PERS | Oregon Public Employees Retirement System

Employer Announcement #36
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.
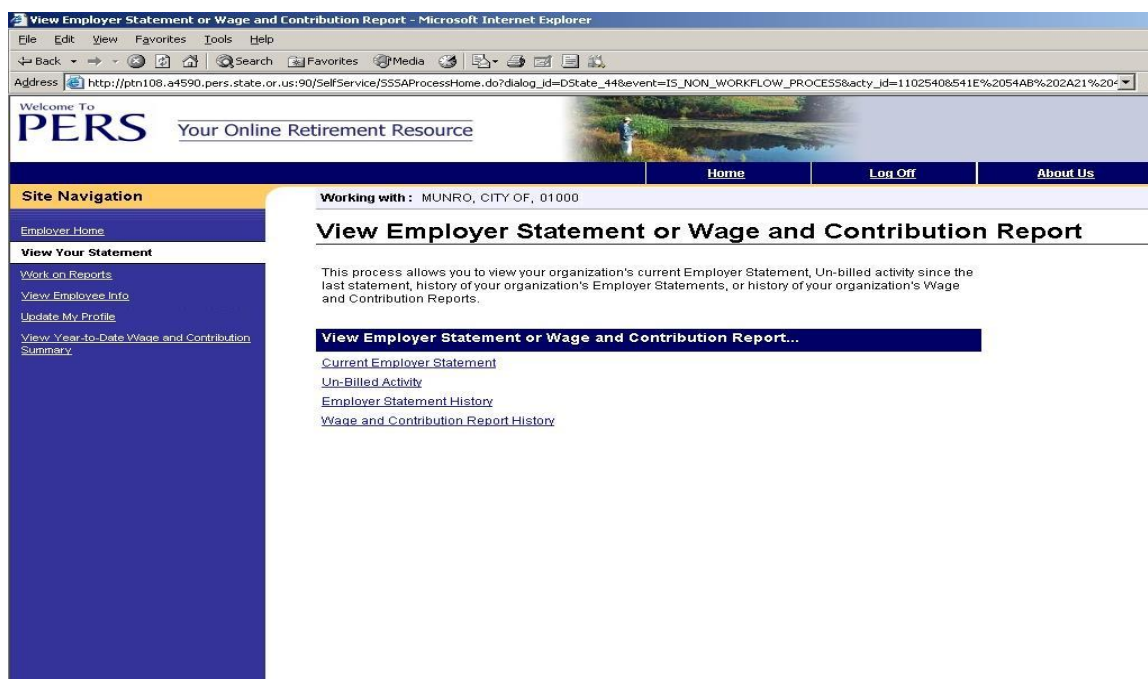
The New PERS Employer Statement

The format of the PERS Employer Statement is changing. Beginning with this EDX release, there will be <u>only two Employer Statements per month, generated on the 5th and 20th of each month (or the previous business day for holidays and weekends)</u>. 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

Remittance Statement
Selecting "Current Employer Statement" will bring up the current "Remittance Statement," with information for the most recent statement period. This screen shows all PERS-related financial activity, including adjustments, since the last statement period. You will see a beginning balance for the current statement period, all payments received, invoices for wage and contributions and other PERS-related categories, UAL contributions, and a final balance.

Unfunded Actuarial Liability (UAL)
The current invoice summary contains costs for PERS, OPSRP Pension, and OPSRP IAP for any given invoice. The figures for each pension program combine Normal Cost (NC) and UAL.

The new Remittance Statement will have a separate line for your UAL contribution. For employers with a surplus, this will instead be a credit. This change reflects the division of the PERS Pension rate into two parts: NC and UAL. The NC for each pension program, PERS and OPSRP Pension, will continue to be included in the contributions due as shown on the invoice summary. This figure will also include the IAP contribution.

The UAL contribution will appear as a separate line item on the statement and will be added to (or subtracted from, if a credit) the total pension program and IAP contributions due to determine the total amount owed for the statement period.

With this change, the NC rate will be applied against the PERS Tier One/Tier Two salary base as follows:

(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.

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."

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.

Employer Statement History

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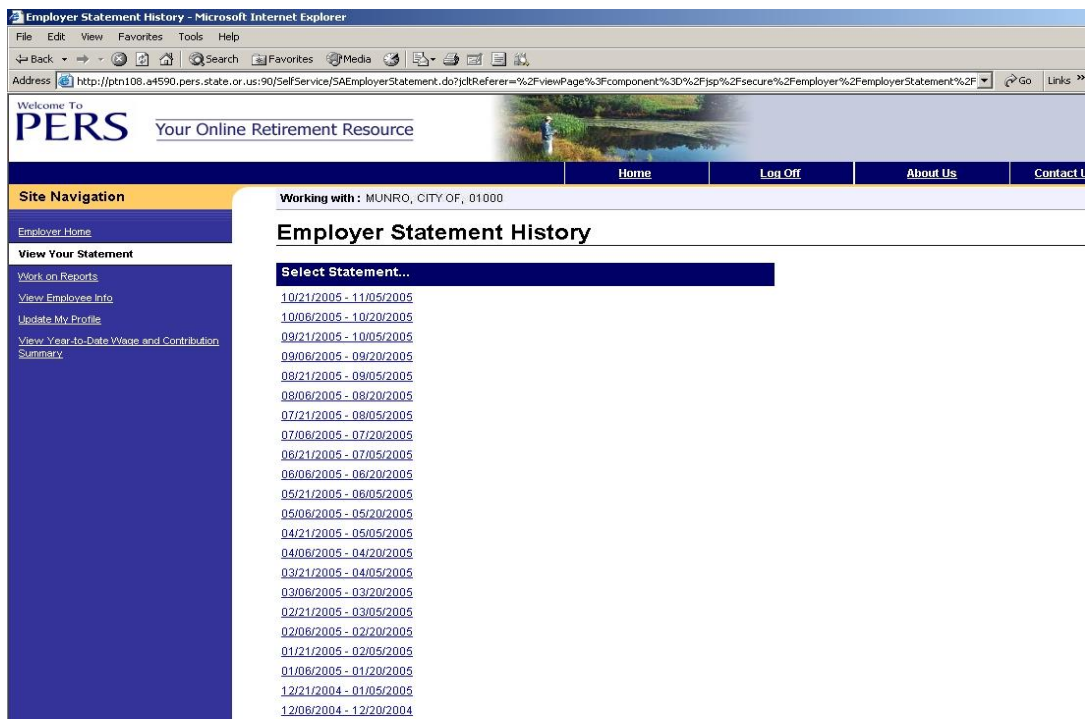
Wage and Contribution Report History

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 15th 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.

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.

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."

- 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.

In compliance with the Americans with Disabilities Act, PERS will provide this document in an alternate format upon request. To request this, contact PERS at 888-320-7377 or TTY 503-603-7766.