Ohio Police & Fire Pension Fund
Employer Self-Serve User Guide
Table of Contents

OP&F EMPLOYER SELF SERVICES OVERVIEW ..................................................................................... 4

Accessing Employer Self Service - Initial Log In ............................................................................. 6

Navigating Within Employer Self Service ....................................................................................... 11

Profile ................................................................................................................................................ 12

Divisions ........................................................................................................................................... 13

Employer and Division Contacts ...................................................................................................... 14

Reports and Billing History .............................................................................................................. 15

Summary of Payment Remittance Information Form ........................................................................ 16

Online Payment Requests ................................................................................................................ 18

Review Payment History ................................................................................................................ 19

HELP LINKS .................................................................................................................................... 20

SUMMARY OF PAYMENT REMITTANCE INFORMATION FORM ...................................................... 21

OP&F ONLINE PAYMENT SYSTEM .................................................................................................. 25

How to Get Signed Up for Online Payment System ........................................................................ 27

How to SCHEDULE an Online Payment Request ........................................................................... 28

Review Payment History ................................................................................................................ 29

MANUAL REPORTING ...................................................................................................................... 30

Create New Work History Report ................................................................................................... 32

Enter Work History Report Details ................................................................................................. 34

Enter Work Report Details for an Existing Member ........................................................................ 37

Enter Work Report Details for a New Member ................................................................................ 38

How to Create Additional Pay Code Lines for a Member ................................................................. 39

How to Delete a Detail Line ............................................................................................................... 40

How to Sort Work Report ................................................................................................................. 41

Last Update: June 18, 2019
<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>How to Return to a Work Report That Has Not Been Submitted to OP&amp;F</td>
<td>42</td>
</tr>
<tr>
<td>Viewing Work Report Exceptions</td>
<td>43</td>
</tr>
<tr>
<td>View/Print a Report Before Submission</td>
<td>46</td>
</tr>
<tr>
<td>Submitting a Work Report</td>
<td>47</td>
</tr>
<tr>
<td>View/Print Manual Report After Submission</td>
<td>52</td>
</tr>
<tr>
<td>IMPORTING ELECTRONIC FILES</td>
<td>55</td>
</tr>
<tr>
<td>Upload Import File</td>
<td>57</td>
</tr>
<tr>
<td>Process Work Report File</td>
<td>59</td>
</tr>
<tr>
<td>Submit a Work Report</td>
<td>74</td>
</tr>
<tr>
<td>View/Print Import Report After Submission</td>
<td>80</td>
</tr>
</tbody>
</table>
OP&F EMPLOYER SELF SERVICES
OVERVIEW
This document provides a detailed overview of the OP&F Employer Self Services (ESS) functionality. OP&F employers can use the Self Serve web application to:

- Login and maintain their on-line account
- View Employer and Division Address
- View Employer and Division Contact Information
- Create and submit a Summary of Payment Remittance Form
- Create and submit an Online Payment Request
- Process a Work Report Import file
- Enter Work Report details manually using the Work Report Editor
ACCESSING EMPLOYER SELF SERVICE - INITIAL LOG IN

Log into OP&F Employer Self Service (ESS) by going to op-f.org, selecting Employers, then Employer Self Serve Web. OP&F will provide each employer with their User Name and password.
1. Enter User Name

2. Enter Password and Click Log In

Your user name should match your four-digit city code. For assistance on how this process will work, please contact Employer Education at 1 (888) 864-8363.
If the user forgets their password, they may use the **Forgot** Password link from the main login screen to reset it.

**Log In**

User Name

Password

**Log In**

Note: Your session will expire after 10 minutes of inactivity and all unsaved data will be lost. You must log in again if your session expires.

Forgot Password

**Account Lookup**

Please enter your username below. Upon entering the correct username, the system will recall your security question.

Username:

Cancel  Submit

Enter User Name and click **Submit**.
Enter answer to security question and you will receive reset successful message and will be redirected to the login screen.
NAVIGATING WITHIN EMPLOYER SELF SERVICE

Upon successful login, the system redirects the user to the main Home page. The Home page contains links to pages that the authorized user can access on behalf of the reporting employer.
The **Profile** link on the Home Page will navigate the employer to the page that displays **Employer Details**.
DIVISIONS

The **Divisions** link on the Home Page will navigate the employer to the page that displays **Division Name** and **Address Information**.
EMPLOYER AND DIVISION CONTACTS

The **Employer and Division Contacts** link on the Home Page will navigate the employer to the page that displays Employer and Division contact information.

Please contact Laura Gdula at (614)628-8382 if information displayed on the Profile, Division or Employer and Division Contacts pages needs to be updated.
The **Reports & Billing History** link on the Home Page will navigate the employer to the page that allows the following:

- Create new reports manually
- View exceptions on reports not yet submitted
- Edit reports not yet submitted
- Submit Reports
- View submitted reports
The **Summary of Payment Remittance Information Form** link on the Home Page will allow you to submit this form electronically (by ACH or WIRE), or to print a blank form that should be mailed in the same envelope as your payment if submitting payment by check.
Summary of Payment Remittance Information Form

This form is mandatory to accompany payments in order to help the Ohio Police & Fire Pension Fund (OP&F) to process employer payments accurately and eliminate the need for research or calling the employer. Complete this form and remit with all payments submitted to OP&F. Employer representatives must enter their employer’s office street address and phone number on this form; do not enter your home address or phone number, even if you work from home. This form is commonly referred to as the “recap form,” and is mandatory under Ohio Administrative Code Section 742-9-10.

Tips for completing the Summary of Payment Remittance Information form

- Instructions for completing the Summary of Payment Remittance Information form
- Print a blank Summary of Payment Remittance Information form
- Print a Change of Information Form

Section A - Employer Information

<table>
<thead>
<tr>
<th>Employer Name:</th>
<th>CITY OF SOMEWHERE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employer Code:</td>
<td>01001</td>
</tr>
<tr>
<td>Employer Address Line 1:</td>
<td>223 4th STREET</td>
</tr>
<tr>
<td>Employer Address Line 2:</td>
<td></td>
</tr>
<tr>
<td>Employer City:</td>
<td>COLUMBUS</td>
</tr>
<tr>
<td>Employer State:</td>
<td>OH</td>
</tr>
<tr>
<td>Employer ZIP Code:</td>
<td>43215</td>
</tr>
<tr>
<td>New Address:</td>
<td></td>
</tr>
<tr>
<td>New City:</td>
<td></td>
</tr>
<tr>
<td>New State:</td>
<td></td>
</tr>
<tr>
<td>New ZIP Code:</td>
<td></td>
</tr>
<tr>
<td>Employer Representative:</td>
<td></td>
</tr>
<tr>
<td>Title:</td>
<td></td>
</tr>
<tr>
<td>New Phone Number:</td>
<td>(614) 222-2222</td>
</tr>
<tr>
<td>New Fax Number:</td>
<td></td>
</tr>
<tr>
<td>E-mail:</td>
<td><a href="mailto:crow@gmail.com">crow@gmail.com</a></td>
</tr>
</tbody>
</table>

You must supply a valid E-mail address, as this is where your recap confirmation will be sent.

Section B - Summary of Contributions and Deductions

Pay Periods Covered (if applicable)
A separate form is required for each pay period end date.

From Date: / / 
To Date: / /

Filing Type (if applicable)
- Member contributions will be filed on paper
- Member contributions will be filed electronically

Member contribution payroll reporting type (if applicable)
- Standard monthly report
- Corrected report and additional money owed

Payment Type
- Funds will be sent by wire
- Check numbers:

Please send checks to: OP&F, Department L - 2521, Columbus, OH 43269-2521

If you are submitting your payment by check, you must print a Summary of Payment Remittance Information form and send it in the same envelope with your check.

Police Officers | Firefighters | Total
--- | --- | ---
Gross wages | $ | $ | $
Member contributions | $ | $ | $
Payroll deduction purchases | $ | $ | $
Employer contributions | $ | $ | $
Accrued liability | $ | $ | $
Military leave credit | $ | $ | $
Terminal year payroll | $ | $ | $
Penalty and/or interest | $ | $ | $
Total contributions submitted: $ | $ | $

Comments

Section C - Signature and Acknowledgement

I hereby certify that the foregoing completed form is correct and complete to the best of my knowledge.

Today's Date: 02/19/2019

Submit | Print | Reset
ONLINE PAYMENT REQUESTS

This option will allow you to make online payments to OP&F through our secure website. Whether you are paying employee or employer contributions or any other type of payment, this program will work for you and allow you to make payments efficiently and quickly.

The posting date is the date the debit will hit your bank account. OP&F has not received your payment until the Payment Order Status above shows “Closed” and OP&F’s account has been credited.
Past payment history may be viewed under **Review Payment History**.
HELP LINKS

There is a Help Link located under the Menu on the left side of the screen. Pressing on Help will open a list of resources.

- **Employer Self Service User Guide**
- **Sample Work Report with Glossary**
- **File Layout**
- **Penalty Chart**
- **How to Report Holiday Pay**
The **Summary of Payment Remittance Information Form** as well as any other documentation required under Ohio Revised Code must be received by OP&F within the established due dates.

Go to: **Summary of Payment Remittance Information Form**

The **Summary of Payment Remittance Information Form** will display with your employer Information pre-populated based on what is on file at OP&F.
Summary of Payment Remittance Information Form

This form is mandatory to accompany payments in order to help the Ohio Police & Fire Pension Fund (OP&F) process employer payments accurately and eliminate the need for research or calling the employer. Complete this form and remit with all payments submitted to OP&F. Employer representatives must enter their employer’s office street address and phone number on this form; do not enter your home address or phone number, even if you work from home. This form is commonly referred to as the “recap form,” and is mandatory under Ohio Administrative Code section 742-3-10.

Tips for completing the Summary of Payment Remittance Information form

- Instructions for completing the Summary of Payment Remittance Information form
- Print a blank Summary of Payment Remittance Information form
- Print a Change of Information Form

Section A - Employer Information

Employer Name: CITY OF SOMEWHERE
Employer Code: 9999
Employer Address Line 1: 123 Main Street
Employer City: COLUMBUS
Employer State: OH
Employer ZIP Code: 43215
Employer Representative: Jane Doe
New Address:
New City:
New State:
New ZIP Code:
New Phone Number: (513) 222-2323
New Fax Number: (513) 222-2323
E-mail: jdoe@gmail.com

You must supply a valid E-mail address, as this is where your recap confirmation will be sent.

Section B - Summary of Contributions and Deductions

Pay Periods Covered (if applicable)
A separate form is required for each pay period end date.
From Date: / / 
To Date: / /

Filing Type (if applicable)

- Member contributions will be filed on paper
- Member contributions will be filed electronically

Member contribution payroll reporting type (if applicable)

- Standard monthly report
- Corrected report and additional money owed

Payment Type

- Funds will be sent by wire
- Funds will be sent by ACH
- Check

Please send checks to: OP&F, Department L - 2521, Columbus, OH 43269-2521

If you are submitting your payment by check, you must print a Summary of Payment Remittance Information form and send it in the same envelope with your check.

<table>
<thead>
<tr>
<th>Gross police/vacancy</th>
<th>$</th>
</tr>
</thead>
<tbody>
<tr>
<td>Member contributions</td>
<td>$</td>
</tr>
<tr>
<td>Payroll deduction purposes</td>
<td>$</td>
</tr>
<tr>
<td>Employer contributions</td>
<td>$</td>
</tr>
<tr>
<td>Dividend distributions</td>
<td>$</td>
</tr>
<tr>
<td>Military leave gratuity</td>
<td>$</td>
</tr>
<tr>
<td>Terminal pay contributions</td>
<td>$</td>
</tr>
<tr>
<td>Total contributions submitted:</td>
<td>$</td>
</tr>
</tbody>
</table>

Comments:

Section C - Signature and Acknowledgement

I hereby certify that the foregoing completed form is correct and complete to the best of my knowledge.

Today’s Date: 02/19/2019

Submit  Print  Reset
There are several links provided on the recap form page. All of these links will open a new window directing you to documents that may help you in filling out the form.

Section A

- A valid e-mail address must be entered in the E-mail field.
- If you have any changes to this section such as address, clerk or phone #’s, check the appropriate checkbox indicating a change. Also, be sure to print a change of information form, available by clicking on the Print a Change of Information Form link and send it to OP&F so your records can be updated.

Section B

- If either From Date or To Date is entered, both must be entered.
- If a box under Filing Type is checked, a Member contribution payroll reporting type box must be checked.
- If a box under Member contribution payroll reporting type is checked, a Payment Type box must be checked.
- If you have selected a Payment Type of wire or ACH, you must use the Submit button to submit your recap form electronically.
- If you have selected a Payment Type of check, you may enter the check numbers but it is not required. You must print the recap form and mail it with your payment.
- If making a payment for something other than member contributions, neither the Filing Type or Member contribution payroll reporting type box need to be checked.

Section C

- Submit – (Wire or ACH only) The Submit button is used if payment is being sent by wire or ACH. Once the Submit form button has been clicked, the following confirmation page will display:

![Message from webpage](image)

Are you sure you’re ready to submit the Summary of Payment Remittance Information Form?

- Print – (Payment by check only) The Print button is used if payment is going to be sent by check. Once the Print Recap Form button has been selected, a PDF document will generate replicating the Summary of Payment Remittance Information Form along with any information entered into the web page form.

- Reset – When the Reset Recap Form button is used, all fields in Section B will be set to blank. Values entered in Section A will not change.
OVERVIEW

This option will allow you to make online payments to OP&F through our secure website. Whether you are paying employee or employer contributions or any other type of payment, this program will work for you and allow you to make payments efficiently and quickly.

Employers must submit a signed authorization agreement for online payment, to OP&F.

OP&F will notify employers via email once they have been set up.

Payments must be received into OP&F’s bank account by the due dates established under the Ohio Revised Code. The Summary of Payment Remittance Information form as well as any other documentation required under the Ohio Revised Code must be received by OP&F within the established due dates.

Online payments cannot post the same business day nor on holidays or weekends. Refer to the Federal Banking Holidays link on the OP&F website (www.op-f.org) for a list of federal banking holidays under the “Employer” ACH Information link. If the online payment request is completed before 4:30 pm, you have the ability to choose the next business day as your payment posting date. If the payment request is completed after 4:30 pm, it will not be posted until the day after the following business day. An Employer can assign an effective date for the payment up to 60 days into the future.
HOW TO GET SIGNED UP FOR ONLINE PAYMENT SYSTEM

Please contact L.J. Adkins at 614-628-8332, or Laura Gdula at 614-628-8382. They will fax or mail you sign-up information and more details. Alternatively, you may go to our website (www.op-f.org) under the “Employer” ACH Information link and download the Authorization Agreement for ACH Debits. Fill this form out and return it to OP&F at 140 East Town Street, Columbus, Ohio, 43215; or fax it to L.J. Adkins at 614-228-3767.

After the signed agreement form is received by OP&F, the final set-up will be completed within ten business days. OP&F will send you an email confirming that your online payment account has been set up.

Employers can initiate a pre-note transaction for one cent to verify that the bank account and routing number information are accurate. However, in order to insure the processing of your initial payment transaction is completed timely, and accurately, it is advised to submit payment well in advance of any due dates. This will insure compliance with the Ohio Revised Code if any problems or errors occur during the processing of payments.
HOW TO SCHEDULE AN ONLINE PAYMENT REQUEST

It is not necessary to submit your work history report (contributions report) using the web in order to request an automated payment. You may access and use the payment-only features of the online payment system by clicking on the Online Payment Request drop down.

Note: To use this feature, OP&F must have received and processed your Authorization Agreement for ACH Debits form.

Go to: Online Payment Requests

Select Remittance Payment from drop down.

Click on ADD to schedule a payment. Enter posting date, description, amount of payment and make a selection from the Bank drop down. The drop down displays Bank Account/Description/Nickname that you supplied on the Authorization Agreement for ACH Debits form.

You may make changes to a payment if the payment has not yet been saved. You may also cancel a payment if it has not yet been saved. You may delete after saving as long as it is prior to the posting date.

Note: You may make multiple payments from the same bank account and/or from different bank accounts. For instance, you may have separate bank accounts for Police and Fire. A separate signed agreement form is required for each account.

You may delete a scheduled payment at any time prior to posting date.
REVIEW PAYMENT HISTORY

To see payment history, go to the Review Payment History menu option. It will allow you to view a detailed description of all online payments made. The Payment History Tab will capture the date you requested the payment and the payment amount. If you are set up with an online account with your bank, you may also review your bank account statement to confirm the payment has been sent.

![Payment History Table](image-url)
MANUAL REPORTING
Manual reporting is a method of reporting payroll via the web. This method of reporting has been made available in an effort to replace paper reporting that was previously mailed or faxed to OP&F. This reporting option allows you, (the user) to key your own payroll data and submit it via the web. You will have the ability to view and correct payroll exceptions prior to report submission and print a work history report for each of the payrolls submitted via the web. In addition, you may submit your Summary of Remittance Information Form as well as make Online Payments. Once a report is submitted successfully, it is considered received at OP&F immediately and expedites the processing of your payroll while reducing phone calls from OP&F. Following are step-by-step instructions on how to report your payroll by means of the web.
CREATE NEW WORK HISTORY REPORT

Select Reports & Billing History from the Main Menu.

Click **New Report** to create a new Work History Report.

Click **Manual Entry** to create a new Work History Report.
The **Last Report Period** generated will display on this screen. The **Next Report Period** (the pay period you are about to generate) is the date that needs entered. If this date is not already pre-populated with the date needed, it may be entered by clicking on the calendar next to it, or by typing the date in the date box.

If multiple agreements exist, select the agreement that corresponds with the work history report you are entering.

Check the checkbox next to the report needed and Click **Generate Work Report**.

The system will close the “New Report” pop-up window and the new report shell will appear.
Click on **Work Report Entry Screen** under Actions to open up the Work Report.

Below is the data entry screen followed by a description of each field.

**Criteria**
- **Division**: F (fire) or P (Police) followed by employer name.
- **Agreement**: Employer name followed by Fire or Police and the frequency.
- **Job Category**: Indicates the pick-up plan type (either A, B, C, or D).
- **Report Start Date**: The first day of the month for which you are reporting.
- **Member Count**: Accumulative total of the number of members in the report. (Updated automatically as details of the report are entered).
- **Row Count**: Number of rows
- **Report Status**: Defaults to Initial
- **Reported Amount**: Total Salary
- **Identifier**: Pay period followed by agreement code
**Action Functions**

**Add**  
Used to insert a blank row at the top of the work report. The new row will appear with a Pay Code default of 0 and Earning Start and Earning Stop dates defaulted to current reporting period of WR.

**Delete**  
Delete a detail line

**Add New**  
Used to add “new” members to the work report.

**Copy**  
Used to add additional earning types for a member. *Note:* If the Copy Button is clicked the row in which the cursor is on will be copied to a new line with the Name, SSN, Earning Start and Earning Stop Dates populated based on the line copied.

**Filter**  
Grid control that lets you search for records containing specified values in certain Fields.

**Sort**  
Change the order in which the grid displays records. Sorting is based on the value each record contains in the specified fields.

**Columns**  
Use to identify the columns of data to display.

**View Row**  
Use the View Row control to view or edit data in a vertical format for a single record at a time.

**Records**  
Use the Records grid control to change the upper limit on the number of records that the grid can display at one time. Default is 25 records per page.

**Export**  
Use the Export control to export grid records to an XLS, PDF, or CSV file that can be viewed and edited outside of ESS.

**Reports**  

**Work History**

**SSN**  
Member’s social security number.

**Name**  
Type member SSN or member name (last, first). If the SSN or name is found the system will create a new line item for the member.

**Pay Code**  
System defaults to 0-regular.
<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Earning Start</td>
<td>The pay cycle begin date of when the salary is earned, not paid. System defaults for Report Period entered when report was first created. This date may be changed if required by typing over the existing date.</td>
</tr>
<tr>
<td>Earning Stop</td>
<td>The pay cycle end date of when the salary is earned, not paid. System defaults for Report Period entered when report was first created. This date may be changed if required by typing over the existing date.</td>
</tr>
<tr>
<td>Base</td>
<td>Scheduled hours</td>
</tr>
<tr>
<td>Hours</td>
<td>Hours paid</td>
</tr>
<tr>
<td>Gross</td>
<td>Pensionable gross salary</td>
</tr>
<tr>
<td>Taxed</td>
<td>Taxed contributions</td>
</tr>
<tr>
<td>Salary</td>
<td>Salary reduction contributions</td>
</tr>
<tr>
<td>ERPaid</td>
<td>Employer paid contributions</td>
</tr>
<tr>
<td>WrkCd</td>
<td>Work codes (if applicable), N, T, R, D, S, M, L, A.</td>
</tr>
<tr>
<td>Description</td>
<td>This section is to be used to provide more specific information related to work codes (i.e., the date of hire for a new member).</td>
</tr>
<tr>
<td>Status</td>
<td>Default to PEN (Cannot be changed)</td>
</tr>
</tbody>
</table>
ENTER WORK REPORT DETAILS FOR AN EXISTING MEMBER

Note: If you wish to have your work report auto populate with the members’ SSN and name, OP&F can set up a roster for you. Once set up, each report will generate with a single line item for each member in your division ready for the detail information to be entered. To have this set up, please contact Nelson Bowen at (614)628-8458.

1. Verify Job Category is correct for the member(s) you are entering. Nothing else needs to be changed on the top portion of the screen. For more information on job category, please refer to the Employer Manual under pick-up type code.

   Note: Job category and pick-up type are one in the same.

2. Click Add and type member SSN in the “Name” field – If this SSN is found, the system will create a new line item for this member:

   Members can also be entered onto the work report by using their name.

3. Enter work history details in the fields provided. These include:

   - Pay Code if needed (system defaults to 0-regular)
   - Earning Start and Earning Stop Dates if needed (system defaults to Report Period entered when report was first created). These dates may be changed if needed by typing over the existing date.
   - Base (hours)
   - Hours
   - Gross
   - Taxed, Salary, and/or (Employer) ERPaid contributions, as determined by the pick-up resolution on file with OP&F.
   - WrkCd (work code) if appropriate. For more information on Work Codes, please refer to the Employer Manual (page 27), “Work Codes.”
   - Description - Use this field if there is a desire to enter specific detail information about a member. This field has a character limit of 50 characters.
ENTER WORK REPORT DETAILS FOR A NEW MEMBER

If member SSN or Member Name are not found in the system, asterisks will display next to the field indicating “undefined.”

Verify the SSN entered is correct. If member is actually a new member, click the Add New button to enter new member information.

To add a new member, enter the following fields:

- Prefix if applicable
- First Name (required)
- Middle Name
- Last Name (required)
- Suffix if applicable
- SSN (required)

Click OK when finished – member name and SSN will be populated in the Work Report details.

Enter Work History details and click on Save.
HOW TO CREATE ADDITIONAL PAY CODE LINES FOR A MEMBER

If a member has more than one pay code needing entered, highlight the member line to be copied or check the box to the left of the member SSN and click on the **Copy** button. This will create an additional line for this member. Enter work details.

*Note:* **Copy** button may be used at any time to copy a member line already in the Report Detail screen.
HOW TO DELETE A DETAIL LINE

Highlight the detail line that needs deleted or check the box to the left of the member SSN and click on the **Delete** button.
HOW TO SORT WORK REPORT

OP&F requires reports to be submitted in name order. However, the sort order of the report you are working on may be changed at any time while you are working on it.

To sort by a specific column, position cursor at the top of your column heading (highlighted area in diagram) and click. Sorting may be done in Ascending or Descending order.

Another way to sort is by clicking on the Sort button and checking the boxes to achieve the sort order desired.
HOW TO RETURN TO A WORK REPORT THAT HAS NOT BEEN SUBMITTED TO OP&F

Until a report is submitted to OP&F, it will remain in **Reports & Billing History**. The report can be reopened and edited by clicking on the report under **Actions**.

![Initial Work Reports](image)
VIEWING WORK REPORT EXCEPTIONS

A work report exception is a “flag” to indicate that some piece of detail being reported for a member is not within reporting standards. It does not necessarily mean it is incorrect, only that it may not be the typical reporting scenario. If an exception is actually an error in the detail, it may be corrected before submitting the report. If it is actually as it should be, it can be ignored.

Work Report Exceptions may be viewed in two ways. They can be viewed all at one time or individually.

VIEW ALL EXCEPTIONS AT ONE TIME

With Work Report open, click on Reports from the tool bar and select Exception Report.

Report may be Printed and/or Saved using the action buttons.
VIEW EXCEPTIONS INDIVIDUALLY

Exceptions may be viewed at the member level while in the work report.

Any rows within the report that contain exceptions will display a yield sign to the left of the member’s social security number.

Click on exception flag and the exception message will display as follows:

After reviewing the exceptions, you have the option of correcting the exceptions (if they are truly errors) in the report by typing over any field and saving again, or you may continue to submit the Work Report to OP&F without making any changes.

Once report is ready to be submitted to OP&F, go to the next section on SUBMITTING A WORK REPORT.

(For a listing of the most common Exception Messages, see next page.)
## Exception Messages

<table>
<thead>
<tr>
<th>Exception Message</th>
</tr>
</thead>
<tbody>
<tr>
<td>Period reported is greater than 12 months</td>
</tr>
<tr>
<td>Start date is after stop date</td>
</tr>
<tr>
<td>Adjustment record: Dates not matching for X</td>
</tr>
<tr>
<td>Verify Hours Base</td>
</tr>
<tr>
<td>Hours paid reported for code X</td>
</tr>
<tr>
<td>Reported Contributions do not match the pick-up resolution on file with our office. (Please verify contributions are posted in correct column or submit new resolution per OAC 742-7-14. Please verify that members are posted under the correct pick-up plan code, if you have more than one pick-up plan).</td>
</tr>
<tr>
<td>Salary contribution is not the required percent of gross amount for Earning Type X</td>
</tr>
<tr>
<td>Fringe contribution is not the required percent of gross amount for Earning Type X</td>
</tr>
<tr>
<td>Work Code entered is not D, R, N, L, M, T, A or S</td>
</tr>
<tr>
<td>Contributions reported are not the required percentage of Gross.</td>
</tr>
<tr>
<td>Hours Paid is higher than Hours Base (Please verify Hours Paid. Extra hours above base pay should be entered under the appropriate earning code).</td>
</tr>
<tr>
<td>Hours Paid is lower than Hours Base (Please use Work Code column for explanation and Comments field to supply dates of suspension, leave, etc. prior to submitting).</td>
</tr>
<tr>
<td>Hours Base Missing (Hours Base = member scheduled hours).</td>
</tr>
<tr>
<td>Gross amount not entered for Earning Type X</td>
</tr>
<tr>
<td>Lump Sum Dates entered for Earning Type X .If an adjustment, use proper Work Code.</td>
</tr>
<tr>
<td>Enter Lump Sum Dates for Earning Type X</td>
</tr>
<tr>
<td>Current dates entered for Earning Type X</td>
</tr>
<tr>
<td>Hours Paid missing for Earning Type 1.</td>
</tr>
<tr>
<td>Reported $ does not equal the Total WR amount</td>
</tr>
</tbody>
</table>
VIEW/PRINT A REPORT BEFORE SUBMISSION

A report can be viewed and/or printed prior to submission.

Click on the **Reports** button to display the report in Acrobat Reader.

Report may be Printed and/or Saved using the action buttons.
SUBMITTING A WORK REPORT

When the report is ready for submission:

Click on the box to the left of the WR to select it, and then click on the **Submit** button.

The system will generate a series of prompts/reminders as follows:

*Note:* The file has not been received by OP&F until all prompts/reminders have been completed.
Click **OK** to proceed or **Cancel** to cancel submission.

If there are exceptions, the following message will display.

Click **OK** if you would like to view the exceptions. If you click OK, the system will display the *Work History Exceptions Report*. If desired, this report may be printed. You may also go back to the **Edit Report** button to make any corrections. If you choose not to edit any exceptions, go back to the **Submit** button to submit the file.

Click **No-Continue** if you do not wish to review exceptions. This will take you to the next prompt.

Click **OK** to proceed or **Cancel** to cancel submission.
Click **OK** to proceed or **Cancel** to cancel submission.

If you click **OK** on the message above, the report will be submitted to OP&F and no further changes can be made to the report. You will then receive a confirmation that the report has been submitted.

Click **OK**.
This is the last prompt.

Click on OK and you will be directed to the **Summary of Payment Remittance Information Form** or click on **Cancel** if you do not wish to at this time.

This form is mandatory to accompany payments to Ohio Police & Fire Pension Fund (OP&F).
Summary of Payment Remittance Information Form

This form is mandatory to accompany payments in order to help the Ohio Police & Fire Pension Fund (OPSF) to process employer payments accurately and eliminate the need for research or calling the employer. Complete this form and return with all payments submitted to OPSF. Employer representatives must enter their employer’s office street address and phone number on this form. Do not enter your home address or phone number, even if you work from home. This form is commonly referred to as the “recap form,” and is mandatory under Ohio Administrative Code section 742-9-18.

Tips for completing the Summary of Payment Remittance Information form

- Instructions for completing the Summary of Payment Remittance Information form
- Print a blank Summary of Payment Remittance Information form
- Print a Change of Information Form

Section A - Employer Information

<table>
<thead>
<tr>
<th>Employer Name</th>
<th>CITY OF SOMEDIRE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employer Code</td>
<td>99993</td>
</tr>
<tr>
<td>Employer Address Line 1</td>
<td>123 Any Street</td>
</tr>
<tr>
<td>Employer City</td>
<td>COLUMBUS</td>
</tr>
<tr>
<td>Employer State</td>
<td>OH</td>
</tr>
<tr>
<td>Employer ZIP Code</td>
<td>23217</td>
</tr>
<tr>
<td>Employer Representative</td>
<td>Title</td>
</tr>
<tr>
<td>New Name</td>
<td></td>
</tr>
<tr>
<td>New Address</td>
<td></td>
</tr>
<tr>
<td>New City</td>
<td></td>
</tr>
<tr>
<td>New State</td>
<td></td>
</tr>
<tr>
<td>New ZIP Code</td>
<td></td>
</tr>
<tr>
<td>New Phone Number</td>
<td>[614] 222-2222</td>
</tr>
<tr>
<td>New Fax Number</td>
<td>[614] 222-2223</td>
</tr>
<tr>
<td>E-mail</td>
<td><a href="mailto:creaz@gmail.com">creaz@gmail.com</a></td>
</tr>
</tbody>
</table>

You must supply a valid E-mail address, as this is where your recap confirmation will be sent.

Section B - Summary of Contributions and Deductions

Pay Periods Covered (If applicable)
A separate form is required for each pay period end date.
From Date: / / 
To Date: / / 

Filing Type (If applicable)
- Member contributions will be filed on paper
- Member contributions will be filed electronically

Member contribution payroll reporting type (If applicable)
- Standard monthly report
- Corrected report and additional money owed

Payment Type
- Funds will be sent by wire
- Data wire will be posted: / / 
- Funds will be sent by ACH
- Date ACH will be posted: / / 
- Funds will be sent by check
- Check numbers: 

Please send checks to: OPSF, Department L - 2521, Columbus, OH 43210-2521
If you are submitting your payment by check, you must print a Summary of Payment Remittance Information form and send it in the same envelope with your check.

Police Officers Firefighters Total

<table>
<thead>
<tr>
<th>Gross pay</th>
<th>$</th>
<th>$</th>
<th>$</th>
</tr>
</thead>
<tbody>
<tr>
<td>Member contributions</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Payroll deduction purchases</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Employer contribution</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Accrual liability</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Military leave granting</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Terminal pay contributions</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Penalty and/or interest</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
</tbody>
</table>

Total contributions submitted: $ 

Comments

Section C - Signature and Acknowledgement

I hereby certify that the foregoing completed form is correct and complete to the best of my knowledge.

Today’s Date: 03/07/2019

Submit Print Reset
There are several links provided on the recap form page. All of these links will open a new window directing you to documents that may help you in filling out the form.

Section A

- A valid e-mail address must be entered in the E-mail field.
- If you have any changes to this section such as address, clerk or phone #’s, check the appropriate checkbox indicating a change. Also, be sure to print a change of information form, available by clicking on the Print a Change of Information Form link and send it to OP&F so your records can be updated.

Section B

- If either From Date or To Date is entered, both must be entered.
- If a box under Filing Type is checked, a Member contribution payroll reporting type box must be checked.
- If a box under Member contribution payroll reporting type is checked, a Payment Type box must be checked.
- If you have selected a Payment Type of wire or ACH, you must use the Submit button to submit your recap form electronically.
- If you have selected a Payment Type of check, you may enter the check numbers but it is not required. You must print the recap form and mail it with your payment.
- If making a payment for something other than member contributions, neither the Filing Type or Member contribution payroll reporting type box need to be checked.

Section C

- Submit – (Wire or ACH only) The Submit button is used if payment is being sent by wire or ACH. Once the Submit form button has been clicked, the following confirmation page will display:

![Message from webpage](image)

**Are you sure you’re ready to submit the Summary of Payment Remittance Information Form?**

- OK
- Cancel

- Print – (Payment by check only) The Print button is used if payment is going to be sent by check. Once the Print Recap Form button has been selected, a PDF document will generate replicating the Summary of Payment Remittance Information Form along with any information entered into the web page form.

- Reset – When the Reset Recap Form button is used, all fields in Section B will be set to blank. Values entered in Section A will not change.

**VIEW/PRINT MANUAL REPORT AFTER SUBMISSION**

Last Update: June 18, 2019
The submitted report is confirmation that your report has been received by OP&F.

Report can be viewed on the **Reports & Billing History** page.

Select **Reports & Billing History** link on the Home Page, then click on **History**.

To view the report, click on **View** located under the **Actions** on the tool bar.

Under **Reports** on the tool bar, click on **View Report**.
<table>
<thead>
<tr>
<th>Ssn</th>
<th>Name</th>
<th>Status</th>
<th>Earning Start</th>
<th>Earning Stop</th>
<th>Base</th>
<th>Hours</th>
<th>Gross</th>
<th>Taxed</th>
<th>Salary</th>
<th>ERPaid</th>
<th>WrkCd</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>678-00-1234</td>
<td>MEMBER, IMA</td>
<td>0-Regular</td>
<td>04/01/19</td>
<td>04/30/19</td>
<td>160.00</td>
<td>160.00</td>
<td>6,853.68</td>
<td>839.56</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td></td>
</tr>
</tbody>
</table>
IMPORTING ELECTRONIC FILES
OVERVIEW

Importing an Electronic file is a method of reporting payroll via the web. If your payroll is currently in electronic format, you may use this method of reporting to upload your file via the Web. You will have the ability to view and correct payroll errors prior to report submission. In addition, you will have the capability to print off a history report for each of your payrolls submitted via the web. Once a report is submitted successfully, it is considered received at OP&F immediately and expedites the processing of your payroll while reducing phone calls from OP&F. There are three steps to take in order to submit a file. All steps must be taken to complete the submission of a file.

If you report on paper and would like to consider submitting your payroll electronically, contact Employer Education at 1-(888)-864-8363.

The three steps to Import a file:

I. UPLOAD FILE - At this stage, changes may be made to the detail or header record in the Import Detail screen. (See Step I - Upload File section)

II. PROCESS FILE - File has been transmitted to OP&F but must be submitted to complete the process. This is where exception messages may be reviewed and/or corrected if necessary. Changes to detail records may be made under the Reports and Billing History screen. Changes to the header record may also be made at this stage in the Import Detail screen. File may also be Deleted at this stage if it is determined you do not want to submit it. (See Step II - Process File section)

III. SUBMIT FILE - File has been received by OP&F in its final form. No changes can be made via the web. (See Step III - Submit File section)
STEP I - UPLOAD FILE

Go to menu option Import New System Data from the main menu.

Click the New button in order to import a file for submission to OP&F. The system will open a new window that allows you to upload a new Work Report file.

Click Browse button to select your file from your network/hard drive to be imported.

Click Upload

The file now appears on the list of imports on the main Uploaded Files page with the status of Not Processed.
The file is now “staged” and ready to be processed. User can click on Details under Actions on the tool bar to see details of the uploaded file. User can update the file details as needed. Click Save on the bottom of the screen when finished with any updates.

To process the file, follow instructions in the next section PROCESS WORK REPORT FILE.
To process the file:

1. Click **Process** button under **Actions** on the tool bar. Next, click the **Refresh** button every few seconds until the Status changes to **Processed Successfully** or **Processed with Errors**. The Status will be set to one of the following, depending on whether the file was successful or contained errors:

   - **Processed Successfully** (file may contain exception messages that do not prevent the file from processing but should be reviewed for any necessary corrections).
   - **Processed with Errors** (See **Processed with Errors** section - Reprocessing).
The file has processed successfully but has not yet been submitted to OP&F. You may review exceptions (see next section) before moving to Step III where you will submit your work report to OP&F.

The file must be submitted to be considered received by OP&F. Late receipt of a file will subject an employer to statutory penalties under the Ohio Revised Code.
A work report exception is a “flag” to indicate that some piece of detail being reported for a member is not the norm. It does not necessarily mean it is incorrect, only that it may not be the typical reporting scenario. If an exception is actually an error in the detail, it may be corrected before submitting the report. If it is actually as should be, it can be ignored.

Work Report Exceptions can be viewed in two ways. They may be viewed all at one time or individually.

**VIEW ALL EXCEPTIONS AT ONE TIME**

With Work Report open, click on Reports from the tool bar and select *Exception* Report.

Report may be Printed and/or Saved using the action buttons.
VIEW EXCEPTIONS INDIVIDUALLY

Exceptions may be viewed at the member level while in the work report.

Any rows within the report that contain exceptions will display a yield sign ![caution] to the left of the member’s social security number.

Click on exception flag and the exception message will display as follows:

![Exception Message]

After reviewing the exceptions, you have the option of correcting the exceptions (if they are truly errors). To correct, type over any field and save again, or you may continue to submit the Work Report to OP&F without making any changes.

Once report is ready to be submitted to OP&F, go to the section **Step III - Submit File** (For a listing of the most common Exception Messages, see next page.)
### Exception Messages

<table>
<thead>
<tr>
<th>Message</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Period reported is greater than 12 months</td>
<td></td>
</tr>
<tr>
<td>Start date is after stop date</td>
<td></td>
</tr>
<tr>
<td>Adjustment record: Dates not matching for X</td>
<td></td>
</tr>
<tr>
<td>Verify Hours Base</td>
<td></td>
</tr>
<tr>
<td>Hours paid reported for code X</td>
<td></td>
</tr>
<tr>
<td>Reported Contributions do not match the pick-up resolution on file with the office.</td>
<td>(Please verify contributions are posted in correct column or submit new resolution per OAC 742-7-14. Please verify that members are posted under the correct pick-up plan code, if you have more than one pick-up plan).</td>
</tr>
<tr>
<td>Salary contribution is not the required percent of gross amount for Earning Type X</td>
<td></td>
</tr>
<tr>
<td>Fringe contribution is not the required percent of gross amount for Earning Type X</td>
<td></td>
</tr>
<tr>
<td>Work Code entered is not D, R, N, L, M, T, A or S</td>
<td></td>
</tr>
<tr>
<td>Contributions reported are not the required percentage of Gross</td>
<td></td>
</tr>
<tr>
<td>Hours Paid is higher than Hours Base (Please verify Hours Paid. Extra hours above base pay should be entered under the appropriate earning code).</td>
<td></td>
</tr>
<tr>
<td>Hours Paid is lower than Hours Base (Please use Work Code column for explanation and Comments field to supply dates of suspension, leave, etc. prior to submitting).</td>
<td></td>
</tr>
<tr>
<td>Hours Base Missing (Hours Base = member scheduled hours).</td>
<td></td>
</tr>
<tr>
<td>Gross amount not entered for Earning Type X</td>
<td></td>
</tr>
<tr>
<td>Lump Sum Dates entered for Earning Type X .If an adjustment, use pro.</td>
<td></td>
</tr>
<tr>
<td>Enter Lump Sum Dates for Earning Type X</td>
<td></td>
</tr>
<tr>
<td>Current dates entered for Earning Type X</td>
<td></td>
</tr>
<tr>
<td>Hours Paid missing for Earning Type 1.</td>
<td></td>
</tr>
<tr>
<td>Reported $ does not equal the Total WR amount</td>
<td></td>
</tr>
</tbody>
</table>
If the status is *Processed with Errors*, the file is considered bad and cannot be submitted successfully. The file must be corrected and reprocessed without errors before it can be submitted to OP&F and considered received. Penalties will be assessed for any reports that are not submitted in a timely manner to OP&F.

**PROCESSED WITH ERRORS IN HEADER RECORD**

If a file Processes with Errors, click on **Details** under **Action** on the menu bar.
On this screen, you can view the errors by clicking on the View Errors button.
After viewing error description, click **Close** and you will be returned to the screen where correction may be made.

If there is an error in the header record (as in this example), type over the error in the header data portion of this screen. In this case, the gross salary total does not match reported total gross salary in the detail of the file. Keep in mind that each character is in its own unique position and the positioning must stay intact. Click on the Header Data box and arrow to the position that needs changed. An error in the detail portion of the file may also be corrected, however if it isn’t a simple change to correct, another option is to correct your raw file and start fresh with a new import.

After making change, click on **Save**.

Return to **Import New System Data** screen and repeat import instructions once errors have been corrected and the file is ready to be resubmitted.

(For a listing of the most common error messages, see section **Most Common Error Messages**).
If a file Processes with Errors, click on Details under Action on the menu bar.

On this screen, you can view the errors by clicking on the View Errors button.
After viewing error description, click Close and you will return to screen where correction may be made.

This error message was received because the detail line for member “Ima Member” had an alpha character ‘o’ instead of a numeric character ‘0’ in the Salary Reduction $ amount field. This explains why the total in the header did not match the total in the detail.
Corrections may be made in the field with the error. Scroll over to the Salary Reduction field and type over the ‘0’ using the correct character ‘0’ and click on Save.

Return to Import New System Data screen and Repeat import instructions once errors are corrected and the file is ready to be resubmitted.

(For a listing of the most common error messages, see next page.)
## Error Messages

<table>
<thead>
<tr>
<th>Message</th>
</tr>
</thead>
<tbody>
<tr>
<td>Header id is invalid.</td>
</tr>
<tr>
<td>Header id is missing.</td>
</tr>
<tr>
<td>Division code is invalid.</td>
</tr>
<tr>
<td>Employer code is missing</td>
</tr>
<tr>
<td>Billing entity is missing</td>
</tr>
<tr>
<td>Pay period begin Date is in the incorrect format.</td>
</tr>
<tr>
<td>Pay period begin date is missing</td>
</tr>
<tr>
<td>Pay period end Date is in the incorrect format.</td>
</tr>
<tr>
<td>Pay period end date is missing</td>
</tr>
<tr>
<td>Pay period begin date is after pay period end date</td>
</tr>
<tr>
<td>Work reports may not be submitted for a reporting period prior to January 2009.</td>
</tr>
<tr>
<td>A work report has already been generated for the specified pay period. If you need to resubmit this report please contact your Payroll Specialist.</td>
</tr>
<tr>
<td>Agreement code reported is not valid.</td>
</tr>
<tr>
<td>Agreement code reported X is missing.</td>
</tr>
<tr>
<td>No contract found with the reported agreement code and pay period date range.</td>
</tr>
<tr>
<td>Detail record count specified in header is X. It does not match with the actual count</td>
</tr>
<tr>
<td>Detail record count in header record is not numeric.</td>
</tr>
<tr>
<td>Total gross salary amount in header record is not numeric.</td>
</tr>
<tr>
<td>Total employee deduction amount in header record is not numeric.</td>
</tr>
<tr>
<td>Total salary reductions employer pickup deductions amount in header record is not numeric.</td>
</tr>
<tr>
<td>Total fringe benefit employer pickup contributions in header record is not numeric.</td>
</tr>
<tr>
<td>Actual gross salary total does not match reported total gross salary.</td>
</tr>
<tr>
<td>Actual taxed employee deductions total does not match reported total taxed employee deductions.</td>
</tr>
<tr>
<td>Actual Employee salary Reduction deductions total does not match reported total employee salary reduction deductions.</td>
</tr>
<tr>
<td>Actual Employer fringe benefit contributions total does not match reported total employer fringe benefit contributions.</td>
</tr>
<tr>
<td>Another record for this SSN has an error</td>
</tr>
<tr>
<td>Error occurred in SSN related record Seq No = X</td>
</tr>
<tr>
<td>Header id in detail record does not match header id in header record.</td>
</tr>
<tr>
<td>Pickup type is missing.</td>
</tr>
<tr>
<td>Issue</td>
</tr>
<tr>
<td>----------------------------------------------------------------------</td>
</tr>
<tr>
<td>Pickup type is not set up under Admin&gt; Maintenance &gt; Status Pay Codes</td>
</tr>
<tr>
<td>SSN is missing</td>
</tr>
<tr>
<td>SSN is in the invalid format</td>
</tr>
<tr>
<td>Reported Work Report status is not setup</td>
</tr>
<tr>
<td>Earning type is missing</td>
</tr>
<tr>
<td>Earning type is not setup under that pickup type in Admin&gt; Maintenance&gt; Status Pay Codes.</td>
</tr>
<tr>
<td>Gross amount not entered for earning type X</td>
</tr>
<tr>
<td>Earning type X Note: Should only get on earning types 0 or 2 or 7 or 9.</td>
</tr>
<tr>
<td>Earning type X Note: Should only get with earning types 1,4,5,8 (3,6,A-E can be either inside or outside the date.)</td>
</tr>
<tr>
<td>Earning period Begin date is in the incorrect format</td>
</tr>
<tr>
<td>Earning period begin date is missing</td>
</tr>
<tr>
<td>Earning period end date is in the incorrect format</td>
</tr>
<tr>
<td>Earning period end date is missing</td>
</tr>
<tr>
<td>Earning period begin date is after earning period end date</td>
</tr>
<tr>
<td>Value other than + or - is entered</td>
</tr>
<tr>
<td>Hours base is in the incorrect format</td>
</tr>
<tr>
<td>Hours paid is in the incorrect format</td>
</tr>
<tr>
<td>Pay code is &quot;0&quot; and Hours Base OR Hours Paid has no Value</td>
</tr>
<tr>
<td>Gross salary is in the incorrect format</td>
</tr>
<tr>
<td>Taxed Employee deductions is in the incorrect format</td>
</tr>
<tr>
<td>Salary reduction employee pickup deduction is in the incorrect format</td>
</tr>
<tr>
<td>Fringe benefit employer pickup contributions is in the incorrect format</td>
</tr>
<tr>
<td>Numeric value not allowed in work code field.</td>
</tr>
<tr>
<td>V3 Internal System Error, please contact Vitech Helpdesk - Adjustment record exists without an original record</td>
</tr>
<tr>
<td>This record is a duplicate of another Record on the file.</td>
</tr>
<tr>
<td>No participation found for the employer with reported agreement and earnings date range</td>
</tr>
<tr>
<td>This detail record could not be processed because the Header record failed</td>
</tr>
<tr>
<td>There is no detail record in submitted file.</td>
</tr>
</tbody>
</table>
VIEW OR PRINT A REPORT BEFORE SUBMISSION

The submitted report is confirmation that your report has been received by OP&F.

Report can be viewed from the Reports & Billing History menu option.

To view the report, click on Work Report Entry Screen located under the Actions column.

To print the report, click on View Report.
**Work History Report Detail**

<table>
<thead>
<tr>
<th>Employer</th>
<th>9999 - CITY OF SOMEWHERE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Division</td>
<td>P - CITY OF SOMEWHERE</td>
</tr>
<tr>
<td>Pay Period</td>
<td>04/2019</td>
</tr>
<tr>
<td>Report Status</td>
<td>Initial</td>
</tr>
<tr>
<td>Date Created</td>
<td>03/21/2019</td>
</tr>
<tr>
<td>User Created</td>
<td>RLANE</td>
</tr>
<tr>
<td>Method</td>
<td>CPF Transfer</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Ssn</th>
<th>Name</th>
<th>Status</th>
<th>Earning Start</th>
<th>Earning Stop</th>
<th>Base</th>
<th>Hours</th>
<th>Gross</th>
<th>Taxed</th>
<th>Salary</th>
<th>ERPaid</th>
<th>WrkCd</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>678-90-1234</td>
<td>MEMBER, IMA</td>
<td>0-Regular</td>
<td>04/01/19</td>
<td>04/30/19</td>
<td>160.00</td>
<td>160.00</td>
<td>$6,853.68</td>
<td>$836.58</td>
<td>$0.00</td>
<td>$0.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Report may be Printed and/or Saved using the action buttons.
STEP III – SUBMIT FILE

When the report is ready for submission:

From the Reports & Billing History page, check the checkbox to the left of the WR to be submitted. Next, click on the Submit button to begin transmission of your report.

The system will generate a series of prompts/reminders as follows:

Note: The file has not been received by OP&F until all prompts/reminders have been completed.
Click **OK** to proceed or **Cancel** to cancel submission.

If there are exceptions, the following message will display.

Click **OK** if you would like to view the exceptions. If you click OK, the system will display the *Work History Exceptions Report*. If desired, this report may be printed. You may also go back to the **Edit Report** button to make any corrections. If you choose not to edit any exceptions, go back to the **Submit** button to submit the file.

Click **No-Continue** if you do not wish to review exceptions. This will take you to the next prompt.

Click **OK** to proceed or **Cancel** to cancel submission.
Click **OK** to proceed or **Cancel** to cancel submission.

If you click **OK** on the message above, the report will be submitted to OP&F and no further changes can be made to the report. You will then receive a confirmation that the report has been submitted.

Click **OK**.
This is the last prompt.

Click on **OK** and you will be directed to the Summary of Payment Remittance Information Form or click on **Cancel** if you do not wish to at this time.

This form is mandatory to accompany payments to Ohio Police & Fire Pension Fund (OP&F).
Summary of Payment Remittance Information Form

This form is mandatory to accompany payments in order to help the Ohio Police & Fire Pension Fund (OPSF) to process employer payments accurately and eliminate the need for research or calling the employer. Complete this form and remit with all payments submitted to OPSF. Employer representatives must enter their employer's office address and phone number on this form; do not enter your home address or phone number, even if you work from home. This form is commonly referred to as the "recap form," and is mandatory under Ohio Administrative Code section 742-9-10.

Tips for completing the Summary of Payment Remittance Information form

- All fields are required. If a particular field does not apply to you, please type 0 (zero) in the field.
- Instructions for completing the Summary of Payment Remittance Information form
- Print a blank Summary of Payment Remittance Information form
- Print a Change of Information Form

Section A - Employer Information

<table>
<thead>
<tr>
<th>Employer Name</th>
<th>CITY OF SOMEWHERE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employer Code</td>
<td>9999</td>
</tr>
<tr>
<td>Employer Address Line 1</td>
<td>123 Any Street</td>
</tr>
<tr>
<td>Employer Address Line 2</td>
<td>COLUMBUS</td>
</tr>
<tr>
<td>Employer City</td>
<td>OH</td>
</tr>
<tr>
<td>Employer Zip Code</td>
<td>43212</td>
</tr>
<tr>
<td>Employer Phone Number</td>
<td>(614) 222-2222</td>
</tr>
<tr>
<td>Employer Fax Number</td>
<td>(614) 222-2223</td>
</tr>
<tr>
<td>E-mail</td>
<td><a href="mailto:cre3@gmail.com">cre3@gmail.com</a></td>
</tr>
</tbody>
</table>

You must supply a valid E-mail address, as this is where your recap confirmation will be sent.

Section B - Summary of Contributions and Deductions

Pay Periods Covered (If applicable)

A separate form is required for each pay period end date.

<table>
<thead>
<tr>
<th>From Date</th>
<th>/ /</th>
</tr>
</thead>
<tbody>
<tr>
<td>To Date</td>
<td>/ /</td>
</tr>
</tbody>
</table>

Filing Type (If applicable)

- Member contributions will be filed on paper
- Member contributions will be filed electronically

Member contribution payroll reporting type (If applicable)

- Standard monthly report
- Corrected report and additional money owed

Payment Type

- Funds will be sent by wire
- Date wire will be posted: / / 
- Funds will be sent by ACH
- Date ACH will be posted: / / 
- Funds will be sent by check
- Check numbers: 

Please send checks to: OPSF, Department L - 2521, Columbus, OH 43210-2521

If you are submitting your payment by check, you must print a Summary of Payment Remittance Information form and send it in the same envelope with your check.

<table>
<thead>
<tr>
<th>Gross pay contributed</th>
<th>Police Officers</th>
<th>Firefighters</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Member contributions</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Payroll deduction purchases</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Employer contributions</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Accrual liability</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Military leave granting</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Terminal pay contributions</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Penalty and/or interest</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Total contributions submitted</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
</tbody>
</table>

Comments

Submit  Print  Reset

Section C - Signature and Acknowledgement

I hereby certify that the foregoing completed form is correct and complete to the best of my knowledge.

Today's Date: 03/07/2019

Submit  Print  Reset
There are several links provided on the recap form page. All of these links will open a new window directing you to documents that may help you in filling out the form.

Section A

- A valid e-mail address must be entered in the E-mail field.
- If you have any changes to this section such as address, clerk or phone #’s, check the appropriate checkbox indicating a change. Also, be sure to print a change of information form, available by clicking on the Print a Change of Information Form link and send it to OP&F so your records can be updated.

Section B

- If either From Date or To Date is entered, both must be entered.
- If a box under Filing Type is checked, a Member contribution payroll reporting type box must be checked.
- If a box under Member contribution payroll reporting type is checked, a Payment Type box must be checked.
- If you have selected a Payment Type of wire or ACH, you must use the Submit button to submit your recap form electronically.
- If you have selected a Payment Type of check, you may enter the check numbers but it is not required. You must print the recap form and mail it with your payment.
- If making a payment for something other than member contributions, neither the Filing Type or Member contribution payroll reporting type box need to be checked.

Section C

- Submit – (Wire or ACH only) The Submit button is used if payment is being sent by wire or ACH. Once the Submit form button has been clicked, the following confirmation page will display:

  ![Message from webpage](image)

  Are you sure you’re ready to submit the Summary of Payment Remittance Information Form?

  ![OK and Cancel buttons](image)

- Print – (Payment by check only) The Print button is used if payment is going to be sent by check. Once the Print Recap Form button has been selected, a PDF document will generate replicating the Summary of Payment Remittance Information Form along with any information entered into the web page form.

- Reset – When the Reset Recap Form button is used, all fields in Section B will be set to blank. Values entered in Section A will not change.
VIEW/PRINT IMPORT REPORT AFTER SUBMISSION

A history of previously submitted reports is available under Reports & Billing History.

From the Reports & Billing History menu option, click on the History box.

All Work Report History will display on this screen.

To view the details of a particular report, click on View next to the report. The system will retrieve the report.

To print the report, click on View Report under the Reports option on the Tool Bar.