



# Dave Yost • Auditor of State

**TO:** UAN Accounting & Payroll Users  
**FROM:** UAN Support  
**DATE:** December 7, 2012  
**SUBJECT:** 2013 OPERS, OP&FPF, ODJFS AND Medicare Rates

---

**OPERS:**

The rates for 2013 are as follows:

OPERS-G <i>employee</i> share	10.00%
OPERS-G <i>employer</i> share	14.00%
OPERS-L <i>employee</i> share for Public Safety employees, Full-time Sheriff, Deputy Sheriff, and Township Police Officers	12.00% * <b>Rate Increase</b>
OPERS-L <i>employer</i> share for Public Safety employees, Full-time Sheriff, Deputy Sheriff, and Township Police Officers	18.10%
OPERS-L <i>employee</i> share for Law Enforcement officers (other than Full-time Sheriff, Deputy Sheriff, and Township Police Officers).	12.60% * <b>Rate Increase</b>
OPERS-L <i>employer</i> share for Law Enforcement officers (other than Full-time Sheriff, Deputy Sheriff, and Township Police Officers).	18.10%

OPERS has certified increases to the OPERS-L employee contribution rates. The OPERS-L employee rate increase is effective starting January 1, 2013. The increase takes effect for pay periods ending on or after January 1, 2013. Before processing a payroll that has a pay period ending date on or after January 1, 2013, select one of the following two options to update withholding information within your UAN payroll system. The option you select will depend upon if you are using the old UAN 17.0 payroll in Temp Mode or are using the new UAN 2013.1 payroll to process 2013 transactions.

## **OPTION 1: PAYROLL HAS NOT BEEN CONVERTED TO THE NEW PAYROLL APPLICATION I.E. YOUR PAYROLL SOFTWARE IS IN UAN 17.0 TEMP MODE**

---

**Step 1:** Update the employee and employer share to the new rates in Entity File:

- Select Payroll → Maintenance → **Entity File**
- Select **Withholding**.
- Select **Edit**.
- Select **12 OPERS-L Regular**: Change the Employee Share Value to 12.60%. This will automatically change the rates for 13 OPERS-L Fringe Benefit and 14 OPERS-L Salary Reduction. Remember to Process to save the changes.

**Step 2:** Update the employees' values using Change Global Withholdings

**Please note:** No further action is necessary to update the OPERS *employer* rate changes. All of your OPERS-L employees' values will need to be updated using the Change Global Withholdings option. This feature enables the employee's share of withholdings to be updated for multiple employees at one time.

- Select Payroll → Maintenance → **Change Global Withholdings**
- Select **Withholding Id '12'**.
- Enter **12.600** in the **Regular** field and **Select All** employees (*if all of your employees contribute to OPERS-L Regular*).
- Select **Process**.

**Please note:** The 'Distributed' value must equal the 'Employee Goal' of 12.60%, or you will not be able to 'Process' and save the updated rates. Also, if you have recorded batch wages prior to utilizing the Change Global Withholding, you will need to delete the batch wages and record the wages again so the withholdings are calculated using the updated rates.

If you have employees that have OPERS-L Fringe (Fringe Benefit) or Wage (Salary Reduction) or a combination of them with OPERS-L Regular, then you will need to update those employees separately so that the correct percentage allocations are made. You will follow the same steps above only that you will have a value to input in the Fringe and/or Wage fields as well. Again, the 'Distributed' value must equal the 'Employee Goal' of 12.600% to be able to select 'Process' and save the updated rates.

## **OPTION 2: PAYROLL HAS BEEN CONVERTED TO THE NEW UAN 2013.1 PAYROLL APPLICATION**

---

### **Step 1:** Edit the withholding rate.

- Select Payroll → Maintenance → **Withholdings**
- Place a **checkmark** beside OPERS-Law by clicking on the checkbox on the left side of OPERS-Law in the list grid.
- Click the **Edit** button. This will open the Edit Withholding form with the Details tabbed page in view.
  
- Under the Rates section, modify the Employee rate and then click on the **Save** button. The system displays a message in the bottom left corner of the Edit Withholdings form to confirm the withholding changes have been saved.  
*Note:*  
*Selecting **Close** on this step will prompt the system to display a message ‘Save Changes?’. Selecting **Yes** will still save the withholding changes. Selecting **No** will exit without saving. Selecting **Cancel** will return to the Edit Withholdings form.*
- Click on the **Close** button to exit the Edit Withholdings form after the withholding changes have been saved to return to the Withholdings list.
- Click the **Close** button on the bottom right side of the screen to exit the Withholdings list.

### **Step 2:** Edit the employees’ rate.

- Select Payroll → Maintenance → **Employees**
- From the main Employees screen, select an **employee** to edit by clicking on the checkbox beside the employee ID.
- Click on the **Edit** button and select the **Guided** option.
- Choose an **Action** by selecting the radio button beside **‘Edit an existing item’**.
- Choose an **Item Type** by clicking on the radio button beside **Withholding**.
- Click on the **OK** button.
- The **Edit Employee** screen will be displayed with a grid containing all of the existing Withholdings for the employee.
- Select OPERS-Law from the list, and then click the **Edit** button below the grid. This will open the Edit Employee Withholding sub-form with the Details tabbed page in view. Under the Employee Share Distribution section, modify the rate and then click on the **Save** button.
- Click the **Close** button to return to the Employees list. Repeat step 2 for each employee affected by the rate change.

***Reminder:** The ‘Guided’ method is recommended when editing employees until you have a comprehensive foundation in how to revise information through the Employees screens function.*

***Reminder:** The ‘Guided’ method takes you to the Edit Employee screen and the specific tab for the action and item you choose to edit. However, you can still click on other tabs once the Edit Employee screen is displayed.*

*Reminder: You can also choose the 'Advanced' editing method, which will take you directly to the Edit Employee screen and allow you to edit any tab on that screen.*

**OP&FPF:**

OP&FPF rate adjustments will be occurring in the year 2013. For additional information, please review recent OP&FPF publications. At the present time, you will not be able to adjust the OP&FPF rates within the UAN payroll application. Further information will be forthcoming.

**ODJFS:**

The Ohio Department of Job and Family Services (ODJFS) wage limit for 2013 will remain at \$9,000.00. To verify the Wage Limit in the Entity File select the following:

- Select **Payroll**
- Select **Maintenance**
- Select **Entity File**
- Select **Payee**
- Select **Edit**

**Reminder:** The 9,000 wage limit is cumulative through the 2012 fiscal year. For example, if \$5,000 in Total Gross Wages were paid in the first quarter, and \$5,000 in Total Gross Wages were paid in the second quarter, then \$5,000 in Total Taxable Wages would be reported as paid in the first quarter, \$4,000 in Total Taxable Wages paid in the second quarter, and \$0.00 in Total Taxable Wages for the third and fourth quarter.

**MEDICARE:**

The Medicare tax rate for 2013 will remain at 1.45 % for the employee share and 1.45% for the employer share (combined Medicare tax rate of 2.9%). To verify the Medicare tax rate in the Entity File select the following:

- Select **Payroll**
- Select **Maintenance**
- Select **Entity File**
- Select **Withholding**
- Select **Edit**