

Subject: PERS: Employer Monthly Update for March 2014.

Dear PERS employer:

In this update:

- 1) 2013 Annual Reconciliation closes Wednesday, March 5, 2014.**
- 2) Reminder: Immediately return to PERS any completed Designation of Beneficiary forms received from employees.**
- 3) Spring 2014 Employer Outreach registration is now available.**
- 4) Would you prefer to receive the PERS Active Member Perspectives newsletter online or as hard copy?**

1) 2013 Annual Reconciliation closes Wednesday, March 5, 2014.

Employers should make every effort to have final 2013 records and reports posted prior to the March 5, 2014 statement, and should pay their March 5th statement in full. Earnings on calendar year 2013 contributions invoiced on the March 5th statement will be provided by PERS investment earnings for 2013. Earnings on calendar year 2013 contributions invoiced after the March 5, 2014 statement will be considered “prior year” earnings and will be provided by employers.

2013 member annual statements will be sent late spring 2014 to the member’s home address recorded in EDX as of March 31, 2014. Please make every effort to submit DTL1 records correcting home addresses no later than March 31, 2014.

Please consult your ESC Account Team for remaining calendar year 2013 records and reports questions or problems.

2) Reminder: Immediately return to PERS any completed Designation of Beneficiary forms received from employees.

Employers are reminded to **immediately return to PERS any completed Designation of Beneficiary forms received from employees.**

Although employees may give an employer completed Designation of Beneficiary forms to submit to PERS, it still remains **the member’s responsibility** to make sure a change of beneficiary designation is received by PERS. **A change of beneficiary designation is not considered effective until the form is stamped as received by PERS.**

3) Spring 2014 Employer Outreach registration is now available.

Registration for Spring 2014 Employer Outreach presentations at sites around Oregon is now available. This spring we’ll suggest a problem-solving process which will allow employers to

analyze PERS processing problems, determine both cause and resolution, and prevent future errors. The power and capabilities of organization Web Administrators will also be reviewed.

Find outreach sites, date and times and register for your preference through this link:

http://www.oregon.gov/pers/EMP/pages/section/er_presentations/index.aspx

or start at the PERS employer web page, www.oregon.gov/pers/emp/pages/index.aspx. Once on the employer web page, click the “Outreach Presentation Schedule & Registration” link under the “Employer Training and Education” heading and complete the online registration process. Continuing past practice, registration for all outreach presentations will be done only online.

4) Would you prefer to receive the PERS Active Member Perspectives newsletter online or as hard copy?

A growing number of PERS employers are making the Perspectives newsletter available to their staff via a link that is emailed to employers and foregoing the hard copy version. PERS is considering discontinuing the hard copy version.

We would like employer input; please e-mail pers-employer.info.services@state.or.us by **Friday, March 14, and let us know if you would prefer to receive the PERS Active Member Perspectives newsletter online or as hard copy.**

Best regards,