

WHEN do I need to notify CPERS of a payroll adjustment?

CPERS needs to be notified when an adjustment is made on P050 for a prior tax year and is not related to a new CBA.

- Non-Subject Codes- Notify CPERS of all adjustments
- Subject Codes – Notify CPERS if the gross amount is over \$150.00
Please refer to PTB2 to determine which pay and leave codes are PERS subject

NOTE: If the correction is for a current tax year and the adjustments are put into each pay period and a corrective set there is no need to notify the CPERS Team

HOW do I notify CPERS of a payroll adjustment?

(Please choose 1 of the following methods to report adjustments)

1. Email a completed YTD Correction Form to CPERS. The form is located at <http://www.oregon.gov/das/Financial/Payroll/Pages/cpers.aspx>

OR

2. Email the agency's own retro form to CPERS. The form needs to include the following information:
 - a. Pay period the correction applies to
 - b. Pay date (first of the month pay date only)
 - c. Total originally reported RG hours and *subject salary
 - d. Total corrected RG hours and *subject salary
 - e. Total originally reported OT hours and salary (OT and RG must be reported separately)
 - f. Total corrected OT hours and salary
 - g. Corrected amount of PERS contributions and whether they are member paid or employer paid
 - h. If correction pertains to CTP or VAP these hours and dollars must be reported separately from RG and OT
 - i. Reason for correction

OR

3. Make a P050 entry.
 - Use the comment field to designate the pay period that the adjustment needs to be applied to
 - Email the CPERS team to advise them of the P050 entry. If the comment on P050 did not specify the hours being adjusted, please include this information in your email.

Email to: CPERS at central.persservicesteam@oregon.gov

WHY do I need to notify CPERS team of a P050 adjustment that was for a prior pay period?

PERS statute requires hours and salary to be applied to an employee's PERS account in the pay period it should have been earned. This ensures the employee is receiving the proper retirement service credits and final average salary.