Bounceback Focus Groups Launched

Opportunity for Feedback

After this training, Employer Outreach is hosting a voluntary *Bounceback* focus group

We're asking for an additional 20 minutes of your time to give us your opinions, thoughts and suggestions on the topics selected for First Quarter 2007:

Topic: **Online Forms**

OPERS

Recognizing that the best communication is two-way communication, Employer Reporting has launched its *Bounceback* program: mini-focus groups scheduled at the end of selected Employer Outreach-sponsored seminars. *Bounceback* was initiated to enhance the communications flow between employers and OPERS.

Bounceback sessions are scheduled to last approximately 15-30 minutes, and attendance is completely voluntary. Topics will be published in advance. As with any focus group, the *Bounceback* sessions are designed to solicit your input, opinions and suggestions. And, although your information will be captured, all information will be rolled up with other groups' information, so anonymity will be maintained.

You'll know if the seminar for which you've signed up has an optional *Bounceback* session when you receive your confirmation letter. If a *Bounceback* session is slated, you'll receive an insert with your letter that lists the topic(s) for that session.

At the end of each quarter, we'll report back to you on the suggestions, the analysis and any action taken as a result of employer input. In the past, employer input has been valuable. As a group, via phone surveys and focus groups, employers have helped Employer Reporting understand:

- Which forms to put online in what order (see *Info to Go*, page 2),

- Optimum dates for implementing specific projects, and

- Preferred methods of communications.

Let's keep the information exchange going. So far, so good…strong participation for kickoff.

In March, two *Bounceback* sessions were held.

Info to Go

Online forms update:

By employer request, the next form to be placed online will be the *Personal History Record (PHR or OPERS Form A).* This form was selected because a recent telephone survey showed that employers wanted the PHR to be online more than any other form. You spoke; we listened. The PHR is expected to go online by the end of the second quarter.

Personal History Record (PHR or OPERS Form A).

Just a reminder:

Please let OPERS know if/when you have a turnover in employer contacts. If OPERS needs to contact an employer for clarification on reports or other documents such as disability applications, the information needed is usually time sensitive. The correct contact information can potentially save employers penalties if OPERS can reach out in a timely fashion and get the clarification needed. Help us help you; contact Employer Outreach with any new contact's:

- Name
- Title
- phone and fax
- e-mail address
- When to contact (payroll reporting or human resources issues)

Special note: House Bill 272 passed in 2006

In 2006, after significant advocacy efforts, House Bill 272 was signed into law on January 4, 2007 and will be effective April 6, 2007. This multi-faceted bill had many provisions aimed at improving the System's funded status while enhancing member and retiree options. The bill contained many provisions that will impact employers and how retirement contributions are processed.

Here's an overview:

To enhance OPERS' funded status and provide for prompt investment of contributions for our defined contribution plan participants, the legislation requires the remittance of employer retirement contributions on a monthly (rather than quarterly) basis. Although more than 80% of all employers already remit employer retirement contributions on a monthly schedule, the bill requires the few public employers who remit quarterly to transition to a monthly payment schedule. A Deferred Payment Program plan has been developed to assist current employers remitting quarterly to convert to the monthly schedule. Those employers required to transition to the monthly remittance schedule will receive additional information.

Specifically to enhance employee (member) options, the legislation permits participants in any of OPERS' retirement plans to contribute voluntarily to a taxable retiree medical account (RMA). In addition, the law enhances the Additional Annuity Program by converting year-end account balances to purchase shares in the OPERS Stable Value Fund. Future deposits will be used to purchase additional shares. Employers will have the option of allowing employees to contribute to the Additional Annuity Program via payroll deduction. Both of these provisions, while enhancing employee options, will require additional employer reporting responsibilities. All employers will receive information regarding reporting requirements prior to the new provisions becoming operational.

Health Care Update

Keeping employers informed

OPERS believes that an active, involved and informed employer base will be a significant asset in keeping retiree health care a viable benefit. Typically, healthy employees become healthier retirees, and informed employers implement innovative programs to keep employees healthy.

That's why topical information about the Health Care benefit is provided here:

Employer-oriented Web-based seminars available

The International Foundation of Employee Benefit Plans has developed a series of 90-minute seminars, available via the Web. The Teleweb Seminars allow employers to take advantage of the foundation's most popular seminars without expensive travel and out-of-office down time. In addition, the popular Web seminars are available 24/7, putting even more options at your command.

The seminars have a health care focus, feature subject matter experts' presentations, provide presentation materials in printable format, and even include the live session audience questions-and-answer segments. There is a fee involved with each seminar, typically about $200.

Topics with an employer focus

The seminars have an employer focus, as you can see from the list of topics currently available:

- Health Care Trends
- Disease Management
- Employee Involvement in Benefits
- Patient Advocacy Programs
- Pension Protection Act
- Pharmacy Benefits
- Worksite Wellness Programs

Please note that the information presented here is neither an endorsement nor a recommendation. OPERS has no vested interest in the seminars, nor do we receive any of the proceeds. However, Employer Reporting does seek to keep all employers up-to-date on informational tools available for important topics. We think you'll agree that health care is an extremely important topic—to the System, to employers, to your employees and, ultimately, to retirees.

Employers are encouraged to review all Teleweb Seminars available from the International Foundation of Employee Benefit Plans. To access the seminar information, simply go online to www.ifebp.org/education/telewebs/archives and follow the prompts to the information that is of interest to you.

Employer Spotlight: Where in the world is...

The diversity within the Ohio public employer ranks is nothing short of amazing. This year, this newsletter will shine the light on public employers so that all employers have better, and more information about their peers. We think you'll be impressed with the breadth and depth of Ohio's public employers:

Name: Mississinawa Township, Darke County

Number of employees: 5

Main focus/mission: Provide municipal services

Established: May 20, 1785 via the Land Ordinance of 1785; but named much later in May 1839

OPERS employer since: February 1, 1960

Most famous citizen: Sharpshooter Annie Oakley always called Darke County, Ohio, "home."

Where in the world is Mississinawa Township?

Mississinawa Township

Darke County

Mailbox

Q: I send my *Report of Retirement Contributions* in well ahead of deadlines, but I still receive communications, such as the *Reporting Error Notification* from OPERS about my report. What happens to our reports once they get to OPERS?

We're glad you asked. It's a common misconception that paper *Reports of Retirement Contributions* are considered on-time when they are mailed…the report is actually only considered received once it is determined to be in good format and error free.

Please know that once we receive a paper report, we begin processing it. Here's how approximately 1,600 *Reports of Retirement Contributions* (representing 25,000 public employees) are manually processed each month:

A day in the life of a paper report…

Paper reports are sent via U.S. mail to OPERS, we use the official post office postmark to date the report. We cannot accept internal date stamps (typical time in transit 1-2 days).

Paper reports are received in the OPERS mailroom and routed to Employer Reporting for processing the same day.

Once received by Employer Reporting, the report is given a date-and-time stamp by the Payments and Compliance unit that first processes the information/ payments. This date-and-time stamp helps to ensure we are meeting our service standard for timely entry of the report information. The post office postmark date and Employer Reporting date-and-time stamp of the report are entered into OPERS systems. Additionally, any payments submitted with the report are entered into OPERS systems and prepared for deposit. The post office postmark date from the report and payments are used to determine if a report is subject to late penalties.

The report is routed to Data Maintenance where data is entered into the OPERS system—exactly as it is on the paper report.

At this time, the report is manually verified for accuracy.

If the paper report is an error-free report—AND sent with payment and *Remittance Advice (E-3)*…
- It is reconciled and the payment is allocated according to your instructions. (Total time to process = 2 - 3 days.)
- Contributions are posted to individual employee accounts, or

ERROR — RETURN

OPERS

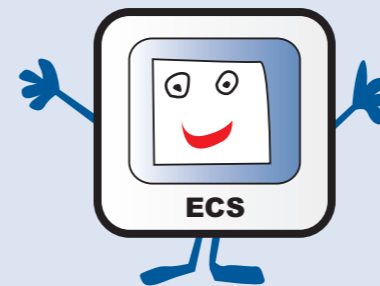**Time spent: Paper filing vs. electronic submission**

A quick addition of the days and hours involved shows that an error-free, paper or diskette report takes approximately two – three days to process once it reaches OPERS.

A paper report with errors takes an unknown amount of time to process due to the time involved in returning to the employer for corrections.

An ECS *Report of Retirement Contributions* can be processed, corrected and resubmitted within the same day. Total processing time within OPERS: **3 hours.** *Time freed up for payroll professionals: You tell us, but we suspect it's priceless.*

If data errors are found on the paper report…
- A copy of the report, together with a *Notification of Error* letter is mailed to the employer (Generating letter takes 1 day, delivery to employer via U.S. mail can be up to 3 days)
- The employer receives the letter and corrects the data error(s) on their copy of the *Report of Retirement Contributions* (approximate time estimate is determined by the employer's response time).
- The corrected report is either faxed or mailed back to OPERS, and the process starts again…

A day in the life of an electronic report…

By comparison, here's a day in the life of an electronically submitted *Report of Retirement Contributions* via ECS (now representing 330,700 employees).

ECS

Report is created electronically—and submitted to OPERS (transit time 20 seconds).

If the ECS report is error-free…
- It is reconciled, payment is allocated according to *Remittance Advice* instructions. (1 day)
- Retirement contributions are posted to individual employee accounts, or

If data errors are found on the report…
- ECS checks data and automatically blocks a submitted report. The ECS system presents the payroll clerk with instant notification that a report is blocked and a list of blocking errors is presented for the clerk to resolve. (Approximate time: 45 minutes).
- Report is reviewed, corrected, resubmitted to OPERS.

ERROR — AUTOMATIC BLOCK

OPERS

Employer Honor Roll

Online enrollments will be the highlight for the 2007 Honor Roll:

Here's the breakout of who's doing what to earn honor roll status:

EDEC for 2006: Here's a list of employers who signed up for the Electronic Distribution of Employer Communications program. We urge you to make sure your organization is on this list…perhaps as soon as the next quarter?

EPA
Health Department
Secretary of State
Ohio Legal Rights Service
Development Department
Rehabilitation and Correction
Ohio Veterans Home
Southern Ohio Veterans Home
University of Cincinnati
Central State University
Youngstown State University
Ohio State University
Cleveland State University
Central Ohio Technical College
University of Toledo
James A Rhodes State College
Shawnee State University
Ross Correctional Institute
Fayette County Memorial Hospital
Franklin County
Rio Grande Community College
Lorain County Community College
Noble County
Summit County
Tuscawaras County
Wayne County
Wood County
Cuyahoga County Community College
City of Circleville
City of Cochocton

City of Dover
City of Fairborn
City of Green
City of Hilliard
City of Logan
City of Mason
City of North Royalton
City of Richmond Heights
City of Sidney
City of Tiffin
City of Upper Arlington
City of Upper Sandusky
Erie Metropolitan Housing Authority
Allen Metropolitan Housing Authority
Pike Metropolitan Housing Authority
Geauga Metropolitan Housing Authority
Jackson Metropolitan Housing Authority
Hicksville Community Memorial
    Hospital
Village of Arcadia Hancock County
Village of Byesville
Village of Carey Wyandot County
City of Columbiana, Columbiana
    County
City of Dublin
Village of Fort Loramie Shelby County
Village of Hicksville Defiance County
Village of Mayfield Cuyahoga County
Village of New Richmond Clermont
    County

City of Ontario Richland Co
Village of Ottawa Putnam County
Village of Plain City Madison County
City of Riverside
City of St Clairsville
Village of Silver Lake Summit County
Village of Urbancrest
Village of Weston Wood
Village of Williamsburg Clermont
    County
Bradford Public Library
Puskarich Public Library
Washington-Centerville Public Library
Selover Public Library
Defiance Public Library
Delaware County Dist Public Library
Porter Public Library
Southwest Public Library
Portage County Dist. Library
Hudson Library and Historical Society
Huron Public Library
Mason Public Library
Lima Public Library
Washington County Public Library
Martins Ferry Public Library
Pataskala Public Library
Reed Memorial Library
Rockford Carnegie Library
St. Mary's Public Library
Amos Memorial Public Library

Amos Memorial Public Library
Tiffin Public Library
Toledo Lucas County Public Library
Twinsburg Public Library
Ella M Everhard Library
Muskingum County Library
Northeast Area Wide Coordinating
    Agency
Centerville-Washington Park District
Wyandot Memorial Hospital
Mercer County Joint Twp Community
Miami Conservancy District
Highland District Hospital
Maumee Watershed Conservancy
    District
Mahoning Valley Sanitary District
South Central Ambulance District
OPERS
Ohio Valley Employment Resource
Hocking Conservancy District
Portage Area Regional Transit Authority
Columbus Zoological Park
Regional Income Tax Agency
Northeast Ohio Regional Sewer District
Greenfield Twp Fairfield County
Pleasant Twp Henry County
Granville Twp Licking County
Jackson Twp Stark County

Online Payments: Online payments are a quick and secure way to ensure the retirement contributions are sent to OPERS. Here's a list of employer entities who have used the online option within the last quarter.

Ohio Housing Finance Special Payroll
Water Development Authority
Central Ohio Technical College
Southern State Community College
Delaware County
Delaware Creative Housing Carryover
Erie County
Fairfield County
Franklin County
Henry County
Knox County
Licking County
Newark Resident Homes Inc
    Carryovers
Lorain County
Lorain County Community College
Mahoning County
Lake County Memorial Hospital Lake
    Co Memorial East Carryover
Medina County
Muskingum County
Putnam County
Summit County
Trumbull County
Wayne County
Wood Lane Residential Carryovers
Sandusky Bay Law Library Association
Columbus Law Library
Cincinnati Law Library
Logan County Law Library
Stark County Law Library
City of Ashtabula
City of Avon Lake
City of Athens
City of Beachwood
City of Bedford Heights
City of Bellefontaine
City of Bellevue

City of Bucyrus
City of Centerville
City of Celina
City of Beavercreek
City of Circleville
City of Coshocton
City of Crestline
City of Deer Park
City of East Cleveland
City of East Liverpool
City of Elyria
City of Englewood
City of Euclid
City of Galion
City of Grandview Heights
City of Greenville
Village of Greenhills
City of Hilliard
City of Independence
City of Jackson
City of Lancaster
City of Louisville
City of Mason
City of Madeira
City of Mayfield Heights
City of Mentor
City of Middleburg Heights
City of Mount Healthy
City of Mount Vernon
City of Montgomery
City of Moraine
City of Napoleon
City of Nelsonville
City of Newark
City of Oberlin
City of Orrville
City of Painesville
City of Ravenna

City of Reynoldsburg
City of Sandusky
City of Twinsburg
City of Troy
City of Sylvania
City of Uhrichsville
City of University Heights
City of Trotwood
City of Vandalia
City of Wapakoneta
City of Whitehall
City of Willoughby Hills
City of Youngstown
City of Zanesville
Adams Metropolitan Housing Authority
Ashtabula Metropolitan Housing Auth
Fairfield Metropolitan Housing Auth
Crawford Metropolitan Housing Auth
Marion Metropolitan Housing Authority
Huron Metropolitan Housing Authority
Mansfield Metropolitan Housing Auth
Medina Metropolitan Housing Authority
Perry Metropolitan Housing Authority
Licking Metropolitan Housing Authority
Lake Metropolitan Housing Authority
Erie Metropolitan Housing Authority
Hocking Metropolitan Housing Authority
Portage Metropolitan Housing Authority
Knox Metropolitan Housing Authority
Warren Metropolitan Housing Authority
Clinton Metropolitan Housing Authority
Henry Metropolitan Housing Authority
Tuscarawas Metropolitan Housing Auth
Logan Metropolitan Housing Authority
Delaware Metropolitan Housing Auth
Morrow Metropolitan Housing Auth
Village of Aberdeen Brown County
Village of Alger Hardin County

Village of Andover Ashtabula County
Village of Arcadia Hancock County
Village of Archbold Fulton County
Village of Ashley Delaware County
Village of Baltimore Fairfield County
Village of Belle Center Logan County
Village of Berlin Heights Erie County
Village of Bethel Clermont County
Village of Caledonia Marion County
Village of Canfield Mahoning County
Village of Cardington Morrow County
Village of Carlisle Warren County
Village of Casstown Miami County
Village of Centerville Gallia County
Village of Chagrin Falls Cuyahoga
    County
Village of Cheshire Gallia County
Village of Clinton Summit County
Village of Coldwater Mercer County
City of Columbiana Columbiana
    County
Village of Columbus Grove Putnam
    County
Village of Congress Wayne County
Village of Continental Putnam County
Village of Convoy Van Wert County
City of Dublin Franklin County
Village of East Sparta Stark County
Village of Edgerton Williams County
Village of Fredericksburg Wayne
    County
Village of Fredericktown Knox County
Village of Fulton Morrow County
Village of Gambier Knox County
Village of Gates Mills Cuyahoga
    County
Village of Glenwillow Cuyahoga County
Village of Green Springs Seneca
    County

Online Payments (continued)

Village of Hills And Dales Stark County
City of Hudson Summit County
Village of Hunting Valley Cuyahoga County
Village of Jefferson Ashtabula County
Village of Johnstown Licking County
Village of Leipsic Putnam County
Village of Linndale Cuyahoga County
Village of Lore City Guernsey County
Village of Loudonville Ashland County
Village of Maineville Warren County
Village of Marble Cliff Franklin Co
Village of Mayfield Cuyahoga County
Village of Mendon Mercer Co
Village of Middleport Meigs Co
Village of Miller City Putnam Co
Village of Monroeville Huron Co
Village of Montpelier Williams Co
Village of Moscow Clermont Co
Village of Mt Victory Hardin Co
Village of Mowrystown Highland Co
Village of New Albany Franklin Co
Village of New Bloomington Marion Co
Village of New Knoxville Auglaize Co
Village of New Lexington Perry Co
Village of New Miami Butler County
Village of New Middletown Mahoning Co
Village of New Richmond Clermont Co
Village of North Fairfield Huron Co
Village of North Perry Lake Co
Village of Obetz Franklin Co
Village of Oakwood Cuyahoga County
City of Ontario Richland Co
Village of Ottawa Hills Lucas Co
Village of Ottoville Putnam Co
Village of Pandora Putnam Co
Village of Peebles
Village of Peninsula Summit County
Village of Perry Lake Co
Village of Plain City Madison Co
Village of Plymouth Richland Co
Village of Proctorville Lawrence Co
Village of Prospect Marion Co
Village of Republic Seneca Co
Village of Ripley Brown Co
Village of Ridgeway Hardin Co
Village of Rogers Columbiana Co
Village of Russellville Brown Co
Village of Rutland Meigs Co
City of St Clairsville Belmont Co
Village of St Henry Mercer Co
Village of Sheffield Lorain Co
Village of Shiloh Richland County
Village of Silver Lake Summit County
Village of South Point Lawrence Co
Village of Sugar Grove Fairfield Co
Village of Sunbury Delaware Co
Village of Stoutsville Fairfield Co
Village of Tuscarawas Tuscarawas Co
Village of Vanlue Hancock Co
Village of Urbancrest Franklin Co
Village of Vinton Gallia Co
Village of Walbridge Wood County
Village of Waterville Lucas Co
Village of West Farmington Trumbull Co
Village of West Liberty Logan Co
Village of West Jefferson Madison Co
Village of West Milton
Village of West Mansfield Logan Co
Village of Whitehouse Lucas Co
Village of Winchester Adams Co
Village of Woodville Sandusky Co
Village of Yorkville Jefferson Co
Village of Zanesfield Logan Co
Rodman Public Library
Amherst Public Library
Ashland Public Library

Barberton Public Library
Bellaire
Bellevue Public Library
Bexley Public Library
Briggs Public Library
Burton Public Library
Stark Co District Library
Dorcas Public Library
Washington-Centerville Public Library
Geauga Co Public Library
Cuyahoga County Public Library
Columbus Metropolitan Library
Coshocton Public Library
Dayton Metro Library
Delta Public Library
Claymont School Dist Public Library
Porter Public Library
Elyria Public Library
Fairport Public Library
Fort Recovery Public Library
Birchard Public Library
Grafton-Midview Public Library
Southwest Public Library
Lane Public Library
Kent Free Library
Mary Lou Johnson-Hardin County Dist Lb
Fairfield County District Library
Madison Public Library
Richland County Public Library
Washington County Public Library
Marion Public Library
Marysville Public Library
Mechanicsburg Public Library
Medina County District Library
Mentor Public Library
Middletown Public Library
Minerva Public Library
New Carlisle Public Library
Newton Falls Public Library
Mckinley Memorial Library
North Baltimore Public Library
North Canton Public Library
Wright Public Library
Oberlin Public Library
Orrville Public Library
Perry Public Library
Plain City School Dist Library
Rockford Carnegie Library
Shaker Heights Public Library
St Marys Public Library
St Paris Public Library
Salem Public Library
Amos Memorial Public Library
Community Library
Tiffin Public Library
Tipp City Public Library
Toledo Lucas County Public Library
Twinsburg Public Library
Ritter Public Library
Ella M Everhard Library
Auglaize Public Library
Herrick Memorial Library
Willoughby Eastlake Public Library
Wayne County Public Library
Upper Arlington Public Library
Greene County District Library
Dr Sloan Library
Muskingum County Library System
Laketran
Dillionvale-Mt Pleasant Wastewater Ds
York Twp Water Authority
Madison County Emergency Medical Dist
Southwest Ohio Regional Transit Auth
Greene County Transit Board
Wood County Airport Authority
Carroll Water And Sewer District

Toledo Metropolitan Park Board
Northfield Macedonia Cemetery
Evergreen Union Cemetery
Joint Twp District Hospital Carryover
Muskingum Watershed Conservancy Dist
Miami Conservancy District Carryover
Highland District Hospital
Hunters Run Conservancy District
Franklin Park Conservatory
Mahoning Valley Santiary District
State Highway Patrol Retirement System
Ohio Public Employees Deferred Comp
Tri Division Ambulance District
Firelands Ambulance Service
Intercommunity Cable Regulatory Comm Council-Of-Governments
Ohio Valley Employment Resource Council-Of-Governments
Madeira-Indian Hill Joint Fire Dist
Miami Valley Commmunications Council Council-Of-Governments
Winchester Union Cemetery
Jefferson Water And Sewer District
Battle Run Fire District
Warren Co Community Mental Health Ctrs
Corrections Commission of Northwest OH
Porter Kingston Fire District
Southern Consortium For Children Council-Of-Governments
Van Wert County Regional Airport Auth
Solid Waste Authority of Central Ohio
Polk Jackson Perry Fire District
Mid-Ohio Transit Authority
Southeast Ohio Ems District
Portage Area Regional Transit Auth
West Central Ohio Network Council-Of-Governments
Southeastern Ohio Regional Jail
North Hills Water District
Lorain County Metropolitan Parks
Burr Oak Regional Water District
New Albany-Plain Local Joint Park Dist
Ohio Rural Water Association
Cambridge Area Regional Airport Auth
Martins Ferry Park District
Central Ohio Joint Fire District
Port of Greater Cincinnati Development
Perry Joint Fire District
Jefferson Belmont Regional Solid Waste
Ashland Area Council For Economic Dev
New Holland Union Cemetery
Regional Income Tax Agency Council-Of-Governments
Shawnee Twp Cemetery
Criminal Justice Coordinating Council
B-K-P Ambulance District
South East Area Transit
Western Reserve Transit Authority
Stark Area Regional Transit Authority
Buckeye Hills-Hocking Valley Reg Dev
Shawnee Twp Allen County
Trumbull Twp Ashtabula County
Duchouquet Twp Auglaize County
Monroe Twp Carroll County
German Twp Clark County
Green Twp Clark County
Batavia Twp Clermont County
Miami Twp Clermont County
Liberty Twp Crawford County
Olmsted Twp Cuyahoga County
Farmer Twp Defiance County
Berkshire Twp Delaware County
Delaware Twp Delaware County
Bloom Twp Fairfield County

Pleasant Twp Fairfield County
Walnut Twp Fairfield County
Madison Twp Franklin County
Norwich Twp Franklin County
Plain Twp Franklin County
Prairie Twp Franklin County
Addison Twp Gallia County
Auburn Twp Geauga County
Bainbridge Twp Geauga County
Jefferson Twp Guernsey County
Valley Twp Guernsey County
Colerain Twp Hamilton County
Columbia Twp Hamilton County
Springfield Twp Hamilton County
Goshen Twp Hardin County
Monroe Twp Harrison County
Washington Twp Henry County
Laurel Twp Hocking County
Marion Twp Hocking County
Peru Twp Huron County
Morris Twp Knox County
Painesville Twp Lake County
Perry Twp Lake County
Granville Twp Licking County
Madison Twp Licking County
Jefferson Twp Logan County
Carlisle Twp Lorain County
La Grange Twp Lorain County
Wellington Twp Lorain County
Pike Twp Madison County
Austintown Twp Mahoning County
Coitsville Twp Mahoning County
Marion Twp Marion County
Brunswick Hills Twp
Medina Twp Medina County
Montville Twp Medina County
Wadsworth Twp Medina County
Wayne Twp Monroe County
Butler Twp Montgomery County
Bloom Twp Morgan County
Harrison Twp Muskingum County
Newton Twp Muskingum County
Washington Twp Muskingum County
Noble Twp Noble County
Carroll Twp Ottawa County
Danbury Twp Ottawa County
Paulding Twp. Paulding County
Coal Twp. Perry County
Franklin Twp. Portage County
Perry Twp. Putnam County
Green Twp. Ross County
Huntington Twp. Ross County
Paxton Twp Ross County
Twin Twp. Ross County
Loudon Twp. Seneca County
Scipio Twp. Seneca County
Jackson Twp. Stark County
Pike Twp. Stark County
Plain Twp. Stark County
Coventry Twp Summit County
Richfield Twp Summit County
Johnston Twp Trumbull County
Mecca Twp. Trumbull County
Newton Twp Trumbull County
Goshen Twp. Tuscarawas County
Liberty Twp. Union County
Vinton Twp Vinton County
Salem Twp Warren County
Fairfield Twp. Washington County
Grandview Twp Washington County
Lawrence Twp Washington County
Green Twp Wayne County
Center Twp Wood County
Weston Twp Wood County
University of Akron Law Enforcement

Online Forms: The ability to process forms online was requested by employers and resulted in the Online Forms project that launched in 2006. The Online Forms project has a staggered rollout; the first form offered was the ARP enrollment form for colleges and university employers.

Thank you to Southern State Community College— the FIRST employer to submit an electronic form on January 19, 2007!

What *IS* EDEC?!?!

Let's face it, at OPERS, we never met an acronym we didn't like. In this case, we're hoping you like the program as well as the catchy title.

EDEC stands for Electronic Distribution of Employer Communications—a program piloted and rolled out on a limited basis in 2006 that is now available to all employers.

Employers who have signed up for EDEC are giving it positive reviews. Employers tell us that electronic communications are:

- **More timely**—no more waiting for snail mail for important, time-sensitive documents,

- **Eco-friendly**—paper-based communications are kept to a minimum, and

- **Distributed throughout an organization quicker**—with one click you can distribute important information to multiple individuals or your entire team. You can eliminate slow, labor-intensive routing slips and the potential for delay when an employee is on vacation or simply behind on processing communications.

The EDEC program provides you with easy archiving options—not only can information be saved right on your desktop, it's also archived on the OPERS Web site.

The fine print

As with any program, you'll want to be aware of the fine points. To that end:

- EDEC refers to Employer Reporting communications only. You'll still receive other communications from OPERS in the manner in which you currently receive information.

- There can be only one distribution program per employer entity. In other words, if you choose to enroll in EDEC, everyone at your organization who receives employer communications must also be enrolled in EDEC. The decision to receive electronic communication for employer correspondence applies to everyone. However, if after trying EDEC you find it doesn't work best for your organization, you can always unsubscribe and go back to paper communications (so far, no employer has chosen to unsubscribe…).

- Currently, the EDEC program is geared toward routine communications in terms of newsletters, *Employer Notices* and letters. There may be occasions when you will still receive a hardcopy iteration of a communication—for example, a job-aid poster that would be difficult to print from a desktop printer.

Ready to sign up?!?

Getting started on EDEC is simple:

- Contact your Employer Outreach representative and request an informational packet be sent to you.

- Review the information; including the EDEC agreement form, which you'll need to sign and return to Employer Outreach.

- As requested in the packet, return your agreement form with a list of email addresses to which you'll want Employer Reporting communications sent.

Once your signed agreement and verified contact list have been received, we'll initiate electronic distribution.

Now that you know what EDEC is, we encourage you to sign up for EDEC today; it's designed to make your life easier and more efficient.

RECIEVING INFORMATION IS ONLY A CLICK AWAY.