**Information for Higher Education Employer Processing and Reporting**

15 May 2015  
1020 HRS

**Information for Higher Education Employer Processing and Reprting**

Attached are files with information to assist in preparation for the change in payroll processing and reporting beginning January 1, 2016.  The desscriptions of the files are:

1.  **OLERS OPERS SSave TRS institutions** identifies all agencies that require contact information for applicable retirement plans.

2.  **Employees on AG Payroll Report** lists who are required to submit information to OST.

3.  **Higher Ed Agencies** lists all agencies that must meet the requirments for the change payroll processing and reporting.

4.  **OLERS contact info** lists contact information for those agencies that have OLERS employees.

5.  **OPERS contact info** lists contact information for those agencies that have OPERS/SoonerSave employees.

6.  **TRS Employer Reporting team** lists contact information for those agencies that have TRS employees.

7.  **OpenBooks info** is a list of account codes and the related earnings codes for payroll items that currently post to OpenBooks.  The **Account Code Listing**tab shows the account codes and descriptions that are on OpenBooks.  The **HCM Earnings Codes**tab shows a list of earnings codes that use those account codes.

* [OLERS+OPERS+SSave+TRS+institutions.xlsx](https://content.govdelivery.com/attachments/OKOMES/2015/05/13/file_attachments/390022/OLERS%2BOPERS%2BSSave%2BTRS%2Binstitutions.xlsx)
* [OpenBooks+info.xlsx](https://content.govdelivery.com/attachments/OKOMES/2015/05/12/file_attachments/389757/OpenBooks%2Binfo.xlsx)
* [Higher+Ed+Agencies.xlsx](https://content.govdelivery.com/attachments/OKOMES/2015/05/12/file_attachments/389738/Higher%2BEd%2BAgencies.xlsx)
* [OLERS+contact+info.pdf](https://content.govdelivery.com/attachments/OKOMES/2015/05/12/file_attachments/389739/OLERS%2Bcontact%2Binfo.pdf)
* [OPERS+contact+info.pdf](https://content.govdelivery.com/attachments/OKOMES/2015/05/12/file_attachments/389740/OPERS%2Bcontact%2Binfo.pdf)
* [TRS+Employer+Reporting+team.docx](https://content.govdelivery.com/attachments/OKOMES/2015/05/13/file_attachments/390010/TRS%2BEmployer%2BReporting%2Bteam.docx)
* [Employees+on+AG+Payroll+Report.pdf](https://content.govdelivery.com/attachments/OKOMES/2015/05/13/file_attachments/390011/Employees%2Bon%2BAG%2BPayroll%2BReport.pdf)