

PERS Employer Outreach, Communication & Education

Welcome!

Employer Outreach Presentation

Fall 2012

V5 October 22, 2012

Today's Agenda

- Clearing suspended records
 - EDX records and reports
 - DTL1 (Member Demographics)
 - Status codes
 - DTL2 (Wage and Service)
 - Wage codes
 - Regular and Demographic & Adjustment reports
 - Most common errors, causes, and fixes

Detail 1 - Member Demographics:

SSN:

Status Code:

Status Date: (MM/DD/YYYY)

Last Day Service (MM/DD/YYYY)

Old SSN:

First Name:

Last Name:

Middle Name:

Name Change Indicator:

Address - 1:

Address - 2:

Address - 3:

City:

State:

Zip - 1:

Zip - 2:

Province:

Country Code:

Postal Code:

Date Of Birth: (MM/DD/YYYY)

Gender:

PER\$ Job Class Code:

Average Overtime Hours

Unused Sick Leave Hours

Contract No. of Months

Employer Site Distribution Code

Non PER\$ Data Memo

The DTL1 record is submitted ONLY when the member's status with the employer changes (hired, terminated, on leave w/o pay, etc.) or something about the member changes (name change, address change, etc.)

Please DO NOT use commas in the First Name, Last Name or Middle Name fields. Although use of hyphens (-), apostrophes (') and commas (,) in the the DTL1 name fields will not cause a DTL1 record to suspend, use of commas in these fields will cause the "Download as CSV" function to work incorrectly.

Detail 2 - Wage and Service:

SSN:

First Name:

Last Name:

Pay Date: (MM/DD/YYYY)

Work Period Begin Date: (MM/DD/YYYY)

Work Period End Date: (MM/DD/YYYY)

Hours Worked: (Regular)

Hours Worked: (Overtime)

Reported Wage Code:

Subject Salary, Regular

Subject Salary, Overtime

Non-Subject Salary

Lump-sum Payoff

Lump-sum Vacation Payoff

Gross Salary

Member Paid After-Tax Contribution (MPAT)

Member Paid Pre-Tax Contribution (MPPT)

Unit Contribution

Employer Paid Pre-Tax Contribution (EPPT)

Optional Employer IAP Percentage

Optional Employer IAP Contribution

PER's Job Class Code

Average Overtime Hours

Employer Site Distribution Code

Non PER's Data Memo

The DTL2 record is used to submit wage and service information in Regular reports. DTL2 records are also used to correct previously posted wage and service information using DTL2 adjustment wage codes. DTL2 adjustment records are best submitted in Demographics & Adjustment reports.

The Two Report Types

Report Type	Record types
Wage and Contribution (A “Regular” Report) <u>Submitted on the assigned reporting date</u> <u>ONLY</u>	<ul style="list-style-type: none">• For DTL2 records, all wage codes can be used• Best practice: Exclude DTL1 records from regular reports
Demographics and Adjustment <u>Submitted on any date EXCEPT the</u> <u>regular report date</u>	<ul style="list-style-type: none">• For DTL1 records, all status codes can be used• For DTL2 records, only wage codes 5, 6, 14, 16 and 02 can be used; wage codes 08, 07 and 01 <u>cannot</u> be used

NOTE: 1) Reports can be deleted from EDX only if NO records have posted, or if the report has not yet been released. 2) Once a report is 100% posted, NO records can be added to the report.

Adjustments: Correcting posted DTL2 records

- *There are no negative or positive numbers in EDX, only negative and positive adjustments!*
 - A **DTL2 adjustment record is used to correct posted DTL2 records** (codes listed in EDX User Guide appendix)
 - **05 – Positive adjustment (for wage codes 01 & 04)**
 - **06 – Negative adjustment (for wage codes 01, 08, 04 & 05)**
 - **14 – Negative adjustment (for wage codes 07 & 02)**
 - **16 – Negative adjustment (for wage code 11, USERRA wages)**
 - **Can't submit the original and its adjustment in the same report**
 - **The original record pay date must be used in the adjustment record; work period begin/end dates, if used in the original, must be used in the adjustment record**
 - **A negative adjustment is a “mirror image” of the original and “backs out” the entire record**
 - **The only difference between the original DTL2 and the negative adjustment DTL2 is the wage code**
 - **An adjustment for hours only will post, if required**

Adjustments: correcting posted DTL1 records

- On a recently-posted DTL1 record, you entered:
 - A termination for the wrong employee
 - An incorrect hire date
 - A leave code for someone still here
 - The wrong status code for a recently-hired employee
- **The DTL1 has posted; can you fix this record?**
 - You can fix only the address and the Social Security number
 - Generate a DCR to request your account representative fix other DTL1 information

Demographic Correction Request

- Demographic Correction Request:
 - Is an online form, accessed through the Work List link or the screens available through the View Employee Info link
 - Is used to request changes for POSTED DTL1 records only
 - Always keep a copy for your records

Site Navigation

- Employer Home
- View Your Statement
- Work on Reports
- View Employee Info
- View Year-to-Date Wage and Contribution Summary
- Update my profile
- Work List**

Working with : _____

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.

Working with : _____

Employee Employment History Details

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

- [View Address Details for this employee.](#)
- [View Salary Details for this employee.](#)
- [Create Demographic Correction Request \(DCR\).](#)
- [Create Salary Breakdown Request.](#)

Employment Details For: Joe Jones, SSN: 000000000, PERS ID: 111111

Date of Birth: 01/01/1940
Contribution Start Date: 01/01/1970

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
N/A	11/30/2004		11/30/2004	0.000	0.000								
	11/30/2004		11/30/2004			General Service	Active Service	PERS Tier 1	0		<input type="checkbox"/>		
Q	08/22/1960	12/31/1998	12/31/1998	2770.000	0.000								
	08/22/1960		12/31/1998			General Service	Active Service	PERS Tier 1	0		<input checked="" type="checkbox"/>	06/25/2010	AAABBB
	08/22/1950		12/31/1955			General Service	Active Service	PERS Tier 1	0		<input checked="" type="checkbox"/>	06/24/2010	AAABBB

[Verify All](#) [Save](#) [Cancel](#)

Job Segment	Hire Intent	Start Date	Term/End Date	Last Day Service	Job Class	Position Type	Plan	Average OT Hours	No. of Months	Sick Leave
1	Q	09/04/2007								0.000

09/04/2007
 School Employee
Active Service
PERS - Tier 1
2000
10

Start Date From 09/04/2007 To

Term/End Date From To Remove Term/End Date

Last Day Service From To

Job Class From School Employee To
Start Date
End Date

New Position Type
Start Date
End Date

Average OT Hours

Contract No. of Months

Hire intent

Unused Sick Leave

Review Contribution Start Date

Delete Position

1. Click the Job Segment to be changed
2. Make any required changes.
3. Add comments (If you've requested a Contribution Start Date (CSD) or position status change which affects contributions, please confirm the contribution type, MPPT, MPAT or EPPT)
4. Click "Save" (not pictured)

Comments

Clearing Records: Points to consider

➤ For DTL1 records:

- Have you included the status code for the action taking place? (Qualifying or Non-Qualifying Hire, Termination, On Leave, Returning from Leave, etc.)
- Have you included the status date?
 - For 02/Termination records, did you include “Last Day Service”?
 - Has the final DTL2 record posted before you submitted the DTL1 Termination record, and is the DTL2 final pay date within 31 days of the Regular report pay date? If used, is the DTL2 work period end date equal to the DTL1 “Last Day Service”?
 - For status changes, are status events in date order (Ex: For a termination followed by rehire, are the status events in the correct date order, and don’t overlap)?
 - If you intended to pay out accrued paid leave, did you wait to put the individual on leave with PERS until you paid out all the accrued paid leave?
 - For an employee on leave, did you submit the leave record (military leave, legislative leave, family leave, etc) **before** submitting a DTL1-08/Return from Leave?
- For new hires, have you included job class information (Job Class, Average OT Hours, Contract Number of Months for Job Class 9) Note: Job class information **should not be included** on 02/Termination records.

Clearing Records: Points to consider (continued)

➤ For DTL2 records:

- For new hires, has the DTL1 new hire record posted before you begin submitting DTL2 records?
- Did you use a wage code which requires entry of regular hours?
 - All wage codes except 08 (Contributions, No Service), 06 (Negative Adjustment), 14 (Negative Adjustment, No Contributions), and 16 (Negative Adjustment, USERRA wages) require entry of regular and , if reported, overtime hours.
- Did you use a wage code which requires entry of contributions?
 - Contributions **should not be included** for waiting time periods.
 - Contributions are 6% of total subject salary, made by MPPT, MPAT or EPPT contribution method.
 - Wage codes 01, 04, 05 and 11 require contributions after waiting time. Wage code 08 requires contributions, but no hours, and will not post during waiting time.
- Is Gross Salary the sum of all other salary types on the DTL2 record?
 - Subject Salary, Regular + Subject Salary, Overtime + Non-Subject Salary + Lump-sum Payoff + Lump-sum Vacation Payoff
- **Leave the job class information blank unless you're changing the member's job class on the DTL2 record**
- If you are adjusting posted DTL2 records:
 - For multiple adjustments to the same record, did you let each adjustment post before submitting the next?
 - Did you do negatives first, then (if required) positives?

Clearing Records: .dat files

- A .dat file automates reporting of PERS demographic, wage and service data through payroll software systems
- A .dat file:
 - Is an ASCII 'text' file with a specific format
 - Has a specific naming format which includes "0" and the employer's four digit PERS employer number, the current report date, and the ".dat" suffix
 - Ex: 09999.01312012.dat
 - May have any number of data records, but **MUST** have a "header" record and a "footer" record

Clearing Records: common.dat file errors



The date in the .dat file name must match the report date in the header record. **The .dat file will be rejected in batch if the dates are not identical.**

HEAD01028DEPT OF FORESTRY

06302012 06122012ORGOVOREGON STATE PAYROLL SYSTEM 2

FOOT01028DEPT OF FORESTRY

00000732

The record count in the footer record includes only data records in the file, and does not include the header and footer record. In this example, there are 732 data records in this .dat file. **The file will be rejected in batch if the count is incorrect.**

Most common EDX errors

➤ Contribution Calculation Error

This error results from bad math when calculating gross salary total and contributions.

A) Gross Salary is the sum of all other salary types (Subject Salary, Regular + Subject Salary, Overtime + Non-Subject Salary + Lump-sum Payoff + Lump-Sum Vacation Payoff)

B) Contributions are 6% of total salary subject for contributions Lump Sum Payoff (LSP) and Lump Sum Vacation Payoff (LSVP) may be subject salary depending on program membership (Tier 1/Tier2 or OPSRP). Consult the Payment Categories chart for the subject status of any payment in question.

C) Paid leave, including vacation or sick leave an employee is using, counts as hours worked, and the salary is subject. If the employee is in a position where employer hire intent is “qualifying” and/or 600 hours or more is accumulated in a calendar year, contributions are due on this type of salary. At termination, if you, the employer, participate in the PERS “sick leave” program, report all unused sick leave hours on the employee’s DTL1 record. Any time there is a lump-sum payoff of unused leave (other than sick leave), report only the dollars, and not the hours. **Contributions on lump-sum payoff, or lump-sum vacation payoff, may be required depending on the employee’s program membership (Ch.238 Tier1/Tiers or OPSRP)**

Most common EDX errors

➤ Records in “Valid” status.

A “valid” record is one which EDX won’t process although the record may be correct. The most common causes of “valid” records are:

- A) **The 85% rule:** No records in a report will post until at least 85% of the records are correct. Until the 85% level is reached, records go to “valid” status.
- B) **In any report containing multiple records for an employee if one of the records suspends the others may go to “valid” status.** When the suspension is cleared, the remaining valid records will post.

You can find “valid” records in any report by: **1) Access the report through the “Work on Reports” link, then click on the “View Details” link for that report, choose Detail 1 or Detail 2 records, then look for “VLID” records, or choose “download as csv” and filter for “VLID” records** **2) Access the report through the “Work on Reports” link in the employer homepage site navigation area, click on the “edit” link and scroll down to Option 3 – Un-posted records.**

Most common EDX errors

➤ Records in “Valid” status.

Things to remember about “valid” records:

- A) The record may be in error and need correction** (ex: wrong date. Verify the paydate is correct, i.e. the date wages were actually paid).

- B) The date of the valid record may conflict with another posted or suspended record using that same date, or an overlapping date** (ex: You posted a DTL2 record with a work period begin date of 2/1/07, and now your DTL1 record with a hire status date of 2/18/07 is in “valid” status because the system reads an overlapping date. Compare DTL1 status dates with posted start/end dates found through “View Employee Info” for this member).

If “re-saving” the affected record does not allow the record to post, call your ESC account representative.

Most common EDX errors

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

The most probable causes of this error are:

- A) A DTL2 record was submitted but no DTL1 record for this employee had previously posted or the DTL1 record has suspended or is in “valid” status.
- B) The employee was terminated and a subsequent DTL1 new hire record with the same employer overlaps the prior employment segment, or the individual has retired and EDX does not yet reflect the member’s retired status.
- C) The Social Security number is incorrect.

The suggested fixes:

- A) Submit a DTL1-01 (New Hire) record if none was previously submitted, or delete the unposted DTL1 record and re-submit it in a Demographics and Adjustment report.
- B) Correct the hire date in the unposted DTL1 record and resubmit. If the posted termination date is incorrect, correct the date by sending a Demographic Correction Report (DCR) to your ESC account representative. If the individual is retired, make sure the DTL1 status date and status codes are correct. Both the DTL1-11 or -12 and DTL2-07 record should post when EDX is updated to reflect the member’s retired status; leave the record “as is”.
- C) Edit and correct the Social Security number; if the Social Security number is correct, and the record won’t post, contact your ESC account representative.
- D) If there is no problem with a posted DTL1 record, verify the DTL2 paydate is after the employment start date or within 31 days of a termination date. These dates can be found through “View Employee Info” for this member.

Most common EDX errors

➤ “The SSN entered does not exist in the system”

This message may occur if:

EDX does not recognize the Social Security number you’ve used to report this employee because the individual with this SSN has no PERS-covered employment history.

The suggested fixes:

- A) Submit a DTL1-01 (New Hire) record if none was previously submitted, or delete the unposted DTL1 record and re-submit it in a Demographics and Adjustment report.**
- B) Correct the hire date in the unposted DTL1 record and resubmit.**
- C) Edit and correct the Social Security number; if the Social Security number is correct, contact your ESC account representative.**
- D) If there is no problem with a posted DTL1 record, verify the DTL2 paydate is after the employment start date or within 31 days of a termination date. These dates can be found through “View Employee Info” for this member.**

Most common EDX errors

➤ “The PERS status code is not '01', '11', '12', '13, or '15' and the SSN entered is not found to have a record of open employment”

1) This error will most likely occur when a DTL1-02 (Termination) record is submitted, but a DTL1-02 (Termination) record for this employment segment has already been submitted and posted.

2) A similar message states: “The status Code is '11', '12' or '13', New Retiree Hire and the member is not retired as of the given date”.

The suggested fix:

1) **Check the individual's employment history.** Check employment history through “View Employee Info” for this member. **If the posted employment history is incorrect, send your ESC account representative a Demographic Correction Report (DCR) to make the correction.**

2A) **The member may have withdrawn, not retired, and is not a PERS retiree. In this case change the DTL1 status code to 01 or 15, or...**

2B) **The individual may be recently retired and EDX has not yet been updated to reflect the retired status.** Leave the record “as is”; it should post when EDX is updated with retired status.

(If you need to report a Leave of Absence for a previously terminated employee, **CONTACT your ESC account representative for assistance before you do anything).**

Most common EDX errors

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

- 1) **This message can occur if EDX still has the individual in their six-month waiting time but you believe the individual has established membership and your DTL2 record contains contributions. Double-check the Contribution Start Date (CSD) through “View Employer Info” for this member.**
- 2) **The position type is Non-Qualifying Service.**

Suggested fix:

- 1) If the CSD is correct and the member is still in their waiting time, edit the record to remove contributions and re-save the record. If you feel the CSD should be reviewed, submit a Demographic Correction Request (DCR) or contact your ESC account representative.
- 2) If the Non-Qualifying Service position type is correct, change the wage code to 02 and remove contributions. However, if the employee has become qualifying through 600, or more, hours of service for the year in question, send a DCR requesting a change in position type to “active service” for the year in question.

NOTE: This error often appears with other error messages. A good first step would be a check of posted employment dates in relation to this suspended record.

Most common EDX errors

- “Cannot report wage or employment information because this member is retired or their account is closed”

This message may appear in both DTL1 and DTL2 records. It may occur if :

- 1) The individual has returned to active employment and you’ve submitted a DTL1 record rehiring the individual, but the retirement status has not yet been reversed to inactive status.**
- 2) The individual has withdrawn from PERS, and a DTL1 new hire record has not posted prior to your submission of DTL2 records.**
- 3) For a retiring member, DTL2 records have paydates more than 31 days after the member’s posted termination date.**
- 4) The individual is returning to work part-time as a retiree, and an active employment status has been used.**

Suggested fix:

- 1) Your DTL1 rehire record and any DTL2 regular wage records will suspend until the member’s retirement status has been reversed to inactive status. After the reversal is complete, your DTL1 and DTL2 records should post with no further action from you.
- 2) Submit a DTL1 new hire record. Upon posting of that record, suspended DTL2 wage and contribution records should post.
- 3) The individual will need to be returned to active status long enough for DTL2 adjustment records to post for this wage and contribution submission.
- 4) Change the DTL1 status code to 11 or 12 and / or change the DTL2 wage code to 07.

Most common EDX errors

- “The wage code reported is ‘02’ or ‘07’ or ‘14’ and member contributions have been reported”

This message may occur if:

You’ve included contributions on a DTL2 wage code 02, wage code 07 or wage code 14 record. Wage code 02 is used to report salary for non-qualifying positions, wage code 07 is used to report wages for retirees who have returned to work part-time for you as retirees, and wage code 14 is used to “back out” (remove) wage code 02 salary reported in error.

Suggested fix:

Remove the contributions entered for suspended records using these wage codes and “Save” the corrected record.

Most common EDX errors

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

This message may occur if:

You entered a DTL2-06/Negative Adjustment record to “back out” (remove) wage/hour/ contribution information previously posted. A negative adjustment is the first step in correcting previously posted wage and hour information, and removes all of the previously posted information. The DTL2-06 record must be an exact copy, a “mirror image”, of the previously posted DTL2 record in order to “back out” the information, and a wage/hour/contribution entry on your negative adjustment record differs from the original posted information.

Suggested fix:

Re-check the information originally entered and correct your suspended DTL2-06 record. Make sure pay date and work period begin/end dates (if used) match the original record. To find the original record, click the “View Year-to-Date Wage and Contribution Summary” link, input the year the original record was posted, then click on the Social Security number link for the affected member. **(Note: If original DTL2 record was also used to change job class, DO NOT include the job class information on the 06/ Negative Adjustment record.)** If the corrected record still won’t post, **contact your ESC account representative before taking additional steps.**

Most common EDX errors

- “Employee has 600 or more hours of service reported in the plan year; wage code ‘02-Regular/Non-Qualifying cannot be used”

This message may occur if:

This employee has a position which is “non-qualifying” with you, the employer, in the current year. The employee has now accrued 600 hours, or more, of service in the current year through accelerated employment with you or concurrent employment with other PERS employers, and this “non-qualifying” position has now become qualifying for the current year, with contributions due.

Suggested fix:

- 1) If the posted position is Active Service, change the wage code 02 for the suspended record to wage code 01 or 05 and add contributions.
- 2) If the position is posted as Non-Qualifying service, submit a Demographic Correction Request (DCR) to your ESC account representative requesting a change in position qualification status for the current year from “non-qualifying” to “active service”, and be sure to indicate the contribution type (MPPT, MPAT or EPPT) in the DCR “Notes”.
You will need to edit the suspended record, changing the wage code to 01 and adding contributions, but **DON’T back out DTL2-02 records posted for the current year;** when your account representative changes the position qualification status to “active service” **EDX will automatically back out the -02 records, repost them as wage code 01 and invoice you for current year contributions.**

Most common EDX errors

- “The reported work period spans a job grade/position change. Work period must be reported separately...”

Most common causes:

- A) You are a “local government” employer using Work Period Begin/End dates on DTL2 records. You’ve submitted a DTL2 record for an individual with a hire date after the beginning of the pay period in question.
- B) You’ve submitted a DTL2 record containing job class information (Job Class, Average OT hours, Contract Number of Months).

Suggested fixes:

- A) Change the Work Period Begin Date on the suspended DTL2 record to the employee’s date of hire.
- B) Remove the job class information from the suspended DTL2 record. **Job Class information (Job Class, Average Overtime Hours) should NEVER be entered on a DTL2 record UNLESS YOU ARE ACTUALLY CHANGING THE MEMBER’S JOB CLASS WITH THIS RECORD.**

Most common EDX errors

- “The reported member contributions are not within five cents of the calculated member contributions of \$(dollar amount) and the wage code is 01, 04, 05, 06, 08, 11 or 16”

Most common cause:

- A) You’ve entered a DTL2 record including Lump-sum Payoff (LSP) and/or Lump-sum Vacation Payoff (LSVP). Based upon the individual’s program membership (Tier1/Tier2 or OPSRP) you’ve either included or failed to include contributions on the LSP or LSVP.
- B) DTL2 wage code 01 was used and EDX expects contributions; contributions are incorrect or missing from the DTL2 record. The hours and wages may be non-qualifying.

Suggested fix:

- A) Double-check the individual’s program membership, Tier1/Tier2 or OPSRP. If necessary, refer to the Payment Categories chart for the subject status of the payment in question and either add or reduce contributions as required such that contributions are 6% of total subject salary entered on this DTL2 record.
- B) If you believe contributions are not due, the CSD should be reviewed and/or the position type should be changed from “Active Service” to “Non-qualifying” and the DTL2 wage code changed to 02. Submit a Demographic Change Request (DCR) to change the position status for the year in question.

Most common EDX errors

- “Dates reported correspond to an Active Service segment on file; only wage codes of 01, 04, 05, 06, 08, 14 can be reported”

Most common cause:

- A) You’ve submitted a DTL2 record with wage code 02 for a paydate in a year with position qualification status of “Active Service”. DTL2 wage code 02 records will not post to positions with “Active Service” status.
- B) The member is retired, but EDX has not yet been updated with the member’s retired status and a DTL1-11 or -12 must post to begin retiree part-time employment.

Suggested fix:

- A) **For 2011** suspended records and reports, PERS staff will correct member accounts which will allow posting of DTL2 records submitted, and suspended, with this error message during 2011. Employers should do nothing to alter these records without direction from PERS staff. **For 2012 and after:** Employers should submit a Demographic Correction Request (DCR) to change the position qualification status from “Active Service” to “Non-Qualifying” When the position qualification status is changed, any posted DTL2 wage code 01 records for the year in question will be automatically changed to wage code 02, and contributions withheld will be credited to the employer.
- B) Leave the DTL2 record “as is”; if a DTL1-11 or -12 has also been submitted, both DTL1 and DTL2-07 should post when EDX is updated to reflect the member’s status as retired.

Most common EDX errors

- “Dates reported correspond to an Non-Qualifying Service segment on file; only wage codes of 02, 14 can be reported”

Most common cause:

You’ve submitted a DTL2 record with wage code 01, 04, 05, 06, or 08 for a paydate in a year with position qualification status of “Non-Qualifying Service”. DTL2 wage code 01, 04, 05, 06, or 08 records will not post to positions with “Non-Qualifying Service” status.

Suggested fix:

- A) **For 2011** suspended records and reports, PERS staff will correct member accounts which will allow posting of DTL2 records submitted, and suspended, with this error message during 2011. Employers should do nothing to alter these records without direction from PERS staff.
- B) **For 2012 and after:** Employers should submit a Demographic Correction Request (DCR) to change the position qualification status from “Non-Qualifying” to “Active Service” and include the contribution type (EPPT, MPPT or MPAT) for the member. When the position qualification status is changed, any posted DTL2 wage code 02 records for the year in question will be automatically changed to wage code 01, contributions will be calculated and the employer will be invoiced.

Most common EDX errors

➤ “F-The hours worked (regular) are greater than 200”

This is an example of a “flagged” message, which is a warning and not a suspension:

- A) The Hours Worked (Regular) for a one month period would normally be approximately 173, based on a total of 2080 hours per year worked in a full time position.

Suggested fix:

- A) Double-check the hours worked in the pay period reported on this DTL2 message.
If the hours are incorrect, enter the correct hours and re-save the record.
- B) If the number of hours in the pay period are correct, re-save the record.
- C) If you’re reporting Lump-sum Payoff (LSP) or Lump-sum Vacation Payoff (LSVP) on this record, **DON’T include the payoff hours (if any) as Hours Worked (Regular).**

Most common EDX errors

➤ “B-Social Security Number required”

This message is an example of incorrect format:

- A) Numbers or punctuation symbols were used in a field which will take only alphabetic characters, or alphabetic or punctuation symbols were used in a field which will take only numbers.
- B) A required field has been left blank.

Suggested fix:

- A) Double-check the record format and correct characters entered in the field to conform with required character type, alphabetic or numeric.
- B) Complete the required field. Make sure the information entered is numeric or alphabetic, as required.

PERS Contact Information

- PERS Employer Service Center:
 - M-F 8:30am to 12:00 PM
 - Local 503-603-7788
 - Toll Free 888-320-7377
- PERS Fax: 503-603-7626
- Employer Web site:
<http://www.oregon.gov/pers/emp/pages/index.aspx>
- Email Address for employers:
pers.edx.support@state.or.us

Questions?

In compliance with the Americans with Disabilities Act, PERS will provide this document in an alternate format upon request. To request this, contact PERS at 888-320-7377 or TTY 503-603-7766.

