



## November 2014 PERS Employer Monthly Update.

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- 1) **2014 Reconciliation Phase I continues.**
- 2) **Reminder: Use of Work Period Begin/End Dates (WPBED).**
- 3) **January – June 2015 Employer EDX Training dates now available.**
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### 1) **2014 Reconciliation Phase I continues.**

The 2014 Year-End Processing is underway. We ask that employers concentrate on correcting and posting suspended records and reports for calendar year 2014. The Year-to-Date Wage and Contribution Summary screen and the Eligibility Reports are good tools to answer questions about wages, hours and contributions reported and posted in 2014. Contact your ESC Account Team if you have questions about resolution of suspended records and reports for 2014 that can't be answered by those tools available through the site navigation area of your EDX employer home page.

### 2) **Reminder: Use of Work Period Begin/End Dates (WPBED).**

**Local government employers need to report wages with Work Period Begin and End Dates for their Ch.238 Tier 2 and OPSRP employees.** The DTL2 Work Period Begin Date and Work Period End Date fields are used by local government employers to **specify the period worked for a reported pay date.** **Although not required, local government employers may also report Tier 1 employees with work period dates, to make reporting uniform and less time-consuming.**

An employer can determine status as a local government employer in two ways: 1) A PERS employer number in the 2000-2879 range, and 2) Review Oregon Revised Statutes (ORS) 174.116, which is a list of organizations defined as local government employers. Statute reference is the recommended method of verifying local government status.

Any employer can change a member's job class through a DTL2 record, but the change may not be retroactive. Due to this restriction it is most **often best to submit job class changes through a Demographic Correction Request (DCR).**

Please remember:

**A) ONLY local government employers should use Work Period Begin/End Dates when reporting wages, hours and contributions.**

**B) Non-local government employers should normally NEVER use Work Period Begin/End Dates when reporting wages, hours and contributions.**

**NO employer would enter job class information, including Job Class and Average Overtime Hours code, on ANY DTL2 record UNLESS the job class is actually being changed with that DTL2 record.**

Contact your ESC Account Team representative if you have further questions on this subject. Your ESC Account Team representative can be found through this link:

[http://www.oregon.gov/pers/EMP/Pages/section/er\\_general\\_information/2011\\_esc\\_teams.aspx](http://www.oregon.gov/pers/EMP/Pages/section/er_general_information/2011_esc_teams.aspx)

**3) January – June 2015 Employer EDX Training dates now available.**

Employer EDX Training dates for the first half of 2015 are now available for registration.

You can find those 2015 dates through this link:

[http://www.oregon.gov/pers/EMP/Pages/section/er\\_training/schedule.aspx](http://www.oregon.gov/pers/EMP/Pages/section/er_training/schedule.aspx)

or start at the PERS employer web page, [www.oregon.gov/pers/emp/pages/index.aspx](http://www.oregon.gov/pers/emp/pages/index.aspx) then click links in this order: “Employer Training and Education Opportunities” > “EDX Class Schedule and Registration”

Employer EDX Training is presented simultaneously at the Tigard headquarters computer lab and through the Internet via iLinc, the PERS distance presentation platform. Dates for both training formats are available for registration. All Employer EDX Training presentations are a maximum of 4 hours in duration, 8:30 – 12:30.

**4) New employer resource posted on the PERS employer web page.**

The EDX Reporting Quick Reference Guide was recently posted on the PERS employer web page. The document provides a series of steps to get started with PERS reporting duties and includes links to information for each step. A list of major reporting events throughout a member’s PERS employment career is also presented. These events may be occasional occurrences or they may be repetitive, and the reference guide can provide a quick explanation of an event and provide reference documents for the event.

Find this reference guide by starting at the PERS employer web page, [www.oregon.gov/pers/emp/pages/index.aspx](http://www.oregon.gov/pers/emp/pages/index.aspx) then click the “EDX Reporting Quick Reference Guide” link under the “EDX” column heading, or use this link:

[http://www.oregon.gov/pers/EMP/docs/edx\\_quick\\_reference.pdf](http://www.oregon.gov/pers/EMP/docs/edx_quick_reference.pdf)

Best regards,