



The quarterly newsletter for employers of Ohio Police & Fire Pension Fund members

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Fix available for Web Employer Self-Service issue

How to resolve until permanent fix is implemented

A temporary fix has been implemented for OP&F Web Self-Service employers who have encountered difficulties submitting payroll data. This issue has hindered the successful submission of payroll files.

The specific problem with the import files has been when the employer processes the uploaded file, only some of the individual records are processing. The remaining records do not process, despite the on screen message that indicates the file has been processed successfully. When the user tries to reprocess the file, the on screen message indicates that a work report has already been generated for the specified pay period.

If this issue occurs, please take the following steps:

- Access the Reports and Billing History option under the Menu on the left side of the home screen;
- Delete the report that is only partially processed;
- Access the link Import New System Data. This is also under the Menu heading;
- Using the same file that previously processed with errors, left-click on the process box. Be sure to click on this box only once;
- Left-click on the refresh box. You will need to click on this box multiple times until you see that the file has processed successfully;
- You can now access the processed report under the Reports and Billing History link. Then you can review the report before submitting it.

OP&F apologizes for any inconvenience this technical issue has caused and will inform employers as soon as this problem has been permanently resolved. Meanwhile, please contact John Davis in Employer Education at 1-888-864-8363 with any questions or for assistance.

New payroll officers should notify OP&F

Periodically, personnel changes occur at one of OP&F's more than 900 employers. This results in a new payroll officer responsible for reporting information and making payments to OP&F.

Whenever there is a change in contact information involving the primary payroll contact, it is vital that this is reported promptly to OP&F. This notification will enable OP&F to contact the new payroll staff so that training can be set up. It will also help OP&F to avoid attempts to contact a person that is no longer employed by the employer entity.

If OP&F does not have current contact information, efforts to obtain needed payroll information or payments will be hindered. All too often, penalties result when the current contact information is unavailable.

OP&F has created the Employer Information form so that employers can communicate payroll personnel changes quickly and efficiently. The form contains sections on primary contact information including name, address, job title, phone, fax, and email. There is also a section on secondary contact information, if applicable.

Keeping OP&F current on payroll reporting contacts will enhance efficiency, and ease the transition whenever there is turnover in reporting personnel.

The Employer Information form is available on the OP&F website under Employers/Forms/Employer Information. The completed form can be scanned, faxed or emailed to OP&F.

Security measures – backing up files

Just as OP&F implements security measures for member information, employers are responsible for the internal maintenance and security of any sensitive and confidential data. Information not only needs to be protected but secured or backed up, so it will not be lost or compromised. The following article is from a recent Securing The Human, security awareness newsletter.

Sooner or later, you most likely will have something go wrong with your computer, tablet or smart phone and lose your personal files, documents or photos. At times like these, backups are often the only way you can rebuild your digital life.

What to back up and when

When you lose important data, you can recover that data from backup files. There are two approaches on deciding what to backup: specific data that is important to you; or everything, including your operating system. The first approach streamlines backups and saves hard drive space; however, the second is simpler and more comprehensive.

Your next decision will be how frequently to back up your data. For home use, personal backup programs, such as Apple's Time Machine or Microsoft's Windows Backup and Restore, allow you to create an automatic set it and forget it backup schedule. These solutions silently back up your data throughout the day while you are working on or away from your computer. Other solutions offer continuous protection, in which new or altered files are immediately backed up as soon as they're closed.

How to back up

There are two ways to back up your data: physical media or cloud-based storage. Physical media is any type of hardware, such as DVDs, USB drives or external hard drives. The problem with physical media is if your location has a disaster (such as a fire or theft), then not only can you lose your computer, but the backups as well. As such, you should have a plan to store copies of your backup off-site in a secure location. If stored off-site, be sure you label them with what was backed up and when. For extra security, encrypt your backups.

Cloud-based solutions are different. This is a service where your files are stored somewhere on the Internet. Depending on how much data you back up, this may be a paid service. It works by installing a program that automatically backs up your files. The advantage with this solution is that since your backups are in the cloud, your backups are still safe if a disaster happens to your house. In addition,

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Changes made to Recap form

OP&F has recently made changes to the Summary of Payment Remittance Information Form, commonly referred to as the Recap, as well as revisions to the document called The Summary of Payment Remittance Information form – helpful tips.

The Summary of Payment Remittance Information form needs to accompany all payments made to OP&F, whether these payments are made by check, ACH debit, or wire. This form assists OP&F in processing employer payments accurately and quickly. This in turn, expedites the updating of member accounts so that they are as current as possible.

The improvements to the Recap included making it a PDF file that can be filled out online and saved to a hard drive. Additionally, the delivery information on the form has been expanded to include the Huntington National Bank Lockbox address as well as the email address where the Recap can be sent, if applicable.

The Helpful Tips document provides additional written guidance on how to complete the Recap, including what to do when employers have an unusual payment to make, such as the case when an employer has a credit to apply from a prior month or when employers are making additional payments to cover prior earning periods after an error is discovered in the original payroll report.

The Recap includes fields for any type of payment employers need to make, including employee contributions, employer contributions, payroll deduction purchases for members buying prior service, and penalties.

The Recap and the "Helpful Tips" can be accessed on the OP&F website under Employers/Forms. Please call John Davis, Employer Education Manager, at 1-888-864-8363 if you have any questions or need more information.

Employer Services contact list

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

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

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



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Fax: (614) 628-1777
TTY: (614) 221-3846
E-mail: questions@op-f.org
Business Hours: Monday-Friday, 8 a.m.-4:30 p.m. EST

Executive Director
John J. Gallagher, Jr.

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

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Security measures – backing up files *Continued from Page 2*

you can access your backups, or often even just individual files, from almost anywhere. The disadvantage is cloud-based backups (and recovery) can be slower, especially if you have a large amount of data.

Don't forget your mobile devices. The advantage with mobile devices is that most of your data is already stored in the cloud, such as your email, calendar events or contacts. However, you may have information that is not stored in the cloud, such as your mobile app configurations, recent photos and system preferences. By backing up your mobile device, not only do you preserve this information, but it is also easier to rebuild a device, such as when you upgrade to a new one.

Important dates and deadlines

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

May

May 15: 1st Semi-Annual Accrued Liability Bills.

May 31: OP&F Payroll deductions, member and employer contributions and payroll reports for April 2016.

June

June 30: OP&F Payroll deductions, member and employer contributions and payroll reports for May 2016.

July

July 31: OP&F Payroll deductions, member and employer contributions and payroll reports for June 2016.

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

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