



# Oregon

Theodore R. Kulongoski, Governor

## Public Employees Retirement System

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### **Re: Separated Employees**

Dear Employer:

PERS is changing the communication process when an employee who has separated from his/her employer contacts us regarding a pending benefit payment. The change will expedite payment to the member.

Currently, when a former employee contacts PERS regarding the status of a payment, we contact the respective employer(s) on his/her behalf for DTL1 and DTL2 information to complete or correct the account in the EDX reporting system.

Beginning May 22, 2006, PERS will have the former employee contact his/her employer(s) and request all required information be submitted to PERS. This will accelerate the payment process by eliminating PERS as the liaison between the member and his/her former employer. It also allows the member to understand the status of his/her records submittal by working directly with the employer(s) and reduces the risk that PERS will disclose member information related to termination from employment.

Employers are required to submit records to PERS when employees leave qualifying employment (OAR 459-009-0100 and 459-070-0100). Please submit and ensure all DTL1 and DTL2 records are posted promptly whenever an employee terminates.

PERS will continue to notify Employers monthly via e-mail regarding their former employees who have applied for a benefit and for whom DTL1 and DTL2 records need to be submitted.

Thank you for helping improve the payment process.

PERS Employer & Relations Team  
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