

Subject: PERS: January 2013 Employer Monthly Update.

Dear PERS employer,

In this update:

- 1) January 2103 MACR 'tip'.
- 2) Centralizing multiple EDX accounts.
- 3) Employer Announcement #76: Employer Data Verification on EDX Screen by Screen
- 4) Update of 3rd party software vendor list.

### **1) January 2103 MACR 'tip'**

The second phase of 2012 MACR begins January 2, 2013, and we ask employers to focus on the resolution of any remaining 2012 eligibility issues, with a goal of posting records related to those issues. Your tools for resolving 2012 eligibility issues are the Year-to-Date Wage and Contribution Summary screen and the Eligibility Reports, both accessed through links in the Site Navigation area of employer EDX home pages. In addition, your ESC Account Team members are available to assist you with eligibility problems; please feel free to contact your ESC Account Team by phone or e-mail 8-5, Monday – Friday.

### **2) Centralizing multiple EDX accounts**

There are situations where one person might occupy different Employer Reporting Positions for different employers. For example, one person might be listed as Web Admin for one PERS employer, Reporting 2 position for a second and the ERP7 position for yet a third. If this describes your situation, PERS can help you combine multiple reporting positions for different employers under a single EDX login. For further information on this topic, e-mail your service account representative.

### **3) Employer Announcement #76: Employer Data Verification on EDX Screen by Screen**

Employer Announcement #76 was posted on the PERS employer website December 19, 2012. This provides step-by-step, screen-by-screen, instructions for completing Data Verification Requests entered on employer EDX Work List screens. This announcement can be found on the PERS employer website.

### **4) Update List of 3rd Party Software Vendors**

Many PERS-participating employers use payroll systems provided by 3rd party software vendors to report data through EDX. These employers are on a PERS list to receive quarterly updates providing notice of EDX modifications that might alter reporting requirements. These updates are intended to provide advance notice should modifications to 3<sup>rd</sup> party software be required.

Our list of 3rd party software providers is now due for an update. If you are an Oregon PERS-participating employer using a payroll system modified to report PERS data and would like to be on this list, or you've had a change to previously reported information, please e-mail the following information to [pers-employer.info.services@state.or.us](mailto:pers-employer.info.services@state.or.us) :

- 1) The name of your organization
- 2) Your PERS employer number
- 3) The payroll system application name
- 4) The system vendor's company name
- 5) The name, phone number and e-mail address of your vendor contact

Best regards,

**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.**