



EMPLOYER NOTICE

Personal History Record Updated

WHO SHOULD READ THIS NOTICE

Human resource professionals and any employer contact submitting new hire information to the retirement system

SITUATION OVERVIEW

OPERS is committed to partnering with public employers to provide targeted education and communication to your new hires, whether they are new to public employment, changing employers, or returning to the public sector.

The Personal History Record (Form A) has been updated to include an optional field for the new hire's e-mail address on both the electronic and paper versions. Initial retirement decisions such as plan selection have a deadline attached. Providing an e-mail address on the Form A enables OPERS educational materials and communications to be targeted to new hires in an efficient manner.

WHAT EMPLOYERS NEED TO DO

Employers should begin submitting updated Personal History Records, including e-mail addresses, for new hires as soon as possible. Employers registered for the [Employer Contribution System \(ECS\)](#) should refer to the online help for the file specifications necessary for file transfer method or include the new hire's e-mail address for data entry method.

Those not registered for ECS should consider making the change to electronic transfer of data for forms and reporting.

[Register for ECS](#)

WHOM TO CONTACT FOR MORE INFORMATION

After you review this *Employer Notice*, contact Employer Services with questions/comments at 888-400-0965, or by e-mail at employeroutreach@opers.org.

Please do not reply. Responses to this email are not monitored.

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