

EMPLOYER Notice

Ohio Public Employees Retirement System • 277 East Town Street • Columbus, Ohio 43215

Note:

Accuracy is always important. Reviewing these success tips will help ensure your PHRs are accepted online.

Success tips for submitting the *Personal History Record (PHR)* online

Who should read this notice

Human resources professionals, anyone working to onboard new employees, and those who process retirement contribution reports

Situation overview

Although as of March 31, 2010, all ECS-reporting employers will be required to submit the *Personal History Record (PHR)* online, the function is available now and many employers already have switched to this cost- and time-saving enhancement.

As with any new process, some common errors are occurring. And, it should be noted that the online PHR is significantly different from the paper version. To help employers with this change, following are success tips to ensure smooth submission.

Please review all PHRs prior to submission so that:

- Social Security numbers are accurate; transposing numbers is especially easy to do when keying information online.
- State and Zip Codes match; remember all employees may not live in Ohio—make sure the state field is completed accurately.
- Date of birth information is accurately filled out. Many employers are entering 2009 for the year of birth in error. Please ensure that the correct birth year is entered.
- *Regarding names:*
 - Employers should confirm that the first and last names are entered in the correct fields and not reversed.
 - Always match employee names *exactly* on the PHR and your payroll report. The name on both should be your employee's legal name. For example, if William E. Smith is the name on the PHR submitted, that is what should be listed on the payroll report; neither Bill E. Smith nor W. Edward Smith should be submitted.
- *Regarding addresses:*
 - A space is required between street number and street name.
 - If an apartment number is required, the apartment number should be listed in the first address line—just one space after the street address like this example: 123 Main St Apt 1B
 - If you have both a street address and a PO Box number, the street address goes on the first line and you should use the second address line (line 2) for PO Box numbers.



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More information on back

- If there is no street address, the PO Box number should be listed in the first address line.
- *Regarding the online process:*
 - There is no need to send the ECS confirmation page to Employer Reporting. When you submit online, we receive all information.

What you need to do

Precision is critical on all PHRs to ensure your employees are reported accurately. Review these success tips to avoid these common errors. Please share the information with anyone who processes retirement reporting information or processes new employee information.

Why this is important

Ensuring your PHRs are submitted accurately will save you significant time. More importantly, accurate information helps to make certain the integrity of our records as your employees contribute toward their retirement benefits.

Who to contact for more information

After you review this *Employer Notice*, contact your Employer Outreach representative with questions or comments at 1-888-400-0965 or by email at employeroutreach@opers.org.

This Employer Notice is written in plain language for use by public employers who are subject to coverage under the Ohio Public Employees Retirement System. It is not intended as a substitute for the federal or state law, namely the Ohio Revised Code, the Ohio Administrative Code, or the Internal Revenue Code, nor will its interpretation prevail should a conflict arise between it and the Ohio Revised Code, Ohio Administrative Code, or Internal Revenue Code. Rules governing the retirement system are subject to change periodically either by statute of the Ohio General Assembly, regulation of the Ohio Public Employees Retirement Board, or regulation of the Internal Revenue Code. If you have questions about this material, please contact our office or seek legal advice from your attorney.



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