Employer Monthly Update May 2016

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1. Processing tip for May.
The ESC team invite all employers to review their contact information (names, phone numbers, email addresses) in EDX to assure that information is both up-to-date and complete. Questions on this subject should be directed to your [ESC Account Representative](#).

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 and Fire members who have 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 Representative if you have further questions on this subject.

3. Reminder: The first report of unit contributions for Tier One/Tier Two Police and 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. Reminder: Member account contributions cannot be made by more than one contribution method.
Contributions are made by **ONE of three methods**:
MPAT - Member Paid After Tax (This is the default method if no other is selected.)
MPPT - Member Paid Pre Tax. The required PERS employee contribution is deemed to be **"picked up"** for purposes of IRC Section 414(h)(2) and **submitted** by th employer.
EPPT - Employer Paid Pre Tax. The required PERS employee contribution is deemed to be **"picked up"** for purposes of IRC Section 414(h)(2) and **is assumed and paid** for purposes of ORS 238A.335(2)(b).

Member account contributions cannot be split between two or more methods when reported on a DTL2 record. If you have previously made contributions concurrently by multiple methods for the same employee, those past records need to be corrected to indicate contributions by the method which applied to the employee at the time the contributions were reported.
Contact your ESC Account Representative if you need help with historical contribution report correction.

5. Return of PERS forms during summer break.
Processing disability applications can be time-consuming, but if that process results in award of an OPSRP disability benefit or a Tier One/Tier Two disability retirement, prompt response to PERS employer forms requests becomes very important.

If a disability application is approved, employers will receive forms necessary to complete the process. One of those forms is the Last Day Paid Leave, an online form which appears in employer EDX Work Lists once a disability is approved. **The LDPL form is very important, because a PERS disability benefit becomes effective on the first of any month, following the last month in which a member was on paid leave. The member's benefit date cannot be established, and a benefit payment calculated, UNTIL THE LDPL FORM IS RECEIVED.**

There have been recent instances in which a member's disability benefit calculation and benefit payment were delayed significantly due to employer failure to return the LDPL and other required forms. If you are an education employer, and your administrative office is closed for the summer, PLEASE report to PERS an "immediate contact" staff member who can be contacted to complete and return disability forms immediately. This will avoid unnecessary delay in beginning a member's disability benefit payment.

Please report "immediate contact" information to: pers-employer.info.services@pers.state.or.us

6. Reminder: Please DO NOT use full Social Security numbers in emails to PERS.
The PERS email system **is not considered secure for use of full Social Security numbers.** If you need to reference a member in an email to PERS please use the individual's **PERS ID or the "last four" digits of the individual's Social Security number.**