



February 2015 PERS Employer Monthly Update.

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1) **2014 Phase 2 Reconciliation continues.**

We're now midway through the second phase of 2014 Annual Reconciliation, and we ask that employers continue efforts to resolve remaining 2014 eligibility issues and post related records and reports. Phase 2 of 2014 Annual Reconciliation closes February 28, 2015, but employers have until the March 5th statement to resolve errors and post records for the 2014 calendar year.

Employers should make every effort to have final 2014 records and reports posted prior to the March 5, 2015 statement, and should pay the March 5 statement in full. Earnings on calendar year 2014 contributions invoiced on the March 5 statement will be provided by PERS investment earnings for 2014. **Earnings on calendar year 2014 contributions invoiced after the March 5, 2015 statement will be considered "prior year" earnings, provided by employers.**

Please consult your ESC Account Team if you have questions about remaining calendar year 2014 records and reports.

2) **Reminder: Use of Work Period Begin/End Dates (WPBED).**

Local government employers need to report wages with Work Period Begin and End Dates for their Ch.238 Tier 2 and OPSRP employees. The DTL2 Work Period Begin Date and Work Period End Date fields are used by local government employers to **specify the period worked for a reported pay date.** Although not required, local government employers may also report Tier 1 employees with work period dates, to make reporting uniform and less time-consuming.

An employer can determine status as a local government employer in two ways: 1) A PERS employer number in the 2000-2879 range, and 2) Review Oregon Revised Statutes (ORS) 174.116, which is a list of organizations defined as local government employers. Statute reference is the recommended method of verifying local government status.

Any employer can change a member's job class through a DTL2 record, but the change may not be retroactive. Due to this restriction it is most **often best to submit job class changes through a Demographic Correction Request (DCR).**

Please remember:

A) **ONLY local government employers should use Work Period Begin/End Dates when reporting wages, hours and contributions.**

B) **Non-local government employers should normally NEVER use Work Period Begin/End Dates when reporting wages, hours and contributions.**

C) **The Units program is open ONLY to Tier One/Tier Two Police & Fire members who've elected to participate in that program. No other job class may participate in the Units program, and the Units program is NOT open to OPSRP Police & Fire (Job Class 02) members.** If you are a local government employer using Work Period Begin/End dates with DTL2 records to report wages, hours and contributions, and you've just hired a Tier One/Tier Two P&F Unit program participant or you have a current Tier One/Tier Two P&F employee who has just elected to participate in the Units program, **and you are making your first report of Unit contributions for the employee, then please include the entire unit contribution IN ONLY ONE of the two DTL2 records** required for reporting wages, hours and contributions for a pay period crossing monthly boundaries. You may split pay period wages, hours and contributions between the two required DTL2 records, **but PLEASE DO NOT split the unit contributions between the two DTL2 records; put the entire Unit contribution amount in either one of the two DTL2 records.** Including the entire Unit contribution in one of the two required DTL2 records will avoid an EDX error which would prevent posting Unit contributions for each subsequent DTL2 record with a Unit contribution entry.

NO employer would enter job class information, including Job Class and Average Overtime Hours code, on ANY DTL2 record UNLESS the job class is actually being changed with that DTL2 record.

Contact your ESC Account Team representative if you have further questions on this subject.

3) Reminder: The first report of Unit contributions for Tier One/Tier Two Police & Fire (Job Class 02) by local government employers.

Local government employers with pay periods crossing monthly boundaries must use two DTL2 records to report all employees for any pay period crossing monthly boundaries. Employers can split reported wages, hours and contributions between the two DTL2 records any way they wish, as long as the two DTL2 records include all wages, hours and contributions reported for each employee in that pay period crossing monthly boundaries. **However...**

If you've just hired a Tier One/Tier Two P&F Unit program participant or you have a current Tier One/Tier Two P&F employee who has just elected to participate in the Units program, and you are making your first report of Unit contributions for the employee, **then please include the entire unit contribution IN ONLY ONE of the two DTL2 records** required for reporting wages, hours and contributions for a pay period crossing monthly boundaries. You may split pay period wages, hours and contributions between the two required DTL2 records, **but PLEASE DO NOT split the unit contributions between the two DTL2 records; put the entire Unit contribution amount in either one of the two DTL2 records.** Including the entire Unit contribution in one of the two required DTL2 records will avoid an EDX error which would prevent posting Unit contributions for each subsequent DTL2 record with a Unit contribution entry.

4) EDX Online Availability.

EDX online is normally available 6 a.m. - 6 p.m. Monday - Friday and 6 a.m. - 4 p.m. each Saturday.

Each Saturday, 4 p.m. - Monday, 6 a.m. is reserved for network maintenance and EDX online cannot be guaranteed.

Employers will be advised by email of any deviations in the normal hours of availability.

5) Employer statement information resources.

Employer statement information resources are now available on the PERS employer web page.

Best regards,

In compliance with the Americans with Disabilities Act, PERS will provide this document in an alternate format upon request. To request this, contact PERS at 888-320-7377 or TTY 503-603-7766.