Appendix Three — Employer Contribution System (ECS)

The Employer Contribution System (ECS) is an important tool for all employers, regardless of size. ECS can simplify your life and make your job more rewarding. This Internet-based system eliminates paper reporting and check payments and even lets you complete and submit forms online.

Because ECS is an online system, the complete ECS Online Help is housed on the ECS application. However, all paper-reporting employers are encouraged to learn the full value of ECS. That's why this information has been created for your *OPERS Employer Manual.*

ECS advantages are clear:
- It is completely secure (using the same safeguards as financial institutions);
- Easy-to-use, and personal training can be given to you;
- Provides immediate feedback of reporting issues so you are certain reports are in good format; and
- Has an Online Help feature at your fingertips—so if you have a question while in the application, the answer if readily available
- Is free of charge (you'll just need access to the Internet).

ECS is also flexible. You may choose to use all ECS functions:
- Online reporting,
- Online payments, or
- Online submission of routine forms.

Or, you can pick-and-choose the functions that are right for you to implement on a staggered basis.

For retirement contribution reporting,
- ECS lets you file your monthly contribution reports online and gives you instant feedback on accuracy.
- ECS also allows employers to quickly provide additional information on past contribution reports without resubmission.
- ECS streamlines the processing for larger-than-normal earnings.

For online payments, ECS lets you
- Schedule payments in advance,
- Cancel a payment, and
- View the history of your previous payments.

Using the ECS online payment option saves you time—you'll find there's less paperwork than with paper payments.

Online payments may save you money; with one click you can make a payment that may help you eliminate delinquency penalties as well as save you the cost of producing a paper check for remittance.

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For online forms, ECS lets you

- Forward *Personal History Records* timely – no signatures required,
- Transmit employees' sensitive data containing social security numbers via an encrypted, secure manner, and
- View history of previously forwarded forms.

ECS satisfaction rating

Nearly 100% of all contributing public employees are now reported to OPERS using ECS. In fact, all of the employers who have signed up for ECS have stayed with the product.

Employer Responsibility:

Although ECS makes reporting, payment and form submission easier, all employer reporting responsibilities and deadlines are the same.

To learn more about how to sign up for ECS you can:

- Call Employer Outreach at 1-888-400-0965 and speak to your dedicated customer representative. Your representative will talk with you and give you an analysis that will include:
    — Expected amount of training time,
    — Anticipated time savings in the next 12 months after implementing ECS,
    — Discussion of your areas of concern (IT limitations, supervisor concerns, etc.)
    — Suggested implementation timelines

- To go online and review the ECS training manual to learn more about ECS and its capabilities simply visit the OPERS Web site at www.opers.org and follow the Employer prompts to ECS.