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Employer Announcement #36

January 19, 2006

## Enhanced EDX Functionality

The new EDX release will provide enhanced performance and “readability” to the Employer Statement and provide additional capabilities for the Wage and Contribution screens.

This release is slated for implementation the weekend of January 28-29, 2006, and is the first in a series of major enhancements that will be released in 2006 and 2007.

### The New PERS Employer Statement

The format of the PERS Employer Statement is changing. Beginning with this EDX release, there will be only two Employer Statements per month, generated on the 5<sup>th</sup> and 20<sup>th</sup> of each month (or the previous business day for holidays and weekends). Statements will no longer be generated every time records post and invoices are generated.

The new statement will have a different look and you will no longer view statements by selecting a date range. Instead, when you select “View Employer Statement” you will then see “View Employer Statement or Wage and Contribution Report...” and get a choice of categories to review employer statements and wage and contribution reports.

The categories are:

- Current Employer Statement
- Un-Billed Activity
- Employer Statement History
- Wage and Contribution Report History

The screenshot shows a Microsoft Internet Explorer browser window displaying the PERS website. The address bar shows the URL: http://ptn108.a4590.pers.state.or.us:90/SelfService/SSAPProcessHome.do?dialog\_id=DState\_44&event=IS\_NON\_WORKFLOW\_PROCESS&acty\_id=11025408&541E%2054AB%202A21%204. The page title is "View Employer Statement or Wage and Contribution Report - Microsoft Internet Explorer". The website header includes the PERS logo and the text "Your Online Retirement Resource". Below the header, there are navigation links for "Home", "Log Off", and "About Us". The main content area is titled "View Employer Statement or Wage and Contribution Report" and includes a description: "This process allows you to view your organization's current Employer Statement, Un-billed activity since the last statement, history of your organization's Employer Statements, or history of your organization's Wage and Contribution Reports." Below this description, there is a list of report categories: "Current Employer Statement", "Un-Billed Activity", "Employer Statement History", and "Wage and Contribution Report History".



(NC rate x PERS subject salary) = PERS NC contributions due.

Unlike the Normal Cost rate, the UAL rate will be applied against the combined PERS Tier 1/Tier 2 and OPSRP payrolls and appear on your Remittance Statement as follows:

(UAL rate x (PERS subject salary + OPSRP subject salary)) = PERS UAL contributions (credit) due.

Although the employer’s rate remains constant for two-year periods, the dollar amount, positive or negative, for the UAL line item may change for every statement. This is due to the possible change in subject salary reported for any statement period.

### Wage and Contribution Invoice Summary

Clicking on any contribution invoice number listed in the “Employer Remittance Statement” will bring up the “Wage and Contribution Invoice Summary.” This will show a breakdown of the invoice amounts by program, OPSRP IAP, OPSRP Pension, or PERS, and type of contributions, MPPT, MPAT, EPPT, Unit or Optional Employer IAP, for each pay date in the invoice.

Working with: MUNRO, CITY OF, 01000

**Wage and Contribution Invoice Summary**

Employer: MUNRO, CITY OF - 01000      Posted Date: 12/05/2005  
 Invoice No: 138601  
 Invoice Amount: \$ 334.42

Plan	Pay Date	Membership Class	Subject Salary	MPAT MPPT	EPPT Unit	Opt ER IAP Employer	Total
OPSRP IAP      No OPSRP IAP data found for the selected statement							
<b>OPSRP Pension</b>	02/13/2004	General Service 8.04%	\$ 753.02	\$ 0.00	\$ 0.00	\$ 0.00	\$ 60.55
	03/01/2005	General Service 8.04%	\$ 2,326.13	\$ 0.00	\$ 0.00	\$ 0.00	\$ 187.02
	04/01/2005	General Service 8.04%	\$ 2,323.50	\$ 0.00	\$ 0.00	\$ 0.00	\$ 186.81
	04/29/2005	General Service 8.04%	\$ 2,320.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 186.53
	06/01/2005	General Service 8.04%	\$ 2,320.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 186.53
			<b>\$ 10,042.65</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 807.42</b>
<b>PERS</b>	02/13/2004		(\$ 753.02)	\$ 0.00	\$ 0.00	\$ 0.00	(\$ 35.46)
	03/01/2005		(\$ 2,326.13)	\$ 0.00	\$ 0.00	\$ 0.00	(\$ 109.56)
	04/01/2005		(\$ 2,323.50)	\$ 0.00	\$ 0.00	\$ 0.00	(\$ 109.44)
	04/29/2005		(\$ 2,320.00)	\$ 0.00	\$ 0.00	\$ 0.00	(\$ 109.27)
	06/01/2005		(\$ 2,320.00)	\$ 0.00	\$ 0.00	\$ 0.00	(\$ 109.27)
			<b>(\$ 10,042.65)</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>(\$ 473.00)</b>	<b>(\$ 473.00)</b>

### Wage and Contribution Invoice Detail

The “Wage and Contribution Invoice Detail” page is available by clicking on the plan name listed on the “Wage and Contribution Invoice Summary” screen.

The “Wage and Contribution Invoice Detail” screen shows wage and contribution data for each member covered by the invoice chosen in the “Wage and Contribution Invoice Summary.”

Wage and Contribution Invoice Detail - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://ptn108.a1590.pers.state.or.us:90/SelfService/SAEmployerStatement.do?jdkReferer=%2FviewPage%3Fcomponent%3D%2Fjsp%2Fsecure%2Femployer%2FemployerStatement%2F...

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Working with: MUNRO, CITY OF, 01000

### Wage and Contribution Invoice Detail

Employer: MUNRO, CITY OF - 01000 Posted Date: 11/01/2005  
 Invoice No: 127382  
 Invoice Amount: \$ 3,878.00

Plan: OPSRP IAP

Last Name	SSN	Salary	MPAT	EPPT	Opt ER IAP	ER Rate	Total
Wage Type		Pay Date	MPPT	Unit	Employer		Contribution
BARR	000000000	\$ 5,000.00	\$ 0.00	\$ 0.00	\$ 0.00		\$ 300
Regular wages		10/31/2005	\$ 300.00	\$ 0.00	\$ 0.00	0.00%	
FREIHEIT	111111111	\$ 4,000.00	\$ 0.00	\$ 0.00	\$ 0.00		\$ 240
Regular wages		10/31/2005	\$ 240.00	\$ 0.00	\$ 0.00	0.00%	
JOHNSON	222222222	\$ 5,000.00	\$ 0.00	\$ 0.00	\$ 0.00		\$ 300
Regular wages		10/31/2005	\$ 300.00	\$ 0.00	\$ 0.00	0.00%	
NELSON	333333333	\$ 5,000.00	\$ 0.00	\$ 0.00	\$ 0.00		\$ 300
Regular wages		10/31/2005	\$ 300.00	\$ 0.00	\$ 0.00	0.00%	
TODD		\$ 4,000.00	\$ 0.00	\$ 0.00	\$ 0.00		\$ 240
Regular wages		10/31/2005	\$ 240.00	\$ 0.00	\$ 0.00	0.00%	
							<b>\$ 4,380.00</b>

## Un-Billed Activity

Selecting "Un-Billed Activity" will bring up all payment or invoice activity that has occurred since the last statement date. This new category represents **all employer wage and contribution invoice activity, other PERS invoice activity, employer payments and UAL contribution amounts posted since the last statement.** The Un-Billed Activity on this statement will be part of the charges and payments on the next statement you receive.

Un-Billed Activity - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://ptn060.a1590.pers.state.or.us:103/SelfService/SAEmployerStatement.do?158C+2E8A+691+2061+273E+479+479+478C+479+4310+478C+BF8+51E6+51E6+43108+4B5F+273E+...

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Working with: MUNRO, CITY OF, 01000

### Un-Billed Activity

Un-billed Activity Period: 11/06/2005 - 11/15/2005  
 Employer: MUNRO, CITY OF - 01000

This report allows you to view wage and contribution payments received and charges incurred since the last remittance statement.

For assistance phone the PERS Call Center at 503-603-7788 or 888-320-7377

Payments Received:

Deposit Date	Amount
11/14/2005	\$ 25,000
	<b>\$ 25,000.</b>

Wage and Contribution Invoices

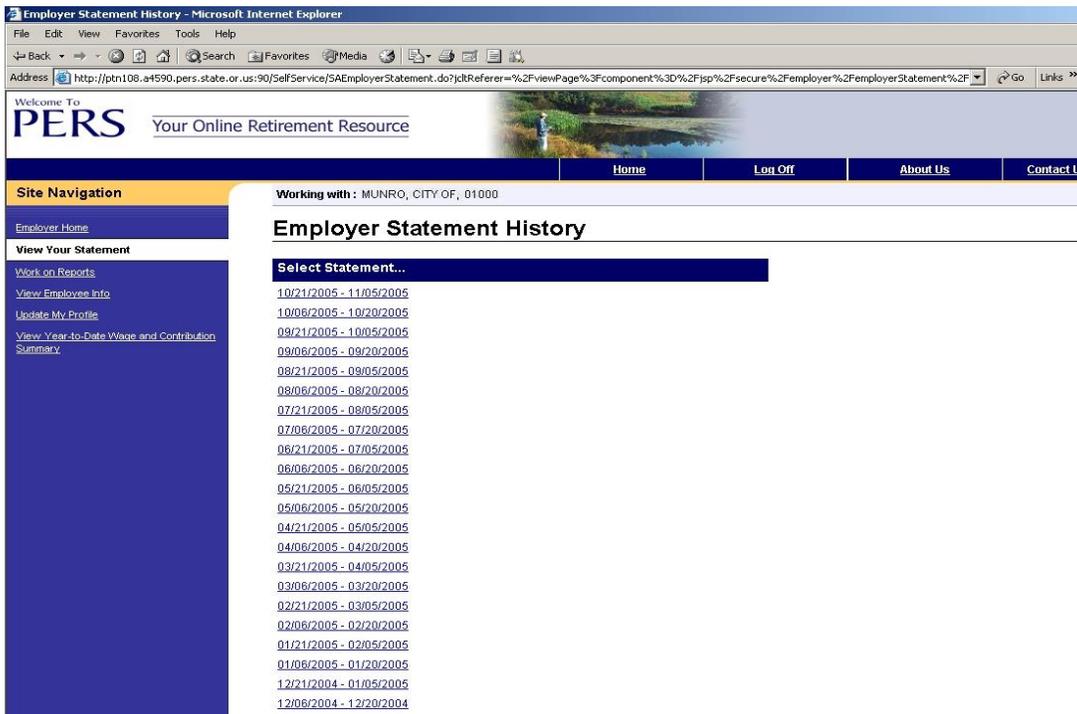
Invoice #	Date Posted	Description	Amount
<u>127382</u>	11/13/2005	Contributions	\$ 2,971
			<b>\$ 2,971.</b>

Other PERS Invoices

Invoice #	Invoice Date	Description	Amount
127382	11/13/2005	Late Reporting Penalty - PERS	\$ 1,113
127383	11/13/2005	PERS Mandatory Redeposit	\$ 1,113

## Employer Statement History

This shows all past statement activity, back to January 2004, organized into two periods: the 6<sup>th</sup> through the 20<sup>th</sup> of any month, and the 21<sup>st</sup> of that month to the 5<sup>th</sup> of the next month. These time periods are consistent with the new statement dates of the 5<sup>th</sup> and 20<sup>th</sup> of the month.



## Wage and Contribution Report History

This screen will show individual reports, listed by report date, the status of those reports, and the type of report. The “Regular” report date is the reporting date, assigned to you by PERS, which most closely matches your most frequent pay cycle. That date may be every Friday, every other Friday, the 15<sup>th</sup> and last day of the month or the last day of the month. The “Demographics and Adjustment Report” date is any date except the regular report date.

If you click on any “Report Date” on the “Wage and Contribution Report History” screen, you will bring up the “Wage and Contribution Report Balance Sheet” screen for that report date. On this screen you will see:

“*Allocated Payments*” represent all, or part, of any payments applied to invoice activity for the report date you selected.

“*Posted contributions*” accumulate as records for this report are cleared and contributions are posted.

“*Contributions Not Yet Posted,*” at the bottom of the page, represent contributions associated with records not yet cleared. Contributions associated with these records will be invoiced as the records clear.

“*Outstanding Balance as of (current date)*” is the sum total, positive and negative, of allocated payments and posted contributions at the current date.

“Inbound Adjustments” represent negative adjustments, made in other reports, affecting data on this report.

“Outbound Adjustments” represent positive adjustments, made in other reports, affecting data on this report.

**Wage and Contribution Report Balance Sheet**

Working with: MUNRO, CITY OF, 01000

Wage and Contribution Report Date: 10/05/2005  
 Employer: MUNRO, CITY OF - 01000

Allocated Payments				
Statement Date	Payment	Deposit Date	Payment Type	Allocated Amount
08/05/2004	\$ 85,568.31	01/02/2004	Manual	\$ 80,593.17
08/05/2004	\$ 82,587.40	07/15/2004	Manual	\$ 613.74
09/20/2004	\$ 85,568.31	01/02/2004	Manual	\$ 339.61
09/20/2004	\$ 122,992.70	09/15/2004	Manual	\$ 618.35
10/20/2004	\$ 122,992.70	09/15/2004	Manual	\$ 7,669.38
10/20/2004	\$ 103,066.06	10/15/2004	Manual	\$ 530.31
12/20/2004	\$ 107,535.73	12/20/2004	Manual	\$ 473.20
01/05/2005	\$ 106,613.06	01/20/2005	Manual	\$ 1,352.91
				<b>\$ 92,190.67</b>

Posted Contributions				
Statement Date	Invoice #	Date Posted	Description	Posted Amount
08/05/2004	106986	07/26/2004	Contributions	\$ 81,206.91
09/20/2004	109279	09/07/2004	Contributions	\$ 616.62
09/20/2004	109420	09/08/2004	Contributions	\$ 313.82
10/20/2004	110822	10/07/2004	Contributions	\$ 8,199.69
12/20/2004	114318	12/16/2004	Contributions	\$ 473.20
01/05/2005	114837	12/29/2004	Contributions	\$ 144.62
01/05/2005	115041	01/03/2005	Contributions	\$ 1,271.44
				<b>\$ 92,226.30</b>

Contributions Not Yet Posted			Outstanding Balance as of 11/28/2005
Member	Employer	Total Un-Posted	
\$ 0.00	\$ 0.00	\$ 0.00	<b>\$ 35.63</b>

Inbound Adjustments		
Report Date	Date Posted	Amount
12/31/2004	01/03/2005	\$ 63.15
		<b>\$ 63.15</b>

Outbound Adjustments			
Report Date	Date Posted	Invoice #	Amount
02/29/2004	11/07/2005	109279	\$ 27.52
			<b>\$ 27.52</b>

Inbound payable allocations are due to adjustments on other wage and contribution reports (i.e. Negative Adjustments, USERRA Negative Adjustments). Outbound payable allocations are due to adjustments on an employer wage and contribution report that are allocated to other invoices. A blank Report Date entry denotes an allocation to a non-Wage and Contribution invoice.

### The “Year-to-Date Wage and Contribution Summary” Screen

Begin by selecting “View Year-to-Date Wage and Contribution Summary” in the Service Activities section of the EDX home page.

The “View Year-to-Date Wage and Contribution Summary” allows you to select reports by year. When you select a year and click “Submit,” the summary view appears.

Year-to-Date Wage and Contribution Summary - Microsoft Internet Explorer

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Site Navigation: Working with: PUBLIC EMPLOYEES RETIREMENT SYSTEM, 01061

### Year-to-Date Wage and Contribution Summary

Year: 2005      Employer Number: 01061      Employer Name: PUBLIC EMPLOYEES RETIREMENT SYSTE

Select a Member:        Sort by Last Name: **A B C D E F G H I J K L M N O P Q R S T U V W X Y Z**

[View Original Results](#)      [View Totals](#)      [Download as CSV](#)

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SSN	Last Name	First Name	Hire Date	Contrib Start Date	EDX Records	Hours this ER	Hours Other ERs	Lump Sum Payoff	Vacation Payoff	Unit Contributions	Optnl ER IAP
000000000	STARR	BARBARA	07/01/2003	07/01/2003	Posted	1,050.50	0.00	\$0.00	\$0.00	\$0.00	\$0.00
000111111	COOPER	ALICE	08/02/2004	02/01/2005	Posted	1,069.50	0.00	\$0.00	\$0.00	\$0.00	\$0.00
002121212	PAINE	JOSEPH	12/01/2003	06/01/2004	Posted	1,088.75	0.00	\$0.00	\$0.00	\$0.00	\$0.00
200000000	CURRY	DANIEL	07/24/2003	02/01/2004	Posted	1,040.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
252525252	TROKOWSKI	PHILLIP	07/01/2003	07/01/2003	Posted	1,040.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
321321321	DUCK	HOWARD	08/02/2004	02/01/2005	Posted	1,067.50	0.00	\$0.00	\$0.00	\$0.00	\$0.00
411411411	SMITH	JACQUELINE	07/01/2003	07/01/2003	Posted	1,040.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
567895678	BLUMFELD	SUSAN	08/04/2003	08/04/2003	Posted	1,133.75	0.00	\$0.00	\$0.00	\$0.00	\$0.00
666996666	CHEETLE	JEFFREY	07/01/2003	07/01/2003	Posted	1,090.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
777757737	STONE	NANCY	07/01/2003	07/01/2003	Posted	1,040.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00

This screen will allow you to:

- Select information for this view in three different ways using the “Select a Member” box:
  - Select a last initial; data displayed will be just for employees with that initial.
  - Select a page; the system will advance to that page, ordered by Social Security Number (SSN).
  - Select by SSN; enter a specific SSN in the “Select a Member” box and click “Go.”
- See total activity for all the categories on the “View Summary” screen when you click on “View Totals.”

Year-to-Date Wage and Contribution Summary Totals - Microsoft Internet Explorer

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Site Navigation: Working with: PUBLIC EMPLOYEES RETIREMENT SYSTEM, 01061

### Year-to-Date Wage and Contribution Summary Totals

Year: 2004      Employer Number: 01061      Employer Name: PUBLIC EMPLOYEES RETIREMENT SYSTEM

Today's Date: 01/12/2005

[View Original Results](#)      [Print Report](#)

	Hours this ER	Hours Other ERs	Gross Salary	Lump Sum Pymts	Unit Contributions	Optnl ER IAP	Non-Subj Salry	Subject Salary	Total Membr Contribs
<b>MEMBER TOTALS:</b>	590,640.30	23,431.73	\$11,087,819.44	\$71,424.99	\$0.00	\$0.00	\$168,898.45	\$10,847,496.00	\$58,432.84

Total Payments Received from January 1, 2004 through December 31, 2004: \$1,011,623.49

- Print the contents of the “View Summary” screen by clicking on “Print Report.”
- Download the contents of the “View Summary” screen into an Excel spreadsheet by clicking on “Download as CSV.” **IMPORTANT NOTE:** When using the “Download as CSV” feature with Microsoft Office 2002/2003, what you see is not the actual downloaded spreadsheet, but a view of the spreadsheet through the Internet browser. This means that closing the spreadsheet will also close your browser session and you will have to restart your EDX session.

This problem can be avoided in one of two ways:

- 1) Right click on “Download as CSV”, choose “Save Target As...”, and create a file to save the spreadsheet. You may then use the “Back” arrow on the taskbar to return to the “Wage and Contribution Report” screen, and access the file you created at a later time.

**OR**

- 2) Click on “Download to CSV”; a “File Download” prompt should appear. Make sure the “Always ask before opening this file” box is checked. Then, click on “Save” button and create a file to save the spreadsheet. You may then use the “Back” arrow on the taskbar to return to the “Wage and Contribution Report”, and access the file you created at a later time.

To make sure the “File Download” prompt appears, do the following:

- a) Open a browser window by clicking on the “Start” button on the taskbar at the bottom of the screen, and selecting “Explore.”
- b) From the “Explore” window, select “Tools”, the “Folder Options.”
- c) From the “Folder Options” prompt, select “File Types.”
- d) Scroll down the list of file types until you see “.XLS Microsoft Excel Worksheet.”
- e) Click on the “Advanced” button at the bottom of the “File Types” prompt.
- f) The “Edit File Type” prompt appears. Check the “Confirm open after download” box. If it is already checked, un-check then recheck the box.
- g) Click on “OK” to exit the “Edit File Type” prompt.
- h) Select “OK” to exit the “Folder Options” window.

Either of these options will save you the inconvenience of having to restart your EDX session.

If you have questions about your Employer Statement, or if you need help using the updated Year-to-Date Wage & Employer screen, please contact the EDX Team at 888-320-7377.