

**REMINDER: OPERS – QUARTERLY FREQUENCIES CHANGE**

Recent legislation increased monthly earning requirements for OPERS service credit, and OPERS will no longer accept contribution report frequencies longer than monthly – e.g. quarterly earnings must now be reported *monthly*. OPERS has requested that UAN not create contributions reports with longer frequencies after December 2013.

OPERS has not provided specific guidance to offer our clients for reporting of employees who were formerly being paid quarterly, semi-annually or annually, except that you must begin paying and reporting the contributions monthly.

**If you have any questions** about how to complete your reports to satisfy these new requirements, contact OPERS directly at **1-888-400-0965**, M-F from 8:00am-4:30pm.

**If** you need to modify an OPERS contributions report at OPERS' request:

- To add a new row in the Contributions grid, use the Add row fields in the bottom row of the report form. You may need to use the horizontal scroll bar to view all of the available fields in the row, from left to right.
- To remove any row, uncheck the checkbox beside that row. If you need to see the unchecked rows (*the rows that won't be included on the report*), switch the *Show:* option above the grid from *Selected* to *Unselected* (or *All Items*).
- **Note:** You may receive a warning when printing or filing a modified report that the saved report does not match the current UAN information. As long as OPERS advised you to make the modifications, you can ignore this warning.

**If** you need to change any employee's earning frequency, perform the following steps after their final wages with **2013 pay period end dates** have been posted:

1. Edit the Employee in: *Payroll > Maintenance > Employees*
2. On the Earnings tab, Edit the quarterly, semi-annual, or annual earning.
3. Change Frequency to *Monthly*.
4. Change Pay Rate as necessary for the monthly frequency.  
**Note:** Adding a new earning is *not* required.

**Reminder:** PDF files are for internal use only. Do NOT upload a PDF file to the OPERS or OP&FPF website – PDF is **NOT** an accepted filing format. To create a proper file to upload, click the [**File**] button beneath the report list grid and carefully read the message displayed.