



OPERS  
277 East Town St.  
Columbus, OH 43215

# EMPLOYER NOTICE

## **ECS Process Change:** *Notice of Re-Employment or Contract Services of an OPERS Benefit Recipient (Form SR-6)*

### WHO SHOULD READ THIS NOTICE

Finance directors, payroll and human resources professionals of OPERS employers.

### WHAT IS CHANGING?

The process when submitting the *Notice of Re-Employment or Contract Services of an OPERS Benefit Recipient* (Form SR-6) in ECS is being updated.

Beginning May 21, the menu that appears when you select online forms has been updated. The list of forms has not changed but has been reordered to reflect “like” processes. In addition, we added a link to the OPERS Re-employment Guide on the menu page to assist with the decision-making process for which form to submit, the *Personal History Record* (Form A ) or SR-6.

The process flow when completing the SR-6 form has changed. In the updated version of the form, the form is now continuous. The first section of the form is the addition of demographic information. The form then flows into the re-employment scenarios. Once all information has been added, the user will select the **Add Employee** button to build a list of the forms you are submitting. Once the listing is correct and complete, the user will select **Continue for Verification**. When the user enters the verification page, the **Add'l Data** button will no longer be present. Instead, you will be prompted to verify the information and then submit it to OPERS. As a normal part of the process, you will be able to print a copy for your records.

### WHOM TO CONTACT FOR MORE INFORMATION

After reviewing this Employer Notice, contact Employer Outreach with questions at 888-400-0965 or by email at [employeroutreach@opers.org](mailto:employeroutreach@opers.org).

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

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