Employer Announcement #52
EDX Release 5.0

EDX Release 5.0 installation will begin at **6:00 p.m., Friday, June 5, 2009 and is scheduled to be completed by 8:00 a.m., Monday, June 15, 2009. EDX online will be unavailable during the installation process.** No penalties will be assessed for any reports due during the installation of EDX Release 5.0.

Friday, June 5, 2009 is a statement date. The statement itself will be generated after 6:00 p.m. that evening and will be unavailable to employers until Release 5.0 installation is complete. Consistent with past practice, the EDX-generated e-mail announcing the employer statement will be sent to the person occupying the employer's Employer Reporting 1 position, or the person occupying the Web. Admin. position, on June 5, 2009.

This e-mail announcement will contain both the statement date and the dollar amount due with this statement.

Please Note: The Oregon State Treasury Department will receive the June 5, 2009 statement information, and will be prepared to receive payments of the statement amount made by ACH credit, or to debit accounts for payments made by ACH debit.

We suggest that employers make a screen print of the "Unbilled Activity" screen late in the afternoon of Friday, June 5, 2009, to have statement detail on hand during the installation of EDX Release 5.0.

A print version of this announcement is provided.

If you have questions about EDX Release 5.0, please e-mail: pers-employer.info.services@state.or.us.

Employer Announcement #52

EDX Release 5.0
Features

EDX Release 5.0 will be the largest, most comprehensive release of EDX to date. This release will involve the movement of more than one million data transactions from RIMS (Retirement Information Management System), the PERS "legacy" database, to the jClarety database. The jClarety database provides the data for screens employers access through EDX (Employer Data eXchange), the PERS Internet-based reporting and communications link.

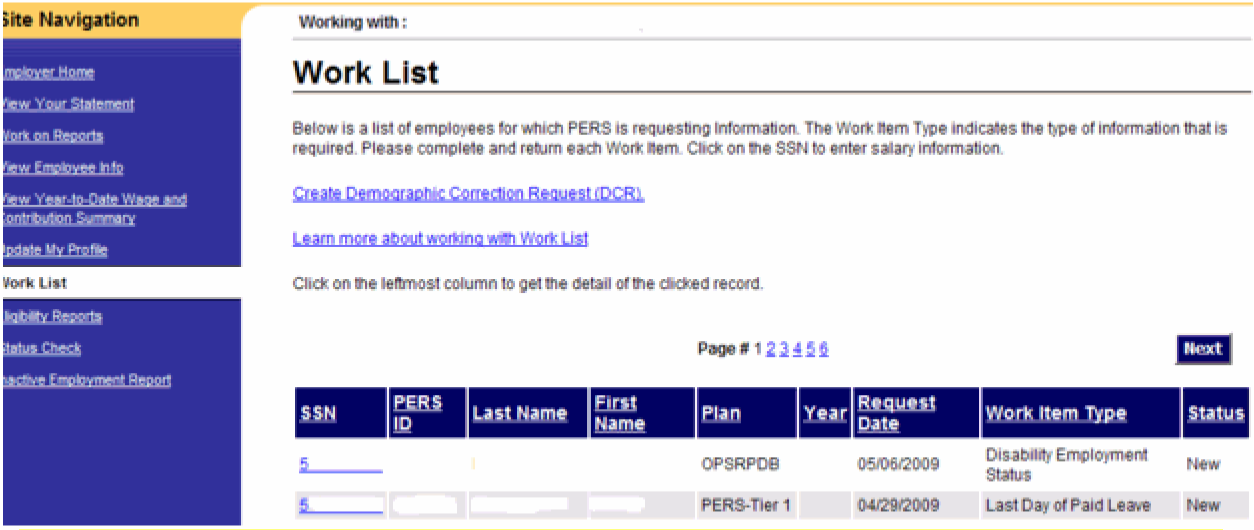
Movement of this volume of data and installation of features new with Release 5.0 will take approximately one week. **Consequently, EDX will be unavailable beginning 6:00 pm, Friday, 5 June 09 through 8:00 am, Monday, 15 June 09.** <u>No penalties will be assessed for reports due during the installation period.</u>

Friday, 5 June 09, is also a statement date. The statement itself will be generated after 6:00 pm on Friday but will not be available to employers. However, the EDX e-mail announcing the statement will be sent to the person occupying the employer's Employer Reporting 1 position, or to the person listed as the employer's Web Admin. The e-mail will list the statement date and the dollar amount of the statement. **The Oregon State Treasury will also receive the 5 June 09 statement information, and will be prepared to receive invoice payments made by ACH credit, or debit accounts for invoice payments made by ACH debit.**

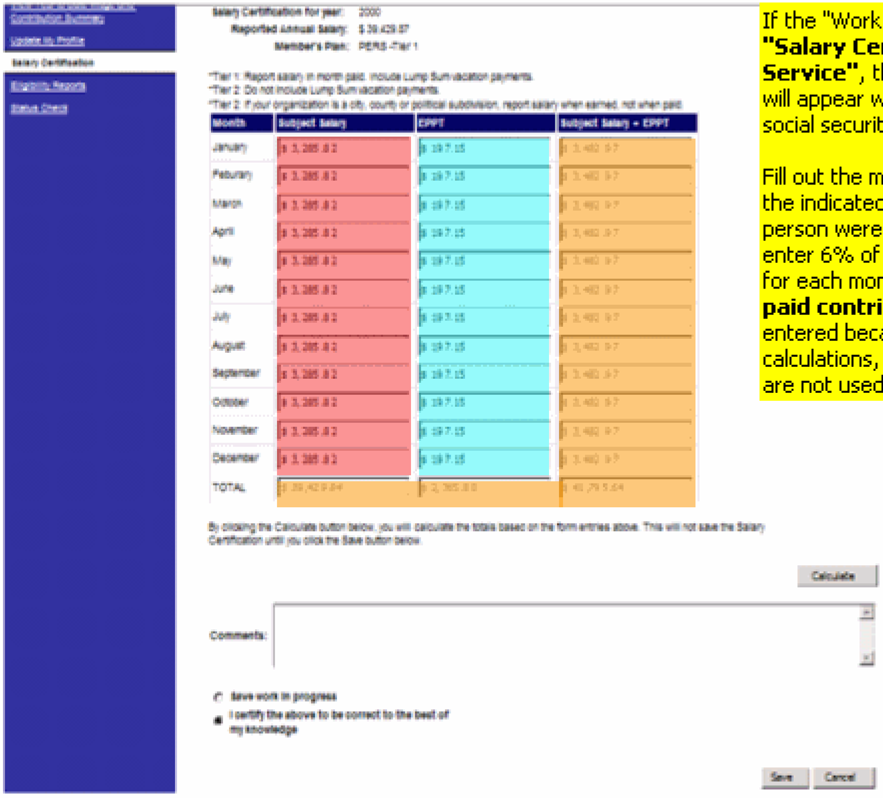
Invoice activity between statement periods accumulates on the "Unbilled Activity" screen, selected through the "View Your Statement" link on the employer homepage. PERS would suggest that employers make a screen print of the "Unbilled Activity" screen the afternoon of Friday, 5 June 09, to have available a record of the 5 June 09 statement detail during the EDX Release 5.0 installation time frame. The invoice amount on the "Unbilled Activity" area should equal or closely approximate the statement amount noted on the e-mail statement announcement.

This employer announcement outlines EDX Release 5.0 changes affecting employers. Those changes will have little effect on employers' use of EDX to report PERS demographic and financial information. The most noticeable changes for employers will be:
1) Employer paper forms will go online exclusively, and
2) Member employment history will be available back to original hire dates, before 1 January 2004.

Employer forms have gone online with Release 5.0, allowing employers to transact almost all PERS-related business through EDX. The online forms are displayed on the "Work List" screen, accessed through the **"Work List"** link in the navigation area of the employer's EDX home page. There are nine "Work Item Types" which may appear on the Work List: **"Salary Cert-Disability", "Salary Cert-Service", "Salary Breakdown", "Employment Confirmation", "Termination", "Unused Sick Leave", "Demographic Correction Request", "Disability Employment Status", and "Last Day Paid Leave"**. (Names and social security numbers have been removed for data protection)



There are three "Status" types:
"**New**" - a new request for employer attention.
"**Pending**" - the employer has begun work on the form, but has not completed the form and will complete it later.
"**Returned**" - the form was submitted to PERS, but was found to have errors and was returned for correction.
E-mails alerting employers to new or returned forms will be sent to either the person occupying the Employer Reporting 1 position, or if no Employer Reporting 1 position exists, the Web Admin. position, as noted on the employer's "Contacts" page. Click on the individual's social security number to bring up the associated form listed in the "Work Item Type" column.

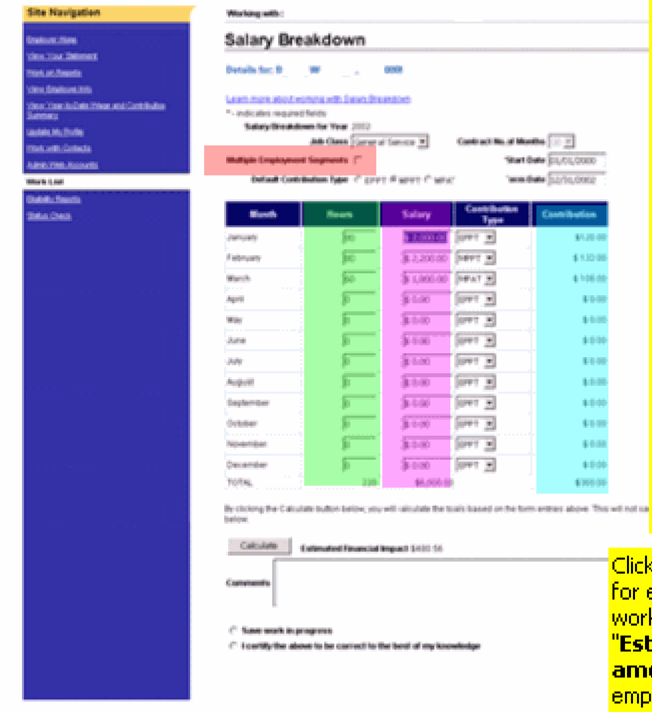


If the "Work Item Type" for an individual is **"Salary Cert-Disability" or "Salary Cert-Service"**, the **Salary Certification Form** will appear when you click on the individual's social security number.

Fill out the monthly salary for each month of the indicated year. If contributions for this person were made by the **EPPT** method, then enter 6% of subject salary in the EPPT column for each month. **DO NOT enter member-paid contributions**; EPPT contributions are entered because they are used in benefit calculations, but member-paid contributions are not used in those calculations.

Click "Calculate" after subject salary and any EPPT contributions are entered and totals in the TOTAL row and "Subject Salary + EPPT" column will appear.

Make any necessary clarifying comments. If the form is ready to submit, click the "I certify..." button and "Save" buttons to submit the form to PERS, and the form will disappear from the Work List. If the form isn't complete, click the "Save work in progress" and "Save" buttons and the form will remain on the Work List in "Pending" status for future completion.



If the Work Item Type is "**Salary Breakdown**" the **Salary Breakdown** form will appear when you click the individual's social security number. The employment, salary and contribution data recorded on **Salary Breakdown forms are used to establish eligibility for employment segments prior to 2004**. A salary breakdown may not always result in an invoice; the purpose of the salary breakdown may only be verification of past service, or the employer could receive a refund for past qualifying service found ineligible upon review.

Check the "Multiple Segments" box if the individual was terminated and rehired in the year covered by the form.

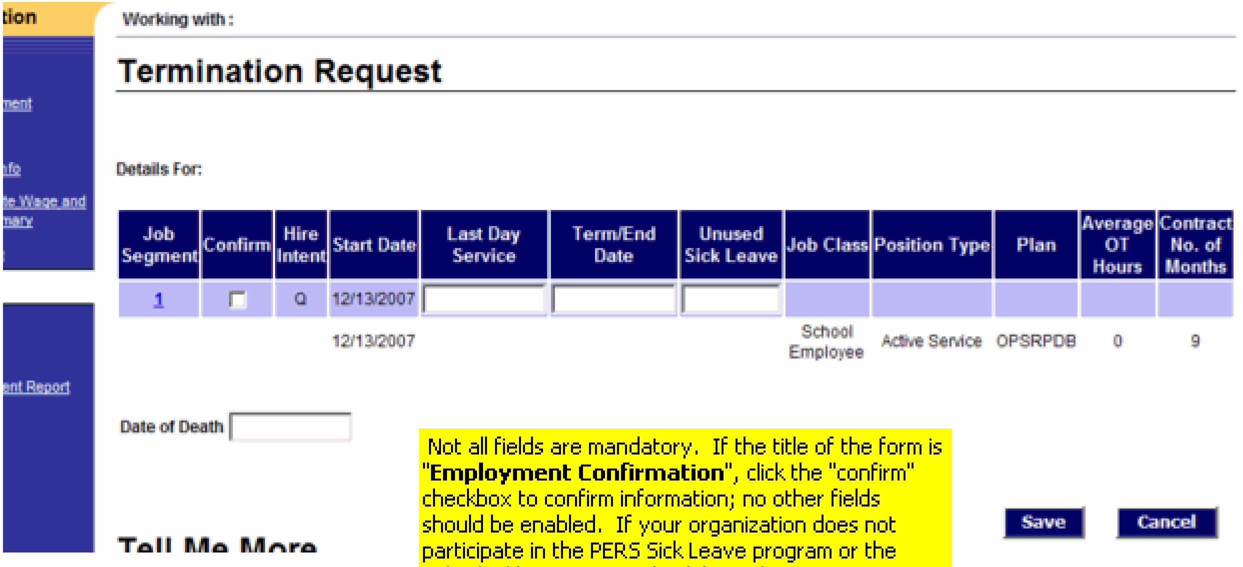
Enter salary paid in each month for the year in question. The "Default Contribution Type" allows selection of a single method for the entire year. If the method varied, select the correct method for each month in the "Contribution Type" column. Enter the hours worked for each month in the "Hours" column.

Make a screen print of this form for your records before transmitting the form to PERS.

Click "Calculate" when all data has been entered. Contributions for each month in the year will be calculated and totals for hours worked, salary and contributions will be calculated. The "**Estimated Financial Impact**" is the **approximate invoice amount for contributions and back earnings** for previous employment found qualifying.

Make any comments necessary to clarify the data on the form, then click either "Save work in progress" or "I certify the above...", then "Save", to put the form in "pending" status for future completion, or transmit the finished form to PERS.

This form does "triple duty". If the Work Item Type was "**Employment Confirmation**", "**Termination**" or "**Unused Sick Leave**", the body of this form will appear. **Depending on the Work Item Type, the form title will be "Termination Request", "Unused Sick Leave Request" or "Employment Confirmation"**. The "**Employment Confirmation**" will be based on age and retirement eligibility. The "**Termination Request**" **will not replace the need to submit DTL1-02/Termination records**; the "**Termination Request**" form is a request for information, as soon as possible.



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Working with :

Termination Request

Details For:

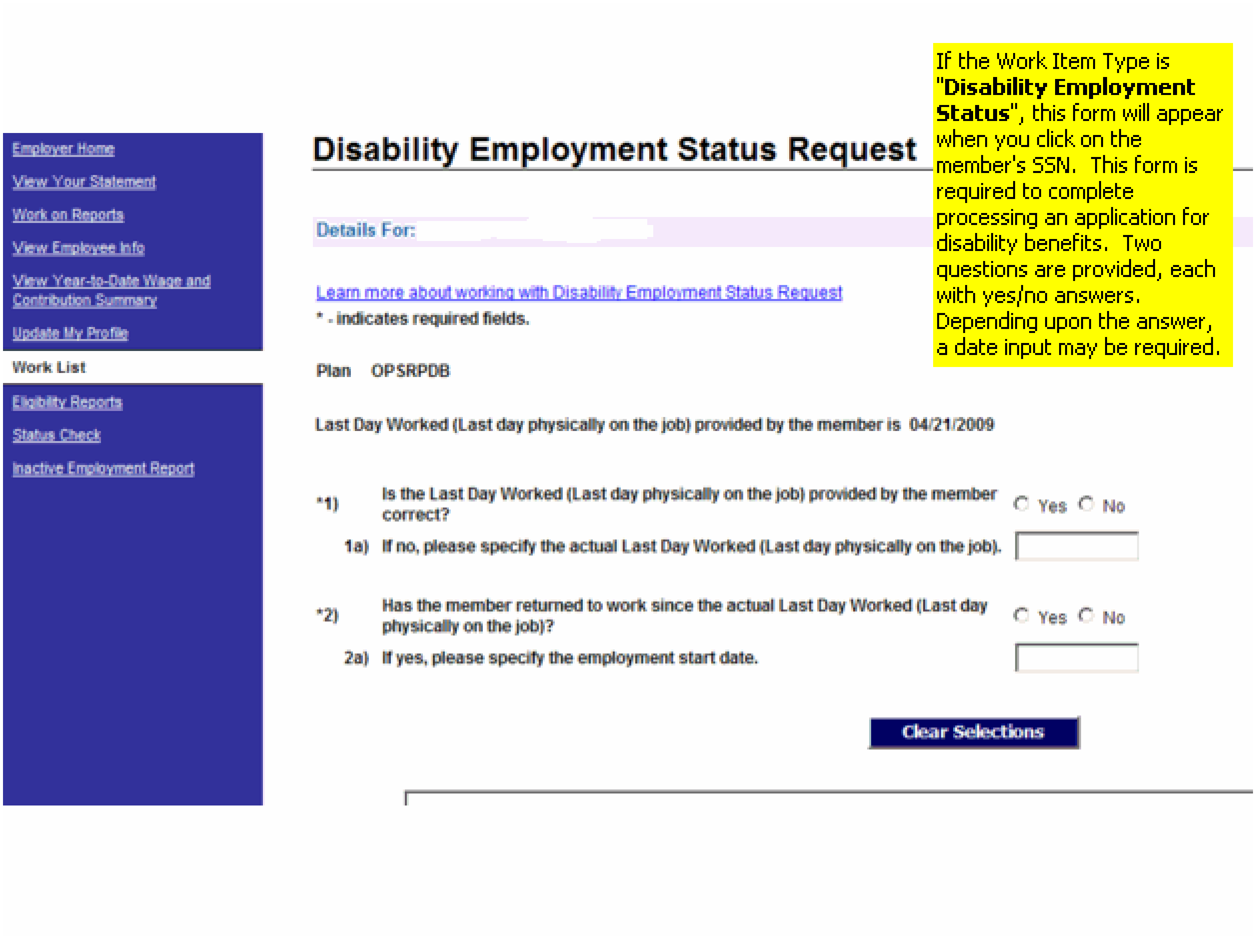
Job Segment	Confirm	Hire Intent	Start Date	Last Day Service	Term/End Date	Unused Sick Leave	Job Class	Position Type	Plan	Average OT Hours	Contract No. of Months
1	☐	Q	12/13/2007								
			12/13/2007				School Employee	Active Service	OPSRPDB	0	9

Date of Death

Save Cancel

Tell Me More

Not all fields are mandatory. If the title of the form is "**Employment Confirmation**", click the "confirm" checkbox to confirm information; no other fields should be enabled. If your organization does not participate in the PERS Sick Leave program or the individual has no unused sick leave hours at termination, then "0" must be entered in the "Unused Sick Leave" field; the field cannot be blank. **Don't use the "Date of Death" field unless you are reporting a member's death**.



If the Work Item Type is "**Disability Employment Status**", this form will appear when you click on the member's SSN. This form is required to complete processing an application for disability benefits. Two questions are provided, each with yes/no answers. Depending upon the answer, a date input may be required.

Employer Home
View Your Statement
Work on Reports
View Employee Info
View Year-to-Date Wage and Contribution Summary
Update My Profile
Work List
Eligibility Reports
Status Check
Inactive Employment Report

Disability Employment Status Request

Details For:

Learn more about working with Disability Employment Status Request

* - indicates required fields.

Plan OPSRPDB

Last Day Worked (Last day physically on the job) provided by the member is 04/21/2009

*1) Is the Last Day Worked (Last day physically on the job) provided by the member correct? Yes No

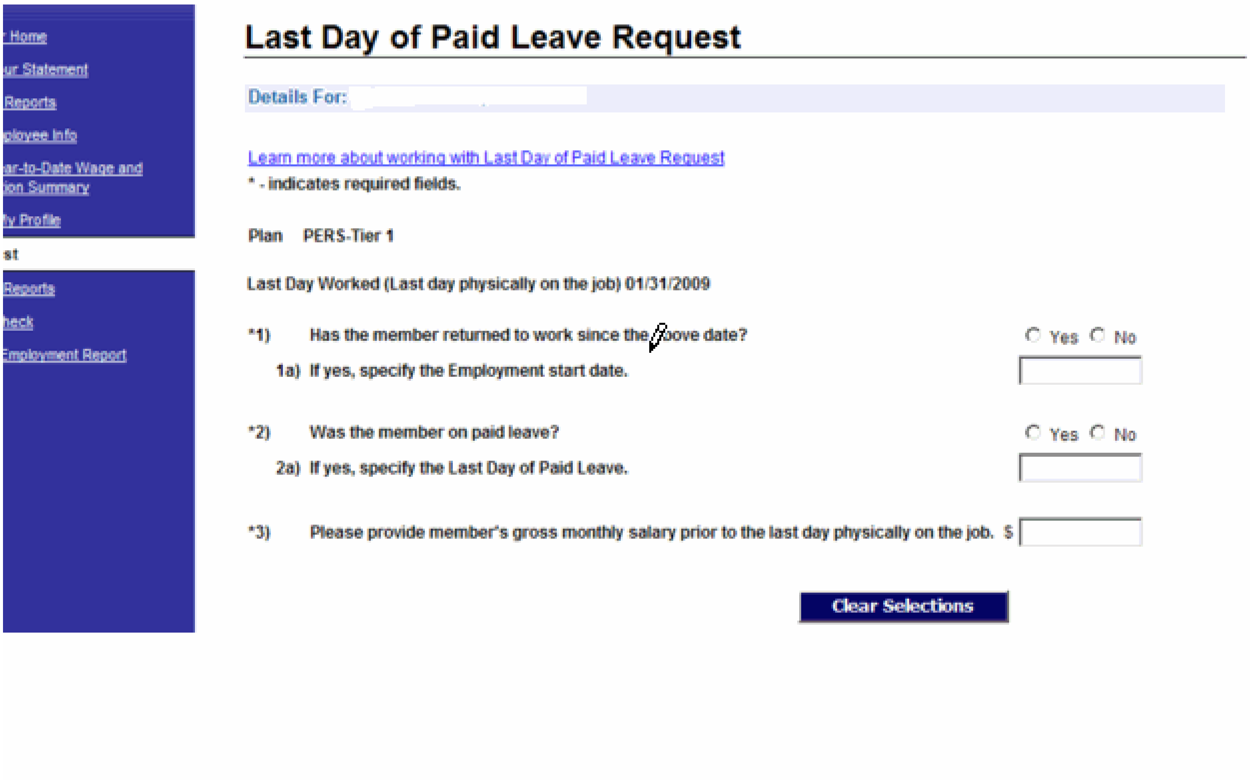
1a) If no, please specify the actual Last Day Worked (Last day physically on the job).

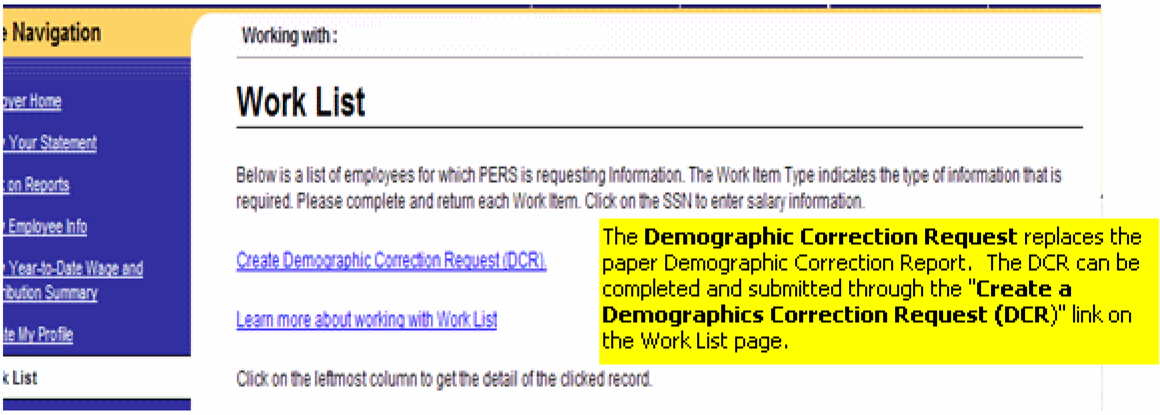
*2) Has the member returned to work since the actual Last Day Worked (Last day physically on the job)? Yes No

2a) If yes, please specify the employment start date.

Clear Selections

If the Work Item Type is " **Last Day of Paid Leave**", this form will appear when you click on the member's SSN. This form is required to complete the processing of an application for disability benefits. Three questions are provided, two with yes/no answers, and a third for salary input. Depending upon the answer for each of the yes/no questions, a date input may be required. When done, click on "Save" which will transmit the form to PERS and remove the form the Work Item Type list. (Click "Continue" to advance to the next frame).

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Your Statement
on Reports
Employee Info
Year-to-Date Wage and
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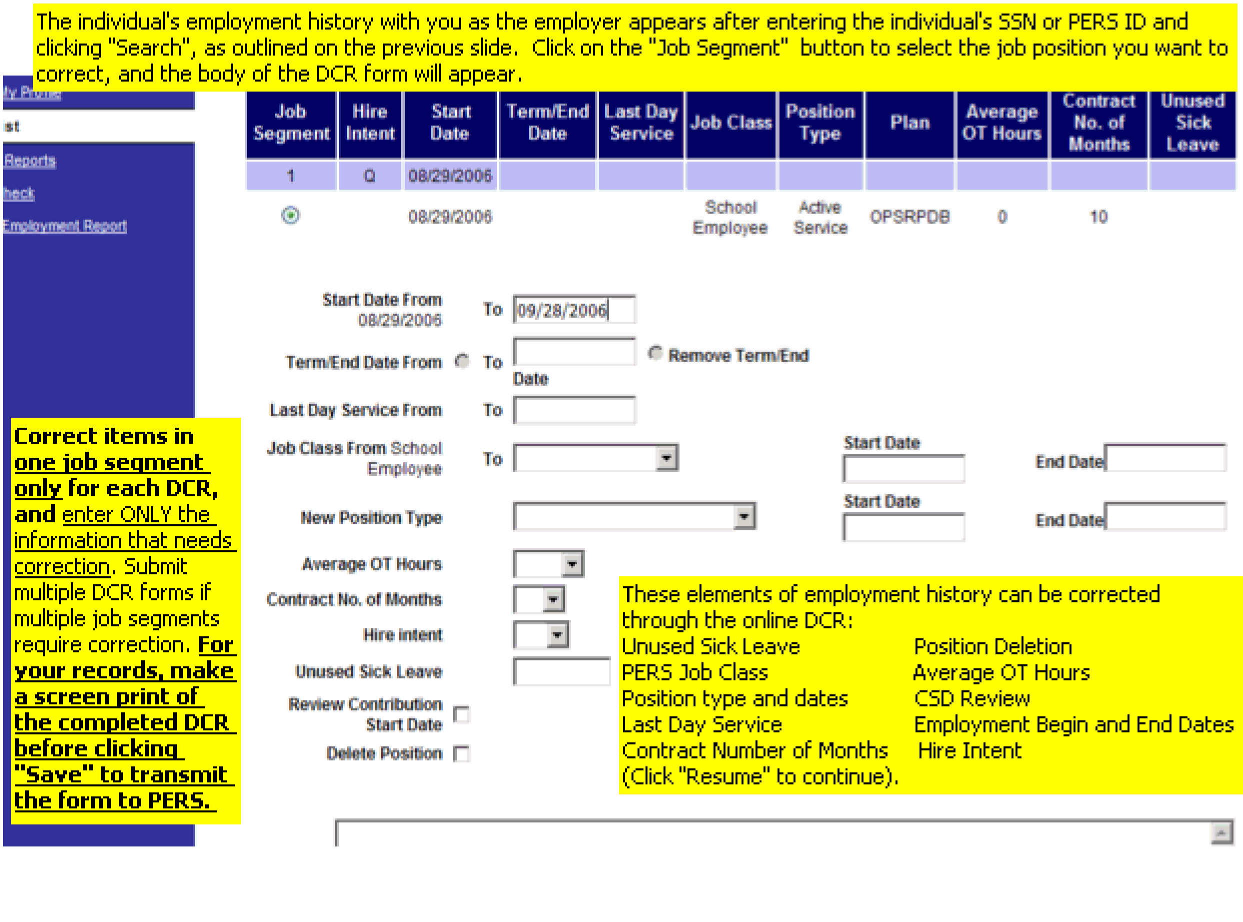
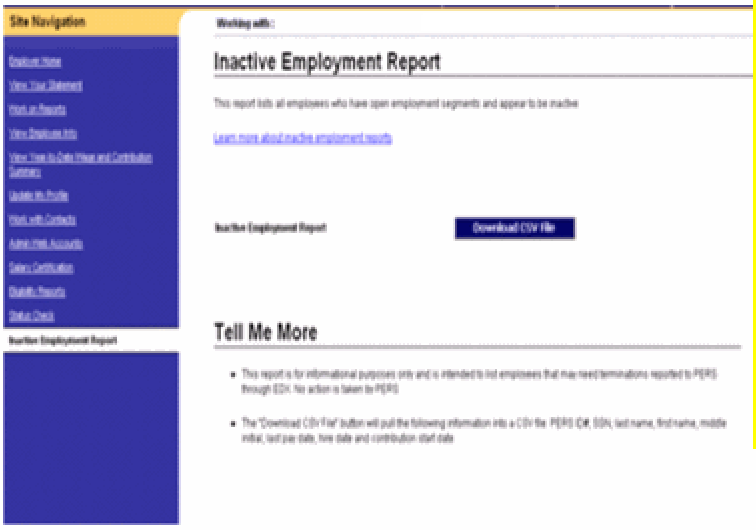
Working with :
Work List
Below is a list of employees for which PERS is requesting Information. The Work Item Type indicates the type of information that is required. Please complete and return each Work Item. Click on the SSN to enter salary information.
Create Demographic Correction Request (DCR)
Learn more about working with Work List
Click on the leftmost column to get the detail of the clicked record.
The **Demographic Correction Request** replaces the paper Demographic Correction Report. The DCR can be completed and submitted through the "**Create a Demographics Correction Request (DCR)**" link on the Work List page.


Site Navigation
Employer Home
View Your Statement
Work on Reports
View Employee Info
View Year-to-Date Wage and Contribution Summary
Update My Profile
Work List
Eligibility Reports
Status Check
Working with :
Demographic Correction Request
SSN/PERS ID
Search
Learn more about working with Demographic Correction Request
When you click on the "Create a Demographic Correction Request (DCR)" link, this screen appears. Enter the SSN or PERS ID for the person whose demographic information needs correction and click "Search", and the screen on the next frame will appear.


The individual's employment history with you as the employer appears after entering the individual's SSN or PERS ID and clicking "Search", as outlined on the previous slide. Click on the "Job Segment" button to select the job position you want to correct, and the body of the DCR form will appear.
Job Segment
Hire Intent
Start Date
Term/End Date
Last Day Service
Job Class
Position Type
Plan
Average OT Hours
Contract No. of Months
Unused Sick Leave
1
Q
08/29/2006
08/29/2006
School Employee
Active Service
OPSRPDB
0
10
Reports
Employment Report
Start Date From 08/29/2006
To
09/28/2006
Term/End Date From
Remove Term/End Date
Last Day Service From
Job Class From School Employee
Start Date
End Date
New Position Type
Average OT Hours
Contract No. of Months
Hire intent
Unused Sick Leave
Review Contribution Start Date
Delete Position
Correct items in one job segment only for each DCR, and enter ONLY the information that needs correction. Submit multiple DCR forms if multiple job segments require correction. For your records, make a screen print of the completed DCR before clicking "Save" to transmit the form to PERS.
These elements of employment history can be corrected through the online DCR:
Unused Sick Leave
PERS Job Class
Position type and dates
Last Day Service
Contract Number of Months
(Click "Resume" to continue).
Position Deletion
Average OT Hours
CSD Review
Employment Begin and End Dates
Hire Intent



The "**Inactive Employment Report**" will allow an employer to see their employees who have a **non-terminated employment segment with the employer but have no wages reported in the last three calendar months**.

This report is updated in "real time", so an employer submitting a DTL1-02/Termination record for someone on the list will see that name drop off the list the next business day, if the termination posts without problem overnight.

The report can be downloaded in Excel format by clicking on the "Download CSV file" button.

	A	B	C	D	E	F	G	H
1		Inactive Employments Report			Report Date:	10/31/2007		
2	ER#	ER Name						
3								
4	PERS ID	SSN	Last Name	First Name	MI	Last Pay Date	Hire Date	Contribution Start Date
5		999999999	MANN	ROBERT	J	10/31/2005	05/01/2000	11/01/2000
6		999999999	SAND	JANE	C	01/01/2004	01/01/2000	null
7								

EDX Release 5.0 will add a contribution rate table to the View Employer Statement screen.

View Your Statement

- Work on Reports
- View Employee Info
- View Year-to-Date Wage and Contribution Summary
- Update My Profile
- Work with Contacts
- Admin Web Accounts
- Work List
- Eligibility Reports
- Status Check
- Inactive Employment Report

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.

View Employer Statement or Wage and Contribution Report...

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

Normal cost is "built in" to invoiced amounts, and is calculated against payroll for General Service and Police & Fire for both Ch.238 Tier1/Tier2 and OPSRP. Normal cost is the **projected cost of future benefits for all your current employees**, based in part on demographic projections for your employees and assumptions about PERS investment earnings.

Your Current Contribution Rates

Rate Category	Normal Cost Rate Percentage	Combined UAL Rate Percentage	Net Rate Percentage
PERS General Service	3.37%	4.84%	8.21%
PERS Police & Fire	3.37%		8.21%
OPSRP General Service	5.82%		10.66%
OPSRP Police & Fire	9.09%		13.93%

UAL (Unfunded Actuarial Liability) represents an employer's total liabilities for benefits versus total assets in the Employer reserve. The UAL rate is the rate which will produce sufficient assets to cover benefits liabilities. This rate is projected over a 20 year "amortization" period. UAL is calculated against your payroll for both Ch.238 Tier1/Tier2 and OPSRP members.

- This table displays your employer rates in effect as of today. The rates do not include IAP.
- Rates are always applied based on reported pay dates.
- The Combined UAL Rate Percentage includes your pension UAL, retiree healthcare UAL (RHIA and I agencies), and your Side Account rate credit (if any). These individual rate components are shown or Statement, under the UAL and Side Accounts link.
- The Net Rate Percentage column represents the combined total of the Normal Cost Rate and Comb
- The pension contribution for any employee can be determined by multiplying their reported subject s Percentage for that employee's Rate Category.

New program validations installed with EDX Release 5.0

DTL1 (demographic) records:

1) FTE is no longer used to figure retirement credit for OPSRP members, so the FTE field is no longer used. The FTE field and "Full Time Equivalent Hours" phrase will be removed from the DTL1 screen format. Any entries made in the FTE field (pos. 287-289) on the DTL1 record format used in .dat files will be ignored; no .dat file changes will be required to accommodate disuse of the FTE field.

2) Job Class 9 will be used for all educational employees. Past Job Class 1 records for educational employees will be changed retroactively to Job Class 9. "Contract number of months" will become a required entry on all DTL1 Job Class 9 new-hire records. **Educational employers should contact PERS before hiring individuals in Job Class 2 (Police & Fire).**

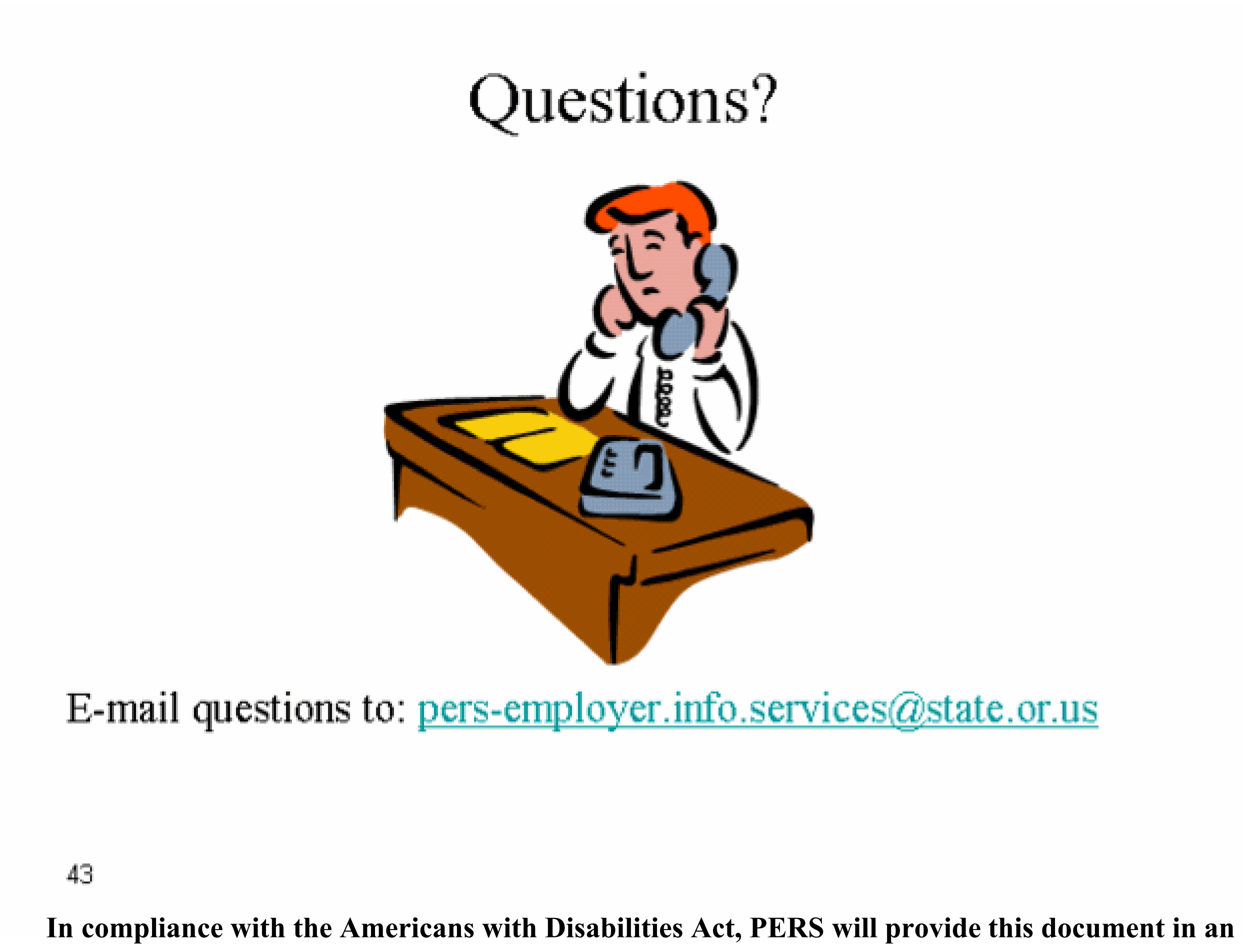
3) "Last Date Worked" field will have a title change, to "Last Day Service." This field is used to enter the last day the individual was in the office, or on paid leave. Entry of the "Last Day Service" date is required on DTL1-02/Termination and DTL1-10/Deceased records.

4) Entry of "Unused sick leave" hours will be required on DTL1-02/Termination and DTL1-10/Deceased records. The field cannot be left blank; enter "0" if the member has no unused sick leave hour balance at termination, or the employer does not participate in the PERS Sick Leave program.

5) Employers will not be able to enter new hire dates before 1 January 2004. Those dates will be entered by PERS staff.

DTL2 (wage and service) records:

1) FTE is no longer used to figure retirement credit for OPSRP members, so the FTE field is no longer used. The FTE field and "Full Time Equivalent Hours" phrase will be removed from the DTL2 screen format. Any entries made in the FTE field (pos. 184-186) on the DTL2 record format used in .dat files will be ignored; no .dat file changes will be required to accommodate disuse of the FTE field.



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