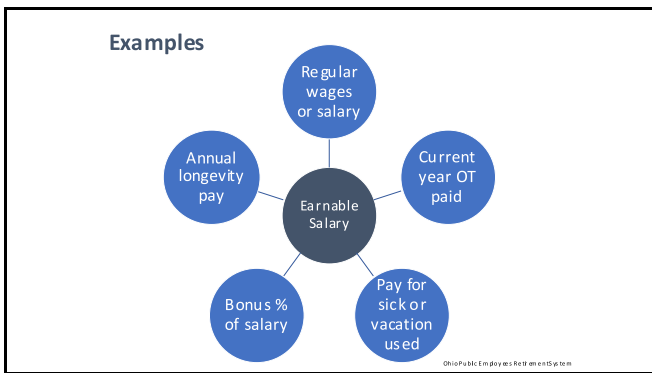
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### NOT Earnable Salary

- 1 Lump sum payments at termination
- 2 Pay per meeting, item, event
- 3 Incidental benefits
- 4 Severance pay
- 5 Pay differential for military vs. civilian

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### NOT Earnable Salary Continued

- 6 Amounts under agreement to retire
- 7 Lump sum payment not % of salary
- 8 Amounts in lieu of insurance
- 9 Reimbursements job-related expenses

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## Reporting

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### Reporting Overview

- Employers required to withhold and report contributions  
*ORC 145.47, 145.48*
- Non-law enforcement and law enforcement employees  
*Reported on separate Reports of Retirement Contributions*

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## Reporting Overview

- ✓ Report for period earned, not paid
- ✓ Reporting affects service credit
- ✓ Accurate service credit = accurate pension and health care calculations

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Monthly reports include all pay periods that ended in that month.

Each report must show totals of all earnable salaries and contributions earned in month being reported

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## Report & Payment Due Dates

Due no later than 30 days following last day of reporting period (month)

- Ex: April report and money due May 31

Late reports and/or payments assessed penalty & interest charges

- Late = postmarked/transmitted on or after due date

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Dates

Dates run consecutively

Tied to pay period end date

- End date determines when (month) reported

Represents full pay period

- Unless first or last payroll

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Pay Period Begin (PPB) Codes

Pay Period Begin (PPB) Codes (position 73 in the file layout)	Intended use	Accepted all or a PPE code of:
E – Re-employed retiree	Em ployee is an OPERS retiree and is returning to work	P
H – Pay schedule/frequency change	Em ployee is changing pay schedules and/or frequencies under the same employer code	n/a
N – New to employee	Em ployee is new to the employer	Q, S, blank
R – Returned from non-military leave	Em ployee was laid-off, on an approved, unpaid leave of absence, or on worker's compensation and is now returning to work	F, L, W
S – Newer, returning to seasonal or intermittent employment	Em ployee was seasonal or intermittent and is returning to work under the same employer code	S
T – Returned to military leave	Em ployee left work for a military leave and is returning under the same employer code	M
X – Exempt/Excluded	Em ployee is no longer covered under a student exemption or is no longer excluded per ORC	X

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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 – Em ployee is deceased	Em ployee is deceased	n/a
F – Laid off	Em ployee has been laid off but is expected to be called back to work	R
H – Pay schedule/frequency change	Em ployee is changing pay schedules and/or frequencies under the same employer code	n/a
L – Leave of absence	Em ployee is on an approved, unpaid leave of absence	R
M – Going on military leave	Em ployee is on military leave	T
P – Em ployee has retired	Em ployee has retired	E
Q – Em ployee has quit	Em ployee has terminated	N
S – Leaving seasonal or intermittent employment	Em ployee was seasonal or intermittent and is expected to return to same employer next summer	S, N
W – Left on workers compensation	Em ployee is on workers compensation	R
X – Exempt/Excluded	Em ployee is covered under a student exemption or is excluded per ORC	X, N

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Supplemental Reports

1. Retroactive pay increase
2. Disability pay
3. Settlement agreement
4. Longevity/additional pay
5. OPERS approved annual conversion pay

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# FORMS

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## New Hires:

Establish OPERS membership:

Form A (Personal History Record/Elect Official Membership)

SSA-1915 (Required by Social Security Administration)

Re-employed retirees:

SR-6 (Notice of Re-employment of an OPERS Beneficiary)

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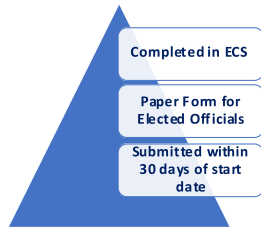
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**Personal History Record/Elected Official Membership: Form A**



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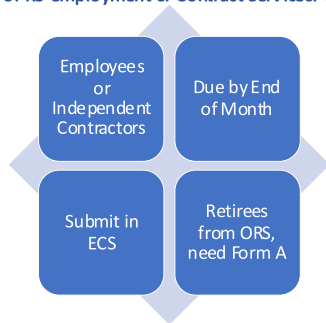
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**Notice of Re-employment or Contract Services: SR-6**



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How do you know if you are hiring an OPERS benefit recipient?

SSN Look Up in ECS

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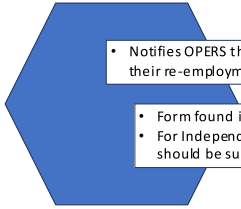
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## TERM-MP



- Notifies OPERS that a retiree has terminated their re-employment.

- Form found in ECS under Online Forms.
- For Independent Contractors, paper forms should be submitted

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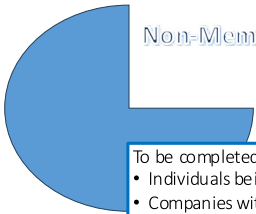
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## Non-Member Acknowledgement PEDACKN



To be completed by Independent Contractors

- Individuals being paid directly
- Companies with less than 5 employees

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## Employer Services

Call Center:  
888-400-0965

Fax:  
614-857-1152

Email:  
employeoutreach  
@opers.org

Website:  
www.opers.org

Ohio Public Employee Retirement System

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Q & A



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