

Retirement Coordinator Meeting 2024



A large, irregular orange brushstroke graphic on the left side of the slide, with the word "Presenters" written in white text inside it.

Presenters

Matt Kesser

Communications Manager

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Ava Doyle

Retirement Education and
Communications Specialist

(405) 858-6729

adoyle@opers.ok.gov

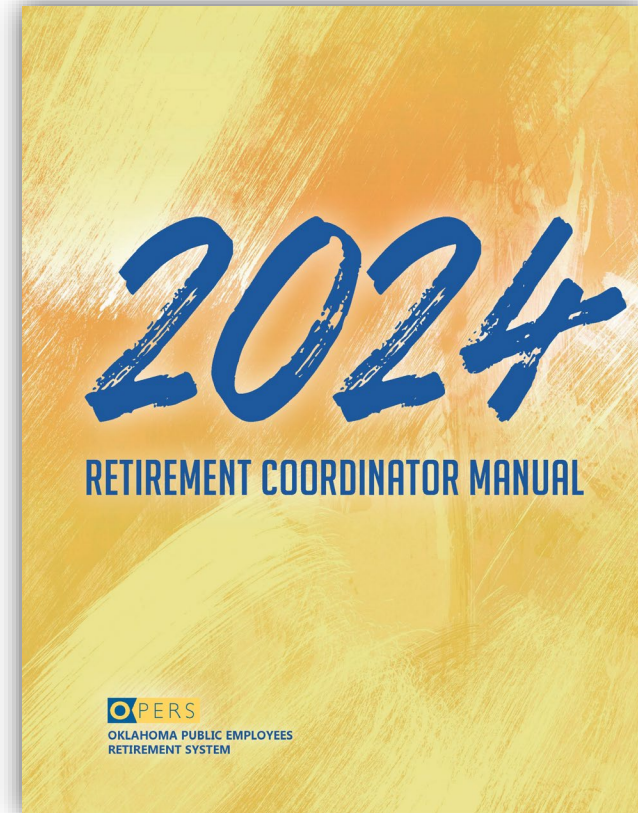


Presentation Overview

- What's New:
 - Legislative Update
 - Separation of Service Form
- Role of the Retirement Coordinator
- Hazardous Duty and HB 1068 Explanation
- Frequently Asked Questions
- Additional Information and Resources

Updated Manual

- PDF available on Employer's section of the OPERS website.
- Second page highlights changes in 2024.



www.opers.ok.gov/employers

Staffing Changes

CONTACT INFORMATION

Mailing Address: P.O. Box 53007 | Oklahoma City, Oklahoma 73152-3007
Physical Address: 5400 North Grand Boulevard, Suite 400 | Oklahoma City, Oklahoma 73112-5625
(800) 733-9008 toll-free | (405) 858-6737 OKC area | (405) 848-5946 fax
www.opers.ok.gov | contact@opers.ok.gov

Defined Benefit Plans	<i>Questions regarding enrollments, service credit, purchases of service, vesting, benefit calculations, member contributions, terminations, or active member deaths</i>		
	Thy Tran	858-6738	ttran@opers.ok.gov
	Ferdinand Blay-Mockey	858-6724	fblay-Mockey@opers.ok.gov
	Alice Hunt	858-6755	ahunt@opers.ok.gov
	Sara Lackner	858-6772	slackner@opers.ok.gov
	Lloyd Thompson	858-6778	lthompson@opers.ok.gov
	Amy Hall	858-6722	ahall@opers.ok.gov
	Tamikia Washington	858-6780	twashington@opers.ok.gov

Retired Member Services	<i>Questions for members currently going through the retirement process or those already retired.</i>		
	Michelle McRee	858-6757	mmcree@opers.ok.gov
	Cameron Gregg	858-6747	cgregg@opers.ok.gov
	Kent Cordray	858-6741	kcordray@opers.ok.gov
	Leslie Jeffcoat	858-6730	ljeffcoat@opers.ok.gov
	Carli Keena-Shelton	858-6777	ckeena-shelton@opers.ok.gov
	Mendi Keller	858-6770	mkeller@opers.ok.gov

Defined Contribution Plans	<i>Questions regarding SoonerSave or Pathfinder participation</i>		
	Marc Pierce	858-6708	mpierce@opers.ok.gov
	Robin Wano	858-6779	rwano@opers.ok.gov
	Brittani Gordon	858-6739	bgordon@opers.ok.gov
	Mary Janousek	858-6796	mjanousek@opers.ok.gov

Payroll Reporting Issues	<i>Questions regarding payroll contribution reporting and submissions</i>		
	Nancy Boysen	858-6728	nboysen@opers.ok.gov

Communications Department	<i>Questions regarding publications, member education, forms or the OPERS website</i>		
	Matthew Kesser	858-6794	mkesser@opers.ok.gov
	Ava Doyle	858-6729	adoyle@opers.ok.gov

Other OPERS Contacts	Stephanie White	858-6768	swhite@opers.ok.gov
	Sarah Ashmore	858-6720	sashmore@opers.ok.gov
	Justin Kilgore	858-6742	jkilgore@opers.ok.gov

Employer Website	<i>General questions about the employer website can be directed to our main contact information.</i>		
	If you need to reset your password email us at help@opers.on.spiceworks.com		

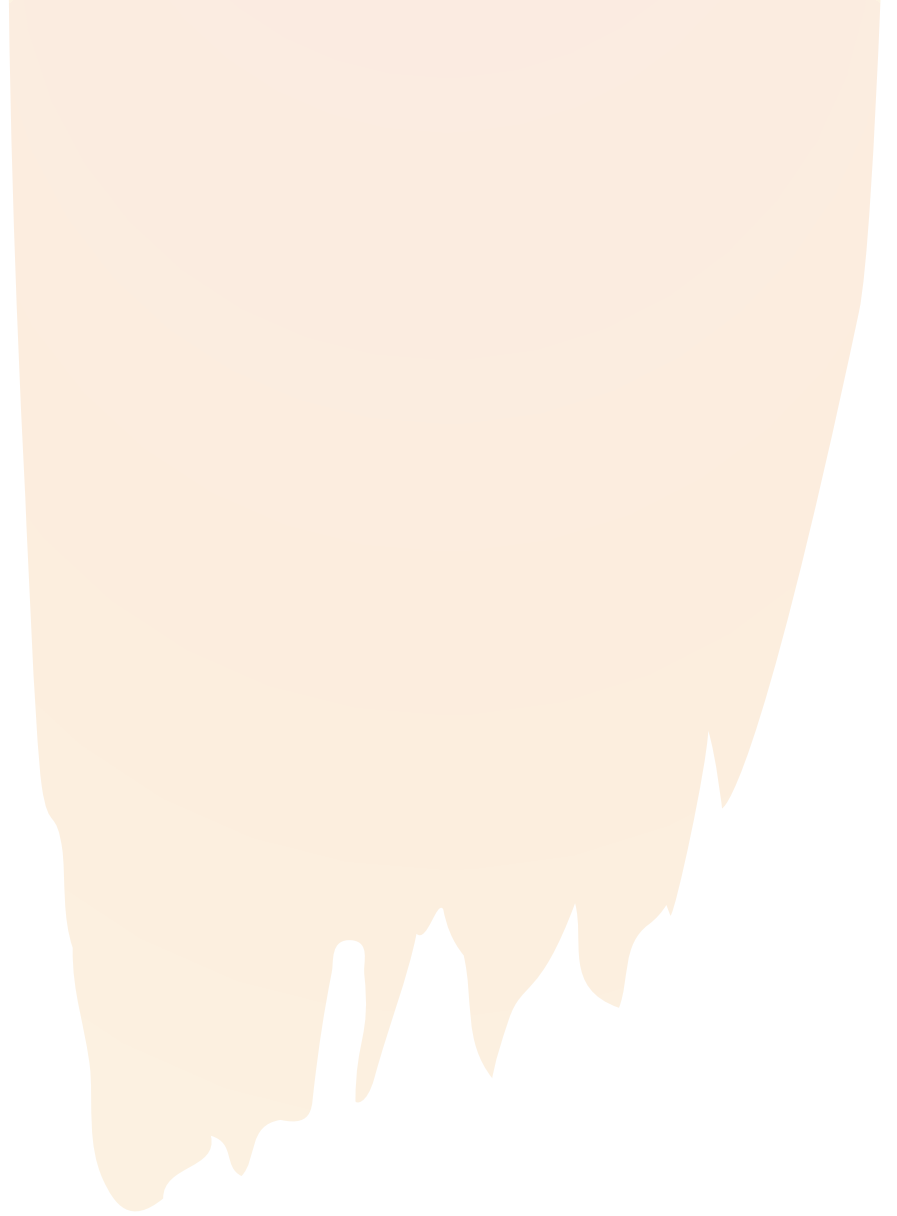
OPERS Contact Information on Page 3 of the Manual.

Don't know who to ask?

The OPERS Contact Center can help!

(405) 858-6737

What's new





Legislation Update 2024

Legislation

House Bill 2687

- Requires active commissioned or CLEET-certified agents hired by the Attorney General's Office or the Military Department on or after July 1, 2024, to participate in OLEERS. Members working in these positions prior to July 1, 2024, will continue to participate in OPERS.

Legislation

House Bill 2982 (Effective November 1, 2024)

Survivor Benefit Election

- In 2021, legislation removed the spouse consent requirement for an Option B survivor benefit.
- This amendment clarifies that a member's spouse does not have a statutory right to an Option B (100% annuity) survivor benefit. The spouse only has a statutory right to an Option A election (50% annuity).
- This gives OPERS clear direction to pay a benefit under Option A in rare instances where a spouse did not provide consent for a married member who selects the Maximum or Option C benefit.

Legislation

House Bill 2982 (Effective November 1, 2024)

Pathfinder Forfeiture Funds

- This amendment was added to expand the use of the Pathfinder forfeiture fund for all purposes consistent with federal law. This is necessary to comply with a pending treasury regulation.

Legislation

- House Bill 1068
 - Requires **all deputy sheriffs and county jailers** to participate in the OPERS hazardous duty plan on November 1, 2024.
 - These members can elect to purchase prior service at actuarial cost.
- House Bill 1805
 - Requires **newly hired as of November 1, 2024 licensed emergency medical personnel** to participate in the OPERS hazardous duty plan.
 - Members working in these positions prior to the November 1, 2024 will continue to participate in OPERS as a regular State or Local Government member.

Payroll for HD

- Code O for county deputy sheriffs and jailers
- 8% employee contribution and 16.5% employer contribution
- Hazardous Duty members cannot participate in Step-Up while contributing at the Hazardous Duty rate.

New - Separation of Service Form Coming Soon

- Complete for any employee who is not immediately retiring
- Captures important information we need if the member chooses to withdraw or receive a future vested benefit
- Online form through Adobe Sign

Separation Information

- Last date physically on the job
- Last date on payroll
- Separation date
- Hours of unused sick leave

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Employer Certification of Separation of Employment 515-118C-24
200
DRAFT

Complete this form for all employees who are separating service to verify dates and unused sick leave.

PART 1 – FORMER EMPLOYEE INFORMATION

Member name (First, Middle, Last) Social Security number

PART 2 – END OF EMPLOYMENT INFORMATION

For most employees, the three dates below will be the same. The dates will be different if the employee ended their employment on paid leave, unpaid leave, disability insurance or FMLA.

Last Date Physically on the Job is the last day an employee physically performed their job at work. This can never be after the last date on payroll and termination date. This date is important for a member to qualify for disability retirement.

Last date physically on the job

Last Date on Payroll is the employee's last paid day including paid leave. This is the last day an employee worked or used leave, not the day they receive their paycheck. This date is important to calculate service credit for retirement.

Last date on payroll

Separation Date is usually the last date on payroll, but not always. Separation date can never be before last date on payroll. The separation date can come after the last date on payroll when using unpaid leave, disability insurance or FMLA. This date is important if the member wants to take a withdrawal in the future.

Separation date

Members can use up to a maximum 960 hours of unused sick leave toward service credit for retirement. Unused sick leave can only be banked if the member is eligible to receive a future benefit.

Hours of unused sick leave

PART 3 – EMPLOYER CERTIFICATION

I certify the information provided on this form is true and correct to the best of my knowledge.

Retirement coordinator's signature Date

Retirement coordinator's name Retirement coordinator's email address Employer name

OKLAHOMA PUBLIC EMPLOYEES RETIREMENT SYSTEM
P.O. Box 53007 | Oklahoma City, Oklahoma 73152-9007
Toll-free 1-800-738-9008 | www.opers.ok.gov

Rev. 09/2024

Separation Information

PART 2 –END OF EMPLOYMENT INFORMATION

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Separation date

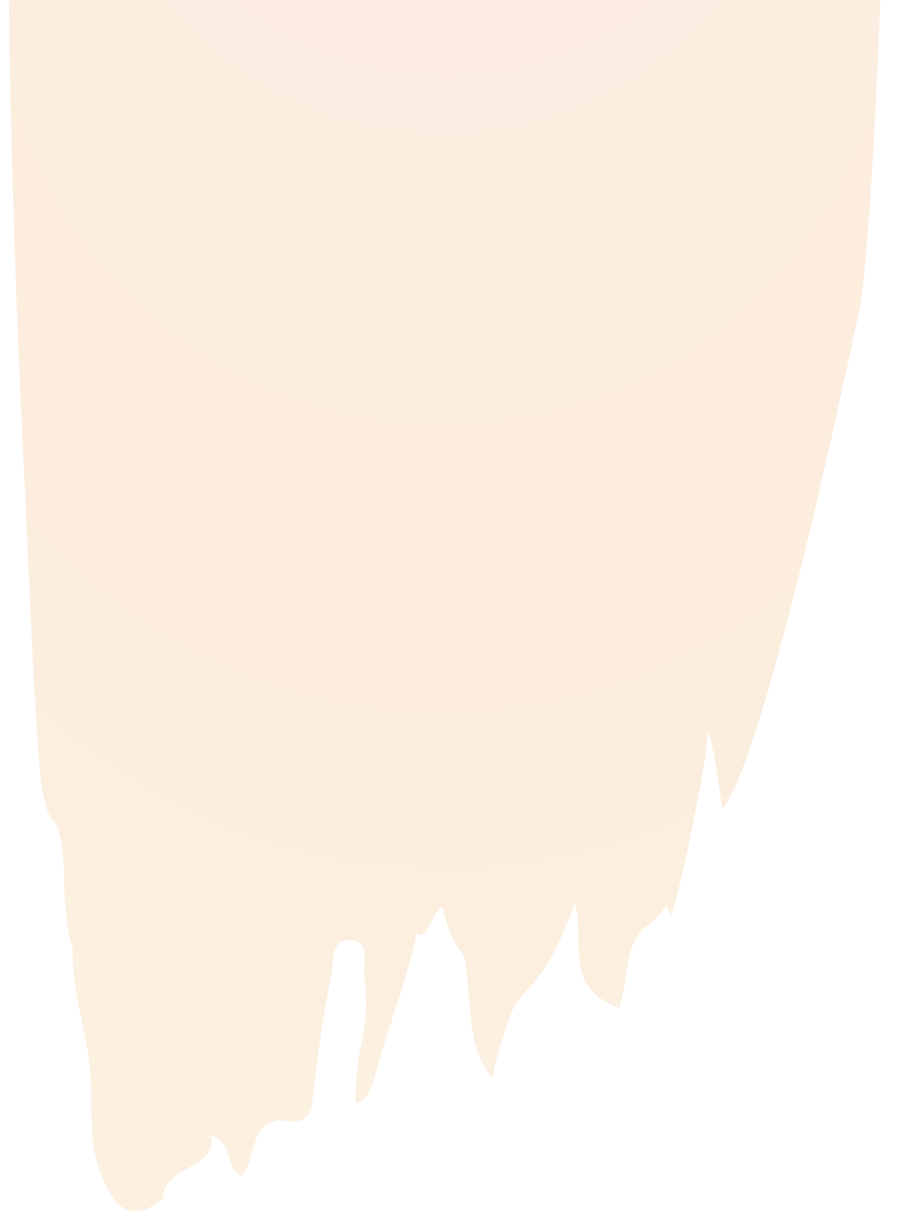
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Hours of unused sick leave

What is 'being vested' mean?

- You have enough service to receive a future benefit.
- Eight full years
- When member leaves employment can request a benefit calculation
- Member doesn't need to act right away.
- Will still need to complete retirement application when eligible.

Retirement Coordinator Basics





Roles of the Retirement Coordinator

- Multiple Plans, Varying Responsibilities
 - Maintaining records
 - Enrolling new employees
 - Reporting contributions
 - Providing information on multiple plans
 - Keeping your employees informed

Maintaining Records

- Long-term relationship between OPERS and your employees
 - OPERS will frequently request missing information.
 - Hours
 - Salary
 - Unused sick leave balances upon separation
 - Keep employee records as accessible as possible.
 - Learn where your old records are hiding, do not get rid of that information unless you can recreate it.

New Employees – Call OPERS First!

(405) 858-6737
(800) 733-9008



Membership Requirements

- Position is permanent, not seasonal or temporary.
- Position requires at least 1,000 hours work per year (rolling 12 months after first day of employment).
- The salary must be equal to or greater than the minimum wage.

State employees who first become employed by a participating employer on or after November 1, 2015, and have no prior participation in OPERS will participate in the mandatory Pathfinder defined contribution plan.

Membership Requirements

- “Probationary” periods are still reportable
 - Periods of “initial employment” cannot be exempted from OPERS contributions.
 - Delinquent service is costly and avoidable.

Enrolling New Members

- Call OPERS regarding prior participation.
- Before first payroll report
- Enroll even those who contribute a short amount of time.
- Encourage members to complete beneficiary designations at enrollment.
- Enrollments do not happen in WorkDay
- Enroll members online:

<https://connect.opers.state.ok.us>



Importance of Enrollment

- Integrity of service and salary data – long-term relationship over a member's career.
- Members cannot withdraw, vest or retire without enrolling.
- Member will not receive an annual statement or newsletter.
- Ensure contributions are paid on time
- Delinquent service is costly and avoidable.

Rolling 12-Month Calendar

April	80 hours
May	85 hours
June	65 hours
July	95 hours
August	85 hours
September	85 hours
October	80 hours
November	60 hours
December	80 hours

January	60 hours
February	85 hours
March	85 hours

April through March: 945 total hours

Not OPERS eligible.

Rolling 12-Month Calendar

April	80 hours
May	85 hours
June	65 hours
July	95 hours
August	85 hours
September	85 hours
October	80 hours
November	60 hours
December	80 hours

January	60 hours
February	85 hours
March	85 hours
April	95 hours

May through April: 960 total hours

Not OPERS eligible.

Rolling 12-Month Calendar

April	80 hours
May	85 hours
June	65 hours
July	95 hours
August	85 hours
September	85 hours
October	80 hours
November	60 hours
December	80 hours

January	60 hours
February	85 hours
March	85 hours
April	95 hours
May	95 hours

June through May: 970 total hours

Not OPERS eligible.

Rolling 12-Month Calendar


April	80 hours
May	85 hours
June	65 hours
July	95 hours
August	85 hours
September	85 hours
October	80 hours
November	60 hours
December	80 hours

January	60 hours
February	85 hours
March	85 hours
April	95 hours
May	95 hours
June	95 hours

July through June: 1,000 total hours

OPERS eligible

Reminders - Enrolling New Members



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EssentialOPERS
STATE & LOCAL GOVERNMENT EMPLOYEES

The Oklahoma Public Employees Retirement System (OPERS) is a defined benefit retirement plan qualified under Section 401(a) of the Internal Revenue Code. Participation in OPERS is mandatory for eligible state and local government employees. OPERS provides you a lifetime retirement benefit when you meet the eligibility requirements described below.

You participate in OPERS by contributing a portion of your salary each pay period. Your employer also contributes on your behalf. The amount of your contributions does not determine the amount of the benefit OPERS promises you. Your benefits are determined by a formula which includes your salary and years of credited service. The paid contributions are invested, under the direction of the OPERS Board of Trustees, to provide lifetime retirement benefits to eligible members.

This handout is an overview describing OPERS plan provisions as of July 1, 2020. It is not a plan document and does not create any type of binding obligation, contract or promise to pay benefits. OPERS reserves the right to correct any errors contained herein to comply with federal or state statutes. For more information, refer to the member handbook available online at www.opers.ok.gov.

Membership and Participation

Participation in OPERS begins on the first day of the month immediately following the beginning date of your employment, provided that all of the following apply:

1. Your position is **permanent**, not seasonal, or temporary; and,
2. Your position requires at least 1,000 hours of work per year; and,
3. Your salary is equal to or greater than the minimum wage.

Contributions

Current contribution rates are 3.5% for state employees and 16.5% for state agencies.

Local government employers choose the rate at which the organization and employee will contribute for a total of 20%. For more details on the contribution rates of a participating local government organization, see your Retirement Coordinator.

Vesting

Vesting means you have accumulated enough service credit to entitle you to a lifetime monthly retirement benefit in the future. You must have eight years¹ of credited service (including six full years of full-time-equivalent employment²) to be eligible to vest your OPERS benefit.

Eligibility for Normal Retirement Benefits

If you became a member of OPERS before November 1, 2011:

- **Age 62** – You can begin receiving full, unreduced retirement benefits when you are at least age 62 with six full years of full-time-equivalent employment²; or
- **80 Points** – You can begin receiving full, unreduced retirement benefits when the sum of your age and years of service equals 80 if you became a member before July 1, 1992; or
- **90 Points** – You can begin receiving full, unreduced retirement benefits when the sum of your age and years of service equals 90 if you became a member on or after July 1, 1992.

If you became a member of OPERS on or after November 1, 2011:

- **Age 65** – You can begin receiving full, unreduced retirement benefits when you are at least age 65 with six full years of full-time-equivalent employment²; or
- **90 Points** – You can begin receiving full, unreduced retirement benefits when you are at least 60 years of age and the sum of your age and years of service equals 90.

Eligibility for Early Retirement Benefits

If you became a member of OPERS before November 1, 2011:

- You can begin receiving reduced retirement benefits once you have reached age 55 and have at least 10 years¹ of participating service.

If you became a member of OPERS on or after November 1, 2011:



- You can begin receiving reduced retirement benefits once you have reached age 60 and have at least 10 years¹ of participating service.

If you choose early retirement, you will receive a **permanent** actuarial reduction in your benefit based on your age at retirement.

- Provide *Essential*/OPERS
- Explain benefit
- Explain the Step-Up program

Step-up

- Updated flier coming soon
- Contribution is an extra 2.91%
- On full years of participation in Step-up
- Not Eligible:
 - Contributing at the 8% Hazardous Duty rate
 - First elected or appointed prior to November 1, 2011



Your OPERS benefit is a valuable part of your future retirement income. One way to get more from your OPERS benefit is through Step-Up. Whether you are early in your career or have many years of service, you can step up your contribution and receive a greater lifetime benefit when you retire. For information on the benefit formula and retirement eligibility review the *EssentialOPERS* at www.opers.ok.gov/publications.

What Is Step-Up and How Does It Work?

When you retire, OPERS calculates your benefit using a formula:

Final Average Compensation	X	Years of Service	X	Computation Factor (2%)
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(The formula is different for elected officials and hazardous duty members.)

With Step-Up, you pay more in contributions each paycheck. In return, your benefit calculation will use a higher computation factor of 2.5%.

Step-Up
2.0% ➔ 2.5%

The higher 2.5% Step-Up rate only applies to full years (12 months) of participating service earned after starting Step-Up.

- For example, four years and 10 months in Step-Up will result in a calculation of four years at the Step-Up rate.
- All other service, including partial years of participation in Step-Up, is calculated at the standard 2% rate.¹

How Much Will Step-Up Cost Me?

- An Additional 2.91% of your compensation.
- To calculate your full contribution with Step-Up, add 2.91% to your current contribution rate.
- Contact your retirement coordinator or payroll clerk for your current contribution rate.
- Regular employee contribution rates and/or the Step-Up rate could change in the future.

What Are the Requirements and Eligibility?

Most active OPERS members may enroll in Step-Up.²

- Except: Hazardous duty members and elected officials first elected or appointed prior to November 1, 2011.
- Once enrolled, you are always in the program.
- You cannot stop or pause the additional Step-Up contribution.
- You will continue to pay into Step-Up even if you change positions or return to work in the OPERS system after a break in service, retiring or taking a withdrawal.

How Do I Enroll in Step-Up?

- Complete and sign a Step-Up Election Form.
- Return the form to your retirement coordinator.
- You can enroll as a new employee or at any time while you are an active participating member.
- Step-Up starts the first payroll period after your employer accepts the form.

Is Step-Up Right for Me?

Like all financial decisions, choosing to Step-Up may impact your current and retirement lifestyles. You should consider these factors before enrolling:

- Once begun, you cannot stop Step-Up contributions.
- How long do you plan to remain an active member?
- Can you afford a decrease in take-home pay due to higher employee contributions?
- What is your current financial standing and tax status?
- How long do you and/or your survivor plan to receive a pension from OPERS based on age and life expectancy?
- You cannot withdraw contributions until you end employment.
- Other choices for tax-sheltered saving such as SoonerSave or an IRA.

www.opers.ok.gov/step-up

Retired Returning to Work

Non-OPERS employer

No affect on your OPERS benefit



OPERS-participating employers

No pre-arranged employment agreements per State law and IRS Code

Same employer from which you retired

- One-year “cooling-off” period, or must waive benefits

Different OPERS employer

- One month waiting period, or your benefit will be canceled

Returning to Work with OPERS

- Pay contributions
- Earn service credit
 - Benefit increases every 2,076 hours worked
- Decide to continue or waive benefits
 - Waiving benefits and working for three full years allows you to retire a second time
 - Benefits will be subject to earnings limits

Earning Limitations

- Benefit subject to Social Security earnings limitation
- Current limits: opers.ok.gov/returning-to-work/

Social Security Administration (SSA) Earnings Limits		
Will not reach SSA Full Retirement Age in 2024	Up to the point you reach SSA Full Retirement Age in 2024	Once you reach the SSA Full Retirement Age
\$22,320	\$59,520	No Limit

Returning to Work Forms

- Complete *Post Retirement Employment Election*
 - When retired member returns to work
 - Receive benefits vs waive benefits
- Complete *Status of Post-Retirement Employment*
 - When member approaches earning limits
 - Continue working or terminate employment to continue benefit

Payroll Reporting

Reporting and Data Integrity

- Verify hours and salary are correct for each member.
- Do not copy and paste without checking the hours.
- This can cause problems at retirement.
- OPERS may not be able to process a member's retirement until errors are resolved.

Lock your records

- Remember to lock your records when you have finished payroll reporting.
- Making changes without locking will cause the totals in our system to not match the certificate.
- Need help or make a mistake? Call Nancy



(405) 858-6728

Employer Website Transactions

- Enroll new members
- Payroll reporting
- Update member name
- Update member address
- Preliminary Employer Certification (Retirement Application – Part 8)
- Final Employer Certification

<https://connect.opers.state.ok.us>

Member Name Changes

- Updating Name Changes
 - Name changes occur through the reporting of payroll.
 - This event marks a good time to request copies of the marriage license, divorce decree (first page and signatures), etc. which verifies the name change.
 - Provide copies to OPERS for the member's file. We will likely ask for these documents at retirement.

Member Address Changes

- Updating Addresses
 - You may update a member's address on the employer website at <https://connect.opers.state.ok.us>.
 - Members may complete a Change of Address form online.
 - Employees updating their address in Workday does not automatically update their OPERS record.



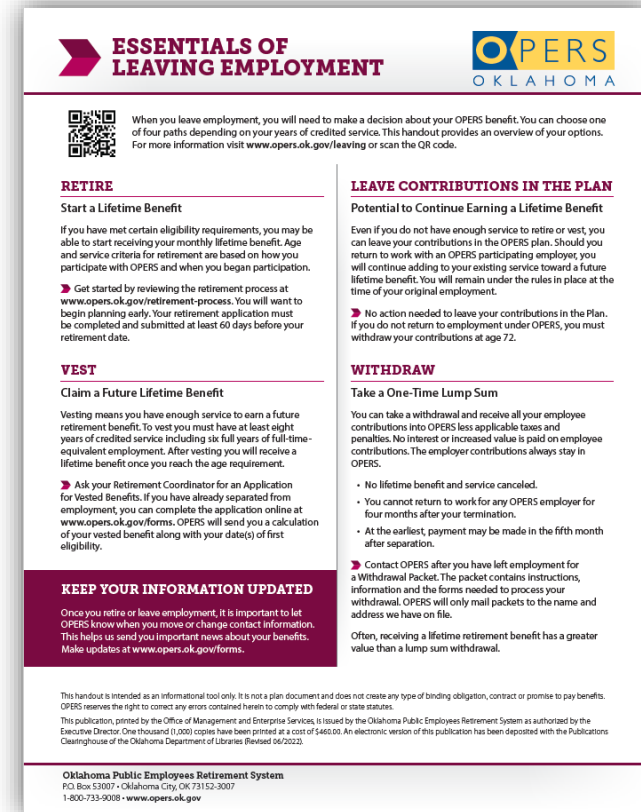
Providing Information to OPERS

- Serve as liaison between OPERS and your employees.
- Keep employees informed on OPERS information.
- Assist employees with OPERS forms.

OPERS is happy to share information
and advice with Retirement Coordinators

Essentials of Leaving Employment

- What are your options when leaving employment?
 - Retire
 - Vested
 - Leave contributions with OPERS
 - Withdraw



www.opers.ok.gov/leaving

Your Role at Retirement

- Encourage your employees to attend an OPERS Pre-Retirement seminar within two years of eligibility.
- Direct member to complete digital application
 - opers.ok.gov/retire
- Preliminary Employer Certification
- Final Employer Certification
 - Online submission within 10 days after the retirement date

<https://connect.opers.state.ok.us/>

Digital Retirement Application

- Access the application from the OPERS Forms page.
- Member must complete the application themselves
- The Retirement Application page has instructions on information and documents needed to complete the application.
- Video instructions

www.opers.ok.gov/retire

OPERS OKLAHOMA

ACTIVE MEMBERS • RETIRED MEMBERS • EMPLOYERS • RETIREMENT PLANNING • SOONERSAVE • PATHFINDER

Retirement Application

[View Seminar Schedule](#)

[Determine Your Eligibility](#)

[Calculate Your Benefits](#)

Congratulations! You have made the decision to start the retirement process. Retiring from work is a major milestone, and one of the most important decisions you will make in your lifetime. Retirement looks and feels different to each individual, but OPERS has many resources available to help you understand planning and timelines.

Watch this video for a tutorial on completing and digitally signing the retirement application.

Before you start the application...

You will be asked to upload or provide information while completing the retirement application. To expedite the application process, have the following ready and available to upload before beginning.

Information Needed to Complete Application

Have the following information easily accessible before starting the retirement application.

- Your [retirement date](#)
- Your [retirement option](#)
- Spouse information, if applicable. Information will include name, date of birth, Social Security number and address.
- Beneficiary information for [retiree death benefits](#). Information will include name, relationship, date of birth, Social Security number and address.

Documents to Upload

Have PDFs or images of the following documents ready to upload while completing the form. Files uploaded should include the entire document, including headers and footers, and be clearly legible.

- A voided check or letter from your financial institution to set up your [direct deposit](#).
- Proof of your [date of birth](#) and your joint annuitant, if applicable.
- Documentation of your current marital status (e.g., marriage license, divorce decree or death certificate)

Digital Signature & Submitting Your Retirement Application

After completing the online retirement application, you will receive an email with instructions to digitally sign your retirement application through OneSpan. Your application will not be submitted to OPERS until after it is digitally signed. You must follow the instructions and sign your application within the [posting deadline](#) for your intended retirement date.

Are You Ready to Begin?

Click on the button below to start your Retirement Application.

[Start Retirement Application](#)

ADDITIONAL RESOURCES

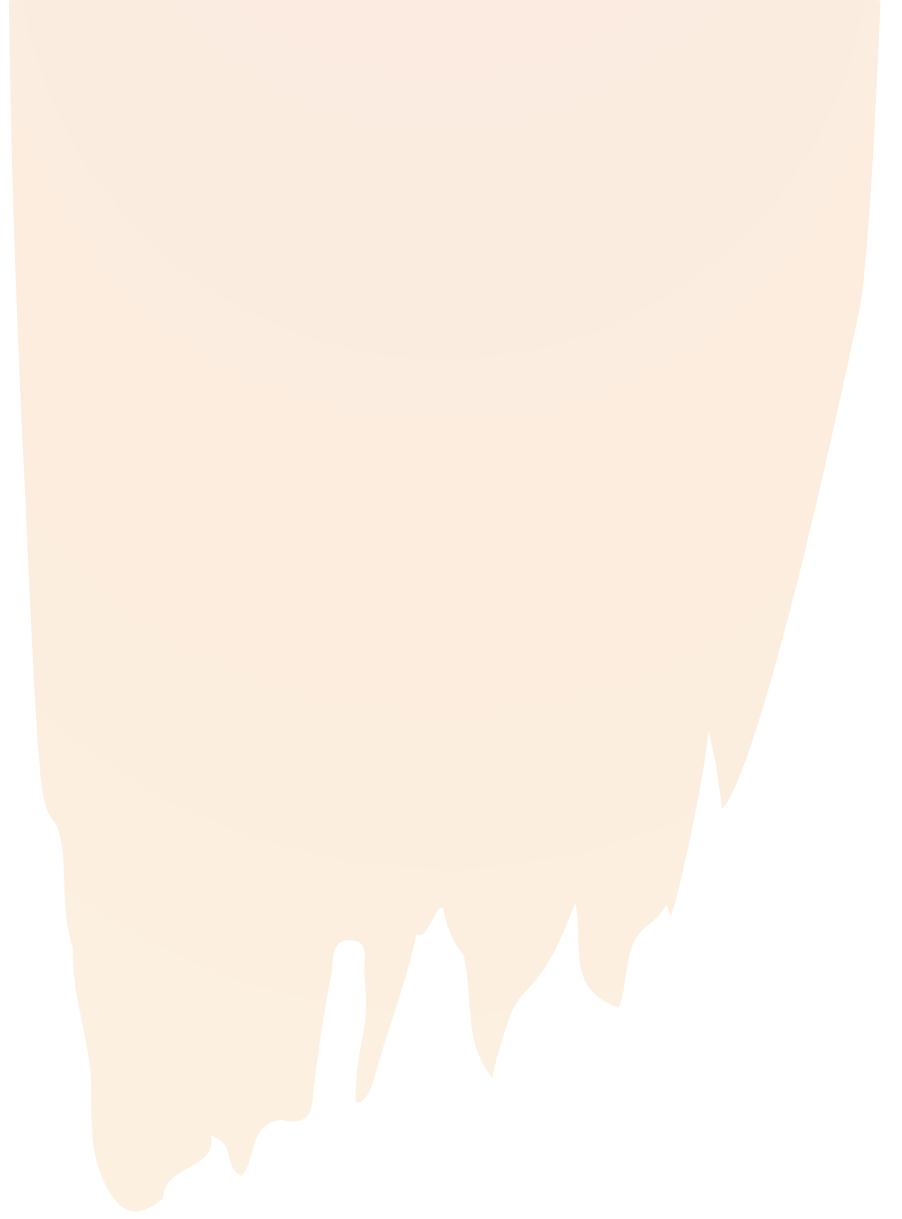
- [Attend a Pre-Retirement Seminar](#)
- [Retirement Eligibility](#)
- [Benefit Formula](#)
- [Benefit Options](#)
- [Retirement Coordinator Information](#)
- [Employees Group Insurance Division](#)
- [Federal and Oklahoma Taxes](#)
- [Direct Deposit Information](#)
- [Beneficiary Information](#)

OPERS OKLAHOMA

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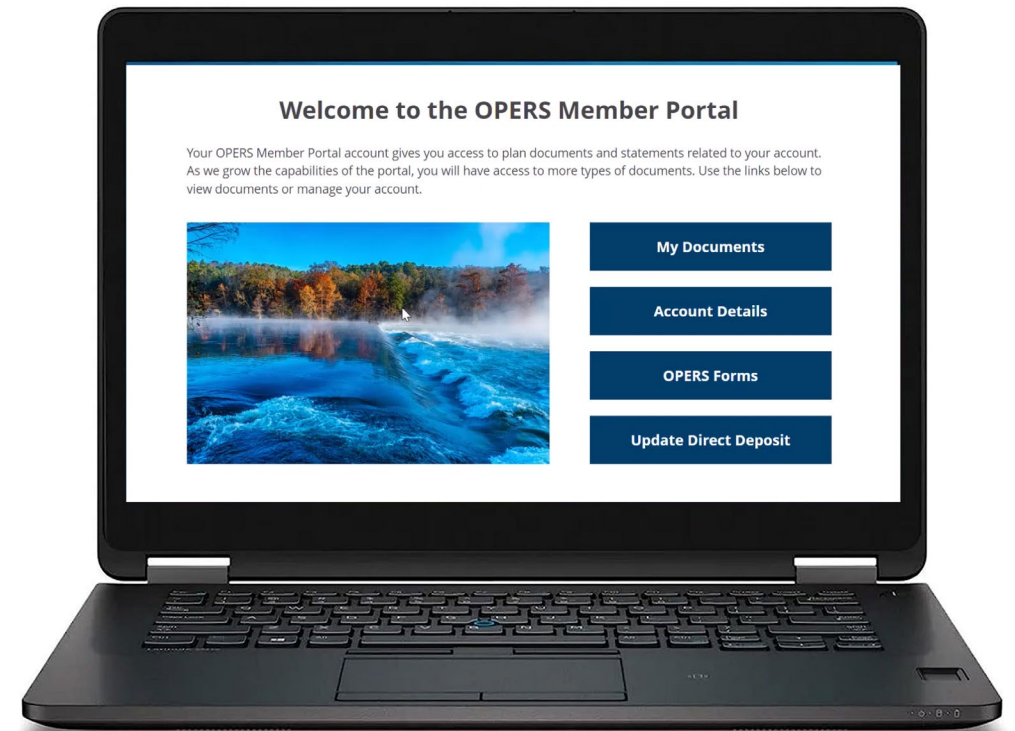
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Additional Information and Resources



Member Portal

- Launched January 2024
- Members can access important documents
- More features planned



Annual Statements

- Members with email on file received an email notice
- Annual statements were mailed September 1st
- Includes:
 - OPERS Member ID
 - Primary beneficiary(ies)
 - Contribution rate and totals
 - Coordinator information

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OKLAHOMA

Active Member Statement
As of June 30, 2022

We want your email address!

Active Member
123 Sunny Lan
Oklahoma City, OK 73112

Visit www.opers.ok.gov/email to securely submit or update your personal email address. You will need to include your OPERS Member ID shown below.

OPERS is pleased to provide you with this member statement. One of the most important benefits you receive as a public employee is membership in OPERS. As a member, you receive a monthly, lifetime benefit when you meet the age and service requirements. We consider this defined benefit plan a partnership. You contribute a percentage each pay period and your employer also contributes on your behalf. However, these contributions have no direct relationship to the amount of your future retirement benefit. For more information about your benefit, see the back of this annual statement.

Prepared For: Active Member

Member ID: A12345678

Personal Email: Visit www.opers.ok.gov/email to securely submit or update your personal email address.

Employer: 515 OKLAHOMA PUBLIC EMPLOYEES RETIREMENT SYSTEM

Retirement Coordinator: RETIREMENT COORDINATOR
405-555-1212

Beneficiary Information: Maximum of three primary beneficiaries for your OPERS defined benefit plan are provided below. To update your beneficiary, complete the form available at www.opers.ok.gov/forms or by calling OPERS.

F BENEFICIARY
S BENEFICIARY
T BENEFICIARY

Employee Contribution Rate: 3.5 %

Total Employee Contributions
Pre-Tax: \$1,954.00
Post-Tax: \$0.00

Explore Our Website
www.opers.ok.gov

The OPERS website is full of information to assist in answering your questions about retirement. Explore the website to find:

- Forms to update your address, beneficiaries or to request information.
- An overview of the retirement process, including retirement dates and deadlines.
- Options at retirement and the benefit formula.
- Pre-Retirement Seminar schedule and online registration.
- Publications to keep you informed including newsletters, *EssentialOPERS*, and more.

www.opers.ok.gov/forms

Coordinator Video Library

The screenshot displays the OPERS Oklahoma website. The top navigation bar includes links for ACTIVE MEMBERS, RETIRED MEMBERS, EMPLOYERS, RETIREMENT PLANNING, SOONERSAVE, and PATHFINDER, along with a search icon. The main header features the text "Coordinator Training" over a background image of a man on a phone. To the right of this header is a vertical menu with links: GETTING STARTED, COORDINATOR TRAINING, ADDITIONAL RESOURCES, PROSPECTIVE EMPLOYERS, OPERS FORMS, SOONERSAVE FORMS, and PATHFINDER FORMS. Further right are three buttons: OPERS Forms, SoonerSave Forms, and Pathfinder Forms. Below the header is the "Coordinator Video Library" section, which includes a paragraph: "Below are recommended videos for OPERS, SoonerSave and Pathfinder coordinators. Click the link below to view the complete Coordinator Video Library." At the bottom, there are three video thumbnails. The first is for "OPERS OKLAHOMA Account Registration". The second is for "Special Deferral From Accumulated Annual Leave Payment" and features the "SOONER SAVE" logo. The third is for "Changing Your Contribution" and features the "PATHFINDER OKLAHOMA" logo.

OPERS
OKLAHOMA

ACTIVE MEMBERS ▾ RETIRED MEMBERS ▾ EMPLOYERS ▾ RETIREMENT PLANNING ▾ SOONERSAVE PATHFINDER 🔍

Coordinator Training

- GETTING STARTED
- COORDINATOR TRAINING
- ADDITIONAL RESOURCES
- PROSPECTIVE EMPLOYERS
- OPERS FORMS
- SOONERSAVE FORMS
- PATHFINDER FORMS

OPERS Forms

SoonerSave Forms

Pathfinder Forms

Coordinator Video Library

Below are recommended videos for OPERS, SoonerSave and Pathfinder coordinators. Click the link below to view the complete Coordinator Video Library.

OPERS
OKLAHOMA
Account Registration

Special
Deferral From
Accumulated
Annual Leave
Payment

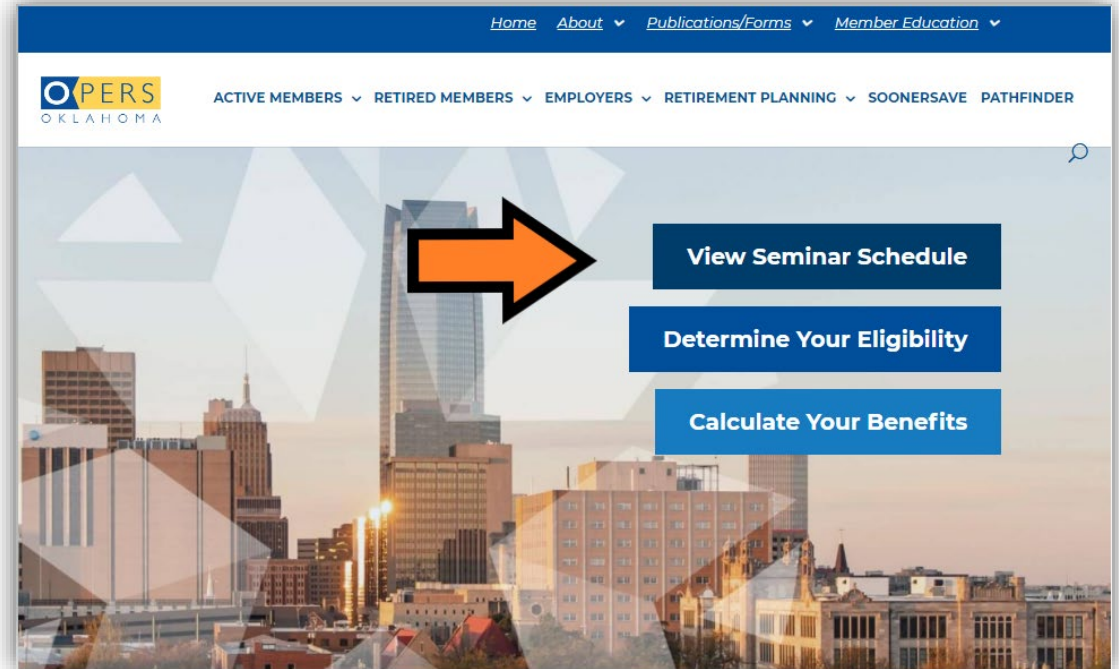
**SOONER
SAVE**

Changing Your
Contribution

PATHFINDER
OKLAHOMA

Pre-Retirement Seminars & Webinars

- View schedule and register online



www.opers.ok.gov/pre-retirement-seminar-schedule



OPERS Information Webinars

- Anyone in OPERS should attend.
- Great of as an orientation.
- Will be offered quarterly starting in 2025.
- Look for the email announcement

Updating Coordinator Information

- On the OPERS website
 - Employers > OPERS Forms
- Return to communications@opers.ok.gov
- One form per person you need to
 - Add
 - Remove
 - Update
- Use to update employer info

OPERS **Employer and Retirement Coordinator Updates** 515-202-23
OKLAHOMA A

Complete this form to update and verify employer and OPERS retirement coordinator information and request access to the [OPERS employer portal](https://connect.opers.state.ok.us) (<https://connect.opers.state.ok.us>). The main retirement coordinator may submit this form; however, if the main retirement coordinator changes, this form must be signed by their supervisor.

PART 1 – EMPLOYER INFORMATION

Employer name _____ Employer number _____

Mailing address (Street or P.O. Box, City, State, Zip+4) _____

Phone number _____ Fax number _____

PART 2 – RETIREMENT COORDINATOR CHANGE INFORMATION

Only one main coordinator can be named for each employer. If selecting a new main coordinator, the current main coordinator will be changed to an alternate. You must submit another form to remove them.

OPERS/Pathfinder coordinator: ☐ Main coordinator ☐ Alternate coordinator ☐ Remove

SoonerSave coordinator (if applicable): ☐ Main coordinator ☐ Alternate coordinator ☐ Remove

Retirement coordinator's name _____

Email address _____ Phone number _____

PART 3 – OPERS EMPLOYER PORTAL ACCESS

Use the check boxes to indicate the level of access to the employer portal requested for the retirement coordinator named above.

☐ No portal access **OR** ☐ Enrollments ☐ Retirement certifications

☐ Payroll reporting ☐ Address changes

PART 4 – EMPLOYER APPROVAL

I certify the above information is true and correct to the best of my knowledge. I certify I am authorized to make the changes above.

Name _____ Title _____

Email _____ Phone _____

Signature _____ Date _____

OKLAHOMA PUBLIC EMPLOYEES RETIREMENT SYSTEM
P.O. Box 53007 | Oklahoma City, Oklahoma 73153-3007
Toll-free 1-800-733-9008 | Fax 405-648-5946 | www.opers.ok.gov

Rev. 03/2023

Forms

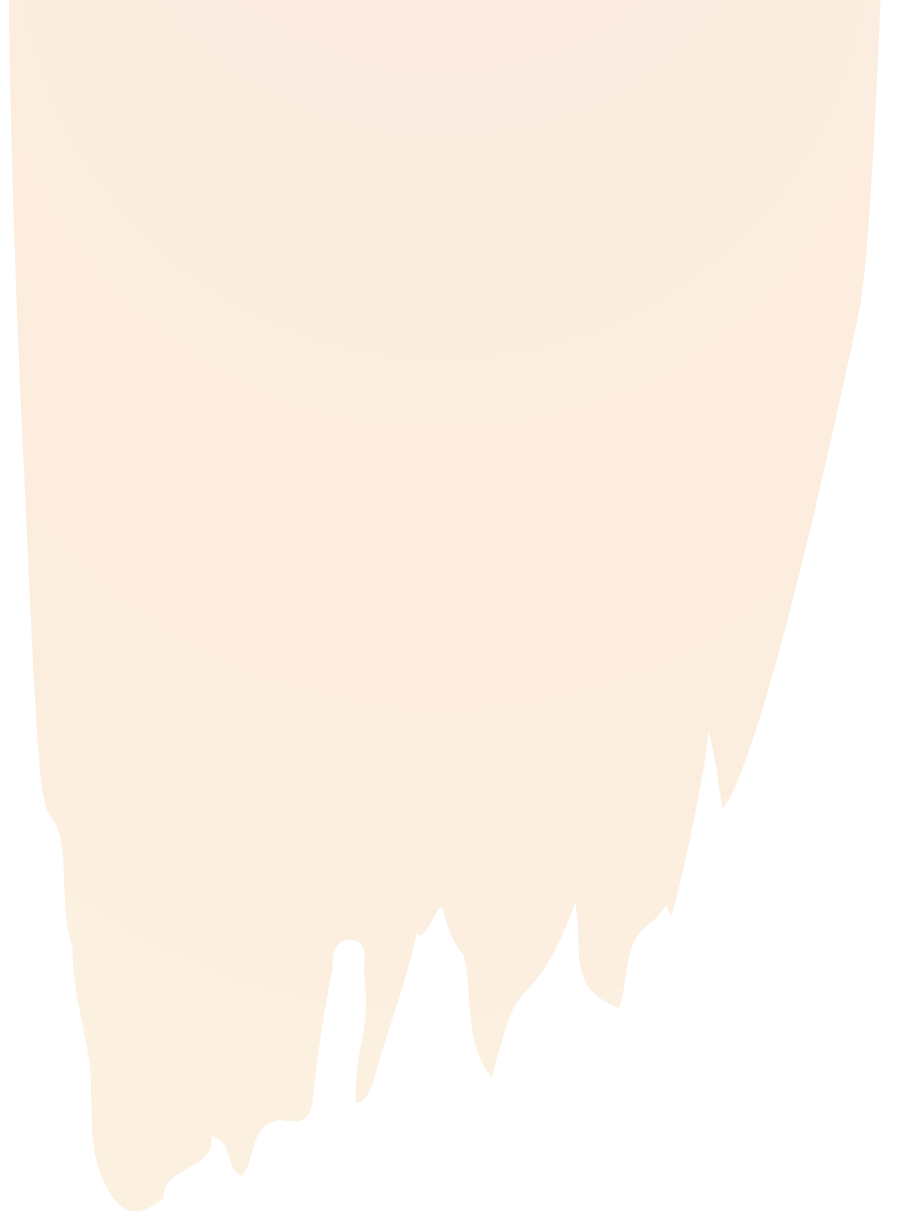
- Encourage your employees to complete digital forms
- For security we don't want you responsible to carrying around PII
- Forms do not need to be hand delivered.
- Can come through Interagency Mail

Questions & Answers



The remaining slides cover the information related to House Bill 1068, which affects county employers and their deputy sheriffs and jailers.

What Does
House Bill 1068
Do?



House Bill 1068?

- This bill requires all county deputy sheriffs and jailers to participate in the OPERS hazardous duty plan starting November 1, 2024.
- Also allows these employees to purchase prior service as a deputy sheriff or jailer
- Deputy sheriffs and county jailers first hired on or after November 1, 2020, already participate as hazardous duty and are not affected by this bill.

Who Are Hazardous Duty Members?

- Department of Corrections*:
Correctional Security Officer
Correctional Security Manager
Correctional Chief of Security
Probation and Parole Officer
Fugitive Apprehension Agents
- Grand River Dam Authority
Lake Patrol Officer
- Oklahoma Military
Department Firefighter
- County Deputy Sheriff
- County Jailer
- Licensed Emergency
Medical Personnel (first hired
on or after November 1, 2024)



Hazardous Duty Provisions

- Contribution Rate
- Computation Factor
- Retirement Eligibility

Contribution Rate

- First 20 years of participating service: contribution at the hazardous duty rate:

Employee: 8%

Employer: 16.5%

- After 20 years of participating service: contribution at the non-hazardous duty rate.

Computation Factor

- 2.5% on whole years for up to 20 years of hazardous duty service.
- All other service types and partial years of hazardous duty service will be calculated at the non-hazardous duty rate: 2%

How Do I Calculate My Benefit?

$$\frac{\begin{array}{l} \text{Final Average Salary} \\ \text{Service Credit} \\ \text{X} \\ \text{Computation Factor} \end{array}}{\text{Lifetime Annual Benefit}}$$

Split Calculation Example

Non-Hazardous Service

	\$30,000
×	11
×	0.02
<hr/>	
=	\$6,600 Annually
÷	12
<hr/>	
=	\$550

Hazardous Service

	\$30,000
×	4
×	0.025
<hr/>	
=	\$3,000 Annually
÷	12
<hr/>	
=	\$250

	\$550
+	\$250
<hr/>	
=	\$800 Monthly

Retirement Eligibility

- May retire after 20 full years of full-time-equivalent employment in the hazardous duty plan.
- Must retire from a hazardous duty eligible position to qualify under the 20-year rule.
- This eligibility option is in addition to the regular age and service requirements.

Option to convert previous service

- HB1068 allows county deputy sheriffs and jailers to purchase prior service as a county deputy sheriff or jailer at actuarial cost.
- Purchase can be made on or after November 1, 2024
- Can purchase all or part
- Service purchased will
 - count toward the 20-year retirement eligibility rule; and
 - be calculated using the higher 2.5% computation factor.



Deadlines to Purchase Prior Service

- This is a limited time opportunity
- Must make the election to purchase by July 1, 2026
- Anyone who is not employed as a county deputy sheriff or jailer on November 1, 2024, but reemployed later:
 - Six months from rehire date

Actuarial Purchase

- Represents the amount required to fund an increase in future lifetime benefits.
- Considers
 - the loss of missed earnings for the time funds were not invested,
 - the member's age, and
 - current salary.
- In general, the closer a member is to retirement, the more expensive this purchase will be.
- Calculator coming soon.

Purchase Process



1. Member estimates cost using online calculator
2. Member completes request to purchase prior service
3. Employer completes a Certification of Prior Service form
4. OPERS works up file and confirms actual cost
5. Member completes Election to Purchase Service form

ARCU/Installment Payments

1. **OPERS** sends an email to both the member and main retirement coordinator with instructions and the required form.
2. **Member** selects a pay back period, signs and dates the form, and then provides it to their main retirement coordinator.
3. **Retirement coordinator / agency payroll office:**
 1. Update payroll files to set up the installments;
 2. Add an end date to the form; and
 3. Email the form to OPERS' Nancy Boysen (nboysen@opers.ok.gov)

Calculation Example Revisited

Purchased
Prior Service

	\$30,000
×	15
×	0.025
<hr/>	
=	\$11,250 Annually
÷	12
<hr/>	
=	\$937.50

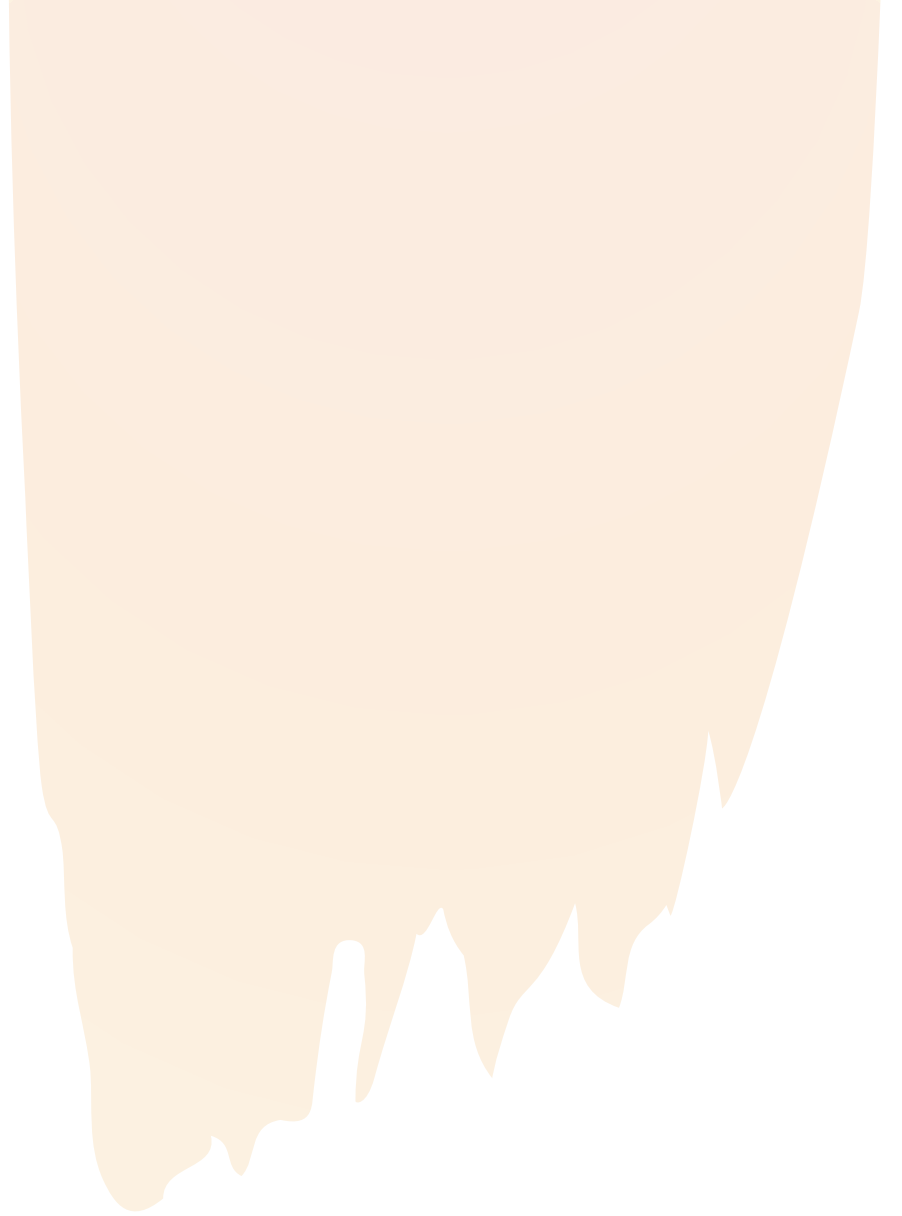
Step-Up & Hazardous Duty members

- Hazardous Duty members are not eligible to participate in Step-Up while contributing at the 8% hazardous duty rate.
- After completing 20 years of Hazardous Duty service:
 - Employees who were previously in Step-Up must participate in Step-Up again.
 - Employees who have not previously participated in Step-Up may do so.

How We Are Communicating This Information?

- opers.ok.gov/hb1068
- Oklahoma Sheriffs Association conference
 - October 9 at 1 p.m.
- Hazardous Duty Info Webinars in October
- Letters and emails will be sent

Your Responsibility for HB 1068



Start Hazardous Duty Contributions

- Make sure your budgets and payroll are updated to pay the increased contribution on November 1, 2024.
 - Code O for county deputy sheriffs and jailers
 - 8% employee contribution and 16.5% employer contribution
- Members cannot participate in Step-Up while contributing at the Hazardous Duty rate.

An orange brushstroke graphic in the top-left corner of the slide.

Start Contributions On Time

- November 1 is on a Friday.
- You must start contributions on time
- Delinquent service can be costly.

If Nov 1 Is Not the First Day of Payroll

- **Process payroll in two parts** for your county deputy sheriffs and jailers who will be hazardous duty
- All time prior to November 1, 2024 should go on your regular payroll report.
- All time on and after November 1, 2024 will go on supplemental payroll
- All other payroll should be processed regularly

Example

- Bi-weekly payroll October 28, 2024 to November 10, 2024
- Employee worked 80 hours and earned \$1,156

10/28 to 10/31 Regular payroll	
Hours	32
Earnings	\$462.40

11/1 to 11/10 Supplemental Payroll	
Hours	48
Earnings	\$693.60

Processing Payroll – Regular Payroll

Payroll Form

Cancel Create

* Emp Code

* Agency

* First Name

Middle Initial

* Last Name

* SSN

* Earnings (format 99999.00)

* Payroll Date

Hours

Employee Stepup (key a W for stepup)

Birth Date (mmddyyyy)

Taxable Employee Contributions

Non Taxable Employee Contribut

Employer Contributions

Use your regular payroll code

Enter earnings before Nov 1, 2024

Enter hours worked before Nov 1, 2024

Processing Payroll – Supplemental

Form on SUPPLEMENTAL Cancel Create

* **Emp Code** 2016 L - Employee 5.00% Employer 15.00% ▼

* **Agency** 9999

* **First Name**

Middle Initial

* **Last Name**

* **SSN**

* **Earnings (format 99999.00)**

* **Supplemental Date (MMYY)** 0815

Hours

Employee Stepup

Non Taxable Employee Contribut

Taxable Employee Contributions

Employer Contributions

Use payroll code "O"
Employee 8% Employer 16.5%

Enter earnings on and after Nov 1, 2024

Enter hours worked on and after Nov 1, 2024

Step-Up Code must be blank when using code "O"

Employer Certification Of Prior Service

- If a county deputy sheriff or jailer requests to purchase prior service
- OPERS will ask you to confirm service in these positions, dates and hours.

Keep Your Employees Informed

- Employers should inform affected members of the impact to contributions
- Encourage your employees to attend a webinar
- Remind employees of deadline to purchase prior service.
- Direct employees to calculator

opers.ok.gov/hb1068

opers.ok.gov/hazardous-duty-employees

(In the 'Active Members' menu)

New Hires with Previous Service

- Have six months to purchase prior service. Important you let them know about their option.
- Remember calculator on the website.

Questions & Answers



A large, irregular orange brushstroke shape serves as a background for the text, centered on a white page. The brushstroke has a textured, hand-painted appearance with varying shades of orange and some darker edges.

Thank You!

Contact Us
Oklahoma Public Employees
Retirement System
P.O. Box
Oklahoma City, Oklahoma
1-800-733-9008
opers.ok.gov