OREGON PERS
PUBLIC EMPLOYEES RETIREMENT SYSTEM

Reporting a New **Employee**

Employer Reporting Guide

This guide explains how to report a new employee to PERS, plus how employees establish membership and earn benefits.

Employer Service Center

Contents

Revised July 2024

Introduction

When you hire a new employee, you need to inform PERS by submitting an EDX new-hire record. This creates a profile for them in the PERS system. Then, once they qualify for membership, they can begin earning retirement benefits. If they are an existing PERS member, the record informs PERS of the employee's new job.

This guide explains how your new employee can qualify for PERS membership, how to determine if they qualify for benefits, and how to report your new employee to PERS.

Qualifying for PERS membership

New, non-PERS member

PERS has three membership tiers: Tier One, Tier Two, and Oregon Public Service Retirement Plan (OPSRP). Tier One and Tier Two are closed to new members; all new employees who qualify for membership become members of OPSRP.

To qualify for OPSRP membership, a new employee must meet four requirements:

1 Work for six months (called "wait time") in a qualifying position (established by a "qualifying" hire intent or working more than 600 hours in a calendar year).

2 Work for one employer with no break in service longer than 30 consecutive working days over the six-month wait time.

Note: If an employee takes an official period of leave without pay (LWOP) during their wait time, the wait-time period is extended by the length of the leave.

3 Still be employed with the same employer on the last day of wait time and the first day of membership. The first membership day is called the contribution start date (CSD).

4 Still be employed with that employer on the first calendar day of the month following the wait time.

Existing PERS member

If your new employee is already a PERS member, they do not have to complete a six-month wait time. You will pay contributions on their salary and start reporting the 6% IAP contributions beginning with their first day of work in a qualifying position.

PERS retiree

Hiring a PERS retiree has different rules and limitations than hiring a non-retired employee. For instructions, read employer reporting guide 8, *Hiring a PERS Retiree*.

Employees exempted from PERS membership

All your employees should be reported to PERS upon hire except:

- Independent contractors.
- Inmates of a state institution.
- Student employees (e.g., work study program). (Refer to ORS 459-005-0025.)
- People in the United States on a training or education visa.
- Employees of a public university who elected the Optional Retirement Plan (ORP) or Alternative Retirement Plan (ARP).
- A retired PERS member who continues to receive retirement benefits while employed.
- Employees who provide volunteer services without compensation.
- Employees who belong to a class of employees for whom the employer does not provide retirement benefits.
- Railroad employees included in a retirement plan covered by federal railroad retirement statutes.

Earning PERS benefits

The first day after an employee's wait time is successfully completed is the employee's contribution start date (CSD). That is the first day of their PERS membership and the date when someone in a "qualifying" position begins earning retirement benefits.

Retirement benefits include a PERS pension, an Individual Account Program (IAP) account, and an Employee Pension Stability Account (EPSA) (if they earned over a certain amount). The specific benefits they earn and the rate at which they earn them depend on:

- Their PERS plan (i.e., Tier One, Tier Two, or OPSRP).
- Their PERS job classification (e.g., School Employee, General Service, Police and Fire, Legislator).
- If they work in a qualifying position (i.e., a position that qualifies to earn benefits; non-qualifying positions do not earn benefits).
- Their salary.
- Their service credit (i.e., the number of years and months they work as a qualifying active member).

Learn more about how PERS works in employer reporting guide 1, *Overview of PERS*.

Qualifying vs. non-qualifying position

Before reporting an employee's hours and wages to PERS, you need to know if their job is qualifying (i.e., eligible to earn benefits) or non-qualifying. Your organization pays contributions to PERS only for qualifying positions, so it is important to know the qualification status in order to pay the correct amount to PERS and avoid errors.

To determine if a position is qualifying or non-qualifying (also called "hire intent"), complete two steps.

1. **Answer this question**: *Is this position expected to work 600 hours or more in any calendar year?*

   Yes — Hire intent for the job segment is **qualifying**. You do not need to do step 2. Use status code 01 – Qualifying New Hire when you report the new employee.

   No — Hire intent for the job segment is **non-qualifying**. However, before reporting the employee to PERS with a status code 15 – Non-Qualifying Hire, complete step 2.

2. **Complete a status check** to find out if a non-qualifying position is working more than 600 hours a year.

   Once an employee works 600 hours in a calendar year, they qualify for benefits. Employees who work more than one part-time position can qualify for benefits based on their combined hours. Therefore, you need to do a status check to find out if a part-time employee has reached 600 hours before you submit the new-hire record.

   You have three options for doing a status check:

   a) Call the ESC Call Center and ask them to check the employee's qualification status.

   b) Contact your ESC representative and ask them to check the employee's qualification status.

   c) Use the Status Check function in EDX. For instructions, read employer reporting guide 24, *Running Reports*.

Job class code

PERS-covered jobs are assigned categories called job classifications. Each job classification has a slightly different benefit structure. For example, an employee whose position is in the Police and Firefighter job class earns different benefits than someone who has a position classified as General Service.

Important: You cannot change an employee's job class code retroactively. If you determine that you entered a job class code incorrectly, submit a Demographic Correction Request (DCR) or contact your ESC representative to have it changed.

For instructions on submitting a DCR, read employer reporting guide 20, *Creating a DCR*.

For definitions of job codes, see employer reporting quick reference, *EDX Job Class Codes*.

Average overtime

"Average overtime" is an estimate of the number of overtime hours a position might be expected to work in a calendar year. It is determined at the class or position level, not on an individual employee level.

The average overtime number that you choose on an employee's new-hire record limits the amount of overtime hours that PERS will include when calculating the employee's final average salary (FAS) at retirement. It does not limit the amount of overtime each employee is allowed to work nor how much they are paid for that overtime.

The average overtime number only affects OPSRP employees; however, Average Overtime is a required field, so you must choose a number for a Tier One or Tier Two employee to get the new-hire record to post.

To learn more about average overtime, read employer reporting guide 18, *Reporting or Changing 'Average Overtime.'*

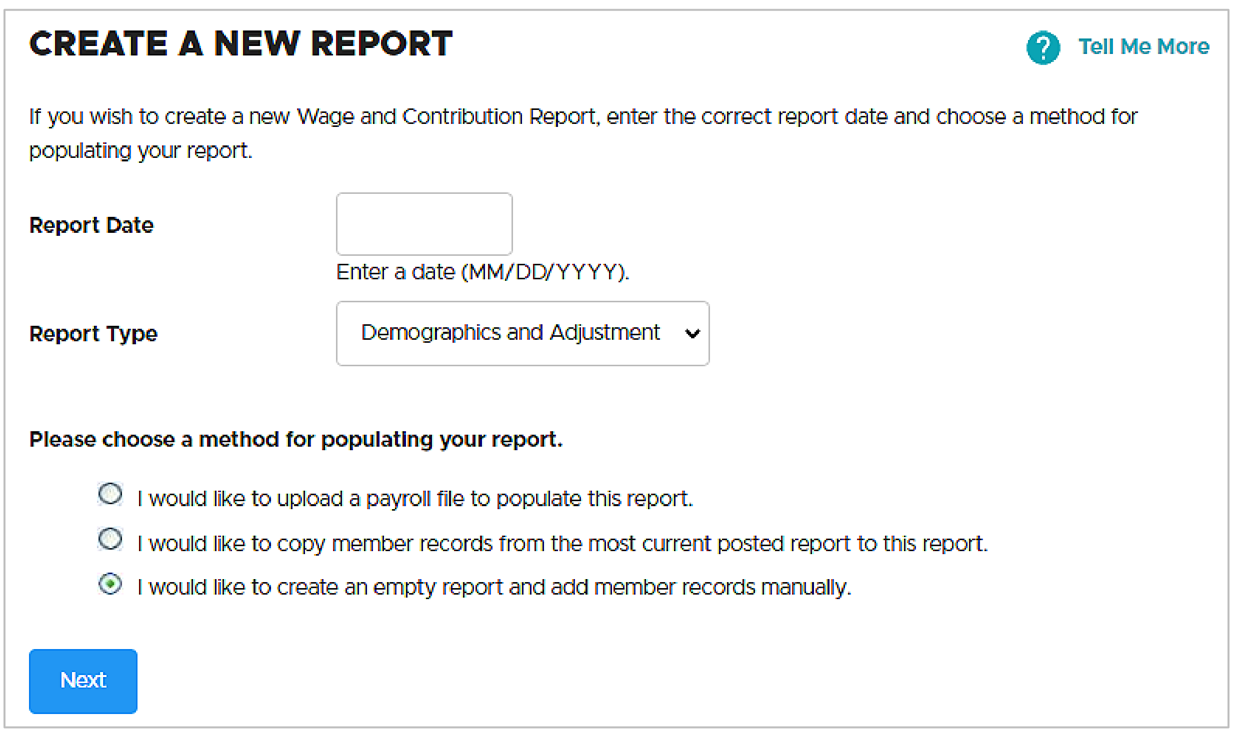
Reporting a new employee

You must submit a Detail 1 record to PERS as soon as you hire an employee. You must submit this record (and it must successfully post) **before** you report any wages for the employee.

Create a Demographics and Adjustment report

1. Click the **Work on Reports** link in the EDX Site Navigation menu. The Work on Wage and Contribution Reports screen appears.
2. Click the Create a New Report link at the top of the page.

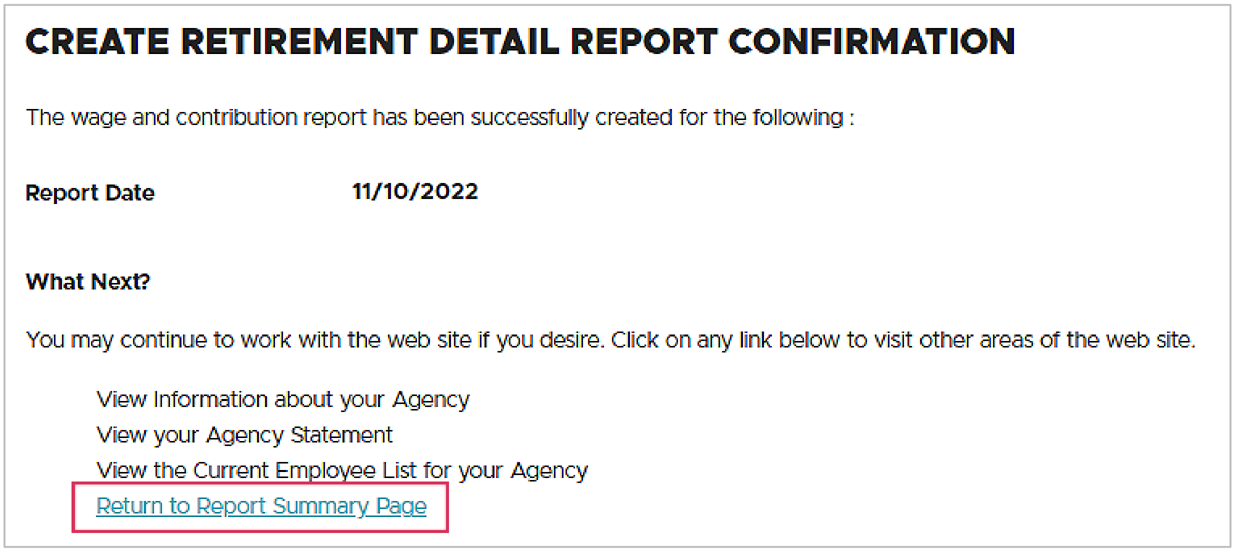
3. The Create a New Report window opens. Enter the report date and select Report Type: Demographics and Adjustment. Click the third radio button to create an empty report to which you can add single records. Click **Next**.



Tips: Do not use a Regular report date to submit a Demographics and Adjustment report. Regular report dates are listed on the Employer EDX Regular Report Dates webpage.

Also, do not submit more than one Demographics and Adjustment report with the same report date. EDX will alert you that you already have a report with that date.

4 The confirmation screen appears. Click the Return to Report Summary Page link to return to the Work on Wage and Contribution Reports page.



CREATE RETIREMENT DETAIL REPORT CONFIRMATION

The wage and contribution report has been successfully created for the following :

Report Date **11/10/2022**

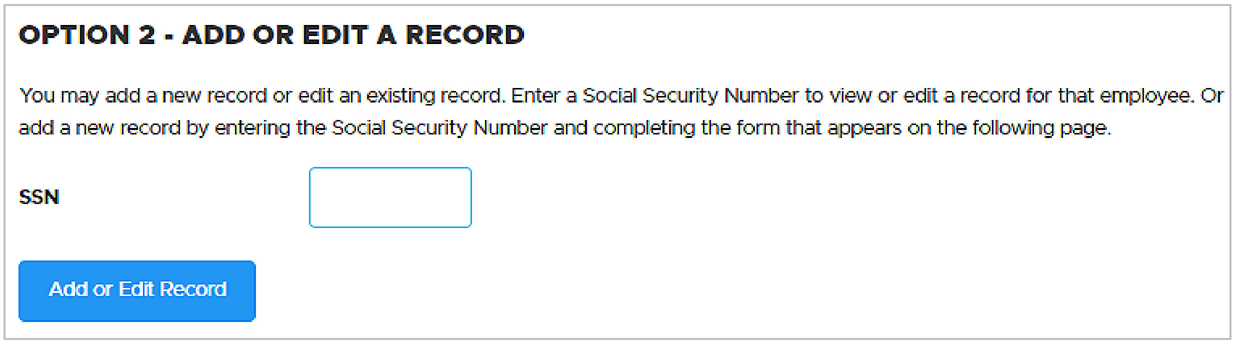
What Next?

You may continue to work with the web site if you desire. Click on any link below to visit other areas of the web site.

View Information about your Agency
View your Agency Statement
View the Current Employee List for your Agency
Return to Report Summary Page

Create a Detail 1 Member Demographics record

1. Find the report you just created. It will be in "Added" status under Unposted Demographics and Adjustment Reports. Click the edit link for that report.
2. The Edit Retirement Detail Reports page appears. Scroll down to Option 2 - Add or Edit a Record, enter your new (or returning) employee's Social Security number (no dashes), and click **Add or Edit Record**.

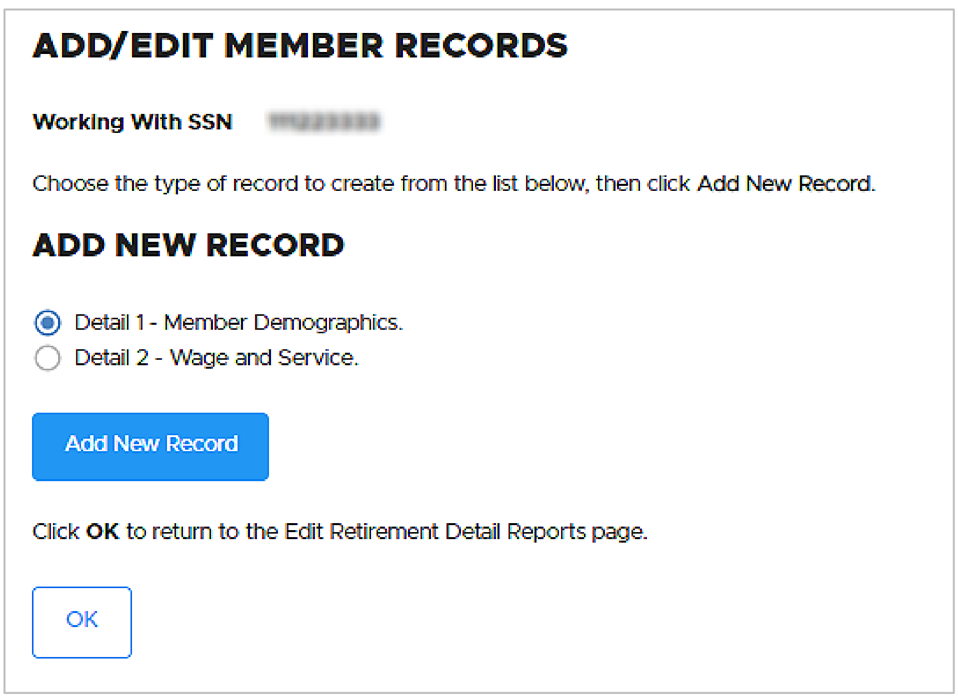

OPTION 2 - ADD OR EDIT A RECORD

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

3. On the Add/Edit Member Records screen, under Add New Record, leave the default record selection of Detail 1 and click **Add New Record**.


ADD/EDIT MEMBER RECORDS

Working With SSN

Choose the type of record to create from the list below, then click Add New Record.

ADD NEW RECORD

Detail 1 - Member Demographics.

Detail 2 - Wage and Service.

Add New Record

Click **OK** to return to the Edit Retirement Detail Reports page.

OK

4 On the Detail 1 - Member Demographics page, fill in the following required fields:

SSN: Auto fills.

Status Code:
01 - Qualifying New Hire or
15 - Non-Qualifying Hire.

(Refer to the “Qualifying vs. Non-Qualifying” section starting on page 4 in this guide for more information.)

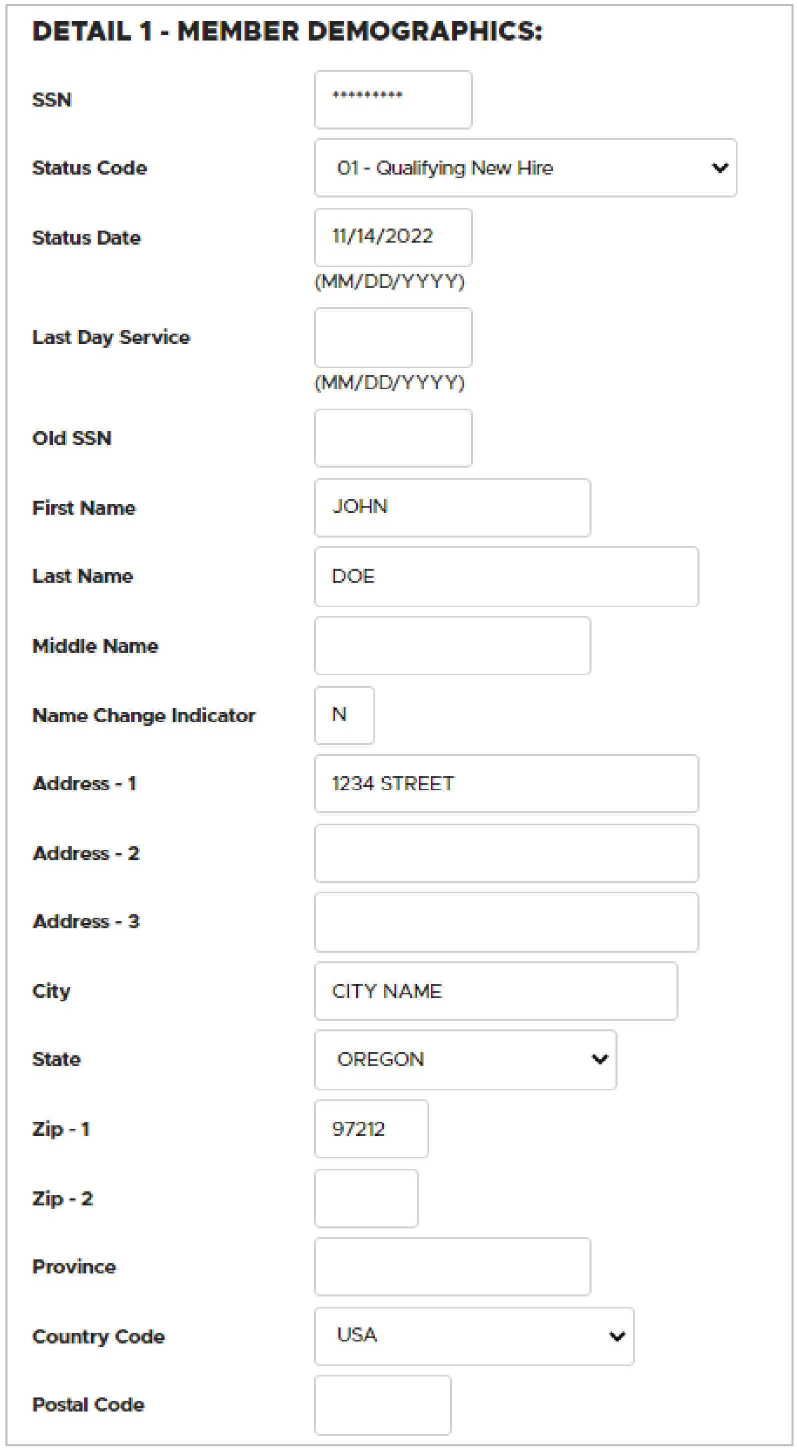
For a retiree, use status code 11. Use 13 only if they are canceling their retirement and returning to active PERS membership.

Status Date: Their first day on the job or returning as a retiree.

Name: Enter in all caps.

Fields fill automatically if employee is an existing PERS member. Make sure the correct name fills in. If it doesn’t, contact ESC for help.

Address: Enter in all caps.



DETAIL 1 - MEMBER DEMOGRAPHICS:

SSN	*********
Status Code	01 - Qualifying New Hire
Status Date	11/14/2022 (MM/DD/YYYY)
Last Day Service	(MM/DD/YYYY)
Old SSN	
First Name	JOHN
Last Name	DOE
Middle Name	
Name Change Indicator	N
Address - 1	1234 STREET
Address - 2	
Address - 3	
City	CITY NAME
State	OREGON
Zip - 1	97212
Zip - 2	
Province	
Country Code	USA
Postal Code	

Continued

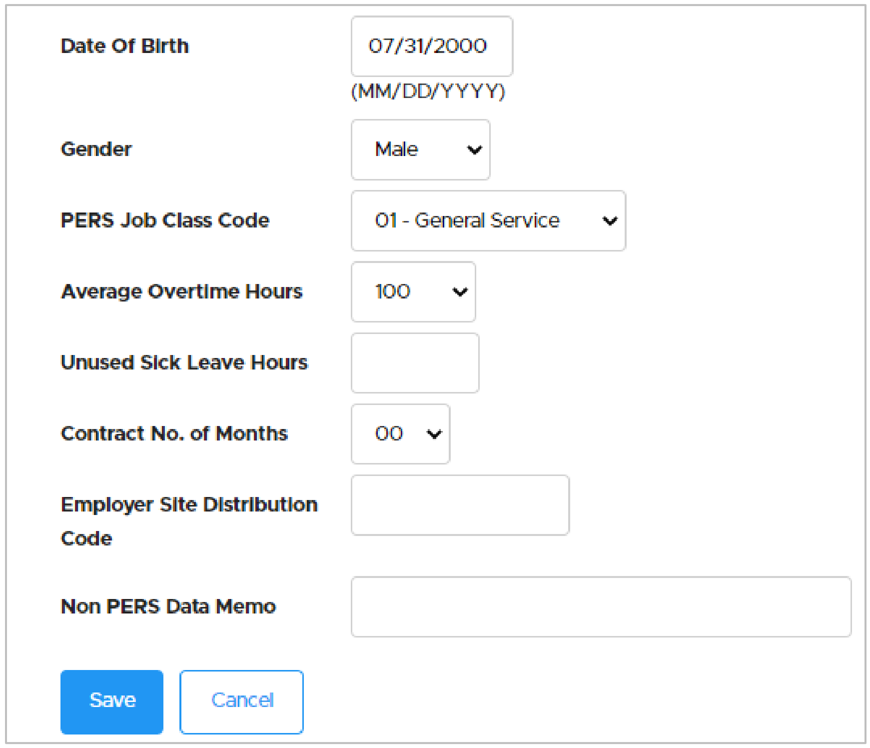
Date of birth: MM/DD/YYYY.

Gender: Current legal gender. Options are Male and Female.*

Job Class Code: Choose from the pull-down list. Most common codes are
01 - General Service.
02 - Police and Fire.
09 - School Employee.

Average Overtime Hours: The average calendar-year overtime hours expected for this position.

Contract No. of Months: How many months in a year a school employee (job class 09) is expected to work for their education employer. The options are 09, 10, 11, and 12. An employee whose job class is other than 09 should *always* have the 00 default.



*For employees who do not identify as female or male, follow this process.

1. In the Gender field, select Female or Male. It's a required field, so you must select one of these options to get the record to post.
2. Once the record posts, create a Demographic Correction Request (DCR) for that employee.
3. In the Employer Comments box, ask PERS staff change the gender to Non-Binary/Other.

For DCR instructions, read employer reporting guide 20, *Creating a DCR*.

To see this process demonstrated, watch the video "Reporting a New Employee."

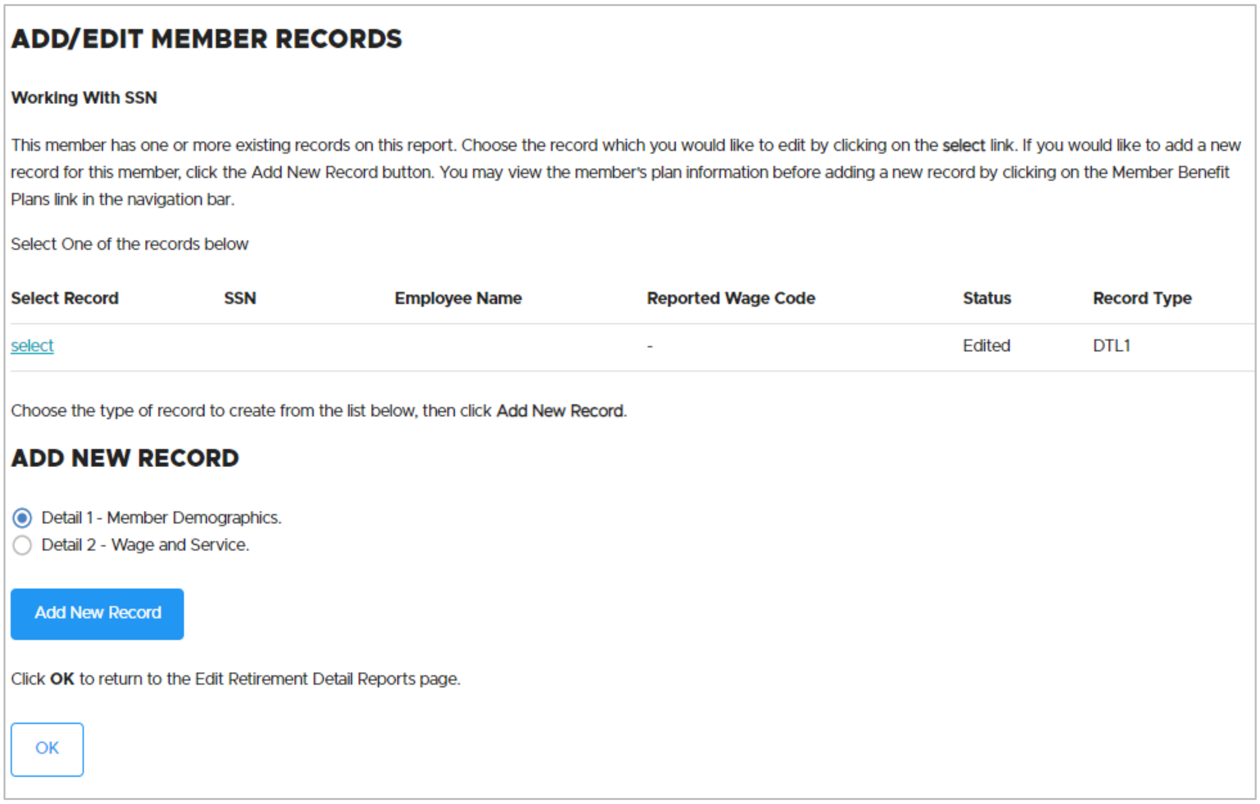
Explanations of fields

Required	Screen field name	Notes
*	SSN	No dashes. Double check that this is accurate.
*	Status Code	Codes are listed in employer quick reference guide *EDX Status Codes*.
*	Status Date	The first day working, training, or onboarding.
*	First Name	May fill in automatically if existing PERS member.
*	Last Name	May fill in automatically if existing PERS member.
*	Name Change Indicator	"N" is the default. Select Y if name change is needed.
*	Address – 1	Try to fit the whole street address in this field. If the address includes a unit, apartment, or condo number, type the number in this field. Use a PO Box instead of a street address if one is available.
	Address – 2	Optional—may be needed for some addresses. Do not type a unit, apartment, or condo number in this field.
	Address – 3	Optional—may be needed for some addresses. Do not type a unit, apartment, or condo number in this field.
*	City	All caps.
*	State	All caps.
*	Zip – 1	Include the extra four-digit extension if you have it.
	Zip – 2	Optional.
	Province	Use for foreign address when Country Code is other than "USA." For instructions on using this field for an international address, read the subsection "How to Enter an International Address" starting on page 14 in this guide.
*	Country Code	Choose from drop down. USA is the default.

Continued

Required	Screen field name	Notes
	Postal Code	Use for foreign address when Country Code is other than “USA.” For instructions on using this field for an international address, read the subsection “How to Enter an International Address” starting on page 14 in this guide.
*	Date of Birth	MM/DD/YYYY.
*	Gender	Current legal gender. If employee does not identify as male or female, choose a gender and then send a DCR to PERS requesting to have the gender changed to Non-Binary/Other. To see this process demonstrated, watch the video “Reporting a New Employee.”
*	PERS Job Class Code	Make sure to select the correct code. Codes listed in employer reporting quick reference guide *EDX Job Class Codes*.
*	Average Overtime Hours	Select the number of annual overtime hours that position is expected to require during the year. Learn more in employer reporting guide 18, *Reporting or Changing ‘Average Overtime.’*

5. (Continued from page 9.) When you are finished adding all information into the Detail 1 new-hire record, click **Save**.
6. On the next screen, you can select the record you just created by clicking select. If you are finished, click **OK** to return to the Edit Retirement Details Report page where you can add or edit additional records in the same report.



ADD/EDIT MEMBER RECORDS

Working With SSN

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			-	Edited	DTL1

Choose the type of record to create from the list below, then click **Add New Record**.

ADD NEW RECORD

- Detail 1 - Member Demographics.
- Detail 2 - Wage and Service.

Add New Record

Click **OK** to return to the Edit Retirement Detail Reports page.

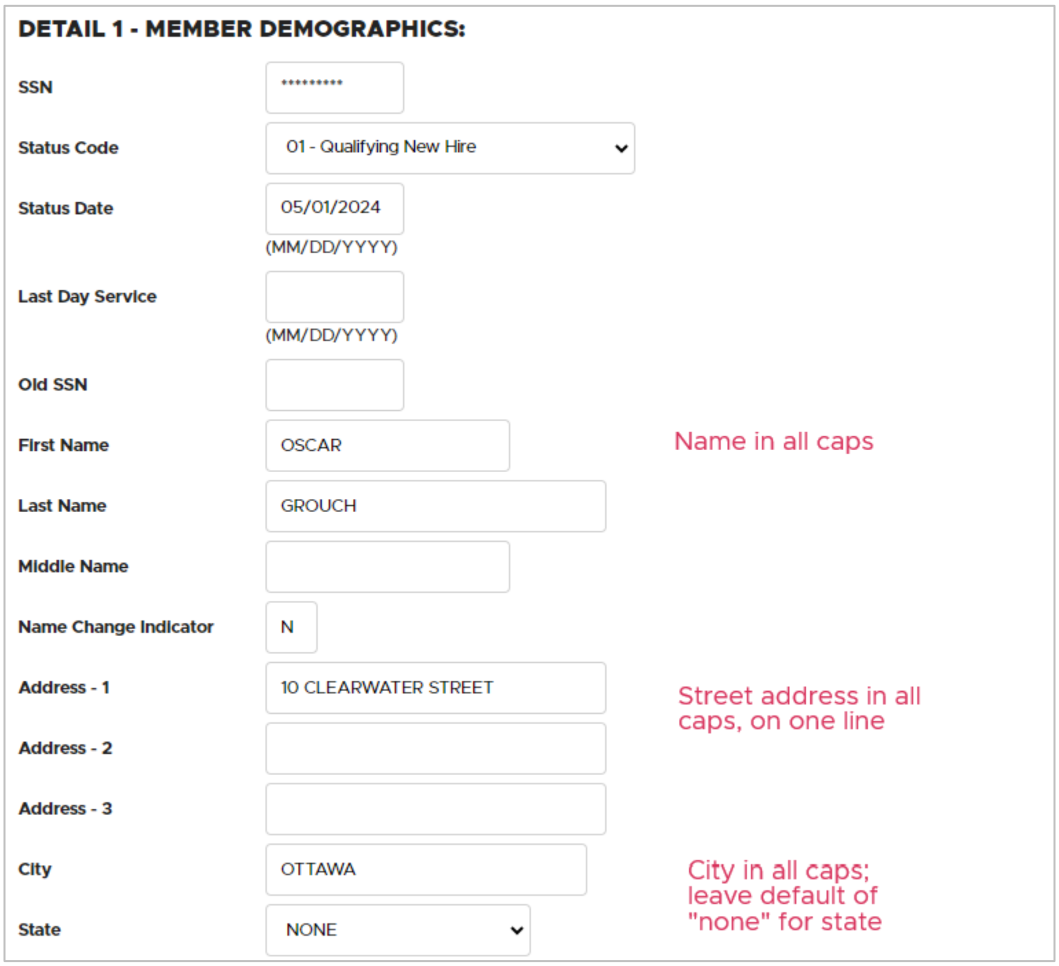
OK

How to enter an international address

If you hire an international employee or if your employee moves out of the United States, it can be difficult to understand how to enter their address into a Detail 1 record. Here are some examples to show how to do it correctly.

Canadian address example

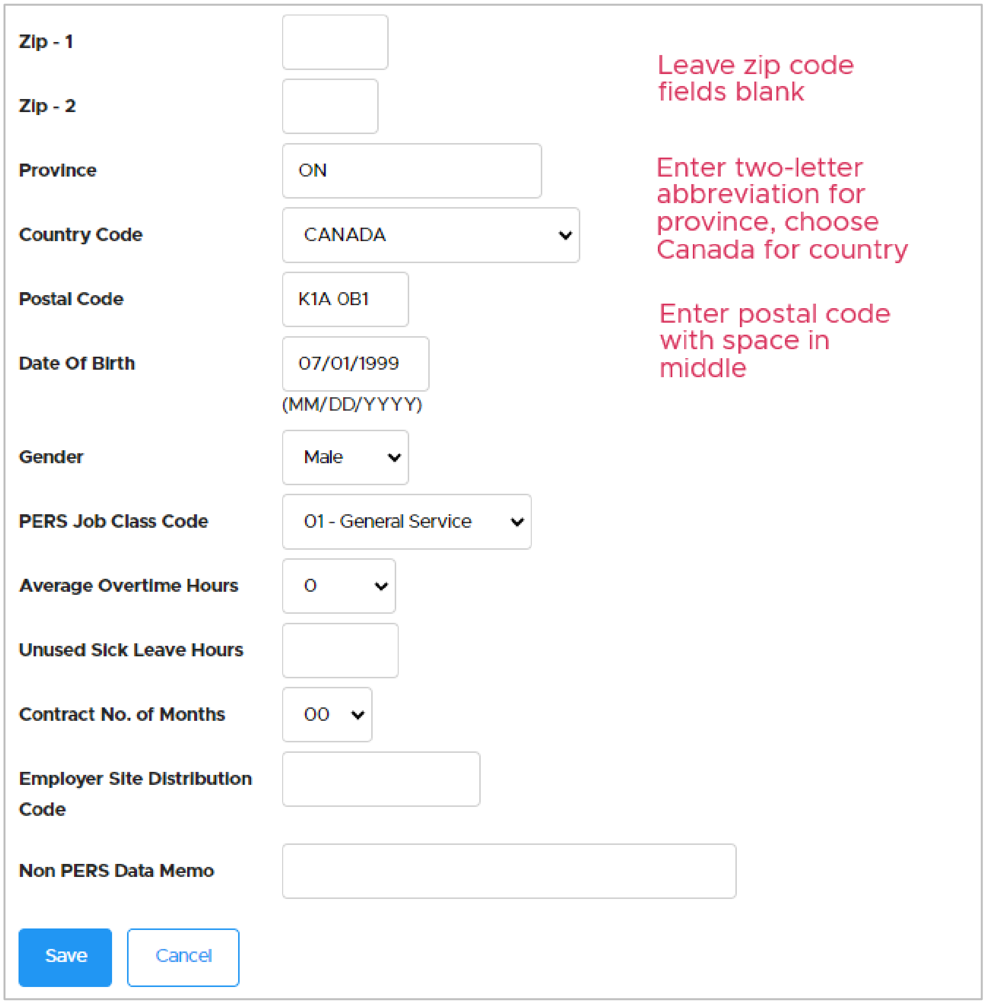
Oscar Grouch
10 Clearwater Street
Ottawa Ontario K1A 0B1
Canada



DETAIL 1 - MEMBER DEMOGRAPHICS:

SSN	*********	
Status Code	01 - Qualifying New Hire	
Status Date	05/01/2024 (MM/DD/YYYY)	
Last Day Service	(MM/DD/YYYY)	
Old SSN		
First Name	OSCAR	Name in all caps
Last Name	GROUCH	
Middle Name		
Name Change Indicator	N	
Address - 1	10 CLEARWATER STREET	Street address in all caps, on one line
Address - 2		
Address - 3		
City	OTTAWA	City in all caps; leave default of "none" for state
State	NONE	

Continued


Zip - 1
Zip - 2
Leave zip code fields blank
Province
ON
Country Code
CANADA
Enter two-letter abbreviation for province, choose Canada for country
Postal Code
K1A 0B1
Enter postal code with space in middle
Date Of Birth
07/01/1999
(MM/DD/YYYY)
Gender
Male
PERS Job Class Code
01 - General Service
Average Overtime Hours
0
Unused Sick Leave Hours
Contract No. of Months
00
Employer Site Distribution Code
Non PERS Data Memo
Save
Cancel

Germany address example

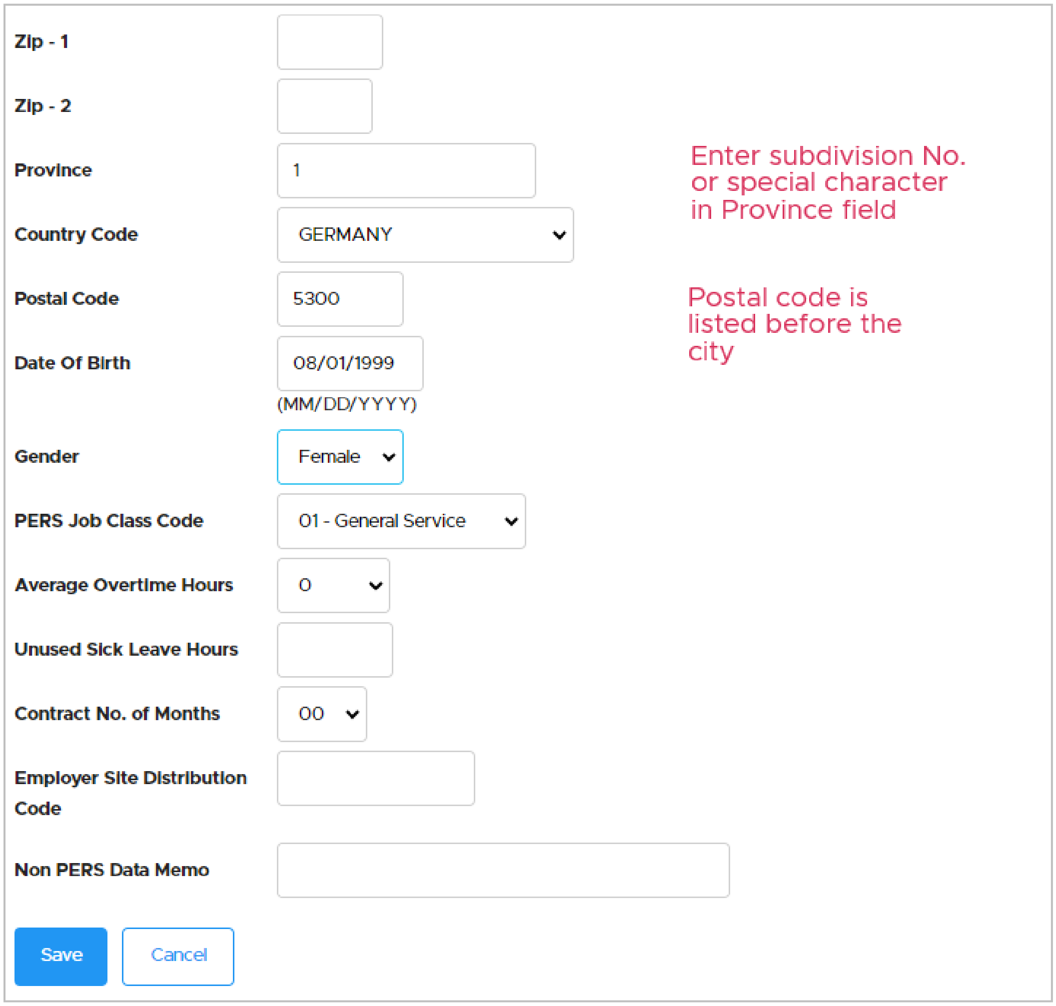
Lily Pond
Hartmannstrasse 7
5300 Bonn 1
Germany

Parts of the address	Definitions
Hartmannstrasse 7	Street address
5300	Postal code
Bonn	City
1	Subdivision
Germany	Country

DETAIL 1 - MEMBER DEMOGRAPHICS:

SSN	*********	
Status Code	01 - Qualifying New Hire	
Status Date	05/01/2024 (MM/DD/YYYY)	
Last Day Service	(MM/DD/YYYY)	
Old SSN		
First Name	LILY	
Last Name	POND	
Middle Name		
Name Change Indicator	N	
Address - 1	HARTMANNSTRASSE 7	The street name is listed first
Address - 2		
Address - 3		
City	BONN	The city is after the postal code
State	NONE	Leave "none" for state

Continued



Zip - 1	
Zip - 2	
Province	1
Country Code	GERMANY
Postal Code	5300
Date Of Birth	08/01/1999 (MM/DD/YYYY)
Gender	Female
PERS Job Class Code	01 - General Service
Average Overtime Hours	0
Unused Sick Leave Hours	
Contract No. of Months	00
Employer Site Distribution Code	
Non PERS Data Memo	

Save Cancel

Enter subdivision No. or special character in Province field

Postal code is listed before the city

Japan address example

Taro Tanaka
1-5-2 Manda, Kanagawa-Ken
Hiratsuka Shi, Japan 254-0019

Parts of the address	**Definitions**
Taro Tanaka	Japanese addresses list last names first. EDX lists first names first. For consistency with EDX, enter first name (Taro, in this example) in the First Name field.
1-5-2	Subarea number, block number, and house number.
Manda	Subarea name.
Kanagawa-Ken	Province
Hiratsuka Shi	City
Japan	Country
254-0019	Postal code

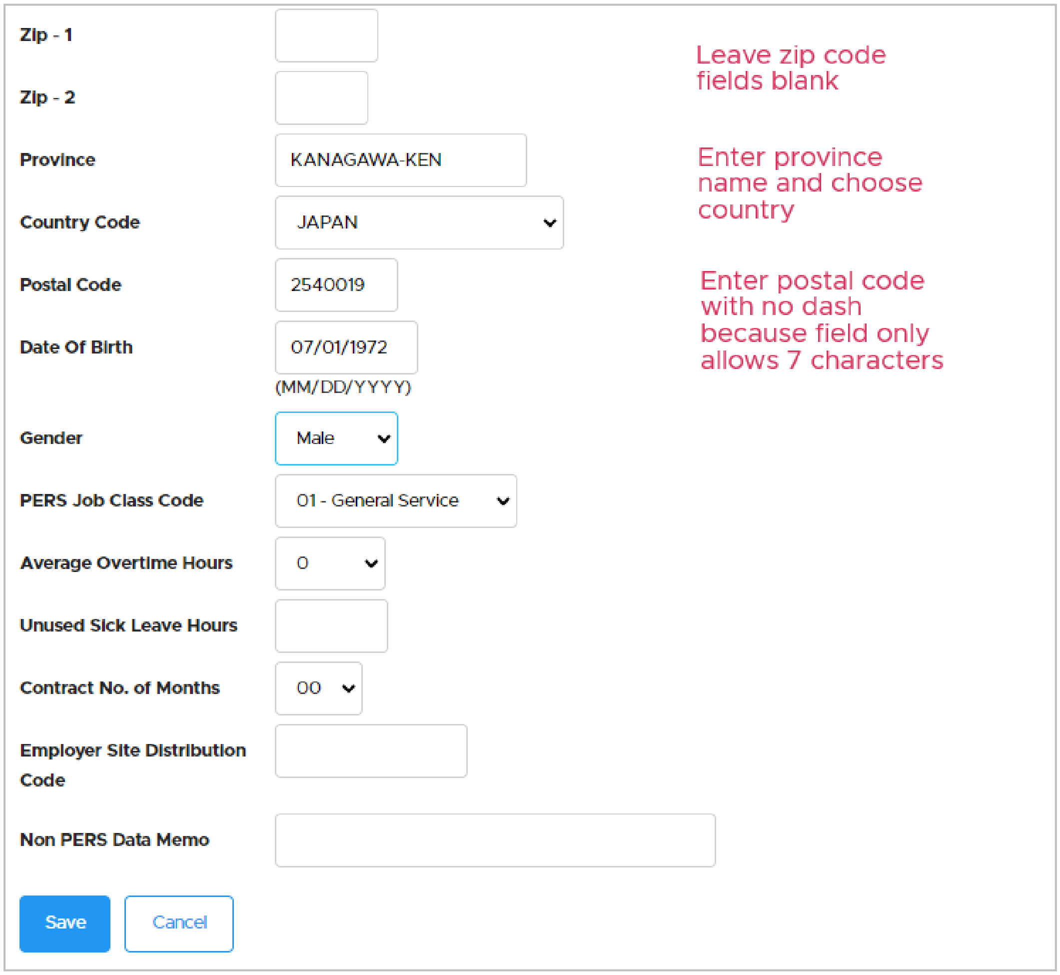
DETAIL 1 - MEMBER DEMOGRAPHICS:

SSN	*********
Status Code	01 - Qualifying New Hire
Status Date	05/01/2024 (MM/DD/YYYY)
Last Day Service	 (MM/DD/YYYY)
Old SSN	
First Name	TARO
Last Name	TANAKA
Middle Name	
Name Change Indicator	N
Address - 1	1-5-2 MANDA
Address - 2	
Address - 3	
City	HIRATSUKA SHI
State	NONE

Subarea information serves as street address

Leave state as "none"

Continued



Zip - 1	
Zip - 2	
Province	KANAGAWA-KEN
Country Code	JAPAN
Postal Code	2540019
Date Of Birth	07/01/1972 (MM/DD/YYYY)
Gender	Male
PERS Job Class Code	01 - General Service
Average Overtime Hours	0
Unused Sick Leave Hours	
Contract No. of Months	00
Employer Site Distribution Code	
Non PERS Data Memo	

Save Cancel

Leave zip code fields blank

Enter province name and choose country

Enter postal code with no dash because field only allows 7 characters

Release the report

1. Select **Work on Reports** to navigate to the Work on Wage and Contribution Reports screen.
2. Select the report you want to release for EDX batch validation by clicking on the Release link.

UNPOSTED DEMOGRAPHICS AND ADJUSTMENT REPORTS

Status	Date Submitted	Report Date	Delete	Edit	Release / Un-Release	Reject/Edit Report	View Details	View Totals
Added	08/31/2022	01/30/2007	delete	edit	n/a	View Report	View Details	n/a
Added	11/10/2022	11/10/2022	delete	edit	Release	View Report	View Details	n/a
Suspended	04/23/2021	12/29/2020	delete	edit	n/a	View Report	View Details	n/a
Suspended	06/29/2021	06/29/2021	delete	edit	n/a	View Report	View Details	n/a

3. The Confirmation screen confirms that the report has been released for processing. Click Click here to return to the Work on Wage and Contribution Reports screen to release more reports.

CONFIRMATION

Information

The report has been released for tonight's processing.

Click here to go to the previous page.

Reporting the new employee's wages

To begin reporting your new employee's wages, follow the instructions in employer reporting guide 9, *Reporting Wages for a Qualifying Employee*, or guide 10, *Reporting Wages for a Non-Qualifying Employee*.

The method of reporting wages at the end of wait time is different because you have to make sure that wages earned during wait time but reported after wait time do not earn benefits. Therefore, make sure to follow those instructions in either guide 9 (for a qualifying position) or guide 10 (for a non-qualifying position).

How to report a new hire in a special situation

When you hire a new employee, you follow the steps in this guide. That establishes them in the PERS system. Then, once they qualify for membership, they begin earning retirement benefits.

But what about situations that aren't so straightforward? Like someone who is already a member, an employee who used to be a PERS member, a new employee who will be working from outside Oregon, or someone who is coming off a long leave?

Here are some tips for handling these types of nonstandard hiring situations.

Hiring a current PERS member

If your new employee is already a PERS member, they do not have to complete a six-month wait time. You will pay contributions on their salary and report 6% IAP contributions beginning with their first day of work (if they are in a qualifying position).

If you're not sure if a new employee is a current PERS member, call the Employer Service Center (ESC) at 888-320-7377 (between 8:30 a.m. and 12 p.m. Monday through Friday) and ask the representative to check the employee's membership status for you.

TIP Calling ESC to check a new employee's membership status is a good practice every time you bring on a new employee.

Reporting the new employee

To hire a current PERS member, fill in the new-hire record the same way you would with a new employee; the only difference is that their name will auto fill because they are already in the system.

If wrong name auto fills

Double check the Social Security number. If it's correct, contact your ESC representative or the ESC Call Center for help.

If they are enrolled in payroll options

Your new employee may be enrolled in paying for PERS programs such as voluntary contributions or Police and Fire units.

- If your new employee has elected **voluntary contributions**, you will receive a Work List item, as explained on the How to Manage an Employee's Voluntary Contribution webpage.
- If your new Police and Fire employee is currently **purchasing units** by payroll deduction, they will need to submit a new P&F Unit Purchase form. PERS will need to recalculate their payments in case there was a lag between employers.

Completing Work List items

Read employer reporting guide 19, *Completing Work List Requests*.

Hiring a former PERS member

If an unvested PERS member goes at least five consecutive calendar years without working any hours for a PERS-participating employer (and the member has not reached normal retirement age), they may lose their PERS pension membership. If they are vested, they will still receive a pension. If they are not vested, they will go into a loss-of-membership status, meaning they will not receive a pension, will no longer be a PERS member, and will need to withdraw their IAP funds. Learn more about membership withdrawal on the Withdrawal webpage.

Hiring a former member who vested

Hire them in the same way as hiring an existing member; that is, a new employee who is already in the system. They do not need to serve a new wait time.

Hiring a former member who lost or withdrew their membership

Hire them in the same way as hiring a new member. They will need to serve a new six-month wait time to reestablish membership. Their new membership will be in the Oregon Public Service Retirement Plan (OPSRP), no matter what tier they were in before.

<table>
<tr><td>About vesting</td><td>A PERS member becomes vested when one of the following occurs:
They complete at least 600 hours of service in each of five calendar years. They reach vested status in their fifth year as soon as they complete 600 hours of service.
They reach normal retirement age. Ages are listed on the PERS website:
Tier One/Tier Two normal retirement ages.
OPSRP normal retirement ages.</td></tr>
</table>

Hiring an out-of-state employee

If you hire an employee who lives in another state and will be working remotely, they are eligible to become a member of Oregon PERS (if they meet the membership requirements of working the six-month wait time period in a qualifying position with one PERS-covered employer).

Out-of-state pension system membership

If your new employee is a member of their local pension system based on their prior employment, that membership has no effect on their PERS membership. They may be members of both systems.

If they are not a member of their local pension system, their eligibility for Oregon PERS membership cannot be transferred to their local pension system. Their work for an Oregon PERS-participating employer only earns them membership in Oregon PERS.

Purchasing service credit for out-of-state work

Qualifying PERS members can purchase certain types of service credit (aka retirement credit or service time) at retirement. There are two types of service credit purchases that are related to out-of-state work done prior to becoming a PERS member.

Out-of-state school service time	A Tier One/Tier Two active member can purchase up to four years of service for teaching in a public school in another state.
Out-of-state police service time	A Tier One/Tier Two active police officer can purchase up to four years of service for employment as a public safety officer in another state.

Read the rules and guidelines on the Tier One/Tier Two Purchases webpage.

Transferred-in benefits

Transferring employment benefits such as unused sick leave or vacation hours from an out-of-state previous employer is up to your organization's employment policies or collective bargaining agreement. However, regardless of whether or not you choose to transfer in those benefits, sick leave or vacation hours from an out-of-state previous employer are not reported to PERS and are not included when reporting unused hours at retirement.

International address

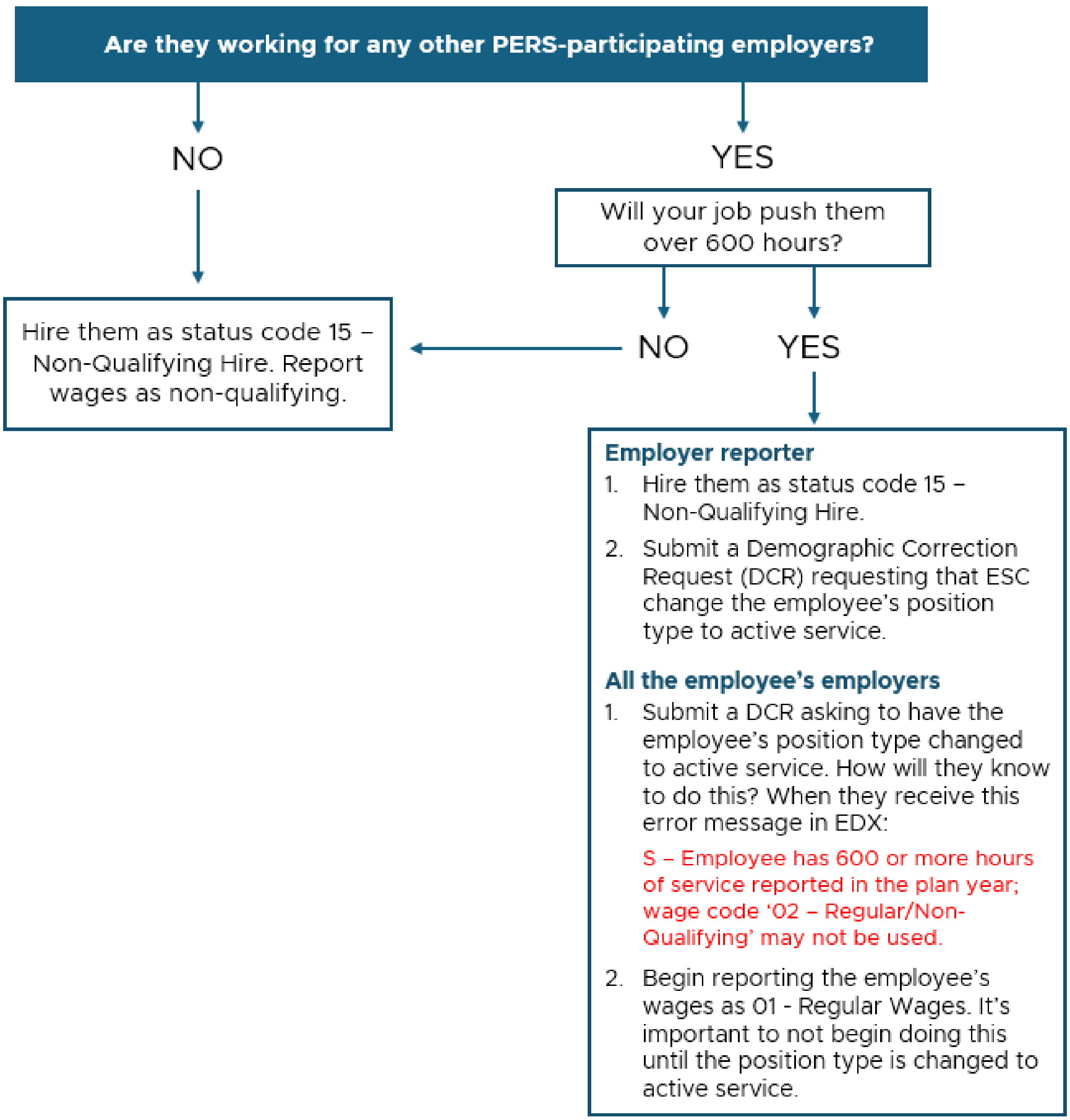
For instructions on entering a non-USA address into a Detail 1 new-hire record, read "Reporting a New Employee," subsection "How to Enter an International Address" in this guide.

Hiring a part-time employee

When hiring a part-time employee who will be working fewer than 600 hours/year for you (i.e., a nonqualifying position), you first need to know if they are working for any other PERS-participating employers. This affects whether they will be in a nonqualifying or active service (aka qualifying) position.

Find out if they are working for anyone else

Before submitting the new-hire record, call ESC at 888-320-7377 (on weekday mornings) and ask the representative to check if your new employee is working for any other PERS-covered employer.



Learn more

Employer reporting guide 10, *Reporting Wages for a Non-Qualifying Employee*, section "Changing from Non-Qualifying to Qualifying Status."

Employer reporting guide 20, *Creating a Demographic Correction Request*.

Hiring an employee returning from leave

Summer break (or any short, unpaid break)

If you are bringing back an employee from a short break, do not rehire them unless your organization terminated them. Depending on their status in EDX, do one of the following:

No status change	Status changed to On Leave	Status changed to Terminated
If their status wasn't changed and your organization just stopped reporting hours and wages for them, then no status change is necessary. Just start reporting hours and wages for them again.	If they were placed on leave (i.e., status code 07 or 09), submit a Detail 1 record with a 08 – Return From Leave status code, as explained in employer reporting guide 11, *Reporting a Leave*. Status codes are listed in *EDX Status Codes* quick reference guide. After the record posts, start reporting hours and wages.	If your organization terminated them, rehire them by submitting a Detail 1 record with a 01 - Qualifying New Hire or 15 - Non-Qualifying Hire status code, as explained in this guide. After the record posts, start reporting hours and wages.

Military leave

Military members have the right to take a leave to perform military service. If they return to the **same employer** within five years (and meet other guidelines of the Uniformed Services Employment and Reemployment Rights Act (USERRA)), they will earn the benefits they would have earned had they not left, including retirement benefits.

A military member who works for the state can take a different job for the state after their military leave and still qualify for USERRA. This is because all state agencies are considered to be the same employer.

If you are bringing back a military member from leave, follow the steps in employer guide 12, *Military Leave* to report the wages that the employee would have earned had they not been on leave.

If you are hiring a military member who was on leave from another state agency, their previous employer must follow the steps in employer guide 12, *Military Leave* to report the wages they would have earned. Once the employee has a status of 02 – Terminated, you can hire them as a new employee.

Purchasing service credit for previous military service	Tier One and Tier Two PERS members can receive PERS service credit for up to four years of military time served before coming to work for a PERS-participating employer. To receive this time, they must purchase it. Learn more in the purchasing military service credit Q&A.

Disability leave or disability retirement

PERS offers disability benefits for qualifying nonretired PERS members who become too sick or injured to work. For **Tier One and Tier Two members**, PERS offers an early retirement. For **OPSRP members**, PERS offers disability benefits that pay 45% of their last full month's salary. Benefits last until they are eligible for regular retirement.

There are different rules for each PERS plan that determine how they may return to work and whether working cancels their disability benefits.

For details, read employer reporting guide 14, *Disability Benefits*, section "Tier One/Tier Two Disability Retirement," subsection "Returning to Work" or "OPSRP Disability Benefits," subsection "Returning to Work."

Terminating employees who take disability retirement	Disability status is handled by a special department in PERS. So, you do **not** need to submit a termination record for a disability retirement like you do for a regular retirement.

Hiring a new employee who was on leave

When hiring an employee who was on leave from a different employer, contact ESC to request a status check of the employee. ESC will be able to tell you if the employee is still employed by the previous employer and if any hours are being reported.

Hiring a PERS retiree

PERS retirees can return to work for a PERS-participating employer while continuing to receive their retirement benefits, with certain restrictions.

Before you hire a retiree, they must be terminated from the job they had before they retired. This includes having all their final hours and wages reported. Therefore, before submitting a new-hire record to PERS, first make sure that they were terminated by asking ESC to look up their status.

Learn more about how to hire a PERS retiree in employer reporting guide 8, *Hiring a PERS Retiree*, section "Reporting a PERS-Retiree New Hire."

A retiree who is receiving Social Security

Some PERS retirees who are receiving Social Security benefits and have not reached full retirement age under Social Security may have limitations on how much they can earn and still receive full benefits. For more information, go to the Social Security Receiving Benefits While Working webpage and the PERS employers' Work After Retirement webpage.