EMPLOYERS REQUIRED TO NOTIFY OP&F IF POLICE OFFICERS OR FIREFIGHTERS FURLoughed THROUGH JUNE 2021

Administrative Rule 742-5-03, which governs contributing service credit, was recently amended to address possible furloughs that may occur due to budgetary constraints in the wake of the coronavirus pandemic. In the event of a furlough, the Rule now requires an employer to notify OP&F in writing of the planned furlough, the number of hours members will work, and the duration of the furlough. OP&F members who may be furloughed will receive full-time service credit for up to a maximum of six months if the furlough occurs between March 9, 2020 (the effective date of the emergency declared by Governor DeWine for COVID-19) and June 30, 2021 (end of the fiscal year) provided that they are compensated a minimum number of hours. If an employer has less than two hundred OP&F members, OP&F will accept a minimum of thirty-two hours out of a standard forty-hour work week or, for a platoon system, thirty-eight hours out of forty-eight hours a week, for each week included in a normal payroll reporting period. If an employer has two hundred or more OP&F members, the minimum number of hours necessary for full-time contributing service credit will be determined on an ad hoc basis based on the actuarial impact to OP&F.

Please contact OP&F Employer Education with any questions regarding these changes.
EMPLOYER INFORMATION FORM UPDATED

The Employer Information Form has been recently updated by OP&F. Traditionally this form has been used to update employer payroll staff contact information. However, in recognition of the fact that there may be several employer contacts in different subject areas, the form has been upgraded. Part C (secondary contact information) of the form has been updated to include multiple employer contacts including who is responsible for job descriptions, pre-employment physical documentation, and completion of the Employer Accounting of Member Compensation, which is completed by the employer when a member has notified OP&F of impending retirement.

OP&F believes that the changes to the Employer Information Form should result in greater efficiency through less duplication of effort on the part of both our employers and OP&F staff. Please contact Employer Education with any questions related to this updated form.

SELF SERVE REPORTING LAST STEP NOT BEING FOLLOWED

OP&F Employer Self-Serve reporting is a convenient and easy way for employers to upload payroll reports. However, OP&F has noticed that the last step in this process is not always being followed.

Once the pension report has been either uploaded and processed, or manually entered if that option is used, the report still needs to be submitted. To complete this phase, go to the Reports and Billing History link and click into the box to the left of the inserted date. Then click on the Submit box below and complete all prompts. Also, if you pay online, be sure to go to the Online Payment Requests link after you have submitted the Summary of Payment Remittance Information Form. Going to this link will allow you to post your payment(s).

For more information on the employer self-service reporting and payment program, please go to www.op-f.org and then go to Employers/Employer Self/Serve Web. There you will find two helpful tools: The User Guide and the Self-Serve Video.
REQUIRED PAYROLL REPORTING COMPONENTS-EMPLOYER AGREEMENT CODE

The employer agreement code is a seven-character OP&F employer identifier. It consists of a unique (per employer) four-digit number, followed by F (fire) or P (police), the employer’s pay frequency code, and a single digit number. The single digit number is the amount of frequencies reported per month. If all members are paid at the same time every month and the employer only sends one report to OP&F, then the single digit number will be one (1). If members are paid on different cycles (some bi-weekly, some monthly) then more than one report must be sent to OP&F. The form with the most members would have the single digit of one (1), and the report with the next largest amount of members would have the single digit of two (2).

Besides serving as a unique identifier for each employer, the agreement code contains information about pay frequency. Pay frequency means how often the employer pays its employees. Although payroll reports are sent to OP&F each month that does not necessarily mean the pay frequency is M for monthly. Valid pay frequencies are:

Bi-weekly (B)
Semi-monthly (S)
Weekly (W), and
Monthly (M)

Please use your employer agreement code on payroll reports, correspondence, and any inquiries to OP&F for more efficient and faster service.

PERSONAL HISTORY RECORD FORM TO BE CHANGED IN FALL 2020

Beginning sometime this coming fall, the Personal History Record form will become two separate forms. Employers will complete the Employer Certification form and members will complete the separate Member Information form. Employers will be notified when this change takes place, and the original Personal History form will still be accepted for a short period of time after the new forms are introduced. The new forms will be available for download on the OP&F website.
IMPORTANT DATES AND DEADLINES

Important dates and deadlines are also posted on OP&P’s website under the Employers menu in the Calendar of Billing Deadlines and Events section.

Aug. 31
Payroll deductions, member and employer contributions and payroll reports for July 2020.

Sept. 30
Payroll deductions, member and employer contributions and payroll reports for August 2020.

Oct. 31
Payroll deductions, member and employer contributions and payroll reports for September 2020.

OP&P provides the Employer Digest as a general reference material in order to assist employers in properly reporting required contributions to OP&P, as well as submitting the required forms and materials that are necessary to provide benefits for our members. As a general reference material, the Employer Digest may not sufficiently represent all of the details applicable to the subjects discussed. Nothing contained in this newsletter is meant to interpret, extend or change, in any way, OP&P’s governing statutes, administrative rules or policies. If you have any questions or need information on any subjects referenced in the Employer Digest, please contact OP&P.

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For a PDF copy of the Spring 2020 Employer Digest, please click here.

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