



# EMPLOYER NOTICE

## OPERS Reporting and Certifications

### SITUATION OVERVIEW

Our priority during this uncertain time is maintaining the health and safety of our employees, members and employers while still providing benefits and services to our members. Therefore, we wanted to share a few updates and reminders about reporting and certifications.

### ELECTRONIC REPORTING

Electronic reporting through ECS can be completed immediately after the earning period.

- February 2020 reports can be submitted **now**, prior to the end of March.
- Payments for the February 2020 reporting period (due March 31) can be scheduled **today** for a future date to ensure timeliness.
- March reporting can be submitted the day after the last earning period.

If you schedule your report and payment via ECS, the system will automatically allocate the information and the contributions will be posted to your employees' accounts. If you do not submit your payment electronically, please submit the Employer Remittance Advice on ECS so contributions can be quickly posted.

### FORM DEADLINES, PENALTIES AND INTEREST

We understand many of your organizations are closed and you and your employees may be working remotely with limited capabilities, so at this time we'll be granting relief of penalty and interest charges. However, we do ask that you please make every effort to meet the deadlines, so our member information is current and accurate.

### CERTIFICATION OF FINAL PAYROLLS

It's important to respond to final payroll certifications in a timely manner by completing a Certification of Employee's Final Payroll form. Without this form, we cannot provide interim monthly retirement benefits to our members. We also require the final Report of Retirement Contributions to finalize monthly retirement benefits. The pay period end date reported must match the final earnable salary date submitted on the employee's final payroll form.

**As mentioned, one of our main priorities is still providing benefits to our members through these uncertain times. Your timely reporting is key to achieving this.**

As always, please contact Employer Outreach with any questions or comments at 888-400-0965, or by email at [employeroutreach@opers.org](mailto:employeroutreach@opers.org).

March 17, 2020

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For a current listing of OPERS Board members, please visit [opers.org](http://opers.org)

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