



## November 2015 PERS Employer Monthly Update.

In this update:

- 1) **2015 Reconciliation Phase 1 continues.**
- 2) **Reminder: Use of Work Period Begin/End Dates (WPBED).**
- 3) **Reminder: The first report of Unit contributions for Tier One/Tier Two Police & Fire (Job Class 02) by local government employers.**

### **1) 2015 Reconciliation Phase 1 continues.**

The 2015 Year-End Processing is underway. We ask that employers concentrate on correcting and posting suspended records and reports for calendar year 2015. The Year-to-Date Wage and Contribution Summary screen and the Eligibility Reports are good tools to answer questions about wages, hours and contributions reported and posted in 2015. Contact your ESC Account Team if you have questions about resolution of suspended records and reports for 2015 that can't be answered by those tools available through the site navigation area of your EDX employer home page.

### **2) Reminder: Use of Work Period Begin/End Dates (WPBED).**

**Local government employers need to report wages with Work Period Begin and End Dates for their Ch.238 Tier 2 and OPSRP employees.** The DTL2 Work Period Begin Date and Work Period End Date fields are used by local government employers to **specify the period worked for a reported pay date.** Although not required, local government employers may also report Tier 1 employees with work period dates, to make reporting uniform and less time-consuming.

An employer can determine status as a local government employer in two ways: 1) A PERS employer number in the 2000-2879 range, and 2) Review Oregon Revised Statutes (ORS) 174.116, which is a list of organizations defined as local government employers. Statute reference is the recommended method of verifying local government status.

Any employer can change a member's job class through a DTL2 record, but the change may not be retroactive. Due to this restriction it is most **often best to submit job class changes through a Demographic Correction Request (DCR).**

Please remember:

**A) ONLY local government employers should use Work Period Begin/End Dates when reporting wages, hours and contributions.**

**B) Non-local government employers should normally NEVER use Work Period Begin/End Dates when reporting wages, hours and contributions.**

**C) The Units program is open ONLY to Tier One/Tier Two Police & Fire members who've elected to participate in that program. No other job class may participate in the Units program, and the Units program is NOT open to OPSRP Police & Fire (Job Class 02) members.** If you are a local government employer using Work Period Begin/End dates with DTL2 records to report wages, hours and contributions, and you've just hired a Tier One/Tier Two P&F Unit program participant or you have a current Tier One/Tier Two P&F employee who has just elected to participate in the Units program, **and you are making your first report of Unit contributions for the employee, then please include the entire unit contribution IN ONLY ONE of the two DTL2 records** required for reporting wages, hours and contributions for a pay period crossing monthly boundaries. You may split pay period wages, hours and contributions between the two required DTL2 records, **but PLEASE DO NOT split the unit contributions between the two DTL2 records; put the entire Unit contribution amount in either one of the two DTL2 records.** Including the entire Unit contribution in one of the two required DTL2 records will avoid an EDX error which would prevent posting Unit contributions for each subsequent DTL2 record with a Unit contribution entry.

**NO employer would enter job class information, including Job Class and Average Overtime Hours code, on ANY DTL2 record UNLESS the job class is actually being changed with that DTL2 record.**

Contact your ESC Account Team representative if you have further questions on this subject.

**3) Reminder: The first report of Unit contributions for Tier One/Tier Two Police & Fire (Job Class 02) by local government employers.**

Local government employers with pay periods crossing monthly boundaries must use two DTL2 records to report all employees for any pay period crossing monthly boundaries. Employers can split reported wages, hours and contributions between the two DTL2 records any way they wish, as long as the two DTL2 records include all wages, hours and contributions reported for each employee in that pay period crossing monthly boundaries. **However...**

If you've just hired a Tier One/Tier Two P&F Unit program participant or you have a current Tier One/Tier Two P&F employee who has just elected to participate in the Units program, and you are making your first report of Unit contributions for the employee, **then please include the entire unit contribution IN ONLY ONE of the two DTL2 records** required for reporting wages, hours and contributions for a pay period crossing monthly boundaries. You may split pay period wages, hours and contributions between the two required DTL2 records, **but PLEASE DO NOT split the unit contributions between the two DTL2 records; put the entire Unit contribution amount in either one of the two DTL2 records.** Including the entire Unit contribution in one of the two required DTL2 records will avoid an EDX error which would

prevent posting Unit contributions for each subsequent DTL2 record with a Unit contribution entry.

Best regards,

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