PERS | Oregon Public Employees Retirement System

Employer Announcement #76
Employer Data Verification on EDX – Screen by Screen

1. Employer receives an Employer Data Verification Request item in their Work List.

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Work List

Below is a list of employees for which PERS is requesting Information. The Work Item Type indicates the type of information that is required. Please complete and return each Work Item. Click on the SSN to enter salary information.

Create Demographic Correction Request (DCR).

Learn more about working with Work List

Click on the leftmost column to get the detail of the clicked record.

SSN	PERS ID	Last Name	First Name	Plan	Year	Request Date	Work Item Type	Status
112233445	456890	Jones	Joe	PERS-Tier 1		07/11/2016	Employer Data Verification Request	New

Tell Me More

- For a more detailed explanation regarding each Work Item Type, please select the Work Item and refer to the Tell Me More section at the bottom of the page for that particular type of Work Item.

- Work List Item status descriptions:

    o The **'New'** status indicates that the Work List request has not been saved as a work in progress or has not been submitted (saved/certified) to PERS for review.

    o The **'Pending'** status indicates that the Work List request has been saved as a work in progress but has not been submitted (saved/certified) to PERS for review.

    o The **'Returned'** status indicates a Work List request that was submitted (saved/certified) and reviewed by PERS but returned to you due to a discrepancy. Please view the request to view the specific comments from PERS.

- Each Work Item request will remain on this page until it is submitted (saved/certified) by you or is deleted by PERS.

2. Employer views the Work Item for PERS Comments and Due Date.

Employer Data Verification Request

PERS Comments:

Data Verification requires verifying both Employment Details and Salary
Details, then certifying the verified information to be correct to the best of
your knowledge on the Work Item.

Please email PERS.Data.Verification@pers.state.or.us if you have any questions
or are making adjustments in response to this member's verification request.

Please verify the member's employment and salary details via the View Employee Info Link. When your review and verification is complete, please click the box for "I certify the verified information to be correct to the best of my knowledge" and click the Save button to submit to PERS.

Details for: Joe Jones, SSN: 112233445, PERS ID: 456890

Due Date: 09/09/2016

☐ I certify the verified information to be correct to the best of my knowledge.

Employer Comments:

[Save]   [Cancel]

3. Using the 'View Employee Info' link to the left, Employer searches for the member indicated in the Work Item by Name, SSN, or PERS ID.

4. Once the indicated employee has been found, 'Employment History Details' appears first. Employer should verify against their records to ensure the displayed Employment dates are accurate. If all data present looks correct, check each 'Verify' checkbox – or click 'Verify All' – and click 'Save.'

    a.   If the displayed information does not appear to be accurate, Employer should submit a Demographic Correction Request (DCR) indicating what data requires correction, and what the correct data should be. Please email PERS.Data.Verification@pers.state.or.us if you are submitting a DCR, a Salary Breakdown, or DTL2 adjustments to correct data in response to an Employer Data Verification Request. The Data Verification Unit will notify you when the

adjustments have been posted to the account, at which point you should verify the data if it appears to be correct (again, using the checkboxes and 'Save' button).

b. When all Employment data has been verified, proceed to 'View Salary Details for this employee.'

Employee Employment History Details

This page displays the employee's employment history with this employer, starting with the most recent employment.

- View Address Details for this employee.
- View Salary Details for this employee.
- Work with Demographic Correction Request (DCR).
- Create Salary Breakdown Request.

Employment Details for: Joe Jones, SSN: 112233445, PERS ID: 456890

Date of Birth: 01/26/1959
Contribution Start Date: 12/01/1992

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
Q	06/01/1992												
	01/01/2004					School Employee	Active Service	PERS Tier 1	0		☐		
	07/01/2003	12/31/2003				School Employee	Active Service	PERS Tier 1	0	12	☐		
	06/01/1992	06/30/2003				School Employee	Active Service	PERS Tier 1	0		☐		

[Verify All] [Save] [Cancel]

Note: The verification of an employment also includes the net Unused Sick Leave. If this information is incorrect, please submit a DCR.

5. Employer should verify against their records to ensure the displayed Salary data is accurate. If all data present looks correct, check each 'Verify' checkbox – or click 'Verify All' – and click 'Save.'

a. Years 2003 and prior: If the displayed information does not appear to be accurate, Employer should submit a Salary Breakdown for the year(s) that require correction, with the correct information.

b. Years 2004 and later: If the displayed information does not appear to be accurate, Employer should submit a DTL2 adjustment for the pay date(s) that require correction, with the correct information.

c. Please email PERS.Data.Verification@pers.state.or.us if you are submitting a DCR, a Salary Breakdown, or DTL2 adjustments to correct data in response to an Employer Data Verification Request. The Data Verification Unit will notify you when the adjustments have been posted to the account, at which point you should verify the data if it appears to be correct (again, using the checkboxes and 'Save' button).

d. When all Salary data has been verified, proceed to 'Work List'

Employee Salary Details

Please use the links below to navigate to the desired activity for this employee.

- View Employment History for this employee.
- View Address Details for this employee.
- Work with Demographic Correction Request (DCR).
- Create Salary Breakdown Request.

Salary Details for: Joe Jones, SSN: 112233445, PERS ID: 456890

Date of Birth: 01/26/1959
Contribution Start Date: 12/01/1992

Current Membership								
Plan	Calendar Year	Subject Salary	LSP	LSVP	Gross Salary	Verify	Verified Date	User ID
PERS	2016	$ 44,304.30	$ 0.00	$ 0.00	$ 44,304.30	☐		
PERS	2015	$ 85,458.65	$ 0.00	$ 0.00	$ 85,458.65	☐		
PERS	2014	$ 83,161.11	$ 0.00	$ 0.00	$ 83,161.11	☐		
PERS	2013	$ 78,680.02	$ 0.00	$ 0.00	$ 78,680.02	☐		
PERS	2012	$ 73,986.01	$ 0.00	$ 0.00	$ 73,986.01	☐		
PERS	2011	$ 75,604.21	$ 0.00	$ 0.00	$ 75,604.21	☐		
PERS	2010	$ 76,020.63	$ 0.00	$ 0.00	$ 76,020.63	☐		
PERS	2009	$ 76,819.92	$ 0.00	$ 0.00	$ 76,819.92	☐		
PERS	2008	$ 65,036.16	$ 0.00	$ 0.00	$ 65,036.16	☐		
PERS	2007	$ 61,299.33	$ 0.00	$ 0.00	$ 61,299.33	☐		
PERS	2006	$ 62,641.80	$ 0.00	$ 0.00	$ 62,641.80	☐		
PERS	2005	$ 57,796.61	$ 0.00	$ 0.00	$ 57,796.61	☐		
PERS	2004	$ 48,965.74	$ 0.00	$ 0.00	$ 48,965.74	☐		
PERS	2003	$ 48,479.00	$ 0.00	$ 0.00	$ 48,479.00	☐		
PERS	2002	$ 46,912.00	$ 0.00	$ 0.00	$ 46,912.00	☐		
PERS	2001	$ 23,772.00	$ 0.00	$ 0.00	$ 23,772.00	☐		
PERS	2000	$ 17,535.00	$ 0.00	$ 0.00	$ 17,535.00	☐		
PERS	1999	$ 15,102.00	$ 0.00	$ 0.00	$ 15,102.00	☐		
PERS	1998	$ 17,095.00	$ 0.00	$ 0.00	$ 17,095.00	☐		
PERS	1997	$ 12,001.00	$ 0.00	$ 0.00	$ 12,001.00	☐		
PERS	1996	$ 17,410.00	$ 0.00	$ 0.00	$ 17,410.00	☐		
PERS	1995	$ 17,182.00	$ 0.00	$ 0.00	$ 17,182.00	☐		
PERS	1994	$ 13,733.00	$ 0.00	$ 0.00	$ 13,733.00	☐		
PERS	1993	$ 13,558.00	$ 0.00	$ 0.00	$ 13,558.00	☐		

[Verify All] [Save] [Cancel]

6. Bring up the Work Item for the member in question, check the "I certify…" checkbox if all data looks correct, enter any comments that may be necessary under 'Employer Comments,' then click 'Save.' If you have verified all the member's data and checked all 'Verify' checkboxes for Employment and Salary, and you have checked this "I certify…" checkbox, your work for this member's Data Verification Request is completed.

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Details for: Joe Jones, SSN: 112233445, PERS ID: 456890

Due Date: 09/09/2016

☑ I certify the verified information to be correct to the best of my knowledge.

Employer Comments:

Save   Cancel