

Changes to OPERS Request for Student Exemption form

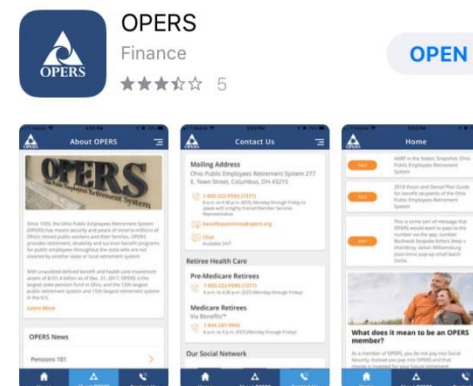
Student Exemption New Process

Payroll submits student contact information to OPERS

- This will include student name, SSN, Employment Begin Date, Mobile Phone Number, and Email address

Student Receives text with Link to App Store

- Student Downloads OPERS mobile application



Student Exemption New Process

Student Selects
Student Exemption
Function

- Student can elect to exempt or not exempt from OPERS



Optional Exemption as a Student

If you are a student and do not wish to participate in OPERS, please click the link below to complete the Request for Optional Exemption as a Student electronic form.

[Student Exemption Form](#)

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Student Exemption

Many student jobs at public colleges and universities are covered by the Ohio Public Employees Retirement System, a public pension plan that provides retirement income and benefits to its members. Students are eligible to be exempt from OPERS membership while they're employed by their college/university and regularly attending classes. Exemption is optional and must be completed by the student, of his or her own free will, within 30 days of the employment start date.

Before you request an optional exemption as a student, consider that the service credit you earn while in college counts toward your retirement if you become employed in the public sector during your career. Information regarding the benefits of OPERS membership can be found at www.opers.org or call 1-800-222-7377 to speak with a member services representative. Complete this form within 30 days of your employment start date.

[Join OPERS](#)

[Submit Request for Exemption](#)

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To continue with the Request for Optional Exemption as a Student, please enter the last four digits of your Social Security Number and email address or phone number below.

SOCIAL SECURITY NUMBER (LAST FOUR DIGITS)

AND

E-MAIL ADDRESS

OR

PHONE NUMBER

[Continue](#)

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Student Exemption New Process

OPERS sends
reminder if student
does not fill out form

- 3 days before 30 day deadline, student will receive a reminder text

Payroll sets up OPERS
deduction

- Based on student response, OPERS deduction is set up if elected
- If student does not elect exemption within 30 days of start date, student will automatically be enrolled in OPERS. This decision is irrevocable until separation.

Reminders

Student will be enrolled in OPERS if no action is taken within 30 days

- Reminder email/text sent to student on 27th day. Employee OPERS contribution is 10% of salary.

OPERS employer match is 14% of wages

- If student does not elect exemption, this will be charged to department budget

If student is not taking classes they are considered non-exempt

- Non-exempt students are required to contribute to OPERS

Process Changes

- Paper forms are no longer required.
- Payroll has created a PDF handout that reviews some basic payroll information for students including explaining the OPERS exemption process, how to set up Direct Deposit, and how to change tax exemptions. This is available on the Payroll webpage under Forms. Please direct students to this information or print out handout to give them with New Hire info.
- Payroll will be entering student information onto the OPERS website based on when ePAFS are completely approved and applied in Banner. For any delays in this process, please contact Payroll to give us student information and start date so that it can be uploaded onto OPERS site. Students only have 30 days from the date they start working before they are locked into contributing to OPERS.
- International students in process of applying for SSN should continue to fill out paper form.
- If student has an approved exemption on file, they will automatically return to exempt status following return from non-exempt status. If a student is hired in a non-exempt status and wishes to opt out once in an exempt status, they should still apply for the exemption using the app.

Best Practices

- As part of New Hire Paperwork process, let your students know that they will be getting a text message from OPERS.
- Phone numbers will be pulled from information on file, so make sure student's phone number is updated on MyUT.
- Remind students that if they do not elect exemption, 10% of their salary will be deducted.
- Follow up with your students two weeks after hire to make sure that they have successfully elected to opt out of contributing.