

OREGON PERS

PUBLIC EMPLOYEES RETIREMENT SYSTEM



EMPLOYER NEWS

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Townsend's Warbler

For employer reporters

Use the right status code to hire retirees

When you hire a PERS retiree, report the new hire to PERS on a Detail 1 record with status code **11 – Retiree New Hire with Hr Limit**. Though Senate Bill 1049 (2019) allows most retirees to work unlimited hours, this is the correct status code to use unless the retiree qualifies for one of the following exceptions.



Exceptions

12 - Retiree New Hire without Hour Limit

Only use when hiring a retiree who qualifies for a pre-SB 1049 exception. [View the list of exceptions.](#)

13 - New Hire - Retiree Return to Service

Only use when hiring a retiree who is returning to a qualifying position, **canceling their retirement**, and reestablishing active membership in PERS. This record cancels their retirement, and then a new-hire record is needed to hire them.

Learn more

To learn more about hiring a retiree, read [employer reporting guide 8, Hiring a PERS Retiree](#).

For employer reporters

Always use employees' full names

When reporting a new employee, employer reporters must use the employee's full legal first name, last name, and middle initial (middle name is optional). Include a suffix such as Jr., Sr., or III if the employee uses one.

Continue to use the full legal name for that employee for any information or forms submitted to PERS.

This is important to avoid a delay in processing an employee's retirement benefits. When PERS benefits-calculations specialists encounter different names for the same person, they must stop the calculation process to ensure that all records are for the same person and then change the person's name to match.

Example

Situation: This employee's name can be written in several ways.

- Deborah J. Jones
- Debby Jones
- Deborah Joyce Jones
- Deb Jones

Solution: Always use her full name:

- Deborah J. Jones



For web administrators

Update your contact list

Make sure to update your employer contact list any time you have a change in staff or leadership at your organization.

PERS uses your contact list when we need to talk to your organization about your PERS account.

Instructions

For instructions, read [employer reporting guide 3, Reporter Roles and EDX Access](#), section “Web Administrator Responsibilities,” subsection “Managing the Employer Contacts List.”



EMPLOYER CONTACTS

To view, edit, or delete the profile of a contact in your organization, click on the “Contact Type” link below.

[Add a New Employer Contact](#)

Contact Type	First Name	Last Name	E-Mail
Employer Reporting 1	Apple	Tree	atree@example.com
Employer Reporting 2	Pumpkin	Patch	ppatch@example.com
Web Administrator	Bumble	Bee	bbee@example.com
Reporting Official	Frog	Pond	fpond@example.com
Payroll	Money	Penny	mpenny@example.com

The Employer Contacts screen in EDX, accessed through the Work With Contacts function.

For employer reporters

Tip for reporting contributions for a new employee at the end of their wait time

During an employee's six-month wait time period, you do not pay contributions on your new employee's wages because they are not a PERS member yet.

Once your new employee reaches their contribution start date (CSD), EDX automatically expects contributions on all posted pay dates after the CSD.

However, if a pay date that occurs after the CSD includes wages that were earned during the wait-time period, you need to report wages differently for that wage record to prevent EDX from charging contributions on those wages. This is because contributions are not due until the *first full pay period* after the CSD.

Instructions

All wages for a full pay period that contains wait time hours need to be reported as non-subject salary.

For local government employers, this includes pay periods that span a monthly boundary and require two Detail 2 wage records.

For complete instructions on reporting contributions at the end of wait time, read [employer reporting guide 9, Reporting Wages for a Qualifying Employee](#), section "Submitting Wages at End of Wait Time."



CONTRIBUTION START DATE

The first day after an employee's wait time is successfully completed is the employee's "contribution start date" (CSD). It is the first day of their PERS membership and the date when they begin earning retirement benefits (if they are in a qualifying position).

WAIT TIME

A new employee must meet three requirements before they become an Oregon Public Service Retirement Plan (OPSRP) member.

1. Work in a qualifying position (i.e., a position that requires more than 600 hours a year).
2. Complete six months of service (called "wait time").
3. Still be employed at the beginning of the first day following the wait time with the same employer for whom they were working at the start of the wait time.