**Auditor of State**
**Betty Montgomery**

**TO:** ALL UAN CLIENTS

**FROM:** UAN STAFF

**DATE:** MAY 26, 2006

**SUBJECT:** OPERS ECS REPORTING, ONLINE WITHHOLDING PAYMENTS AND ROUNDING ISSUE

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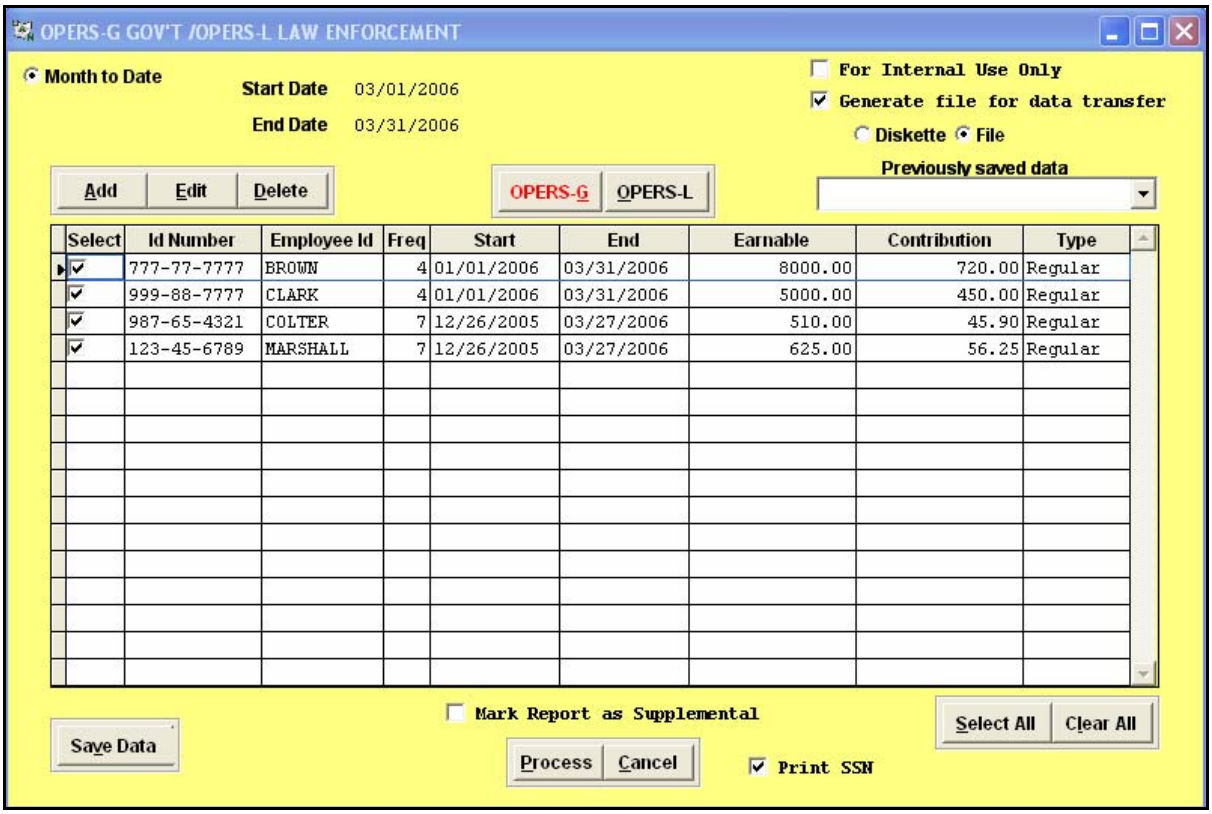
## OPERS ECS REPORTING STEPS

**Below are the steps to generate and transfer a regular monthly OPERS data file:**

1. Print/Screen the OPERS Report for the period of data to be transferred.

### Steps to Access

Select **Payroll**.
Select **Reports**.
Select **Monthly Reports**.
Select **OPERS**.
Select **OPERS-G Gov't/OPERS-L Law Enforcement**.
Select **Month to Date** to choose the month to report.
Select **OPERS-G** or **OPERS-L**.
Select the option to **Generate file for data transfer** (by placing a checkmark in the option box).
Select the option for **File**.
Select **Process**.
Select to **Print** or **Screen** the report.




| Select | Id Number | Employee Id | Freq | Start | End | Earnable | Contribution | Type |
|---|---|---|---|---|---|---|---|---|
| ✓ | 777-77-7777 | BROWN | 4 | 01/01/2006 | 03/31/2006 | 8000.00 | 720.00 | Regular |
| ✓ | 999-88-7777 | CLARK | 4 | 01/01/2006 | 03/31/2006 | 5000.00 | 450.00 | Regular |
| ✓ | 987-65-4321 | COLTER | 7 | 12/26/2005 | 03/27/2006 | 510.00 | 45.90 | Regular |
| ✓ | 123-45-6789 | MARSHALL | 7 | 12/26/2005 | 03/27/2006 | 625.00 | 56.25 | Regular |

After you Print or Screen the report, the following message box will be displayed saying that the file has been successfully transferred. Click on 'OK'.

Exit the UAN Software and go to the UAN Software menu. Follow the additional steps below to send the file to OPERS through the web.

2. Connect to the Internet and click on the 'OPERS ECS' icon. Enter the OPERS 'User ID and Password' that is provided by OPERS. Click on 'Log-In to ECS', 'Create Reports' and 'Transfer a file'.

3. Enter File Location: C:_UAN_Efiles\persdata.txt and click on 'Submit Report for Verification'.

4. Verify that the OPERS screen report matches the report you generated in step 1 by clicking on the 'View' link. Then click on the 'Submit to OPERS' button.

5. Click on 'Create Printer Friendly Version' to print report(s).

6. Remit payment to OPERS.

## OPERS ONLINE WITHHOLDING PAYMENTS

An option is available for employers to submit their OPERS withholding payments online. Employers must first be registered with OPERS to submit payments online. The OPERS ECS reporting option does not have to be used to be able to submit payments online. Below are the steps you would follow in the UAN software if OPERS payments are submitted online.

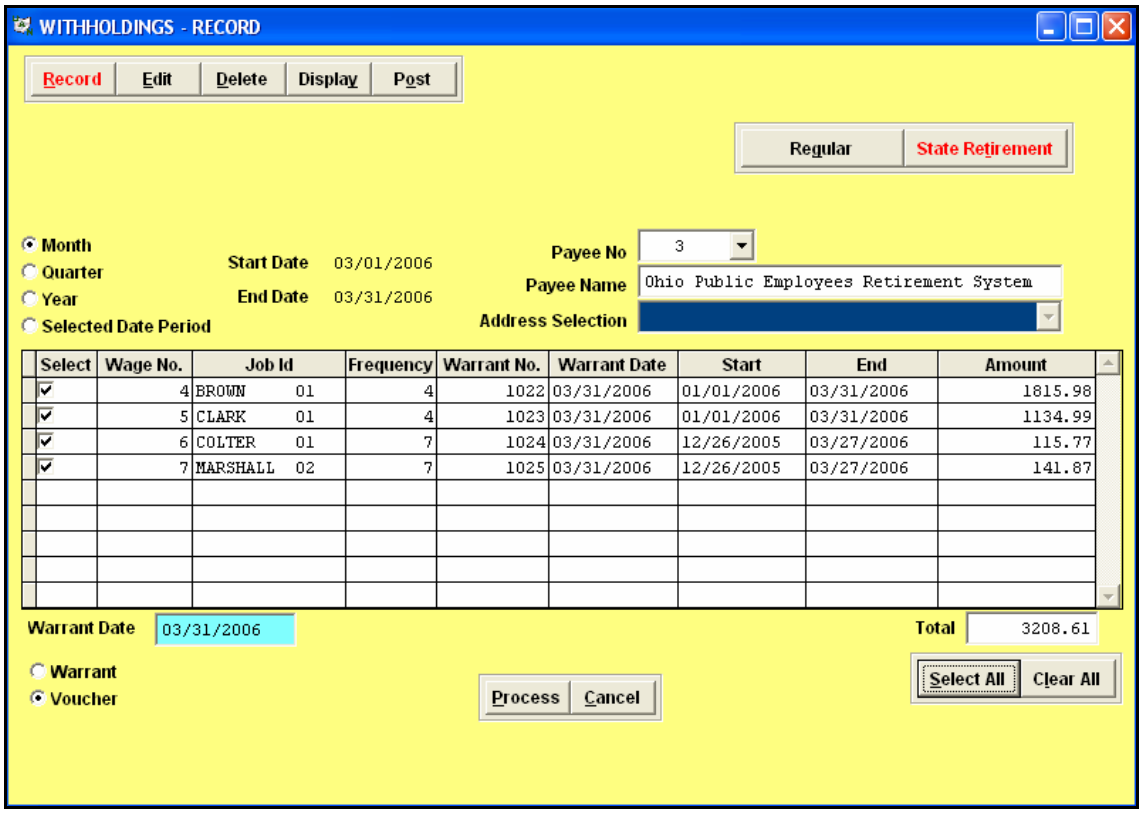
**If you issue your withholding payments through the accounting software (Accounting Only Users):**

1. Record and Post a Charge for the withholding payment (located under Accounting → Transactions → Payments/Charges).

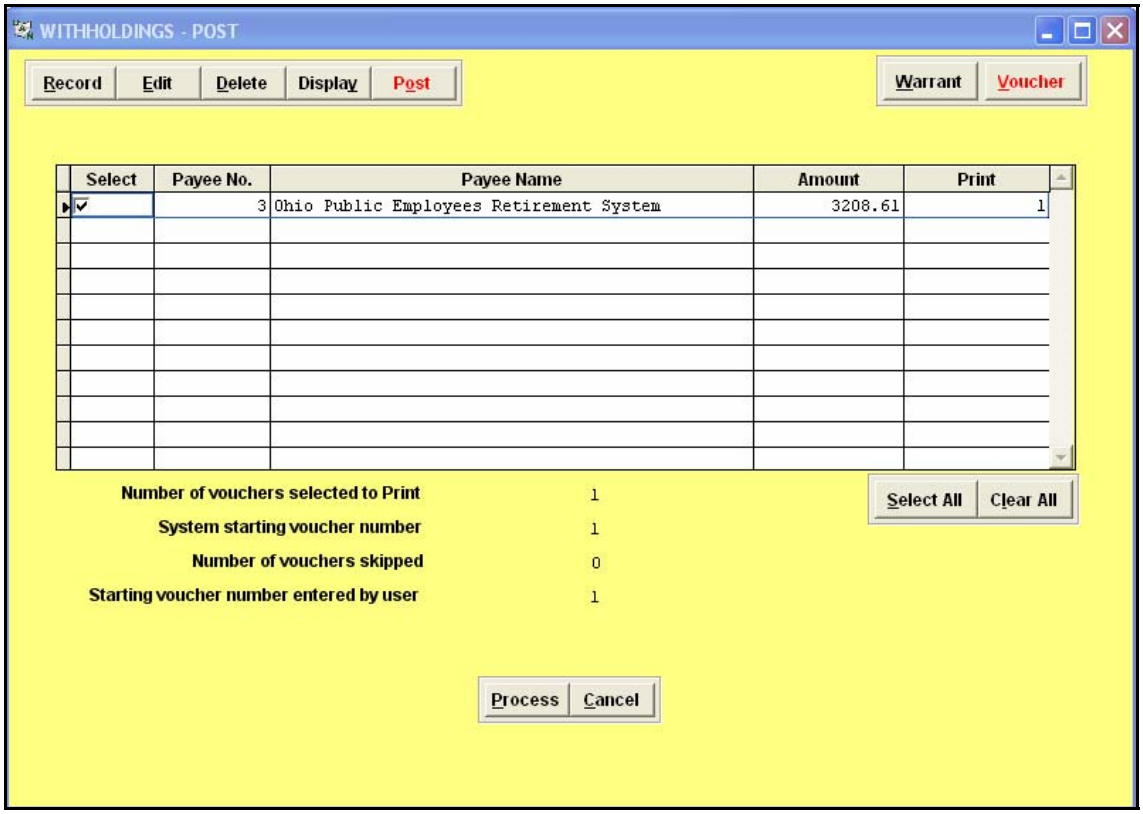
**If you issue your withholding payments through the payroll software (Payroll Software Users) follow the steps below to Record and Post to print the OPERS withholding voucher:**

**Steps to Access**

Select **Payroll**.
Select **Transactions**.
Select **Withholdings**.
Select **Record**.
Select **State Retirement**.
Select **Month**.
Select **Ohio Public Employees Retirement System** ***(should be Payee No. 3)***.
Select the Employee Wage Records to be included in the withholding payment (usually **Select All**).
Enter the **Warrant Date**.
Select the option for **Voucher**.
Select **Process**.




After the withholding voucher has been recorded, it will need to be posted and printed.
Select **Post**.
Select **Voucher**.
Select **Ohio Employees Retirement System** ***(should be Payee No. 3)***.
Select **Process**.



## OPERS ROUNDING ISSUE

Due to the different methods in calculating the employer's share of OPERS, a rounding issue may sometimes occur. UAN calculates the OPERS employer's share of withholdings at the wage record level (i.e. each time a wage record is recorded both the employee's and employer's contributions are calculated). OPERS does not calculate the employer's share at the wage record level.

If OPERS calculates that you owe more money than the UAN Payroll software has calculated, you should still post and print the OPERS withholding warrant or voucher (if online payment) from the UAN system. You may then generate a *second* OPERS payment for the small difference from the UAN Accounting software by posting and printing a payment or charge (if online payment).

If OPERS calculates that you owe less money than the UAN Payroll software has calculated, you should still post and print the OPERS withholding warrant or voucher (if online payment) from the UAN system. You will then have a 'credit' on your employer account with OPERS. This 'credit' may be offset the next time you pay OPERS or it may accumulate during the year. If you have a credit balance with OPERS that accumulates significantly during the year and you would like to adjust one of your next OPERS payments, then follow the steps below to adjust:

1) Print the Unpaid Withholding Detail Report (Payroll → Reports →General Payroll Reports → Withholding → Unpaid →Withholdings Detail). Select the OPERS withholding and then print the report to paper. This report will show the specific account codes for both the employees' and employer's share. Set this aside to use when creating the OPERS payment on the accounting side.

2) Clear the withholdings from the Payroll software (Payroll → Transactions → Payroll Utilities → Adjust → Withholding). Select Current Year from the top of the form and then select the month option from the top left (select the particular month to clear). Select all Time Frequencies, and all Wage Records. Next, select the OPERS withholding from the bottom left. You will notice the total amount of employees' and employer's shares match the Unpaid Withholding report you printed earlier. Click on Process if the totals match your report. If the totals do not match, check the report selection or the adjust selection to make sure all total are correct.

3) Generate the OPERS payment from the Accounting software (Accounting → Transactions → Payment/Charges). Make a regular payment or charge (if online payment). Use the Unpaid Withholding Detail report to enter the specific amounts per account code. Since you have a 'credit' and need to decrease your OPERS payment, you will need to reduce the amount for the employer's share and then make that distribution. If the Unpaid Withholding report indicated $1,000.00 for the employer's share and you have a $0.02 credit then the amount of $999.98 should be distributed to that account code instead of the entire $1,000.00.