PERS Employer Outreach, Communication & Education

Welcome!

Employer Outreach Presentation

Spring 2012

V5 March 29, 2012

Agenda

- Eligibility
  - EDX Release 6.0 validations
    - Prohibits DTL2-02 records posting to Active Service Positions
    - Prohibits DTL2-01 records posting to Non-Qualifying Positions
  - Eligibility review and examples
- Reporting topics
  - Demographic Correction Request (DCR) usage
  - Reporting requirements
  - DTL1 (Member Demographics) record review
  - DTL2 (Wage and Service) record review
  - Salary Breakdown vs Salary Cert. forms
  - Reporting Employer-paid Domestic Partner Medical Premiums
  - The problem of returned mail
- Disability basics
- Reporting retirees

Eligibility

- Rules effective January 1, 2007
- Basic concepts
  - Qualifying position
  - Hire intent
- Program membership
- Examples
- Who should be reported?

Basic concepts

- **What makes a position "qualifying"?**
  - **For any calendar year with 600 hours or more total service with one or more PERS employers, <u>every</u> position in that year qualifies <u>automatically</u>**
  - **For any calendar year with <u>less</u> than 600 hours total service with one or more PERS employers:**
    - **<u>Full year employment (1 Jan – 31 Dec) does not qualify</u>**
    - **Partial year employment qualification, with a single exception, <u>is based on the employer's "hire intent" for the position</u>**

Basic Concepts

- With EDX 4.2, <u>the employer</u> determines and reports "Hire Intent"
  - The expectation of employment, year by year, with this employer <u>alone</u>
    - Would a person in this position normally work 600 hours or more in any calendar year while working <u>only for this employer?</u>
    - If "yes", the hire intent is "qualifying"
      - **DTL1: Status code "01"**
      - **DTL2: Wage code "01"**
    - If "no", the hire intent is "non-qualifying"
      - **DTL1: Status Code "15"**
      - **DTL2: Wage Code "02"**

Basic Concepts

- "Hire Intent"
  - DTL1 status code 01 or status code 15
  - Determines intent for the employment segment and position
    - *Hire intent for the employment segment* **never changes**
      - **Expectation of present and future service**
    - *Qualification status for a position* **could change annually**
      - **Actual service in a calendar year**
    - Use of these terms may be reviewed in the future

Basic Concepts

- Definition of a "partial year"
  - The year of hire:
    - Begins no earlier than the ***day after* the first working day of the hire year** and ends on December 31st of that year
  - The year of separation:
    - Begins on January 1st of the separation year and ends no later than **the *day before* the last working day of the separation year**

Basic Concepts

- Partial year exceptions:
  - Upon hire
    - Employer's Hire Intent determines qualification for hire year position
  - Upon separation
    - <u>600 hours service in the prior year makes the separation year position qualifying automatically</u>
    - <u>Less than 600 hours in the prior year makes the position "hire intent" the basis for separation year position qualification</u>

Basic Concepts

- Short segment exceptions:
  - Hired and separated in same calendar year
    - Worked less than full calendar year
    - Worked less than 600 hours
  - Hired and separated in consecutive calendar years
    - Worked less than full calendar year in each year
    - Worked less than 600 hours in each year
  - Employer's Hire Intent determines qualification

Program Membership

- "Eligibility" means eligible for program membership
  - OPSRP Pension, IAP, Tier1/Tier2
- To establish membership you must:
  - **Be employed in a "qualifying" position,**
  - **Complete a "waiting time" with <u>one employer</u>,**
    - Six full calendar months
    - No break greater than 30 consecutive working days
  - **Continue the "employer-employee" relationship with the "waiting time" employer <u>after</u> completion of the "waiting time"**

Solving eligibility problems

- First: Are there qualifying years?
  - 600 hrs, or more, service in a calendar year makes every position in that year qualifying <u>automatically</u>
  - Less than 600 hours service in the calendar year?
    - Is the employment full year? If so, its non-qualifying
    - Is the employment partial year? If so, short segment or partial year rules apply
  - Each calendar year is evaluated separately
    - Only Tier1/Tier2 community college academic employees are evaluated on a school year, defined in statute as 1 July – 30 June
- Second: Is a waiting time required?
  - Six full calendar months with <u>**one**</u> employer
  - No break greater than 30 consecutive working days
- Third: Does the employer-employee relationship with the waiting time employer continue after waiting time completion?

Who should be reported?

- **Report:**
  - **All employees in qualifying and non-qualifying positions**
    - Non-qualifying: DTL1-15/Non-Qualifying Hire, then DTL2-02/Regular/Non-Qualifying
    - Qualifying: DTL1-01/New hire, the DTL2-01/Regular Wages
  - **All retirees returning to work as retirees**
  - **Qualification status can be affected by concurrent employment**
    - Use these EDX home page links to check concurrent employment:
      - "Year-to-Date Wage and Contribution Summary"
      - Eligibility Reports
- **Don't report:**
  - Inmates of state institutions
  - Aliens on training or educational visas
  - Student employees, designated as such by employers
  - Statute reference: ORS 238.005(8) and ORS 238A.005(4)

1) You hired a member as a substitute teacher effective March 1, 2011 into an employment segment with "non-qualifying" hire intent, **so you used DTL1 status code 15 for the DTL1 submitted for this new hire**. As expected, this person works only 500 hours for the remainder of the spring 2011 and fall 2011 terms.

In 2012 you use this person as a substitute more than you planned. This member exceeds 600 hours for calendar year 2012 at the end of April 2012 and your DTL2-02 records then start to suspend. Validations active with EDX Release 6.0 won't let you post wage code 01 records to a non-qualifying position. This means you can't edit the suspended wage code 02 records, change to wage code 01, add contributions and resubmit the records. **What should you do?**

You should send your ESC account representative a Demographic Correction Request (DCR) requesting the position be changed from non-qualifying to qualifying for 2012, and include the contribution type (MPPT, MPAT or EPPT) in the notes section of the DCR. **Don't back out the now-incorrect wage code 02 records**. When your account representative makes the change, EDX will **automatically change** the records to wage code 01, calculate contributions as 6% of total subject salary, and invoice you for the contributions.

You believe that you will not use this person 600 hours in 2013 and don't wish to continue withhold contributions beginning January 1, 2013. **What should you do?**

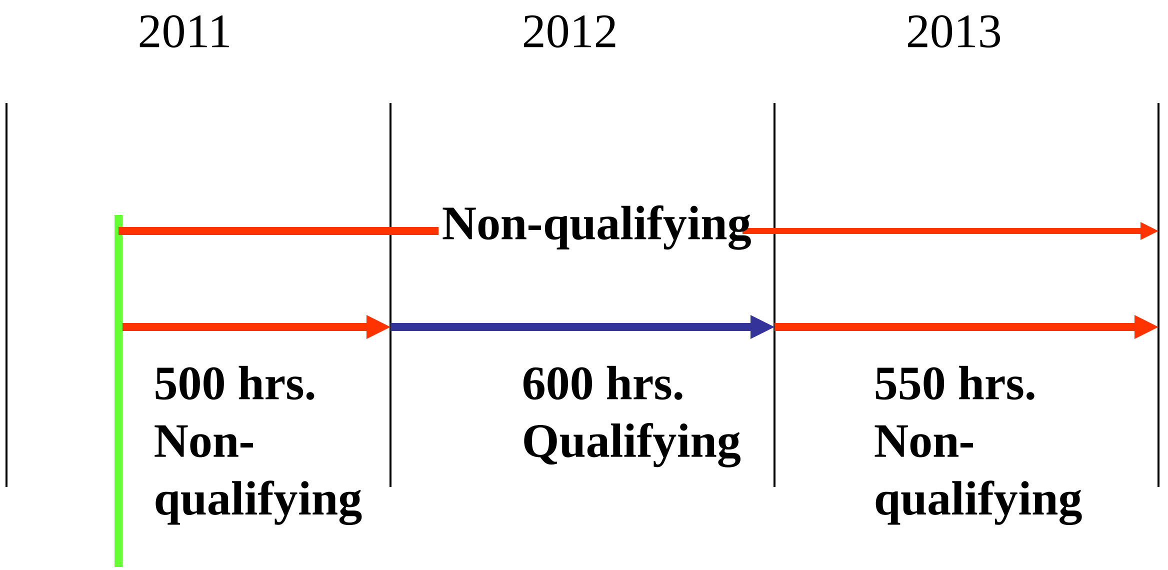
Send your ESC account representative a DCR asking that the 2013 position be changed from qualifying to non-qualifying. As it turns out, this person works only 550 hours in 2013 and your DTL2-02 records post for the entire calendar year.

1)

Hire Intent:
Non-qualifying
(DTL1-15)

Job Segment:

Position:



Hire Date: 3/1/2011

2) You hired a member as a substitute teacher effective April 1, 2011 into a position which you expect will never attain 600 hours service with you in any calendar year. You also know this person is working for three other school districts in 2011 and has reached 600 hours total service in 2011. How should you report this new hire?

Based on the expectation of employment with you alone, you should report this individual using DTL1 status code 15, non-qualifying. However, your first DTL2-02 records suspend since the individual already has 600 hours total service for 2011. **What should you do?**

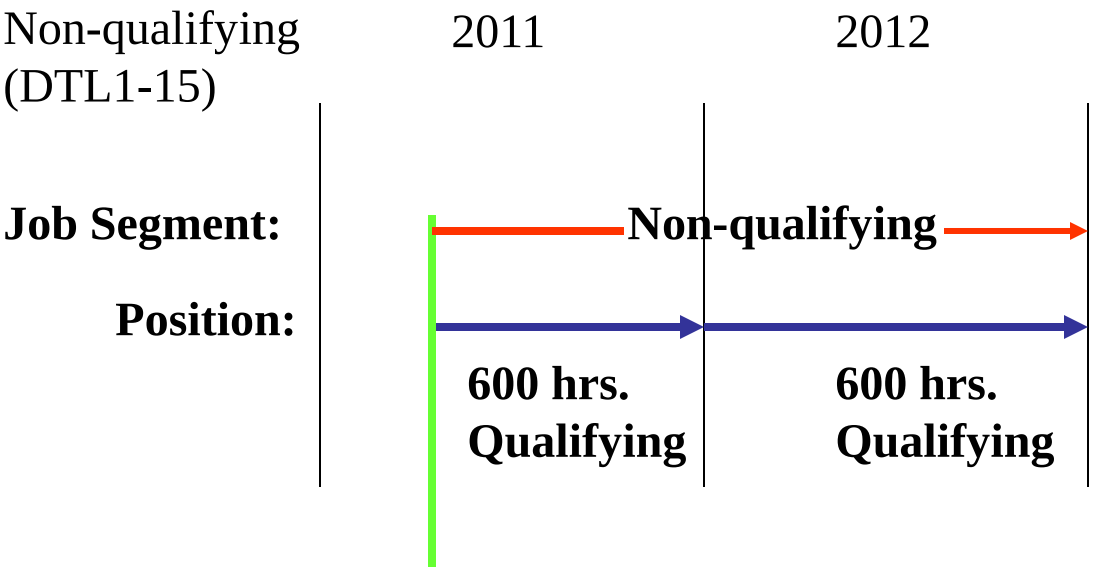
You should send your ESC account representative a Demographic Correction Request (DCR) requesting the position with you be changed from non-qualifying to qualifying for 2011. When your account representative makes the change, EDX will automatically change the records to wage code 01, calculate contributions as 6% of total subject salary, and invoice you for the contributions.

You believe that you will not use this person more than 600 hours in 2012, but you know employment with other school districts will continue, again totaling 600 hours service for 2012. **What should you do?**

If you are sure of 2012 total employment, you can leave the position as qualifying for 2012. Should the situation change in 2012, and this individual attains less than 600 hours total service, you can ask your ESC account representative to change the position to non-qualifying. The system will then “flip” DTL2-01 records to -02 and generate a contribution refund for 2012.

2)

Hire Intent:
Non-qualifying
(DTL1-15)



Hire Date: 4/1/2011

Eligibility

Date of Birth:	03/31/1981
Contribution Start Date:	07/01/2010

This individual was a member prior to employment with this employer; no waiting time was required.

Hire Intent	Start Date	Last Day Service	Term / End Date	Gross Unused Sick Leave	Transferred Unused Sick Leave	Job Class	Position Type	Plan	Average OT Hours	Contract No. of Months	Verify	Verified Date	User ID
NQ	05/26/2011												
	05/26/2011					General Service	Active Service	OPSRP	100		☐		
NQ	02/03/2011	04/29/2011	04/29/2011										
	02/03/2011		04/29/2011			General Service	Active Service	OPSRP	100		☐		
NQ	10/16/2009	11/30/2010	11/30/2010										
	01/01/2010		11/30/2010			General Service	Active Service	OPSRP	100		☐		
	10/16/2009		12/31/2009			General Service	Non-Qualifying Service	OPSRP	100		☐		

The “hire intent” for the employment segment 10/16/2009 – 11/30/2010 is NQ, or non-qualifying. This employer expressed “non-qualifying” hire intent for this position by using DTL1 status code 15 when hiring this member, **never expecting the member to attain 600 hours service in any calendar year while working for this employer.**

This member failed to attain 600 hours service for calendar year 2009, so the period 10/16/2009 – 12/31/2009 is non-qualifying service. However, for 2010 service with one or more employers reached the 600 hour minimum, and the period 01/01/2010 – 11/30/2010 becomes “active service” (qualifying) overriding the employer’s “non-qualifying” hire intent for calendar year 2010.

What you'll see after PERS fixes 2011 member accounts affected by EDX Release 6.0

- DTL2 records with <u>subject salary and contributions</u>
  - Wage codes **will be changed**
    - Wage code changed from 01 to 02 results in a credit of contributions
    - Wage code changed from 02 to 01 results in an invoice for contributions
- DTL2 records with <u>non-subject salary and no contributions</u>
  - Wage codes **will not be changed**
    - Ex: Records with only waiting time or non-subject salary
- Find these changes
  - For 2011 member records through "View Year-to-date Wage and Contribution Summary" link in each EDX page site nav. area
  - As invoices or credits on employer statements after PERS corrections are complete
- Any difficulties with posting adjustment records may be addressed with your ESC account representative

Specific Reporting Topics

- **A Demographic Correction Request (DCR):**
  - **Is routed to your ESC account representative**
  - **IS required…**
    - **To correct member account information, unless a benefit is pending**
    - **To change position qualification status for a new hire position**
    - **To prioritize the fix of member accounts affected by EDX Release 6.0**
  - **IS NOT required…**
    - **For correction of member accounts affected by EDX Release 6.0**
      - **"Hire Intent" should be reported for positions prior to June 29, 2011**
    - **When there's an e-mail request** from (pers.mapp@pers.state.or.us) or (pers.data.verification@pers.state.or.us)
      - Note in your response what needs to be corrected
    - **If you have a question or want to make changes other than what is requested on a** Work Item Termination Request, e-mail the address in the Work Item Termination, or pers.mapp@pers.state.or.us if there's no Work Item e-mail address
    - **If you have a question or want to make changes to an account or provide additional account information** for a Salary Breakdown or Data Verification request, make comments in the "Employer Comment" box and complete the request

Specific Reporting Topics

- Employers are **required to report** "…wage, service and demographic data for all employees for a pay period"
- Regular reports are submitted on specific dates, chosen to match employer paydates as closely as possible
- To be considered as submitted on time, a Regular report must be:
  - **Released for processing** within three ***business days*** after the report date
- Accurate and on-time reporting:
  - Reduces current and future work
  - Speeds benefit payments
  - Helps all employers correctly report any concurrent employment
  - Can reduce or prevent Prior Year Earnings (PYE) invoicing
- Statute references:
  - ORS 238.705, 238A.050(2), OAR 459-009-0100 and 459-070-0100

Specific Reporting Topics

- DTL1 (Member Demographics) review
  - **<u>Submitted only when the member's status with the employer or the member's personal data changes</u>**
  - Status Codes
    - **01 and 15 define both hire intent for the employment segment and position qualification status**
      - <u>A member should be terminated, then rehired, to document a change in hire intent for an employment segment</u>
    - **02 used to report member termination**
      - Prompt reporting means prompt payment of a retirement benefit or member account withdrawal
      - **Marks the end of the "employer-employee" relationship**
      - **Last Day Service = last day the member worked or was on paid leave**
      - **Last Day Service can be on, or before, the Termination Date, <u>but not after</u> the Termination date**
      - **Unused Sick Leave**
        - **DOES NOT include sick leave paid, transferred or taken**
        - **Reported as 0 if there is no unused sick leave or the employer does not participate in the PERS sick leave program**

Specific Reporting Topics

- DTL1 (Member Demographics) review
  - Status Codes
    - **07 (Leave of Absence) and 08 (Return from Leave of Absence)**
      - Used to report begin (07) and end (08) of a member's leave without pay
      - **Used if leave without pay is expected to equal, or exceeds, 11 business days in any month**
      - <u>Leave of Absence records CANNOT be reported by an employer if DTL2 or other DTL1 records have posted in that period</u>
  - First, Last and Middle Name fields
    - **Please DON'T use commas** in these fields or the "Download as CSV" function will be corrupted

Specific Reporting Topics

- **DTL1 (Member Demographics) review**
  - **Job Class information**
    - **Choose the correct job class**
      - **Example: 911 Dispatchers, Civil or Community Service officers, and Animal Control officers are <u>not</u> job class 02 (Police and Fire)**
  - **Contract Number of Months**
    - **<u>Applies ONLY to Job Class 9 (School Employee); NOT to be used with any other job class</u>**
    - **<u>Defines months in a school year school employees are expected to work</u>**
      - **9, 10, 11 or 12**
      - **Please <u>do not</u> select 00 for Job Class 9 employees**
    - **<u>Controls service time/retirement credit accumulation</u>**
      - Job Class 9 and contract number of months is 9, 10 or 11: 6 months creditable service/retirement credit if the member is employed or on paid leave for the <u>entire time school is normally in session</u>
      - Job Class 9 and contract number of months is 12: creditable service/retirement credit for each month hours and salary are reported
      - Ex: A member hired on or before 1/1 and terminated 8/31, last day service 8/31:
        - Contract # of months is 9, 10 or 11: receives credit only through 6/30
        - Contract # of months is 12: receives credit for each month with reported hours and salary
      - **ORS 238.300(2)(c), ORS 238A.140(2), OAR 459-010-0014, OAR 459-075-0150**
  - **Average Overtime Hours**
    - **Can affect Final Average Salary (FAS) calculations for OPSRP members.**
    - **"How many hours of overtime, on an average, would individuals in this position be expected to accrue in any calendar year?"**

Specific Reporting Topics

- **DTL2 (Wage and Service) review**
  - **Work Period Begin Date and Work Period End Date**
    - **"Earned when earned" and "Earned when paid" identify salary included in Final Average Salary (FAS) for retirement benefit calculations.**
      - Oregon Revised Statute (ORS) 238.005(9), 238.435(2) and 238A.130(3)
    - "**Earned <u>when paid</u>**"
      - The basis for salary reporting by all employers **<u>except</u> local government employers**
      - **Non-local government employers should NOT use work period begin/end dates because retirement benefit calculations for their employees will be incorrect**
    - "**Earned <u>when earned</u>**"
      - DTL2 "Work Period Begin Date" and "Work Period End Date" are used **<u>only by local government employers</u>** to report salary for Tier 2 and OPSRP employees
      - **Local government employers have employer numbers 2000-2879 and are defined in ORS 174.116**
      - Affects final average salary and changes how wages are allocated
    - Used to coordinate termination or leave dates with final period of work
      - Before wages post, Work Period End date must be changed to match Last Day Service date
  - **<u>Employers should contact their ESC account representative for any situation where pay period begin and end dates and pay dates are separated by qualifying and non-qualifying years or a Contribution Start Date</u>**
    - Example: December pay period in a non-qualifying year pays January 1st of a qualifying year
  - **Hours Worked (Regular)**
    - <u>Reported for **the pay period (and year) in which they were worked**</u>

Specific Reporting Topics

- **DTL2 (Wage and Service) review**
- Wage code 04, Retroactive Payment
  - Includes wages paid outside the normal reporting process due to clerical error or pursuant to court or arbitration decisions or settlement agreements
  - Retro wages often need to be allocated to pay period in which they should have been reported
    - Pay period for allocation is determined by PERS staff
    - Contact your ESC employer representative
  - Retro wages do not include back wages paid pursuant to new wage rates reached by collective bargaining and applied to prior periods

Specific Reporting Topics

- **DTL2 (Wage and Service) review**
- **Adjustment wage codes**
  - Used to modify <u>posted</u> DTL2 records
  - DO NOT include positive and negative adjustments for the same record, in the same report
- <u>Wage code 06 (Negative Adjustment), 14 (Negative Adjustment/No Contributions) and 16 (Negative Adjustment, USERRA Wages)</u>
  - When **reducing** posted DTL2 information, **back out (reverse)** the entire record **before** entering any corrected amounts
    - **Let reversals post <u>BEFORE</u> entering positive adjustments**
- <u>Wage code 05, Positive Adjustment</u>
  - Add <u>the difference</u> between the <u>original posted</u> amount and the <u>increased amount</u>, or
  - Resubmit corrected data after a negative adjustment

Specific Reporting Topics

- DTL2 (Wage and Service) review
- Wage code 08, Contributions/No Service
  - **Report wages with no hours worked**
    - Example: Reporting payments for teachers during summer break
    - At termination, to report LSP or LSVP for Tier1/Tier2 (with contributions) or OPSRP (no contributions) members if no hours were worked
    - <u>Must</u> be used to report any LSP or LSVP payments made to a member who terminates while on LWOP
  - **Used <u>only in Regular reports</u>**
  - **<u>Does not</u> affect service credit**
  - **Can be used to report subject salary (with contributions) and non-subject salary (no contributions)**
  - Used to report any back pay when it is paid and **hours were already reported for that period**
    - Back pay can be reported for PERS purposes up to 31 days after termination

Specific Reporting Topics

- DTL2 (Wage and Service) review
  - Subject Salary
  - Paid leave
    - Considered subject salary for those employed in qualifying (active service) positions
      - Report as subject salary, and
      - Report as regular hours:
        - Actual hours taken (ex: sick leave or vacation)
        - Hours that would have been worked (ex: what would have been worked while on paid sabbatical, or hours for salary paid to cover the difference between salary and a Worker’s Comp. benefit)
    - Examples:
      - A sick day
      - A week of vacation
      - Seven months of paid sabbatical leave
      - Payments by an employer to make up the difference between the employee’s regular salary and a Worker’s Comp. benefit

Specific Reporting Topics

- DTL2 (Wage and Service) review
  - Check the "Payment Categories" chart for the subject status of any payment type
    - Found through the "Employer Tools" link on the PERS Employer webpage
  - LSP (Lump Sum Payoff) and LSVP (Lump Sum Vacation Payoff)
    - **A lump sum "cash out" of unused leave**
      - **Money only, NO HOURS**
      - Use the Lump-sum Payoff or Lump-sum Vacation Payoff fields DTL2 wage code 01 or wage code 08 records
        - **Wage code 08 is the best choice** if no hours are actually worked for the reported period
    - **"Subject" status depends on program membership**
      - Tier1/Tier2 or OPSRP
      - Review the Payment Categories chart
    - **Unused sick leave lump sum payments are NON-SUBJECT for ALL members**
      - Lump sum sick leave payments, if reported, are reported as non-subject salary
      - **Sick leave hours included in any lump-sum sick leave payment CANNOT be included as unused sick leave hours reported for data verification or reported on a DTL1-02/Termination record**
        - Sick leave hours **should not be reported by employers who do not participate in the PERS sick leave program**

Specific Reporting Topics

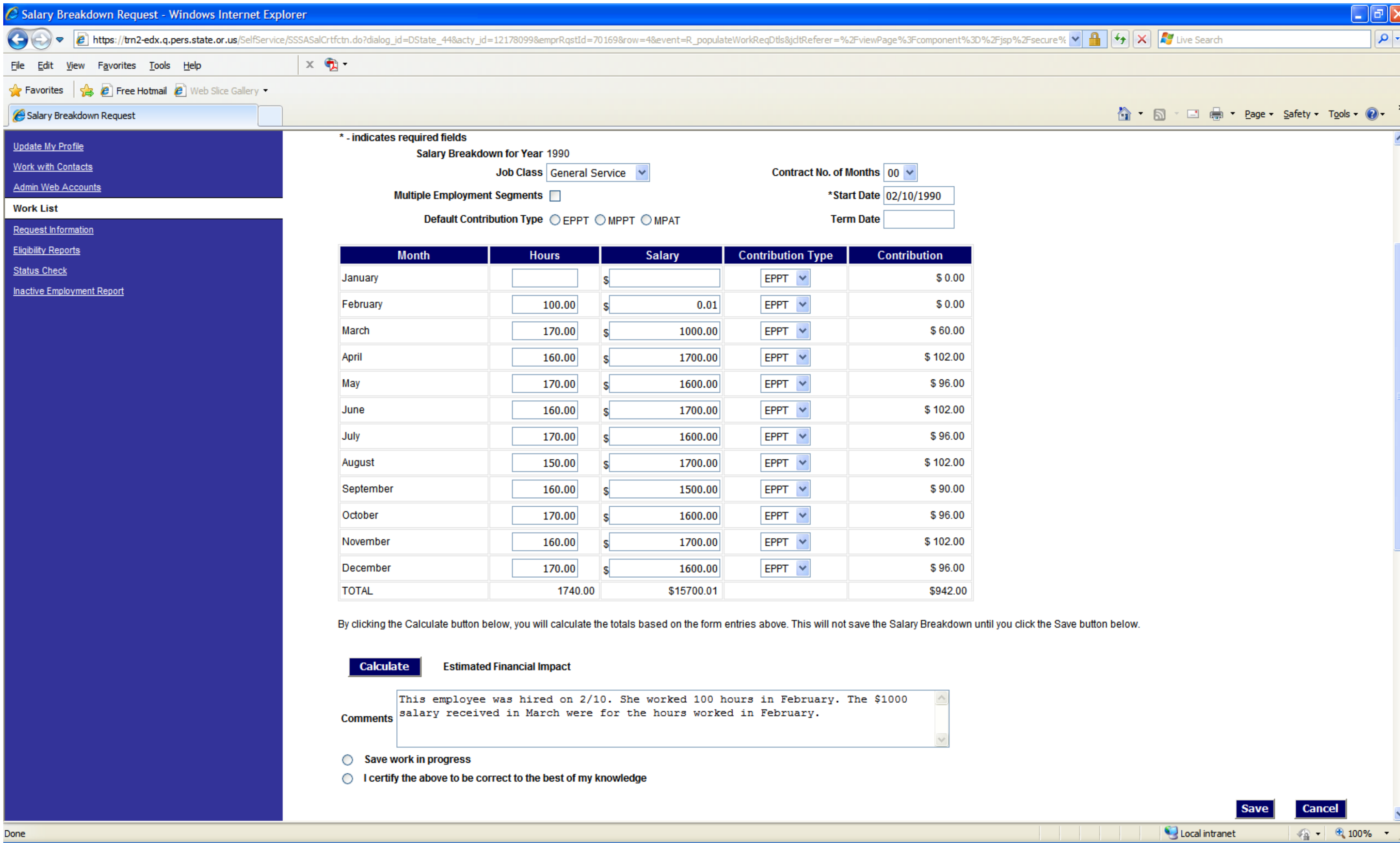
- **DTL2 (Wage and Service) review**
  - **Contributions**
    - Reported for salary **when the salary is <u>paid</u>**
    - **Notify PERS <u>before</u> the method of contribution for member accounts changes for any class of employees**
      - **MPPT (Member Paid Pre-Tax)**
      - **MPAT (Member Paid After Tax)**
      - **EPPT (Employer Paid Pre-Tax)**
    - **Changes cannot be made retroactively**
    - **Member account contributions cannot be split between the employer and the member**

Specific Reporting Topics

- **Salary Breakdown (SBD) vs Salary Certification**
  - **Salary Breakdown**
    - **Is used to obtain data for eligibility determination and data verification**
      - An <u>invoice</u> statement for contributions and prior year earnings will result if employment in <u>the year in question is found to be qualifying or if contributions were previously under-reported</u>
      - A <u>credit</u> statement will result for contributions if <u>employment in the year in question is found to be non-qualifying or if contributions were previously over-reported</u>
    - **<u>Is used to report wage, hour and contribution data for calendar year 2003 and prior</u>**
      - For each month in the calendar year covered by the Salary Breakdown **<u>report salary in the month in which it was paid, and hours in the month in which they were worked</u>**
    - **Use the comments box on the Salary Breakdown form to notify PERS staff if:**
      - **Reporting salary paid in the year of hire and the year of termination**
        - **Example: Hired February 10, 1990 with February hours paid in March**
        - **Example: Terminated March 28, 2001 with March hours paid in April**
  - **Salary Certification (Salary Cert.)**
    - **<u>Requested only for 2003 and prior, not for 2004 and after</u>**
    - **Report only subject salary and Employer-paid Pre-Tax (EPPT) contributions**
    - **Don’t report**
      - **Member-paid Pre-Tax (MPPT) or Member-paid After Tax (MPAT) contributions**
      - **Waiting time salary**
      - **Non-subject salary**

Specific Reporting Topics

Salary Breakdown example: Year of hire



Salary Breakdown Request - Windows Internet Explorer

Update My Profile
Work with Contacts
Admin Web Accounts
Work List
Request Information
Eligibility Reports
Status Check
Inactive Employment Report

* - indicates required fields

Salary Breakdown for Year 1990

Job Class General Service | **Contract No. of Months** 00

Multiple Employment Segments | ***Start Date** 02/10/1990

Default Contribution Type EPPT MPPT MPAT | **Term Date**

Month	Hours	Salary	Contribution Type	Contribution
January		$	EPPT	$ 0.00
February	100.00	$ 0.01	EPPT	$ 0.00
March	170.00	$ 1000.00	EPPT	$ 60.00
April	160.00	$ 1700.00	EPPT	$ 102.00
May	170.00	$ 1600.00	EPPT	$ 96.00
June	160.00	$ 1700.00	EPPT	$ 102.00
July	170.00	$ 1600.00	EPPT	$ 96.00
August	150.00	$ 1700.00	EPPT	$ 102.00
September	160.00	$ 1500.00	EPPT	$ 90.00
October	170.00	$ 1600.00	EPPT	$ 96.00
November	160.00	$ 1700.00	EPPT	$ 102.00
December	170.00	$ 1600.00	EPPT	$ 96.00
TOTAL	1740.00	$15700.01		$942.00

By clicking the Calculate button below, you will calculate the totals based on the form entries above. This will not save the Salary Breakdown until you click the Save button below.

Calculate **Estimated Financial Impact**

Comments This employee was hired on 2/10. She worked 100 hours in February. The $1000 salary received in March were for the hours worked in February.

Save work in progress

I certify the above to be correct to the best of my knowledge

Save **Cancel**

Specific Reporting Topics

Salary Breakdown example: Year of termination

Salary Breakdown Request - Windows Internet Explorer

https://trn2-edx.q.pers.state.or.us/SelfService/SSSASalCrtfctn.do?dialog_id=DState_44&acty_id=12178108&emprRqstId=7017&row=22&event=R_populateWorkReqDtls&jdtReferer=%2FviewPage%3Fcomponent%3D%2Fjsp%2Fsecure

File Edit View Favorites Tools Help

Favorites | Free Hotmail | Web Slice Gallery

Salary Breakdown Request

Page | Safety | Tools

- Update My Profile
- Work with Contacts
- Admin Web Accounts

Work List

- Request Information
- Eligibility Reports
- Status Check
- Inactive Employment Report

* - indicates required fields

Salary Breakdown for Year 2001

Job Class General Service

Contract No. of Months 00

Multiple Employment Segments

***Start Date** 05/01/1998

Default Contribution Type EPPT MPPT MPAT

Term Date 03/28/2001

Month	Hours	Salary	Contribution Type	Contribution
January	180.00	$ 1700.00	MPPT	$ 102.00
February	170.00	$ 1800.00	MPPT	$ 108.00
March	170.00	$ 0.01	MPPT	$ 0.00
April	0.01	$ 1700.00	MPPT	$ 102.00
May		$	MPPT	$ 0.00
June		$	MPPT	$ 0.00
July		$	MPPT	$ 0.00
August		$	MPPT	$ 0.00
September		$	MPPT	$ 0.00
October		$	MPPT	$ 0.00
November		$	MPPT	$ 0.00
December		$	MPPT	$ 0.00
TOTAL	520.01	$5200.01		$312.00

By clicking the Calculate button below, you will calculate the totals based on the form entries above. This will not save the Salary Breakdown until you click the Save button below.

Calculate **Estimated Financial Impact**

Comments This employee received her final paycheck $1700 in April for the hours worked in March.

Save work in progress

I certify the above to be correct to the best of my knowledge

Save **Cancel**

Done | Local intranet | 100%

Specific Reporting Topics

- **Employer-paid Domestic Partner Medical Premiums**
  - **Who determines whether a person is a domestic partner?**
    - **The employer**
  - **Who determines if medical premiums paid for that person are "subject"?**
    - **The employer**
    - **Tier One/Tier Two**
      - **All domestic partner medical premium payments are NON-SUBJECT, excluded by statute (ORS 238.005(26)(c)(I))**
    - **OPSRP Pension:**
      - **Not specifically excluded by statute**
      - **Are the payments included in Oregon taxable income?**
      - **Reference: Oregon Department of Revenue guidelines**
  - **Resources:**
    - PERS employer website: www.oregon.gov/pers/emp/index.shtml
      - **FAQ: Domestic Partner Medical Premiums (rev. 8/17/11)**
      - **Employer Announcement #69: Reporting Domestic Partner Medical Premiums (7/22/11)**

Trustee-to-Trustee Transfers

- The process is entirely member driven
  - The member must complete Trustee-to-Trustee forms
  - PERS staff **will not** complete **any portion of the Trustee-to-Trustee forms**
  - PERS staff **will not** coordinate with the transferring institution to make sure the deadline is met
- Trustee-to-Trustee purchases must be received prior to the member’s retirement
  - **Within 90 days** prior to the member’s retirement date
  - The purchase will be rejected if not received within the specified timeframe
- Trustee-to-Trustee transfer information:
  - www.oregon.gov/pers/index.shtml, click “Members”, click “A-Z Quick Answers”, click “Tier1/Tier2”, click “T”, click “Trustee-to-Trustee Transfers”

Specific Reporting Topics

- **The problem of returned mail**
  - **Most common errors**
    - Two addresses – geographic and PO Box: **Use only the PO Box number**
    - Apt # inserted before the actual street address: **All apt #s and PMBs should be at the end of the street address**
    - The complete address, including apt #, must all appear on Line 1 (Only 32 characters are allowed; abbreviations may be necessary)
      - www.usps.com/ncsc/lookups/abbreviations.html#suffix to check abbreviations
    - Street names incomplete and spelled incorrectly
    - Incorrect city, state and zip code
    - Incorrect directional: NE should be NW
  - **Available tools for address verification**
    - http://zip4.usps.com/zip4/zcl_0_results.jsp
      - Will verify correct spelling and that city, state and zip code match USPS information

Disability Retirement Basics

- Independent of any other disability program
  - Social Security or private insurance award **<u>does not</u>** guarantee approval of PERS disability retirement
- <u>Initiated by the member</u>, not the employer
  - **Duty and non-duty disability retirements**
    - Duty: active member, duty related, no service time requirement
    - Non-duty: active member, not duty related, 10 years active service at the time of application
    - Inactive member: apply within 5 years of separation, disability must be continuous since separation
  - **<u>Members must be off work for a minimum of 90 days to be eligible for PERS disability</u>**
    - Disability applications can be accepted within the 90 day period
  - **<u>Member must be totally disabled and unable to do any work for which qualified</u>, not just the last job.**
  - **PERS requires current supporting medical documentation from a specialist physician meeting PERS criteria**. If the member is not sure what specialist is required, please have member contact customer service.

Disability Retirement Basics (con't)

- Steps in the process
  - Basic requirements verified upon member's application
  - Medical records requested from all providers
  - Multiple records evaluations, including MD review
  - Disability retirement approved if all reviews are passed
  - PERS will determine the disability retirement date. No earlier than the first of the month after the last day of paid leave.

Disability Retirement Basics

- **Employers should…**
  - Remember that pursuing PERS disability retirement **is the <u>member's</u> responsibility**
    - <u>Member must be off work (can't come to the office or work at home) for 90 days to qualify for the disability retirement, but can apply for disability during this time</u>
    - <u>Refer the member to PERS Customer Service; DON'T interact with PERS on their behalf</u>
      - **If eligible for service retirement, the member should discuss service retirement vs. disability benefit with PERS**
      - **<u>Please DON'T provide the disability application forms</u>; the member should contact PERS Customer Service for the most current forms**
  - Be aware the disability retirement process can be up to six months long
    - Strict criteria required for approval (OAR 459-015-0005, -0010)
    - Applicant's personnel file will be requested from employer HR
      - **<u>Inclusion of a description of the job *currently* held by the disability applicant is critical to the disability process</u>**
- **Returning to work while on PERS disability:**
  - **Applies to Tier1/Tier2 disabled members ONLY**
  - **OPSRP disabled members <u>*CANNOT*</u> return to work while receiving disability benefits**
  - **Notify the PERS Disability Unit if a disability <u>applicant</u> returns to work**
  - **Tier1/Tier2 disabled member work limit is <u>599 hrs/calendar year, NOT the 1040 hour/calendar year service retiree limit!</u>**
  - **Disabled members returning to work must notify PERS within 30 days of their return to work, and…**
  - **Tier1/Tier2 members working while on disabled status must report their income to PERS each month**

Reporting Retirees Returning to Work

- Reporting sequence:
  - DTL1
    - Status Code 11: Retiree New Hire With Hour Limit
    - Status Code 12: Retiree New Hire Without Hour Limit
    - Status Code 13: New Hire-Retiree Return to Service
  - DTL2
    - Wage Code 07: Retired/No Contributions

Reporting Retirees Returning to Work

- Status Code 11: Retiree New Hire With Hour Limit
  - **OPSRP retirees have <u>NO permissible work hour limits</u>**
    - Hired into a “qualifying” position: active membership re-established at employment date
    - Hired into a “non-qualifying” position: active membership re-established if 600 hours of service in a calendar year, back to the later of the hire date or 1st of the year
      - <u>An OPSRP retirement benefit must be processed and paid prior to hiring an OPSRP retiree into a non-qualifying position or the benefit won’t be paid, so **check with your ESC account rep. before submitting ANY records** to begin reporting the OPSRP retiree</u>
    - OAR 459-075-0300
  - **Ch.238 Tier1/Tier2 work hour limit**
    - Regardless of benefit payment option (monthly, Total Lump Sum, or AS Refund)
    - May not total 1040 hrs/calendar year
      - Any <u>compensated</u> hours count (vacation, sick (when taken), comp. time (when accrued))
      - Hours in “exempt” positions don’t apply to the limit (retroactive to later of 1 January 2004 or date the exception became operative)

Reporting Retirees Returning to Work

- Status Code 12: Retiree New Hire Without Hour Limit
  - **Does not apply** to OPSRP retirees
  - **Applies to Tier1/Tier2 retirees employed in positions "exempt" from the 1040/hr work limit**. Exempt positions are listed in ORS 238.082, OAR 459-017-0060, and in "Working after Retirement Exceptions in table format" through the "General Information" link on the employer website
    - Available to Ch.238 Tier1/Tier2 retirees who receive a "normal" retirement:
      - Retired with 30 years creditable service, or
      - Tier 1, age 58 or older, or
      - Tier 2, age 60 or older, or
      - Tier1/Tier2 Police & Fire, age 55 or older, or age 50-54 with 25 years creditable service
    - Some exceptions are available to "early" retirees:
      - Tier 1 (retirement age 55 to 57, w/o 30 years)
      - Tier 2 (retirement age 55 to 59, w/o 30 years)
      - Tier1/Tier2 Police & Fire, retirement age 50-54, w/o 25 years.
      - **Early retirees must wait six full calendar months before returning to such an exempt position, or they will lose the exemption**
  - **Applies to the Social Security exception for Ch.238 Tier1/Tier2 retirees regardless of age at retirement or benefit payment type**
      - Effective when Ch.238 Tier1/Tier2 retiree has reached full retirement age under Social Security (65-67)

Reporting Retirees Returning to Work

- Status Code 13: New Hire-Retiree Return to Active Service
  - Retirees exceeding work hour limits
    - Ch.238 retirees with no 1040 exception who total 1040 hours or more in a calendar year
    - OPSRP Pension program retirees who:
      - Are hired into a position with “qualifying” hire intent
      - Meet or exceed 600 hours in a position with “non-qualifying” hire intent
  - Retirees electing to give up a retirement benefit and again become an active member
  - Reporting Status Code 13 begins the re-employment process
    - “Reversing” retirement status to inactive member status may take 1-2 months

Questions?

E-mail questions to: pers-employer.info.services@state.or.us