

EMPLOYER Notice

Ohio Public Employees Retirement System • 277 East Town Street • Columbus, Ohio 43215

Note:

OPERS is required to archive the Social Security Administration's form for all public employees who are employed in non-SSA contributing positions.

SSA form required for new hires

Who should read this notice

Those responsible for processing paperwork for new hires

Situation overview

Several years ago, the Social Security Administration (SSA) instituted a form that all public employees are required to sign as part of the new-employee orientation process. The form is entitled *Your Employment in a Job Not Covered by Social Security* (form SSA-1945).

Simply put, the form requires employees to acknowledge they understand they are working in a public position that is not covered by Social Security. As such, they are not paying into the Social Security system and accruing benefits in that system. In addition, the SSA form lets public employees know their non-Social Security position may negatively impact their ultimate Social Security benefit.

What you need to do

Employers are required to make sure the form (form SSA-1945) is included in the packet of information given to all new hires that will become OPERS-contributing members.

To comply with the SSA's requirement, please ensure:

- This form is filled out completely for each new employee, including re-employed retirees.
- The employee's name and Social Security number are legible as well as the employer's name and OPERS employer code (employer ID number).
- University/college employers: Please do not send the SSA-1945 with the *Student Exemption* form. The SSA form is only necessary if the student becomes a contributing member of OPERS and should be remitted with their *Personal History Record* (PHR or form A).
- The legibly completed form SSA-1945 should be attached to the employee's PHR when submitted to OPERS. For employers submitting PHRs electronically via ECS, the SSA-1945 is still required to be sent to OPERS. Please fax the form to the attention of the Data Maintenance Department at 1-614-857-1178

Why this is important

Employers are required to ensure the form is completed by their employees and submitted to OPERS in a timely fashion. Your assistance in helping us comply with the SSA's guideline is appreciated.

(More information on back)



1-888-400-0965

www.opers.org

Who to contact for more information

After you review this *Employer Notice*, contact your Employer Outreach representative with questions or comments at 1-888-400-0965 or via the Internet at employeroutreach@opers.org.

This Employer Notice is written in plain language for use by public employers who are subject to coverage under the Ohio Public Employees Retirement System. It is not intended as a substitute for the federal or state law, namely the Ohio Revised Code, the Ohio Administrative Code, or the Internal Revenue Code, nor will its interpretation prevail should a conflict arise between it and the Ohio Revised Code, Ohio Administrative Code, or Internal Revenue Code. Rules governing the retirement system are subject to change periodically either by statute of the Ohio General Assembly, regulation of the Ohio Public Employees Retirement Board, or regulation of the Internal Revenue Code. If you have questions about this material, please contact our office or seek legal advice from your attorney.



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