

PERS Employer Outreach, Communication & Education

Welcome!

Most Common EDX Errors For 2006

Most common EDX errors in 2006

Here are the most common EDX errors for 2006, and their percentage of total errors:

2006 jClarety Error Report

Errors	Totals	%
Record in VALID Status	983	27%
Contribution Calculation Error	705	20%
S - The SSN entered is not found to have a record of open employment with this employer.	461	13%
S - The SSN entered does not exist in the system.	367	10%
S - Dates reported correspond to active employment on file; only wage codes of 01,02,04,05,06,08,14 can be rep	152	4%
S - Dates reported correspond to a retired reemployment on file; only wage codes of 07,14 can be reported for	127	4%
S - Member is not eligible to receive contributions on this record.	115	3%
S - Member is not on leave from this employer.	105	3%
S - The wage code is 06, values/amounts entered for negative adjustment are greater than previously posted, or	90	3%
	Totals	3580

What causes these errors, and how can you fix them?

Records in VALID status

- A “valid” record:
 - The record format is basically correct, **but**
 - EDX won’t process the record.
- Common causes of “valid” status:
 - 85% rule: No records in a report post until 85% of all records are correct. Instead, they go into “valid” status.
 - The record is incorrect. When the 85% threshold is reached, “valid” records that can post, will post. If there is a problem with the record, it will suspend or indicate “bad format”.
- Finding “valid” records
 - Download the report as CSV, then filter or sort on “VLID”.

Valid Records

4 things to remember:

- 1) Records may actually need fixing (wrong date?).
- 2) The date of the record may conflict with another record (posted or suspended) using that same date
 - *Example*: A member is terminated 2/18/07, but the regular report covering 2/1 – 2/28/07 has DTL2-01 records for this person.
- 3) Is there another record with the same SSN# in that same report?
- 4) Sometimes it is an EDX issue, and it really should post! If re-saving doesn't fix it, CALL! There are some Valid errors employers may not be able to fix.

Calculation Contribution Error

REMEMBER! Sick leave, comp. time and vacation hours taken while actively employed are regular hours, and the salary is subject. **Only at retirement is unused sick leave reported as hours, and vacation payoff reported as lump sum.**

1) Contributions (MPPT, MPAT or EPPT) are 6% of subject salary. LSVP and LSP may also be subject salary for some members (See the “Payment Categories” chart)

2) What types of salary are non-subject? See the “Payment Categories” chart, located in the “Employer Tools” section on the PERS Employer website.

The diagram shows a form with six input fields. The fields are: Subject Salary, Regular; Subject Salary, Overtime; Non-Subject Salary; Lump-sum Payoff; Lump-sum Vacation Payoff; and Gross Salary. The Gross Salary field is highlighted with a red box. A red arrow points from the text 'Only at retirement is unused sick leave reported as hours, and vacation payoff reported as lump sum.' to the Gross Salary field. A pink arrow points from the text 'Contributions... are 6% of subject salary' to the Subject Salary, Regular field. A red arrow points from the text 'The gross salary field will always be the sum of the five fields above it.' to the Gross Salary field. A red bracket on the right side of the form groups the five fields above Gross Salary.

Subject Salary, Regular	<input type="text"/>
Subject Salary, Overtime	<input type="text"/>
Non-Subject Salary	<input type="text"/>
Lump-sum Payoff	<input type="text"/>
Lump-sum Vacation Payoff	<input type="text"/>
Gross Salary	<input type="text"/>

3) The gross salary field will always be the sum of the five fields above it.

Payment Categories Chart (“salary matrix”)

(Located on the PERS Employer website, under “Employer Tools”)

Payment Categories



Report this type of payment in the following EDX field:

Payment Type	Description (Please determine whether your specific compensation fits a general description below)	PERS Pension Program Members (ORS 238)			OPSRP Pension Program Members and IAP Only Members (ORS 238A)					This type of payment should be treated as:	
		Tier 1 Members	Tier 2 Members	T1 and T2 with IAP (ORS 238)	Tier 1 Members with Break in Service	Tier 2 Members with Break in Service	OPSRP Pension with IAP	OPSRP Pension NO IAP	IAP Only (ORS 238A)		
<i>Accelerated Payment of an Employment Contract</i>	Payments on a contract made in advance of performance of service.	Non-Subject	Non-Subject	Non-Subject	Non-Subject	Non-Subject	Non-Subject	Non-Subject	Non-Subject	Non-Subject	Non-Subject Salary
<i>Accrued Compensatory Time</i>	Lump sum payoff of compensatory time. Compensatory time may be defined as paid time off in exchange for time worked above and beyond regular hours, but for which no remuneration has yet been received. Employers may have “comp time” arrangements with their employees which deviate from this definition. If you are unsure whether a payment for accrued compensatory time meets the above definition, please seek the advice of qualified legal or tax counsel.	Subject	Subject	Subject	Non-Subject	Non-Subject	Non-Subject	Non-Subject	Non-Subject	Non-Subject	LSP**
<i>Accrued Paid Leave</i>	Lump-sum payoff of any paid leave.	Subject	Subject	Subject	Non-Subject	Non-Subject	Non-Subject	Non-Subject	Non-Subject	Non-Subject	LSVP**
<i>Accrued Sick Leave</i>	Lump-sum payoff of accrued sick leave.	Non-Subject	Non-Subject	Non-Subject	Non-Subject	Non-Subject	Non-Subject	Non-Subject	Non-Subject	Non-Subject	Non-Subject Salary
<i>Accrued Vacation Time</i>	Lump-sum payoff of accrued vacation time.	Subject (Subject for Final Average Salary)	Subject (Not subject for Final Average Salary)	Subject	Non-Subject	Non-Subject	Non-Subject	Non-Subject	Non-Subject	Non-Subject	LSVP**
<i>Advance Against Future Wages</i>	Compensation for work not yet performed.	Non-Subject	Non-Subject	Non-Subject	Non-Subject	Non-Subject	Non-Subject	Non-Subject	Non-Subject	Non-Subject	Non-Subject Salary
<i>Allowance, Non-Taxable</i>	Allowances excluded from taxable income - Includes remuneration in the form of living quarters, lodging, board or other items of value.	Subject	Subject	Subject	Non-Subject	Non-Subject	Non-Subject	Non-Subject	Non-Subject	Non-Subject	LSP**
<i>Allowance, Taxable</i>	Allowances included in taxable income - Includes remuneration in the form of living quarters, lodging, board or other items of value.	Subject	Subject	Subject	Subject	Subject	Subject	Subject	Subject	Subject	Subject Salary, Regular
<i>Annuities</i>	Tax sheltered annuities made at the election of an employee even if not included in their taxable income.	Subject	Subject	Subject	Subject	Subject	Subject	Subject	Subject	Subject	Subject Salary, Regular
<i>Rack Pay</i>	Compensation paid to an employee for a period worked, but unpaid, in the past. Adjustment of wages which was not the result of clerical error, court order, or order of	Subject	Subject	Subject	Subject	Subject	Subject	Subject	Subject	Subject	Subject Salary, Regular

“The SSN entered is not found to have a record of open employment with this employer”

➤ **Most probable cause(s):**

- **#1) DTL2 record submitted but no DTL1 for this member has been posted.**
- **#2) The employee was terminated and a new hire record overlaps the prior employment segment.**
- **The SSN is actually incorrect.**

➤ **The fix:**

- **For #1) Submit a DTL1 in a Demographic & Adjustment report if none was submitted. If the DTL2 and DTL1 records were in the same report, delete the DTL1 from the regular report and resubmit it in a separate Demographics & Adjustment report.**
- **For #2) Correct the hire date, or send a DCR (Demographic Correction Report) to delete the posted termination, if incorrect.**

Best practice: Submit DTL1 records in Demographic & Adjustment reports, prior to DTL2 submission in Regular reports.

“The SSN entered does not exist in the system”

➤ Most probable cause:

- #1) A DTL2 record for the employee has been submitted, but no DTL1 from you (or any other employer) has been submitted. This happens only for new hires with no PERS history.
- #2) Typo while entering the SSN on a record.

➤ The fix:

- For #1) Submit a DTL1 in a Demographic & Adjustment report.
- For #2) Edit the record for the correct SSN.

“Dates reported correspond to active employment on file; only wage codes of 01,02,04,05,06,08,14 can be reported...”

➤ Most probable cause:

- Wrong wage code used to report wages and contributions (probably 07)

➤ The fix:

- Contact your ESC account representative for a status check. If the member is actually retiring, a DTL1-status code 02 must post, followed by a DTL1 status code 11 or 12. There can be a delay in posting a “retired” status in EDX, which would cause DTL2-wage code 07 records to suspend

“Dates reported correspond to a retired reemployment on file: only wage codes of 07,14 can be reported...”

➤ Most probable cause:

- Wrong wage code used to report retiree returning to work for a PERS employer

➤ The fix:

- Edit the record to change to the correct code (wage code 07 for retiree wages)

NOTE: All retirees returning to work must be reported.

“Member is not eligible to receive contributions on this record”

➤ Most probable causes:

- #1) EDX “thinks” the member is still in the six-month “waiting time.”
- #2) Salary is in a field that won't take contributions.

➤ The fix:

- For #1) Check the “Status” screen and double-check with your ESC account representative to verify correct status. The Contribution Start Date (CSD) may need a reset.
- For #2) Check the Payment Categories chart to determine type of salary, for what members it is subject, and what EDX field is used for reporting. Correct the DTL2 wage code, if necessary.

NOTE: To avoid this message, you must know the member’s status (active, inactive, in waiting period, etc). The wage code, salary type (subject or non-subject) and contributions (some, or none) must all match the members status.

“Member is not on leave from this employer”

➤ Most probable cause:

- A DTL1-08 (return from leave) was submitted, but there is no DTL1 beginning leave (code 03-07, 09)

➤ The fix:

- Call your ESC account representative before doing anything! DTL2 records posted after the missing leave begin date must be backed out by you, then corrections made to EDX by your account representative.

“The wage code is 06, values/amounts entered for negative adjustment are greater than previously posted...”

➤ Most probable cause:

- All data in the DTL2 06-negative adjustment record must match the original record, including ORIGINAL PAY DATE (and work period begin-end dates, if used).

➤ The fix:

- Double-check the original data, and edit the adjustment record if necessary.
- If all the data in the adjustment record matches the original record, contact your ESC account representative!

Most common EDX errors in 2006

- If you have questions:
 - CALL your ESC account representative BEFORE taking any action!

PERS Contact Information

➤ PERS Employer Service Center:

■ M-F 8:30am to 12:30 PM

■ Local 503-603-7788

■ Toll Free 888-320-7377

➤ PERS Fax: 503-603-7626

➤ Employer Web site:

<http://www.oregon.gov/PERS/EMP/index.shtml>

➤ Email Address for employers:

pers.edx.support@state.or.us

Questions?

