

Employer Announcement #39

EDX Release 4.1 - Modifications To EDX Record Fields

SUMMARY

On April 30 PERS will implement release 4.1 of the EDX employer reporting software. As detailed in the EDX File Format and Development Guide for Version 2.0 File Structure, this release modifies DTL1 and DTL2 records by adding and removing several fields.

Some of the changes made in Release 4.1:

DTL1 Records:

1. Last Date Worked field **ADDED**
2. Estimated Leave End Date field **REMOVED**

DTL2 Records:

1. Lump-Sum Vacation Payout field **ADDED**
2. Work Period Begin Date and Work Period End Date fields **ADDED**
3. Job Grade Start Date field **REMOVED**

OVERVIEW

Release 4.1 will implement several important changes and modifications to EDX. Changes include adding and removing fields to the DTL1 and DTL2 record screens accessed by employers through the EDX self-service site. Employers who manually create Regular Reports and Demographic and Adjustment Reports will notice the modified DTL1 and DTL2 screens immediately after Release 4.1 installation.

If you currently use data files (.dat files), you must migrate to the version 2.0 file format structure to use the new data fields. To migrate to the version 2.0 file structure, you must complete a certification process, details of which PERS will send to employers in late April 2006.

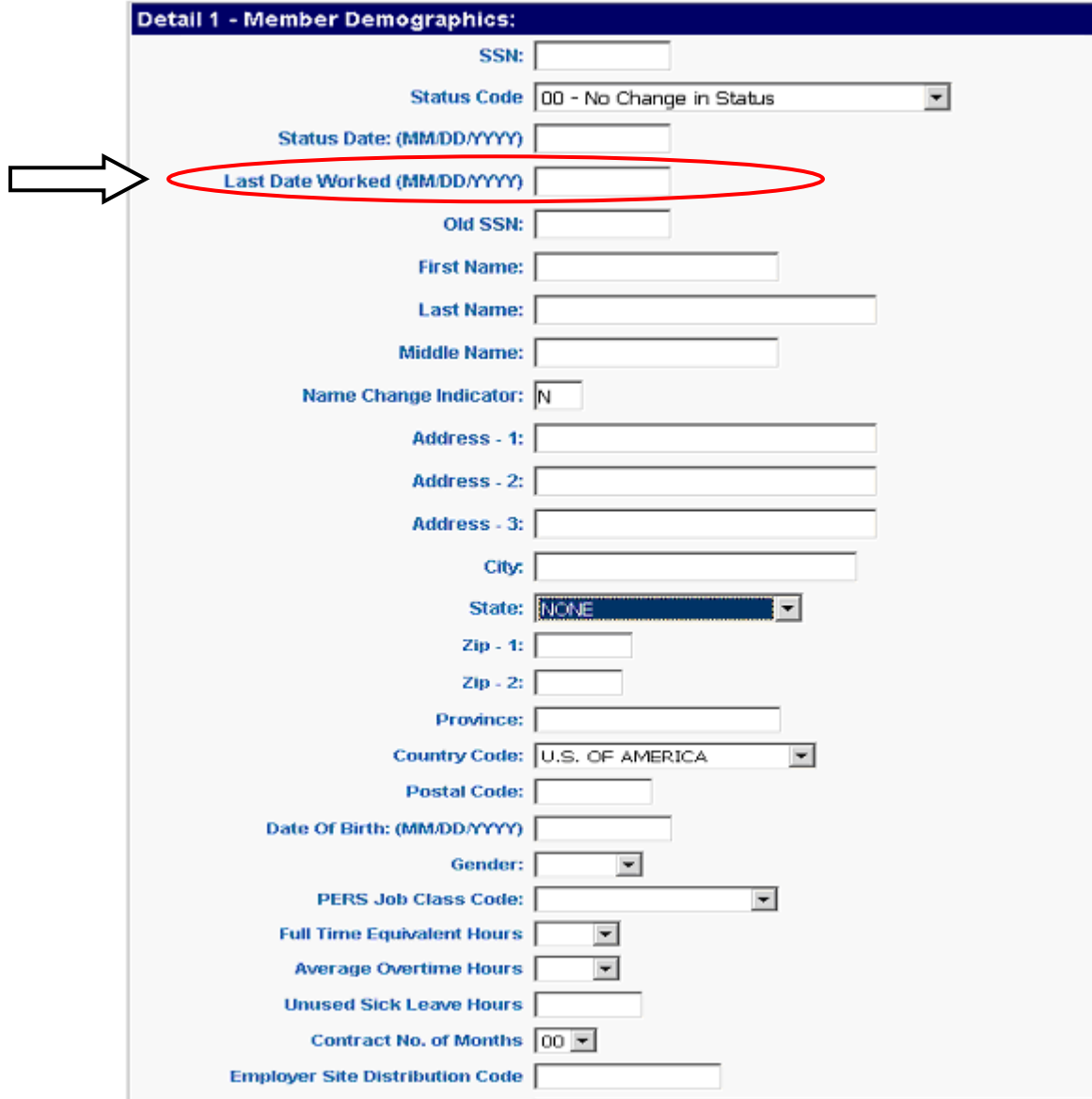
The certification process involves submitting file format version 2.0 reports in the EDX CERT (test) environment. PERS will then verify that the reports posted correctly.

Moving from file format version 1.0 to version 2.0 is one way; you will not be able to go back to the version 1.0 file structure after you've migrated to version 2.0.

Note: Using version 2.0 file format becomes mandatory for **all** employers on January 1, 2007.

The EDX File Format and Development Guide for the Version 2 File Structure for employers and third-party vendors is available on the PERS Employer website under Auto Data Upload.

DTL1 Data Fields



Detail 1 - Member Demographics:

SSN:

Status Code:

Status Date: (MM/DD/YYYY)

Last Date Worked (MM/DD/YYYY)

Old SSN:

First Name:

Last Name:

Middle Name:

Name Change Indicator:

Address - 1:

Address - 2:

Address - 3:

City:

State:

Zip - 1:

Zip - 2:

Province:

Country Code:

Postal Code:

Date Of Birth: (MM/DD/YYYY)

Gender:

PERS Job Class Code:

Full Time Equivalent Hours

Average Overtime Hours

Unused Sick Leave Hours

Contract No. of Months

Employer Site Distribution Code

Release 4.1 DTL1 Record

The DTL1 record will be modified by the **addition** of the Last Date Worked field and **removal** of the Estimated Leave End Date field.

Last Date Worked

This is a mandatory field for all DTL1 records that terminate employment (status codes 02 and 10). The Last Date Worked reports a member's last day of work in a given position, which may not be the same date the individual officially terminated from employment. DTL1s submitted with a status code "02-Termination" and status date but without a date specified in the Last Date Worked field will suspend with a "Last Date Worked required on termination or deceased records" error message. The date in the Last Date Worked field must be less than or equal to the status date.

Estimated Leave End Date

The DTL1 record will also be modified by the **removal** of the Estimated Leave End Date field. This field is no longer needed.

DTL2 Data Fields

Detail 2 - Wage and Service:

SSN:	<input type="text"/>
First Name:	<input type="text"/>
Last Name:	<input type="text"/>
Pay Date: (MM/DD/YYYY)	<input type="text"/>
Work Period Begin Date: (MM/DD/YYYY)	<input type="text"/>
Work Period End Date: (MM/DD/YYYY)	<input type="text"/>
Hours Worked: (Regular)	<input type="text"/>
Hours Worked: (Overtime)	<input type="text"/>
Reported Wage Code:	<input type="text"/>
Subject Salary, Regular	<input type="text"/>
Subject Salary, Overtime	<input type="text"/>
Non-Subject Salary	<input type="text"/>
Lump-sum Payoff	<input type="text"/>
Lump-sum Vacation Payoff	<input type="text"/>
Gross Salary	<input type="text"/>
Member Paid After-Tax Contribution (MPAT)	<input type="text"/>
Member Paid Pre-Tax Contribution (MPPT)	<input type="text"/>
Unit Contribution	<input type="text"/>
Employer Paid Pre-Tax Contribution (EPPT)	<input type="text"/>
Optional Employer Matching Contributions Percentage for IAP	<input type="text" value="0%"/>
Optional Employer Matching Contributions Amount for IAP	<input type="text"/>
PERS Job Class Code	<input type="text"/>
Full Time Equivalent Hours	<input type="text"/>
Average Overtime Hours	<input type="text"/>

Release 4.1 DTL2 Record

The DTL2 record will be modified by the **addition** of Work Period Begin Date and Work Period End Date and Lump-Sum Vacation Payoff (LSVP) fields. The DTL2 record will also be modified by the **removal** of the Job Grade Start Date field.

Work Period Begin and End Date

The Work Period Begin Date and Work Period End Date fields have been added to the DTL2 record.

The work period begin and end dates must be entered on a DTL2 by:

- 1) All PERS employers when changing an employee's job class, average overtime hours, or full-time equivalent hours, and;
- 2) Any PERS employer who is a "local government" entity as defined by ORS 174.116, and required to report salary as "earned when earned" for OPSRP and PERS Tier 2 members (ORS 238.435 and ORS 238A.130).

Note: On any DTL2 record the dates entered in the Work Period Begin Date and Work Period End Date fields must be in the same month. EDX will not allow these two data fields to cross month boundaries. If the pay period crosses month boundaries and you are a "local government" employer required to report salary as "earned when earned" you must report two DTL2 records with salary and appropriate contributions split into both records.

Example 1 – For All PERS Employers

If an employee changes job class the work period begin and end dates must be entered along with the new job class code (EDX requires the work period end date field to be populated if a work period begin date is entered). If the job class change occurs after the first day of a pay period, you would report time worked in each job class on separate DTL2 records (with the same pay date) using the work period begin and end dates to report wages for each job class separately. You can also use these fields when a contribution start date occurs in the middle of a pay period.

Examples 2-4 – For "Local Government" Employers

Example 2

A member is paid on January 31 for work performed from January 1 to January 15. The "local government" employer is required to report "earned when earned" salary for this member. One DTL2 record will be submitted, the pay date will be January 31, the work period begin date will be January 1 and the work period end date will be January 15.

Example 3

A member is paid on February 10 for work performed from January 23 to February 3. The "local government" employer is required to report "earned when earned" salary for this member. Two DTL2 records will be submitted as follows:

1. DTL–2. Pay date of February 10. Work period begin date of January 23 and work period end date of January 31.
2. DTL2. Pay date of February 10. Work period begin date of February 1 and work period end date of February 3.

Example 4

A member is paid February 10 for work performed from January 23 to February 3. The member's contribution start date is February 1. The "local government" employer is required

to report “earned when earned” salary for this member. Two DTL2 records will be submitted as follows:

1. DTL2. Pay date of February 10. Work period begin date of January 23 and work period end date of January 31. This record will **not** have IAP contributions.
2. DTL2. Pay date of February 10. Work period begin date of February 1 and work period end date of February 3. This record **will** have IAP contributions.

When submitting negative or positive adjustments for records that have work period begin and work period end dates, the negative or positive adjustments must match the work period begin and end date as well as the pay date you originally entered.

Job Grade Start Date

The Job Grade Start Date field has been **removed** from the DTL2 record and is no longer needed. Employers will now use the Work Period Begin Date and Work Period End Date fields in conjunction with the job class code change. The work period begin date would be whatever date the member started the new job class and the work period end date would be the end of the month or the pay date if it is before the end of the month (Note: EDX requires the work period end date field to be populated if a work period begin date is entered).

Lump-Sum Vacation Payoff (LSVP)

Lump-Sum Vacation Payoff (LSVP) will now be entered separately from Lump-Sum Payoff (LSP). The distinction between LSVP and LSP is needed to determine Final Average Salary calculations for Tier One and Tier Two members. PERS uses LSVP to calculate Final Average Salary for Tier One members but **not** for Tier Two members.

The program logic in EDX Release 4.1 determines if salary amounts are subject to employer and member IAP account contributions based on the chart below:

Salary Type	Tier 1 and 2 Pension	OPSRP Pension	IAP for Tier 1 and 2	IAP for OPSRP
Subject Salary	Yes	Yes	Yes	Yes
Non-Subject Salary	No	No	No	No
Lump-Sum Payoff	Yes	No	Yes	No
LSVP	Yes	No	Yes	No

The Salary Types correspond to the entry fields on the DTL2 screen - subject salary, non-subject salary, LSP or LSVP. **Note:** LSP and LSVP are subject for IAP contributions for PERS Tier One/Tier Two members but **not for OPSRP members** (EDX will be able to determine to which program an individual belongs). Although EDX will determine if an individual is a PERS Chapter 238 Program (Tier One or Tier Two) member and in which tier the person belongs, employers should also know this when reporting LSP/LSVP in order to ensure IAP contributions are reported correctly.

Note: The “Payment Categories - PERS and OPSRP Contributions” matrix located on the employer website under Quick References.

Year-to-Date Wage and Contribution Screens.

Lump-sum payment information displayed in the *Year-to-Date Wage and Contribution Person Detail* and *Year-to-Date Wage and Contribution Summary* screens will now be separated into LSP and LSVP amounts.

Year-to-Date Wage and Contribution Person Detail

Year: 2006 Employer Number: Employer Name: Contribution S

SSN: Member Name: [Return to Summary](#) [Download as CSV](#)

Posted Records

Report Date	Pay Date	Wage Code	Transaction Type	Work Period Begin Date	Work Period End Date	Hours Reg	Hours OT	Subj Sal Reg	Subj Sal OT	Non Subject Salary	Lump Sum Payoff	Lump Sum Vac Payoff	Gross Salary	M
01/06/2006	01/06/2006	01	Regular wages			80.00	0.00	\$1,205.60	\$0.00	\$461.25	\$0.00	\$0.00	\$1,666.85	\$
01/20/2006	01/20/2006	01	Regular wages			80.00	0.00	\$1,205.61	\$0.00	\$461.25	\$0.00	\$0.00	\$1,666.86	\$
02/03/2006	02/03/2006	01	Regular wages			22.52	0.00	\$339.38	\$0.00	\$0.00	\$0.00	\$0.00	\$339.38	\$
TOTAL						182.52	0.00	\$2,750.59	\$0.00	\$922.50	\$0.00	\$0.00	\$3,673.09	\$

Year-to-Date Wage and Contribution Summary

Year: 2006 Employer Number: Employer Name: [Download as CSV](#)

Select a Member: [Go](#) Sort by Last Name: [ABCDEFGHIJ](#) [LMNOPQRSTUVWXYZ](#)

[View Original Results](#) [View Totals](#) Page # 1

SSN	Last Name	First Name	Hire Date	Contrib Start Date	EDX Records	Hours this ER	Hours Other ERs	Lump Sum Payoff	Lump Sum Vacation Payoff	Unit Contributions	Optnl ER IAP	N

If you have questions...

If you have questions about the new features in EDX Release 4.1, please contact the Employer Service Center at 888-320-7377 or e-mail the Employer Education and Training at: PERS-Employer.info.services@state.or.us.

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.