



### OP&FPF Rate Changes

**OP&FPF has certified the following increases to their employee contribution rates, effective with pay periods beginning on or after July 2, 2014:**

OP&FPF – Fire employee share	<b>11.50% *Rate Increase</b> <i>(Additional 0.75% to the previous rate of 10.75%)</i>
OP&FPF – Fire employer share	24.00%
OP&FPF – Police employee share	<b>11.50% *Rate Increase</b> <i>(Additional 0.75% to the previous rate of 10.75%)</i>
OP&FPF – Police employer share	19.50%

These rate increases are effective for pay periods beginning on or after July 2, 2014. Before processing a payroll with a **pay period beginning date** on or after July 2, 2014, you **must** update the employee rates in the payroll module by following the steps below. *Perform these steps only **after** you have processed all payrolls with the prior rate, i.e. those with pay period beginning dates **before** July 2, 2014.*

**Note:** Part A should be completed by **all** payroll users. Part B is necessary only for entities with employees contributing to OP&FPF. If your entity has Police employees but not Fire (or vice versa) you do not need to select both OP&FPF types during Part B.

➤ Part A: Edit the entity withholding rate:

**Step 1:** Select Payroll → Maintenance → **Withholdings**

**Step 2:** Place a **checkmark** beside **OP&FPF – Fire** in the list grid.

**Step 3:** Click the **Edit** button. This will open the Edit Withholdings form with the Details tabbed page in view.

**Step 4:** Under the Rates section, update the Employee rate and then click the **Save** button. The system will display a message in the bottom left corner of the Edit Withholdings form to confirm that the changes have been saved.

*Note: Selecting **Close** without saving on this step will prompt the system to display a message 'Save Changes?'. Selecting **Yes** will still save the changes. Selecting **No** will exit without saving. Selecting **Cancel** will return to the Edit Withholding form.*

**Step 5:** Click the **Close** button to exit the Edit Withholdings form after the withholding changes have been saved, to return to the Withholdings list.

**Step 6:** Repeat **Steps 2 - 5** to edit the **OP&FPF – Police** withholding rate.

**Step 7:** Click the **Close** button on the bottom right side of the screen to exit the Withholdings list.

➤ Part B: Edit the employees' withholding rate:

**Step 1:** Select Payroll → Maintenance → **Withholdings Editor**

**Step 2:** In the Withholding field, select **OP&FPF – Fire** from the drop down box.

**Step 3:** In the Employees area, select to display **All** employees.

**Step 4:** Click the checkbox at the top of the grid to select **all employees**.

**Step 5:** Under the Employee Share Distribution, distribute the new OP&FPF employee rate into the appropriate **Change To** fields.

**Step 6:** Click the **Save** button.

**Step 7:** Repeat **Steps 2 – 6** to edit the employees' rates for **OP&FPF – Police**.

**Step 8:** Click the **Close** button on the bottom right side of the screen to exit the Withholdings list.