

PERS Employer Outreach, Communication & Education

Welcome!

EDX Basic Concepts for Software Developers

V1 June 19, 2013

Topics covered:

➤ EDX reports

➤ EDX records

This presentation is designed for commercial enterprises who provide automated payroll software packages to public employer participants of the Oregon Public Employees Retirement System (Oregon PERS), and may also provide a “.dat” file feature for reporting employee demographic and financial information to Oregon PERS through EDX, the internet-based PERS reporting system.

Detailed information on EDX reports and records may be found in these Oregon PERS publications:

1) The online Employer Manual, available through the “Employer Manual” link on the PERS employer web page, www.oregon.gov/pers/emp/pages/index.aspx An explanation of status and wage codes used with EDX records is found in Appendix E, Employer Reporting Codes, Pgs. 105-109.

2) The EDX File Format and Development Guide for the Version 2.0 File Structure, available through the “Employer Publications” link on the PERS employer web page. Record Field Descriptions are presented on Pgs. 7-14, and File Format Specifics by Record Type are presented on Pgs. 15-22. An explanation of status and wage codes used with EDX records is also located in the Appendix, Pgs. 23-28.

The EDX reporting process

Create your report.



Add records to your report.



Release your report.



Correct suspended records.



Records Post and generate invoice amounts.



Invoice amounts accumulate in the “unbilled activity” area of the employer online statement.



Invoice amounts move from the “unbilled activity” area to the employer’s online statement on statement dates. Statement dates are the 5th and 20th of each month.

Adding records to a report:

- File upload: adding records to a report using a “.dat” file.
 - “.dat” files are used **only** with automated payroll systems.
 - A “.dat” file is a Standard “ASCII” text file with a specific format:
 - File name: Onnnn.mmddyyy.dat (Ex: 04444.01312007.dat)
 - The four-digit number following “0” is the PERS employer number.
 - The date in the file name is the date of the report for which the .dat is being generated.
 - The first record in any “.dat” file is the header record.
 - The header record “report date” **must match the date in the file name.**
 - The last record in any “.dat” file is the footer record.
 - The record count in the footer record is a count of all data records in the file, excluding the header and footer records.
 - Ex: a .dat file with 1000 total records would have a footer record count of 998, excluding the file header and footer records.

Records specific to .dat files:

- The first record in any .dat file is the header record (sample information has been entered in the record).
 - The header record “Report Date” must match the date in the .dat file name.

Record Type Identifier	Pers Employer Number	Employer Name	Report Date	Date Created	Service Center Code	Service Center Name							
HEAD	01061	PERS	08232004	08232004	03551	ADP							
1	4	5	9	10	39	40	47	48	55	56	60	61	90

Format Version Code	Filler
2	
91	91
	92
	450

Shaded areas represents the beginning and ending field positions.

- The last record in any .dat file is the footer record (sample information has been entered in the record).
 - The record count in the footer record excludes the header and footer records, and counts only data records in the file.

Record Type Identifier	Pers Employer Number	Employer Name	Total Detail Records	Filler
FOOT	01061	PERS	00000113	
1	4	5	9	10
			39	40
			47	48
				450

Shaded areas represents the beginning and ending field positions.

Adding records to a report:

The screenshot shows a web application interface. At the top right, there are links for [Home](#), [Log Off](#), and [Contact Us](#). On the left side, there is a navigation menu with the following items: **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).

The main content area is titled "Working with : [input field]". Below this is the "Upload File" section. It contains the text: "Upload the file for the new wage and contribution report with the following Report Date: 07/31/2011".

Below the text, there is a list of instructions:

- This file should contain all of the wage and contribution data for the new wage and contribution report.
- The format of the file should comply with the standards set by PERS.
- To move the file from your computer or system to ours, click on the Browse button. Then choose the file from your directory.

At the bottom of the main content area, there is a "File Upload" box. It contains a text input field, a "Browse..." button, and a "Begin Upload" button. Two red arrows point from the bottom left towards the input field and the "Begin Upload" button.

Employers creating reports with the “file upload” option use a .dat file to add records to a report, and will see this screen. This screen will let the employer tell EDX what “.dat” file is to be uploaded from the employer’s file library, checked for data and format validations and attached to a specific employer report.

The Two Report Types

Report Type	Record types
Wage and Contribution (A “Regular” Report) <u>Submitted on the assigned reporting date ONLY.</u>	<ul style="list-style-type: none">• For DTL2 records, all wage codes can be used.• <u>Best practice: Exclude DTL1 records from regular reports.</u>
Demographics and Adjustment <u>Submitted on any date EXCEPT the regular report date.</u>	<ul style="list-style-type: none">• For DTL1 records, all status codes can be used.• For DTL2 records, only wage codes 4, 5, 6, 14, 16 and 02 can be used; wage codes 08, 07 and 01 <u>cannot</u> be used.

NOTE: 1) Reports can be deleted from EDX only if NO records have been posted, or if the report has not yet been released. 2) Once a report is 100% posted, NO records can be added to the report.

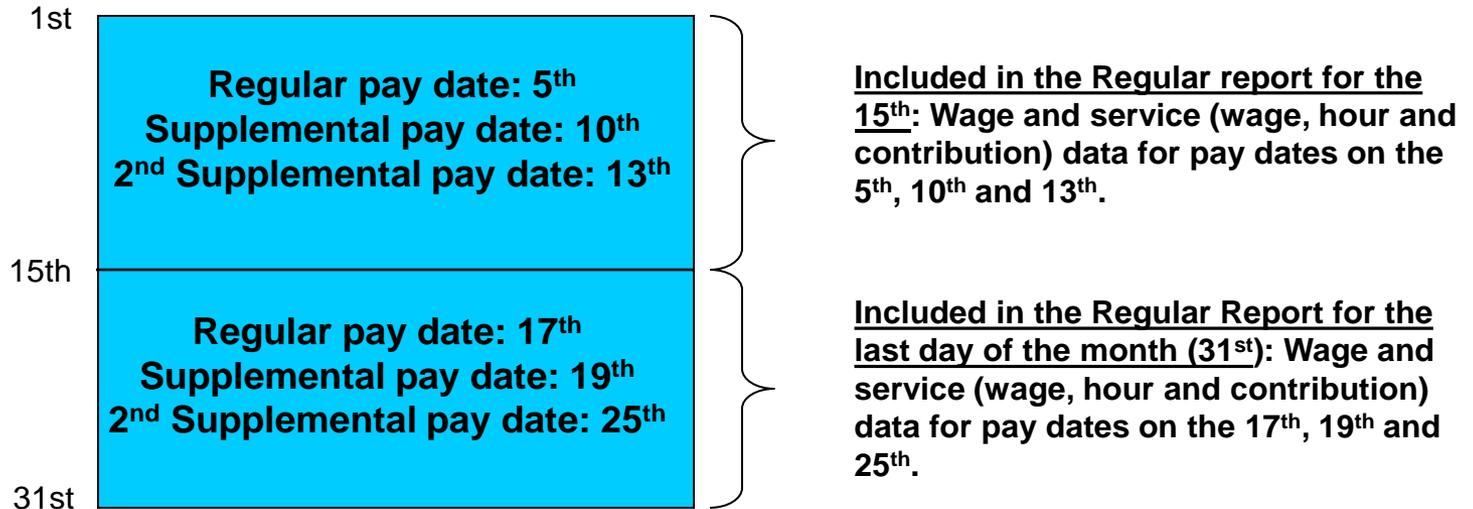
Regular report dates

Employers may select any one of four regular reporting frequencies which most closely match the employer's payroll cycle. Regular reporting frequency can be changed if a payroll cycle changes, but employers must coordinate any change with PERS.

1. **Monthly Reporting-** Reports are due the last day of month.
2. **Semi-Monthly Reporting-** Reports are due on the 15th and the last day of the month.
3. **Bi-Weekly Reporting-** Reports are due every other Friday.
4. **Weekly Reporting-** Reports are due every Friday.

Data entered in a Regular report

- A Regular report contains wage and service (wage, hour and contribution) data for all pay dates between the last regular report and the upcoming regular report.
- Example: The employer is a semi-monthly reporter with Regular reports due on the 15th and last day of each month.



EDX Record Types

➤ **DTL1 Member Demographics.**

- **Non-financial Information.**
- Status with the employer.
 - Ex: New hire or termination.
- Demographic information.
 - Ex: Name change, address change.
- PERS job class information.

➤ **DTL2 Wage and Service.**

- **Financial Information.**
- Wage, hour and contribution information.
- Adjustment records, used to modify previously posted wage, hour and contribution data.

Detail 1 - Member Demographics:

SSN:

Status Code:

Status Date: (MM/DD/YYYY)

Last Day Service (MM/DD/YYYY)

Old SSN:

First Name:

Last Name:

Middle Name:

Name Change Indicator:

Address -1:

Address -2:

Address -3:

City:

State:

Zip -1:

Zip -2:

Province:

Country Code:

Postal Code:

Date Of Birth: (MM/DD/YYYY)

Gender:

PER\$ Job Class Code:

Average Overtime Hours

Unused Sick Leave Hours

Contract No. of Months

Employer Site Distribution Code

Non PER\$ Data Memo

The DTL1 record is NOT submitted with each regular report; it is submitted ONLY if an individual's status with the employer changes, or something about the individual changes but status with employer is unchanged.

This is the format an employer will see when correcting or adding a record to a report.

This is the ".dat" file record format for member demographic information (sample information included).

Record Type Identifier	Pers Employer Number	SSN	Old SSN	Last Name	First Name	Middle Name							
DTL1	01061	111111111	000000000	Bales	John	Albert							
1	4	5	9	10	18	19	27	28	57	58	77	78	9

Name Change Indicator	Date of Birth	Gender	Address - 1	Address - 2	Address - 3						
N	01111957	M	24 Edmonds Rd.								
98	98	99	106	107	107	108	137	138	167	168	197

City	State	Zip - 1	Zip - 2	Province	Country Code	Postal Code	Status Code								
Tigard	OR	97224	0385		USA		01								
198	225	226	227	228	232	233	236	237	256	257	259	260	266	267	268

Status Date	Not used	PERS Job Class Code	Not used	Average Overtime Hours	Unused Sick Leave Hours	Contract No. of Months	Employer Site Distribution Code								
03012004		01	200	00	000000	00	A								
269	276	277	284	285	286	287	289	290	291	292	297	298	299	300	314

Non PERS Data Memo	Last Day Service	Filler			
Limited Duration	00000000				
315	354	355	362	363	450

DTL1: Member Demographics

- Status code: the individual's status with the employer.
 - Examples: Hired, Terminated, On Leave, Return from Leave.
 - Most commonly used codes:
 - 00 – No change in status. Used when something about the member changes (name, address, etc.) but status with the employer remains unchanged.
 - 01 – New hire.
 - 02 – Termination.

- Status date: the date that status became effective.
 - Left blank for status code 00.

- Last Day Service.
 - **Used with status code 02/Termination.**
 - This is the last day the individual was on the job, in the office, or on paid leave. The last day service date can be the same as, or before, the termination date but **never after** the termination date.

SSN	Status Code	Status Date	Last Day Service
111111111	01	03012004	00000000
10 18	267 268	269 276	355 362

Detail 1 - Member Demographics:

SSN:

Status Code: 00 - No Change in Status

Status Date: (MM/DD/YYYY)

Last Day Service (MM/DD/YYYY)

DTL1: Member Demographics

Old SSN:

First Name:

Last Name:

Middle Name:

Name Change Indicator:

Address - 1:

Address - 2:

Address - 3:

City:

State:

Zip - 1:

Zip - 2:

Province:

Country Code:

Postal Code:

Date Of Birth: (MM/DD/YYYY)

Gender:

The **“Old SSN”** field is used ONLY when correcting a previously posted member Social Security number.

First Name, Last Name and Middle Name fields **should not contain commas.** Use of commas in the name fields will corrupt information downloaded with the “Download as CSV” function, available on some EDX screens and used to download information into an Excel-compatible format.

Name change Indicator: “N” (No) is the default, always used unless a different name is entered in the name fields.

Address-1, City and Zip-1: Use the -1 field for the member’s home address, street or PO box.

Province: Not used with a domestic address.

Country Code: Defaults to USA. No change required for a domestic address.

Postal Code: Used only with a foreign address.

Date of Birth and Gender: Specific to the member being reported with this record.

Old SSN	Last Name	First Name	Middle Name	Name Change Indicator
000000000	Bales	John	Albert	N
19 27	28 57	58 77	78 97	98 98

Address - 1	Address - 2	Address - 3
24 Edmonds Rd.		
108 137	138 167	168 197

City	State	Zip - 1	Zip - 2	Province	Country Code	Postal Code
Tigard	OR	97224	0385		USA	
198 225	226 227	228 232	233 236	237 256	257 259	260 266

Date of Birth	Gender
01111957	M
99 106	107 107

DTL1: Member Demographics

PERS Job Class Code:
 Average Overtime Hours:
 Unused Sick Leave Hours:
 Contract No. of Months:
 Employer Site Distribution Code:
 Non PERS Data Memo:

PERS Job Class Code, Average Overtime Hours and Contract No. of Months fields MUST have entries for each DTL1 new hire record.

PERS Job Class Code is a general description of the type of job the individual does for the employer. The most common job classes are:

- General Service – 01
- Police and Fire – 02
- School Employee – 09

Average Overtime Hours menu entry states the **average number of overtime hours the individual would be expected to accumulate in any calendar year in the type of job they have with the employer.** The menu choice could vary from 00 for teachers and teaching assistants, whose positions don't usually involve overtime, to hundreds of hours for Police and Firefighters, who may accumulate hundreds of hours of overtime in any calendar year. Average Overtime Hours information affects retirement benefit calculations for OPSRP members.

Contract No. of Months default is 00. **The default is used with every Job Class code EXCEPT Job Class 9, School Employee.** Contract No. of Months menu choices are 00, 09, 10, 11 and 12. **09, 10, 11 and 12 are used ONLY with Job Class 9.** The choice of Contract No. of Months code for Job Class 9 states the number of months a school employee expected to work in any school year. The entry for a part-time position should be the same as the full-time position (Ex: entry for a 3rd grade substitute teacher would be the same as the entry for a full-time 3rd grade teacher).

Unused Sick Leave Hours information is **entered ONLY when DTL1 status code 2/ Termination is used.** The value entered is the number of unused sick leave hours the individual has remaining with the employer at termination.

Employer Site Distribution Code and **Non-PERS Data Memo** require no entries for PERS purposes. The employer may use Non-PERS Data Memo for any unofficial comments for their own purposes.

PERS Job Class Code	Average Overtime Hours Code	Unused Sick Leave Hours	Contract No. of Months
01	00	000000	00
285 286	290 291	292 297	298 299

Employer Site Distribution Code	Non PERS Data Memo
A	Limited Duration
300 314	315 354

DTL2: Wage and Service

Detail 2 - Wage and Service:

SSN:

First Name:

Last Name:

Pay Date: (MM/DD/YYYY)

Work Period Begin Date: (MM/DD/YYYY)

Work Period End Date: (MM/DD/YYYY)

Hours Worked: (Regular)

Hours Worked: (Overtime)

Reported Wage Code:

Subject Salary, Regular

Subject Salary, Overtime

Non-Subject Salary

Lump-sum Payoff

Lump-sum Vacation Payoff

Gross Salary

Member Paid After-Tax Contribution (MPAT)

Member Paid Pre-Tax Contribution (MPPT)

Unit Contribution

Employer Paid Pre-Tax Contribution (EPPT)

Optional Employer IAP Percentage

Optional Employer IAP Contribution

PER\$ Job Class Code

Average Overtime Hours

Employer Site Distribution Code

Non PER\$ Data Memo

The DTL2 record is used to submit wage, hour and contribution information with each Regular report. DTL2 records using adjustment codes are used to adjust previously posted wage, hour and contribution information.

This is the format employers will see when correcting suspended records or adding single DTL2 records to a report.

This is the DTL2 “.dat” file record format.

Record Type Identifier	Pers Employer Number	SSN	Last Name	First Name	Pay Date	Hours Worked (Regular)							
DTL2	01061	111111111	Bales	John	09202004	002300							
1	4	5	9	10	18	19	48	49	68	69	76	77	82

Hours Worked (Overtime)	Reported Wage Code	Subject Salary, Regular	Subject Salary, Overtime	Gross Salary	Non-Subject Salary	Lump-sum Payoff	Member Paid After-Tax Contribution								
000150	01	000028016	000002741	000030757	000000000	000000000	000000000								
83	88	89	90	91	99	100	108	109	117	118	126	127	135	136	144

Member Paid Pre-Tax Contribution	Unit Contribution	Employer Paid Pre-Tax Contribution	Percentage for IAP	Optional Employer Contributions Matching	Optional Employer Contributions Matching	PERS Job Class Code	Average Overtime Hours								
000000000	000000000	000001845	0	000000000											
145	153	154	162	163	171	172	172	173	181	182	183	184	186	187	188

Not used	Employer Site Distribution Code	Non PERS Data Memo	Work Period Begin Date	Work Period End Date	Lump-sum Vacation Payoff	Filler							
	A	Limited Duration			000000000								
189	196	197	211	212	251	252	259	260	267	268	276	277	450

DTL2: Wage and Service

Pay Date: (MM/DD/YYYY)	<input type="text"/>
Work Period Begin Date: (MM/DD/YYYY)	<input type="text"/>
Work Period End Date: (MM/DD/YYYY)	<input type="text"/>

Pay Date	
09202004	
69	76

Work Period Begin Date	Work Period End Date
252	259
260	267

Pay Date: The effective pay check or direct deposit date for compensation paid for this report period.

Work Period Begin Date and **Work Period End Date**: PERS employers who are defined as “local government” organizations must report employee salary on an “earned when earned” basis, identifying the time period in which the salary was earned. The period for which reported salary is earned is identified by use of “Work Period Begin” and “Work Period End” dates.

“Local government” employers are the ONLY employers who should report salary using “Work Period Begin” and “Work Period End” fields. The primary indication of a PERS employer’s possible “local government” status is their PERS employer number, within the 2000-2879 number range. Positive confirmation of “local government” status should be done through Oregon Revised Statutes (ORS) 174.116, which is a “laundry list” of organizations identified as “local government” organizations.

If a “local government” organization has all dates for a pay period within one month (pay period begin, pay period end and pay date) or pay period begin and end in one month with a pay date in the following month, a single DTL2 wage and service record can be used. **However, if pay period begin and end dates cross monthly boundaries (pay period begins in one month, ends in the next month with a pay date in that second month), then TWO DTL2 records must be used to report everyone in that pay period, because Work Period Begin and Work Period End dates CANNOT CROSS MONTHLY BOUNDARIES.** The next frame is an example of this limitation.

DTL2: Wage and Service

Work Period Begin/End Dates CANNOT CROSS month boundaries. If a “local government” organization’s pay periods cross monthly boundaries, TWO DTL2 records must be used to report everyone in that pay period.

Example: A “local government” organization has a pay period beginning 25 August 08, ending 5 September 08, with a pay date of 12 September 08. **Since the pay period crosses month boundaries, TWO DTL2 records must be used to report everyone in this pay period.** Wages, hours and contributions for the reporting period may be split between the two DTL2 records in any ratio, but **the wage, hour and contribution data entered for both DTL2 records must include ALL data to be reported for the entire reporting period.** In this example the employer is reporting an individual who makes \$1500.00 for the reporting period. Here are the two records:

First DTL2 record:

Work period begin date: 08/25/2008

Work period end date: 08/31/2008

Subject salary: \$750.00

Gross salary: \$750.00

Contributions: \$45.00

Pay date: 09/12/2008

Second DTL2 record:

Work period begin date: 09/01/2008

Work period end date: 09/05/2008

Subject salary: \$750.00

Gross salary: \$750.00

Contributions: 45.00

Pay date: 09/12/2008

DTL2: Wage and Service

Hours Worked: (Regular)

Hours Worked: (Overtime)

Reported Wage Code:

Subject Salary, Regular

Subject Salary, Overtime

Non-Subject Salary

Lump-sum Payoff

Lump-sum Vacation Payoff

Gross Salary

Hours Worked (Overtime)		Hours Worked (Regular)		Reported Wage Code	
000150		002300		01	
83	88	77	82	89	90

Subject Salary, Regular		Subject Salary, Overtime		Gross Salary		Non-Subject Salary		Lump-sum Payoff		Lump-sum Vacation Payoff	
000028016		000002741		000030757		000000000		000000000		000000000	
91	99	100	108	109	117	118	126	127	135	268	276

Hours Worked: (Regular) and **Hours Worked: (Overtime)** are the regular and overtime hours the employee worked for pay periods covered by the report.

Reported Wage Code: The wage code determines whether contributions to a member’s IAP (Individual Account Program) account are required for reported regular and overtime subject salary. All wage codes are listed in the Employer Manual (Pgs. 105-109) and the EDX File Format and Development Guide (Pgs. 7-14 and 15-22). The most commonly used codes are:

- 01- Regular Wages
- 02- Regular/Non-qualifying
- 07- Retired/No Contributions

Subject Salary, Regular and **Subject Salary, Overtime:** Subject salary is salary defined in ORS (Oregon Revised Statutes) 238.005(26)(a-c) and 238A.005(17)(a-c) and is salary subject to 6% contribution to a member’s IAP (Individual Account Program) account. ***Although salary may be subject for IAP contributions, the Reported Wage Code determines whether contributions should be reported.***

Non-subject Salary: Salary not subject for contributions, regardless of the wage code used.

Lump-sum Payoff: A single payment for a specific reporting period.

Lump-sum Vacation Payoff: A payment of accumulated vacation time, paid as a lump sum.

Gross Salary: The sum of all salary fields on the DTL2 record (Subject Salary, Regular + Subject Salary, Overtime + Non-Subject salary + Lump-sum Payoff + Lump-sum Vacation Payoff).

DTL2: Wage and Service

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

Member Paid After-Tax Contribution	Member Paid Pre-Tax Contribution	Unit Contribution	Employer Paid Pre-Tax Contribution	Optional Employer Matching Contributions Percentage for IAP	Optional Employer Matching Contributions Amount for IAP
000000000	000000000	000000000	000001845	0	000000000
136 144	145 153	154 162	163 171	172 172	173 181

Member Paid After-Tax Contribution (MPAT), Member Paid Pre-Tax Contribution (MPPT) and Employer Paid Pre-Tax Contribution (EPPT): Contributions to member IAP accounts are 6% of total subject salary, and are made by these methods:

MPAT- The contribution is made by the member from after-tax compensation.

MPPT- The contribution is remitted by the employer and does not reduce the member's after-tax compensation.

EPPT- The employer makes the pre-tax contribution to the member's IAP account on the member's behalf. Although made by the employer, this is still considered a member account contribution.

Unit Contribution: Unit Contributions may be made only for Job Class 2 (Police & Fire) Tier One or Tier Two members. Participation in the program is optional, initiated by the Tier One/Tier Two P&F member. The contribution is an after-tax amount calculated by PERS and entered by the employer for participating members. *Please Note: This field IS NOT used for DTL2 records for any employees EXCEPT those Tier One/Tier Two P&F members who've elected to participate in the Units program. The Units program IS NOT available to OPSRP P&F members.*

Optional Employer IAP Percentage and **Optional Employer IAP Contribution:** Employers may elect to establish the optional employer IAP program for their employees. Employer participation in the Optional Employer IAP program is usually determined by collective bargaining agreements between employers and their employees. *Consequently, these fields are NOT USED by all employers and SHOULD NOT be populated unless the employer participates in the Optional IAP program.* The Percentage field has a range from 1-6; the Contribution field is total subject salary on the DTL2 record multiplied by the Percentage figure.

DTL2: Wage and Service

- A **DTL2 adjustment record is used to correct posted DTL2 records** (codes listed in the online Employer Manual, Appendix E, Pg. 105-109).
 - **05 – Positive adjustment (for wage codes 01 & 04)**
 - **06 – Negative adjustment (for wage codes 01, 08, 04 & 05)**
 - **14 – Negative adjustment (for wage codes 07 & 02)**
 - **16 – Negative adjustment (for wage code 11, USERRA wages)**
- **The original record pay date must be used in the adjustment record .**
- **Work period begin/end dates, if used in the original, must be used in the adjustment record.**
- **A positive adjustment is a one-step process.**
 - **Enter only the difference between the originally posted data and the increased correction data.**
- **A negative adjustment is a two-step process.**
 - **First step: remove all previously posted information with a “mirror image” negative adjustment record.**
 - **Second step: re-enter the reduced correct amounts with a positive adjustment record; or if the entire original record was in error, do no re-entry.**

DTL2: Wage and Service

PERS Job Class Code
 Average Overtime Hours
 Employer Site Distribution Code
 Non PERS Data Memo

PERS Job Class Code	Not used	Average Overtime Hours Code	Not used	Employer Site Distribution Code	Non PERS Data Memo
_____	_____	_____	_____	A_____	Limited Duration_____
182 183	184 186	187 188	189 196	197 211	212 251

PERS Job Class Code and **Average Overtime Hours**: *Please Note: Although member Job Class can be changed through a DTL2 record, a change of job class through a DTL2 record is VERY RARE. Consequently, PERS Job Class Code and Average Overtime Hours fields SHOULD NOT be regularly populated on DTL2 records.*

Employer Site Distribution Code and **Non PERS Data Memo**: These fields are not used by PERS and should have no entries unless the employer elects to use the Non PERS Data Memo field for employer-specific notes.

Questions?



Please direct any questions to: pers-employer.info.services@state.or.us