UAN Guide – OP&F Work History Report 2026 Transition

Who is this for?

This guide is for employers that have Ohio Police & Fire Pension Fund (OP&F) members who are paid wages using UAN Payroll. Disregard this guide if one of the following applies:

A. You do not pay wages to any OP&F members **or**
B. You have OP&F members but do not use UAN's Payroll menu to post wages i.e., you process wages through UAN Accounting and/or a third-party application.

Please read the Overview and Getting Started sections completely. Then you can click on any section in the table of contents to jump to a topic you are working on.

Contents

Overview

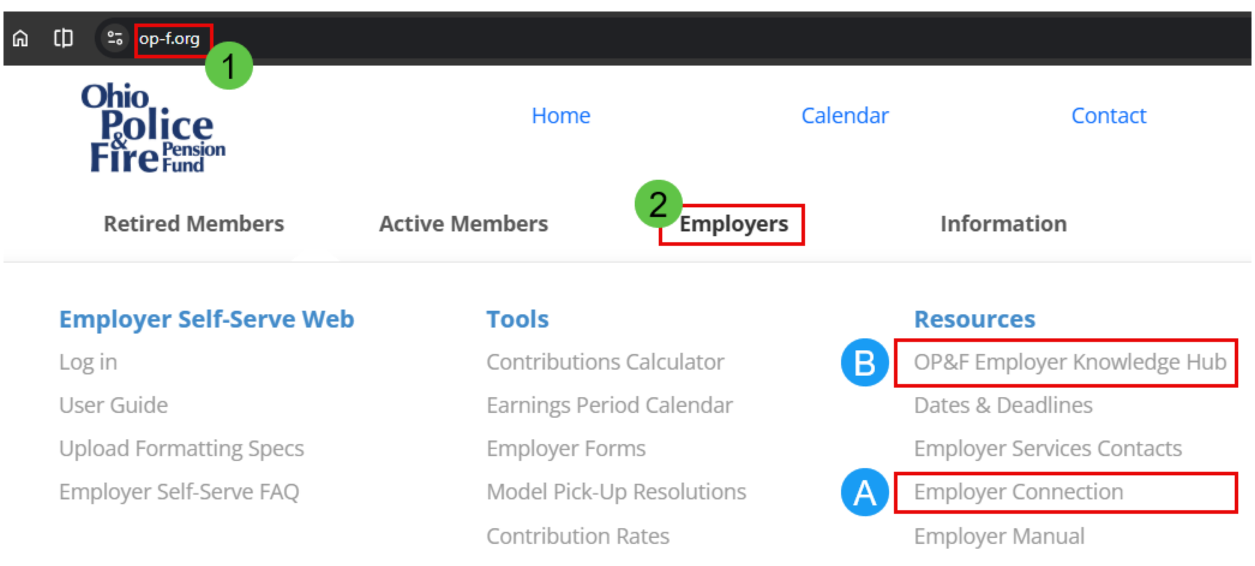
Much is changing for employers reporting to Ohio Police & Fire Pension Fund that is beyond the scope of UAN assistance. The focus of this guide is limited to showing where to enter information required for the new Work History Report and explain the steps to add, edit, review and create the report in a file type that OP&F will accept for manual upload. A few reference sheets provided by OP&F are also included to help you fill out the fields in UAN along with directions to OP&F's online resources for further inquiry.

> Note: going forward we will often abbreviate Work History Report as **WHR** and use the **OP&F** or **OP&FPF** in place of Ohio Police & Fire Pension Fund.

IMPORTANT: UAN cannot create the new report file until you update **every** member's information with the new OP&F report requirements. Plan to spend some extra time gathering, organizing and inputting the data well ahead of the deadline to report your first month using the new OP&FPF system.

Getting Started

If you have not done so already, the first place to start is with OP&F provided in-person training and online guides. In addition to helping with the Work History Report changes that affect UAN, there are other changes to OP&F's online reporting you will need to learn. To access their employer resources, open their website home page: https://www.op-f.org/



As seen in the image above, from the Home page, select the Employers menu and then start by clicking **Employer Connection** (A) for announcements, training dates, etc. Currently, you will find a link and a password at the bottom Employer Connection page that you will need to access the **OP&F Employer Knowledge Hub** (B). This includes extensive resources for help with the transition to their new system.

IMPORTANT:
UAN can *only provide very general guidance* on what information should be input by referencing OP&F's resources as it relates to the new form and the editable report in UAN. After reviewing this guide, if you are unsure of what should be entered, continue to research your questions on the **OP&F Employer Knowledge Hub** and/or their training class material. For example, you'll find a list of resources for the Work History Report by scrolling through the knowledge hub's 'Documents Library & FAQs' menu, as seen in the image that follows:

After researching, if you need further assistance with '***what should be'*** entered, please contact OP&F. For further questions about ***'how to'*** or ***'where to'*** enter information in UAN, contact UAN Support.

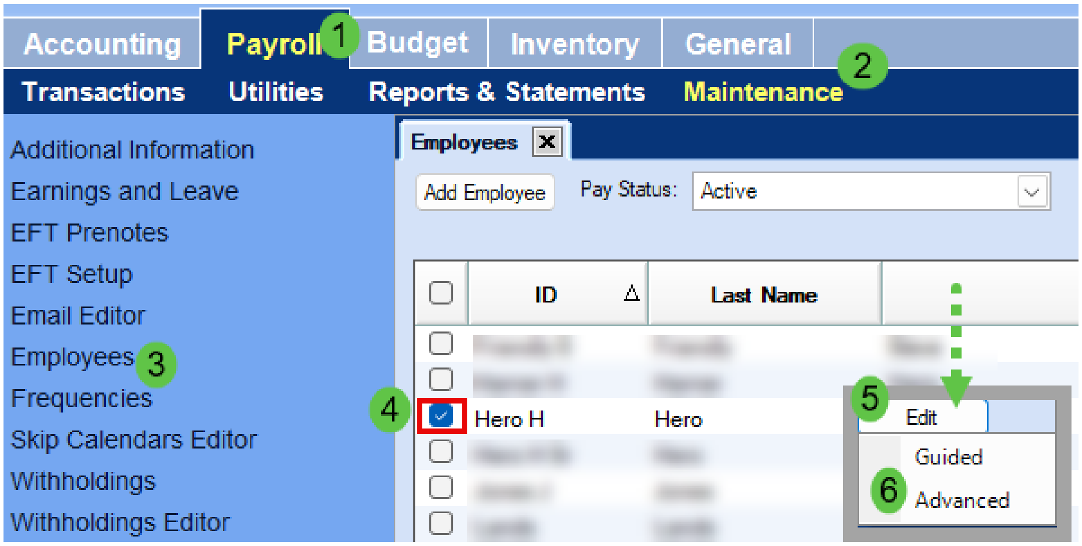
All references throughout this document to OP&F website resources are subject to change at OP&F's discretion. The OP&F website steps that UAN provides are current as September 15, 2026. If you have trouble locating or interpreting the OP&F resources referenced on the following pages, please contact OP&F for assistance.

Quick Facts

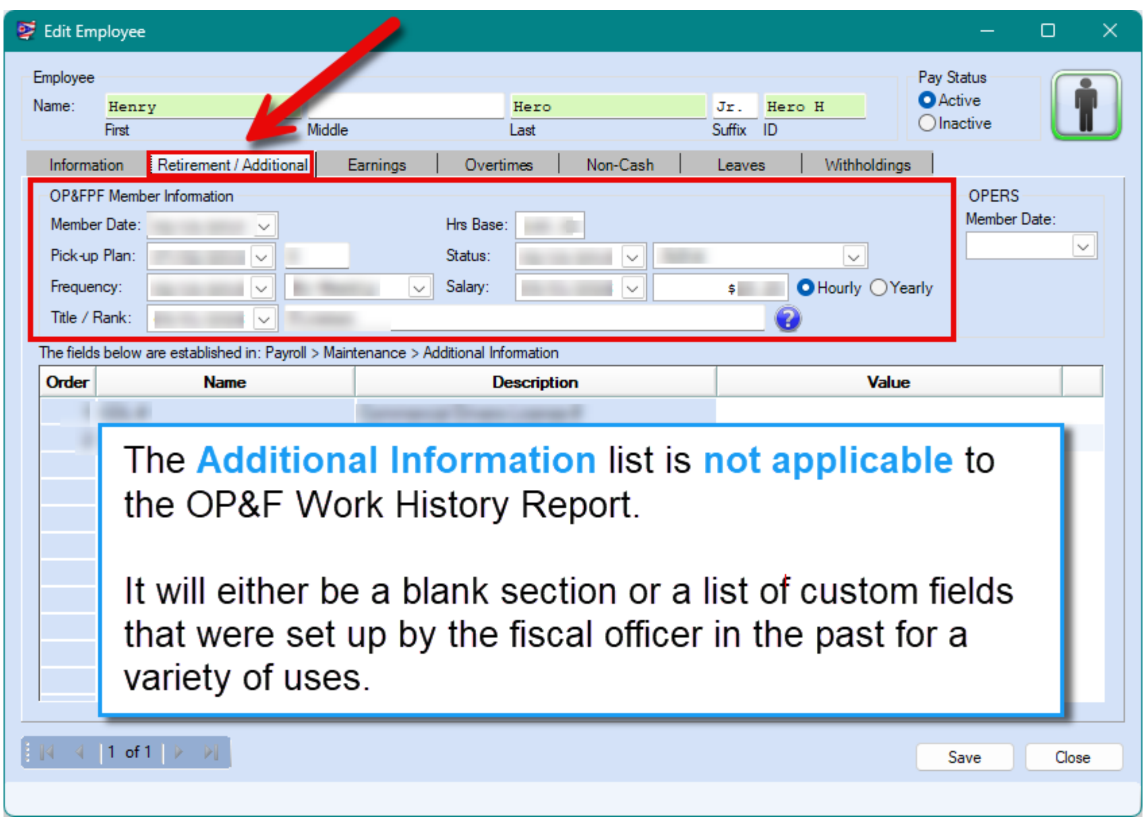
- September 21 – the last day to submit the old WHR report file type.
- October 1 – the new portal will be available to submit the new report file type.
- UAN customers **will not** be using the 'Automated SFTP submission of the .csv file'.
- UAN clients **will use** the 'Manual File Upload' method to send the WHR as a .csv file.
- UAN will not produce the Member Data Report (MDR)

Updating the New Retirement tab

Select the Advanced option to **Edit** the **Employee** settings as seen below:

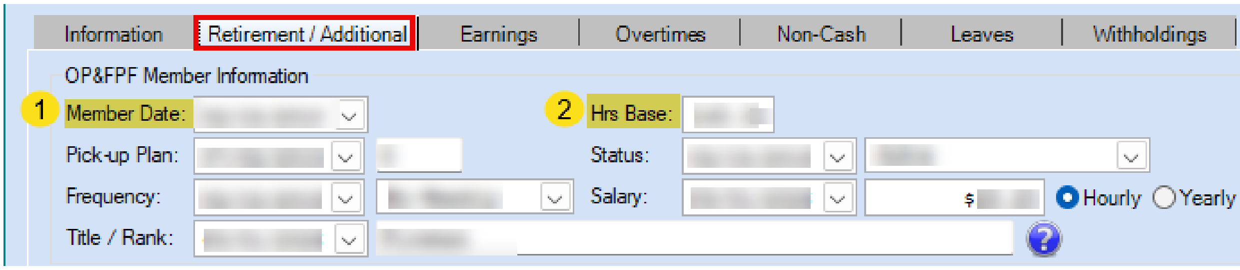


In the Edit Employee Form, click the '**Retirement / Additional' Tab**:



The **OP&FPF Member Information** in the Retirement tab will populate in each new monthly Work History Report (except for the Member Date-*which is not relevant for that report*).

Member Date & Hours Base



The Member Date and Hours Base were copied to its new location during the 2026.3 version update for OP&F members that were set up in UAN at that time. **The transition to the new WHR does not require you to re-evaluate these fields**. However, if you would like to confirm the accuracy of these fields during this transition, they are defined below:

1. ‘Member Date’

   It is the first date that the employee became a member of OP&FPF. It is not entity specific. i.e., it should be the date the employee first became a contributing member even if that happened to be years before he was hired at his present workplace.

   For example, 18 years ago Jim’s first position in which he contributed to OP&F was at a village that he worked at for 3 years and then he quit. 10 years later he began a position at a township in which he has contributed to OP&F for the past 5 years. The Member Date for Jim should be in the first month he contributed to OP&F at the village 18 years ago.

   The member date **is not used** on the Work History Report, but it is required for the UAN application before posting wages for an OP&F member.

2. ‘Hours Base’

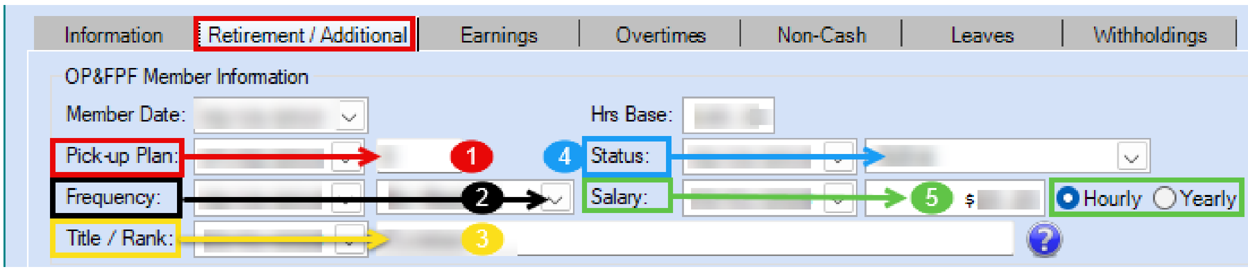
   As defined in the OP&F manual (*current as of the publishing date of this guide*):

   “Hours base is defined as the hours of the member’s normal work schedule during the reporting period. This information is needed by OP&F as part of the monthly calculation of service credit. Unlike other public retirement systems, OP&F member service credit is calculated based on hours scheduled (hours base) and hours paid rather than a threshold of earnings. The hours base is reported for earning type 0 Regular only and should not be reported for any other earning types.”

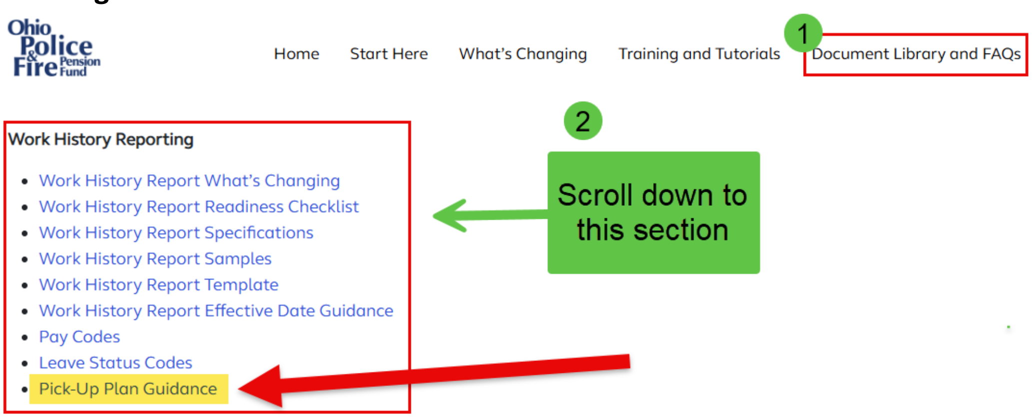
   As noted above, the hours entered here will be copied into the Work History Report file each month.

Member Information (New Requirements)

In addition to the Hours Base, the following fields are now required for the new Work History Report with an effective date entered for each (*an effective date guide follows this section*).



1. **Pick-up Plan**
   Type in the Pick-Up Plan code. **Careful!** OP&F has greatly expanded the number of pick-up plan codes. For many plans, the code for the new system is not the same as the old! If you are not certain, download the Pick-Up Plan Guidance file from the **OP&F Employer Knowledge Hub** located here:



It is an Excel file that includes a **Pick-up Plan Mapping** sheet with these columns:

Employer Code	Employer Name	Current Pick-Up Plan	New Pick-Up Plan

The second sheet in the file includes a **Pick-up Plan Reference** that defines the new coding system with each code under these column headings:

A	B	C	D
New Pick-Up Plan	**Taxed Member Contribution Rate**	**Tax Deferred Member Contribution Rate**	**Fringe Employer Pick-Up Contribution Rate**

Contact OP&F if you have any questions about their spreadsheets.

2. **Frequency**
   Select from the list. You can find the OP&F Pay Frequency included within the Employer Name fields in **Pick-Up Plan Mapping Sheet** discussed above.

3. **Title / Rank**
   Enter the member's job title or rank.

4. **Status**
   Select the members' **Employment Status** from the list, e.g. Active, Medical Leave, Suspension, etc.

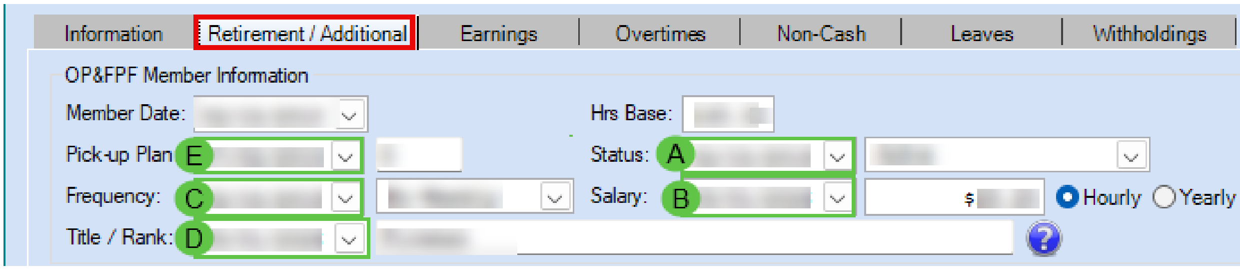
5. **Salary**
   Enter the member's salary rate and mark **Hourly** or **Yearly** to designate the salary rate as an hourly amount or annual amount.

Effective Date Guide

The following makes use of the Effective Date Guidance sheet provided on the **OPF Employer Knowledge Hub** located here:

The following, page 7, cross-references the OP&F Guide with the UAN Retirement tab.

Effective Date Cross-Reference with UAN Edit Employee Retirement tab.



Field	Guidance
Employment Status Effective Date A	**For your first file, use the latter of:** 1. Member's most recent Hire Date 2. Member's leave start date if on leave **Ongoing:** If the Member's employment status changes, use the start date of current Employment Status
Salary Effective Date B	**For your first file:** Use the Reporting Period Start Date, e.g., 09/01/2026 — the September pay being reported in October. **Ongoing:** If the Member's salary changes, use the start date of new Salary Rate and Salary Rate Basis
Pay Frequency Effective Date C	**Use the latter of the:** 1. Member's most recent Pay Frequency change 2. Member's most recent Hire Date 3. Employer's most recent Pay Frequency effective date
Job Title/Rank Effective Date D	**For your first file:** Use the Reporting Period Start Date, e.g., 09/01/2026 — the September pay being reported in October. **Ongoing:** If the Member's job title or rank changes, use the start date of the new Job Title/Rank
Pick-Up Plan Effective Date E	**Use the latter of the:** 1. Member's most recent Pick-Up Plan change 2. Member's most recent Hire Date 3. Employer's Pick-Up Plan 12.25% effective date (Period Start Date of the first full pay period on/after July 2, 2015)

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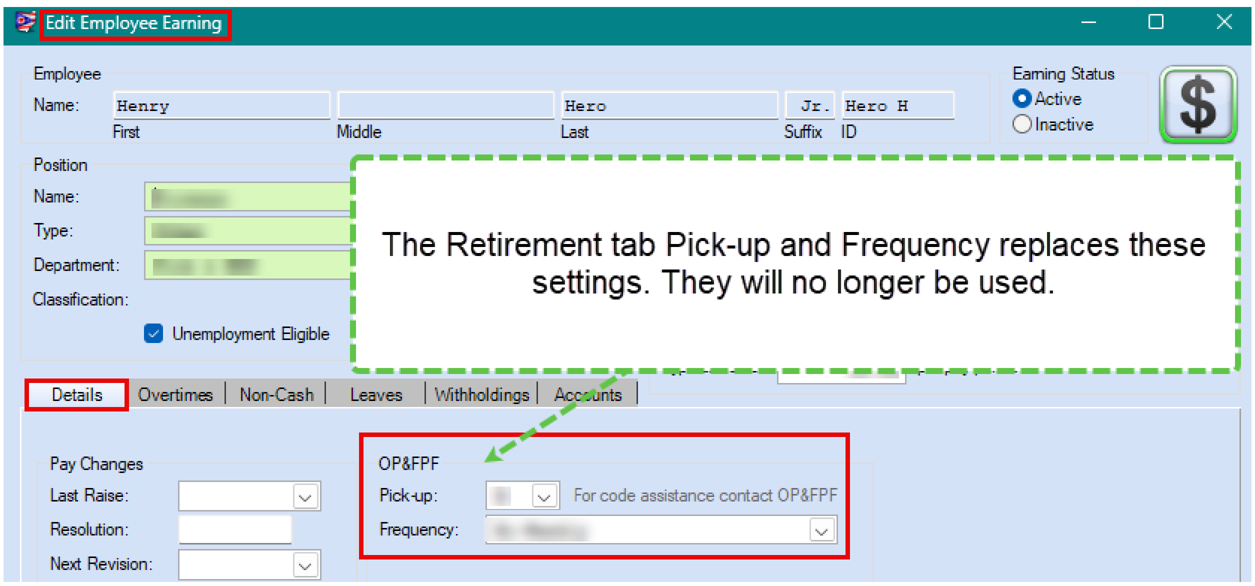
Contact OP&F if you have any questions about their WHR Effective Date Guidance sheet.

Old Pick-up Code & Frequency Settings

After the final deadline to submit the WHR report in the old format, the old location settings for the OP&F Pick-up code and Frequency will be obsolete**. It is not necessary to remove the old settings** – UAN will remove them when you install the 'Year End Update' version 2027.1 which is scheduled to be released in December.

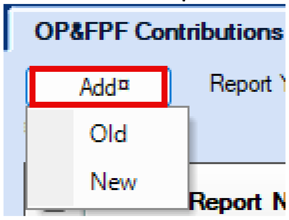
For fiscal officers that who would like to remove them manually after the transition to the new OP&F system, the settings are the located under Payroll – Maintenance – Employees. Select the employee and click Edit – Advanced. In the Edit Employee form, click the Earnings tab, checkmark the earning(s) and click Edit below the list. The old OP&FPF settings are available to remove in the Details tab of the Edit Employee Earnings form as seen below:



Again, it is not necessary to manually remove them. UAN will program the next version update to remove these upon installation.

The Work History Report (WHR)

The Work History Report location has not changed. It is still located under Payroll – Reports & Statements – External Forms – **OP&FPF Contributions**. Version 2026.3 expanded the 'Add' button with options to add an Old or New version.



Use the Old report until the deadline

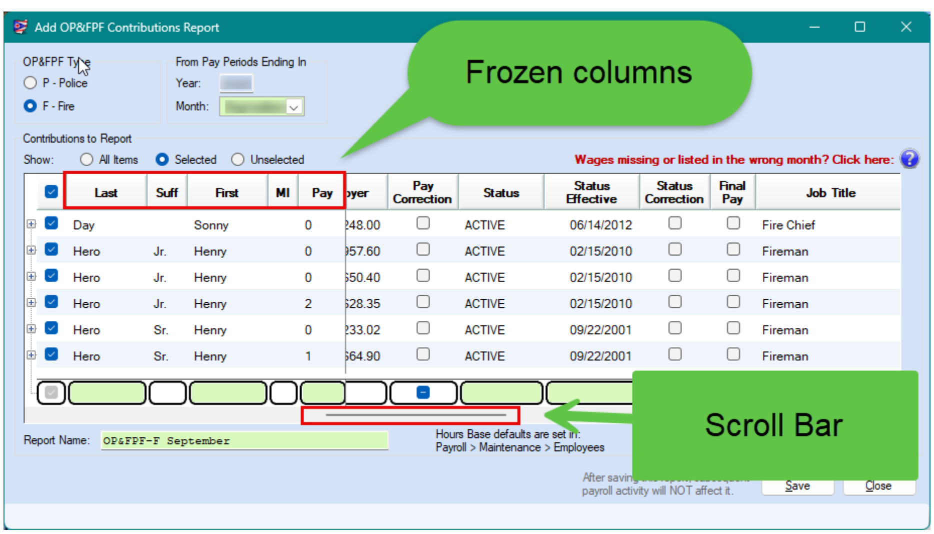
As of the date of this notice, OP&F's website states the transition deadlines as:
"**September 21, 4 pm** EDT – Deadline to submit all Work History Reports and schedule payments in the current system. Any reporting or payments after this date must be submitted in the new Employer Portal **beginning October 1**."

For UAN customers, this means you should pick the '**Add-Old'** report if you will be able to submit it by 4 pm September 21. After that deadline, you should pick the '**Add-New**' report for any report that will be submitted October 1 and thereafter.

Editing the New Work History Report

As with the old report, when necessary, you can edit any of fields in the new report before submitting it to OP&F. However, due to the new requirements, the form has grown from 18 columns to 33 columns! We have added a few features to make navigating it easier.

- The first 5 columns on the left are 'frozen' so that they are always visible.
- A horizontal scroll bar can be used to access the columns that are not visible.



If you have already saved and closed the Add form, use the Edit button to view or edit.

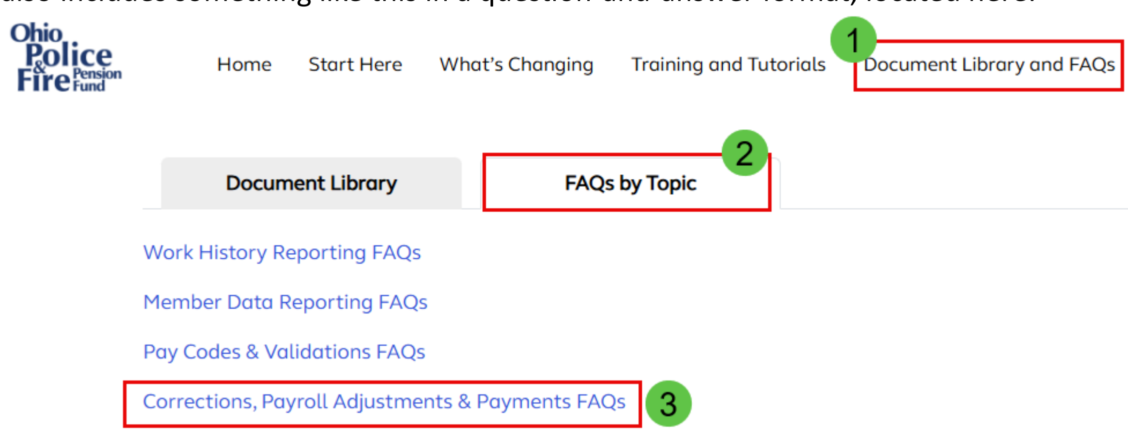
Late Reporting, Payroll Adjustments, and Member Data Corrections

There is no 'Supplemental' Report option in the new OP&FPF Contributions Report Add/Edit form unlike the old report. The new OP&F system is designed for you to report any out of the ordinary payroll data incorporated with the normal monthly reported payroll data on the Work History Report. This includes prior month payroll data that was previously unreported or corrections to the previously reported payroll data. In addition, the member and employment data that is now reported on the WHR can be flagged as a correction, when that is appropriate per OP&F's guidance.

OP&F warns that you should not treat every issue as a Payroll Adjustment.
In their training material, OP&F separates the data reporting into three general categories:

1. Payroll Data (payroll-related data)
2. Data Correction (Member / Employment Information)
3. Other Support Path (use when issue does not fit the other two)

OP&F has different business rules for Payroll Data vs. Member Data Corrections regarding when to flag or not to flag issues as corrections on the WHR. In particular for Payroll Data, it is very important in their new system that you understand their distinction between Late Reporting vs. a Payroll Adjustment. **Please contact OP&FPF if you are unsure how a particular issue should be reported**. You might start with material provided in OP&FPF training class. It that includes a section called 'Quick Reference & Decision Tools' that has a concise one-page decision flowchart titled 'Late Reporting / Payroll Adjustment Decision Guide'. The **OPF Employer Knowledge Hub** also includes something like this in a question-and-answer format, located here:



To facilitate these changes in UAN, the **Add or Edit OP&FPF Contributions** form includes the new correction fields highlighted in the two example screen clips below:

Left-side of the form

Last	Suff	First	MI	Pay	Hrs Base	Hrs Paid	Begin	End	Earnings	Regular	Reduction	Fringe	Employer	Pay Correction
Day		Sonny		0	160.00	160.00	08/29/2026	09/25/2026	$5,200.00	$637.00	$0.00	$0.00	$1,248.00	☐
Hero	Jr.	Henry		0	160.00	152.00	08/29/2026	09/25/2026	$3,990.00	$488.78	$0.00	$0.00	$957.60	☐
Hero	Jr.	Henry		0	160.00	8.00	08/29/2026	09/25/2026	$210.00	$25.72	$0.00	$0.00	$50.40	☐

Right-side of the form

Status	Status Effective	Status Correction	Final Pay	Job Title	Job Effective	Job Correction	Salary Rate	Salary Basis	Salary Effective	Salary Correction	Pick-Up	Pick-Up Effective	Pick-Up Correction	F	Frequency Effective	Frequency Correction
ACTIVE	06/14/2012	☐	☐	Fire Chief	09/01/2026	☐	$67,600.00	Y	09/01/2026	☐	N	07/02/2015	☐	7	06/14/2012	☐
ACTIVE	02/15/2010	☐	☐	Fireman	09/01/2026	☐	$26.25	H	09/01/2026	☐	N	07/02/2015	☐	7	02/15/2010	☐
ACTIVE	02/15/2010	☐	☐	Fireman	09/01/2026	☐	$26.25	H	09/01/2026	☐	N	07/02/2015	☐	7	02/15/2010	☐

- Use the data-entry column at the bottom of the form if you need to add in prior month payroll data that was previously unreported (late reporting) or needs correction (adjustments).
- A '**Pay Correction**' column is included to mark any adjustments made to **payroll data** after it has been previously reported.
- **Status, Job, Salary, Pick-Up, and Frequency Correction** columns are included to mark updated member and employment information when OP&F's 'Data Correction' business rules require that it be flagged on this report. *If you are unsure if it should or should not be flagged, contact OP&F for guidance.*
- A '**Final Pay**' column is included when reporting final wages with pay code 0 (Regular). The OP&F training glossary defines Final Wages as: "Wages reported after a termination event has been reported. Termination starts in MDR; final wages are handled through WHR."

Print to Review (Not for OP&F)

It is best practice to review the WHR for accuracy before creating an electronic file to upload. Print it either on paper, to the screen or save a copy in Adobe PDF format to review later. The Print, Display and Save PDF buttons are located below the report list. **You should not mail the report printout or send the report as a PDF**.

The screen clip below illustrates the printed WHR with only one employee in the example.

Employee: Day, Sonny

Employment		Salary		Frequency		Job		Pick-up	
Effective Date:	06/14/2012	Effective Date:	09/01/2026	Effective Date:	06/14/2012	Effective Date:	09/01/2026	Effective Date:	07/02/2015
Status:	Active	Rate:	$67,600.00 (Yearly)	Type:	Bi-Weekly	Title/Rank:	Fire Chief	Plan:	N
Correction:		Correction:		Correction:		Correction:		Correction:	

Pay Adjustment	Pay Code	Pay Period Begin	Pay Period End	Final Pay	Hours Base	Hours Paid	Earnings	Regular	Salary Reduction	Fringe Benefit	Employer Share	Service Credit Regular	Service Credit Reduction	Added
	0	08/29/2026	09/25/2026		160.00	160.00	$5,200.00	$637.00			$1,248.00			
						160.00	5,200.00	637.00	0.00	0.00	1,248.00	0.00	0.00	
						Report Total:	$5,200.00	$637.00	$0.00	$0.00	$1,248.00	$0.00	$0.00	

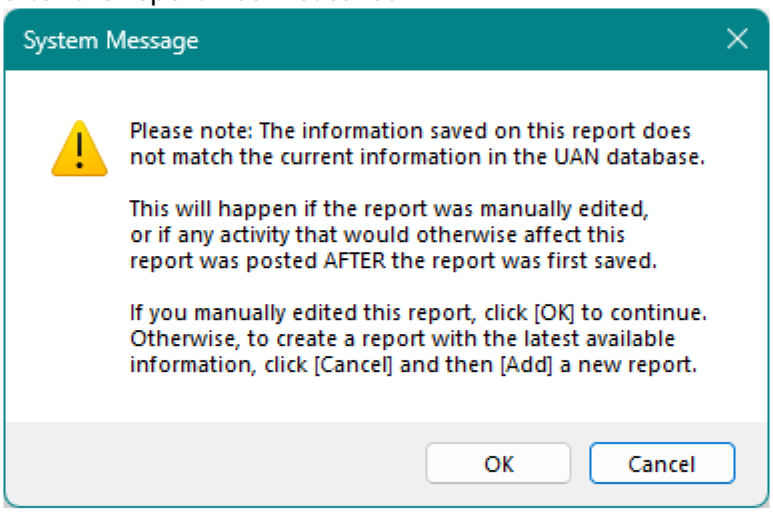
- The top section is the employee's Member Information (*outlined in red with yellow highlights*). If a correction was marked in the Edit form, the report will include a 'Y' in the correction field corresponding the type of member data.

- The bottom section is the Payroll Data (outlined in green)
  - In this section, the 'Y' indicators will appear in the applicable row(s) for any 'Pay Adjustment' i.e. payroll corrections or if the wage is flagged as the 'Final Pay'.
  - The 'Added' column will include a 'Y' if the data in that row was manually added using the data entry line in the Edit form.

Create a file for Manual Upload

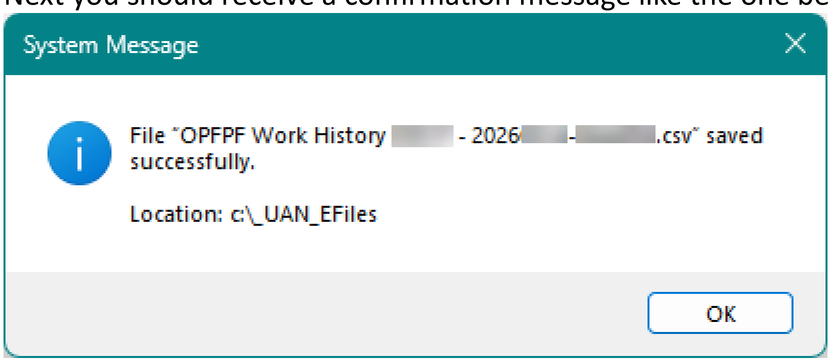
After you have reviewed the report and saved any necessary edits, create the report file under the UAN menu: Payroll – Reports & Statements – External Forms – OP&FPF Contributions. Mark the report month and click the '**File**' button.

You may receive the following message if you edited the report or if there was activity posted after the report was first saved:



Read the message carefully and click OK if you are ready to continue.

Next you should receive a confirmation message like the one below:



The file names now include the date and time the file was created. Note the file name and location so that you can select it when uploading the file to OP&F. You will be using the OP&F '**Manual File Upload**' method to upload **.csv** file type. Follow OP&F's instructions to complete the upload.

Important: do **not** open the file to view or edit the data! Opening the file, especially opening it with MS Excel, can easily corrupt the data and render the file unusable. If you need to enter corrections, you can do so by adding or editing the month in UAN and then creating a new file.

Pay Codes

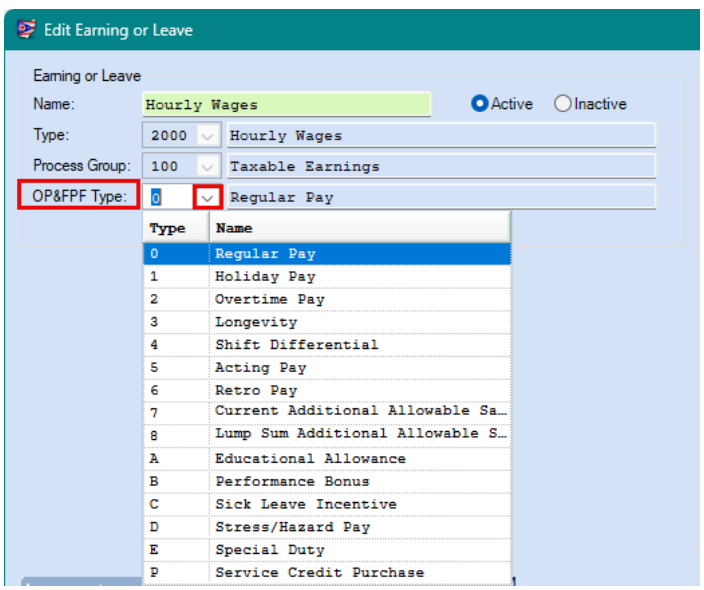
Pay codes are payroll data labels that identify the type of pay or deduction being reported on the WHR. For example, a pay code may be used for regular pay, overtime, lump sum payments, etc. The pay codes help OP&F understand how the reported pay should be handled for pension administration.

OP&F summarizes the pay code changes in an FAQ document:

- "One new pay code has been added: Pay Code P – Service Purchase Credit.
- Pay code 9 – Military is being eliminated and should be reported as Pay Code 0.
- Pay code definitions are being clarified so employers report pay more consistently"

The **OPF Employer Knowledge Hub** includes a one-page WHR 'Pay Codes' guide in the WHR section that summarizes their definitions and reporting rules. With this clarification, now is a good time to review the default Pay Codes set up for earnings in UAN. ***For your convenience, a screen clip of the OP&F Pay Codes handout is included on the next page as a quick reference.***

In UAN, OP&F Pay Codes are set in the entity's 'global' list of earnings in the form:
UAN menu: Payroll – Maintenance – **Earnings & Leave**. To view the full list of OP&F pay codes in the form, you must select one or more earnings and click the Edit button. The following example shows the UAN earning type 2000 opened in the Edit form as seen below:



All pensionable earning assigned to any OP&F members in UAN Menu: Payroll – Maintenance – **Employees** that were used in wages in the current year must have an OP&FPF Type i.e. a Pay Code, **assigned in the Earnings and Leave form** or the fiscal officer will receive an error message when attempting to **add** any new OP&FPF Contributions report (i.e., WHR).

When the WHR is added, the code set in the Earnings & Leave form will populate in the pay code field for any wages paid using that earning type in the reporting month.

Pay Codes

The following Pay Codes remain in use in the new pension administration system, with clarified definitions and reporting rules.

Pay Code 0	**Regular Pay** Salary earned during normally scheduled worked time, including items such as worked holidays, shift premiums, acting pay, military pay, and paid leave that keeps the Member on active payroll.
Pay Code 1	**Holiday (Exception Pay Code)** Pay for holidays that are not part of the Member's normal schedule, including lump-sum holiday payments and cash-outs of unused holiday hours. Hours are no longer reported.
Pay Code 2	**Overtime** Pay for hours worked beyond the Member's normal work schedule.
Pay Code 3	**Longevity (Exception Pay Code)** Longevity payments, whether paid annually, monthly, or on a Member's hire anniversary.
Pay Code 4	**Shift Differential** Shift differential paid as a lump-sum payment.
Pay Code 5	**Acting Pay / Officer-in-Charge Pay** Acting or officer-in-charge pay paid as a lump-sum payment.
Pay Code 6	**Retroactive Pay Increase** Back payments related to contract settlements or across-the-board pay increases.
Pay Code 7	**CAAS (Current Additional Allowable Salary)** Additional allowable salary earned in the current reporting period (e.g., training pay, court time, specialty pay).
Pay Code 8	**LSAAS (Lump Sum Additional Allowable Salary)** Lump-sum additional allowable salary not earned in the current reporting period.
Pay Code A	**Educational Allowance** Payments for degrees, coursework, or maintaining required certifications.
Pay Code B	**Performance / Merit Bonus** Lump-sum performance or merit awards.
Pay Code C	**Sick Leave Incentive** Incentive payments for attendance that do not reduce the Member's sick leave balance.
Pay Code D	**Stress / Hazard Pay (Exception Pay Code)** Stress or hazard compensation paid separately from regular pay.
Pay Code E	**Special Duty** Special duty pay paid directly by the Employer for qualifying assignments.
Pay Code P	**Service Credit Purchase** Payroll deductions for service credit purchases, reported as taxed or tax-deferred.

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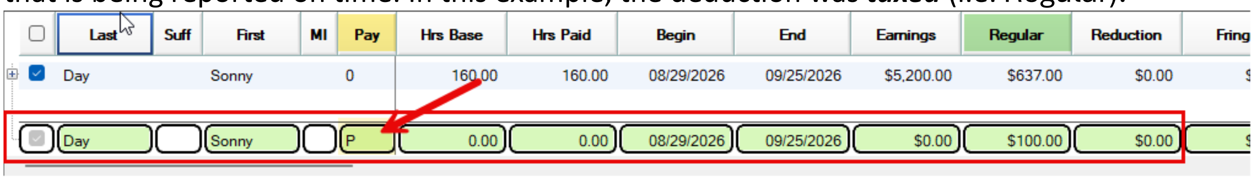
Contact OP&F if you have any questions about their WHR Pay Code guide.

Service Credit Purchase

One of the new items potentially reported on the new WHR is Service Credit Purchase. OP&F defines these in their Pay Code guide (*see above*) as “payroll deductions for service credit purchase, reported as taxed or tax deferred.” When required by OP&F, these payroll deductions can be **manually** added to the WHR using the new Pay Code ‘**P**’.

UAN now includes Pay Code ‘P’ for Service Credit Purchase in the Earnings & Leave form discussed on page 13. This code is only listed in the Earnings & Leave form as a placeholder so that it can be manual input on the WHR when necessary. ***Do not*** *add pay code ‘P’ to any earnings in the Earnings & Leave form itself.*

A simple example below illustrates how to manually add a service credit purchase deduction that is being reported on time. In this example, the deduction was ***taxed*** (i.e. Regular).

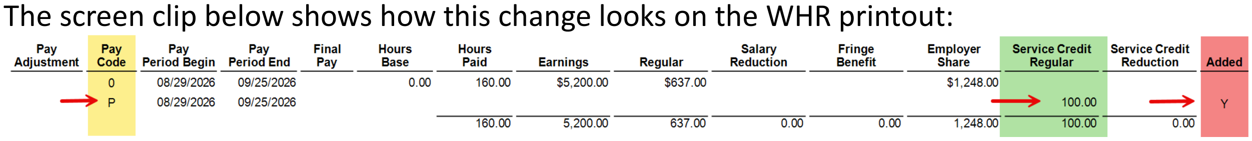


	Last	Suff	First	MI	Pay	Hrs Base	Hrs Paid	Begin	End	Earnings	Regular	Reduction	Fring
	Day		Sonny		0	160.00	160.00	08/29/2026	09/25/2026	$5,200.00	$637.00	$0.00	$
	Day		Sonny		P	0.00	0.00	08/29/2026	09/25/2026	$0.00	$100.00	$0.00	$

In the Add or Edit **OP&FPF Contributions** form, use data entry line.

- Select the employee’s Last name from the pick list and member information fields will automatically populate.
- Select ‘P’ from the pick list under the ‘Pay’ column.
- Fill in the pay period Begin and End dates. In this example, they are in the current WHR reporting period.
- Use the Scroll Bar to move to the far right of the form to click the insert row icon.

The screen clip below shows how this change looks on the WHR printout:



Pay Adjustment	Pay Code	Pay Period Begin	Pay Period End	Final Pay	Hours Base	Hours Paid	Earnings	Regular	Salary Reduction	Fringe Benefit	Employer Share	Service Credit Regular	Service Credit Reduction	Added
	0	08/29/2026	09/25/2026		0.00	160.00	$5,200.00	$637.00			$1,248.00			
	P	08/29/2026	09/25/2026									100.00		Y
						160.00	5,200.00	637.00	0.00	0.00	1,248.00	100.00	0.00	

Note the $100.00 entered under the ‘Regular’ column of the Edit form will appear in the ‘Service Credit Regular’ column of the report. UAN recognizes the $100 as Service Credit and not regular OP&F deductions because the data entry line was marked with Pay Code ‘P’.

Question and Answers

Will UAN generate a Member Data Report (MDR) file?
No. **Why not?** UAN will not produce this in part due to the requirements for sensitive information (such as spouse data) that is not maintained in UAN. Refer to the OP&F Knowledge Hub for your reporting options.

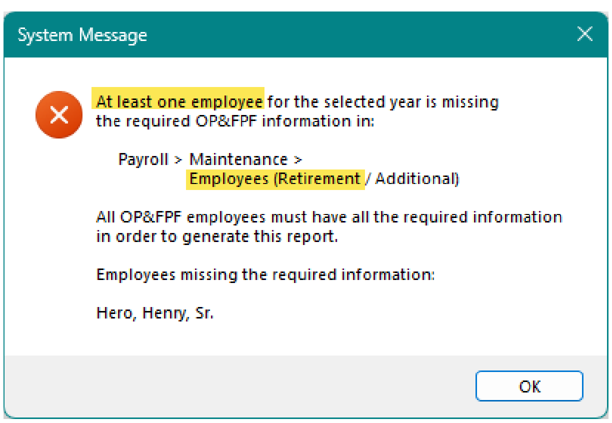
Is UAN using the 'Automated SFTP submission of the .csv file' for the WHR?
No. UAN customers will use OP&F's 'Manual File Upload' method to submit a .csv file type. See page 12 of this guide for details.

Why doesn't UAN include a drop-down menu list of the new pick-up codes?
One reason we do not provide a menu picklist is that the new OP&F system could possibly add new pick-up plans in between UAN version updates. Typing in the code ensures you will be able to update your records whenever a new plan may apply.

How do I find out which new pick-up plan code is correct for our employees?
Download the Pick-Up Plan Guidance Excel file from the OPF Employer Knowledge Hub. Refer to page 5 of this guide for more information.

Where is the 'Supplemental' report option on the OP&FPF Contributions form?
There is no a 'Supplemental' Report option in the new OP&FPF Contributions Report Add or Edit form unlike the old. The new OP&F system is designed for you to report any out of the ordinary payroll data for the WHR incorporated with the the normal monthly reporting.

Why did I receive the following error message when trying to add a new WHR even though I have updated all the Retirement Tab fields for active OP&F members?



UAN requires the member information even if the Employee has been Deactivated in UAN. Double-check the Retirement tab for all members regardless of their Active/Inactive status in the application.