

EMPLOYER

Self-Serve User Guide



Table of Contents

OP&F EMPLOYER SELF SERVICES OVERVIEW.....	3
ACCESSING EMPLOYER SELF SERVICE - INITIAL LOG IN	5
NAVIGATING WITHIN EMPLOYER SELF SERVICE	10
PROFILE	11
DIVISIONS	12
EMPLOYER AND DIVISION CONTACTS	13
REPORTS AND BILLING HISTORY.....	14
SUMMARY OF PAYMENT REMITTANCE INFORMATION FORM	15
ONLINE PAYMENT REQUESTS	17
REVIEW PAYMENT HISTORY.....	18
HELP LINKS	19
SUMMARY OF PAYMENT	20
REMITTANCE INFORMATION FORM	20
OP&F ONLINE PAYMENT SYSTEM	24
HOW TO GET SIGNED UP FOR ONLINE PAYMENT SYSTEM	26
HOW TO SCHEDULE AN ONLINE PAYMENT REQUEST.....	27
REVIEW PAYMENT HISTORY.....	28
MANUAL REPORTING	29
CREATE NEW WORK HISTORY REPORT	31
ENTER WORK HISTORY REPORT DETAILS.....	33
ENTER WORK REPORT DETAILS FOR AN EXISTING MEMBER.....	36
ENTER WORK REPORT DETAILS FOR A NEW MEMBER	37
HOW TO CREATE ADDITIONAL PAY CODE LINES FOR A MEMBER.....	38
HOW TO DELETE A DETAIL LINE.....	39
HOW TO SORT WORK REPORT	40
HOW TO RETURN TO A WORK REPORT THAT HAS NOT BEEN SUBMITTED TO OP&F	41
VIEWING WORK REPORT EXCEPTIONS	42
VIEW/PRINT A REPORT BEFORE SUBMISSION.....	45
SUBMITTING A WORK REPORT.....	46
VIEW/PRINT MANUAL REPORT AFTER SUBMISSION.....	52
IMPORTING ELECTRONIC FILES	54
UPLOAD IMPORT FILE.....	56
PROCESS WORK REPORT FILE	58
SUBMIT A WORK REPORT.....	72
VIEW/PRINT IMPORT REPORT AFTER SUBMISSION	78

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.

The screenshot shows the homepage of the Ohio Police & Fire Pension Fund (OP&F). At the top left is the OP&F logo. To the right are navigation links: Home, Calendar, Contact, and a search bar labeled "Google search OP&F". Below these are links for Retired Members, Active Members, Employers, and Information, along with a green "Log In" button. The main banner features a photo of a smiling police officer in front of Hilliard's Station. Overlaid on the right side of the banner is a blue box with the text "Next Board Meeting: June 18th and June 19th >" and "Trustee election results announced". Below this, a paragraph states: "OP&F membership elected three trustees to new four year terms which will commence June 3. The newly-elected trustees are Robert E. Britt, II (Toledo Police) representing active police officers; Stephen A. Corvi (Columbus Fire) representing active firefighters; and Marco J. Miller (Columbus Fire) representing retired firefighters." A "READ MORE" button is located at the bottom right of this text. Below the banner are four quick links: "Retired Members Quick Links" with a "Member Self-Serve Web >" link, "Active Members Quick Links" with a "Member Self-Serve Web >" link, "Employers Quick Links" with an "Employer Self-Serve Web >" link, and "Information Quick Links" with a "Board Meetings >" link.

Ohio Police & Fire Pension Fund

Home Calendar Contact Google search OP&F

Retired Members Active Members Employers Information Log In

HILLIARD'S STATION

Next Board Meeting: June 18th and June 19th >

Trustee election results announced

OP&F membership elected three trustees to new four year terms which will commence June 3. The newly-elected trustees are Robert E. Britt, II (Toledo Police) representing active police officers; Stephen A. Corvi (Columbus Fire) representing active firefighters; and Marco J. Miller (Columbus Fire) representing retired firefighters.

READ MORE

Retired Members Quick Links Member Self-Serve Web >

Active Members Quick Links Member Self-Serve Web >

Employers Quick Links Employer Self-Serve Web >

Information Quick Links Board Meetings >

Employer Payroll

[Payroll File Upload](#)
[Payment Remittance \(Recap Form\)](#)
[Contribution Rates](#)
[ACH Information](#)

Tools

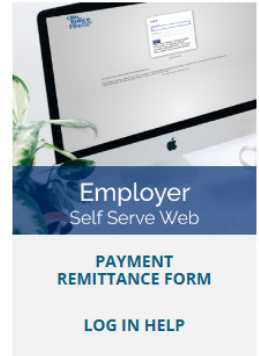
[Contributions Calculator](#)
[Earnings Period Calendar](#)
[Employer Forms](#)
[Model Pick-Up Resolutions](#)

Resources

[Dates & Deadlines](#)
[Employer Services Contacts](#)
[Employer FAQ](#)
[Employer Digest](#)
[Employer Manual](#)
[GASB](#)
[Employer Training](#)
[Reporting New Hires](#)

Employer Self Serve Web

[Log in](#)
[Payment Remittance Form](#)
[Log in Help](#)



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.

Save your work often. If your session times out, any unsaved data will be lost

[Register](#) | [Forgot Password](#)

First Time Users please register above to access your secure member information

This site is best viewed with Internet Explorer 11

OP&F Online provides general information to members regarding their interest in Ohio Police & Fire Pension Fund (OP&F). Nothing contained in these screens is meant to interpret, extend or change in any way the governing rules, regulations and policies. OP&F Online is provided as a courtesy to our members and OP&Fs statutory and administrative requirements may change. For the most up-to-date information on these benefits, please contact OP&F at 1-888-864-8363.

If you have questions about your OP&F account or need assistance accessing your online account, call a Customer Service Representative at 1-888-864-8363, Monday through Friday, 8:00 a.m. to 4:30 p.m. EST.

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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 (614) 628-8311.

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](#)

NOT available for Self-Serve Employer users

Enter User Name and click **Submit**.

Answer Security Questions

The next step in resetting your password is to answer the security questions that you entered previously.

Security Question: What is your mother's maiden name?

Answer:

Cancel

Submit


Enter answer to security question and you will receive reset successful message and will be redirected to the login screen.

Password Reset Successful

Your password has been reset. You will be redirected in a few moments.

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.



Last Logon 03/07/2019 | [Account Settings](#) | [Logout](#) | [Return To LOB](#)

9999 - CITY OF SOMEWHERE

Welcome User Employer 03/07/2019

Shortcuts

[Create New Work Report](#)

[Upload a File](#)

Menu

Home

Profile

Divisions

Employer and Division Contacts

Reports & Billing History

Summary of Payment

Remittance Information Form

Online Payment Requests

Review Payment History

Import New System Data

Help

Home

Welcome to V3 Employer Self Service.

News

Alerts

Filter Print Export

Division	Division Type	Balance
City of Somewhere	F	\$0.00
CITY OF SOMEWHERE	P	\$0.00
PAYMENT	REMITTANCE	\$0.00

Showing Records 1 - 3 of 3

This site is best viewed with Internet Explorer 11

If you have questions about your OP&F account or need assistance accessing your online account, call a Customer Service Representative at 1-888-864-8363, Monday through Friday, 8:00 a.m. to 4:30 p.m. EST.

Copyright ©2008. [www.op-f.org](#)

The **Profile** link on the Home Page will navigate the employer to the page that displays **Employer Details**.

9999 - CITY OF SOMEWHERE

Welcome User Employer 03/07/2019

Shortcuts

- Create New Work Report
- Upload a File

Menu

- Home
- Profile**
- Divisions
- Employer and Division Contacts
- Reports & Billing History
- Summary of Payment
- Remittance Information Form
- Online Payment Requests
- Review Payment History
- Import New System Data
- Help

Employer Details

Emp#: 9999

Employer Name: CITY OF SOMEWHERE

Address

Correspondence
123 Any Street
COLUMBUS, OH US 43215-0000

Phone:

Phone: (614) 222-2222 USA

Email:

Primary: croast@gmail.com

Fax:

Fax: (614) 222-2223 USA

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

9999 - CITY OF SOMEWHERE

Welcome User Employer 03/07/2019

Shortcuts

-  Create New Work Report
-  Upload a File

Menu

- Home
- Profile
- Divisions**
- Employer and Division Contacts
- Reports & Billing History
- Summary of Payment
- Remittance Information Form
- Online Payment Requests
- Review Payment History
- Import New System Data
- Help

Division

Division:

Address Information

123 Any Street
COLUMBUS, OH US 43215-0000

Phone: (614) 222-2222 USA
Primary: croast@gmail.com

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 Employer Education at (614)628-8311 if information displayed on the Profile, Division or Employer and Division Contacts pages needs to be updated.

9999 - CITY OF SOMEWHERE

Welcome 9999 EMPLOYER USER 03/25/2019

Shortcuts
 Create New Work Report
 Upload a File

Menu
Home
Profile
Divisions
Employer and Division Contacts
Reports & Billing History
Summary of Payment
Remittance Information Form
Online Payment Requests
Review Payment History
Import New System Data
Help

Division:

Employer Contacts
 Print Export


First Name	Last Name	Contact Type	Title	Phone	Phone Ext	Fax	E Mail
John	Doe	Primary Contact	Fiscal Officer				

Division Contacts

First Name	Last Name	Contact Type	Title	Phone	Phone Ext	Fax	E Mail
------------	-----------	--------------	-------	-------	-----------	-----	--------

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



Last Logon 11/19/2018 | [Account Settings](#) | [Logout](#) | [Return To LOB](#)

9999 - CITY OF SOMEWHERE

Welcome User Employer 11/20/2018

Shortcuts

[Create New Work Report](#)

[Upload a File](#)

Menu

[Home](#)

[Profile](#)

[Divisions](#)

[Employer and Division Contacts](#)

[Reports & Billing History](#)

[Summary of Payment](#)

[Remittance Information Form](#)

[Online Payment Requests](#)

[Review Payment History](#)

[Import New System Data](#)

[Help](#)

Initial Work Reports

This page shows the list of initial work reports not already submitted by the user.

Division:

The selected account does not currently have Work Reports that are available for editing. Please click the 'New Report' button if you wish to create a new Work Report to submit.

[New Report](#) [History](#)

This site is best viewed with Internet Explorer 11

If you have questions about your OP&F account or need assistance accessing your online account, call a Customer Service Representative at 1-888-864-8363, Monday through Friday, 8:00 a.m. to 4:30 p.m. EST.

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SUMMARY OF PAYMENT REMITTANCE INFORMATION FORM

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.

Shortcuts

- Create New Work Report
- Upload a File

Menu

- Home
- Profile
- Divisions
- Employer and Division Contacts
- Reports & Billing History
- Summary of Payment Remittance Information Form**
- Online Payment Requests
- Review Payment History
- Import New System Data
- Help

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

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

Employer Name:	CITY OF SOMEWHERE
Employer Code:	9999
Employer Address Line 1:	123 Any Street
Employer Address Line 2:	
Employer City:	COLUMBUS
Employer State:	OH
Employer ZIP Code:	43215
New Address:	<input type="checkbox"/>
Employer Representative:	
Title:	
New Clerk:	<input type="checkbox"/>
Employer Phone Number:	(614) 222-2222
New Number:	<input type="checkbox"/>
Employer Fax Number:	(614) 222-2223
E-mail:	croast@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
 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: OP&F, Department L - 2521, Columbus, OH 43260-2521

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 pensionable wages:	\$	\$	\$
Member contributions:	\$	\$	\$
Payroll deduction purchases:	\$	\$	\$
Employer contributions:	\$	\$	\$
Accrued liability:	\$	\$	\$
Military leave granting:	\$	\$	\$
Terminal pay contributions:	\$	\$	\$
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

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.

9999 - CITY OF SOMEWHERE

Welcome User Employer 02/19/2019

Shortcuts

Create New Work Report

Upload a File

Menu

Home

Profile

Divisions

Employer and Division Contacts

Reports & Billing History

Summary of Payment

Remittance Information Form

Online Payment Requests

Review Payment History

Import New System Data

Help

Scheduled Payments

Division: REMITTANCE PAYMENT

Print

Export

Posting Date	Prior Pay Date	Description	Amount	Bank	Payment Order Status	Payment Confirmation
--------------	----------------	-------------	--------	------	----------------------	----------------------

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.

REVIEW PAYMENT HISTORY

Past payment history may be viewed under **Review Payment History**.

9999 - CITY OF SOMEWHERE

Welcome User Employer 02/19/2019

Shortcuts

Create New Work Report

Upload a File

Menu

Home

Profile

Divisions

Employer and Division Contacts

Reports & Billing History

Summary of Payment

Remittance Information Form

Online Payment Requests

Review Payment History

Import New System Data

Help

Division: REMITTANCE PAYMENT

PrintExport

Bank	Request Date	Description	Amount
------	--------------	-------------	--------

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.

Menu

[Home](#)

[Profile](#)

[Divisions](#)

[Employer and Division Contacts](#)

[Reports & Billing History](#)

[Summary of Payment](#)

[Remittance Information Form](#)

[Online Payment Requests](#)

[Review Payment History](#)

[Import New System Data](#)

[Help](#)



- *Employer Self Service User Guide*
- *Sample Work Report with Glossary*
- *File Layout*
- *Penalty Chart*
- *How to Report Holiday Pay*

SUMMARY OF PAYMENT REMITTANCE INFORMATION FORM

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.

9999 - CITY OF SOMEWHERE

Shortcuts

-  [Create New Work Report](#)
-  [Upload a File](#)

Menu

- [Home](#)
- [Profile](#)
- [Divisions](#)
- [Employer and Division Contacts](#)
- [Reports & Billing History](#)
- [Summary of Payment Remittance Information Form](#)
- [Online Payment Requests](#)
- [Review Payment History](#)
- [Import New System Data](#)
- [Help](#)

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.

Shortcuts

- Create New Work Report
- Upload a File

Menu

- Home
- Profile
- Divisions
- Employer and Division Contacts
- Reports & Billing History
- Summary of Payment Remittance Information Form**
- Online Payment Requests
- Review Payment History
- Import New System Data
- Help

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

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

Employer Name:	CITY OF SOMEWHERE
Employer Code:	9999
Employer Address Line 1:	123 Any Street
Employer Address Line 2:	
Employer City:	COLUMBUS
Employer State:	OH
Employer ZIP Code:	43215
New Address:	<input type="checkbox"/>
Employer Representative:	
Title:	
New Clerk:	<input type="checkbox"/>
Employer Phone Number:	(614) 222-2222
New Number:	<input type="checkbox"/>
Employer Fax Number:	(614) 222-2223
E-mail:	croast@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
 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: OP&F, Department L - 2521, Columbus, OH 43260-2521

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 pensionable wages:	\$	\$	\$
Member contributions:	\$	\$	\$
Payroll deduction purchases:	\$	\$	\$
Employer contributions:	\$	\$	\$
Accrued liability:	\$	\$	\$
Military leave granting:	\$	\$	\$
Terminal pay contributions:	\$	\$	\$
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

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

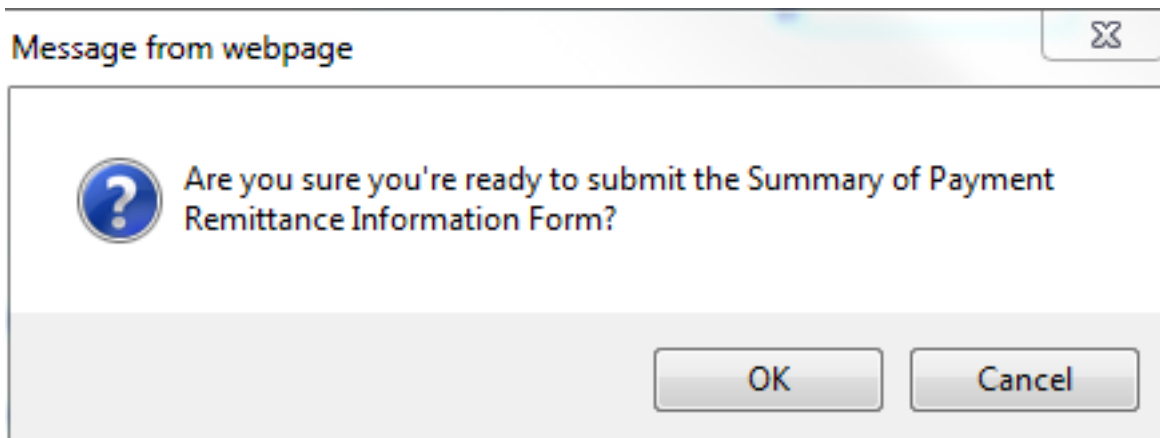
- A valid e-mail address must be entered in the E-mail field.
- If you have any changes to this section such as address, clerk or phone #'s, check the appropriate checkbox indicating a change. Also, be sure to print a change of information form, available by clicking on the *Print a Change of Information 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:



- 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.

OP&F ONLINE PAYMENT SYSTEM

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 Employer Education at 614-628-8311. 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 ensure 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 ensure 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**

9999 - CITY OF SOMEWHERE

Welcome User Employer 02/25/2019

Shortcuts

- Create New Work Report
- Upload a File

Menu

- Home
- Profile
- Divisions
- Employer and Division Contacts
- Reports & Billing History
- Summary of Payment
- Remittance Information Form
- Online Payment Requests**
- Review Payment History
- Import New System Data
- Help

Scheduled Payments

Division: **REMITTANCE PAYMENT**
P CITY OF SOMEWHERE
REMITTANCE PAYMENT

Print Export

Posting Date	Prior Pay Date	Description	Amount	Bank	Payment Order Status	Payment Confirmation
--------------	----------------	-------------	--------	------	----------------------	----------------------

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.

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.

Shortcuts

- Create New Work Report
- Upload a File

Division: REMITTANCE PAYMENT

Menu

- Home
- Profile
- Divisions
- Employer and Division Contacts
- Reports & Billing History
- Summary of Payment
- Remittance Information Form
- Online Payment Requests
- Review Payment History**
- Import New System Data
- Help

Print Export


Bank	Request Date	Description	Amount
FCB PRIMARY	03/22/2019	Feb. 2019 Emp/Emplr Rpt	\$4,547.13
FCB PRIMARY	02/20/2019	Jan. 2019 Emp/Emplr Rpt	\$4,638.23
FCB PRIMARY	01/22/2019	Dec. 2018 Emp/Emplr Rpt	\$7,241.58
FCB PRIMARY	12/20/2018	Nov. 2018 Emp/Emplr Rpt	\$5,681.91
FCB PRIMARY	11/26/2018	Oct. 2018 Emp/Emplr Rpt	\$3,801.80
FCB PRIMARY	10/24/2018	Sept. 2018 Emp/Emplr Rpt	\$4,542.38
FCB PRIMARY	09/21/2018	Aug 2018 Emp/Emplr Rpt	\$4,841.86
FCB PRIMARY	08/17/2018	July 2018 Emp/Emplr Rpt	\$4,682.02
FCB PRIMARY	07/23/2018	June 2018 Emp/Emplr Rpt	\$7,020.49

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*.



9999 - CITY OF SOMEWHERE

Shortcuts

- Create New Work Report
- Upload a File

Menu

- Home
- Profile
- Divisions
- Employer and Division Contacts
- Reports & Billing History**
- Summary of Payment
- Remittance Information Form
- Online Payment Requests
- Review Payment History
- Import New System Data
- Help

Last Logon 02/25/2019 | Account Settings | Logout | Return To LOB

Welcome User Employer 02/26/2019

Initial Work Reports

This page shows the list of initial work reports not already submitted by the user.

Division:

The selected account does not currently have Work Reports that are available for editing. Please click the 'New Report' button if you wish to create a new Work Report to submit.

This site is best viewed with Internet Explorer 11

If you have questions about your OP&F account or need assistance accessing your online account, call a Customer Service Representative at 1-888-864-8363, Monday through Friday, 8:00 a.m. to 4:30 p.m. EST.

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

Create New Work Report

Please select how you would like to create a new work report. If you want to export data from another system and you wish to upload it, click 'File Transfer'. If you want to create a new work report manually, click 'Manual Entry'.

or

Click **Manual Entry** to create a new Work History Report.

Create Work Report Online


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.

Division: P CITY OF SOMEWHERE

Agreement

To create work reports for multiple agreements, select the desired accounts in the grid and then click the 'Create Work Report' button.

 Filter  Print  Export

<input type="checkbox"/>	Account	Agreement	Last Rpt Period	Next Report Period	Roster Count	Messages
<input checked="" type="checkbox"/>	CITY OF SOMEWHERE	CITY OF SOMEWHERE POLICE BIWEEKLY 1	11/01/2018	02/01/2019 		

Showing Records 1 - 1 of 1

Generate Work 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.


ENTER WORK HISTORY REPORT DETAILS


The Work Report you requested was successfully generated.


Initial Work Reports

This page shows the list of initial work reports not already submitted by the user.

Division: P CITY OF SOMEWHERE


Filter


Print


Export

<input type="checkbox"/>	Inserted Date	Report Type	Report Identifier	Actions
<input type="checkbox"/>	03/07/2019	Regular	2018-12 9999PB1	Work Report Entry Screen

Showing Records 1 - 1 of 1

[Submit](#) [New Report](#) [History](#) [Delete](#)

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.

Employer: 9999-CITY OF SOMEWHERE Division: P CITY OF SOMEWHERE [Save](#) [Apply](#) [Cancel](#)

Criteria

Division: P CITY OF SOMEWHERE

Report Status: Initial

Identifier: 2019-02 9999PB1

Agreement: CITY OF SOMEWHERE POLICE BIWEEKLY 1

Reported Amount:

Job Category: A

Report Start Date: 02/01/2019

Member Count: 1

Row Count: 1

Work History

[Add](#) [Delete](#) [Actions](#) [Add New](#) [Copy](#) [Filter](#) [Sort](#) [Columns](#) [View Row](#) [Records](#) [Export](#) [Reports](#)

	SSN	Name	Pay Code	Earning Start	Earning Stop	Base	Hours	Gross	Taxed	Salary	ERPaid	WkrCd	Description	Status
<input checked="" type="checkbox"/>	678-90-1234	MEMBER, IMA	O-Regular	02/01/2019	02/28/2019									PEN

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	View Report – Opens up Work History Report Detail. Exception Report – Opens up Work History Exceptions Report.

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.

Earning Start	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.
Earning Stop	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.
Base	Scheduled hours
Hours	Hours paid
Gross	Pensionable gross salary
Taxed	Taxed contributions
Salary	Salary reduction contributions
ERPaid	Employer paid contributions
WrkCd	Work codes (if applicable), N, T, R, D, S, M, L, A.
Description	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).
Status	Default to PEN (Cannot be changed)

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 Employer Education at (614)628-8311.

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.
 - WkCd (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.”

Employer: 9999-CITY OF SOMEWHERE Division: P CITY OF SOMEWHERE Save Appl

Criteria

Division: P CITY OF SOMEWHERE
 Agreement: CITY OF SOMEWHERE POLICE BIWEEKLY 1
 Job Category: A
 Report Start Date: 02/01/2019
 Member Count: 0 Row Count: 0

Report Status: Initial
 Reported Amount:
 Identifier: 2019-02 9999PB1

Work History

☐ Add ☐ Delete ☐ Actions ☐ Add New ☐ Copy ☐ Filter ☐ Sort ☐ Columns ☐ View Row ☐ Records ☐ Export ☐ Reports

	SSN	Name	Pay Code	Earning Start	Earning Stop	Base	Hours	Gross	Taxed	Salary	ERPaid	WrkCd	Description
<input type="checkbox"/>	444225555	**	0-Regular	02/01/2019	02/28/2019								

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

Add New Member

Prefix:
 First Name:
 Middle:
 Last Name:
 Suffix:
 SSN:
 SB340 Indicator: ☐
 Person Code: 1924384

Date of Birth:
 * Date of Death:
 Age:
 * Sex:
 HC Identifier:
 * Status:
 Type:
 Description 1:

Marital Status:
 Marriage Date:
 Divorce Date:
 Employment Status:

New Member Address

Add

There are no address records on file.

OK Cancel

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.

Employer: 9999-CITY OF SOMEWHERE Division: P CITY OF SOMEWHERE Save Apply

Criteria

Division: P CITY OF SOMEWHERE
Agreement: CITY OF SOMEWHERE POLICE BIWEEKLY 1
Job Category: A
Report Start Date: 02/01/2019
Member Count: 0 Row Count: 0

Report Status: Initial
Reported Amount:
Identifier: 2019-02 9999PB1

Work History

+ Add - Delete ⚙️ Actions ➕ Add New 📄 Copy 🔍 Filter 📄 Sort 📄 Columns 📄 View Row 📄 Records 📄 Export 📄 Reports

	SSN	Name	Pay Code	Earning Start	Earning Stop	Base	Hours	Gross	Taxed	Salary	ERPaid	WrkCd	Description
<input type="checkbox"/>	<input checked="" type="checkbox"/>	878-90-1234	MEMBER, IMA	0-Regular	02/01/2019	02/28/2019							

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.

Employer: 9999-CITY OF SOMEWHERE

Division: P CITY OF SOMEWHERE

Save

Apply

Criteria

Division:

P CITY OF SOMEWHERE

Agreement:

CITY OF SOMEWHERE POLICE BIWEEKLY 1

Job Category:

A

Report Start Date:

02/01/2019

Member Count:

0

Row Count:

0

Report Status:

Initial

Reported Amount:

Identifier:

2019-02 9999PB1

Work History

+

Add

=

Delete

Actions

Add New

Copy

Filter

Sort

Columns

View Row

Records

Export

Reports

	SSN	Name	Pay Code	Earning Start	Earning Stop	Base	Hours	Gross	Taxed	Salary	ERPaid	WrkCd	Description
<input type="checkbox"/>	<input checked="" type="checkbox"/>	678-90-1234	MEMBER, IMA	0-Regular	02/01/2019	02/28/2019							

39

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.

[illegible]

Another way to sort is by clicking on the Sort button and checking the boxes to achieve the sort order desired.

Employer: 9999-CITY OF SOMEWHERE Division: P CITY OF SOMEWHERE

Save Apply Cancel

Criteria

Division:	P CITY OF SOMEWHERE	Report Status:	Initial	Identifier:	2019-02 0000PB1
Agreement:	CITY OF SOMEWHERE POLICE BIWEEKLY 1	Reported Amount:			
Job Category:	A				
Report Start Date:	02/01/2019				
Member Count:	1	Row Count:	1		

Work History

		Sort	Desc	Group	se	Hours	Gross	Taxed	Salary	ERPaid	WrkCd	Description	Status
<input type="checkbox"/>	SSN	Name ▲											
<input checked="" type="checkbox"/>	⚠ 078-90-1234	MEMBER, IMA											PEN

Column - (Drag to sort)

- Name ☒ ☐ ☐
- SSN ☐ ☐ ☐
- Pay Code ☐ ☐ ☐
- Earning Start ☐ ☐ ☐
- Earning Stop ☐ ☐ ☐
- Base ☐ ☐ ☐
- Hours ☐ ☐ ☐
- Gross ☐ ☐ ☐
- Taxed ☐ ☐ ☐
- Salary ☐ ☐ ☐
- ERPaid ☐ ☐ ☐
- WrkCd ☐ ☐ ☐
- Description ☐ ☐ ☐
- Status ☐ ☐ ☐

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**.

9999 - CITY OF SOMEWHERE

Shortcuts

Create New Work Report

Upload a File

Menu

Home

Profile

Divisions

Employer and Division Contacts

Reports & Billing History

Summary of Payment

Remittance Information Form

Online Payment Requests

Review Payment History

Import New System Data

Help

Initial Work Reports

This page shows the list of initial work reports not already submitted by the user.

Division: P CITY OF SOMEWHERE

Filter Print Export

	Inserted Date	Report Type	Report Identifier	Actions
<input type="checkbox"/>	03/07/2019	Regular	2019-02 9999PB1	Work Report Entry Screen

Showing Records 1 - 1 of 1

Submit New Report History Delete

This site is best viewed with Internet Explorer 11

If you have questions about your OP&F account or need assistance accessing your online account, call a Customer Service Representative at 1-888-864-8363, Monday through Friday, 8:00 a.m. to 4:30 p.m. EST.

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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**.

Employer: 9999-CITY OF SOMEWHERE Division: P CITY OF SOMEWHERE

Criteria

Division: P CITY OF SOMEWHERE
 Agreement: City of Somewhere Police Biweekly 1
 Job Category: A
 Report Start Date: 04/01/2019
 Member Count: 1 Row Count: 1

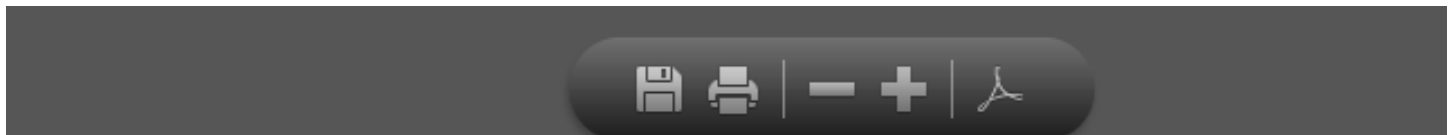
Report Status: Initial
 Reported Amount:
 Identifier: 2019-04 9999PB1

Work History

Tools: Add, Delete, Actions, Add New, Copy, Filter, Sort, Columns, View Row, Records, Export, Reports

View Report Except. Report

SSN	Name	Pay Code	Earning Start	Earning Stop	Base	Tax	Taxed	Salary	ERPaid	WkCd	Description	Status
678-90-1234	MEMBER, IMA	0-Regular	04/01/2019	04/30/2019	160.00	6853.68	839.58	0.00	0.00			PEN



Work History Exceptions Report

Employer: CITY OF SOMEWHERE - 9999

Run Date: 03/21/2019

Division: CITY OF SOMEWHERE - P

Name: MEMBER, IMA

SSN: 678-90-1234

Pay Code	Earning Start	Earning Stop	Base	Hours	Gross	Taxed	Salary	Fringe	Work Code
0-Regular	04/01/2019	04/30/2019	160	160	6853.68	839.58	0	0	
Exception	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).								

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.

Employer: 9999-CITY OF SOMEWHERE Division: P CITY OF SOMEWHERE Save Apply Cancel


Criteria

Division: P CITY OF SOMEWHERE Report Status: Initial Identifier: 2019-04 9999PB1
Agreement: City of Somewhere Police Biweekly 1 Reported Amount:
Job Category: A
Report Start Date: 04/01/2019
Member Count: 1 Row Count: 1

Work History

⊕ Add ⊖ Delete ⚙ Actions ➕ Add New 📄 Copy 🔍 Filter ⚙ Sort 📄 Columns 📄 View Row 📄 Records 📄 Export 📄 Reports

	Name	Pay Code	Earning Start	Earning Stop	Base	Hours	Gross	Taxed	Salary	ERPaid	WrkCd	Description	Status
<input checked="" type="checkbox"/>	078-90-1234 MEMBER, IMA	D-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			

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:

Messages

⚙ Sort 📄 Columns 📄 View Row 📄 Records 🖨 Print 📄 Export

Message

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).

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
Period reported is greater than 12 months
Start date is after stop date
Adjustment record: Dates not matching for X
Verify Hours Base
Hours paid reported for code X
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).
Salary contribution is not the required percent of gross amount for Earning Type X
Fringe contribution is not the required percent of gross amount for Earning Type X
Work Code entered is not D, R, N, L, M, T, A or S
Contributions reported are not the required percentage of Gross.
Hours Paid is higher than Hours Base (Please verify Hours Paid. Extra hours above base pay should be entered under the appropriate earning code).
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).
Hours Base Missing (Hours Base = member scheduled hours).
Gross amount not entered for Earning Type X
Lump Sum Dates entered for Earning Type X .If an adjustment, use proper Work Code.
Enter Lump Sum Dates for Earning Type X
Current dates entered for Earning Type X
Hours Paid missing for Earning Type 1.
Reported \$ does not equal the Total WR amount

[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.

Employer: 9999-CITY OF SOMEWHERE Division: P CITY OF SOMEWHERE

[Save](#) [Apply](#) [Cancel](#)

Criteria

Division:	P CITY OF SOMEWHERE	Report Status:	Initial	Identifier:	2019-02 9999PB1
Agreement:	CITY OF SOMEWHERE POLICE BIWEEKLY 1	Reported Amount:			
Job Category:	A				
Report Start Date:	02/01/2019				
Member Count:	1	Row Count:	1		

Work History

	SSN	Name ▲	Pay Code	Earning Start	Earning Stop	Base	Taxes	Salary	ERPaid	WrkCd	Description	Status
<input type="checkbox"/>	678-90-1234	MEMBER, IMA	D-Regular ▼	02/01/2019	02/28/2019							PEN

Note: An arrow points from the "Reports" button in the toolbar to the "View Report Except. Report" link in the first row's Description column.

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

Employer: 9999-CITY OF SOMEWHERE

Division: P CITY OF SOMEWHERE

Close

Done.

Export

Work History Report Detail

Employer:

9999 - CITY OF SOMEWHERE

Division:

P - CITY OF SOMEWHERE

Pay Period:

02/2019

Report Status:

Initial

Date Created:

03/07/2019

User Created:

9999

Method :

SS Manual

Member Count:

1

Row Count:

1

Total Member Contributions:

\$ 0.00

Employer Share of Contributions:

\$ 0.00

Total Due:

\$ 0.00

Ssn	Name	Status	Earning Start	Earning Stop	Base	Hours	Gross	Taxed	Salary	ERPaid	WrkCd	Comments
678-90-1234	MEMBER, IMA	0-Regular	02/01/19	02/28/19	0.00	0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00		

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.

9999 - CITY OF SOMEWHERE Welcome User Employer 03/07/2019

Shortcuts
Create New Work Report
Upload a File

Menu
Home
Profile
Divisions
Employer and Division Contacts
Reports & Billing History
Summary of Payment
Remittance Information Form
Online Payment Requests
Review Payment History
Import New System Data
Help

Initial Work Reports

This page shows the list of initial work reports not already submitted by the user.

Division: P CITY OF SOMEWHERE

Filter Print Export

	Inserted Date	Report Type	Report Identifier	Actions
<input type="checkbox"/>	03/07/2019	Regular	2019-02 9999PB1	Work Report Entry Screen

Showing Records 1 - 1 of 1

Submit New Report History Delete

This site is best viewed with Internet Explorer 11

If you have questions about your OP&F account or need assistance accessing your online account, call a Customer Service Representative at 1-888-864-8363, Monday through Friday, 8:00 a.m. to 4:30 p.m. EST.

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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.

Release Report

Are you sure you want to Submit this work report?

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

If there are exceptions, the following message will display.

Release Report

Work report you are about to submit contains exceptions. Would you like to review the list of exceptions?

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.

Release Report

Are you sure contributions reported match the cash being sent?

Total Member Contributions:
\$0.00

Employer Share of Contributions:
\$0.00

Total Due:
\$0.00

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

Release Report

I hereby certify that the foregoing payroll report is true, complete and reported in accordance with OP&F's laws and administrative rules, that all employees required to participate in OP&F in accordance with the OP&F's laws and rules are shown hereon, and OP&F will rely on such certification for purposes of the determining named employee's service credit, pension or disability benefits and tax reporting.

Please note that by clicking "OK," the report will be submitted to OP&F and no changes can be made to the report.

Ok Cancel

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.

Release Report

Your payroll report has been submitted to OP&F. Please note, however, that the submitted report is subject to OP&F's review and acceptance and issues can arise at a later time if additional information is discovered.

OP&F reserves its right to issue a 30-day notice of non-compliance for any non-conforming report and to assess penalties for any such report that is not corrected within the cure period. OP&F also reserves its right to assess penalties for any report that is not timely submitted to OP&F.

Ok

Click **OK**.

Release Report

You will now be directed to the Summary of Payment Remittance Information Form page. If you have additional work history reports to submit for another division or agreement, please select Cancel.

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).

Shortcuts

- Create New Work Report
- Upload a File

Menu

- Home
- Profile
- Divisions
- Employer and Division Contacts
- Reports & Billing History
- Summary of Payment Remittance Information Form
- Online Payment Requests
- Review Payment History
- Import New System Data
- Help

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

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

Employer Name:	CITY OF SOMEWHERE
Employer Code:	9999
Employer Address Line 1:	123 Any Street
Employer Address Line 2:	
Employer City:	COLUMBUS
Employer State:	OH
Employer ZIP Code:	43215
New Address:	<input type="checkbox"/>
Employer Representative:	
Title:	
New Clerk:	<input type="checkbox"/>
Employer Phone Number:	(614) 222-2222
New Number:	<input type="checkbox"/>
Employer Fax Number:	(614) 222-2223
E-mail:	croast@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
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: OP&F, Department L - 2521, Columbus, OH 43260-2521

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 pensionable wages:	\$	\$	\$
Member contributions:	\$	\$	\$
Payroll deduction purchases:	\$	\$	\$
Employer contributions:	\$	\$	\$
Accrued liability:	\$	\$	\$
Military leave granting:	\$	\$	\$
Terminal pay contributions:	\$	\$	\$
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: 03/07/2019

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

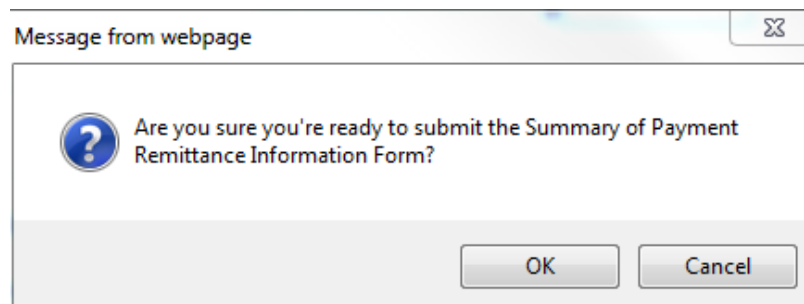
- A valid e-mail address must be entered in the E-mail field.
- If you have any changes to this section such as address, clerk or phone #'s, check the appropriate checkbox indicating a change. Also, be sure to print a change of information form, available by clicking on the *Print a Change of Information 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:



- 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

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

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

9999 - CITY OF SOMEWHERE Welcome 9999 EMPLOYER USER 03/19/2019

Shortcuts

- Create New Work Report
- Upload a File

Menu

- Home
- Profile
- Divisions
- Employer and Division Contacts
- Reports & Billing History**
- Summary of Payment
- Remittance Information Form
- Online Payment Requests
- Review Payment History
- Import New System Data
- Help

Initial Work Reports

This page shows the list of initial work reports not already submitted by the user.

Division: P CITY OF SOMEWHERE

The selected account does not currently have Work Reports that are available for editing. Please click the 'New Report' button if you wish to create a new Work Report to submit.

New Report History ←

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

9999 - CITY OF SOMEWHERE Welcome 9999 EMPLOYER USER 03/19/2019

Shortcuts

- Create New Work Report
- Upload a File

Menu

- Home
- Profile
- Divisions
- Employer and Division Contacts
- Reports & Billing History**
- Summary of Payment
- Remittance Information Form
- Online Payment Requests
- Review Payment History
- Import New System Data
- Help

Work Report History

This page shows the list of initial work reports already submitted by the user.

Division: P CITY OF SOMEWHERE

Date Range: All Time Type: All

Filter Print Export

Inserted Date	Period	Type	Report Identifier	Actions
03/19/2019	02/01/2019	Regular	2019-02 9999PB1	View
03/19/2019	01/01/2019	Regular	2019-01 9999PB1	View

Showing Records 1 - 2 of 2

Back

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

Criteria

Division: P CITY OF SOMEWHERE Report Status: Prebill Identifier: 2019-02 9999PB1

Agreement: City of Somewhere Police Biweekly 1 Reported Amount: \$0.00

Job Category: A

Report Start Date: 02/01/2019

Member Count: 1 Row Count: 1

Work History

Actions Add New Copy Filter Sort Columns View Row Records Export Reports

	SSN	Name	Pay Code	Earning Start	Earning Stop	Base	Hours	Taxed	Salary	ERPaid	WkCd	Description	Status
<input checked="" type="checkbox"/>	678-90-1234	MEMBER, IMA	0-Regular	02/01/2019	02/28/2019	160.00	160.00		500.00				PEN
						160.00	160.00	5,000.00	500.00				

Under **Reports** on the tool bar, click on **View Report**.



Work History Report Detail

Employer:	9999 - CITY OF SOMEWHERE	Member Count:	1
Division:	P - CITY OF SOMEWHERE	Row Count:	1
Pay Period:	04/2019	Total Member Contributions:	\$ 839.58
Report Status:	Initial	Employer Share of Contributions:	\$ 1,336.47
Date Created:	03/21/2019	Total Due:	\$ 2,176.05
User Created:	RLANE		
Method :	OPF Transfer		

Ssn	Name	Status	Earning Start	Earning Stop	Base	Hours	Gross	Taxed	Salary	ERPaid	WrkCd	Comments
678-90-1234	MEMBER, IMA	0-Regular	04/01/19	04/30/19	160.00	160.00	\$ 6,853.68	\$ 839.58	\$ 0.00	\$ 0.00		

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

IMPORTING ELECTRONIC FILES

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 (614) 628-8311.

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.

9999 - CITY OF SOMEWHERE Welcome 9999 EMPLOYER USER 03/19/2019

Shortcuts

- Create New Work Report
- Upload a File

Menu

- Home
- Profile
- Divisions
- Employer and Division Contacts
- Reports & Billing History
- Summary of Payment
- Remittance Information Form
- Online Payment Requests
- Review Payment History
- Import New System Data**
- Help

Uploaded Files

For a report to be considered received by OP&F ALL 3 STEPS must be completed.

1. Upload file: File has not been transmitted to OP&F.
2. Process file: File has been transmitted to OP&F but must be submitted to complete the process.
3. **Submit file.** Proceed to the Report and Billing History by clicking here.

Status: All Date Range: All Time

Print Export New Refresh

Date	Type	Description	Status	Records	Action
Showing Records 1 - 0 of 0					

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.

9999 - CITY OF SOMEWHERE Welcome 9999 EMPLOYER USER 03/19/2019

Shortcuts

- Create New Work Report
- Upload a File

Menu

- Home
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- Employer and Division Contacts
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- Summary of Payment
- Remittance Information Form
- Online Payment Requests
- Review Payment History
- Import New System Data**
- Help

Upload a File

Division: CITY OF SOMEWHERE Description:

Import Description: Self Service Employer Work Report Import

File Name: Browse... Upload

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*.

Uploaded Files

For a report to be considered received by OP&F ALL 3 STEPS must be completed.

- 1. Upload file: File has not been transmitted to OP&F.
- 2. Process file: File has been transmitted to OP&F but must be submitted to complete the process.
- 3. **Submit file.** Proceed to the Report and Billing History by clicking here.

Status:

All

Date Range:

All Time

New

Refresh

Print Export

Date	Type	Description	Status	Records	Action
03/19/2019	Self Service Employer Work Report Import	9999PB1 03312019	Not Processed	2	Details / Process

Showing Records 1 - 1 of 1

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.



STEP II – PROCESS FILE


Uploaded Files

For a report to be considered received by OP&F ALL 3 STEPS must be completed.

1. Upload file: File has not been transmitted to OP&F.
2. Process file: File has been transmitted to OP&F but must be submitted to complete the process.
3. **Submit file.** Proceed to the Report and Billing History by clicking here.

Status: 
 Date Range: 

 Print  Export

Date	Type	Description	Status	Records	Action
03/19/2019	Self Service Employer Work Report Import	9999PB1 03312019	Not Processed	2	Details / Process

Showing Records 1 - 1 of 1

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).

Uploaded Files

For a report to be considered received by OP&F ALL 3 STEPS must be completed.
1. Upload file: File has not been transmitted to OP&F.
2. Process file: File has been transmitted to OP&F but must be submitted to complete the process.
3. **Submit file.** Proceed to the Report and Billing History by clicking here.

Status:

All

Date Range:

All Time

New

Refresh

Print Export

Date	Type	Description	Status	Records	Action
03/19/2019	Self Service Employer Work Report Import	9999PB1 03312019	Processed Successfully	2	Details / Process

Showing Records 1 - 1 of 1

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.







Division: CITY OF SOMEWHERE - P

Run Date: 03/21/2019

Name: MEMBER, IMA

Pay Code

Age	Hours	Grade
-----	-------	-------

[illegible]

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

Employer: 9999-CITY OF SOMEWHERE Division: P CITY OF SOMEWHERE Save Apply Cancel

Criteria


Division: P CITY OF SOMEWHERE
 Agreement: City of Somewhere Police Biweekly 1
 Job Category: A
 Report Start Date: 04/01/2019
 Member Count: 1 Row Count: 1

Report Status: Initial
 Reported Amount:
 Identifier: 2019-04 9999PB1

Work History

☐ Add ☐ Delete ☐ Actions ☐ Add New ☐ Copy ☐ Filter ☐ Sort ☐ Columns ☐ View Row ☐ Records ☐ Export ☐ Reports

	SSN	Name	Pay Code	Earning Start	Earning Stop	Base	Hours	Gross	Taxed	Salary	ERPaid	WkCd	Description	Status
<input type="checkbox"/>	878-90-1234	MEMBER, IMA	D-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			

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:

Messages

☐ Sort ☐ Columns ☐ View Row ☐ Records ☐ Print ☐ Export

Message

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).

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
Period reported is greater than 12 months
Start date is after stop date
Adjustment record: Dates not matching for X
Verify Hours Base
Hours paid reported for code X
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).
Salary contribution is not the required percent of gross amount for Earning Type X
Fringe contribution is not the required percent of gross amount for Earning Type X
Work Code entered is not D, R, N, L, M, T, A or S
Contributions reported are not the required percentage of Gross.
Hours Paid is higher than Hours Base (Please verify Hours Paid. Extra hours above base pay should be entered under the appropriate earning code).
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).
Hours Base Missing (Hours Base = member scheduled hours).
Gross amount not entered for Earning Type X
Lump Sum Dates entered for Earning Type X .If an adjustment, use proper Work Code.
Enter Lump Sum Dates for Earning Type X
Current dates entered for Earning Type X
Hours Paid missing for Earning Type 1.
Reported \$ does not equal the Total WR amount

FILE PROCESSED WITH ERRORS – REPROCESSING

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

9999 - CITY OF SOMEWHERE

Welcome 9999 EMPLOYER USER 03/20/2019

Shortcuts

Create New Work Report

Upload a File

Menu

Home

Profile

Divisions

Employer and Division Contacts

Reports & Billing History

Summary of Payment

Remittance Information Form

Online Payment Requests

Review Payment History

Import New System Data

Help

Uploaded Files

For a report to be considered received by OP&F ALL 3 STEPS must be completed.

1. Upload file: File has not been transmitted to OP&F.

2. Process file: File has been transmitted to OP&F but must be submitted to complete the process.

3. **Submit file.** Proceed to the Report and Billing History by clicking here.

Status: All

Date Range: All Time

New Refresh

Print Export

Date	Type	Description	Status	Records	Action
03/20/2019	Self Service Employer Work Report Import	9999PB1 90430201	Processed with Errors	2	Details / Process
03/19/2019	Self Service Employer Work Report Import	9999PB1 03312019	Processed Successfully	2	Details / Process

Showing Records 1 - 2 of 2

If a file Processes with Errors, click on **Details** under **Action** on the menu bar.

Uploaded File

Import Header Id: 396204

Seq No From:

Seq No To:

Load Date: Mar 21, 2019

Type: Self Service Employer Work Report Import

Process Start: Mar 21, 2019

Status: Processed with Errors

Process Stop Date: Mar 21, 2019

Description: 9999PB1 04302019

Progress Rpt:

Import Details

All

Search Field: Search Text:

Filter

Process

View Errors

Refresh

Filter

Print

Export

<input type="checkbox"/>	Header SeqNo	Data String
<input type="checkbox"/>	1	00000000019999PCITY OF SOMEWHERE 04012019043020199999PB1 000001000X

Showing Records 1 - 1 of 1

FilterMo

Print

Export

<input type="checkbox"/>	Seq No	Import Detail Status	Resubmit Flag	HEADER ID	ADJUSTMENT FLAG	PICKUP TYPE	SSN	LAST NAME	FIRST NAME
<input type="checkbox"/>	2	Not Processed	<input checked="" type="checkbox"/>	0000000001	N	A	678901234	MEMBER	IMA

Back

Save

On this screen, you can view the errors by clicking on the **View Errors** button.

Errors

Print Export				
Seq No	Reject No	Data String	Msgid	Msg Params
1	1	00000000019999PCITY OF SOMEWHERE 04012019043020199999PB1 000001000005853680000083958000000000000000000	Invalid_total_gross_salary	Actual gross salary total does not match reported total gross salary. Header Amount = \$5853.68 yet Detail Sum Amount = \$6853.68

Exceptions

Close

After viewing error description, click **Close** and you will be returned the to screen where correction may be made.

Uploaded File

Import Header Id: 396204

Seq No From:

Load Date: Mar 21, 2019

Type: Self Service Employer Work Report Import

Status: Processed with Errors

Description: 9999PB1 04302019

Import Details

[illegible]

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**)

Uploaded Files

For a report to be considered received by OP&F ALL 3 STEPS must be completed.

1. Upload file: File has not been transmitted to OP&F.
2. Process file: File has been transmitted to OP&F but must be submitted to complete the process.
3. **Submit file.** Proceed to the Report and Billing History by clicking here.

Status: All
 Date Range: All Time

[New](#) [Refresh](#)

[Print](#) [Export](#)

Date	Type	Description	Status	Records	Action
03/21/2019	Self Service Employer Work Report Import	9999PB1 05302019	Processed with Errors	2	Details / Process

If a file Processes with Errors, click on **Details** under **Action** on the menu bar.

Uploaded File

Import Header Id: 396207

Seq No From:

Seq No To:

Load Date: Mar 21, 2019

Type: Self Service Employer Work Report Import

Process Start: Mar 21, 2019

Status: Processed with Errors

Process Stop Date: Mar 21, 2019

Description: 9999PB1 05302019

Progress Rpt:

Import Details

All
 Search File: Search Text: [Filter](#)

[Process](#) [View Errors](#) [Refresh](#)

[Filter](#) [Print](#) [Export](#)

<input type="checkbox"/>	Header SeqNo	Data String
<input type="checkbox"/>	1	00000000019999PCITY OF SOMEWHERE 05012019053020199999PB1 0000010000

Showing Records 1 - 1 of 1

[Filter](#) [Print](#) [Export](#)

<input type="checkbox"/>	Seq No	Import Detail Status	Resubmit Flag	HEADER ID	ADJUSTMENT FLAG	PICKUP TYPE	SSN	LAST NAME	FIRST NAME
<input type="checkbox"/>	2	Not Processed	<input checked="" type="checkbox"/>	0000000001	N	A	678901234	MEMBER	IMA

[Back](#) [Save](#)

On this screen, you can view the errors by clicking on the **View Errors** button.

Errors

 Print  Export

Seq No	Reject No	Data String	Msgid	Msg Params
1	1	00000000019999PCITY OF SOMEWHERE 05012019053020199999PB1 000001000006853680000083958000000000000000000	Invalid_total_emp_reduction_deductions	Actual Employee salary Reduction deductions total does not match reported total employee salary reduction deductions.

Exceptions

Close

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.

Uploaded File

Import Header Id: 396207

Seq No From:

Seq No To:

Load Date: Mar 21, 2019

Type: Self Service Employer Work Report Import

Process Start: Mar 21, 2019

Status: Processed with Errors

Process Stop Date: Mar 21, 2019

Description: 9999PB1 05302019

Progress Rpt:

Import Details

All
Search Field: Search Text:

<input type="checkbox"/>	Header SeqNo	Data String
<input type="checkbox"/>	1	00000000019999PCITY OF SOMEWHERE 05012019053020199999PB1 0000010000

Showing Records 1 - 1 of 1

EARNING PERIOD BEGIN DATE	EARNING_PERIOD_END_DATE	NUMBER SIGN 01	HOURS BASE	HOURS PAID	NUMBER SIGN 02	GROSS SALARY	NUMBER SIGN 03	TAXED EMPLOYEE DEDUCTIONS	NUMBER SIGN 04	SALARY REDUCTION EMPLOYER PICKUP DEDUCTIONS	NUMBER SIGN 05	FRINGE EMPLO PICKUP CONTR
05012019	05302019	+	016000	016000	+	0685368	+	083958	+	o00000	+	000000

Corrections may be made in the field with the error. Scroll over to the Salary Reduction field and type over the 'o' 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.**)

Exception Messages
Header id is invalid.
Header id is missing.
Division code is invalid
Employer code is missing
Billing entity is missing
Pay period begin Date is in the incorrect format.
Pay period begin date is missing
Pay period end Date is in the incorrect format.
Pay period end date is missing
Pay period begin date is after pay period end date
Work reports may not be submitted for a reporting period prior to January 2009.
A work report has already been generated for the specified pay period. If you need to resubmit this report please contact your Payroll Specialist.
Agreement code reported is not valid.
Agreement code reported X is missing
No contract found with the reported agreement code and pay period date range.
Detail record count specified in header is X. It does not match with the actual count
Detail record count in header record is not numeric.
Total gross salary amount in header record is not numeric.
Total employee deduction amount in header record is not numeric.
Total salary reductions employer pickup deductions amount in header record is not numeric.
Total fringe benefit employer pickup contributions in header record is not numeric.
Actual gross salary total does not match reported total gross salary.
Actual taxed employee deductions total does not match reported total taxed employee deductions.
Actual Employee salary Reduction deductions total does not match reported total employee salary reduction deductions.
Actual Employer fringe benefit contributions total does not match reported total employer fringe benefit contributions.
Another record for this SSN has an error
Error occurred in SSN related record Seq No = X
Header id in detail record does not match header id in header record.
Pickup type is missing.

Pickup type is not set up under Admin> Maintenance > Status Pay Codes
SSN is missing
SSN is in the invalid format
Reported Work Report status is not setup
Earning type is missing
Earning type is not setup under that pickup type in Admin> Maintenance> Status Pay Codes.
Gross amount not entered for earning type X
Earning type X Note: Should only get on earning types 0 or 2 or 7 or 9.
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.)
Earning period Begin date is in the incorrect format
Earning period begin date is missing
Earning period end date is in the incorrect format
Earning period end date is missing
Earning period begin date is after earning period end date
Value other than + or - is entered
Hours base is in the incorrect format.
Hours paid is in the incorrect format.
Pay code is "0" and Hours Base OR Hours Paid has no Value
Gross salary is in the incorrect format.
Taxed Employee deductions is in the incorrect format.
Salary reduction employee pickup deduction is in the incorrect format.
Fringe benefit employer pickup contributions is in the incorrect format.
Numeric value not allowed in work code field.
V3 Internal System Error, please contact Vitech Helpdesk - Adjustment record exists without an original record
This record is a duplicate of another Record on the file.
No participation found for the employer with reported agreement and earnings date range
This detail record could not be processed because the Header record failed
There is no detail record in submitted file.

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.

Shortcuts

- Create New Work Report
- Upload a File

Menu

- Home
- Profile
- Divisions
- Employer and Division Contacts
- Reports & Billing History**
- Summary of Payment
- Remittance Information Form
- Online Payment Requests
- Review Payment History
- Import New System Data
- Help

Initial Work Reports

This page shows the list of initial work reports not already submitted by the user.

Division:

Filter Print Export

	Inserted Date	Report Type	Report Identifier	Actions
<input type="checkbox"/>	03/21/2019	Regular	2019-04 9999PB1	Work Report Entry Screen
<input type="checkbox"/>	03/21/2019	Regular	2019-03 9999PB1	Work Report Entry Screen

Showing Records 1 - 2 of 2

Submit New Report History Delete

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

Criteria

Division: Report Status: Identifier:

Agreement: Reported Amount:

Job Category:

Report Start Date:

Member Count: Row Count:

Work History

View Report Except Report

	SSN	Name	Pay Code	Earning Start	Earning Stop	Base	Hours	Taxed	Salary	ERPaid	WrkCd	Description	Status
<input type="checkbox"/>	678-90-1234	MEMBER, IMA	O-Regular	02/01/2019	02/28/2019	160.00	160.00	5,000.00	500.00				PEN

To print the report, click on **View Report**.

Save Print + - PDF

Work History Report Detail

Employer: 9999 - CITY OF SOMEWHERE Member Count: 1

Division: P - CITY OF SOMEWHERE Row Count: 1

Pay Period: 04/2019 Total Member Contributions: \$ 839.58

Report Status: Initial Employer Share of Contributions: \$ 1,336.47

Date Created: 03/21/2019 Total Due: \$ 2,176.05

User Created: RLANE

Method: OPF Transfer

Ssn	Name	Status	Earning Start	Earning Stop	Base	Hours	Gross	Taxed	Salary	ERPaid	WrkCd	Comments
678-90-1234	MEMBER, IMA	O-Regular	04/01/19	04/30/19	160.00	160.00	\$ 6,853.68	\$ 839.58	\$ 0.00	\$ 0.00		

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

SUBMIT A WORK REPORT

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.

Shortcuts

- Create New Work Report
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- Review Payment History
- Import New System Data
- Help

Initial Work Reports

This page shows the list of initial work reports not already submitted by the user.

Division: P CITY OF SOMEWHERE

Filter Print Export

	Inserted Date	Report Type	Report Identifier	Actions
<input type="checkbox"/>				
<input checked="" type="checkbox"/>	03/21/2019	Regular	2019-04 9999PB1	Work Report Entry Screen

Showing Records 1 - 1 of 1

Submit New Report History Delete

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.

Release Report

Are you sure you want to Submit this work report?

Ok

Cancel

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

If there are exceptions, the following message will display.

Release Report

Work report you are about to submit contains exceptions. Would you like to review the list of exceptions?

Ok

No - Continue

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.

Release Report

Are you sure contributions reported match the cash being sent?

Total Member Contributions:
\$0.00

Employer Share of Contributions:
\$0.00

Total Due:
\$0.00

Ok

Cancel

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

Release Report

I hereby certify that the foregoing payroll report is true, complete and reported in accordance with OP&F's laws and administrative rules, that all employees required to participate in OP&F in accordance with the OP&F's laws and rules are shown hereon, and OP&F will rely on such certification for purposes of the determining named employee's service credit, pension or disability benefits and tax reporting.

Please note that by clicking "OK," the report will be submitted to OP&F and no changes can be made to the report.

Ok Cancel

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.

Release Report

Your payroll report has been submitted to OP&F. Please note, however, that the submitted report is subject to OP&F's review and acceptance and issues can arise at a later time if additional information is discovered.

OP&F reserves its right to issue a 30-day notice of non-compliance for any non-conforming report and to assess penalties for any such report that is not corrected within the cure period. OP&F also reserves its right to assess penalties for any report that is not timely submitted to OP&F.

Ok

Click **OK**.

Release Report

You will now be directed to the Summary of Payment Remittance Information Form page. If you have additional work history reports to submit for another division or agreement, please select Cancel.

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).

Shortcuts

- Create New Work Report
- Upload a File

Menu

- Home
- Profile
- Divisions
- Employer and Division Contacts
- Reports & Billing History
- Summary of Payment Remittance Information Form
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- Help

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

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

Employer Name:	CITY OF SOMEWHERE
Employer Code:	9999
Employer Address Line 1:	123 Any Street
Employer Address Line 2:	
Employer City:	COLUMBUS
Employer State:	OH
Employer ZIP Code:	43215
New Address:	<input type="checkbox"/>
Employer Representative:	
Title:	
New Clerk:	<input type="checkbox"/>
Employer Phone Number:	(614) 222-2222
New Number:	<input type="checkbox"/>
Employer Fax Number:	(614) 222-2223
E-mail:	croast@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
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: OP&F, Department L - 2521, Columbus, OH 43260-2521

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 pensionable wages:	\$	\$	\$
Member contributions:	\$	\$	\$
Payroll deduction purchases:	\$	\$	\$
Employer contributions:	\$	\$	\$
Accrued liability:	\$	\$	\$
Military leave granting:	\$	\$	\$
Terminal pay contributions:	\$	\$	\$
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: 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

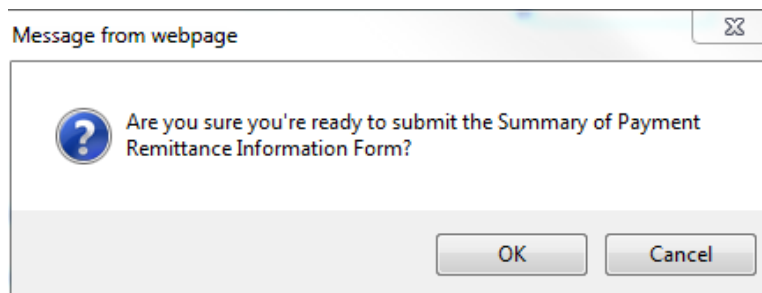
- A valid e-mail address must be entered in the E-mail field.
- If you have any changes to this section such as address, clerk or phone #'s, check the appropriate checkbox indicating a change. Also, be sure to print a change of information form, available by clicking on the Print a Change of Information 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:



- 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.

Shortcuts

- Create New Work Report
- Upload a File

Menu

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Initial Work Reports

This page shows the list of initial work reports not already submitted by the user.

Division: P CITY OF SOMEWHERE

Filter Print Export

	Inserted Date	Report Type	Report Identifier	Actions
<input type="checkbox"/>	03/21/2019	Regular	2019-04 9999PB1	Work Report Entry Screen

Showing Records 1 - 1 of 1

Submit New Report History Delete

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

Work Report History

This page shows the list of initial work reports already submitted by the user.

Division: P CITY OF SOMEWHERE

Date Range: All Time Type: All

Filter Print Export

Inserted Date	Period	Type	Report Identifier	Actions
03/19/2019	02/01/2019	Regular	2019-02 9999PB1	View
03/19/2019	01/01/2019	Regular	2019-01 9999PB1	View

Showing Records 1 - 2 of 2

Back

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.

Criteria

Division: P CITY OF SOMEWHERE
Agreement: City of Somewhere Police Biweekly 1
Job Category: A
Report Start Date: 02/01/2019
Member Count: 1 Row Count: 1

Report Status: Prebill
Reported Amount: \$0.00
Identifier: 2019-02 9999PB1

Work History

Add Delete Actions Add New Copy Filter Sort Columns View Row Records Export Reports

	SSN	Name	Pay Code	Earning Start	Earning Stop	Base	Hours	Taxed	Salary	ERPaid	WrkCd	Description	Status
<input type="checkbox"/>	678-90-1234	MEMBER, IMA	0-Regular	02/01/2019	02/28/2019	160.00	160.00		500.00				PEN
						160.00	160.00	6,000.00	500.00				

View Report Except Report

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



Work History Report Detail

Employer:	9999 - CITY OF SOMEWHERE	Member Count:	1
Division:	P - CITY OF SOMEWHERE	Row Count:	1
Pay Period:	04/2019	Total Member Contributions:	\$ 839.58
Report Status:	Initial	Employer Share of Contributions:	\$ 1,336.47
Date Created:	03/21/2019	Total Due:	\$ 2,176.05
User Created:	RLANE		
Method :	OPF Transfer		

Ssn	Name	Status	Earning Start	Earning Stop	Base	Hours	Gross	Taxed	Salary	ERPaid	WrkCd	Comments
678-90-1234	MEMBER, IMA	0-Regular	04/01/19	04/30/19	160.00	160.00	\$ 6,853.68	\$ 839.58	\$ 0.00	\$ 0.00		

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