



August 2014 PERS Employer Monthly Update

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1) August reconciliation processing 'tip'.

Make sure that you've submitted regular reports for all reporting periods thus far in 2014. If you've combined two Regular reports into one for any reporting period in 2014, or discover a report missing, please contact your ESC account representative.

2) **Reminder: Use of Work Period Begin and End Dates.**

Local government employers need to report wages with Work Period Begin and End Dates for their Ch.238 Tier 2 and OPSRP employees. The DTL2 Work Period Begin Date and Work Period End Date fields are used by local government employers to **specify the period worked for a reported pay date.** **Although not required, local government employers may also report Tier 1 employees with work period dates, to make reporting uniform and less time-consuming.**

An employer can determine status as a local government employer in two ways: 1) A PERS employer number in the 2000-2879 range, and 2) Review Oregon Revised Statutes (ORS) 174.116, which is a list of organizations defined as local government employers. Statute reference is the recommended method of verifying local government status.

Any employer can change a member's job class through a DTL2 record, but the change may not be retroactive and may require submission of two DTL2 records for a member for the pay period in which the member's job class changes. Work Period Begin Date and Work Period End Date fields would be used on each of the two records to correctly identify when in the pay period the job class change was effective.

Please remember:

A) ONLY local government employers should use Work Period Begin/End Dates when reporting wages, hours and contributions.

B) Non-local government employers should normally NEVER use Work Period Begin/End Dates when reporting wages, hours and contributions.

C) ANY employer can change job class using a DTL2 record however requesting job class change by using a DCR is the preferred method.

A) If the job class change is effective during a pay period, two DTL2 records would be reported for an individual whose job class changes in a given pay period.

The first DTL2 record would include wage, hour and contribution information for the current job class and **use the pay period begin date as the Work Period Begin Date and the day before the effective job class change as the Work Period End Date. Do not enter Job Class or Average Overtime Hours information on this DTL2 record.**

The second DTL2 record would include wage, hour and contribution information for the new job class and **use the job class change effective date as the Work Period Begin Date and the pay period end date as the Work Period End Date. Enter the new Job Class and fill in the Average Overtime Hours information on this DTL2 record.**

i) If the job class change is effective at the start of a pay period, one DTL2 record would be reported for the pay period, with Job Class and Average Overtime Hours information entered on that record. The Work Period Begin Date would be the first day of the pay period, and the Work Period End Date would be the last day of the pay period.

ii) Job class changes made with DTL2 records may be prospective only. If a job class change is required for a past time period and salary has already posted for this time period, complete a Demographic Correction Request (DCR) to notify PERS of the job class corrections needed.

D) After a Job Class change via DTL2 record is complete:

i) Non-local government employers would NEVER enter Work Period Begin Date, Work Period End Date, Job Class or Average Overtime Hours information on future DTL2 records for the individual, unless job class or average overtime code changes again.

ii) Local government employers would continue use of Work Period Begin Date and Work Period End Date fields on DTL2 records reporting wages, hours and

contributions for their employees, but would NEVER enter Job Class or Average Overtime Hours information on those DTL2 records.

iii) NO employer would enter job class information, including Job Class and Average Overtime Hours code, on ANY DTL2 record UNLESS the job class is actually being changed with that DTL2 record.

Contact your ESC Account Team representative if you have further questions on this subject.

3) Upcoming employer online statement and invoice installation.

Installation of revised employer online statements and invoices is slated for August 2014.

Employer Announcement 86: 2014 Revised Employer Statements, Invoices and Employer ACH Requirements (6/26/14) contains all documentation thus far sent to employers and 3rd party software vendors concerning upcoming revised employer online statements and invoices and required ACH bank credit information changes for employers making PERS payments by the ACH Credit method.

Employer Announcement 87: Reading Your New Statement (6/30/14) gives a side-by-side comparison of current and upcoming statement formats.

These employer announcements may be found on the Employer website.

4) Employer Announcement 88: Accumulated Unused Sick Leave (7/15/14) and Unused Sick Leave Frequently Asked Questions (FAQ).

Employer Announcement 88: Accumulated Unused Sick Leave (7/15/14) restates the statute requirements regulating employee unused sick leave hour accumulation and the calculation and reporting of unused sick hours by PERS employers participating in the PERS sick leave program.

A related Frequently Asked Questions (FAQ) on this subject is available on the FAQs page.

5) Employer Announcement 89: Annual Compensation Limits and Partial Year Employment for OPSRP Members.

Employer Announcement 89: Annual Compensation Limits and Partial Year Employment for OPSRP Members (7/31/14) describes annual compensation limits for OPSRP members, and proration of those limits for partial year employment. Compensation limits affect OPSRP full and part-time annual salary considered subject for member IAP account contributions and for inclusion as Final Average Salary (FAS) in OPSRP Pension benefit calculations.

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