OREGON PERS

PUBLIC EMPLOYEES RETIREMENT SYSTEM

5

Creating a Record

Employer Reporting Guide

This guide explains how to create the two types of records used to report employee information and wages to PERS:
Detail 1 - Member Demographics and
Detail 2 - Wage and Service.

Employer Service Center

Contents

Revised August 2025

Introduction

Employers report their employees' wages, hours, and demographic information to PERS through detailed records that are submitted to PERS in reports.

There are two types of records called Detail 1 – Member Demographic records and Detail 2 – Wage and Service records. Each type of record is used to report different kinds of information, as explained in the table below.

	Detail 1 – Member Demographics record	Detail 2 – Wage and Service record
EDX abbreviation	DTL1	DTL2
Usage	Use to report employment status, such as new hire, leaves, or terminations. Also use to update demographic information such as name, address, or an incorrectly reported Social Security number (SSN).	Use to report new wages, correct posted wages, and add missed wages to a past pay period.
Type of report they usually go in	Demographics and Adjustment report.	Regular report – when you're reporting new wages. Demographic and Adjustment report – when you're reporting adjustments and/or missed wages.
Best practice	Do not create and submit a Detail 1 record for each of your employees in every report. Only submit a new Detail 1 record for an employee when one or more of the following types of changes is occurring: ▪ Employment status (hire, termination, start and end of a leave, or employee death). ▪ Name change. ▪ Address change. ▪ SSN correction.	A Detail 2 record that is adjusting a previously reported wage should be submitted in a report that is dated *after* the pay date. It should not be included in the same report as the original record. Be sure to use the same pay date and work periods (if applicable) as the wage you are adjusting.

Tip

Accuracy is crucial when creating records. At least 85% of the records in any report must be correct or no records in the report will post.

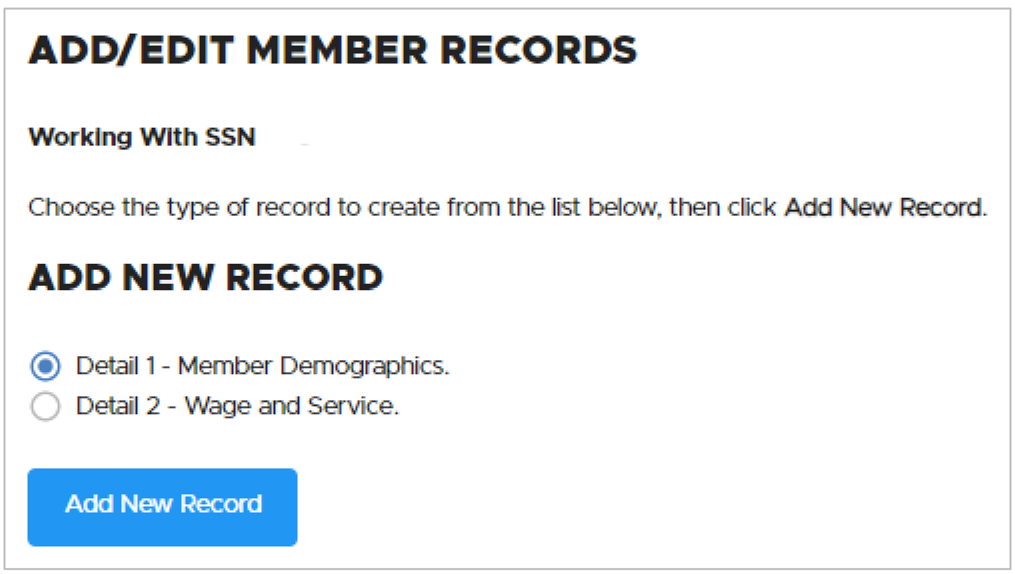
Creating a new Detail 1 – Member Demographics record

Purpose of this record

The Detail 1 – Member Demographics record informs PERS about the current state of an employee. The employment status needs to match the information you submit with your Detail 2 - Wage and Service record. If EDX finds an inconsistency between the employment status of an employee and the wage and service information submitted, it will flag the error, alerting you that you might have to submit demographic-change information.

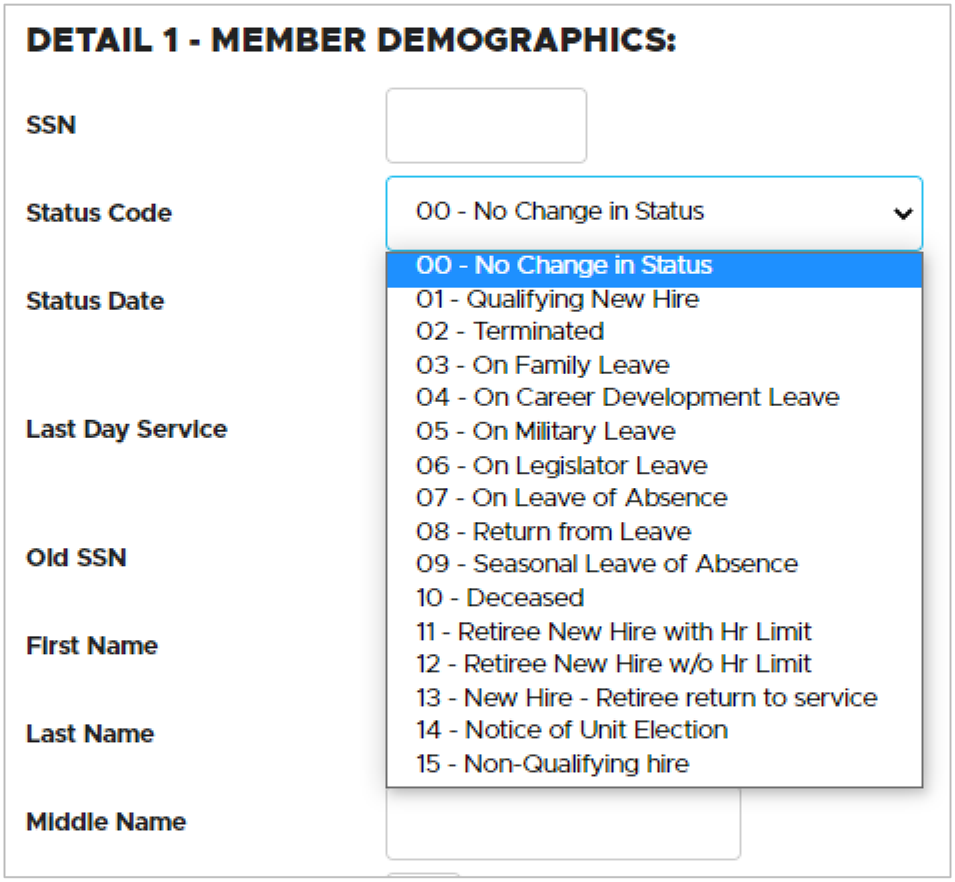
For example, if you submit a demographic record reporting that an employee is beginning an unpaid leave of absence on June 1 then you submit a wage record for wages earned June 1 through 5, EDX will catch the inconsistency and assign the wage record a “suspended” status. It will not post the record until you fix either the posted leave start date or the wage record.

The Detail 1 record is a multi-purpose record. You can make various demographic changes simultaneously on a single record. For instance, if an employee changes his or her name and is also going on leave, you can make both changes on the same record.



Status codes

There are 16 types of status changes you can report with a Detail 1 record. For a description of the status codes, see *EDX Status Codes* quick-reference guide.



Detail 1 fields

The following table provides a description of each field on the Detail 1 Member Demographics record.

Field	Description
SSN	Required. Employee's Social Security number. In a case when an SSN correction is being reported, use this field for the new SSN. In a case in which an incorrect SSN and a correct SSN have been used, resulting in two accounts for one person, send a DCR to request that PERS fix this immediately. (For instructions, see employer reporting guide 20, *Creating a Demographic Correction Request (DCR)*.
Status Code	Required. This code tells EDX what type of work status is being reported (e.g., hire, termination, death, starting or returning from leave). Use code 00 when updating only personal information (e.g., name, address, Social Security number).
Status Date	Required with status codes 01–15. Date the work status became effective. Must be in the format *MM/DD/YYYY*.
Last Day Service	Required with status code 02 or 10. Date work was last performed or the last date of paid leave (such as vacation, sick leave, comp time), whichever is later. The date cannot be later than the termination date. Must be in the format *MM/DD/YYYY*.
Old SSN	When reporting a Social Security number change (to correct a clerical error), enter the incorrect number in this field.
First Name	Required. Employee's first name in all capital letters.
Last Name	Required. Employee's last name in all capital letters.
Middle Name	Employee's middle name or initial in all capital letters.
Name Change Indicator	Enter "Y" if reporting a name change. Otherwise, leave the default "N."
Address 1	Employee's mailing address in all capital letters. Include unit, apartment, or condo number in this field. Try to fit the whole address in this field by using abbreviations. (Use the list of United States Postal Service abbreviations.)
Address 2	Second line of the mailing address. Avoid using this field.
Address 3	Third line of the mailing address. Avoid using this field.
City	City of mailing address in all capital letters.

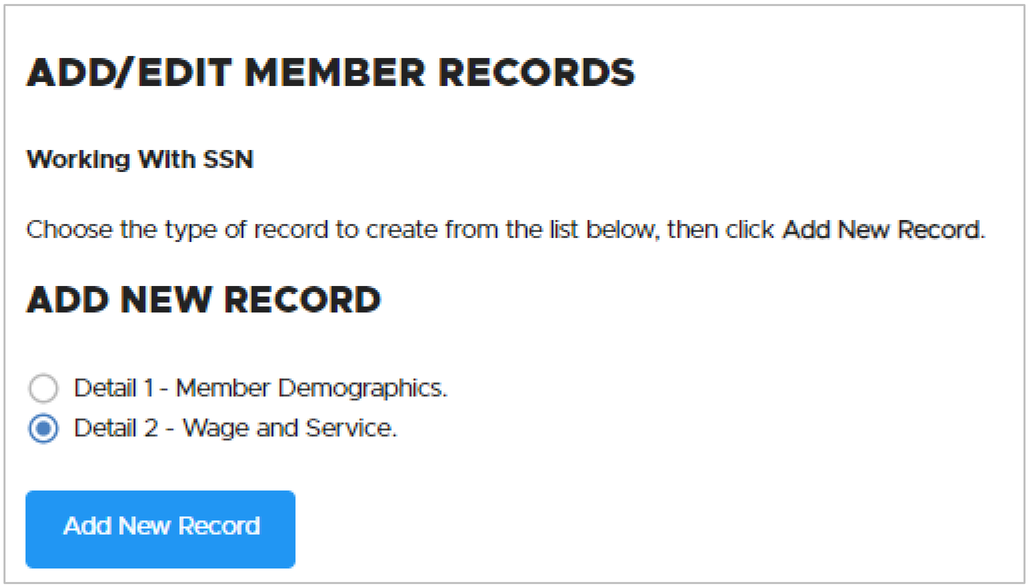
Continued

Field	Description
State	State of mailing address. Select from the pull-down list.
Zip 1	Five-digit ZIP code for the employee's mailing address.
Zip 2	Four-digit ZIP code extension, if you have it.
Province	Province in which the employee resides. Note: This field is required if Country Code is not USA. (For instructions on entering an international address, see employer guide 7, *Reporting a New Employee*.)
Country Code	Code for the foreign country. USA is the default. To choose a different country, select from the pull-down list. The country code is not saved if Address – 1 is blank.
Postal Code	Postal code for the foreign country. Note: This field is required if Country Code is not USA. (For instructions on entering an international address, see guide 7, *Reporting a New Employee*.)
Date of Birth	Employee's date of birth. Must be in the format *MM/DD/YYYY*.
Gender	Gender as reported by the employee. Select from pull-down list. If needed, gender can be changed to nonbinary/other after report posts, as explained in *Detail 1 Member Demographics Fields* quick-reference guide.
PERS Job Class Code	The PERS job class code under which a person is hired. Required with status codes 01, 11, 12, 13, or 15.
Average Overtime Hours	Required if PERS Job Class Code has a value in it. Select the number of annual overtime hours considered average/reasonable for employees in the same classification. This sets a cap on how many overtime hours PERS will use to calculate an OPSRP retiree's final average salary.
Unused Sick Leave Hours	Number of accumulated unused sick leave hours. Only enter a value when using status code 02 or 10. See employer guide 17, *Calculating Unused Sick Leave Hours at Termination or Retirement*.
Contract No. of Months	Required for job class code 09 - School Employee. Number of months the employee is contracted to work, regardless of how they are paid. Options are 00, 09, 10, 11, and 12.
Employer Site Distribution Code	Field you can use to sort or code employees, such as by position or location.
Non PERS Data Memo	Field you can use to make notes about the record.

Creating a new Detail 2 – Wage and Service record

Purpose of this record

A Detail 2 – Wage and Service record informs PERS about different types of pay your employee received. It also enables you to back out, change, and add pay to a previous pay period.

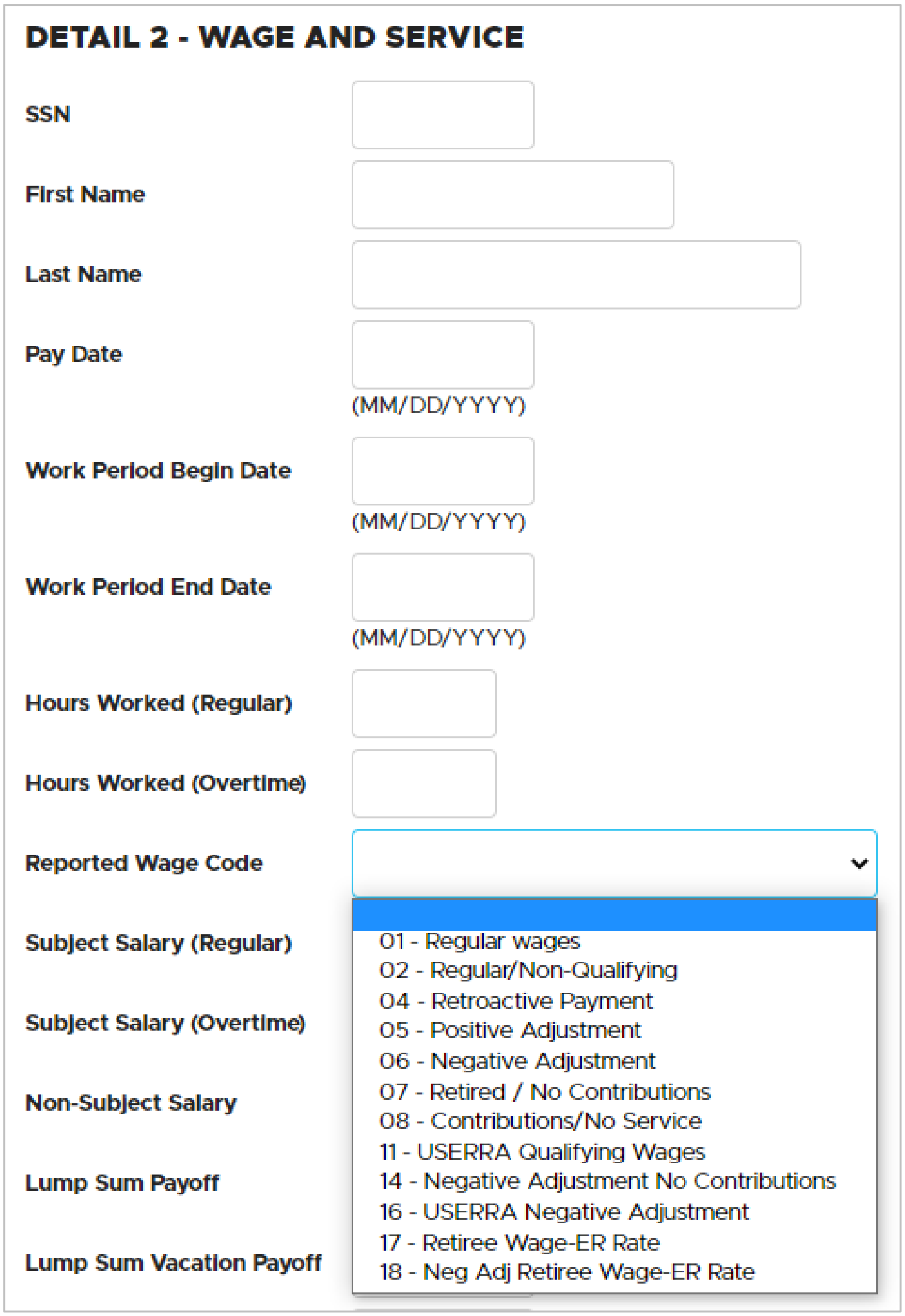


Wage codes

There are 12 types of wages and wage adjustments you can choose on a Detail 2 record. For descriptions of the wage codes, see *EDX Wage Codes* quick-reference guide.

For instructions on making a positive or negative wage adjustment, read employer reporting guide 23, *Submitting an Adjustment Record*.

For instructions on reporting Uniformed Services Employment and Reemployment Rights Act (USERRA) wages, read employer guide 12, *Military Leave*.



Detail 2 fields

Field name	Description
SSN	Required. Employee's Social Security number. In cases where a change in SSN is being reported in a Detail 1 record, use the new SSN in this field.
First Name	Required. Employee's first name in all capital letters.
Last Name	Required. Employee's last name in all capital letters.
Pay Date	Required. Date the employer paid the employee. The date typed in the Pay Date field cannot be earlier than the date typed in the Work Period End Date field. Must be in the format *MM/DD/YYYY*.
Work Period Begin Date	Required for local governments. **School reporters do not use work periods.** It causes an error. Work Period Begin Date and Work Period End Date fields are used to allocate wages to the periods in which they were earned. If a pay period crosses from one month to another, two records must be used. This field must contain a date if the employer reports for a local government organization. The date must be in the format *MM/DD/YYYY*. The date typed in the Work Period Begin Date field cannot precede the employee's start date for the current job segment. The start date can be the same as or later than the Work Period Begin Date.
Work Period End Date	Required for local governments. If the employee is terminated (e.g., retiring, changing jobs), the Work Period End Date cannot be later than the date reported in the Last Day Service field of the Detail 1 record. Meaning a pay period cannot end after an employee no longer works for you. The work period can end on the same day as the termination date but not after.
Hours Worked (Regular)	Total hours the employee worked that are considered regular (not overtime). Use a decimal to report partial hours.
Hours Worked (Overtime)	Total overtime hours an employee worked. Use a decimal to report partial hours. If there are no hours, leave blank.
Reported Wage Code	This code tells EDX how to treat the reported wage and contribution amounts. Typically, this is 01 – Regular Wages, 02-Regular/Non-Qualifying. Other codes identify retroactive payments, adjustments, retiree wages, and other special situations. For a complete list, see *EDX Wage Codes* quick-reference guide.

Continued

Field name	Description
Subject Salary, Regular	Salary, excluding overtime pay and amounts expressly considered non-subject to PERS contributions, paid to the employee on the given pay date. The Payment Categories chart lists example payment types and identifies their treatment.
Subject Salary, Overtime	Salary, excluding regular pay and amounts expressly considered non-subject to PERS contributions, paid to the employee on the given pay date for hours worked beyond those used to compute Subject Salary, Regular.
Non-Subject Salary	Salary excluded from PERS and OPSRP contributions, such as a check issued for expense reimbursement. The Payment Categories chart lists example payment types and identifies their treatment. Also used to report wages for a pay date after the contribution start date that are not eligible for contributions (in accordance with House Bill 3495).
Lump-sum Payoff	Lump-sum payments made to the employee for various reasons such as accrued compensatory time, severance pay for involuntary termination (except retirement severance), or bonuses (except retirement bonus). The Payment Categories chart provides a more complete list of lump-sum payment types and how to report them.
Lump-sum Vacation Payoff	Lump-sum vacation payoff payments are made to the employee for accrued vacation only. No other amounts should be reported in this field. The Payment Categories chart lists example payment types and identifies their treatment.
Gross Salary	Gross salary that was paid on the given pay date. This field must equal the sum of the values typed in: Subject Salary, Regular, Subject Salary, Overtime, Non-Subject Salary, Lump-sum Payoff, and Lump-sum Vacation Payoff.
Member Paid After-Tax Contribution (MPAT)*	IAP contributions paid by the employee, which, if entered, must equal 6% of total subject salaries. Type the member IAP contribution in this field if it is deducted from the employee's pay on an after-tax basis.
Member Paid Pre-Tax Contribution (MPPT)*	IAP contributions paid by the employee, which, if entered, must equal 6% of total reported subject salaries. Type the member IAP contribution in this field if it is deducted from the employee's pay on a pre-tax basis.
Unit Contribution	Voluntary member after-tax contributions made by PERS (i.e., Tier One/Tier Two) Police and Fire job class employees who submit a unit election under ORS 238.440. Not offered to OPSRP plan members. Police and Firefighter Unit Benefits webpage.

Continued

Field name	Description
Employer Paid Pre-Tax Contribution (EPPT)*	IAP contributions paid by employers. Equal 6% of subject salary entered on the wage record.
Optional Employer IAP Percentage	An optional contribution election made by an employer to an employee's optional IAP account. The contribution is in addition to required member contributions and must be between 1% and 6% of the total subject salary. Before optional IAP contributions can be made, the employer is required to submit a written agreement or employment policy to PERS.
Optional Employer IAP Contribution	The dollar amount of the calculated contributions represented by the percentage selected in the previous field.
PERS Job Class Code	Leave this field blank.
Average Overtime Hours	Leave this field blank.
Employer Site Distribution Code	Field that you can use to sort employee information by division or geographic location. Up to 15 characters are allowed. For example: For a large employer with employees at five different work sites, use an employer site distribution code of "A" for the employees at site A, "B" for the employees at site B, and so on.
Non PERS Data Memo	Optional field you can use to make notes about the record.

*If the employee is serving their wait time, do not enter a 6% IAP contribution.

You can enter the 6% IAP contribution amount in only one contribution method field. If an employee works two different positions that are covered by different contributions methods, you must submit two Detail 2 wage records that separate the hours and wages earned under each contribution method.

Note that the employer reporter manually calculates and enters the 6% IAP contribution on the Detail 2 record. The following charges and redirects occur behind the scenes and are not entered on the record:

- Employer-rate contribution for the employee's future pension (employer contribution rate multiplied by the subject salary earned in that pay period).
- The employee's member-redirect contribution to their Employee Pension Stability Account (EPSA), if applicable.
- The employee's IAP voluntary contribution to their IAP account, if applicable.

The employer-rate pension contribution is calculated when the Detail 2 record posts. IAP voluntary contributions are calculated and invoiced when the 6% member contributions are paid. Invoices detailing these charges are available on your employer remittance statement in EDX.

For more information on reporting qualifying wages, read employer reporting guide 9, *Reporting Wages for a Qualifying Employee*. For more information about the charges and credits on your employer remittance statement, read employer guide 26, *Understanding Your Statement*.

Editing a record

Editing an unposted record

Before a record has been posted, you can change or add to the information in it. To do this, navigate to your unposted report, choose the unposted record, and edit it.

1. Choose Work on Reports from the Site Navigation menu.
2. Scroll down to either Unposted Regular Reports or Unposted Demographics and Adjustment Reports.
3. Click "edit" to access the report in which the record resides.

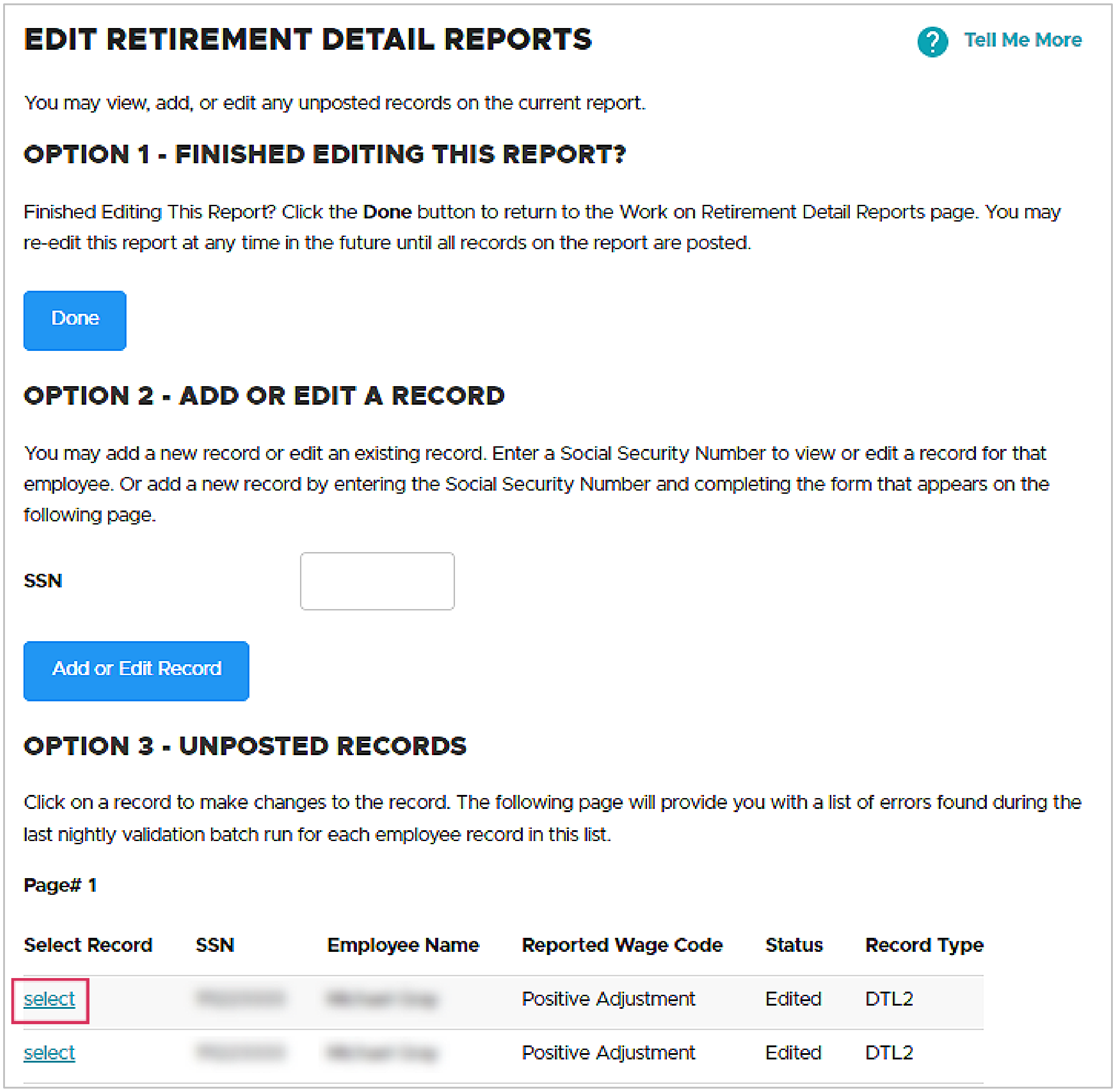
UNPOSTED REGULAR REPORTS

Status	Date Submitted	Report Date	Delete	Edit	Release / Un-Release	Reject/Edit Report	View Details	View Totals
Suspended	08/31/2022	08/31/2022	delete	edit	n/a	View Report	View Details	View Totals
Added	10/21/2022	10/21/2022	delete	edit	n/a	View Report	View Details	View Totals

The Edit Retirement Detail Reports screen opens (shown on next page of this guide). It offers three options.

- Option 1 returns you to the previous screen.
- Option 2 lets you add a new record or edit an existing one by entering an employee's Social Security number.
- Option 3 allows you to choose an unposted record from a list of records in that report.

4. Scroll to Option 3 – Unposted Records to see every record in the report, as shown on the next page.
5. Click "select" next to the employee's record you want to edit.



EDIT RETIREMENT DETAIL REPORTS

Tell Me More

You may view, add, or edit any unposted records on the current report.

OPTION 1 - FINISHED EDITING THIS REPORT?

Finished Editing This Report? Click the **Done** button to return to the Work on Retirement Detail Reports page. You may re-edit this report at any time in the future until all records on the report are posted.

Done

OPTION 2 - ADD OR EDIT A RECORD

You may add a new record or edit an existing record. Enter a Social Security Number to view or edit a record for that employee. Or add a new record by entering the Social Security Number and completing the form that appears on the following page.

SSN

Add or Edit Record

OPTION 3 - UNPOSTED RECORDS

Click on a record to make changes to the record. The following page will provide you with a list of errors found during the last nightly validation batch run for each employee record in this list.

Page# 1

Select Record	SSN	Employee Name	Reported Wage Code	Status	Record Type
select			Positive Adjustment	Edited	DTL2
select			Positive Adjustment	Edited	DTL2

6 When the record opens, make your corrections or additions.

7 When you are finished, click **Save**.

Editing a posted record

You cannot edit a record once it has posted. To change the information in a posted Detail 2 record, you need to submit a new record with an adjustment wage code that tells EDX what to change in the original record. PERS calls this kind of record an “adjustment record.”

For instructions, read employer reporting guide 23, *Submitting an Adjustment Record*.

Deleting a record

If an unposted record has incorrect information or just too many mistakes, you can choose to delete it and create a new one. You can delete a record any time before it posts. After it posts, it is closed to further edits or deletions.

Important: Once you delete a record, you cannot undo or restore it.

1 Select **Work on Reports** from the main menu.

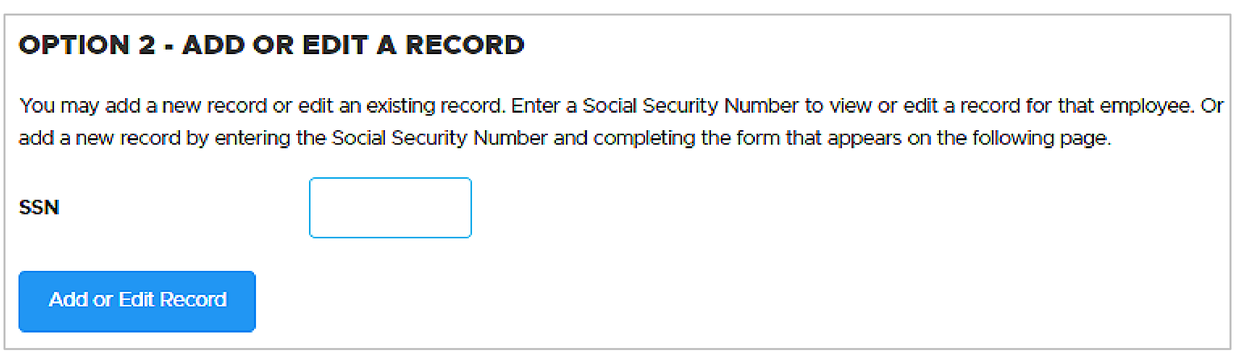
2 On the Work on Wage and Contribution Reports screen, click the "edit" link for the report you need to access.

Do not click "delete." This will delete the whole report, not just an individual record, if no records in that report have posted yet. If at least one record has posted in the report, then it cannot be deleted. Either way, you need to click "edit" at this point.

The Edit Retirement Detail Reports screen opens. It offers three options.

- Option 1 returns you to the previous screen.
- Option 2 lets you add a new record or edit an existing one by entering an employee's Social Security number.
- Option 3 allows you to choose an unposted record from a list of records in that report.

3 Choose option 2 by typing the employee's Social Security number (no dashes) in the SSN text box. Click the **Add or Edit Record** button.



4 The Add/Edit Member Records screen opens to show that EDX found the record. Click the "select" link to view the record.

ADD/EDIT MEMBER RECORDS

Working With SSN [illegible]

This member has one or more existing records on this report. Choose the record which you would like to edit by clicking on the select link. If you would like to add a new record for this member, click the Add New Record button. You may view the member's plan information before adding a new record by clicking on the Member Benefit Plans link in the navigation bar.

Select One of the records below

Select Record	SSN	Employee Name	Reported Wage Code	Status	Record Type
select	[illegible]	[illegible]	Regular wages	Suspended	DTL2

5 The record opens. If there are any errors, messages explaining the errors will display at the top. You can correct the errors and click **Save**. But if you choose to remove this record from the report, scroll to the bottom of the screen and click the **Delete** button.

Save Delete

6 A confirmation screen opens. Click **OK** to delete the employee record or click **Cancel** to keep the record and correct the errors. (Be certain of your choice. After you click **OK** there is no turning back; the record is gone.)

DELETE CONFIRMATION FOR DELETING THE MEMBER RECORD.

This is the confirmation page to delete this Member Record. Click OK to delete this record or Cancel to cancel the delete process.

OK Cancel

You are returned to the Add/Edit Member Records screen.