

Employer Announcement #46

Open Inactive Job Segment Report

Open job segments are a primary cause of delayed retirements and may require employers to spend hours examining past records for termination data. Open job segments are also the main cause of inaccurate Contribution Start Dates that produce excessive contributions and service time, ultimately contributing to higher employer rates.

jClarety Deployment 2a, slated for installation in June 2009, will have a new quarterly report showing open employment segments without activity for three or more months. PERS will ask employers to use this report to terminate truly inactive job segments or to justify continued inactive status.

A recent database query for accounts with no Detail 1 or Detail 2 activity for 12 or more months returned 44,475 accounts for all PERS employers. Although no action on open, inactive job segments is required now, PERS can provide employer-specific inactive account reports for employers to review and determine whether those job segments should be terminated or remain open.

Employers should follow these steps to order an inactive open account report:

- 1) Requests may be made by e-mail only to: pers-employer.info.services@state.or.us.
- 2) The report will be e-mailed only to the Employer Reporting 1 employer contact listed in the employer's EDX "contacts" screen. If no Employer Reporting 1 contact exists, the report will be e-mailed to the employer's Web Administrator. No other addresses will be used.
- 3) The report will contain full social security numbers, and will be encrypted. The encrypted report will be e-mailed one day, and the encryption key will be e-mailed the following day.

Please contact pers-employer.info.services@state.or.us if you have further questions.

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.