

NEW ONLINE PAYMENT FEATURE AVAILABLE

A new feature for online payments on the OP&F Self-Serve website is now operational. A payment confirmation number will now be displayed when an online payment is scheduled. In the past, many employers have mistakenly thought that the recap email is confirmation of payment. This new feature will reduce the number of employers who forget the *add payment* step in the payment process, which is separate from the *Remittance form* step.

This new column was added to the screen information the employer will view when logging on. They will then need to select the *Online Payment Requests* menu option. The division drop down should be selected for Remittance Payment. The confirmation number will be assigned once the user saves the payment entry, and the payment will appear in the current activity. If the user attempts to select a posting date that is not available (i.e. same day, non-business hours, weekends, or holidays), the payment will not be accepted and an alert will show on screen.

It is important to note that this new information only appears in the Online Payment Request screen showing Active (pending) and the most recent Closed (posted) payments. The confirmation number is not visible in the *Review Payment History* menu option.

CHANGING PAY CYCLE OR PAY FREQUENCY

Periodically, OP&F employers will change their pay cycles or pay frequency. Changing a pay cycle means that an employer is changing the days that an earning period covers.

For example, an employer may operate currently under a pay cycle that runs from Saturday to Friday. Perhaps they are considering changing this cycle to one that will run from Sunday to Saturday.

Changing a pay frequency is changing how often an employer pays their employees as well. For example, an employer may currently pay their employees twice per month or semi-monthly, but are considering changing to a bi-weekly pay frequency, which is the most common frequency among OP&F employers.

When an employer is contemplating a change in either a pay cycle or pay frequency, OP&F should be notified in writing at least 60 days beforehand. The notification can be in the form of an ordinance, a resolution, or simply by communicating the changes on employer letterhead. The notice must provide the effective date of the change and all specific details involved. This will enable an employer's

Employer Services Group (ESG) Representative to work with them on how to report under the new framework, including the transition report that may be needed in order to move from the old to the new way of reporting. A proper transition will insure that the members receive full, continuing service credit under the change.

2017 GASB 68 INFORMATION NOW AVAILABLE

OP&F has updated the GASB 68 information on its website. As explained in previous editions of the *Employer Digest*, GASB 68 is a pronouncement by the Governmental Accounting Standards Board that requires employers who participate in a public retirement plan to disclose their proportionate liability and other pension-related expenses on their accounting and financial statements each plan year.

GASB 68 is a reporting and accounting requirement only, not a funding requirement. OP&F employers are responsible for paying the employer share consistent with the Ohio Revised Code. The police employer share is 19.5 percent of member

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KEEPING EMPLOYER EMAIL ADDRESSES UPDATED

In 2018 OP&F plans to use email as the primary communication tool for informing employers about important news that impacts them. One such utilization is the *Employer Digest*, which will be emailed to employers rather than sent via U.S. Mail. This will save on mailing costs as well as in potential delays in receiving the newsletter. This is why OP&F asks employers to assist in keeping email addresses up to date. Vital information, such as online reporting changes, pending laws that may impact employers, and other pertinent information will be primarily communicated by email very soon. The *Employer Digest* will also still be found on the OP&F website.

For employers that utilize Self-Serve web, go to *account settings* once logged in and select *update email address*, then *save* after entering and confirming the email address. For employers that do not utilize the Self-Serve web, please complete the Employer Information Form found on the OP&F website under Employers/Forms and return the form to OP&F.

OP&F looks forward to updating our employers with important news in the most efficient and effective way possible.

BACKUP & RECOVERY

The following article is from the Ouch! security awareness newsletter produced by the SANS Institute. OP&F is sharing this article with employers as a courtesy as part of our ongoing efforts to keep member information secure. The information provided is for informational purposes only and is not intended to serve as advice on security measures.

If you use a computer or mobile device long enough, sooner or later something will go wrong, resulting in you losing your personal files, documents, or photos. For example, you may accidentally delete the wrong files, have a hardware failure, lose a device, or become infected with malware, such as ransomware. At times like these, backups are often the only way you can rebuild your digital life.

Backups: What, When, and How

Backups are copies of your information stored somewhere other than on your computer or mobile device. When you lose valuable data, you can recover that data from your backups. Unfortunately, too many people fail to perform regular backups, even though they are simple and inexpensive. The first step is deciding what you want to back up. There are two approaches: (1) backing up specific data that is important to you; or (2) backing up everything, including your entire operating system.

Second, you must decide how frequently to back up. Built-in backup programs, such as Apple's Time Machine or Microsoft Windows Backup and Restore, allow you to create an automatic, "set it and forget it" backup schedule. Common options include hourly, daily, weekly, etc. Other solutions offer "continuous protection," in which new or altered files back up immediately each time you save a document. At a minimum, we recommend automated daily backups.

Finally, you need to decide how you are going to back up. There are two ways to back up your data: physical media or Cloud-based storage. Each approach has advantages and disadvantages. If you are not sure which approach to use, you can use both at the same time. Physical media is devices you control, such as external USB drives or Wi-Fi accessible network devices. The advantage of using your own physical media is it enables you to back up and recover large amounts of data very quickly.

The disadvantage of such an approach is if you become infected with malware, such as ransomware, it is possible for the infection to spread to your backups. Also, if you have a disaster, such as fire or theft, it can result in you losing not only your computer, but the backups as well. As such, if you use external devices for backups, you should store a copy of your backup off-site in a secure location. Make sure backups you store off-site are properly labeled.

Recovery

Backing up your data is only half the battle; you must be sure that you can recover it. Check periodically that your backups are working by retrieving a file and making sure it is the same as the original. Also, be sure to make a full system backup before a major upgrade (such as moving to a new computer or mobile device) or a major repair (like replacing a hard drive) and verify that it is restorable.

EMPLOYER SERVICES CONTACT LIST

The OP&F Employer Services Group ensures the accuracy and completeness of employer payroll reports, often working one-on-one with a municipality's payroll clerk. Occasionally OP&F reassigns Employer Services Specialists to best serve the needs of employers or due to other factors.

Below is a list of who an employer should contact with questions regarding payroll reporting. Please contact the employer's designated payroll representative for any questions or assistance in completing and submitting a payroll report.

ESG SPECIALIST	PHONE	EMAIL	EMPLOYER NAME BEGINS WITH
Scott Bartrum	(614) 628-8310	sbartrum@op-f.org	L, P, U, W, Y, Z
Michelle Frank	(614) 628-8432	mfrank@op-f.org	B, C, E, F, X
John Gresh	(614) 628-8430	jgresh@op-f.org	Pick-up Resolutions H, I, Columbus, Dayton, Parma, Springfield, Toledo
Kay Hoobler	(614) 628-8445	khoobler@op-f.org	G, J, M, O, T
Brenda Mills	(614) 628-8429	bmills@op-f.org	D, K, N, R, V, S
Kay Szlasa	(614) 628-8237	kszlasa@op-f.org	Pick-up Resolutions A, Akron, Canton, Cincinnati, Cleveland, Hamilton, Youngstown
CONTACTS	PHONE	EMAIL	NEED ASSISTANCE WITH
Dominique Adams	(614) 628-8377	dadams@op-f.org	Payroll Auditor, Payroll Late Submission and 30 Day Letter Penalties
Nelson Bowen	(614) 628-8458	nbowen@op-f.org	Payroll Auditor, Non-Reported, Missing Contributions
Mike Chadwell	(614) 628-8339	mchadwell@op-f.org	Electronic Sign-Up
John Davis	(614) 628-8255	jdavis@op-f.org	Employer Education

BUG

Toll Free: 1-888-864-8363
General Information: (614) 228-2975
Fax: (614) 628-1777
TTY: (614) 221-3846
E-mail: questions@op-f.org
Monday-Fridays 8 am-4:30 pm EST

EMPLOYER EDUCATION MANAGER

John Davis
Direct: (614) 628-8255
Toll-free: 1-888-864-8363
E-mail: jdavis@op-f.org

OP&F BOARD OF TRUSTEES

Jeffrey Moore, Chair, West Chester Fire
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John J. Gallagher, Jr.

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2017 GASB 68 INFORMATION NOW AVAILABLE

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gross wages; the fire employer share is 24 percent of member gross wages. Any changes to these rates can only be implemented through legislative action.

GASB 68 information can be accessed by going to www.op-f.org/Employers/GASB and is broken down by individual employers under the schedule of employer allocations and pension amounts per employer. The allocation schedules show each employer's employer contributions and then these contributions as a percentage of all employer contributions, paid in plan year 2016. The breakdowns are listed by OP&F employer code.

IMPORTANT DATES AND DEADLINES

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



October

31: OP&F Payroll deductions, member and employer contributions and payroll reports for September 2017

November

15: 2nd Semi-Annual Accrued Liability Bills
30: OP&F Payroll deductions, member and employer contributions and payroll reports for October 2017

December

31: OP&F Payroll deductions, member and employer contributions and payroll reports for November 2017