# Ohio Pension Fire Fund

# EMPLOYER SELF-SERVE USER GUIDE

X

FOR THE MOST CURRENT EDITION, VISIT WWW.OP-F.ORG

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The following steps must be completed each month by the prescribed due dates in order to properly complete the reporting and payment requirements.

- 1. Enter and submit a Work History Report
- 2. Enter and submit an Employer Payment Remittance Form
- 3. Enter and save an Online Payment Request

Late reporting and payment penalties: If a Work History Report or payment is received after the due date, state law requires penalties to be assessed against the employer. The penalty structure is based on employer size and how late the Work History Report or payment is received by OP&F. To review the penalty structure, see the OP&F Employer Manual.

\*Important Tip: When using Employer Self-Serve, do not use the browser back button to navigate back to a previous step. Doing so may cause the system to time out.

#### Manually entering a Work History Report

Active members on an employers roster will automatically populate in the Work History Report.

00 0 - CITY OF A	
	At least one active agreement is needed for report generation.
Work History Shortcuts	Create Work History Report
Manual Entry     July     July	You have chosen to manually create a work report online. First fill out the work report details. Then select the accounts that you wish to generate wo
Menu	3
Home	0
Work History Reports	
Employer Payment Remittance	
Online Payment Requests	
Review Payment History	
Process Work History Report	
Help	

- 1. From the Work History Shortcuts, select Manual Entry
- 2. Using the drop down arrow, change the Division to police or fire

000 VILLAGE OF A						Welcome (						
Work History Shortcuts	Create	Create Work History Report										
▲ Upload a File	You have	You have chosen to manually create a work report online. First fill out the work report details. Then select the accounts that you wish to generate work reports for.										
Menu	Division:	Division: P VILLAGE OF A										
Home Work History Reports	Agreeme	ent										
Employer Payment Remittance	To create	work reports for multiple agreer	nents, select the desired accounts in	the grid and then click the 'Crea	ate Work Report' button.							
Online Payment Requests Review Payment History	Titter 🖨 Print Dexport											
Process Work History Report		Account	Agreement	Last Rpt Period	Next Report Period	Roster Count						
Help 4	>√	VILLAGE OF A	VILLAGE OF A POLICE BIWEEKLY 1	04/01/2024	05/01/2024 📰 👟	5						
	Generat	e Work Report	0		This represents the pension "mo are reporting even though the we biweekly starting date may be pri first of that month. This defaults month <i>AFTER</i> your last submissi	nth" you lekly or or to the to the on.						

- 3. Once the *Division* is selected, the Agreement section will appear
- 4. Click on the box to place a checkmark
- 5. Verify that the Next Report Period is the correct month for your report
- 6. Click Generate Work Report

			The Work Report you requested	was successfully generate	d.		
Initial	Work I	listory Reports 🕡					
This pag	e shows the	e list of initial work history reports no	ot already submitted by the user. O	n clicking Submit, I hereby	certify that the foregoing repo	rt is complete and correct to the bes	t of my knowledge.
Division:	P VILLAC	E OF A	× 👻				
			<b>9</b> Me	y 2024 Police member w	ork report	Click here to open report and key in the member data manually	
न Filter	r 🔒 Print 🔓	Export	0 -	1. N. N.			
[		Inserted Date	Rep	oort Type	Report Identif	ier	Actions
		Today's date shows here	Regular	4	2024-05 000 PB1	Work Report Ent	ry Screen
							Showing Records 1 - 1



- 7. Initial Work History Reports will appear upon completing Step 6
- 8. Verify that today's date appears in the Inserted Date
- 9. Verify that the correct report month appears in the *Report Identifier*. The first six digits confirms the year and month of the report.
- 10. Click Work Report Entry Screen

### Manually entering a Work History Report



11. A new report window will open and you can begin keying your data into the report

# **Uploading a Work History Report**

00 0 - VILLAGE OF							
Work History Shortcuts	Upload a Fil	e			0		
Manual Entry					S	Choose Police	or Fire (if applicable)
Upload a File	Division:	VILLAGE OF	FIRE		V #***	Description:	
Menu	Import Description:	Self Service Employ	yer Work Report Import		$\checkmark$		
Home	File Name:		Br	owse			
Work History Reports					Search your	r computer drive	
Employer Payment Remittance							
Online Payment Requests	Upload						,
Review Payment History							
Process Work History Report							
Help							

- 1. From the Work History Shortcuts, select *Upload a File*
- 2. Using the drop down arrow, change the Division to police or fire
- 3. On the File Name, click Browse and locate the saved file on the computer drive, then click the file name
- 4. Click Upload and the Uploaded Files screen will appear

Work History Shortcuts							
Manual Entry	Uploade	d Files					
⊥ Upload a File	For a report	to be considered received by OP&F ALL 3	STEPS mus	t be completed.			0
Menu	2. Process	ile. Click on Process once for that file, then h	nit Refresh unt	il the Status changes.			
Home	3. Submit fi	e. Proceed to the Work History Report by	clicking here.		he file queues here at ti	ha	
Work History Reports				top of the list with	Status: Not Processed.		
Employer Payment Remittance	Status:	All		2. Refresh until the S	button once. Status changes.		
Online Payment Requests	Date Range:	All Time		3. If Processed Suce Step 3 link to edit ve	cessfully, proceed to the erify and Submit the file		4
Review Payment History				**If Processed with I	Errors see next page	Re	fresh
Process Work History Report	🚔 Print ᡒ E	kport		Delow.			
Help	Date 🔻	Туре	Description	Status	Records	Details	Action
		Self Service Employer Work Report Import		Not Processed	921	Details	Process
		Self Service Employer Work Report Import		Processed with Errors	1316	Details	Process

- 1. From the Uploaded Files, verify that the new file is listed. Click *Process* to the right of that line entry (Click *Process* only once).
- 2. Click *Refresh* until the Status changes from *Not Processed* to *Processed Successfully*. If the file is large, you may have to click *Refresh* more than once. If you receive a Processed with Errors under Status, please refer to the Uploaded Files Processed with Errors Status section below.
- 3. (a) Once you receive a *Processed Successfully* in the Status, you must still submit your report. To do so, proceed to the Work History Reports by clicking the *link* in Step 3 or by choosing *Work History Reports* from the Menu.

## **Uploaded Files – Processed with Errors Status**

Upon completion of Steps 1 and 2 from the Uploaded Files section, if you receive a *Processed with Errors* in the Status, then proceed to Step 3(b) below.

Work History Shortcuts Manual Entry	Uploaded Files											
📩 Upload a File	For a report to be considered received by OP&F A 1. Upload file.	LL 3 STEPS must be completed.										
Menu	2. Process File. Click on Process once for that file, the	hen hit Refresh until the Status changes.										
Home	3. Submit file. Proceed to the Work History Repor	t by clicking here.				(2)						
Work History Reports												
Employer Payment Remittance	Status: All	$\sim$				1 N 1						
Online Payment Requests	Date Range: All Time	$\checkmark$			(3)							
Review Payment History					N	ew Refresh						
Process Work History Report	🖨 Print 🗬 Export				and the second second							
Help	Date 🔻 Type		Description	Status	Records Details	Action 🚽						
	Self Service Employer Work Rep	ort Import		Processed with Errors	1316 Details	Process						

3. (b) Click Details to view the errors

			coup noighout, roda, approci-	ee external, employen ageomiporten oroto	p 12000-100	->		
Load Date:	Jun 8, 2023 Salf Sanias Employer Work E	Errors						
Type.	Processed with Errors							
Description:	00 FB 2023	🚔 Print 🗬 Export						
Description.		Seq No Reject No	Data String		Msgid	Mag Parms		
Import Detail	ls vi	1 1	000000000000. FBC 0000640001855040900000000	TOWNSHIP 032620230422202300 FB1 00002272427000000000	Invalid_record_cour	Detail record count specified in header is 64. It does not match with the actual count 63.	)—	
Search Field:								
Process View	w Errors Refresh	Exceptions				A		
न Filter 🖨 Print 🛛	P Export				as a start			
Header S	SeqNo Data String	Close			R			
	1 00000000000.1FBO.		Depending on th	e error it may be fixed and Saved in	<b>U</b>			
		- -	Details and proce	essed again, OR				
<			new text file. You	sary to correct and upload a brand I can upload as many files as			>	
niter Mox 🖨 Pri	int 🛃 Export		necessary but or Successfully and Work History Rej	nly one can be Processed I Submitted to OPF each month in ports.			~	
No Seq Import No Status	t Resubmit HEADER ID Flag				-		MIDDL	
2 Not Proce	essed 🔽 000000000						A	
3 Not Proce	essed 🔽 000000000						Μ	
50 Not Processed	d 🗹 /T:							
51 Not Processed	d d							
A Page 1 c	of 27 ) ) If you of must h	correct the file online in it SAVE at the bottom d Process attempt	n Self Service you of the page before a					
Pack Sava	A							

If you correct the file errors here within Self-Serve, then:

- 4. Click View Errors. If the View Errors button does not appear, click Refresh.
- 5. The error message might prompt you to fix the text file and upload a corrected file, or you may need to reach out to OP&F for assistance. If you correct the file errors here, then you will need to click *Save* at the bottom and *Process* and *Refresh* again above.

## **Work History Report Exceptions**

Prior to submitting a Work History Report, all exceptions should be reviewed. Exceptions are noted by a yellow triangle and 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 should be corrected prior to submitting the report. Exceptions can be viewed directly within the Work History Report or a Work History Exceptions Report can be generated.

Тο	view	exception	s while i	in the	Work	History	Report <sup>.</sup>
10	1010	exception	3 write		VVOIN	Thoroty	rieport.

Employer: 9999-CITY	OF SOMEWHERE	Division: P CITY OF SO	MEWHERE										9	ave Apply	Cancel
Criteria													6		
Division: Agreement: Job Category: Report Start Date: Member Count:	P CITY OF SOMEWHER City of Somewhere Polio A 04/01/2019 1 Row	e Biweekly 1			Report Statu Reported Am	s: iount:	Initial			Identifier:		20	19-04 9999F	B1	21
Work History															
I   ⊕ Add   ⇔ De	elete	d New 🕼 Copy 🖓 Filt	er 🛛 🛃 Sort 📔	Columns	View Row [唐 R	ecords	Expo	t @Reports	5						
	Name 🛦		Pay Code	Earning Start	Earning Stop		Base	Hours	Gross	Taxed	Salary	ERPaid	WrkCd	Description	Status
🗆 🗵 🔥 🐨	234 MEMBER, IMA		0-Regular 🗸	04/01/2019	04/30/2019		160.00	160.00	6,853.68	839.58	0.00	0.00			PEN
							160.00	160.00	6,853.68	839.58	0.00	0.00			
Messages I   I Sort   I Columns   III view Row   III Records   III Print   III Export Message															
Reported correct of plan cod	d Contribution column or sub le, if you have	ns do not mat omit new resol e more than o	ch the pio ution per ne pick-u	k-up res OAC 74 p plan).	solution of 42-7-14.	n fil Plea	e with ise ve	our off rify that	fice. (P t memb	ease v ers are	erify co poste	ontribut d unde	ions a r the c	re posted correct pic	in k-up

- 1. Click on the yellow exception triangle
- 2. Review the exception Message and make the necessary changes to the Work History Report
- 3. Click Apply to save your changes and remove yellow exception triangles

How to view a Work History Exceptions Report:

Employer: 9999-CITY OF SOMEWHERE Division: P CITY OF SOMEWHERE Save Apply Cancel											
Criteria											
Division: Agreement: Job Category:	P CITY OF SOMEWHERE City of Somewhere Police Biweekly 1 A	<ul><li></li><li></li><li></li><li></li><li></li><li></li><li></li><li></li><li></li><li></li><li></li><li></li><li></li><li></li><li></li><li></li><li></li><li></li><li></li><li></li><li></li><li></li><li></li><li></li><li></li><li></li><li></li><li></li><li></li></ul>	Report Status: Reported Amount:	Initial		Identifier:		201	19-04 9999PB1		10
Report Start Date: Member Count:	04/01/2019 1 Row Count:	1				0					
Work History											
I 🗢 Add 🛥 Delete 🗱 Actions 😓 Add New 🗞 Copy 🝸 Filter   🎦 Sort 📝 Columns 🧮 View Row 🎚 Records   🖗 Export 🖉 Reports											
SS/	N Name 🔺	Pay Code Earning Start	Earning Stop	Base	View Report	s Taxed	Salary	ERPaid	WrkCd	Description	Status
🗆 🗵 🔥	1234 MEMBER, IMA	0-Regular V 04/01/2019	04/30/2019 📩	160.00	Except. Report	53.68 839.58	0.00	0.00			PEN
				160.00	160.00 6.8	53.68 839.58	0.00	0.00			

1. Click Reports, then Except Report

Once you have entered all data and reviewed any outstanding exceptions, then your Work History Report is ready to be submitted.

00 0 - CITY OF A				Welcome 00 Employer							
Work History Shortcuts	Initial Work History Reports										
<ul> <li>Manual Entry</li> <li>Upload a File</li> </ul>	This page shows the list of initial work history reports not already submitted by the user. On clicking Submit, I hereby certify that the foregoing report is complete and correct to the best of my know										
Menu Home Work History Reports Employer Payment Remittance Online Payment Remueste	Tivision: P CITY OF A POLICE										
Review Payment History		Report Type	Report Identifier	Actions							
Process Work History Report	08/15/2024	Regular	2024-08 00 PB1	Work Report Entry Screen							
Help	Submit History Delete			Showing							

- 1. Using the drop down arrow, change the Division to police or fire
- 2. Click on the box to place a checkmark
- 3. Click Submit

		The selected work reports were successfully submitted.
Work History Shortcuts	Initial Work History Reports	₽.
<ul> <li>Manual Entry</li> <li>Upload a File</li> </ul>	This page shows the list of initial work history reports not all	ready submitted by the user. On clicking Submit, I hereby certify that the
	Division: P CITY OF A POLICE	× 🞽 📢
Menu		
Home		Once a report is Submitted a confirmation
Work History Reports		banner appears and the report will be on the submitted list under the History button.
Employer Payment Remittance	The selected account does not currently have Work Report:	s that are av
Online Payment Requests		If you want to go to the payment summary
Review Payment History	Liston	you must navigate to Employer Payment
Process Work History Report	HISTOLY	Remittance.
Help		

- 4. Once the Work History Report has been submitted, a confirmation banner will appear. If you have both police and fire, you must submit your Work History Report separately.
- 5. Proceed to the Employer Payment Remittance from the Menu

# **Viewing or printing a Work History Report**

#### To print a Work History Report from the Work Report Entry Screen:

Work History												
	🛛 👷 Add 😑 Deletel 🥸 Actions 😓 Add New 🕼 Copy 🝸 Filter 🛛 🔛 Soft 🔛 Columns 🔚 View Roy 🖪 Records 🖉 Export in Reports 🧉 🧑											
ł	-						1 000			-0		
			SSN	Name 🔺	Pay Code	Earning Start	Earning Stop	Base	View Report 🗲 pss	Taxed	Salary	ERPaid
	873				0 Pogular M	06/24/2024	07/21/2024		Except. Report			
		8				00/24/2021						

- 1. Click Reports
- 2. Click View Report

#### To print a Work History Report after submission:

Work History Shortcuts	Initial Work History Reports					
<ul> <li>Manual Entry</li> <li>▲ Upload a File</li> </ul>	This page shows the list of initial work history reports not already submitted by the user. On clicking Submit, I hereby certify that the foregoing report is complete and correct to the best of my knowledge.					
Menu	Division: F CITY OF A x x					
Home						
Work History Reports						
Employer Payment Remittance						
Online Payment Requests	The selected account does not currently have Work Reports that are available for editing.					
Review Payment History	3					
Process Work History Report	History 4					
Help						

- 1. From Menu, select Work History Reports
- 2. Using the drop down arrow, change the Division to police or fire
- 3. Click *History*. Once screen updates, all previously submitted reports will be listed, then click *View*.

### Entering, submitting and printing the Employer Payment Remittance Form

Once you have submitted the Work History Report, you are ready to complete and submit the Employer Payment Remittance form.



#### Employer Payment Remittance

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 mandatory under Ohio Administrative Code section 742-9-10.



smith@net.cityaoh

E-mail:

2. Verify all information in Section A is correct. A copy of this form will be sent to the E-mail address listed here.

2



```
Section B - Summary of Contributions and Deductions
```

Today's Date: 05/23/2024 Submit A Reset	summary as a .pdf after submitting	9	

- 3. In Section B, enter the actual reporting period dates
- 4. Select Standard Monthly Report
- 5. Select Payment Type and enter the payment settlement date
- 6. Enter *Gross pensionable wages*, *Member contributions*, and *Employer contributions* in the boxes provided. List both Police Officers and Firefighters amounts, if applicable.
- 7. Verify the Total contributions submitted is correct
- 8. Use the Comments box to list credits you may be using or other relevant information, if applicable
- 9. Once all information is verified, click Submit

Work History Shortcuts Manual Entry	Employer Payment Remittance Submitted
🕹 Upload a File	Your confirmation has been sent to the email address provided in Section A and a copy has been submitted to OP&F.
Menu	Print Submitted Form
Home	IMPORTANT: Submitting an Employer Payment Remittance does not send an electronic payment: please
Work History Reports	use the link below to complete the payment process.
Employer Payment Remittance	Unline Payment Requests
Online Payment Requests	To submit another Employer Payment Remittance, please use the link below. Employer Payment Remittance
Review Payment History	
Process Work History Report	
Help	To set up the ACH bank transfer

- 10. After completing Step 9, the Employer Payment Remittance Submitted screen will appear
- 11. Click *Print Submitted Form* to print a PDF version of the submitted Employer Payment Remittance
- 12. Once the Employer Payment Remittance has been submitted, you must schedule your payment by clicking on the *Online Payment Requests* link or by selecting *Online Payment Requests* from the Menu

Once you have submitted the Employer Payment Remittance, you must schedule your online payment request.

Work History Shortcuts Manual Entry Julio Julio A File	Scheduled Payments							
Menu	🖨 Print 🗬 Export							
Home	Posting Date	Prior Pay Date	Description	Amount	Bank	Payment Order Status	Payment Confirmation	
Work History Reports Employer Payment Remittance	07/30/2024	07/30/2024	June 2024 report	\$3,755.43	GENERAL ACCOUNT	Closed	0000121902	
Online Payment Requests	06/26/2024	06/26/2024	May 2024 report	\$4,330.70	GENERAL ACCOUNT	Closed	0000120424	
Process Work History Report	06/04/2024	06/04/2024	April 2024 report	\$3,547.27	GENERAL ACCOUNT	Closed	0000119619	
пер	ADD DELETE							

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.

- 1. From the Menu, select Select Online Payment Requests
- 2. Using the drop down arrow, change the Division to Remittance Payment
- 3. Click ADD and the screen below will appear

Work History Shortcuts	Scheduled Payments							
<ul> <li>Manual Entry</li> <li>Upload a File</li> </ul>	Division: REMITTA	ANCE PAYMENT		×				
Menu Home Work History Reports Employer Payment Remittance Online Payment Requests Review Payment History	Posting Date Description Amount Bank SAVE CANCEL Print Pexport	BANK NAME / IF MULTIPLE ACC	OUNTS USE	DROPDOWN TO SELE	CT			
Help	Posting Date	Prior Pay Date	•	Description	Amount	Bank	Payment Order Stat	

- 4. Enter the *Posting Date*. This is the settlement date and should be the same date that was entered on the Employer Payment Remittance form.
  - Enter the *Description* (the report month and year or any other applicable wording)
  - Enter the *Amount*. Do not enter the dollar sign (\$).
- 5. Click *SAVE* to schedule the payment. A confirmation number will appear in the pop-up banner box. Payment Order Status will be active and then closed on the date selected.

This completes the OP&F reporting process.





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www.op-f.org

Securing the future for Ohio's police and firefighters

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