

Process for Employees Considering Purchasing P & F Units

Here are the steps employees, agency staff and the DAS HRSD Centralized PERS Services Team will use:

- Employee submits the Notice of Unit Election form to the Payroll Office
- Payroll Office faxes the form to the DAS HRSD Centralized PERS Services Team

NOTE: Forms not received by the DAS HRSD Centralized PERS Services Team prior to the 15th of any calendar month (not based on pay day) will not receive a deduction for that month's payroll period. The deductions will start with the following month's payroll period.

- DAS HRSD Centralized PERS Services Team obtains approval and the amount from PERS Representative
- DAS HRSD Centralized PERS Services Team notifies Payroll Office of the approval and the amount.
- Payroll Office will need to notify the employee of the approval and amount before making an entry on the P070 screen to see if they are willing to have the amount deducted from their monthly payroll.

If the employee decides not to start the deduction:

- The Payroll Office will need to notify the DAS HRSD Centralized PERS Services Team representative for their agency. Do not have the employee fill out a Discontinue Police Officer & Firefighter Unit Contribution form as this will prevent them from ever being able to purchase at a later date.
- DAS HRSD Centralized PERS Services Team representative for their agency will notify the PERS Representative.

If the employee decides they want to adjust the request based on the cost prior to the first payroll deduction:

- The employee will need to notify the Payroll Office prior to the P070 PRNN screen deduction entry being made.
- The employee will need to submit a completely new form with new signatures, dates, and a different number of units marked, and go through the process again.

Note: Retroactive adjustments are not allowed by PERS.

ORS: 238.440, OAR: 459-016-0100 Section (3) (b)].