

From: PERS-Employer Info Services
To: PERS Employers
Date: 6/1/2009 11:05 AM
Subject: PERS: EDX Release 5.0 information: Please read this June 09 employer update

Dear PERS employer,

In this update:

- 1) **IMPORTANT INFORMATION about EDX Release 5.0.**
- 2) **June 09 prior-year earnings invoice.**
- 3) **Employer Announcement #51, "Managing Consolidated Employers".**
- 4) **Where to direct EDX-related questions.**
- 5) **Member IAP account contributions are made by one method only.**

1) IMPORTANT INFORMATION about EDX Release 5.0.

EDX Release 5.0 will be installed over a one-week period. **Consequently, EDX online will be unavailable beginning 6:00 pm, Friday, 5 June 09 until 8:00 am, Monday, 15 June 09.** No penalties will be assessed for reports due during the EDX Release 5.0 installation time frame.

Friday, 5 June 09 is an employer statement date. The 5 June 09 statement will be generated after 6:00 pm, **and the statement WILL NOT be available to employers during the EDX Release 5.0 installation time frame.** However, the e-mail statement notification will be sent to the person occupying the employer's Employer Reporting 1 or Web Admin. position. The e-mail notification will have the statement date and the dollar amount due for the 5 June 09 statement. **The Oregon State Treasury will receive the 5 June 09 statement data, and will be prepared to receive statement payments made by ACH credit, or debit accounts for payments made by ACH debit.**

Our suggested "work around" for obtaining statement data during the installation of EDX Release 5.0 is:

A) Late Friday afternoon, 5 June 09, before 6:00 pm, access the "Un-billed Activity" page. To find the "Un-billed Activity" page, begin at the "View Your Statement" link located in the Site. Nav. area of your employer home page.

B) On that page, click on the "Un-billed Activity" link and make a screen print of the "Un-billed Activity" page. The "Un-billed Activity" page is an accumulation of statement activity between statements; in this case, statement activity between 21 May 09 and Friday, 5 June 09. By late Friday afternoon, 5 June 09, the dollar amount on the "Un-billed Activity" page should closely approximate, if not be equal, the dollar amount on the e-mail statement notification sent to employer's Employer Reporting 1 or Web. Admin. contact.

EDX data available to PERS staff during the installation of EDX Release 5.0 is entirely dependent upon the pace of EDX installation, with no access guaranteed. Employers should not assume PERS staff will have access to EDX data during the installation of EDX Release 5.0.

Employer Announcement #52 describes features of EDX Release 5.0 which will affect employers. The most obvious effects are the movement of employer forms from paper to online availability, and the addition of employment history, with individual employers, for PERS employees. Announcement #52 can be found under the "Employer Announcements" heading on the PERS employer web page, www.oregon.gov/pers/emp/index.shtml New program validations affecting DTL1 and DTL2 records are outlined in Employer Announcement #52.

2) June 09 prior-year earnings invoice.

PERS will not run the Prior Year Earnings invoicing in June due to installation of EDX Release 5.0. Our target date will be July 6th and will include both June 09 and July 09 prior-year earnings invoicing.

3) Employer Announcement #51, "Managing consolidated employers".

Employer Announcement #51 describes how invoicing for consolidated employers will be handled after installation of EDX Release 5.0. "Consolidated" employers are those absorbed by another employer.

4) Where to direct EDX-related questions.

Please direct all EDX-related questions or requests to either your Employer Service Center account representative or the PERS Employer OCE Team at pers-employer.info.services@state.or.us . Please do not use the "Customer Service Feedback" link on the employer web page. Comments made through that link do not come directly to the Employer Service Center and response to questions and requests received through the "Customer Service Feedback" link will be delayed.

5) Member IAP account contributions are made by one method only.

A reminder that contributions to member's IAP accounts should be made by one method only, either MPPT, MPAT or EPPT. Please contact your Employer Service Center account representative if you have questions on this subject.

Best regards,

PERS Employer OCE Team

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