PERS Employer Outreach, Communication and Education

Welcome!

EDX Basic Concepts

V20 November 18, 2014

- Roles
  - Payroll Specialist.
  - Web Administrator.
- Reports
  - Regular.
  - Demographics and Adjustment.
- Records
  - DTL1 – Member Demographics.
  - DTL2 – Wage and Service.
- Reporting examples

Roles

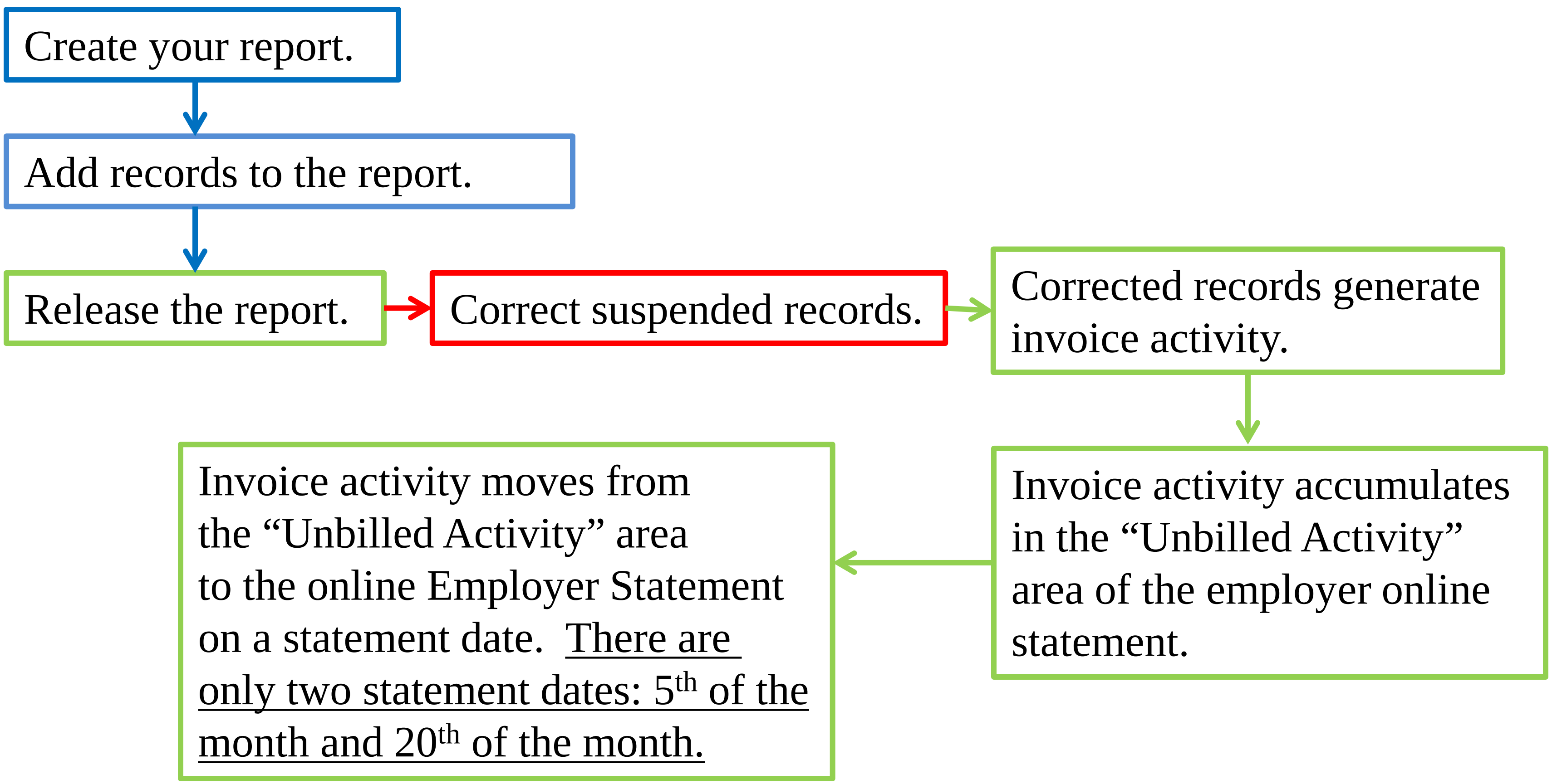
- <u>Only Payroll Specialists and Web Administrators can access or change member data through EDX.</u>
- Payroll Specialist.
  - Up to 15 ERP (Employer Reporting Position) accounts for any employer, held by Payroll Specialists.
- Web Administrator.
  - Each employer **<u>must have a Web Administrator.</u>**
  - **Controls the employer's ERP accounts.**
    - **<u>Must inactivate vacant ERP accounts for data security.</u>**
  - **Controls the content of the employer's EDX "Contacts" page.**

Roles

- Web Administrator.
  - PERS sets up the employer's Web Administrator account.
    - Complete the "Web Administrator Agreement" form.
      - www.oregon.gov/pers/emp/pages/index.aspx > "Employer Forms"
    - Signed by the new Web Administrator and the organization Reporting Official.
      - Reporting Official: Employer staff member who can make administrative/financial organization decisions.
    - Send/FAX to PERS after signing, and PERS will set up a Web Administrator login and temporary password.
    - Any previously existing web administrator for the employer will be inactivated.

Reports

The EDX reporting process:



Reports

- **Regular (Wage and Contribution) reports**.
  - **Submitted only on specific dates assigned to most closely match employer pay date frequency**.
  - All DTL1 status codes and all DTL2 wage codes permitted.
  - Four reporting frequencies:
    - Monthly: Last day of the month.
    - Semi-monthly: 15th and last day of the month.
    - Bi-weekly: Every other Friday.
    - Weekly: Every Friday.
  - **Three business day "grace period" after the assigned report date to *release* the report and still be considered on time.**
- **Demographics and Adjustment reports.**
  - **Submitted on any date except a Regular report date.**
  - All DTL1 status codes and all DTL2 wage codes **except 08, 07 & 01.**
- **85% of the records in any report must be correct, or no records in the report will post.**
- **If only one record in a report posts, the report cannot be deleted.**
- **A suggested best practice: Put ALL DTL1 records ONLY in Demographics and Adjustment reports in order to avoid a possible processing error.**
  - **An employee's DTL1 new-hire record and first DTL2 record in the same Regular report may suspend, or cause "valid" status, for both records.**

Reports

What's included in a Regular Report? DTL2 records with wage, hour and contribution information from each paydate between the last Regular report and the upcoming Regular report.

Example: A semi-monthly reporter:

Regular paydate: 5th
Supplemental paydate: 9th
Supplemental paydate: 12th

15th of the month report.

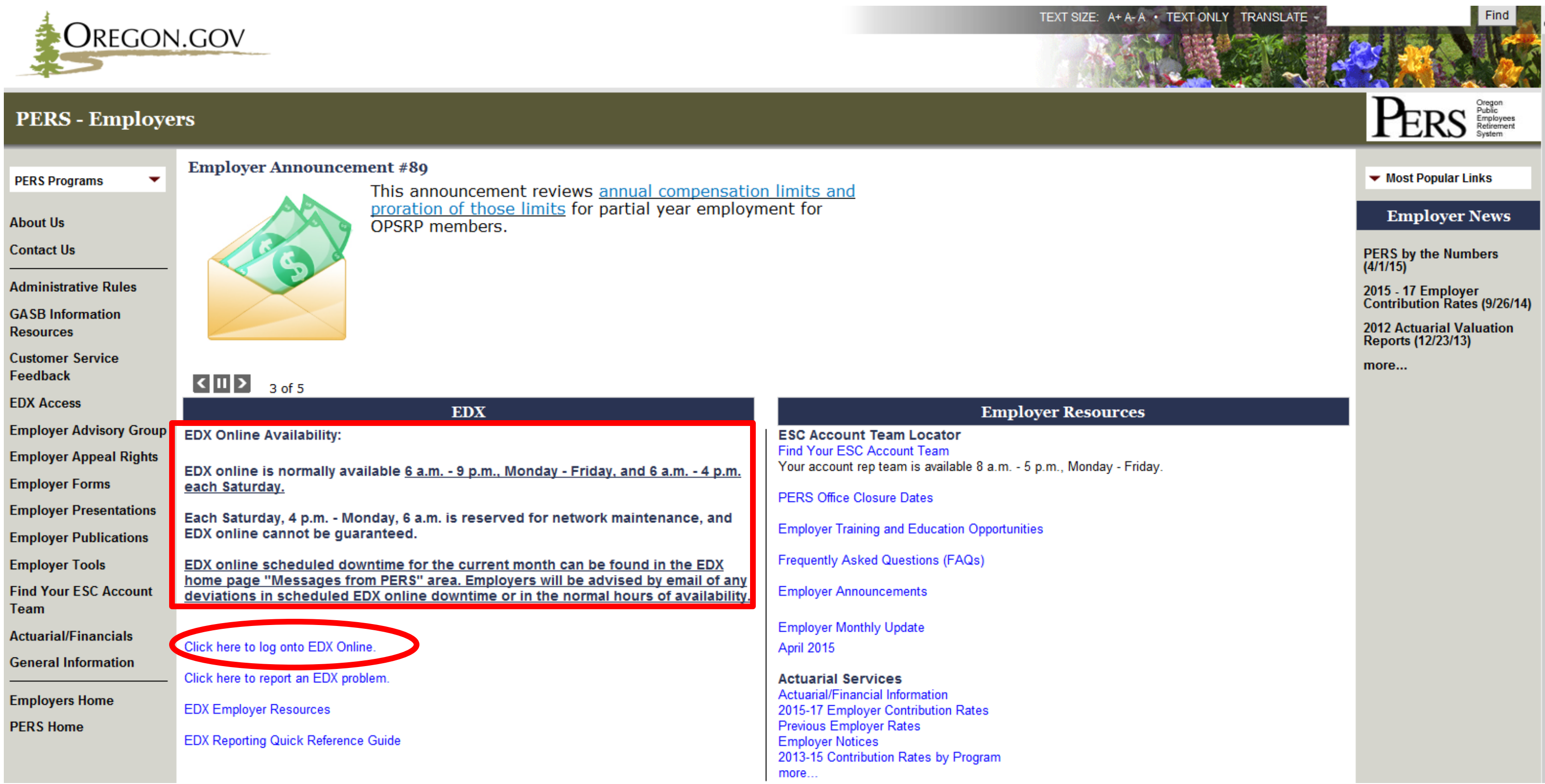
Regular paydate: 16th
Supplemental paydate: 20th
Supplemental paydate: 26th

Last day of the month report.

Steps to submit a report

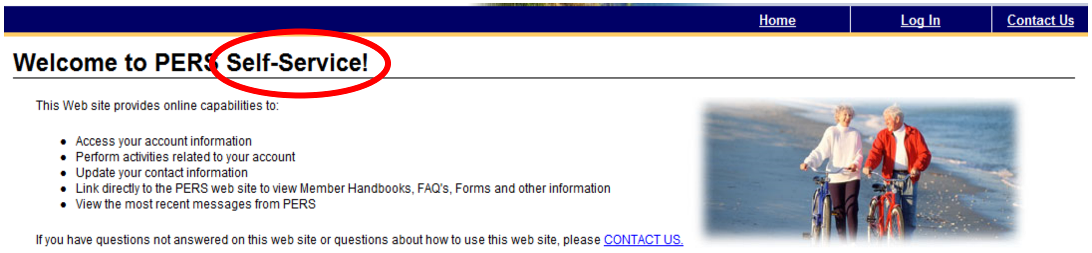
1) Your first EDX access starts at the PERS employer web page, **www.oregon.gov/pers/emp/pages/index.aspx** There are two PERS web pages, one for members and one for employers. Only the employer web page has the EDX Online Availability information.

Next, click on the "Click here to log onto EDX Online" link…

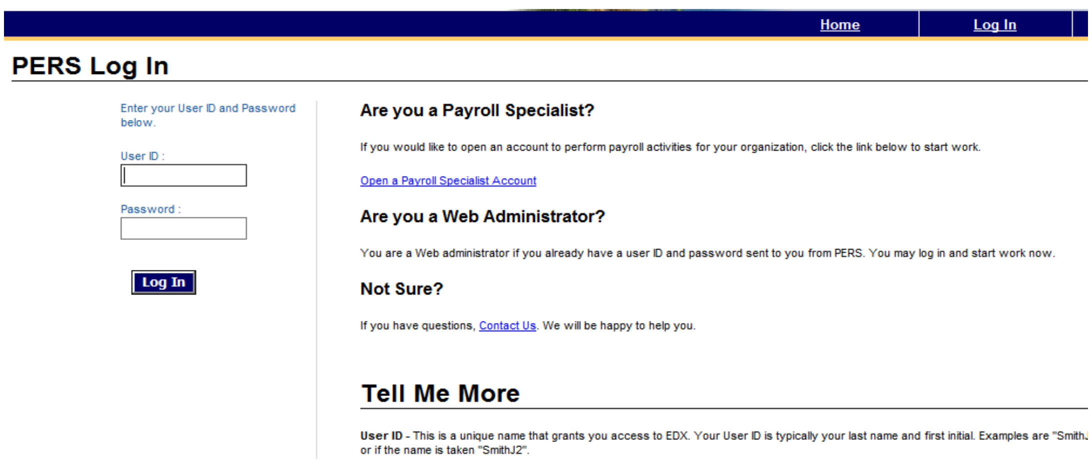


Steps to submit a report

2) …and the Welcome page appears. **Make sure you're on the Self-Service Welcome page.**

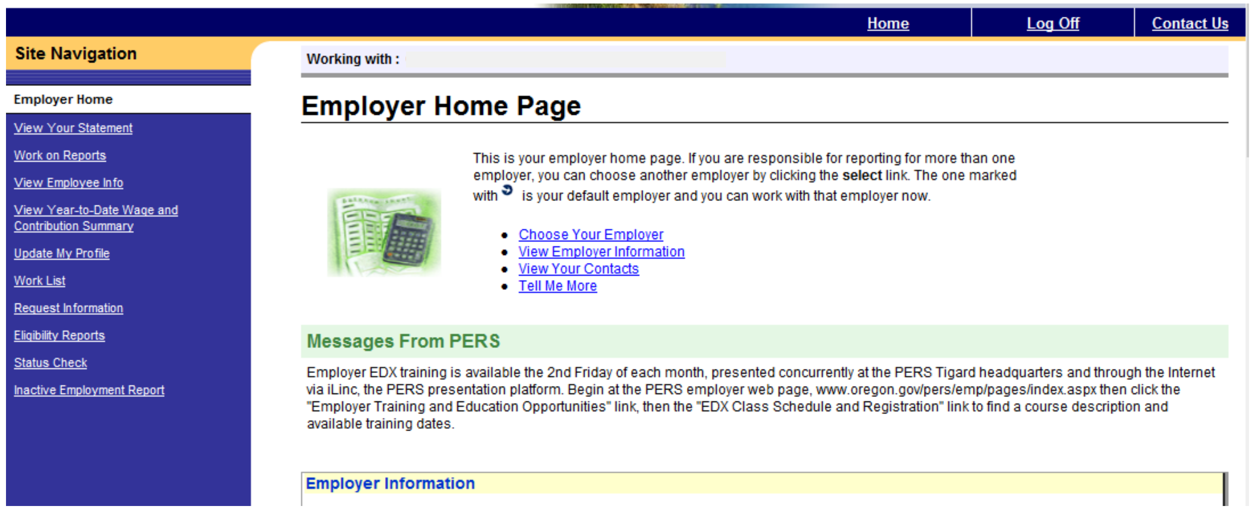


3) Click the "Log In" icon on the blue tool bar and the PERS Log In page appears. Enter your EDX user ID and password and…

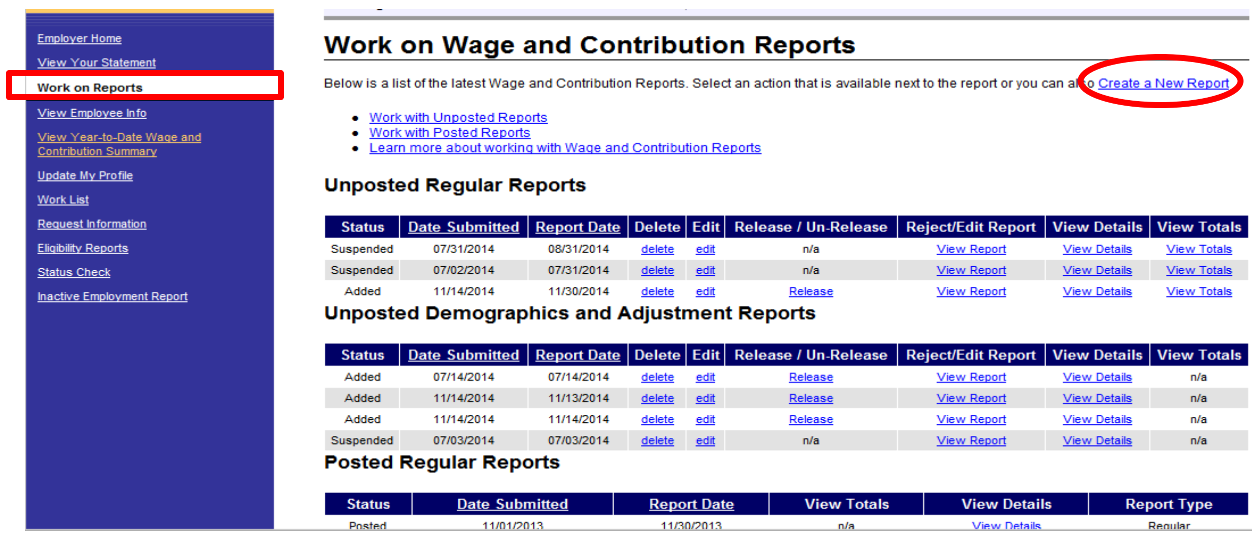


Steps to submit a report

4) …your EDX Employer Home page appears. If you do reporting for additional PERS employers, you'll see a list of those employers on your home page, and be able to access each of those employers.



5) To begin working on reports, click the "**Work on Reports**" link, found in the Site Navigation area on any EDX page, and the "**Work on Wage and Contribution Reports**" page appears. On this page is a list of all your posted and un-posted Regular and Demographics and Adjustment reports. Click the "**Create a New Report**" link to begin a new report.



Steps to submit a report

6) <u>Three items of information must be entered on the "Create a New Report" page:</u>

A) <u>The report date.</u>

B) <u>The report type.</u>

Report date and type are related: Regular reports are submitted on specific dates; Demographics and Adjustment reports are submitted on any date except a Regular report date.

C**) <u>The method for adding records to reports:</u>**

File Upload: If you have an automated financial package it may have been modified to create a ".dat" file for PERS reporting. All .dat files have **<u>three common features</u>**:

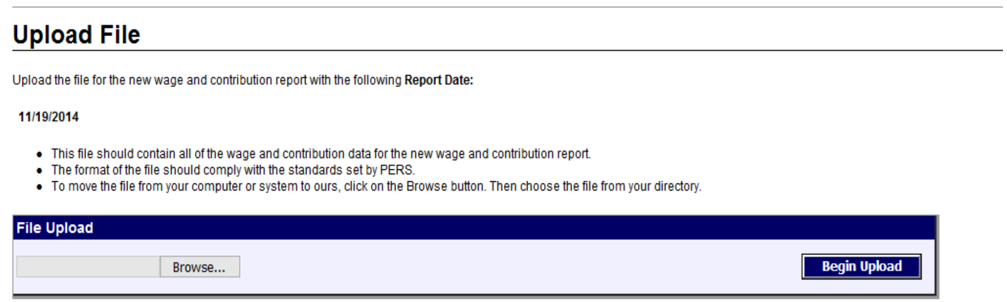
1) **<u>The file naming format</u>**: 0NNNN.MMDDYYYY.dat, where NNNN is your PERS 4-digit employer number and MMDDYYYY is the report date for which this file is being created.
2) **<u>The header record</u>** is the **first record in any .dat file** and has an area for a report date. The report date in the .dat file name must match the report date in the header record (the first of two header record dates, positions 40-47), or the file will not load and process.
3) **<u>The footer record</u>** is the **last record in any .dat file**, and contains a count of data records in the file, excluding the header and footer record. Ex: A .dat file with 1000 total records has a footer record count of 998, excluding the header and footer record.

Copy Forward: Will copy forward all the records from your last 100% posted regular report, and allow you to enter the actual pay date for records in the new report. **<u>NOTE: Employers reporting 250 or more employees CANNOT use copy forward.</u>**

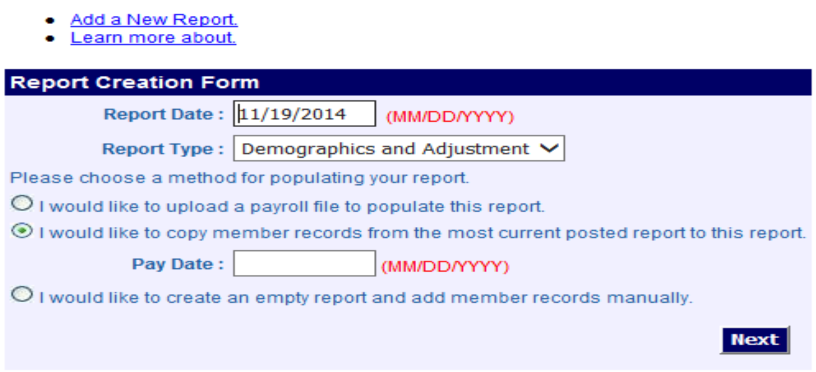
Empty Report: Create a report and add records one at a time.

Steps to submit a report

7A) If you used the file upload (.dat file) method to add records to a report, you'll see this screen after clicking "Next" on the "Create a New Report" screen. The "Upload File" screen lets you indicate which .dat file in your local library should be uploaded to EDX and attached to the report you created.



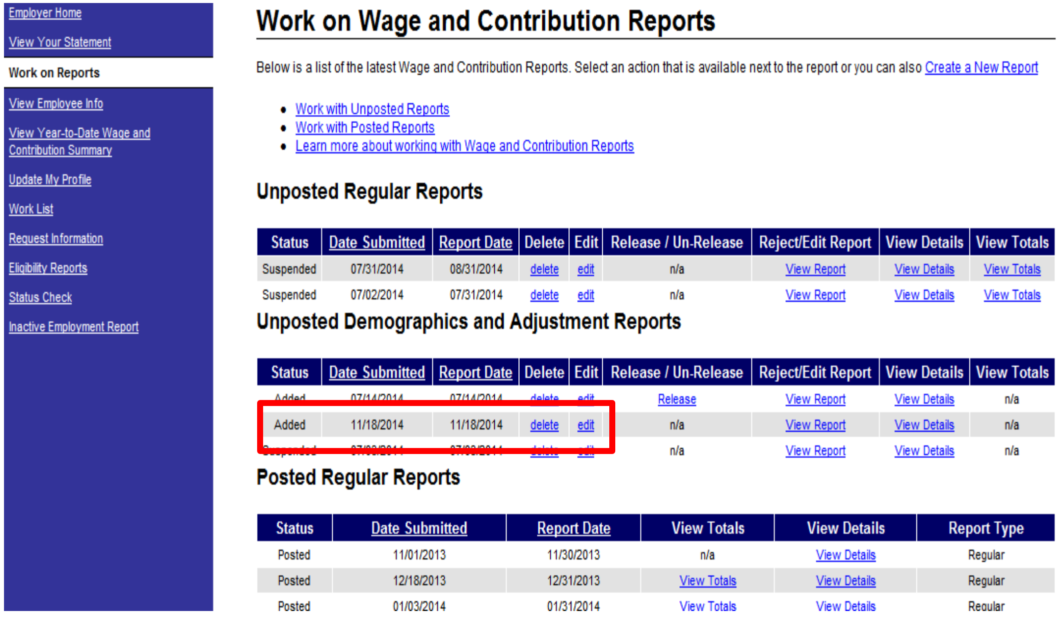
7B) If you used the "Copy Forward" method to add records to a report, you'll see this screen which allows you to enter the actual pay date for each copied record if the new report date and pay dates are not identical.



7C) If you've entered all information in the correct format, you'll see this confirmation screen next. Click the "Return to Report Summary Page" link to return to the "Work on Wage and Contribution Reports" page and begin the next step in report submission.

Steps to submit a report

8) Next, find the report you've just created. It will be in "Added" status in the "Unposted" area for the report type you created. Click the "edit" link for that report, and…



Employer Home
View Your Statement
Work on Reports
View Employee Info
View Year-to-Date Wage and Contribution Summary
Update My Profile
Work List
Request Information
Eligibility Reports
Status Check
Inactive Employment Report

Work on Wage and Contribution Reports

Below is a list of the latest Wage and Contribution Reports. Select an action that is available next to the report or you can also Create a New Report

- Work with Unposted Reports
- Work with Posted Reports
- Learn more about working with Wage and Contribution Reports

Unposted Regular Reports

Status	Date Submitted	Report Date	Delete	Edit	Release / Un-Release	Reject/Edit Report	View Details	View Totals
Suspended	07/31/2014	08/31/2014	delete	edit	n/a	View Report	View Details	View Totals
Suspended	07/02/2014	07/31/2014	delete	edit	n/a	View Report	View Details	View Totals

Unposted Demographics and Adjustment Reports

Status	Date Submitted	Report Date	Delete	Edit	Release / Un-Release	Reject/Edit Report	View Details	View Totals
Added	07/14/2014	07/14/2014	delete	edit	Release	View Report	View Details	n/a
Added	11/18/2014	11/18/2014	delete	edit	n/a	View Report	View Details	n/a
Suspended	[illegible]	[illegible]	delete	edit	n/a	View Report	View Details	n/a

Posted Regular Reports

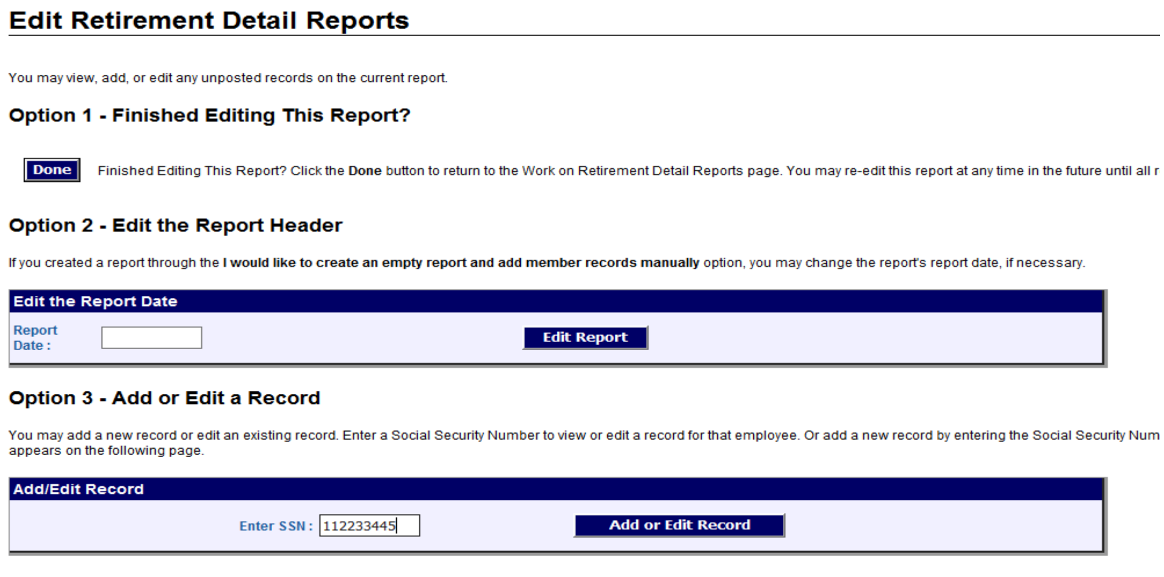
Status	Date Submitted	Report Date	View Totals	View Details	Report Type
Posted	11/01/2013	11/30/2013	n/a	View Details	Regular
Posted	12/18/2013	12/31/2013	View Totals	View Details	Regular
Posted	01/03/2014	01/31/2014	View Totals	View Details	Regular

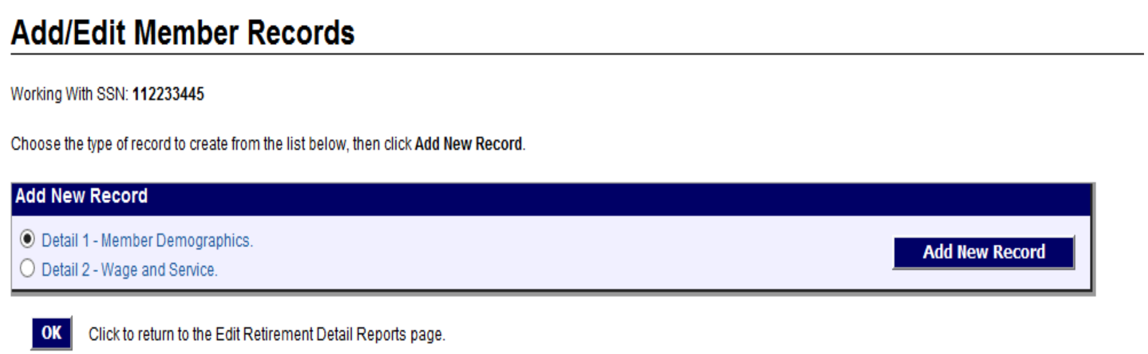
Steps to submit a report

9) The “Edit Retirement Detail Reports” screen appears. To enter records manually into a report, scroll down to “Option 3 – Add or Edit a Record” and enter the Social Security number of the individual whose record you want to add and click “Add or Edit Record”.

If the individual has no existing records in the report, you’ll see only the choice of record types, Detail 1 or Detail 2. **If the individual has a record in the report, the record type will be displayed, with a “Select” link. If you need to correct the existing record, click the “Select” link and the record will appear.**

If you want to add a new record for the individual, choose Detail 1 or Detail 2 and click “Add New Record”. A blank record format will appear. Complete the record, click “Save” and it will be added to the report.





Steps to submit a report

10) When records have been added to a report, the “Release” link will appear under the “Release/Un-Release” heading.

You have two actions available before a report is processed: **“Release”** a report and EDX will retrieve the report and process it, or **“Un-Release**” the report which will not allow EDX to retrieve and process the report. A report not released (in “Release” status) can be deleted, and any records uploaded with a .dat file can be reviewed prior to releasing the report.

Once a report has been processed, it cannot be released or un-released; the link name changes to “n/a”.

Work on Wage and Contribution Reports

Below is a list of the latest Wage and Contribution Reports. Select an action that is available next to the report or you can also Create a New Report

- Work with Unposted Reports
- Work with Posted Reports
- Learn more about working with Wage and Contribution Reports

Unposted Regular Reports

Status	Date Submitted	Report Date	Delete	Edit	Release / Un-Release	Reject/Edit Report	View Details	View Totals
Suspended	07/31/2014	08/31/2014	delete	edit	n/a	View Report	View Details	View Totals
Suspended	07/02/2014	07/31/2014	delete	edit	n/a	View Report	View Details	View Totals

Unposted Demographics and Adjustment Reports

Status	Date Submitted	Report Date	Delete	Edit	Release / Un-Release	Reject/Edit Report	View Details	View Totals
Added	07/14/2014	07/14/2014	delete	edit	Release	View Report	View Details	n/a
Added	11/18/2014	11/18/2014	delete	edit	Release	View Report	View Details	n/a
Suspended	07/03/2014	07/03/2014	delete	edit	n/a	View Report	View Details	n/a

Records: DTL1 Member Demographics

The DTL1 record is not submitted with each report, but only when the individual's status with the employer changes, or something about the individual changes.

For PERS reporting purposes you'll concentrate on status information (top of the record) and job class information (bottom of the record).

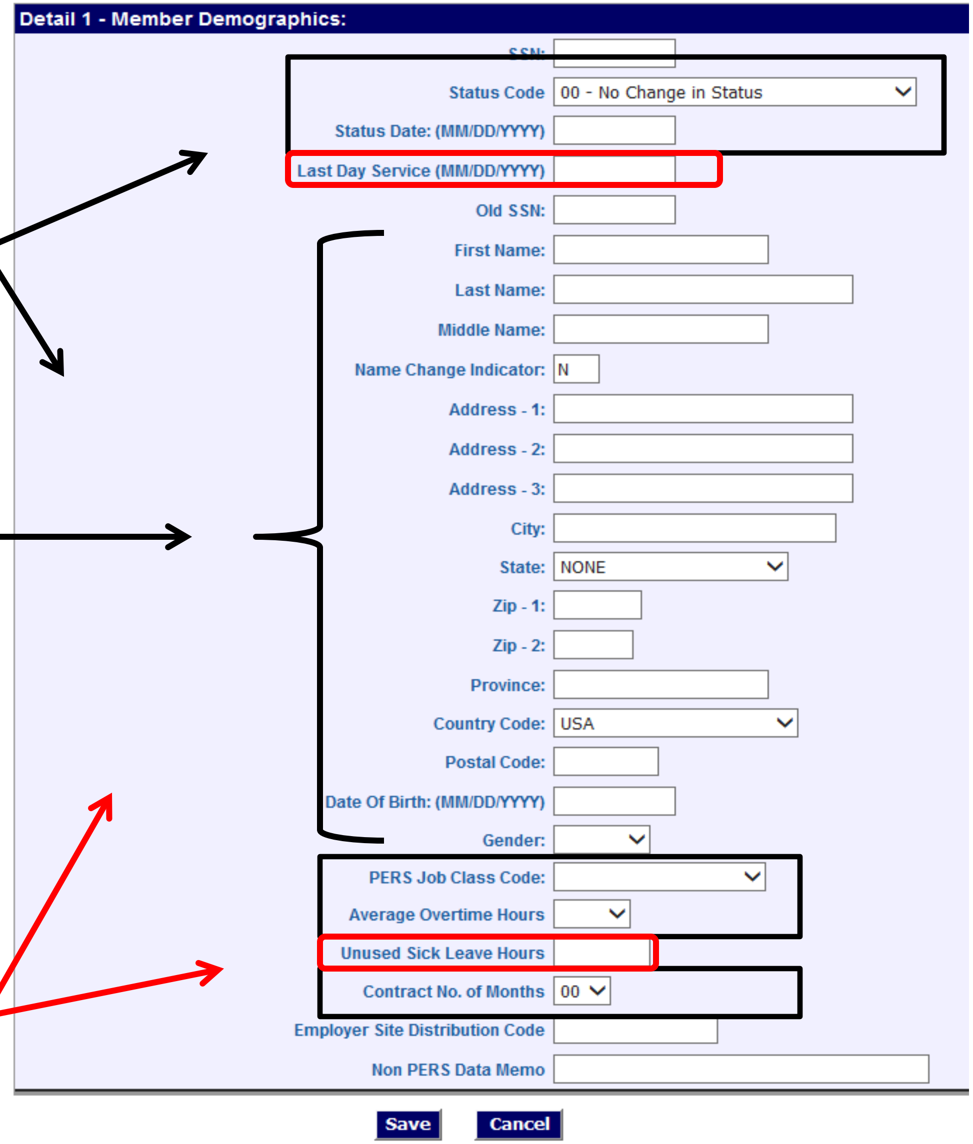
The main body of the record is self-explanatory, providing demographic information for an employee. When entering employee demographic information, please:

1) Enter all data in upper case as requested by the Post Office.

2) Please don't use commas "," in the name fields on a DTL1 record. Commas in the Name Fields will destroy the "Download as CSV" function which allows data downloads from some EDX pages into an Excel-compatible report format. Other punctuation is OK, but please don't use commas in the DTL1 name fields.

3) Enter an address in the United States using the Zip-1 and Zip-2 fields, and the default country code, USA. Don't use postal code with an address in the Unites States.

4) The "Last Day Service" and "Unused Sick Leave Hours" fields are filled <u>only when reporting a termination</u> (status code 02/Termination).

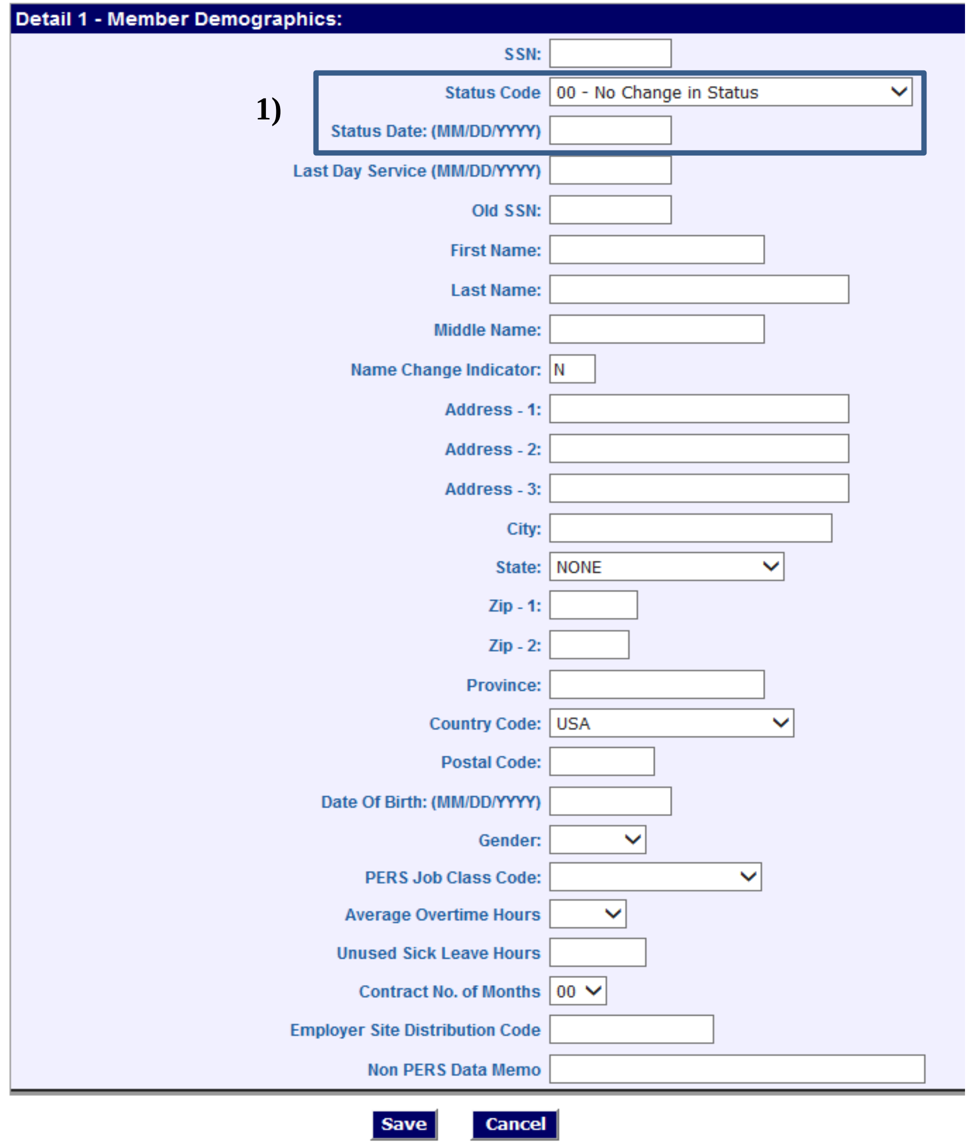


Records: DTL1 Member Demographics

1) Status Code: What's happening with this individual with you, the employer? And what's the effective date of that status?
The most frequently used status codes are:

01- New hire (qualifying position).
15- New hire (non-qualifying position).
00- No change.
02-Termination (employee-employer relationship ends),

00 is used when the individual's status with the employer remains unchanged, but something about the individual changes (Ex: name or address change).


Detail 1 - Member Demographics:

SSN:
1)
Status Code: 00 - No Change in Status
Status Date: (MM/DD/YYYY)
Last Day Service (MM/DD/YYYY)
Old SSN:
First Name:
Last Name:
Middle Name:
Name Change Indicator: N
Address - 1:
Address - 2:
Address - 3:
City:
State: NONE
Zip - 1:
Zip - 2:
Province:
Country Code: USA
Postal Code:
Date Of Birth: (MM/DD/YYYY)
Gender:
PERS Job Class Code:
Average Overtime Hours
Unused Sick Leave Hours
Contract No. of Months 00
Employer Site Distribution Code
Non PERS Data Memo

Save Cancel

Records: DTL1 Member Demographics

<u>Job Class information must be entered with each DTL1 new hire record</u>. Job Class information has three elements:

1) PERS Job Class Code,
2) Contract No. of Months, and
3) Average Overtime Hours.

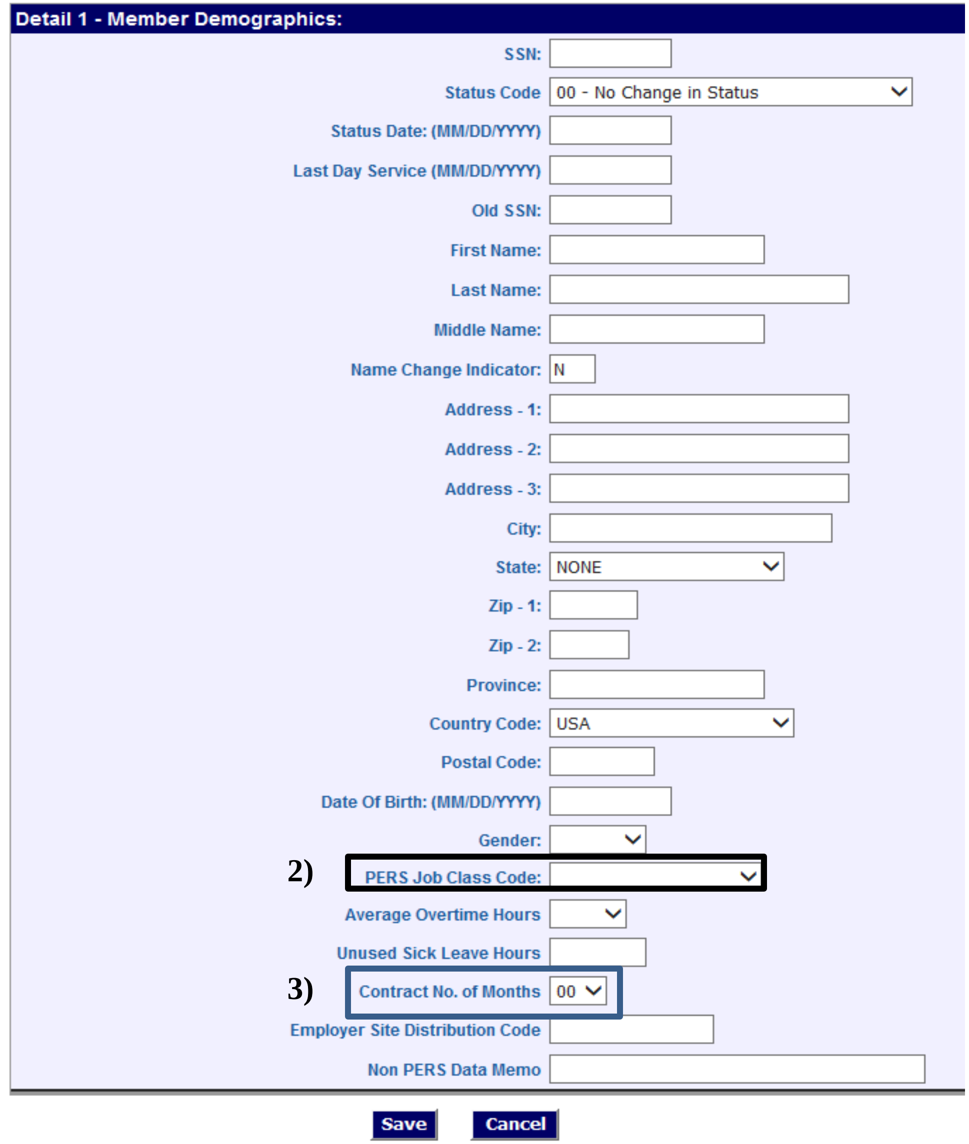
2) PERS Job Class Code basically describes the type of job the employee performs. The most common job class codes are:

01-General Service.
02-Police and Fire.
09-School employee.

<u>If you are an education employer, all of your employees are Job Class 9, regardless of what duties they have.</u>

3) The **Contract No. of Months** table has five options: 00, 09, 10, 11, 12. **<u>Any employee whose job class is other than "09-school employee" should ALWAYS have the 00 default</u>. <u>All school employees, Job Class 09, need a non-zero value and should NEVER have the 00 default.</u>**

The Contract No. of Months option states how many months in a year period a school employee is expected to work for their education employer and is also used to calculate retirement credit.



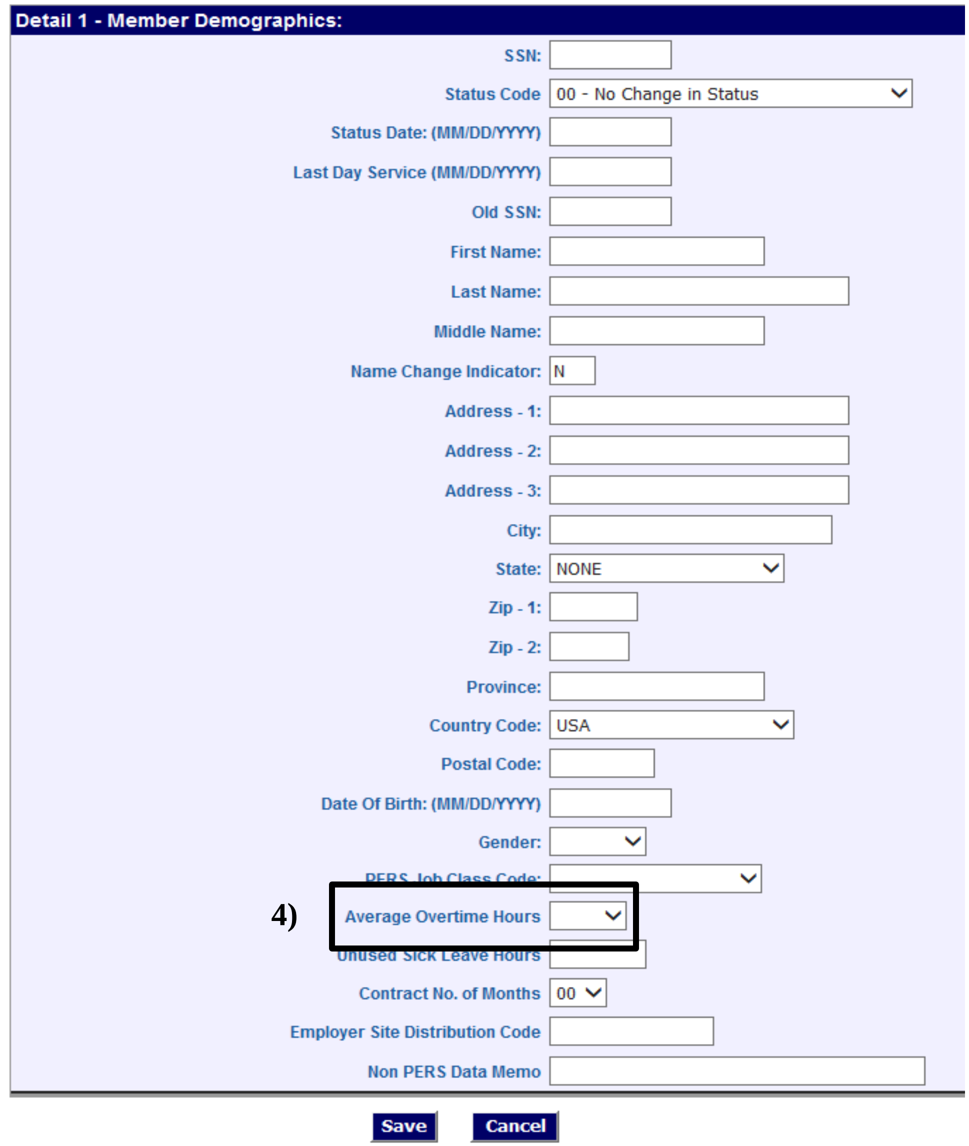
Records: DTL1 Member Demographics

4) The Average Overtime Hours value affects only OPSRP Members, but if you hire a Tier One/Tier Two member you'll have to enter a value just to get the DTL1 new hire record to post.

This value does not affect how much overtime an OPSRP member can work or how much the individual is paid for overtime work but it does affect the Final Average Salary (FAS) used in OPSRP benefit calculation.

An OPRSP pension benefit is calculated by a single formula: Final Average Salary (FAS) X Retirement Credit X a decimal multiplier, .015 for OPSRP General Service or .018 for OPSRP Police and Fire.   FAS is the greater of: 1) The high three continuous years of salary anywhere in the OPSRP member's employment history, or 2) The final 36 months of salary just prior to termination. **The Average Overtime Hours value limits how much overtime money paid in any calendar year can be used in the FAS calculation.**

So, how can you pick the right value from the Average Overtime Hours menu to make sure an OPSRP member has the correct amount of overtime pay used in calculation of FAS? Ask yourself this question when coding the DTL1 new hire record: "**On an average, in any calendar year, how much OT would this person accrue in their type of job with me, the employer**?" For a teacher, the answer could be "0" because teachers rarely get overtime; for a police officer/fire fighter (Job Class 2), the answer could be in the hundreds of hours.

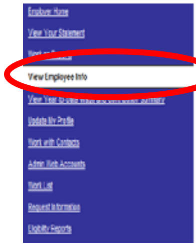


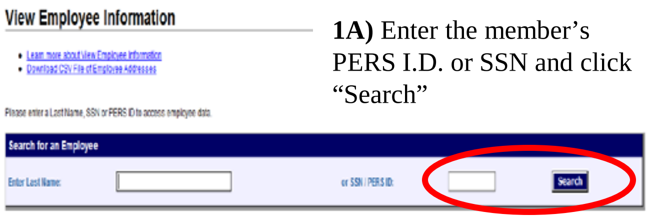
Records: DTL1 Member Demographics

Correcting posted DTL1 records.

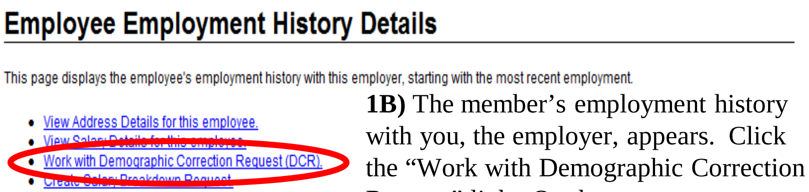
Employers can change a member's name, address and very carefully , a Social Security number, but employers cannot change posted employment history. **Employers must ask PERS staff to change a member's posted employment history, and that request is made using the Demographic Correction Request form. The DCR is an online form, and can be found by <u>two different methods</u>:**

<u>1) Begin by clicking the "View Employee Info" link:</u>

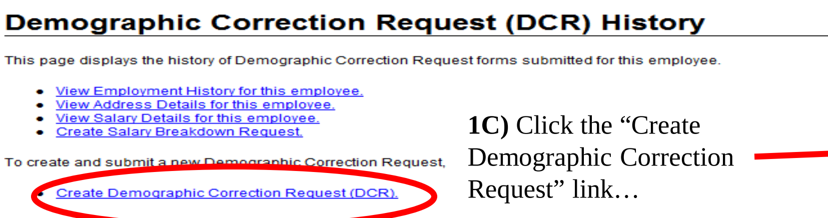




1A) Enter the member's PERS I.D. or SSN and click "Search"

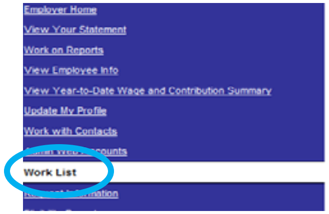


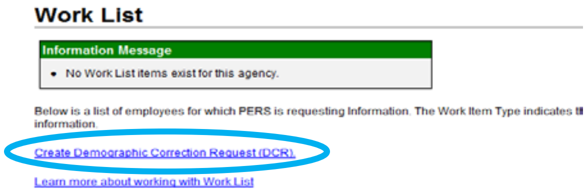
1B) The member's employment history with you, the employer, appears. Click the "Work with Demographic Correction Request" link. On the next page…



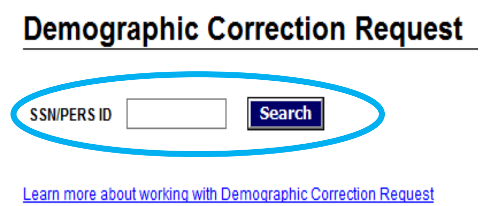
1C) Click the "Create Demographic Correction Request" link…

<u>2) Begin by clicking the "Work List" link:</u>





2A) On the Work List page, click the "Create Demographic Correction Request (DCR)" link.



2B) Enter the member's PERS I.D. or SSN and click "Search"…

…and the Demographic Correction (DCR) History appears. Click the "Create Demographic Correction Request (DCR)" link…

and the member's employment history appears.

Job Segment	Hire Intent	Start Date	Term/End Date	Last Day Service	Job Class	Position Type	Plan	Average OT Hours	Contract No. of Months	Unused Sick Leave
1	N/A	02/02/2008								
		02/02/2008			General Service	Retiree with Hour Limit	PERS -Tier 1		0	
2	Q	01/02/2008	01/31/2008	01/31/2008						
		01/02/2008	01/31/2008		General Service	Active Service	PERS -Tier 1	100	0	
3	N/A	01/15/2004	12/31/2007	12/31/2007						0.000
		01/15/2004	12/31/2007		General Service	Retiree with Hour Limit	PERS -Tier 1	0	0	

Comments

Save Cancel

Records: DTL1 Member Demographics

Correcting posted DTL1 records.

The member employment history is with you, the employer; no other employer history is included. A member employment history may have many job segments.

1) Click the job segment to be changed.

2) The change format appears. Enter ONLY the changes you want made; its not necessary to fill every field.

3) After you've entered your desired changes, add comments to clarify what you want done. If you've requested a Position Type change or requested action which will alter a Contribution Start Date, please enter the contribution type (MPPT, MPAT or EPPT) in effect during the time period affected by the requested change.

4) When all required changes and relevant comments have been entered, click "Save" which will route this form back to your ESC Account Team representative. Your ESC Account Team representative will make the requested changes or route the form to other PERS sections to have changes made.

When all changes have been made, you will receive an EDX e-mail message indicating your DCR is complete.

Job Segment	Hire Intent	Start Date	Term/End Date	Last Day Service	Job Class	Position Type	Plan	Average OT Hours	Contract No. of Months	Unused Sick Leave
1	N/A	02/02/2008								
		02/02/2008			General Service	Retiree with Hour Limit	PERS -Tier 1		0	
2	Q	01/02/2008	01/31/2008	01/31/2008						
		01/02/2008	01/31/2008		General Service	Active Service	PERS -Tier 1	100	0	
3	N/A	01/15/2004	12/31/2007	12/31/2007						0.000
		01/15/2004	12/31/2007		General Service	Retiree with Hour Limit	PERS -Tier 1	0	0	

1)

Start Date From 01/15/2004 To

Term/End Date From 12/31/2007 To Remove Term/End Date

Last Day Service From 12/31/2007 To

Job Class From General Service To — Start Date — End Date

New Position Type — Start Date — End Date

2)

Average OT Hours

Contract No. of Months

Hire intent

Unused Sick Leave

Review Contribution Start Date

Delete Position

3)

Comments

4) Save Cancel

Problem #1A: Report a new hire

Mr. Frank N. Stein is a new hire with your organization and has no previous PERS membership history. **Frank will be in a full-time position and will become an OPSRP member upon completion of his waiting time.**

<u>Here's Frank's personal and job information:</u>

SSN: 112233445
Hire Date: January 15, 2013
Date of Birth: July 12, 1978
Address: 1234 Smith Road, Portland, Oregon 97123

Job Class: 01-General Service
Average Overtime Hours: 100

<u>Your assignment:</u>

Create a Demographics and Adjustment report and add a DTL1 record to the report.

Problem #1A Solution

1) Click the "Work on Reports" link in the Site Navigation area of any EDX page and the "Work on Wage and Contribution Reports" page appears.

2) Click the "Create a New Report" link at the top of the page.

3) On the "Create a New Report" page, enter the report date, report type and how records will be added to the report. For this problem the date will be any date except a regular report date and the report type will be Demographics and Adjustment. Click the 3rd radio button to create an empty report to add single records.

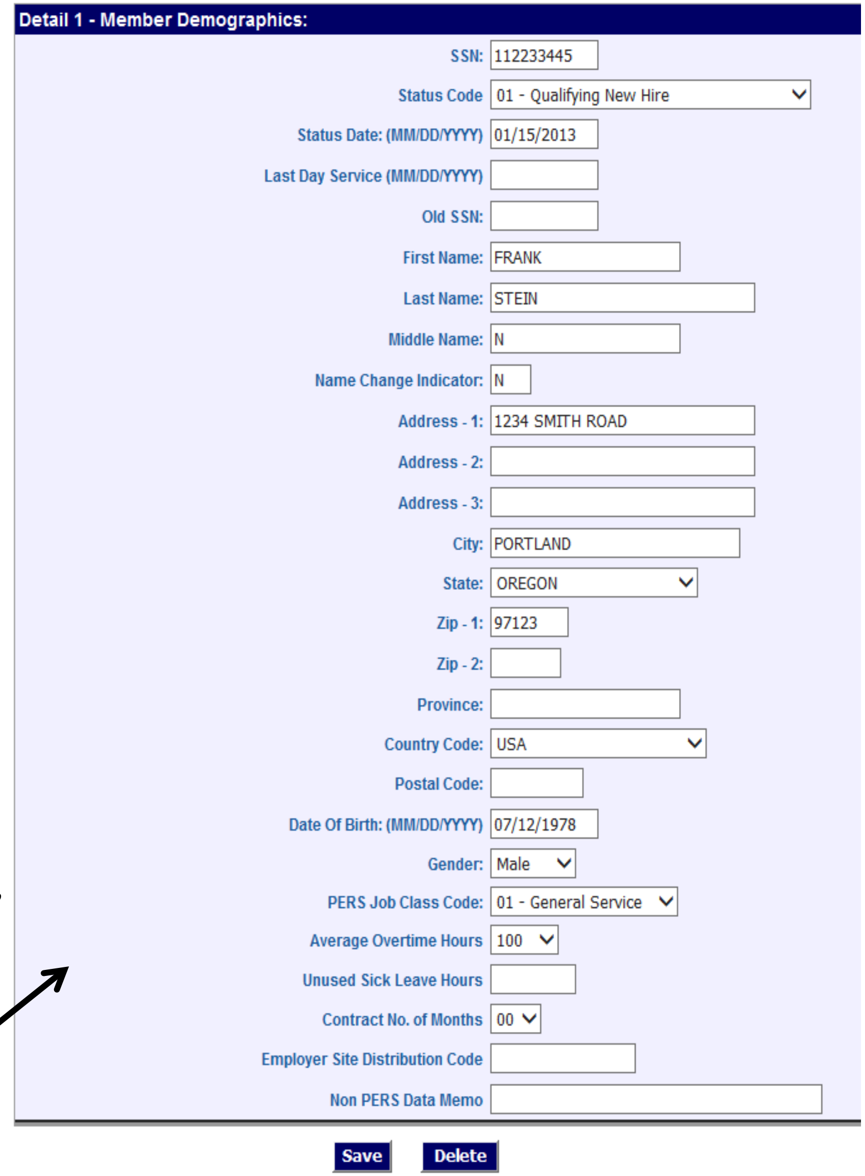
4) When all information has been entered, click "Next". If all Entries are correct, the confirmation screen appears. Click the "Return to Report Summary Page" link which returns you to the "Work on Wage and Contribution Reports" page.

5) Find the report you just created. It will be in "Added" status as an un-posted Demographics and Adjustment report. Click the "edit" link for that report.

6) The "Edit Retirement Detail Reports" page appears. Scroll down to "Option 3-Add or Edit a Record" enter Frank's Social Security number and click "Add or Edit Record".

7) On the page that appears, take the default record type, DTL1, and click "Add New Record."

8) Enter the required information to complete a DTL1 new hire record, as pictured here:



Problem #1B: Report Leave w/o Pay (LWOP)

Frank begins an unpaid leave of absence on February 20, 2014 but requests you pay out his accrued sick leave until it is exhausted. You pay out Frank's accumulated sick leave and report those hours as regular hours, subject salary and contributions until his accumulated sick leave is completely paid out, effective February 28, 2014. Frank's leave of absence is reported to PERS with an effective date of March 3, 2014.

Frank returns from unpaid leave and begins work effective April 7, 2014.

Your assignment:

Create a Demographics and Adjustment report and add a DTL1 record to report the beginning of Frank's unpaid leave.
Create a Demographics and Adjustment report and add a DTL1 record to report Frank's return from leave.

NOTE: Important points about Leave without Pay (LWOP):

1) **No service credit accrues during reported periods of Leave without Pay (LWOP). If the LWOP falls within a qualifying year, any salary paid during the LWOP is still due contributions. EDX will allow DTL2 wage code 08 to post contributions during periods of LWOP.**

2) **If a member has begun an unpaid leave of absence but their accrued leave (sick leave, vacation pay, etc.) is being paid out as wages, hours and contributions on DTL2 records, the employee should not be reported on unpaid leave of absence until accrued leave payout is complete.**

3) **If an employee has 11 or more business days of leave without pay in any calendar month, EACH period of leave without pay must be reported separately. Ex: Leave without pay may be 4 days in the first week of the month, 4 days in the second week and 3 in the third, totaling 11 business days in the month and requiring a separate report for EACH leave without pay period. Don't report any LWOP that totals less than 11 business days in a calendar month.**

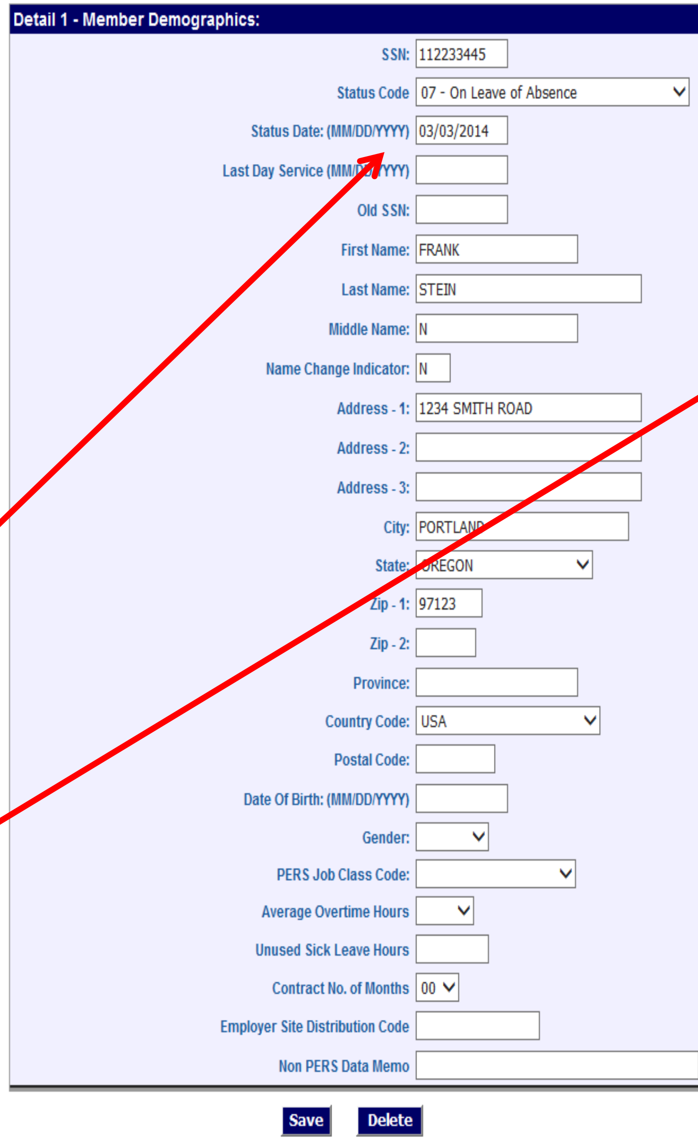
Problem #1B Solution

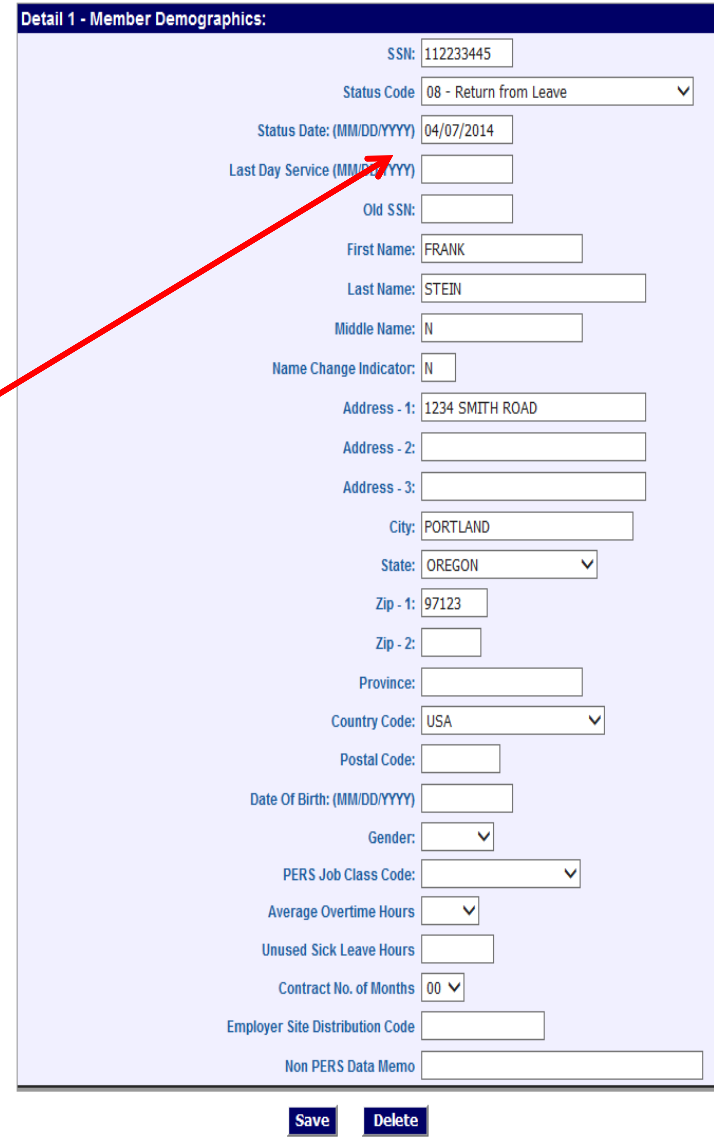
Execute **steps 1-8 on slide 23** to create Demographics and Adjustment reports with DLT1 records reporting the beginning and end of Frank's period of Leave w/o Pay.

Although Frank began his leave of absence in February, <u>you paid out accrued leave through February 28 so Frank's LWOP start for PERS reporting is March 3, the next business day.</u>

The period March 3-31 is unbroken and over 11 business days, so can be reported on one DTL1 record.

The end of Frank's LWOP is April 7. Frank's DTL2 wages, hours and contributions for the April pay period would be reduced to reflect the LWOP days in April.


Detail 1 - Member Demographics:
SSN: 112233445
Status Code: 07 - On Leave of Absence
Status Date: (MM/DD/YYYY) 03/03/2014
Last Day Service (MM/DD/YYYY)
Old SSN:
First Name: FRANK
Last Name: STEIN
Middle Name: N
Name Change Indicator: N
Address - 1: 1234 SMITH ROAD
Address - 2:
Address - 3:
City: PORTLAND
State: OREGON
Zip - 1: 97123
Zip - 2:
Province:
Country Code: USA
Postal Code:
Date Of Birth: (MM/DD/YYYY)
Gender:
PERS Job Class Code:
Average Overtime Hours
Unused Sick Leave Hours
Contract No. of Months: 00
Employer Site Distribution Code
Non PERS Data Memo
Save
Delete


Detail 1 - Member Demographics:
SSN: 112233445
Status Code: 08 - Return from Leave
Status Date: (MM/DD/YYYY) 04/07/2014
Last Day Service (MM/DD/YYYY)
Old SSN:
First Name: FRANK
Last Name: STEIN
Middle Name: N
Name Change Indicator: N
Address - 1: 1234 SMITH ROAD
Address - 2:
Address - 3:
City: PORTLAND
State: OREGON
Zip - 1: 97123
Zip - 2:
Province:
Country Code: USA
Postal Code:
Date Of Birth: (MM/DD/YYYY)
Gender:
PERS Job Class Code:
Average Overtime Hours
Unused Sick Leave Hours
Contract No. of Months: 00
Employer Site Distribution Code
Non PERS Data Memo
Save
Delete

Problem #1C: Report a termination

Frank begins a period of unpaid leave on Tuesday, October 21, 2014 and submits his resignation while on unpaid leave, effective Monday, November 10, 2014. At his termination Frank has 100 hours unused sick leave.

Your assignment:

Create a Demographics and Adjustment report and add a DTL1 termination record.

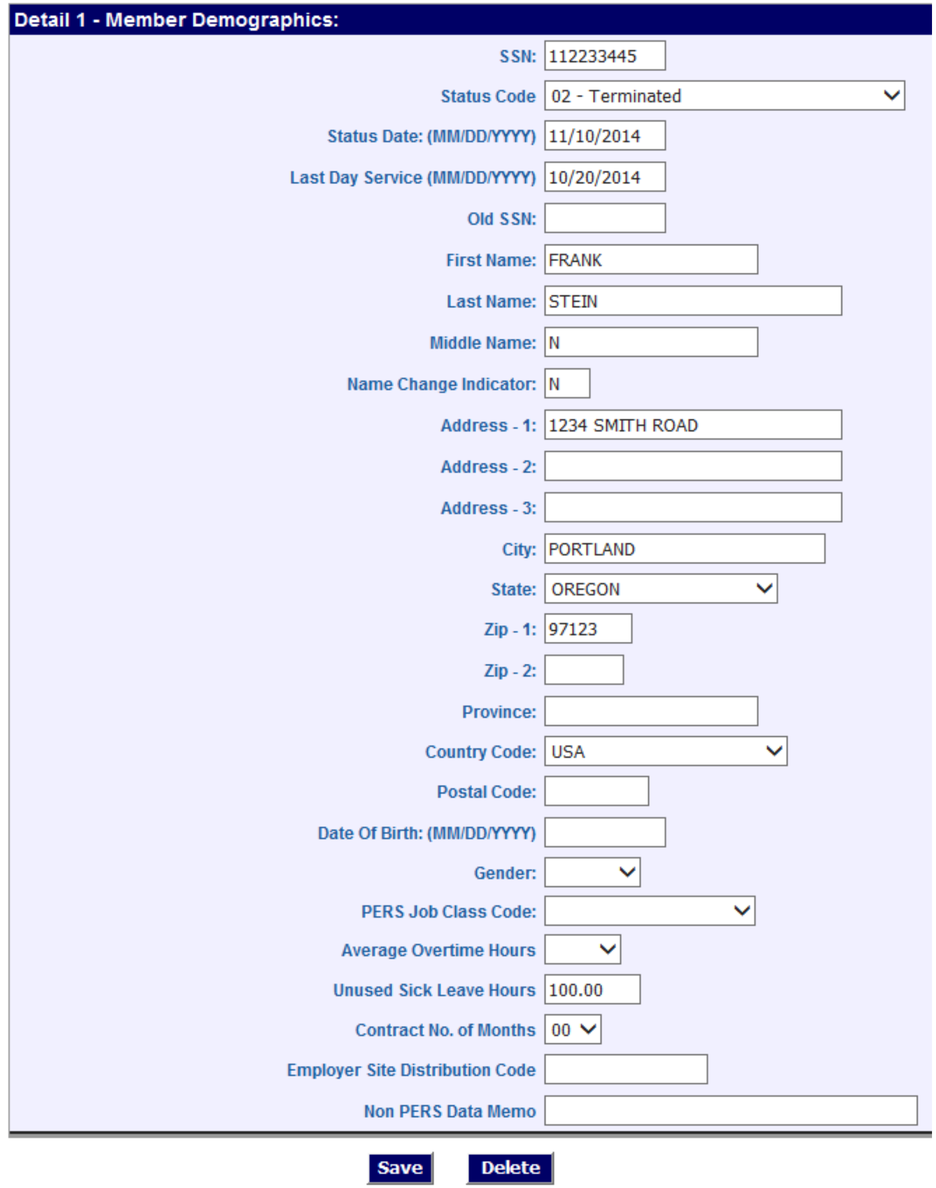
Problem #1C Solution

Execute **steps 1-8 on slide 23** to create a Demographics and Adjustment report and add a DTL1-02/Termination record to the report.

Frank's name and address is the only demographic information that should be entered on this record. No job class information should be entered.

The termination status date is 11/10/2014, the date the employer-employee relationship ended. The last day service is 10/20/2014, Frank's last day at work prior to starting his unpaid absence.

Frank is an OPSRP member and unused sick leave is not used in his benefit calculation, but should be reported.



Detail 1 - Member Demographics:

SSN:	112233445
Status Code	02 - Terminated
Status Date: (MM/DD/YYYY)	11/10/2014
Last Day Service (MM/DD/YYYY)	10/20/2014
Old SSN:	
First Name:	FRANK
Last Name:	STEIN
Middle Name:	N
Name Change Indicator:	N
Address - 1:	1234 SMITH ROAD
Address - 2:	
Address - 3:	
City:	PORTLAND
State:	OREGON
Zip - 1:	97123
Zip - 2:	
Province:	
Country Code:	USA
Postal Code:	
Date Of Birth: (MM/DD/YYYY)	
Gender:	
PERS Job Class Code:	
Average Overtime Hours	
Unused Sick Leave Hours	100.00
Contract No. of Months	00
Employer Site Distribution Code	
Non PERS Data Memo	

Save Delete

Records: DTL2 Wage and Service

The DTL2 record is submitted with each Regular report, and is used to report wages, hours and contributions. We'll now review this record from top to bottom.

1) Work Period Begin/End Date: If you are a "local government" employer you must report salary for the period it was worked for your Tier 2 and OPSRP employees. You can also report your Tier 1 employees in this fashion, just to save time and report uniformly. **As a "local government" employer you use Work Period Begin/End Dates to indicate the period reported salary was worked.**

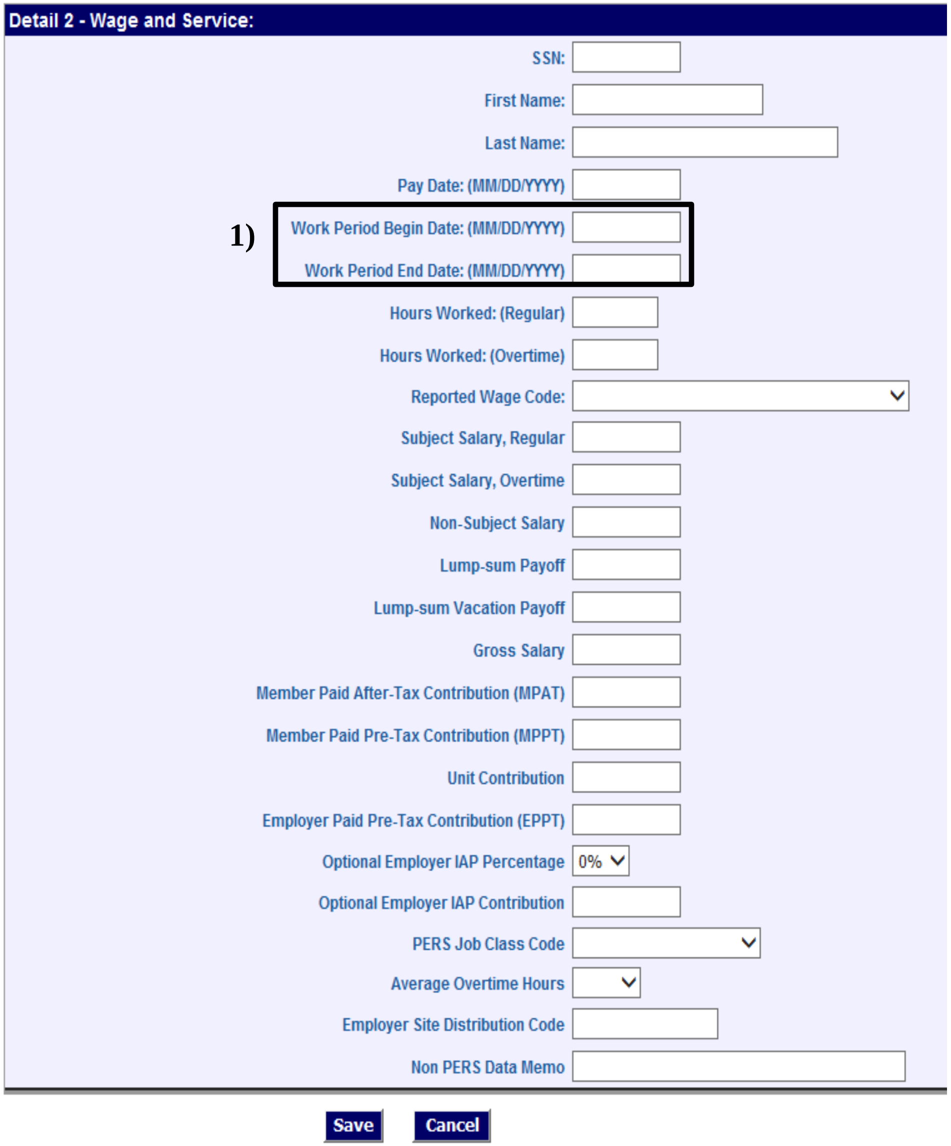
ONLY "local government" employers use Work Period Begin/End Dates. Non- "local government" employers, such as schools, NEVER use Work Period Begin/End Date fields on DTL2 records.

How can you determine if your organization is a "local government" employer, and must report salary for the period it was worked? Your first indication is your employer number. Employer numbers 2000-2789 indicate local government status, but you should confirm this status through Oregon Revised Statute (ORS) 174.116. ORS 174.116 is a list of organizations defined as "local government".

You can use a single DTL2 record with Work Period Begin/End Date: and Pay Date fields filled if:

A) Pay period begin, pay period end and pay date are in the same month, or
B) Pay period begin and end are in one month and the pay date is in the next month.

However, if the pay period begins in one month and ends in the next month, you must use two DTL2 records to report all employees for that pay period, because Word Period Begin/End Dates WILL NOT CROSS monthly boundaries. **PLEASE NOTE: If you are a local government employer submitting two DTL2 records for pay periods crossing monthly boundaries, and you've just hired a Tier One/Tier Two P&F (Job Class 2) member who is participating in the Unit program, or have a current Tier One/Tier Two P&F (Job Class 2) member just beginning participation in the Unit program, then please enter unit contributions ONLY IN ONE OF THE TWO DTL2 records. Please DO NOT split the Unit contribution between the two DTL2 records.



Records: DTL2 Wage and Service

<u>Work Period Begin/End Date: Example</u>:

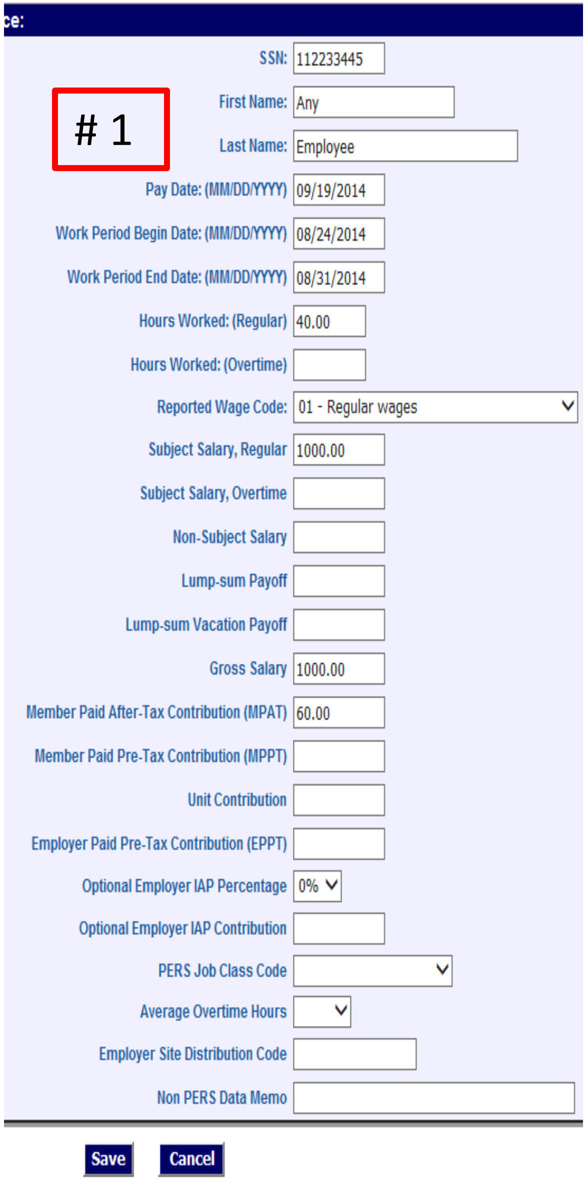
<u>A local government employer has a pay period which begins August 24, 2014, ends September 6, 2014, with a pay date of September 19, 2014.</u>

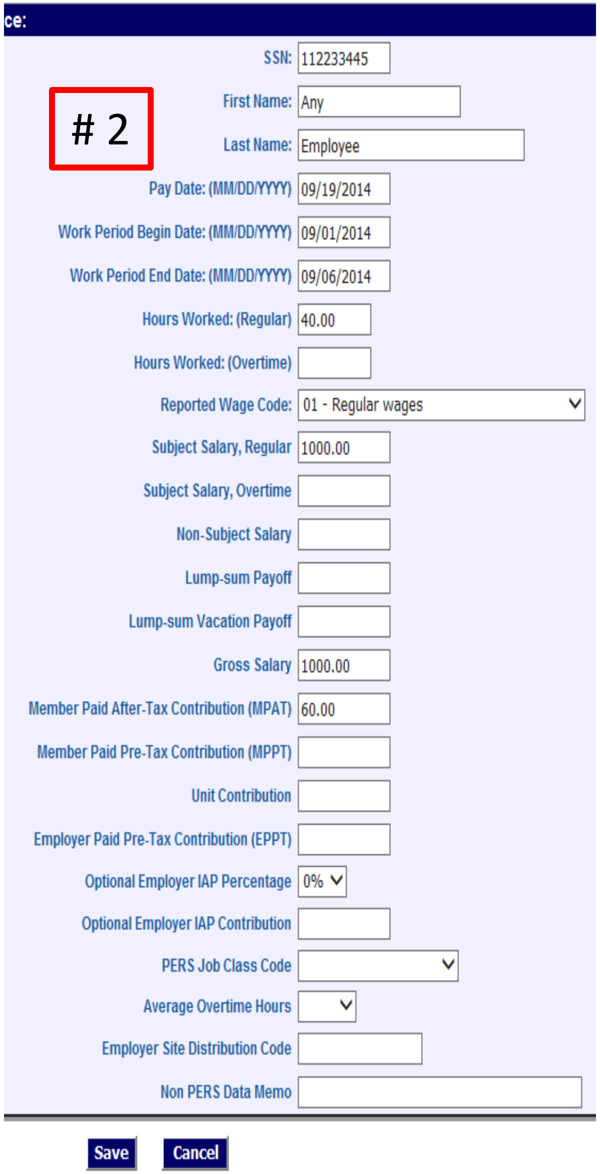
This pay period crosses monthly boundaries, so two DTL2 records must be used to report all employees in this pay period. One of these employees has a salary of $2000.00 for the pay period and works 80 hours.

An employer can split wages, hours and contributions for the pay period between the two records any way they choose, **but all reported wages, hours and contributions for each reported employee must be covered by the two records.** This two-week pay is split in half by the monthly boundary, so the employer elects to split the wages, hours and contributions evenly between the records.

The first DTL2 record for our example employee:
Work Period Begin: 08/24/2014
Work Period End: 08/31/2014
Hours Worked (Regular): 40
Subject Salary, Regular: 1000.00
Contributions (MPAT in this example): 60.00
Pay Date: 09/19/2014

The second DTL2 record for our example employee:
Work Period Begin: 09/01/2014
Work Period End: 09/06/2014
Hours Worked (Regular): 40
Subject Salary, Regular: 1000.00
Contributions (MPAT in this example): 60.00
Pay Date: 09/19/2014





Records: DTL2 Wage and Service

2) Reported Wage Code: There are approximately 10 total wage codes, listed in the appendix of the online EDX user guide. The most common codes are:

A) 01/Regular Wages. This code is used to report wages for active service (qualifying) positions.

B) 02/Regular/Non-qualifying. This code is used to report wages for non-qualifying service.

C) 07/Retired/No Contributions. This is the **only** code used to report wages for retirees returning to work as retirees.

3) Salary entries. Gross salary is the sum of all other salary entries on a DTL2 record. EDX will not calculate Gross Salary, but will check your calculation for accuracy.

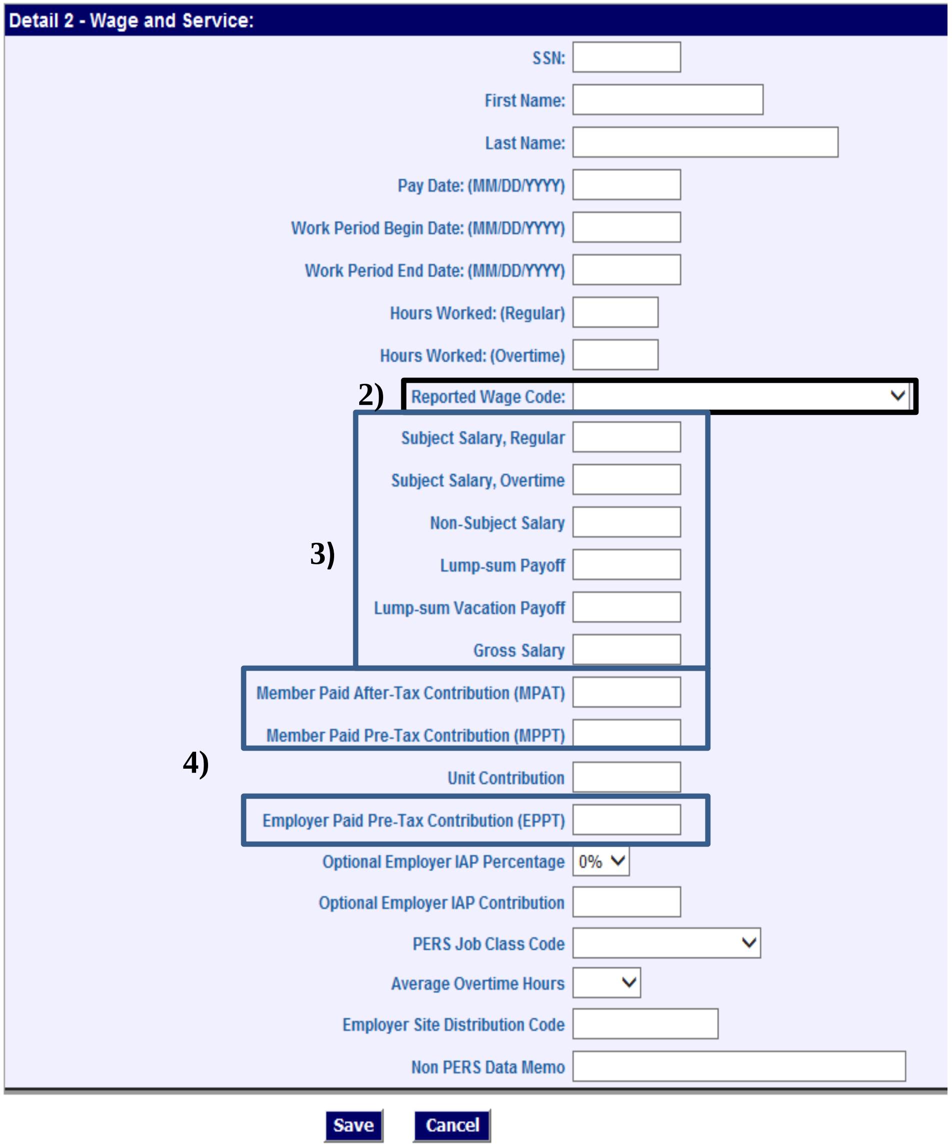
4) Contribution methods. Contributions to member IAP accounts are 6% of total subject salary, made by one of three methods:

A) MPAT- Member-Paid After Tax.

B) MPPT- Member-Paid Pre-Tax.

C) EPPT- Employer-Paid Pre-Tax. EPPT is often referred to as the "Employer Pickup", with member account contributions made by the employer in the member's behalf.

The choice of contribution method for all employees, or for a specific class of employees, for an employer is usually determined by agreements between employers and their employees. Once a contribution method has been determined, the employer will FAX or send to PERS a copy of the official document authorizing the method of contribution. When PERS receives and accepts the agreement, the employer reports contributions for each member using the method specific to each member. If the contribution method for all employees or a specific class of employees is changed, the employer repeats the PERS notification process. When PERS accepts the document authorizing the changed method, the employer begins reporting contributions using the new method.



Records: DTL2 Wage and Service

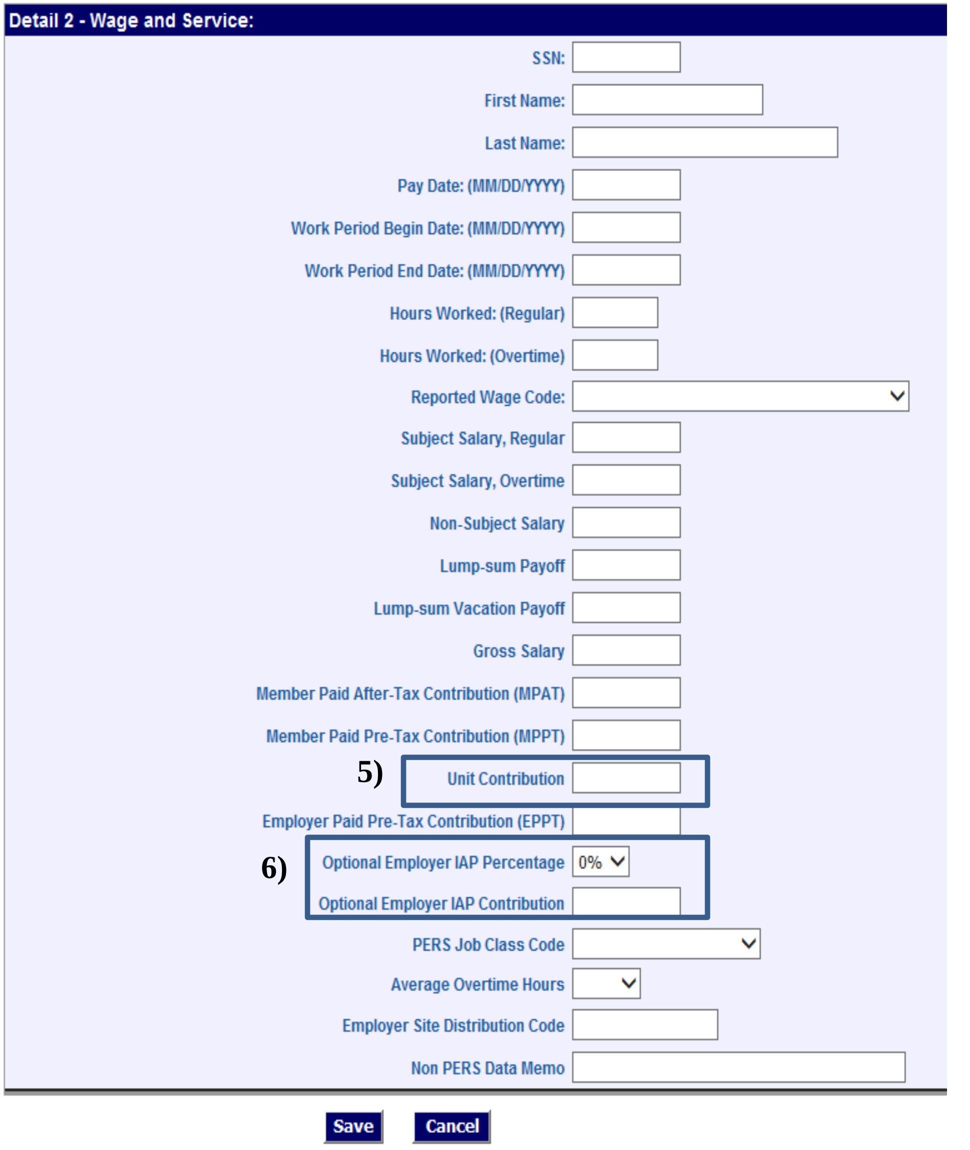
5) Unit Contribution. This field is NEVER filled UNLESS you are reporting unit contributions for a Tier One/Tier Two Job Class 2 (Police & Fire) employee who has elected to participate in the unit program. The unit program provides additional retirement income for a fixed period of time for Tier One/Tier Two Job Class 2 (Police & Fire) who participate in the program.

The unit program is open ONLY to Tier One/Tier Two Job Class 2 (Police & Fire) employees. The unit program IS NOT open to ANY other job class members and is NOT open to OPSRP Police & Fire employees. **PLEASE NOTE: If you are a local government employer submitting two DTL2 records for pay periods crossing monthly boundaries, and you've just hired a Tier One/Tier Two P&F (Job Class 2) member who is participating in the Units program, or have a current Tier One/Tier Two P&F (Job Class 2) member just beginning participation in the Unit program, then please enter unit contributions ONLY IN ONE OF THE TWO DTL2 records. Please DO NOT split the Unit contribution between the two DTL2 records.

6) Optional Employer IAP Percentage; Optional Employer IAP Contribution. These fields are NEVER filled UNLESS you are reporting for an employer who has elected to provide the Optional Employer IAP to qualified employees. If the employer has elected to provide the optional IAP, the employer will make the contribution to the employee's optional IAP account at a rate between 1-6% of subject salary. The rate of contribution is also identified when the employer elects to provide the optional IAP.

So, **if you are reporting for an employer who has elected to provide the optional IAP you'll be reporting two IAP account contributions for each qualified employee**:

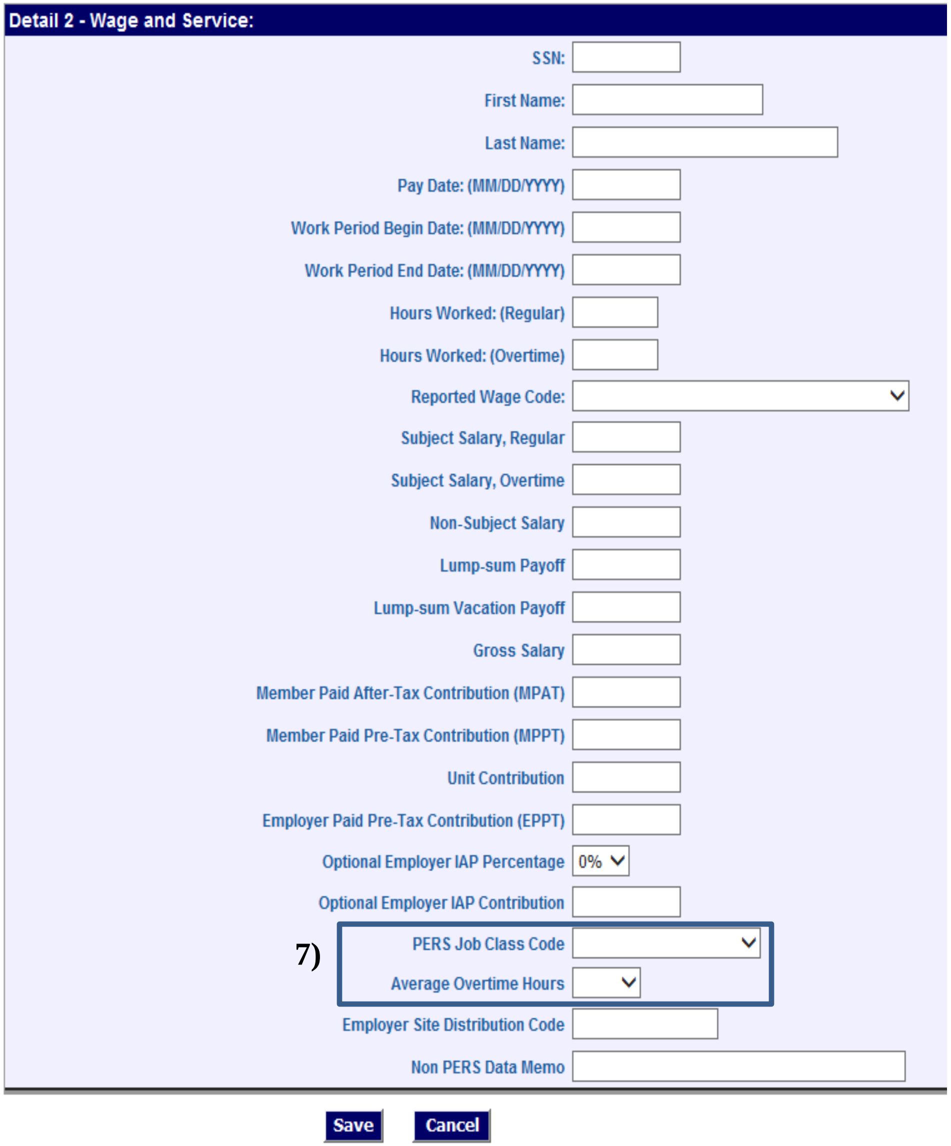
1) The member's IAP, established when the employee finished their waiting time and became a program member. Contributions to that IAP are 6% of subject salary, made by one of the three methods previously described.
2) The Optional IAP, with contributions made in the member's behalf by the employer, at a rate between 1-6% of subject salary.



Records: DTL2 Wage and Service

7) PERS Job Class Code; Average Overtime Hours. **<u>These fields are NEVER filled UNLESS a member's job class is being changed on this record.</u>**

ANY employer can change a member's job class using these fields on the DTL2 record. The process doesn't work for retroactive job class changes, and requires that employers use Work Period Begin/End Date fields to show where in a pay period the job class changed, so employers are encouraged to submit a DCR asking PERS staff to make any job class changes.



Records: DTL2 Wage and Service

Correcting Posted DTL2 records:

1) Correcting posted DTL2 records is done with DTL2 positive or negative adjustment wage codes. The adjustment codes are:

05- Positive adjustment (used with wage codes 01 and 04).
02- Positive adjustment (used with wage code 02).
06- Negative adjustment (used with wage codes 01, 08, 04 and 05).
14- Negative adjustment (used with wage codes 07 and 02).
16- Negative adjustment (used with wage code 11, USERRA wages).

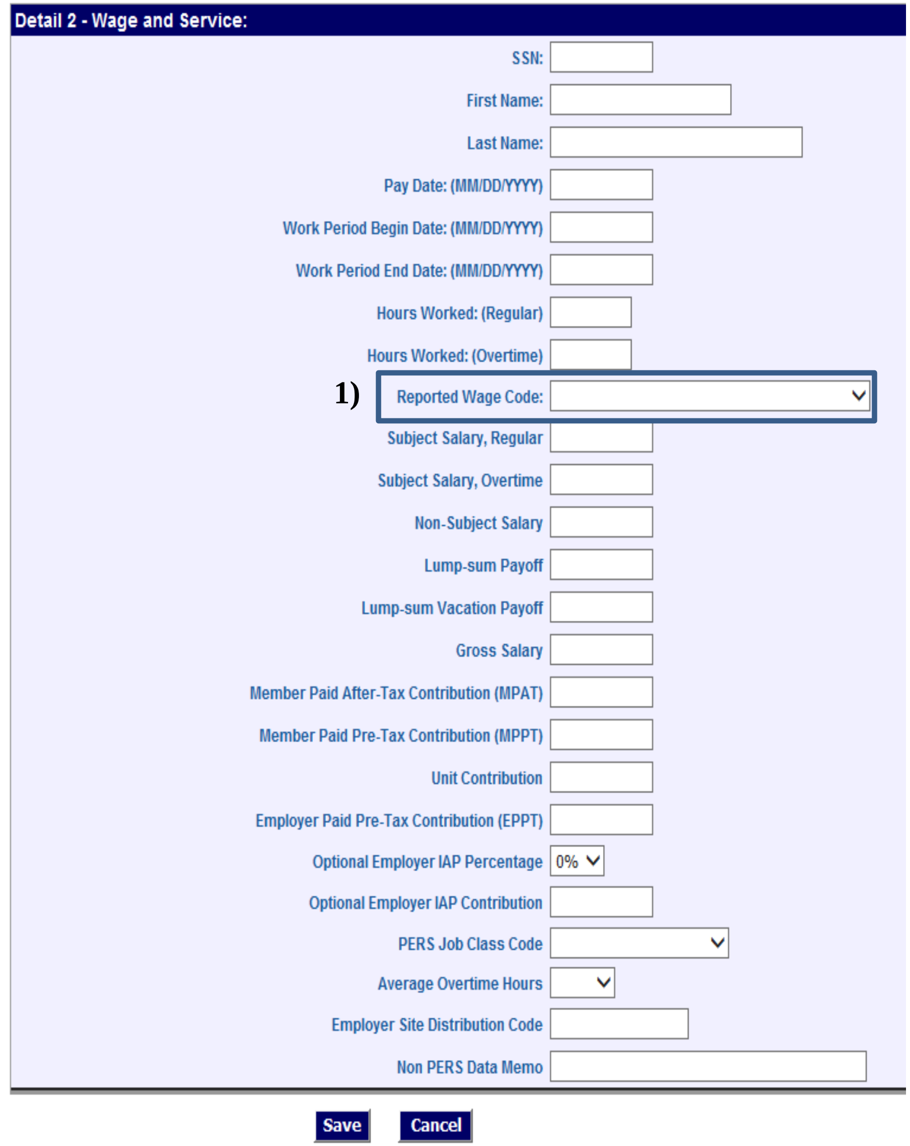
DO NOT submit an adjustment record unless the original record has posted. Un-posted records can be edited until correct.

Positive adjustments are a single-step process, adding only the positive differences between originally posted data and what should have been posted.

Negative adjustments are a two-step process:
1) Remove ("back out") the previously posted data with a record identical to the posted original (a "mirror image") but using a negative adjustment wage code, then…
2) Re-post the corrected, reduced values using a positive adjustment wage code.

Do all negative adjustments for a posted record before any positive adjustments for that record. Let each adjustment post before submitting the next adjustment.

INCLUDE in any adjustment record:
A) The paydate and member Social Security number used in the previously posted record.
B) The same Work Period Begin/End Dates in the previously posted record, if they were used in that record.



The Payment Categories chart

- Found through the "Employer Tools" link on the PERS employer web page: www.oregon.gov/pers/emp/pages/index.aspx

Employers Tools

PERS provides all online forms and publications in .pdf format. To view them, you must have the most recent version of Adobe Reader®. Click here to download Adobe Reader®.

- New member brochure (9/5/2014)
- 2014 ACH Transfer Dates for all Reporting Frequencies (1-14-14)
- Employer Regular Report Dates for 2014
- EDX File Format & Development Guide for the Version 2.0 File Structure
- PERS and OPSRP subject salary (current as of 12-4-14)
- Eligibility

*Use the Qualifying Position Determination document when reviewing the examples in the "Eligibility" slides.

- :

Ch 238 Tier1/Tier2 and OPSRP Pension Program Payment Categories

This chart is provided to assist employers in identifying types of payments that are considered subject salary for Ch.238 Tier1/Tier2 and OPSRP Pension program members. Subject salary is used to determine member IAP account contributions, employer contributions and, with some exceptions, to determine the "final average salary" (FAS) factor used in Tier1/Tier2 benefit and OPSRP Pension benefit calculations. This chart is a guide and is NOT ALL-INCLUSIVE

Payment Type:	Description (Please determine whether the payment fits a general description below)	Chapter 238 Tier1/Tier2 members (ORS 238) This type of payment is:	OPSRP Pension Program members (ORS 238A) This type of payment is:	Report this payment in the following EDX DTL2 record field:
Accrued compensatory time	A lump-sum payoff of compensatory time. Compensatory time is paid leave accrued for unpaid time worked above and beyond an employee's regular hours.	Subject	Non-subject	**Lump-sum Payoff**
Accrued sick leave	A lump-sum payoff of accrued sick leave.	Non-subject	Non-subject	**Non-Subject Salary**
Accrued vacation leave	A lump-sum payoff of accrued vacation leave. Includes any portion of accrued personal time off (PTO) the employer identifies as vacation leave.	Subject	Non-subject	**Lump-Sum Vacation Payoff**

This chart will show the "subject" status for a number of payment types (this is the heading for the 1st of 6 pages) based on program membership, Tier One/Tier Two or OPSRP. Column 5 shows the DTL2 salary field in which to enter the payment, <u>either including an entry for contributions if the payment is "Subject" or excluding a contribution entry if the payment is "non-subject", based on the individual's program membership.</u>

Problem #2: Report wages, hours and contributions

Frank N. Stein has worked in a qualifying position since he became an employee of your organization He established membership with an 8/1/2013 membership date, and this is the first monthly pay period for which you'll be reporting contributions.

<u>Here's Frank's data for the July 2013 pay period paid August 1, 2013</u>**. Since you are not a "local government" organization you WILL NOT use Work Period Begin/End dates on any DTL2 record reporting Frank wages, hours and contributions. Frank is now an active OPSRP member effective August 1, 2013 so contributions are due for the August 1 pay date even though the compensated period was in July, during Frank's waiting time:**

Regular hours worked, July 2013: 200
Overtime hours worked, July 2013: 3
Salary for hours worked, July 2013: $4,000.00
Salary for overtime worked, July 2013: $90.00
Contribution method: MPPT

<u>Your assignment:</u>

Create a Regular report and add a DTL2 record reporting Frank's wages, hours and contributions for the July 2013 pay period, paid August 1, 2013.

Problem #2 Solution

Execute steps 1-8 on slide 24, this time creating a Regular report and adding a DLT2-01 record for Frank **(a Demograhics and Adjustment report cannot be used because the DTL2 wage code is 01)**.

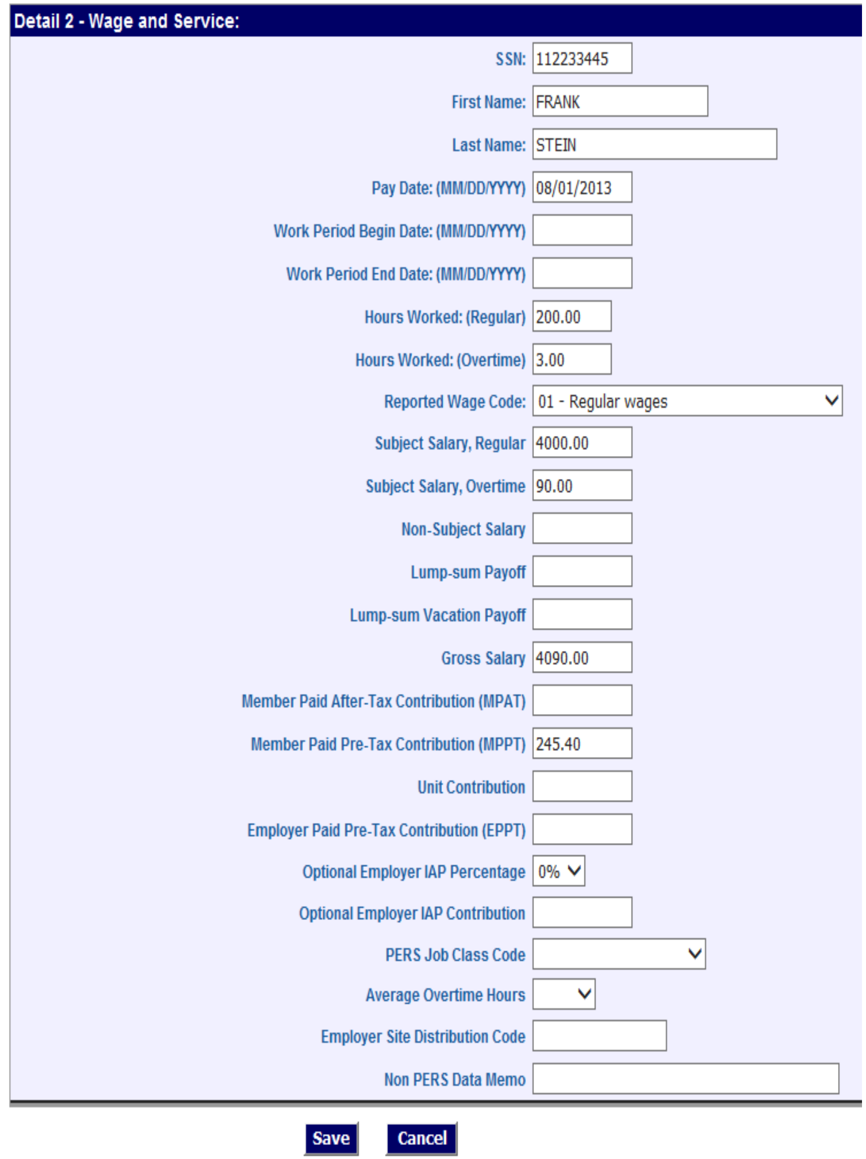
The pay date is 08/01/2013, hours work are 200, and 3 hours OT.

The Reported Wage Code is 01, since Frank is in a full-time (qualifying) position.

Gross Salary is the sum of all other salary fields on the record, $4090.00, and contributions are $245.40, 6% of the total subject salary.

<u>NOTE: Job class information would NEVER be added to a DTL2 record reporting wages, hours and contributions, with no job class change in the pay period.</u>

<u>CAUTION: Be careful about choice of report date and report type! Mistaken use of a Regular report date when creating a Demograhics and Adjustment report WILL NOT allow that report date to be used to create a Regular report for that date.</u>



Detail 2 - Wage and Service:

SSN: 112233445
First Name: FRANK
Last Name: STEIN
Pay Date: (MM/DD/YYYY) 08/01/2013
Work Period Begin Date: (MM/DD/YYYY)
Work Period End Date: (MM/DD/YYYY)
Hours Worked: (Regular) 200.00
Hours Worked: (Overtime) 3.00
Reported Wage Code: 01 - Regular wages
Subject Salary, Regular 4000.00
Subject Salary, Overtime 90.00
Non-Subject Salary
Lump-sum Payoff
Lump-sum Vacation Payoff
Gross Salary 4090.00
Member Paid After-Tax Contribution (MPAT)
Member Paid Pre-Tax Contribution (MPPT) 245.40
Unit Contribution
Employer Paid Pre-Tax Contribution (EPPT)
Optional Employer IAP Percentage 0%
Optional Employer IAP Contribution
PERS Job Class Code
Average Overtime Hours
Employer Site Distribution Code
Non PERS Data Memo

Save Cancel

Problem #3: Make **positive adjustments** to posted wage, hour and contribution data

Detail 2 - Wage and Service:

Field	Value
SSN:	112233445
First Name:	FRANK
Last Name:	STEIN
Pay Date: (MM/DD/YYYY)	08/01/2013
Work Period Begin Date: (MM/DD/YYYY)	
Work Period End Date: (MM/DD/YYYY)	
Hours Worked: (Regular)	200.00
Hours Worked: (Overtime)	3.00
Reported Wage Code:	01 - Regular wages
Subject Salary, Regular	4000.00
Subject Salary, Overtime	90.00
Non-Subject Salary	
Lump-sum Payoff	
Lump-sum Vacation Payoff	
Gross Salary	4090.00
Member Paid After-Tax Contribution (MPAT)	
Member Paid Pre-Tax Contribution (MPPT)	245.40
Unit Contribution	
Employer Paid Pre-Tax Contribution (EPPT)	
Optional Employer IAP Percentage	0%
Optional Employer IAP Contribution	
PERS Job Class Code	
Average Overtime Hours	
Employer Site Distribution Code	
Non PERS Data Memo	

Save Cancel

Towards the end of 2013, your payroll staff determines that Frank's August pay information needs to be changed. However, since the DTL2 record has posted, an adjustment record must be used to change the posted August 2013 pay date information.

Here' the changes for the July 2013 pay period, paid on August 1, 2013:

Regular hours: 220 hours.

Salary: $4,400.00

Overtime: 4 hours.

Lump-sum Vacation Payoff (LSVP): $200.00

Your assignment:

Create a Demographics and Adjustment report and add a DTL2 adjustment record.

Remember: Positive adjustments are a single step, reporting the positive differences only for the affected amounts.

Problem #3 Solution

A positive adjustment is a single-step process, reporting only the positive difference between the original values and corrected values.

The pay date for the original record is used, so EDX can “find” the record to be fixed.

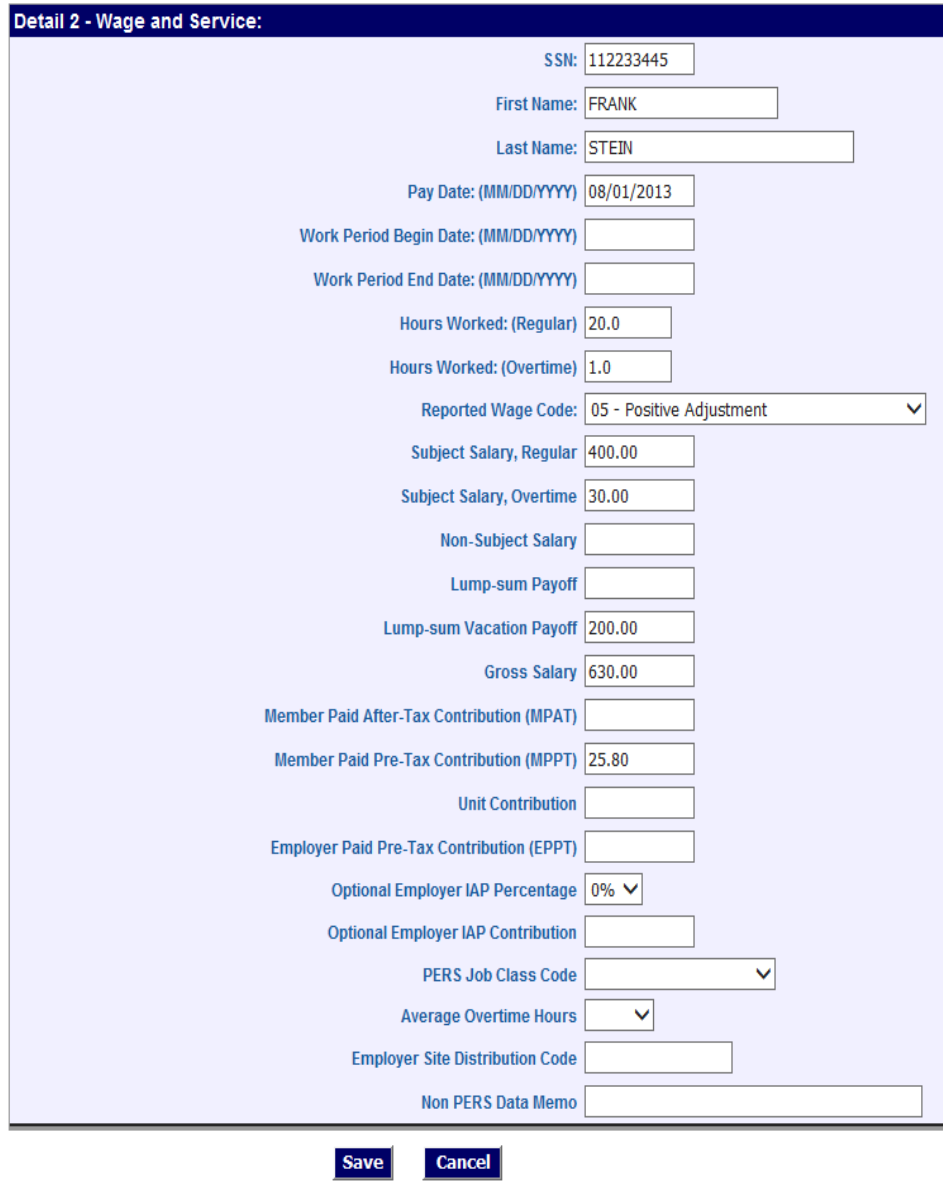
Only the positive differences for the affected values are entered on the adjustment record:

	Corrected -	**Original =**	**Difference**
Hours Worked:	220	200	20
Overtime:	4	3	1
Lump-sum Vacation Payoff:	200	0	200

Gross salary (sum of all salary fields): 630

Contributions (6% of total subject salary): 25.80

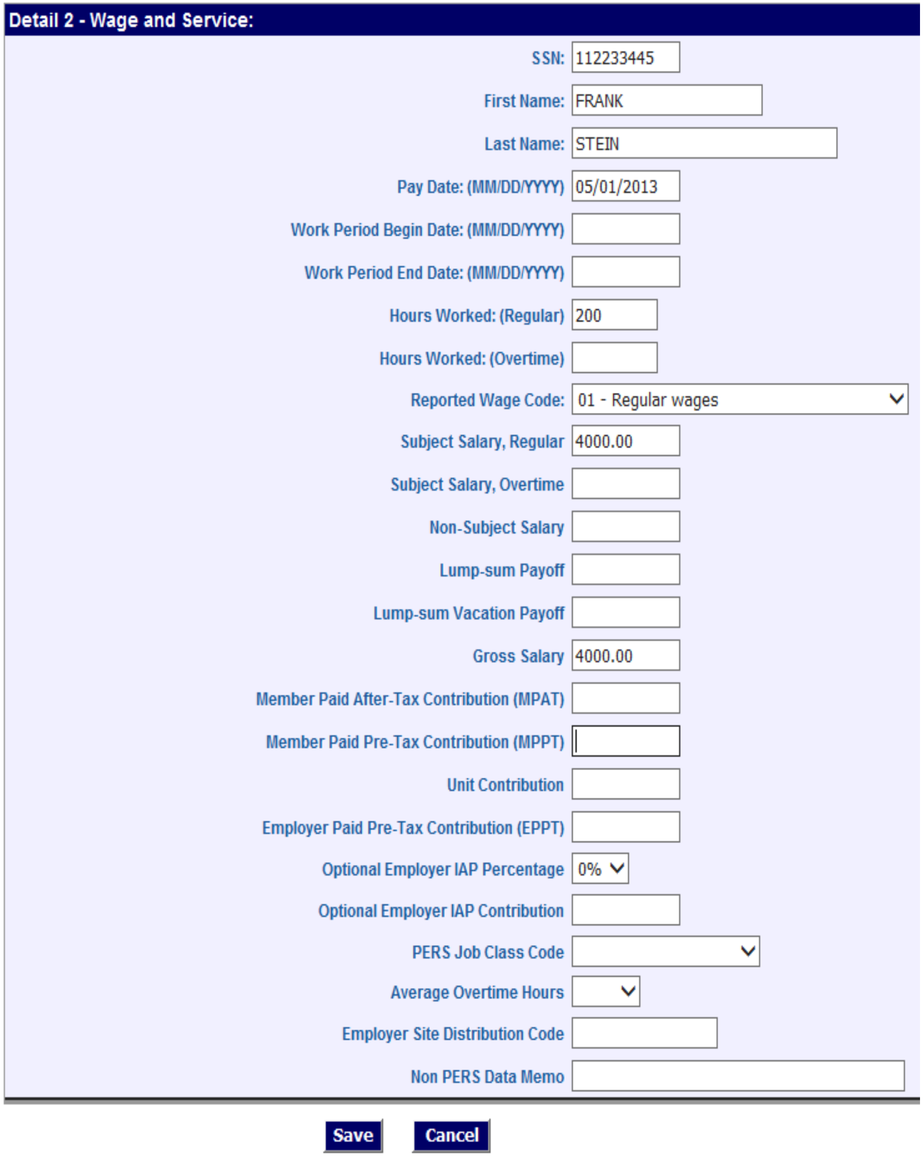
Note: 25.80 is NOT 6% of the Gross Salary. Frank is an OPSRP member and Lump-sum Vacation Payoff (LSVP) IS NOT subject salary for OPSRP members. <u>Consequently, the MPPT contribution is 6% of total subject salary, Regular and Overtime.</u>


Detail 2 - Wage and Service:

SSN: 112233445
First Name: FRANK
Last Name: STEIN
Pay Date: (MM/DD/YYYY) 08/01/2013
Work Period Begin Date: (MM/DD/YYYY)
Work Period End Date: (MM/DD/YYYY)
Hours Worked: (Regular) 20.0
Hours Worked: (Overtime) 1.0
Reported Wage Code: 05 - Positive Adjustment
Subject Salary, Regular 400.00
Subject Salary, Overtime 30.00
Non-Subject Salary
Lump-sum Payoff
Lump-sum Vacation Payoff 200.00
Gross Salary 630.00
Member Paid After-Tax Contribution (MPAT)
Member Paid Pre-Tax Contribution (MPPT) 25.80
Unit Contribution
Employer Paid Pre-Tax Contribution (EPPT)
Optional Employer IAP Percentage 0%
Optional Employer IAP Contribution
PERS Job Class Code
Average Overtime Hours
Employer Site Distribution Code
Non PERS Data Memo

Save Cancel

Problem #4: Make **negative adjustments** to posted wage, hour and contribution data



During an internal audit of 2013 payroll information, your payroll staff determines this record, entered during Frank's waiting period, was entered in error and the information must be removed. The record posted, so a negative adjustment must be done to remove the entire record.

<u>Your assignment:</u>

Create a Demographics and Adjustment report and add a DTL2 record to perform the first of two steps required for a negative adjustment.

Hint: What change is required to convert this record to a "mirror image" of the original record (shown at the left) and remove the posted information?

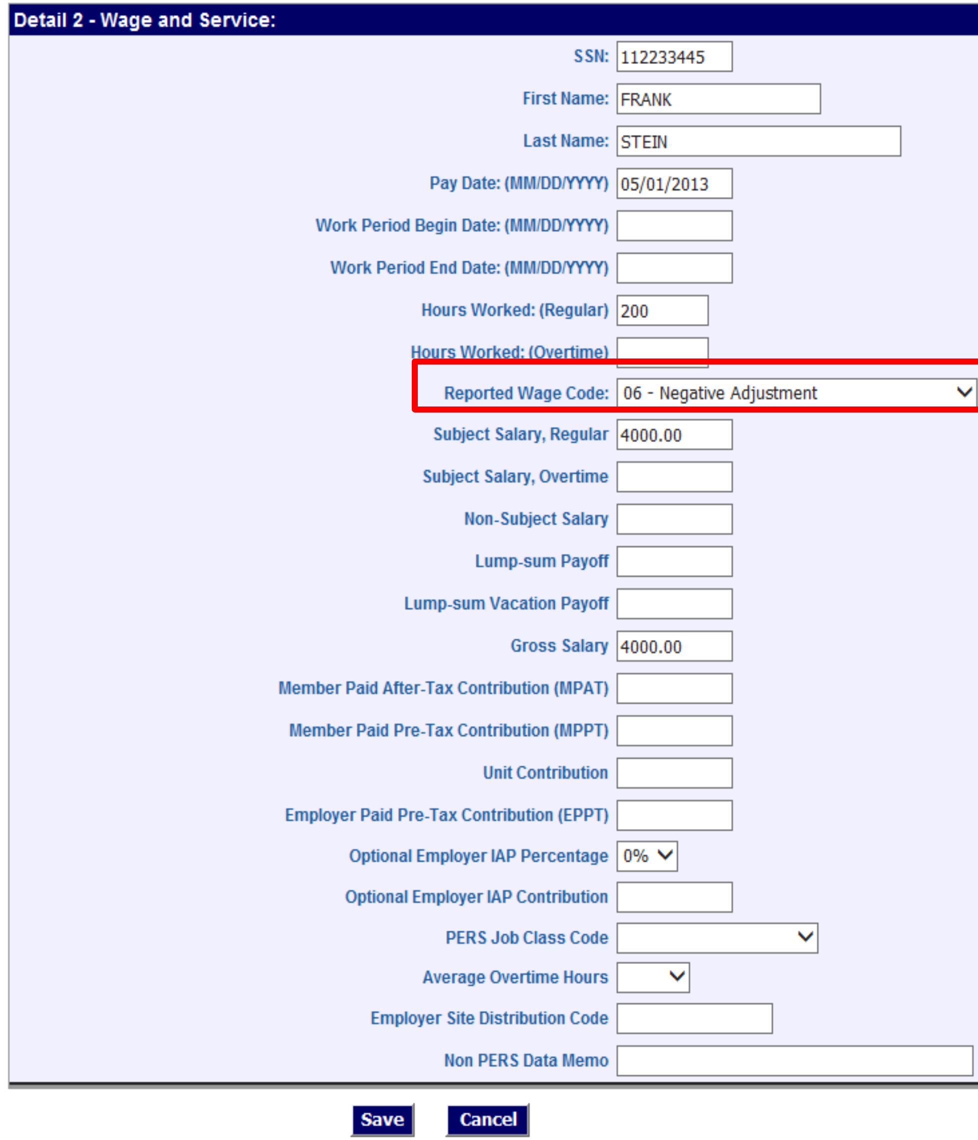
Problem #4: Solution

A negative adjustment is a two-step process:

1) Remove ("back out") the original record. This is done using a negative adjustment which is identical (a "mirror image") of the original record **changing only the wage code to: 06-Negative Adjustment.**

2) When the "mirror image" record posts, **the corrected, reduced values are re-entered using the original pay date and a positive adjustment wage code.**

If the entire record is to be removed, the process is complete after the first step.



Detail 2 - Wage and Service:

SSN: 112233445
First Name: FRANK
Last Name: STEIN
Pay Date: (MM/DD/YYYY) 05/01/2013
Work Period Begin Date: (MM/DD/YYYY)
Work Period End Date: (MM/DD/YYYY)
Hours Worked: (Regular) 200
Hours Worked: (Overtime)
Reported Wage Code: 06 - Negative Adjustment
Subject Salary, Regular 4000.00
Subject Salary, Overtime
Non-Subject Salary
Lump-sum Payoff
Lump-sum Vacation Payoff
Gross Salary 4000.00
Member Paid After-Tax Contribution (MPAT)
Member Paid Pre-Tax Contribution (MPPT)
Unit Contribution
Employer Paid Pre-Tax Contribution (EPPT)
Optional Employer IAP Percentage 0%
Optional Employer IAP Contribution
PERS Job Class Code
Average Overtime Hours
Employer Site Distribution Code
Non PERS Data Memo

Save Cancel

Contacting Employer Service Center (ESC) staff

- Find Your ESC Account Team.
  - www.oregon.gov/pers/emp/pages/index.aspx > "Find Your ESC Account Team".
  - **Team members are available 8:00-5:00, Monday-Friday.**
- ESC Call Center.
  - Staffed by ESC Account Team members.
  - **Available 8:00-12:30, Monday-Friday.**
  - **503-603-7788 (local calling area), or…**
  - **888-320-7377 (toll-free).**
- ESC FAX:
  - 503-603-7626
- Employer web page
  - www.oregon.gov/pers/emp/pages/index.aspx
- E-mail the ESC
  - Pers.edx.support@pers.state.or.us

This concludes the EDX Basic Concepts presentation

Questions?