

**From:** PERS-Employer Info Services  
**To:** PERS Employers  
**Date:** 2/6/2008 1:33 PM  
**Subject:** PERS: Monthly employer update.

Dear PERS employer,

In this monthly update:

**1) The 2007 annual reconciliation process**

**2) The 2008 employer survey.**

**3) Prior-year earnings invoicing.**

**4) OAR update.**

**1) The 2007 annual reconciliation process :**

We are currently half-way through the 2007 annual reconciliation process, which began Wednesday, 2 January 08 and will end Friday, 29 Feb 08.

There were 13071 total reports due for calendar year 2007 for all PERS employers. To date, all but 200 have been received.

Currently 37,680 records remain unposted. This may seem a large number, but it's very small when you consider that more than 4 million records were submitted during calendar year 2007. So, pat yourselves on the back; each year gets better and we fully expect that trend to continue.

We suggest that you concentrate on these points for the remainder of the 2007 annual reconciliation period:

1. Suspended 2007 DTL-2 records with contributions.
2. Missing contributions for qualifying members in 2007.
3. Removing contributions for non-qualifying employees. **(Please note: if contributions for non-qualifying members are not removed, those members will receive an IAP annual statement, which will be incorrect)**
4. Incorrect use of the Non-Subject Salary field or "02 - Non Qualifying" wage code (such as during waiting time).
  - a. Is the salary in the correct field?
  - b. Did the person work qualifying hours?
  - c. Refer to the Payment Categories matrix on the PERS Employer website for clarification.
5. Retirees that may have exceeded the hours limit in 2007.
6. Contribution start dates (are they accurate?).

**2) The 2008 employer**

The 2008 employer survey can be found on the PERS employer website, [www.oregon.gov/pers/emp/index.shtml](http://www.oregon.gov/pers/emp/index.shtml) , through the "2008 Employer Survey" link in the "Employer News" area, or through this link:

[http://www.surveymonkey.com/s.aspx?sm=YOW5LTWusnQJ\\_2fxJ9S3uF9w\\_3d\\_3d](http://www.surveymonkey.com/s.aspx?sm=YOW5LTWusnQJ_2fxJ9S3uF9w_3d_3d) This year's survey focuses on the employer website and employer education tools. Please take a few minutes to complete the survey if you have not already done so. The survey will be available until 13 February 08, and the results will be posted on the employer website.

**3) Prior-year earnings invoicing:**

Invoicing for prior-year earnings will begin with the 5 February 08 employer statement. The years covered will be 2004, 2005 and 2006. The procedure was announced in an e-mail to employers sent Friday, 25 January 08. Please contact your Employer Service Center (ESC) account representative with any questions concerning prior-year earnings invoicing.

**4) OAR update:**

OAR 459-001-0032, -0035 and -0040, addressing Administrative Review and Appeal Processes, and OAR 459-009-0130, addressing Employee Contributions for Prior Periods, are open for public comment until 22 Feb 08. Adoption of these OARs is expected at the 28 March 08 PERS Board meeting. These and other proposed OARs can be found through the PERS employer website, [www.oregon.gov/pers/emp/index.shtml](http://www.oregon.gov/pers/emp/index.shtml) -> "About Us" -> "Proposed Rules" (under the "Administrative Rules" heading on the "About Us" page).

Best regards,

PERS Employer OCE Team