



# Guide to Understanding PERS Invoices

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2021 Invoices Training



# Centralized PERS Team

Trudy Vidal  
Shauna Tobiasson  
Jannel Kropf  
Yvonne Beaty  
Annamarie Kelly  
Jodi Draper  
Coleen Hogan

Financial Business Systems Manager  
Senior Retirement Services Analyst  
Retirement Analyst/Trainer  
Retirement Services Analyst  
Retirement Services Analyst  
Reconciliation Accountant  
Retirement Services Support



# Types of Invoices

- Benefit Equalization Fund (BEF)
- Social Security Act (SSA)
- Uniformed Services Employment & Reemployment Rights Act (USERRA)
- Annual Invoices





# Annual Invoicing

- Sent by secure mail February thru May of the current year
- Required to reconcile each year
- Amounts are for what wasn't paid through the payroll system
- PERS applies payments to oldest invoice

# What makes up an annual invoice?

- IAP Prior Year Earnings invoices are interest for wages with contributions entered for prior years
- Prior Year Earnings invoices interest on eligibility reviews
- Eligibility Review invoices most common invoice, adjustments to employee's account
- Employment History Change invoices changes to accounts, such as changing from general service to police and fire
- Transferred Contributions moved from one plan to another, such as moving from OPSRP to Tier 2
- Retroactive Pay invoicing is for settlements, missed shift differential, etc.
- NSF/Invalid ER are not invoices billed to employers
- Payments & credits show with no detail
- Missed payroll adjustments

# Statements

## Remittance Statement

Statement Period: 06/21/2020 - 07/05/2020  
 Remittance Due Date: 07/10/2020  
 Employer: 155 COTTAGE ST NE STE U60  
 SALEM, OR 97301 - 3970

Remit To:  
 Oregon Public Employees Retirement System  
 P.O. Box 2127  
 Portland, OR 97208-2127

For Assistance Phone the PERS Call Center  
 at 503-603-7788 or 888-320-7377

### IAP

Beginning Balance: (\$ 28,466.78)

Deposits Date	Description	Deposit Amount
<b>Total</b>		<b>\$ 0.00</b>

There are no deposits found for the given period.

Invoice	Date Posted	Description	Invoice Amount
1313511	06/23/2020	Contributions Pension	\$ 237.24
<b>Total</b>			<b>\$ 237.24</b>

Ending Balance (\$ 28,229.54)

### Pension

Beginning Balance: (\$ 87,426.55)

Deposits Date	Description	Deposit Amount
<b>Total</b>		<b>\$ 0.00</b>

There are no deposits found for the given period.

Invoice	Date Posted	Description	Invoice Amount
1313672	06/23/2020	Prior Year Earnings	\$ 54.05
1313433	06/23/2020	Eligibility Review	\$ 1,020.01
1313434	06/23/2020	Eligibility Review	(\$ 736.39)
1313511	06/23/2020	Contributions Pension	\$ 317.90
<b>Total</b>			<b>\$ 655.57</b>

[Pension UAL and Side Accounts](#) \$ 0.00

Ending Balance (\$ 86,770.98)

### RHIA/RHIPA

Beginning Balance: \$ 52,877.95

Deposits Date	Description	Deposit Amount
<b>Total</b>		<b>\$ 0.00</b>

There are no deposits found for the given period.

Invoice	Date Posted	Description	Invoice Amount
1313433	06/23/2020	Eligibility Review	\$ 51.64
1313434	06/23/2020	Eligibility Review	(\$ 37.28)
<b>Total</b>			<b>\$ 14.36</b>

[RHIA/RHIPA UAL](#) \$ 0.00

Ending Balance \$ 52,892.31

### Invoice Details

Invoice	Date Posted	Description
<a href="#">1313511</a>	06/23/2020	Contributions Pension
<a href="#">1313433</a>	06/23/2020	Eligibility Review
<a href="#">1313434</a>	06/23/2020	Eligibility Review
<a href="#">1313672</a>	06/23/2020	Prior Year Earnings



# Prior Year Earnings –Drilldown

**Employer:**

155 COTTAGE ST NE STE U60  
SALEM, OR 97301 - 3970

**Posted Date:**

06/23/2020

**Invoice No:**

1313672

**Invoice Amount:**

\$ 54.05

**Plan: PERS**

Last Name	SSN	Year	Member Regular Tier 1 Earnings	Member Regular Tier 2 Earnings	Member Variable Earnings	Total Earnings
M.	7	2002	\$ 0.00	(\$ 9.94)	\$ 0.00	(\$ 9.94)
M.	7	2003	\$ 0.00	\$ 22.31	\$ 0.00	\$ 22.31
M.	7	2004	\$ 0.00	\$ 16.41	\$ 0.00	\$ 16.41
M.	7	2005	\$ 0.00	\$ 25.65	\$ 0.00	\$ 25.65
M.	7	2006	\$ 0.00	\$ 25.61	\$ 0.00	\$ 25.61
M.	7	2007	\$ 0.00	\$ 18.13	\$ 0.00	\$ 18.13
M.	7	2008	\$ 0.00	(\$ 56.94)	\$ 0.00	(\$ 56.94)
M.	7	2009	\$ 0.00	\$ 12.82	\$ 0.00	\$ 12.82
			<b>\$ 0.00</b>	<b>\$ 54.05</b>	<b>\$ 0.00</b>	<b>\$ 54.05</b>

# Eligibility Review – Second Drilldown for PERS

## Wage and Contribution Invoice Detail

Employer:

155 COTTAGE ST NE STE U60  
SALEM, OR 97301 - 3970

Posted Date:

06/23/2020

Invoice No:

1313433

Invoice Amount:

\$ 1,071.65

Plan:

PERS

<u>Last Name</u>	<u>SSN</u>	Salary	MPAT	EPPT	Opt ER IAP	ER Rate	Total
Wage Type		Pay Date	MPPT	Unit	Employer		Contributions
M.	7	\$ 1,541.12	\$ 0.00	\$ 92.47	\$ 0.00		\$ 247.49
Regular wages		12/15/2002	\$ 0.00	\$ 0.00	\$ 155.02	9.49%	
M.	7	\$ 1,855.55	\$ 0.00	\$ 111.33	\$ 0.00		\$ 297.99
Regular wages		10/15/2002	\$ 0.00	\$ 0.00	\$ 186.66	9.49%	
M.	7	\$ 3,276.40	\$ 0.00	\$ 196.58	\$ 0.00		\$ 526.17
Regular wages		11/15/2002	\$ 0.00	\$ 0.00	\$ 329.59	9.49%	
		<b>\$ 6,673.07</b>	<b>\$ 0.00</b>	<b>\$ 400.38</b>	<b>\$ 0.00</b>		<b>\$ 1,071.65</b>
			<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 671.27</b>		



# Common Questions

- ❓ How can I avoid getting an annual invoice?
- ❓ What if I don't think something is billed correctly?
- ❓ Why don't the amounts seem to add up to the total on the invoice?
- ❓ Why was there an email included with the backup?
- ❓ How do I find out what the amount was supposed to be for an adjustment that wasn't submitted before the end of the year?
- ❓ Why can't we receive annual invoices via email, like we do the SSA invoices?
- ❓ Our agency noticed that the IAP, Pension, and RHIA/RHIPA fund statement balances are different from what the invoice says. Why is that?
- ❓ I received copies of the SSA, BEF, and USERRA invoices with my annual invoice. Are these part of the annual invoice total?

# Invoices in Summary

- BEF Invoices
  - Sent December/January via email
  - For employees who exceed IRC 415 Limits
- SSA Invoices
  - Sent May/June via email
  - For W-2 count from 2 years prior
- USERRA Invoices
  - Sent as generated via email
  - For employees returning from Military Leave
- Annual Invoices
  - Sent February-May via secured mail
  - Wrap-up to prior tax year

# References

CPERS Website

<https://www.oregon.gov/das/Financial/Payroll/Pages/cpers.aspx>

PERS Website

<https://www.oregon.gov/pers/EMP/Pages/index.aspx>

BEF Guide

<https://www.oregonlaws.org/ors/238.485>

USERRA Guide

<https://www.oregon.gov/pers/MEM/Pages/Reemployment-Under-USERRA.aspx>

Payroll Help Desk

<https://www.oregon.gov/das/Financial/Payroll/Pages/services.aspx>

Acronyms

[https://www.oregon.gov/das/Financial/Payroll/Documents/Acronyms\\_PayrollHRvsPERS.pdf](https://www.oregon.gov/das/Financial/Payroll/Documents/Acronyms_PayrollHRvsPERS.pdf)