

## **Process for Requesting an Increase in Number of P & F Units to Purchase Per Month**

If an employee would like to increase the number of units they may use the following procedures to receive approval.

The maximum number of units an employee can have deducted per month is eight (8). If an employee is already at the maximum they may not request an increase in units.

Please do not make any changes to a P070 PRNN screen deduction amount without receiving prior approval through the DAS HRSD Centralized PERS Services Team.

### **Necessary Steps to Follow For Requesting an Increase:**

- The employee will need to submit a new Notice of Unit Election form to their agency Payroll Office **with a legible note on the form that they “would like to change the number of units from # to #”**;

**NOTE: Forms not received by the DAS HRSD Centralized PERS Services Team prior to the 15<sup>th</sup> of any calendar month (not based on pay day) will not receive a deduction for that month’s payroll period. The deductions will start with the following month’s payroll period.**

- The Payroll Office will then fax the form to the DAS HRSD Centralized PERS Services Team representative for their agency;
- The DAS HRSD Centralized PERS Services Team representative will obtain approval for the increase through the PERS Representative;
- The PERS Representative reviews and notifies the DAS HRSD Centralized PERS Services Team representative of the approval/denial;
- The DAS HRSD Centralized PERS Services Team representative will notify the Payroll Office of the approval/denial.

The Payroll Office will notify the employee and make the appropriate adjustment to the P070 PRNN screen deduction amount for the next month’s pay period.

**NOTE: Employees cannot increase the number of units purchased per month with in the last 60 days prior retirement. However, they can participate in the lump-sum catch up payment within the last 60 days before retiring with PERS approval. Retroactive adjustments are not allowed by PERS.**

*ORS: 238.440, OAR: 459-016-0100 Section (3) (b)*