



Centralized PERS Services Team  
 Financial Business Systems  
 155 Cottage St NE Salem, OR 97301  
 Fax: 503-378-4596

email: [central.PERSServicesTeam@oregon.gov](mailto:central.PERSServicesTeam@oregon.gov)

Find this form at: <http://www.oregon.gov/DAS/Financial/Payroll/pages/cpers.aspx>

## Employee Information Change Request

This form is used to request changes in the PERS EDX system. Please ensure the information you are requesting to change on this form is reflected in PPDB. The DAS Centralized PERS Services Team will use the information in PPDB to change the employee's name, date of birth, address, average OT, and wage job class code.

Employee Name: _____		
OR Number: _____	ER Number: _____	

- \*  Change SSN from: \_\_\_\_\_ to: \_\_\_\_\_
- Change name from: \_\_\_\_\_ to: \_\_\_\_\_
- \*  Change date of birth from: \_\_\_\_\_ to: \_\_\_\_\_
- Change average OT from: \_\_\_\_\_ to: \_\_\_\_\_
- Change PERS Wage Job Class Code from: \_\_\_\_\_ to: \_\_\_\_\_ Effective Date: \_\_\_\_\_

(Please contact your Retirement Services Analyst for your agency if you have multiple retro active corrections to make.)

- Change Address from: \_\_\_\_\_  
to: \_\_\_\_\_

Comments: \_\_\_\_\_  
 \_\_\_\_\_

If you have questions please call the identified Retirement Services Analyst contact for your agency based upon the contacts list at the following web link below:

<http://www.oregon.gov/DAS/Financial/Payroll/pages/cpers.aspx>

\* **DO NOT SEND** forms with information in these fields by fax or email. Forms with information in these fields need to be sent by U.S. mail, secure shuttle or hand delivered to the OSPS mailboxes located at DAS West Building 155 Cottage ST. NE Salem, OR on the 2nd floor.

All other forms can be faxed to: 503-378-4596 or scanned and emailed forms to our central email: [central.PERSServicesTeam@oregon.gov](mailto:central.PERSServicesTeam@oregon.gov)

HR or Payroll contact filling out the form in case there are any questions:

Print: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Phone #: \_\_\_\_\_