PERS Employer Outreach, Communication & Education

Welcome!

Employer Outreach Presentation

Fall 2010

V11 30 Sept 10

Agenda

- SB 897 Review
- EDX Release 6.0 (aka 2b)
  - SB 897
  - Secure Communication
- The Evolution of Annual Reconciliation
- Social Security concerns
- Disability retirement basics
- Employer Compliance Review program status
- Q&A: general questions
  - Please don’t reveal sensitive member information (SSN, account numbers, etc).

SB 897 Review

- **Verification of retirement data**
  - Requested by age-eligible Tier1/Tier2 and OPSRP active and inactive members
  - Covers data for <u>all</u> employment with the employer back to date of hire
    - Service time or retirement credit
    - Salary input to Final Average Salary calculation
    - Sick leave, if the employer participates in the PERS sick leave program
    - Tier1/Tier2 Regular and Variable account balances
- **Verification reporting sequence**
  - **1 July 2011** – verification request acceptance begins
  - Member requests verification by submitting online request or paper form.
  - PERS notifies member's past and present employers upon receipt of member request
  - <u>Employer has a fixed time frame for confirmation or modification response after notification</u>
  - Data considered verified upon expiration of response time if not confirmed by employer Data <u>cannot be changed after employers complete verification or the response time expires,</u> except directed by PERS to:
      - Implement a judgment, admin. order, arbitration award, conciliation or settlement agreement
      - Reconcile data to produce verification
      - Tier 2 member purchase of forfeited time results in Tier 1 membership
      - Other adjustments permitted by the statute and rule
    - Adjustments to data attributable to periods after verification date and before actual retirement are permitted
  - Member can dispute verified data within 60 days of receipt of verification from PERS

EDX Release 6.0

- Tentative installation scheduled for Q2 2011
- EDX Release 6.0 and SB 897
  - Modifies existing features to enable retirement data verification mandated by SB 897
- EDX Release 6.0 Secure Communication
  - Allows secure communication between PERS and employers

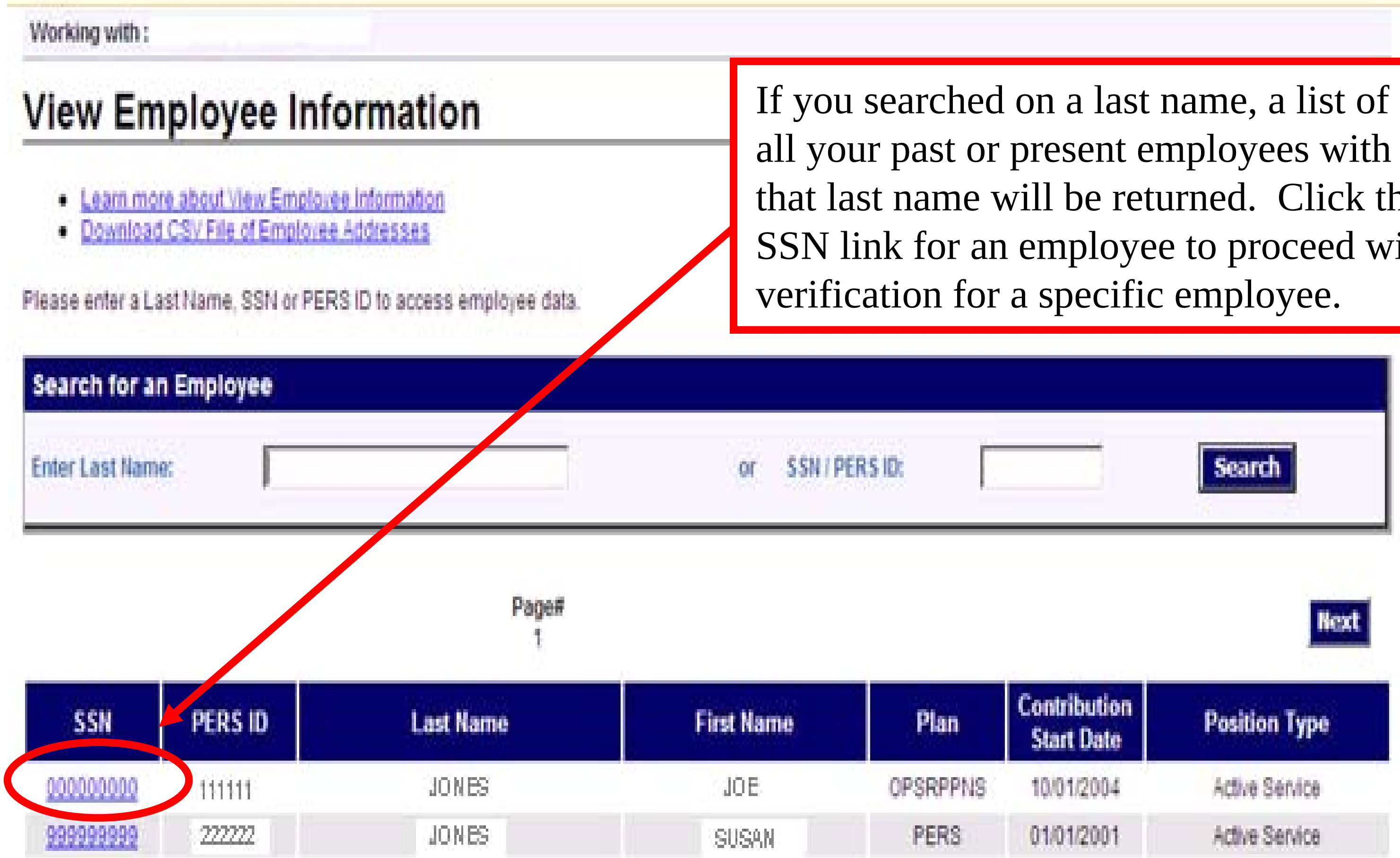
EDX Release 6.0 and SB 897

Unlike EDX Release 5.0, the View Employee Info function in Release 6.0 won't allow selection of information by years. Instead, the View Employee Info link will go directly to the search screen. Input a last name or SSN/PERS ID and click "Search"

2) The employer begins verification of salary and employment data by clicking on the View Employee Info link located in the Site Navigation area on each employer EDX home page.

1) PERS will notify a member's past and present employers of an age-eligible member's verification request by entering a Data Verification Request in the employer's Work List and informing the employers by e-mail. The Data Verification Request remains open until all requested items are verified or the verification response time elapses. When all position histories and salary information are correct, the employer will navigate to the Work List to complete the Verification Request, which will automatically inform PERS that the Verification Request is complete. PERS staff will complete the verification when all employers have closed their verification requests, or when verification response time has elapsed with no employer action on Work List Verification Requests, and mail the verified data to the requesting member.

EDX Release 6.0 and SB 897



If you searched on a last name, a list of all your past or present employees with that last name will be returned. Click the SSN link for an employee to proceed with verification for a specific employee.

EDX Release 6.0 and SB 897

You'll arrive at this screen if you searched on a unique SSN or PERS ID in the View Employee Info screen or clicked on the SSN link for a specific member after searching by a last name. You can also reach this screen by clicking the "View Employment History Details for this employee" link on any other screen in this set.

Employee Employment History Details

Please use the links below to navigate to the desired activity for this employee.

- View Address Details for this employee.
- View Salary Details for this employee.
- Create Demographic Correction Request (DCR).
- Create Salary Breakdown Request.

Employment Details For: Joe Jones, SSN: 000000000, PERS ID: 111111

Date of Birth: 01/01/1940

Contribution Start Date: 01/01/1970

Hire Intent	Start Date	Last Day Service	Term / End Date	Gross Unused Sick Leave	Transferred Unused Sick Leave	Job Class	Position Type	Plan	Average OT Hours	Contract No. of Months	Verify	Verified Date	User ID
N/A	11/30/2004		11/30/2004	0.000	0.000								
	11/30/2004		11/30/2004			General Service	Active Service	PERS Tier 1	0		☐		
Q	08/22/1960	12/31/1998	12/31/1998	2770.000	0.000								
	08/22/1960		12/31/1998			General Service	Active Service	PERS Tier 1	0		☑	06/25/2010	AAABBB
	08/22/1950		12/31/1955			General Service	Active Service	PERS Tier 1	0		☑	06/24/2010	AAABBB

Verify All | Save | Cancel

3a) This screen will show employment/ position histories within each job segment for this member back to the first date of hire for this individual with you, the employer. If all position histories are complete and correct, click "Verify All" and "Save". **If any position history is incorrect, DO NOT click "verify"; instead, send a DCR with corrections back to PERS.** Click "verify" on each segment as corrections are researched and corrected histories are displayed on this screen.

We've added Date Of Birth, Contribution Start Date, Gross Unused Sick Leave and Transferred Unused Sick Leave to this screen, and removed the "Confirm" box.

Release 6.0 and SB 897

This screen appears when you click the "View Salary Details for this employee" link on any screen in this set.

Working with :

Employee Salary Details

Please use the links below to navigate to the desired activity for this employee.

- View Employment History for this employee.
- View Address Details for this employee.
- Create Demographic Correction Request (DCR).
- Create Salary Breakdown Request

3b) This screen will show salary history by calendar year for the individual back to the date of hire with you, the employer. For each correct annual salary segment, check "Verify", then click "Save", which will post the verified data to the member's account. If **all** segments are correct, click "Verify All", then "Save" which will post all salary segments to the member's account. **If a segment is incorrect, DO NOT click "Verify". Instead, create and send an online Salary Breakdown Request to send corrected data to PERS.**

Salary Details For: Joe Jones, SSN: 000000000, PERS ID: 111111

Date of Birth: 01/01/1940

Contribution Start Date: 01/01/1970

Calendar Year	Subject Salary	LSP	LSVP	Gross Salary	Verify	Verified Date	User ID
2000	$10,000.00	$0.00	$0.00	$10,000.00	☑	01/20/2009	AACCBB
2001	$10,000.00	$0.00	$0.00	$10,000.00	☑	01/20/2009	AACCBB
2002	$10,000.00	$0.00	$0.00	$10,000.00	☐		
2003	$10,000.00	$0.00	$0.00	$10,000.00	☐		
2004	$10,000.00	$0.00	$0.00	$10,000.00	☐		
2005	$10,000.00	$0.00	$0.00	$10,000.00	☐		

Verify All | Save | Cancel

EDX Release 6.0 and SB 897

You'll arrive at this screen if you clicked the "View Address Details for this employee" link on any screen in this set.

Employee Address Details

Please use the links below to navigate to the desired activity for this employee.

- View Employment History for this employee.
- View Salary Details for this employee.
- Create Demographic Correction Request (DCR).
- Create Salary Breakdown Request.

Address Details For: Joe Jones, SSN: 000000000, PERS ID: 111111

Address Start Date: 08/29/2004

PO Box 12345
Anywhere, Or. 97999

Tell Me More

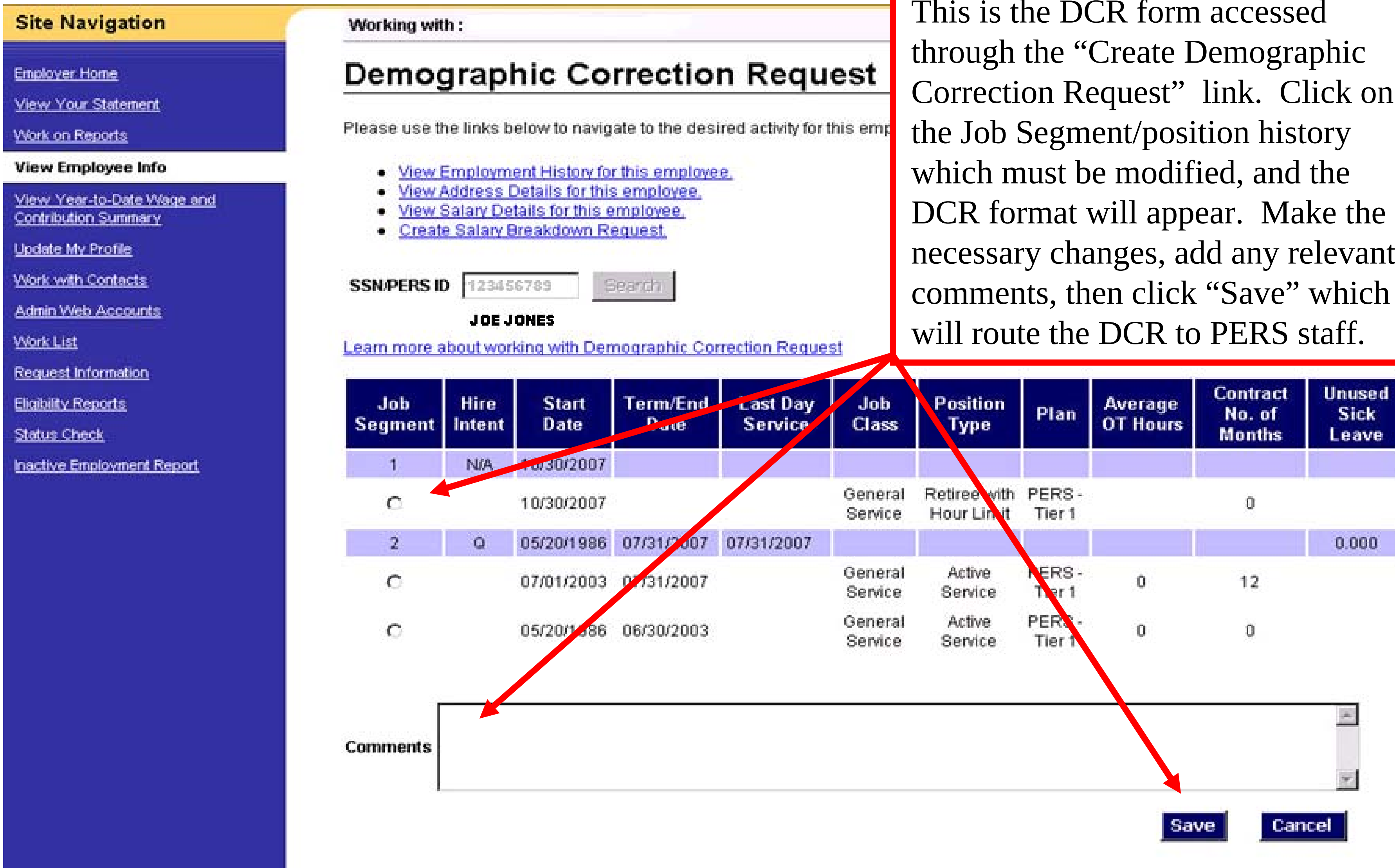
The Employee Address Details, Employee Salary Details and the Employee Employment History Details screens are a set of three screens, each accessible from the others. The Create Demographic Correction Request (DCR) and Create Salary Breakdown Request links are available on all three Details screens.

The PERS ID number has been added to each screen, along with the SSN.

The Salary Breakdown Request is used to report and correct salary **for calendar year 2003 and prior years**; DTL2 records are used to report and adjust salary for **calendar year 2004 and subsequent years**.

EDX Release 6.0 and SB 897

This is the DCR form accessed through the “Create Demographic Correction Request” link. Click on the Job Segment/position history which must be modified, and the DCR format will appear. Make the necessary changes, add any relevant comments, then click “Save” which will route the DCR to PERS staff.



EDX Release 6.0 and SB 897

Salary Breakdown Request

Details For: Joe Jones , SSN : 12345678 , PERS ID : 111111

Learn more about working with Salary Breakdown

* - Indicates required fields

Salary Breakdown for Year 1999

Job Class: General Service

Contract No. of Months: 00

Multiple Employment Segments: ☐

*Start Date:

Default Contribution Type: ○ EPPT ○ MPPT ○ MPAT

Term Date:

Month	Hours	Salary	Contribution Type	Contribution
January	10 0	$ 10 00 .00	MPPT	$ 60.00
February	10 0	$ 10 00 .00	MPPT	$ 60.00
March	10 0	$ 10 00 .00	MPPT	$ 60.00
April	10 0	$ 10 00 .00	MPPT	$ 60.00
May	10 0	$ 10 00 .00	MPPT	$ 60.00
June	10 0	$ 10 00 .00	MPPT	$ 60.00
July	10 0	$ 10 00 .00	MPPT	$ 60.00
August	10 0	$ 10 00 .00	MPPT	$ 60.00
September	10 0	$ 10 00 .00	MPPT	$ 60.00
October	10 0	$ 10 00 .00	MPPT	$ 60.00
November	10 0	$ 10 00 .00	MPPT	$ 60.00
December	10 0	$ 10 00 .00	MPPT	$ 60.00
TOTAL	1200.00	$12000.00		$720.00

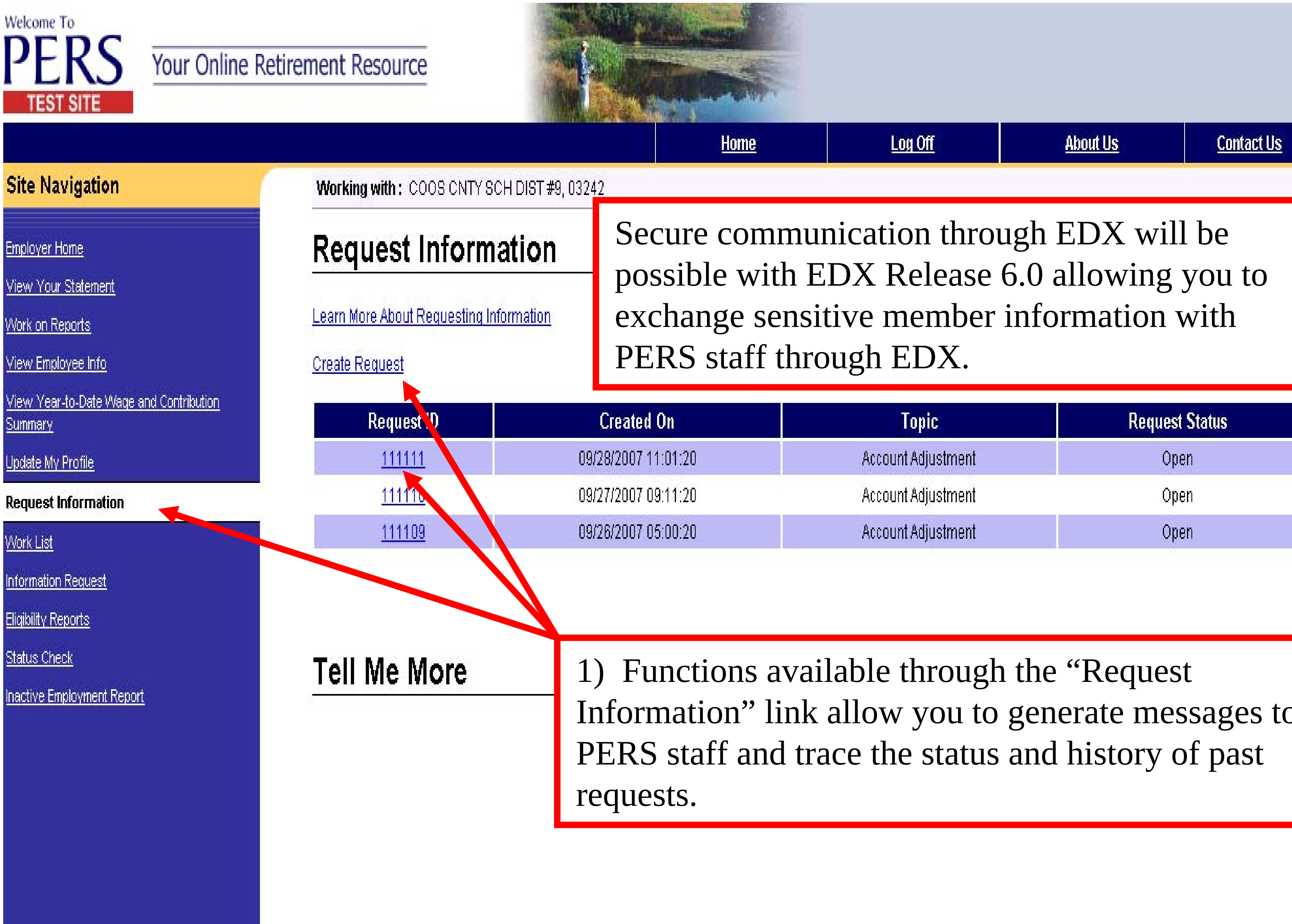
By clicking the Calculate button below, you will calculate the totals based on the form entries above. This will n[ot save the Salary] Breakdown until you click the Save button below.

Calculate   Estimated Financial Impact $2676.01

The Salary Breakdown Request form is used to correct or add salary for calendar year **2003 and prior years.** The EDX DTL2 record is used to correct or add salary for calendar year **2004 and subsequent years.**

The process to create the Salary Breakdown Request begins when you click the "Create Salary Breakdown request" link. Enter Hours, Salary and Contribution type for each month in the year in question. Click "**Calculate**" when done, which will total row and column entries. The "**Estimated Financial Impact**" will show the estimated total contributions and earnings for data entered on the form. The SBD form will appear in the Work List and remain there until submitted by clicking the "Save" button (not shown) on the bottom of the form.

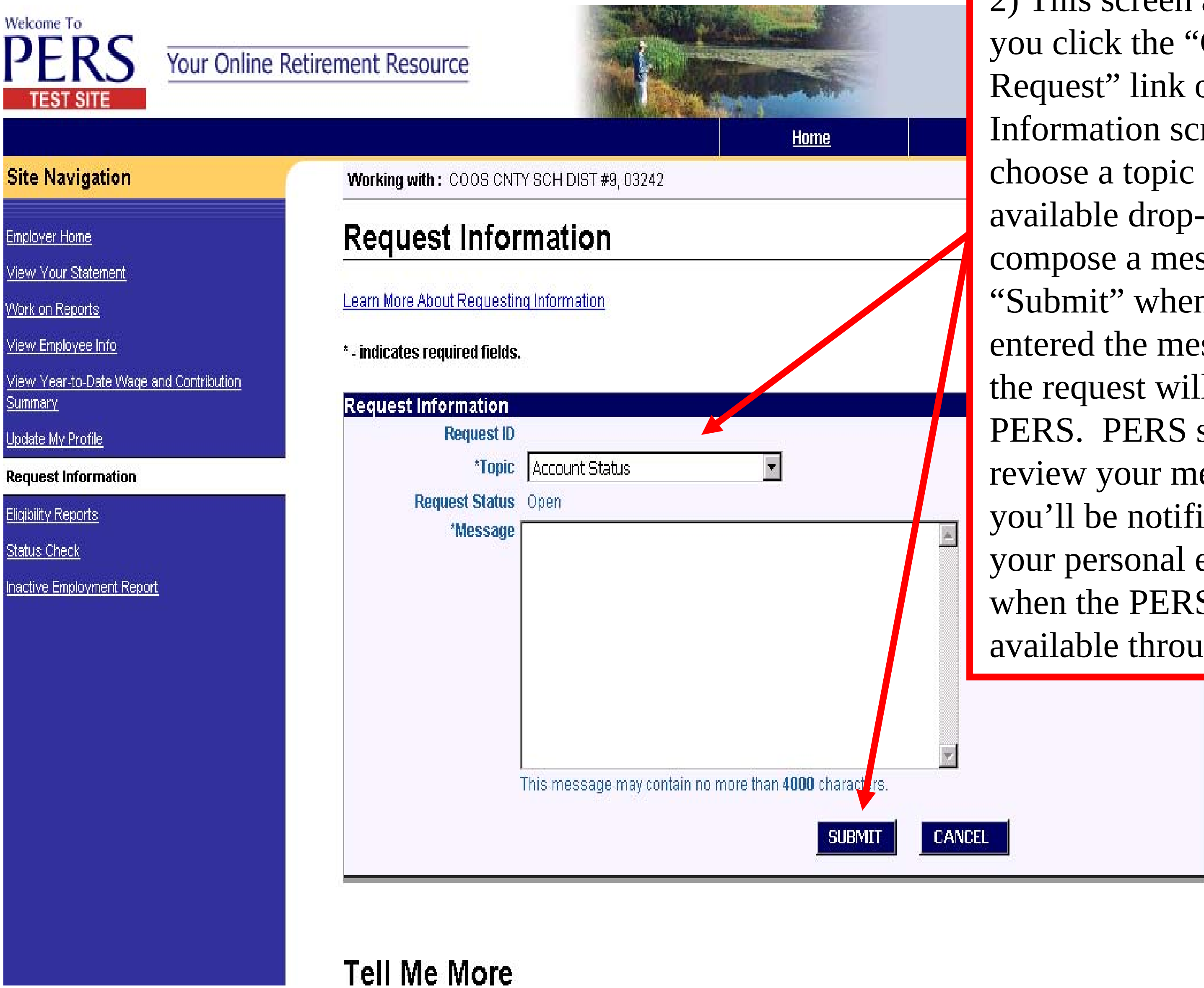
EDX Release 6.0 Secure Communication



Secure communication through EDX will be possible with EDX Release 6.0 allowing you to exchange sensitive member information with PERS staff through EDX.

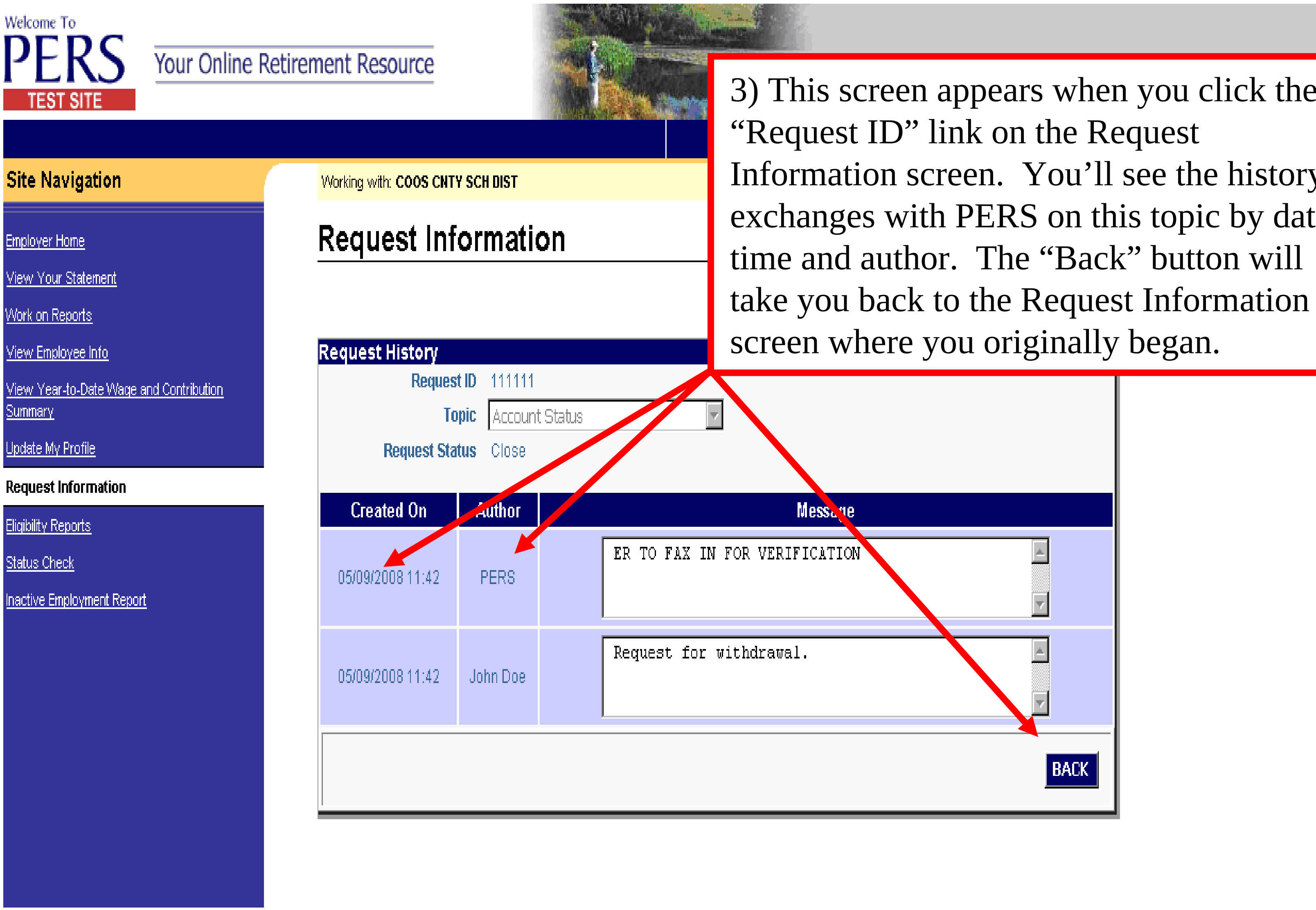
1) Functions available through the "Request Information" link allow you to generate messages to PERS staff and trace the status and history of past requests.

EDX Release 6.0 Secure Communication



2) This screen appears when you click the "Create Request" link on the Request Information screen. You can choose a topic from the available drop-down list, and compose a message. Click "Submit" when you've entered the message, and the request will be routed to PERS. PERS staff will review your message, and you'll be notified through your personal e-mail address when the PERS response is available through EDX.

EDX Release 6.0 Secure Communication



3) This screen appears when you click the "Request ID" link on the Request Information screen. You'll see the history of exchanges with PERS on this topic by date, time and author. The "Back" button will take you back to the Request Information screen where you originally began.

The Evolution of Annual Reconciliation

- Evolving to a year-round process
  - From an intense two-month annual activity to a year-round maintenance activity
  - Factors in evolution
    - EDX provides monthly reporting of wages, hours and contributions vs. annual review
      - Employers report demographic and financial information
      - Monthly reporting allows quick problem correction
      - EDX establishes an excellent audit trail

Available reconciliation resources

- From your EDX employer home page
  - View Year-to-Date Wage and Contribution Summary
    - Summary and detailed entries for employees who have DTL2 records posted in any given year
    - Displays cumulative hours worked for you and cumulative hours worked for all other employers
  - Inactive Employment Report
    - Members with no termination recorded and no account activity within three months
    - Terminated members have next-day removal from this report

Available reconciliation resources (cont)

- From your EDX employer home page (cont)
  - Eligibility Reports
    - Members Approaching Qualifying Hours
      - 550+ hours, two or more DTL2-02 records, and not retired in the year
    - Members with Contributions Who may not Qualify
      - Less than 600 hours, contributions reported, and not retired in the year
  - More members show on these reports as the year continues
    - Shows posted and un-posted hours with you and all other employers
  - May need a DTL1-02/Termination record
    - "Partial Year" eligibility rules may apply to terminated members with less than 600 hours in the year

Available Reconciliation Resources

- From your EDX home page:
  - Work on Reports / View Details / DTL1 and DTL2
    - Lists “valid” records
  - View Employee Info / View Employment History for this employee
    - Includes dates of posted employments, LWOP periods, job class and other information
    - Useful when posting first DTL2 records after hire, return from LWOP, etc.
  - View Your Statement / Current Employer Statement / Invoice # / IAP
    - Review individual records that comprise the invoice totals
    - Lists negative adjustments

Available Reconciliation Resources

- Websites
  - Employer website
    - www.oregon.gov/pers/emp/index.shtml
    - Employer Tools / Payment Categories chart
    - Actuarial Services / Employer Rates
    - Employer Announcements / Announcement Archives
  - Member website
    - www.oregon.gov/pers/index.shtml
    - A-Z Quick Answers for Members
    - Retirees / Information / Working after Retirement

Moving to year-round activity

- We’re moving to year-round reconciliation efforts with a monthly emphasis
- Phase 1 of 2010 Annual Reconciliation begins 10/1/2010 and ends 12/31/2010
- For Phase 1:
  - Concentrate on resolving and posting suspended records and 2010 reports.
  - Tools available:
    - Year-to-Date Wage and Contribution Summary screen
    - Eligibility reports
    - Inactive Employment report

Moving to year-round activity (con't)

- Phase 1 suggested actions (con't)
  - Time permitting, begin review of part-time employees, including substitute teachers, to determine qualification
    - On pace for 600 hours by 12/31/2010? Back out DTL2-02 and resubmit as DTL2-01 with contributions
    - On pace to miss 600 hours by 12/31/2010? Back out any DTL1-01 records for 2010 and resubmit as DTL2-02 without contributions

Moving to year-round activity (con’t)

- Phase 2, begins Monday, 1/3/2011
- Phase 2, and 2010 Annual Reconciliation, <u>close Friday, 3/4/2011</u>
- For Phase 2, we suggest:
  - Focus on eligibility questions remaining from 2010 and posting records and reports related to eligibility questions
    - Review of part-time employees, including substitute teachers, to determine qualification
      - 600 or more hours service with one or more PERS employers
      - Full-year employment with less than 600 hours total service
      - Apply “partial year” rules to determine qualification

Moving to year-round activity (con’t)

- Phase 2 (cont)
- Make every effort to post 2010 records and reports prior to 3/5/2011
  - Posted on or before 3/5/2011: earnings on those contributions come from PERS investment earnings
  - Posted after 3/5/2011: earnings are considered “prior year”, to be provided by the employer

Moving to year-round activity (con't)

- For 4/1/2011 through 6/30/2011 we suggest:
- Begin review of part-time employees to track those on pace to meet or exceed 600 hours in 2011.
  - For those who will qualify, reverse DTL2-02 records and resubmit as DTL2-01 with contributions
  - For those who won't qualify, reverse any DTL2-01 records and contributions

Moving to year-round activity (con't)

- For 4/1/2011 through 6/30/2011: (con't)
- Keep your EDX "contacts" list up to date
- Remember to report retirees returning to work part-time as retirees.
  - Tier1/Tier2:
    - Working under 1040 hrs/calendar year reported by DTL1-11
    - Exempt from the limit (ORS 238.082 or OAR 459-017-0060), or no work limit after reaching Soc. Sec. full retirement age, reported by DTL1-12
  - OPSRP: NO permissible work hour limits or exemptions.
    - DTL1-11 ONLY if hired into a "non-qualifying" position, 599 or less hours
    - DTL1-01 if hired into a "qualifying" position

Moving to year-round activity (con't)

- For 7/1/2011 through 9/30/2011:
- Remind retirees of work hour limits
- Continue review part-time employees and substitute teachers for qualifying time (600 hours)
- Tools available
  - View Year-to-date Wage and Contribution Summary
  - Eligibility Reports
  - Inactive Employment report
  - View Employee Info/ Employment History Details for employment history with you as the employer

Reporting Compliance

- Requirement to remit contributions and furnish reports
  - ORS 238.705
  - ORS 238A.220
- Considered within reporting compliance
  - Reporting in a timely manner or actively working with ESC account rep. to resolve reporting problems
- Considered out of reporting compliance
  - Reports more than 30 days overdue and not actively working to resolve reporting problems

Reporting Compliance

- Employer Communication
  - Account Representative Communication
    - Reminders with offers of help
      - E-mail after 16 days
      - Follow-up Letter after 30 days
      - Conference call –Account Rep, Employer Contact and PERS Manager after 45 days

Reporting Compliance

- Employer Communication
  - PERS Manager Communication
    - Letter after 60 days to Reporting Official
      - Request for compliance
      - History of communications
      - Reporting responsibility
        - Deadline to report or audit
    - Follow-up call after 75 days
    - Letter after 90 days
      - Audit appointment

Reporting Compliance

- Audit, post, and invoice after 120 days
  - Work Site Audit
    - Onsite audit of wage records.

Employer pays all expenses, late fees, and penalties.

Social Security Number verification

- Social Security Number verification can help prevent:
  - Fraud and unintended errors
  - PERS account compromise
  - Identity theft

SSN Verification

- PERS actions
  - Employer Announcement #47
  - Monthly jClarety database search
    - Compare Social Security Administration information with jClarety database
      - HighGroup.txt
  - Inform employers of potentially incorrect SSNs
- Employer actions
  - Available Social Security Administration tools
    - www.ssa.gov/bso/bsowelcome.htm
    - SSNVS – verify existing employee data base
    - E-Verify – verify information at hire
- Contact the PERS Social Security Coordinator for questions on Social Security Administration tools
  - Karen Park
    - 503-603-7633
    - Karen.Park@state.or.us

Disability Retirement Basics

- Independent of any other disability program
  - Social Security or private insurance award does not guarantee award of PERS disability retirement
  - This is a retirement for Ch. 238 Tier1/Tier2 members and a benefit for OPSRP Pension program members
- Initiated by the member, not an employer
  - Duty and non-duty disability retirements
    - Duty: active member, duty related, no service time requirement
    - Non-duty: active member, not duty related, 10 years active service required at time of application
  - Off work for a minimum of 90 days
    - Application can be accepted within the 90 day period
  - Unable to do any work for which you're qualified

Disability Retirement Basics (con't)

- Steps in the process
  - Basic requirements verified upon member's application
  - Medical records requested from all providers
  - Multiple records evaluations, including MD review
  - Disability retirement approved if all reviews are passed

Disability Retirement Basics (con't)

- **Upon approval of the disability retirement**
  - PERS will determine the disability retirement date
    - No earlier than the first of the month after the last day of paid leave
  - **Correct benefit payment may require alteration of termination date**
  - **Alteration is time-critical: 1st benefit must be paid within 10 days after PERS receives the member's complete benefit application.**

- Example:

Last worked: 12/9/2009
Last day of paid leave: 1/10/2010
Disability Retirement Date: 2/01/2010
Termination date by Employer: 7/1/2010
Member approved for benefits: 8/1/2010

EDX sets retirement dates as the first of the month after the termination. Here, the final actions of the disability retirement were completed and the employer terminated the member effective 7/1/2010, **five months after the disability retirement date**. **To have EDX correctly calculate retroactive benefits back to the disability retirement date, the PERS Disability staff will request the PERS MAPP team contact the employer to replace the current EDX termination date with the last day of paid leave**. The MAPP Team will then contact the employer, asking the employer to authorize replacement of the termination date with the last day of paid leave.

Employer Compliance Review program status

- Since June 2010
  - 56 Self-Assessment invitations sent
  - 18 on-site employer interview conducted
    - Sites are state-wide
    - Average interview duration is 90 minutes with 3 employer staff present
    - Assistance with problems is appreciated, training is desired
- Apparent trends
  - Determining who to report
    - General service employees assumed to be P&F by job title alone
  - Determining what to report
    - Change in member account contribution type (MPPT, MPAT or EPPT) requires 30 ay advance notification
    - Reporting category for specific types of payments
  - Desire for additional training expressed
    - Visitation feed back will, in part, determine future training

Questions?

We're happy to address your questions but **PLEASE DON'T reveal sensitive member data (name, SSN, etc).** For questions on problems with specific members, we'll contact you at our earliest mutual convenience

Please complete the online presentation evaluation available through a link on the employer website, in the "Employer News" area

E-mail questions to: pers-employer.info.services@state.or.us