

- Employer Service Center phone line
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Register now: PERS/OSGP Expo '18 – October 11, 2018

Have new employees? Encourage them to sign up for the “PERS Membership: The first five years” presentations!

Presentations at Expo '18 are filling up, but information provided at each of the presentations will also be available at informational tables throughout the Expo. [Register now!](#)



Better TOGETHER.

Whether you envision retirement spent in a hammock or filled with activity, you may want to plan for life's events and do some saving to ensure comfort in your retirement years.

PERS and the Oregon Savings Growth Plan (OSGP) invite and encourage you to attend **PERS/OSGP Expo '18** at the **Salem Convention Center** on **Thursday, October 11**.

Doors open at 9:30 a.m. There is [free parking](#) at and near the Expo.

If you are a public employee at the beginning of your career, getting ready to retire, or any place in between, Expo '18 will have retirement resources to guide you on your journey.

Register and meet face-to-face with experts from:

- PERS,
- Oregon Savings Growth Plan,
- PERS Health Insurance Program (PHIP),
- Oregon College Savings Plan,
- Medicare,
- Social Security, and
- much more!



Sessions still available for Expo '18

This year, [registration](#) for the Expo is required for you and your guests. Once you have registered to attend the Expo, you will be prompted to begin registering for each session you plan to attend. To help make the most of your Expo experience, we have created suggested “Paths” based on your current career stage.

Each path has a suggested agenda for employees in their Early Career, Mid-Career, and Nearing Retirement. Look for these paths on the left side of the [registration website](#). They will help you consider what information sessions to attend.

Does the Employer Service Center close at noon?



The Employer Service Center (ESC) dedicated phone line is available only from 8:30 a.m. to noon, Monday through Friday; however **your PERS account representative** may be reached **any time of the work day between 8 a.m. and 5 p.m., Monday through Friday.**

ESC staff are organized into three teams to address specific employer reporting issues. Employers are encouraged to contact any member of their ESC Account Team with any questions related to PERS/EDX reporting.

You can find members of your ESC Account team and their direct contact information here: <https://www.oregon.gov/pers/EMP/Pages/ESC-Representatives.aspx>

Contacting the Employer Service Center:

- Dial toll free at 888-320-7377; select option 1; then option 2 to reach the ESC phone line.
- Employer support: Employer-Support@pers.state.or.us

How to: Hire intent

The Status Code entry on the DTL1 Member Demographics record states the employer's expectation of hours to be worked by any employee in a specific position in any calendar year. The reported hire intent will set the "position type" for at least the year of hire.

Position type can change each calendar year based on total service time over 600 hours in that year or when a demographic correction request (DCR) is submitted, requesting PERS staff change the position type.

To understand what hire intent to enter, ask yourself, "Would any employee in this position normally be expected to work 600 or more hours in any calendar year while working for me, the employer?"

If "yes," the hire intent is **qualifying**.

- DTL1 record-status code is 01
- DTL2 record-wage code is 01

If "no," the hire intent is **non-qualifying**.

- DTL1 record-status code is 15
- DTL2 record-wage code is 02

Detail 1 - Member Demographics:

SSN*	<input type="text"/>
Status Code	00 - No Change in Status <input type="text"/>
Status Date: (MM/DD/YYYY)	<input type="text"/>
Last Day Service (MM/DD/YYYY)	<input type="text"/>
Old SSN:	<input type="text"/>
First Name*	<input type="text"/>
Last Name*	<input type="text"/>
Middle Name:	<input type="text"/>
Name Change Indicator:	N <input type="text"/>
Address - 1*	<input type="text"/>
Address - 2:	<input type="text"/>
Address - 3:	<input type="text"/>
City:	<input type="text"/>
State:	NONE <input type="text"/>
Zip - 1:	<input type="text"/>
Zip - 2:	<input type="text"/>
Province:	<input type="text"/>
Country Code:	USA <input type="text"/>
Postal Code:	<input type="text"/>
Date Of Birth: (MM/DD/YYYY)	<input type="text"/>
Gender:	<input type="text"/>

Status code tells EDX what type of work status is being reported.

At hire, select the status code that best matches the determined hire intent set by the employer: the expectation of hours to be worked in that position.

How to: Reporting average overtime hours

The Average Overtime Hours entry on the DTL1 Member Demographics record represents the average overtime in any calendar year allowed for those in a specific position (teacher, firefighter, receptionist, payroll specialist, etc.). This value controls how much overtime money paid in any calendar year can be used in the calculation of an OPSRP member retirement benefit.

The image shows a screenshot of the 'Detail 1 - Member Demographics' form. The 'Average Overtime Hours' field is highlighted with a red box. A red arrow points from this field to a callout window that displays a dropdown menu with the following options: 0, 100, 200, 300, 400, 500, 600, 700, 800, 900, 1000, 1100, 1200, 1300, 1400, 1500, 1600, 1700, 1800, and 1900. The 'Save' and 'Cancel' buttons are visible at the bottom of the callout.

Incorrect coding of this value can significantly impact the amount of overtime money available for use in the OPSRP benefit calculation for your employees. You may find the recorded Average Overtime Hours value for any of your employees using this procedure:

- 1) In the Site Navigation of any EDX page, click the “View Employee Info” link.
- 2) When the Search screen appears, enter the employee’s last name, Social Security number, or PERS ID, and then click Search.
- 3) The Employee Employment History Details screen will appear. The recorded Average Overtime Hours value for the member is located on this screen.

OR

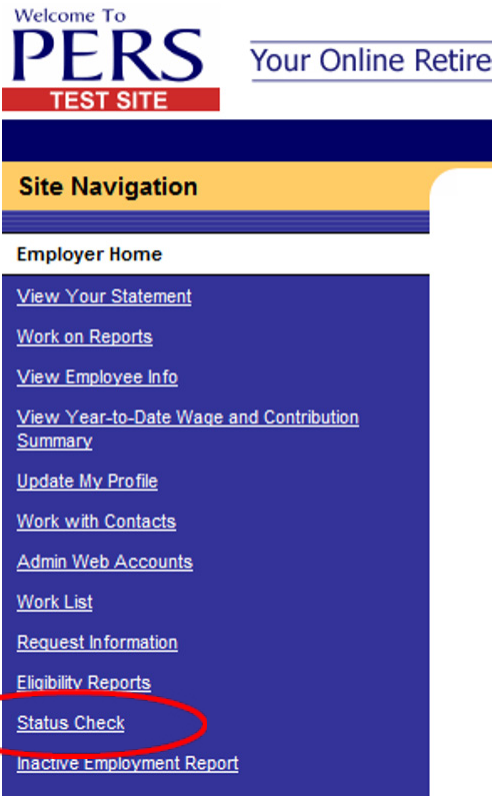
Contact your [ESC Account Team representative](#) to request a list of all your active employees, which will include the Average Overtime Hours value currently coded for each of those employees.

How to: Status checks

Do you have a new or returning employee? A status check will help you decide how to report a new employee within EDX PERS reporting.

The status check screen shows an individual's current PERS account status. That status could change at any time based on information reported and received by PERS.

The status check screen appears when you click on the "status check" link in the Site Navigation area of the Employer Home page in EDX once you are signed in.



Information on this screen is available before you post any records in EDX and can help you determine when to begin contributions on each employee.

You may also request a status check by calling the Employer Service Center from 8:30 a.m. to noon, Monday – Friday, at 888-320-7377 or by contacting your ESC account representative <https://www.oregon.gov/pers/EMP/Pages/ESC-Representatives.aspx>.