

Subject line: PERS: September 2011 Employer monthly update.

Dear PERS employer:

In this update:

- 1) **MACR monthly ‘tip’ for September 2011.**
- 2) **Approaching deadline for reporting retroactive domestic partner medical premiums.**
- 3) **Reminder: Employer rates changed effective 1 July 2011.**
- 4) **How the employer e-mail list is updated.**

**1) MACR monthly ‘tip’ for September 2011.**

We suggest you review your part-time employee records to identify those on track to meet or exceed 600 hours of service in calendar 2011. If those part-timers have also completed a waiting time all job segments this year become qualifying, overriding position “non-qualifying” hire intent for 2011. That 600 hour total represents combined service with you and other PERS employers. The Year-to-Date Wage and Contribution Summary screen and the Eligibility reports will show your part-time employee’s total service with all reporting PERS employers thus far for 2011. These aids can be accessed through links by those same names in the employer EDX page Site Navigation area. Contact your ESC account representative if you have employees currently in non-qualifying positions who are on track to reach 600 hours combined service in the near future.

**2) Approaching deadline for reporting retroactive domestic partner medical premiums.**

**The 1 October 2011 deadline for reporting retroactive domestic partner medical premiums is a little over three weeks away.** Information on reporting domestic partner medical premiums include the Domestic Partner Medical Premiums (rev. 8/17/11) FAQ, Employer Announcement #69: Reporting Domestic Partner Medical Premiums (7/22/11) and the Payment Categories chart, all available through the PERS employer website, [www.oregon.gov/pers/emp/index.shtml](http://www.oregon.gov/pers/emp/index.shtml). The Domestic Partner Medical Premiums FAQ was recently revised to emphasize employer responsibility in determination of both an employee’s status as a domestic partner and reporting of domestic partner medical premiums as “subject” salary. Employer Announcement #69: Reporting Domestic Partner Medical Premiums (7/22/11) has links to the Excel-based “template” to be used by employers when reporting retroactive domestic partner medical premiums and instructions for completion of the template. Employer responsibility in determination of “subject” salary status of domestic partner medical premiums is also reflected in the “Medical premiums for a domestic partner” category on the Payment Categories chart, found through the “Employer Tools” link on the employer website. Please contact your ESC account representative if you have questions on this subject.

**3) Reminder: Employer rates changed effective 1 July 2011.**

Employer rates changed 1 July 2011 and the new rates were applied to pay dates on and after July 1, 2011. 2011 rate information can be found through the Employer Rates (effective 7-1-11) link, under the Actuarial Services heading on the PERS employer website, and through the View Your Statement link in the Site Navigation area of employer EDX screens.

**4) How the employer e-mail list is updated.**

The employer e-mail list is used to distribute this monthly update and other PERS employer communications. The list is updated the first of each month by these steps:

A) Current employer e-mail list entries are compared to contacts information extracted from each jClarety employer contacts page. Compared information includes Employer Reporting Positions 1-15, Web Admin, Personnel, Payroll and Reporting Official, although not each employer has every contact type.

B) If there is a difference between jClarety contact name (first and last) or contact e-mail address and corresponding entries on the current employer e-mail list, the e-mail list is updated with the information from the employer's jClarety contact page.

Please contact your web administrator to update your employer EDX “contacts” information.

Best regards,

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