

# PERS Employer Outreach, Communication and Education

**Welcome !**

Fall 2013 Employer Outreach  
Presentation

V1 October 8, 2013

# Agenda

- DTL1 (Member Demographics) record details
- Member information sources
- Reporting Leave Without Pay (LWOP)
- Eligibility
- Reporting Retirees Returning to Work

## Detail 1 - Member Demographics:

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

## DTL1 (Member Demographics) record details

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.)

- 1) Please DO NOT use commas in the DTL1 "Name" fields. Hyphens (-), apostrophes (') can be used, but use of commas will cause the "Download as CSV" function to fail
- 2) Please enter names and addresses in all capital letters.
- 3) Please DON'T enter "0000" for a 9-digit zip; if there is no 4-digit zip, leave the Zip2 field blank.

## DTL1 (Member Demographics) record details

Employers sometimes use invalid SSN's as placeholders for a non-resident employee until that employee can get a permanent SSN. In a case where employers are using a known invalid SSN to report wage records for an employee for 2 or 3 months, we ask those employers do the following:

1. **Notify their ESC representative that they are using an invalid SSN as a temporary placeholder. This must be done to avoid re-use of a legitimate SSN or existing placeholder number which would create co-mingled accounts and require effort on the part of PERS and employer staff to separate the accounts.**
2. **Limit these placeholder SSN's to one of the following:**
  - a. Any nine digit number that has 9 as the first digit.
  - b. Any nine digit number that begins with 666 or 000. This must be the first three digits.
  - c. Any nine digit number that has 00 as the 4th and 5th digits. This must be both digits.
  - d. Any nine digit number that has 0000 as the 6th through 9th digits. The last four digits must be zero.
3. **Most importantly, limit the use of placeholder SSN's. Use e-verify to ensure the SSN belongs to the employee they are reporting.**

We suggest placeholder SSNs be combinations of numbers that the social security administration does not issue, such as: 900-00-0000, 900-00-0001, 900-00-0002, etc. Employers should be contacting ESC when temporarily using a placeholder SSN while their employee is obtaining a permanent SSN and can find out what number is available so their record posts accurately.

### Detail 1 - Member Demographics:

The screenshot shows a web form for 'Detail 1 - Member Demographics'. The form contains various input fields and dropdown menus. A red arrow points from the text on the right to the 'SSN' field at the top of the form. The fields are as follows:

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

# Member information sources

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 with Contacts
- Admin Web Accounts
- Work List
- Request Information
- Eligibility Reports
- Status Check**
- Active Employment Report

Working with:

## Status Check Member Search

Search for a member to display their member contribution status.

**Search for a Member**

Enter Last Name:  or SSN No:

SSN	Last Name	First Name	Plan	Contribution Status
Page#				

**Tell Me More**

Disclaimer:

Here's the explanation of "Contribution Status" comments:

- 1) Expecting contributions:** The individual is an active member and will work, or is working, in a qualifying position. Contributions are due upon hire.
- 2) Not expecting contributions:** The individual may be receiving a service or disability retirement.
- 3) Not expecting contributions; currently serving a waiting time:** The individual is in their 6-month waiting time and no contributions are due.
- 4) Not expecting contributions; must serve a new waiting period:** Example: the individual withdrew their member accounts or was "loss of membership" and lost all membership rights. The individual must complete a waiting time.
- 5) Please contact PERS:** Contact your ESC Account Team representative to determine if, or when, contributions might be due.

SSN	Last Name	First Name	Plan	Contribution Status
****6833	JONES	A	PERS	Please contact PERS.
****2706	Jones	Aamon	OPSRPDB	Expecting contributions.
****3884	JONES	AARON	PERS Tier 2	Expecting contributions.
****3789	JONES	AARON	OPSRPDB	Not expecting contributions; currently serving waiting time.
****4145	JONES	AARON	OPSRPDB	Not expecting contributions; currently serving waiting time.
****7399	JONES	ABBY	OPSRPDB	Expecting contributions.
****7802	Jones	Adam	OPSRPDB	Not expecting contributions; currently serving waiting time.
****8194	JONES	ADAM	OPSRPDB	Not expecting contributions; currently serving waiting time.
****6949	Jones	Adam	OPSRPDB	Expecting contributions.
****3376	JONES	AGNES	PERS Tier 1	Not expecting contributions.

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Working with : \_\_\_\_\_

## Employee Eligibility Exception Reports

The reports below can be used to determine if corrective action is required to report an employee for regular wages and contributions (qualifying hours) or non-qualifying wages without contributions.

Please note that these reports are only updated once a week. When viewing the CSV file, the header row will state the date the information was pulled from the system.

[Learn more about eligibility reports](#)

**Filter Your Report by Year**

Enter year (YYYY):

Members Approaching Qualifying Hours

Members with Contributions Who may not Qualify

[Download CSV File](#)

[Download CSV File](#)

- 1) Access the eligibility reports through the “Eligibility Reports” link in the Site Navigation area located on each EDX page.
- 2) Enter the year to be used in generation of the eligibility reports.
- 3) Click the “Download CSV File” for the type of report you want.

# Member information sources

Both reports show posted and un-posted hours with all reporting employers.

Q\_02121\_2006\_09222008[1].csv

	A	B	C	D	E	F	G
1	Members Approaching Qualifying Hours Report			Employer 7777		Data as of 02/04/2008	
2	SSN	Last Name	First Name	Posted Hours This ER	Unposted Hours This ER	Posted Other ER Hours	Unposted Other ER Hours
43	112233445	JONES	JOE	367.5	0	1080	0
44	223344556	SMITH	SAM	567.05	0	0	0
45	667788990	SMITH	SUSAN	130	0	498	0
46	334455667	BLOW	JOE	804.3	-74	0	0
47	445566778	JETT	JOAN	20	0	575.45	0

The “**Members Approaching Qualifying Hours Report**” displays members who:

- 1) Have 550 or more hours with all employers in the specified year, and
- 2) Have two or more DTL2-02 records or three records with no contributions in the specified year, and
- 3) Are not retired in the specified year.

The “**Members with Contributions Who may not Qualify Report**” displays members who:

- 1) Have less than 600 hours with all employers in the specified year, and
- 2) Have contributions reported in the specified year, and
- 3) Are not retired in the specified year.

NQ\_02121\_2007\_09222008[1].csv

	A	B	C	D	E	F	G
1	Members with Contributions Who may not Qualify Report			Employer 7777		Data as of 02/04/2008	
2	SSN	Last Name	First Name	Posted Hours This ER	Unposted Hours This ER	Posted Other ER Hours	Unposted Other ER Hours
3	112233445	SMITH	JOHN	480	0	0	0
4	223344556	BLOW	JOE	280	0	0	0
5	667788990	JONES	JOHN	290.5	0	0	0
6	445566778	STEIN	FRANK	37	98.5	0	0

# Member information sources

**Site Navigation**

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- Eligibility Reports

Working with : \_\_\_\_\_

## Filter Your Report by Year

This process allows you to view your organization's Year-To-Date Wage & Contribution data. The report will only show data that has been reported to PERS for as complete as the data you have submitted.

**Filter Your Report by Year**

Enter year (YYYY):

## Year-to-Date Wage and Contribution Summary

Year: 2012

Employer Number: 1122

Employer Name: ACME SCHOOL DISTRICT

Select a Member:

**Go**

Sort by Last Name:

[A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#)

Today: 09/24/2013

[View Original Results](#)

[View Totals](#)

[Download as CSV](#)

[Print Report](#)

Page # [1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [9](#) [10](#) [11](#) [12](#) [13](#) [14](#) [15](#) [16](#) [17](#) [18](#) [19](#) [20](#) [21](#) [22](#) [23](#)

SSN	Last Name	First Name	Hire Date	Contrib Start Date	EDX Record	Hours this ER	Hours Other ERs	Lump Sum Payoff	Lump Sum Vacation Payoff	Unit Contributions	Optnl ER IAP	Non-Subj Salary	Subject Salary	Gross Salary	Total Membr Contribs
<a href="#">112233445</a>	Jones	Joe	08/15/2011	03/01/2008	Posted	904.00	489.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$28,414.69	\$28,414.69	\$1,584.87

Click the SSN link for the member to see transaction details for the member.

These are hours worked with you, the employer, and with all other employers who've posted reports at this point in the "filter" year.

# Member information sources

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Working with :

## View Employee Information

- [Learn more about View Employee Information](#)
- [Download CSV File of Employee Addresses](#)

Please enter a Last Name, SSN or PERS ID to access employee data.

### Search for an Employee

Enter Last Name:

Jones

or SSN / PERS ID:

Search

## Tell Me More

- The "Download CSV File of Employee Addresses" link will pull the following information into a CSV file for ALL of your employees: member SSN, last name, first name, plan, address start date, and...

1) Begin at the "View Employee Info" link in the Site Navigation area of any EDX page...

2)...which brings up the Search page. Input the member's last name, SSN or PERS ID, click "Search". If you used a last name, you'll see a list of your employees with the last name you requested. Click the SSN link for the selected member, and...

3)...the first of four pages appears, showing employment history with you, the employer. Links at the top of this page will take you to the Salary or Address page.

**Site Navigation**

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- Status Check
- Inactive Employment Report

Working with :

## Employee Employment History Details

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

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

Employment Details For: **Joe Jones, SSN: 112233445, PERS ID: 111111**

Date of Birth: 09/08/1979

Contribution Start Date: 03/01/2008

Hire Intent	Start Date	Last Day Service	Term / End Date	Gross Unused Sick Leave	Transferred Unused Sick Leave	Job Class	Position Type	Plan	Average OT Hours	Contract No. of Months	Verify	Verified Date	User ID
Q	08/15/2011	06/14/2012	08/01/2012	173.000		School Employee	Active Service	OPSRP	2000	12	<input type="checkbox"/>		
	08/15/2011		08/01/2012										

Verify All

Save

Cancel

# Member information sources

**Site Navigation**

- Employer Home
- View Your Statement
- Work on Reports
- View Employee Info
  - View Year-to-Date Wage and Contribution Summary
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  - Work with Contacts
  - Admin Web Accounts
  - Work List
  - Request Information
  - Eligibility Reports
  - Status Check
  - Inactive Employment Report

Working with : \_\_\_\_\_

## Employee Salary Details

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

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

Salary Details For: **Joe Jones, SSN: 112233445, PERS ID: 111111**

Date of Birth: 09/08/1979  
Contribution Start Date: 03/01/2008

Current Membership									
Plan	Calendar Year	Subject Salary	LSP	LSVP	Gross Salary	Verify	Verified Date	User ID	
OPSRP	2012	\$ 26,414.69	\$ 0.00	\$ 0.00	\$ 26,414.69	<input type="checkbox"/>			
OPSRP	2011	\$ 18,431.60	\$ 0.00	\$ 0.00	\$ 18,431.60	<input type="checkbox"/>			

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

4) Here are the Salary and Address pages for this member. The salary display is the salary history with only you, the employer. The address is the that most recently submitted by any of the member's employers.

**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 with Contacts
  - Admin Web Accounts
  - Work List
  - Request Information
  - Eligibility Reports
  - Status Check
  - Inactive Employment Report

Working with : \_\_\_\_\_

## Employee Address Details

This page displays the employee's current address on file.

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

Address Details For: **Joe Jones, SSN: 112233445, PERS ID: 111111**

Address Start Date: 08/29/2012

1122 Smith Rd.,  
Lake Oswego, Or, 97035-1111

# Reporting Leave Without Pay (LWOP)

- Leave Without Pay (LWOP)
  - **“Employer-employee relationship” remains intact** (member is **not** terminated)...
  - But the member is **not actively working or on paid leave**
    - Neither service credit nor contributions are due for periods of leave without pay
- Reported for all leave without pay segments in any month with a minimum of 11 business days of LWOP (business day means a day Monday through Friday when PERS is open for business).
  - **The 11 business days do not need to be one unbroken segment**
    - May be a series of LWOP segments totaling 11 or more business days in one month
  - Submit a DTL1-07/On Leave of Absence record **only after all wages and any accrued leave have been reported**
  - Submit a DTL1-08/Return from Leave when the member returns to their active service position
    - **DTL2-01 records will not post until a DTL1-08 record posts**
  - **DON'T DELAY posting** DTL1-07/On Leave of Absence and DTL1-08/Return from Leave records
    - DTL2 records posted during a late-reported LWOP period must be backed out before the leave of absence period can be posted
  - OAR 459-010-0010

# Eligibility

- Rules effective January 1, 2007
- Basic concepts
  - Qualifying position
  - Hire intent
- Program membership
- Examples
- Who should be reported?

# Basic concepts

- **What makes a position “qualifying”?**
  - **For any calendar year with 600 hours or more total service with one or more PERS employers, every position in that year qualifies automatically**
  - **For any calendar year with less than 600 hours total service, positions with full year employment (1 Jan – 31 Dec) do not qualify**
  - **Partial year employment:**
    - Worked less than full calendar year, and
    - Worked less than 600 hours in calendar year
  - **Partial year employment qualification is based on the employer’s “hire intent” for the position**

# Basic Concepts

- With EDX 4.2, the employer determines “Hire Intent”
  - The expectation of employment, year by year, with this employer alone
    - Would a person in this position normally work 600 hours or more in any calendar year while working only for this employer?
    - If “yes”, the hire intent is “qualifying”
      - **DTL1: Status code “01”**
      - **DTL2: Wage code “01”**
    - If “no”, the hire intent is “non-qualifying”
      - **DTL1: Status Code “15”**
      - **DTL2: Wage Code “02”**

# Basic Concepts

## ➤ “Hire Intent”

- DTL1 status code 01 or status code 15
- **Determines intent for the employment segment and position**
  - *Hire intent for the employment segment never changes*
    - Expectation of present and future service
  - *Position Type could change annually*
    - Actual service in a calendar year

# Basic Concepts

- Definition of a “partial year”
  - The year of hire:
    - Begins no earlier than the *day after the first working day of the hire year* and ends on December 31<sup>st</sup> of that year
  - The year of separation:
    - Begins on January 1<sup>st</sup> of the separation year and ends no later than the *day before the last working day of the separation year*

# Basic Concepts

## ➤ Partial year exceptions:

- Upon hire
  - Employer's Hire Intent determines qualification for hire year position
- Upon separation
  - 600 hours service in the prior year makes the separation year position qualifying automatically
  - Less than 600 hours in the prior year makes the position "hire intent" the basis for separation year position qualification

# Basic Concepts

## ➤ Short segment exceptions:

- Hired and separated in same calendar year
  - Worked less than full calendar year
  - Worked less than 600 hours
- Hired and separated in consecutive calendar years
  - Worked less than full calendar year in each year
  - Worked less than 600 hours in each year
- Employer's Hire Intent determines qualification

# Program Membership

- “Eligibility” means eligible for program membership
  - OPSRP Pension, IAP, Tier1/Tier2
- “Hire intent” is the employer’s express expectation whether a position will be a “qualifying” position
- To establish membership you must:
  - **Be employed in a “qualifying” position,**
  - **Complete a “waiting time” with one employer,**
    - Six full calendar months
    - No break greater than 30 consecutive working days
  - **Continue the “employer-employee” relationship with the “waiting time” employer after completion of the “waiting time”**
    - Employer-employee relationship continues if the employee is not terminated

# Solving eligibility problems

- **First: Are there qualifying years?**
  - 600 hrs, or more, service in a calendar year makes every position in that year qualifying automatically
  - Less than 600 hours service in the calendar year?
    - Is the employment full year? If so, its non-qualifying
    - Is the employment partial year? If so, short segment or partial year rules apply
  - Each calendar year is evaluated separately
    - Only Tier1/Tier2 community college academic employees are evaluated on a school year, defined in statute as 1 July – 30 June
- **Second: Is a waiting time required? If so:**
  - Six full calendar months with one employer
  - No break greater than 30 consecutive working days
  - Can be accomplished **ONLY in a qualifying year**
- **Third: Does the employer-employee relationship with the waiting time employer continue after waiting time completion?**
  - Employer-employee relationship continues if the employee is not terminated

# Who should be reported?

## ➤ **Report:**

- **All employees in qualifying and non-qualifying positions**
  - Non-qualifying: DTL1-15/Non-Qualifying Hire, then DTL2-02/Regular/Non-Qualifying
  - Qualifying: DTL1-01/New hire, the DTL2-01/Regular Wages
- **All retirees returning to work as retirees**
- **Qualification status can be affected by concurrent employment**
  - Use these EDX home page links to check concurrent employment:
    - “Year-to-Date Wage and Contribution Summary”
    - Eligibility Reports

## ➤ **Don't report:**

- Inmates of state institutions
- Aliens on training or educational visas
- Students employees, designated as such by employers
- Statute reference: ORS 238.005(8) and ORS 238A.005(4)

## Eligibility Example 1

You hired a member as a substitute teacher effective March 1, 2011 into an employment segment with “non-qualifying” hire intent, **so you used DTL1 status code 15 for the DTL1 submitted for this new hire**. As expected, this person works only 500 hours for the remainder of the spring 2011 and fall 2011 terms.

In 2012 you use this person as a substitute more than you planned. This member exceeds 600 hours for calendar year 2012 at the end of April 2012 and your DTL2-02 records then start to suspend. Validations active with EDX Release 6.0 won't let you post wage code 01 records to a non-qualifying position. This means you can't edit the suspended wage code 02 records, change to wage code 01, add contributions and resubmit the records. **What should you do?**

You should send your ESC account representative a Demographic Correction Request (DCR) requesting the position be changed from non-qualifying to qualifying for 2012 and include the contribution type (MPPT, MPAT or EPPT) in the notes section of the DCR.

**Don't back out the now-incorrect wage code 02 records**. When your account representative makes the change, EDX will **automatically change the posted records** to wage code 01, calculate contributions as 6% of total subject salary, and invoice you for the contributions. You can then edit your suspended records and they should post.

You believe that you will not use this person 600 hours in 2013 and don't wish to continue withhold contributions beginning January 1, 2013. **What should you do?**

Send your ESC account representative a DCR asking that the 2013 position be changed from qualifying to non-qualifying. As it turns out, this person works only 550 hours in 2013 and your DTL2-02 records post for the entire calendar year.

# Eligibility Example 1

Hire Intent:  
Non-qualifying  
(DTL1-15)

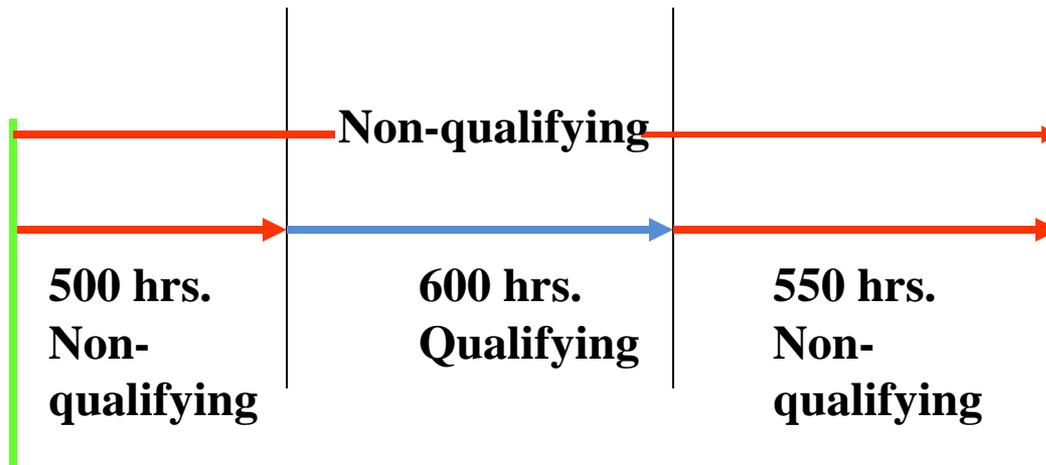
2011

2012

2013

Job Segment:

Position:



Hire Date: 3/1/2011

## Eligibility Example 2

You hired a member as a substitute teacher effective April 1, 2011 into a position which you expect will never attain 600 hours service with you in any calendar year. You also know this person is working for three other school districts in 2011 and has reached 600 hours total service in 2011. How should you report this new hire?

**Based on the expectation of employment with you alone, you should report this individual using DTL1 status code 15, non-qualifying. However, your first DTL2-02 record suspends since the individual already has 600 hours total service for 2011. What should you do?**

You should send your ESC account representative a Demographic Correction Request (DCR) requesting the position with you be changed from non-qualifying to qualifying for 2011. When your account representative makes the change, you'll be able to edit your suspended record, change the wage code to 01, calculate contributions as 6% of total subject salary, and submit the edited record.

You believe that you will not use this person more than 600 hours in 2012, but you know employment with other school districts will continue, again totaling 600 hours service for 2012. **What should you do?**

If you are sure of 2012 total employment, you can leave the position as qualifying for 2012. Should the situation change in 2012, and this individual attains less than 600 hours total service, you can ask your ESC account representative to change the position to non-qualifying. The system will then “flip” DTL2-01 records to -02 and generate a contribution refund for 2012.

# Eligibility Example 2

Hire Intent:  
Non-qualifying  
(DTL1-15)

2011

2012

**Job Segment:**



**Position:**



600 hrs.  
Qualifying

600 hrs.  
Qualifying

**Hire Date: 4/1/2011**

# Reporting Retirees Returning to Work

- **Ch.238 Tier1/Tier2 retirees have an annual work hour limit while working for PERS employers**
  - **Ch.238 Tier1/Tier2 retirees work hours may not total 1040 hrs./calendar year (1039.99 hours/calendar year is OK) unless the position is “exempt” from the work hour limit.**
    - **Ch.238 Tier1/Tier2 retirees working in “exempt” positions have no work hour limit**
  
- **What are the consequences of a Ch. 238 Tier 1/Tier 2 retiree exceeding the work hour limit?**
  - **A Tier1/Tier2 retiree, retired more than 6 months, becomes an active member on the first of the month after the month the work limit is exceeded**
  - **A Tier1/Tier2 retiree, retired less than 6 months, becomes an active member effective back to hire date as a retiree**
    - Benefits paid after becoming an active member must be repaid
    - The employee must terminate employment and retire again to restart benefits
    - Employee contributions to the member’s IAP begin from the date active membership is reestablished (earnings may be included for prior years)
    - Employer contributions begin from the date active membership is reestablished
  
- **ORS 238.078, 238.082, OAR 459-017-0060**

# Reporting Retirees Returning to Work

- **OPSRP retirees have NO statutory work hour limits. An OPSRP retiree may not return to a qualifying position and continue to receive benefits.**
- **What are the consequences of an OPSRP retiree returning to a qualifying position?**
  - **If an OPSRP retiree is hired into an active service (“qualifying”) position, retirement is CANCELLED and active membership is reestablished effective at date of hire**
  - **If an OPSRP retiree is hired into a “non-qualifying” position, the member remains a retiree provided total work hours are 599 or less per calendar year, but 600 hours service in any calendar year will re-establish active membership effective *back to the later of the first of that year or the hire date***
  - **If active membership is re-established:**
    - Retirement benefit payments stop on the date active membership is reestablished (the later of the first of the year or the hire date) and benefits paid after that date must be repaid
    - Employee contributions to the member’s IAP are due from the date active membership is reestablished. (earnings may be included for prior years)
    - Employer contributions are due from the date active membership is reestablished.
- **ORS 238A.245, OAR459-075-0300**

# Reporting Retirees Returning to Work

- **Who is responsible for observing the retiree annual work hour limit?**
  - **Retirees are responsible for tracking their work hours to avoid exceeding work hour limits, and are responsible for the consequences of exceeding work hour limits**
  - **Employers will be responsible for remitting IAP contributions and possible prior year earnings as well as employer contributions back to the date a member resumed active membership**
- **Employers are *strongly* encouraged to help members monitor work hours to avoid the significant, adverse consequences faced by employees and employers when work hour limits are violated**

# Reporting Retirees Returning to Work

- Reporting sequence for retirees returning to work as retirees:
  - 1) Prior to the member's retirement make sure all active service wages have been reported, and posted, then submit the DTL1-02/Terminated record
    - **Please DON'T terminate the active member until all active wages have been posted**
    - **Submit the DTL1-02/Terminated record in a separate report**
  - 2) When all active wages have posted and the DTL1-02/Terminated record has posted, submit the DTL1 retiree hire record:
    - 11: Retiree New Hire With Hour Limit
    - 12: Retiree New Hire Without Hour Limit
    - 13: New Hire-Retiree Return to Service
  - 3) When the DTL1 retiree new hire record has posted, begin reporting retiree wages for each pay period worked:
    - DLT2-07/Retired/No Contributions
    - **Please DON'T include DTL2-07 and DTL2-01 records in the same report**
    - **Wage Code 07 records can be entered only in Regular reports, not on Demographic & Adjustment reports.**
    - Negative adjustments to reported retiree wages are done using DTL2-14/Negative Adjustment/No Contribution records

# Reporting Retirees Returning to Work

## ➤ Status Code 11: Retiree New Hire With Hour Limit

- Use this code to report:
- An OPSRP retiree hired into a “non-qualifying” position
  - Remains a retiree while total work hours are 599 or less per calendar year
  - 600 hours service in any calendar year will re-establish active membership
  - You may submit DTL1-11 and DTL2-07 records immediately upon hiring an OPSRP retiree into a “non-qualifying position”
    - If the records suspend, WAIT 90 days OR until you’re sure the OPSRP retiree has received their 1<sup>st</sup> benefit payment, then re-save the records
    - If the records still suspend, do nothing else and contact your ESC account team representative
    - DO NOT use DTL1 status code 15 to report OPSRP retirees unless directed to do so by PERS staff
- A Ch.238 Tier1/Tier2 retiree with an annual work limit
  - The work limit may not total 1040 hrs/calendar year
    - Up to 1039.99 hours/ calendar year is OK
    - This work hour limit applies to all benefit payment options (lump sum, monthly payment or combination)
    - Any **compensated time paid in a calendar year** counts toward the annual limit for that calendar year
      - For Tier1/Tier2 retirees, retiree paid leave (sick leave, vacation, etc.) counts in the calendar year taken
      - For OPSRP retirees in “non-qualifying” positions, retiree paid leave DOES NOT count towards the 599 hour/calendar limit
      - Retiree comp time counts in the calendar earned
    - Ch.238 Tier1/Tier2 retirees **working concurrently in positions subject to the limit and positions exempt from the limit (ORS 238.082, OAR 459-017-0060, retroactive to the later of January 1, 2004 or the operative date of the exception):**
      - **Have a calendar year work hour limit**
      - **Only hours worked in positions subject to the limit count towards the calendar year work hour limit. Hours worked in exempt positions do not.**

# Reporting Retirees Returning to Work

## ➤ Status Code 12: Retiree New Hire Without Hour Limit

### ■ Use this code to report **ONLY Tier 1/Tier2** retirees:

#### ■ Employed in positions “exempt” from the 1040/hr. work limit.

- Exempt positions are listed in ORS 238.082, OAR 459-017-0060, and in “Working after Retirement Exceptions in table format” found through the “General Information” link on the employer website

#### ■ Exempt positions are available to Ch.238 Tier1/Tier 2 retirees:

- Receiving a “Normal” (unreduced) benefit by retiring at:
  - 30 years creditable service regardless of age, or
  - Tier 1, age 58 or older, or
  - Tier 2, age 60 or older, or
  - Tier1/Tier2 Police & Fire, age 55 or older, or age 50-54 with 25 years creditable service
- Some exceptions are available to “early” (reduced) benefit recipients who retired:
  - Tier 1, age 55 to 57, w/o 30 years
  - Tier 2, age 55 to 59, w/o 30 years
  - Tier1/Tier2 Police & Fire, age 50-54, w/o 25 years
  - **Early retirees who do not wait 6 full months after retirement before returning to an exempt position are not eligible for the exempt position and become subject to the 1040 hr work limit**

#### ■ Who have reached Social Security full retirement age (65-67 depending on birthdate):

- Retiree has no work limit effective the first month after reaching birthdate for Social Security full retirement age
- Applies even if the Tier1/Tier2 retiree **is not taking a Social Security benefit at that birthdate**

Tier One/Tier Two members who **have NOT reached full Social Security retirement age** can work unlimited hours ONLY while working in a position listed in ORS 238.082 or OAR 459-017-0060 as exempt from the 1040hr/year work limit.

# Reporting Retirees Returning to Work

## ➤ **Status Code 13: New Hire-Retiree Return to Active Service**

- **Use this code to report :**
  - **Ch.238 Tier1/Tier2 retirees who:**
    - Are hired as an active member (into a position with “qualifying” (active service) hire intent)
    - Meet or exceed 1040 hours in a retiree position(s) that is not exempt from the statutory 1040 hr. limitation
  - **OPSRP Pension program retirees who:**
    - Are hired as an active member (into a position with “qualifying” (active service) hire intent)
    - Meet or exceed 600 hours in a position(s)
- **Reporting Status Code 13 begins the re-employment process**
  - “Reversing” retirement status to inactive member status allows the member to be re-hired into active status
  - “Reversing” retirement status may take 2-12 months depending on any problems encountered in the reversal

# Questions?



E-mail questions to: [pers-employer.info.services@state.or.us](mailto:pers-employer.info.services@state.or.us)