

- 2018 year-end reconciliation
- Member Annual Statements
- GovDelivery subscription preferences

EMPLOYER NEWSLETTER

Time remains to post records for the 2018 reconciliation year

2018 year-end processing closed Thursday, February 28, 2019; however, employers have until the March 5, 2019 statement to resolve errors and post records for the 2018 calendar year. Please make every effort to have final 2018 records and reports posted prior to the March 5, 2019 statement. Employers should pay their March 5 statement in full and on time.

Contributions invoiced through March 5, 2019, and paid when due, will be credited with earnings from the PERS trust for calendar year 2018. If contributions are not paid when due, PERS will invoice employers for 2018 earnings.

Please consult your ESC account representative with any questions about calendar year 2018 records and reports.

<https://www.oregon.gov/pers/EMP/Pages/ESC-Representatives.aspx>

Member Annual Statements — Please review your records

2018 Member Annual Statements are scheduled to be mailed by the end of May 2019.

PERS will use member addresses on file as of Friday, March 8, 2019, to mail 2018 annual statements. Please review your records to make sure you have updated all employee address changes within EDX.

If a correction is needed, please submit a DTL1 record with a 00-no change status code no later than Thursday, March 7.

You can view your employees' addresses by going to View Employee Info in the Site Navigation of any EDX page. The Download CSV File of Employee Addresses link will generate a CSV file with all of your employee addresses. Alternately you can enter a Last Name, SSN, or PERS ID to access individual employee data.

Demographic Correction Request (DCR)

If you have submitted a DCR to request a Position Type change or have requested an action that will alter a Contribution Start Date, please make sure to use the comment box of the electronic DCR form to enter the contribution type (MPPT, MPAT, or EPPT) in effect during the time impacted by the requested change.

Site Navigation

- Employer Home
- View Your Statement
- Work on Reports
- View Employee Info
 - View Year-to-Date Wage and Contribution Summary
 - Update My Profile
 - Work with Contacts
 - Admin Web Accounts
 - Work List
 - Request Information
 - Eligibility Reports
 - Status Check
 - Inactive Employment Report

Working with : BEND INTERNATIONAL SCHOOL INC.

View Employee Information

- [Learn more about View Employee Information](#)
- [Download CSV File of Employee Addresses](#)

Please enter a Last Name, SSN or PERS ID to access employee data.

Search for an Employee

Enter Last Name: or SSN / PERS ID: **Search**

Tell Me More

- The "Download CSV File of Employee Addresses" link will pull the following information into a CSV file for ALL of your employees: member SSN, last name, first name, plan, address start date, and the member's current address on the system.
- The Last Name search will return all employees with the same last name. From this list select the desired individual.
- Use the "Next" button or page number links to navigate through a list with multiple pages.

Reminder: Check your subscription preferences in GovDelivery

Need to make sure you and your staff are receiving the right GovDelivery notifications? Check your Subscriber Preferences to make any changes directly.

When you are logged in to GovDelivery, either click on the “[subscriber preferences](#)” link or go directly to <https://public.govdelivery.com/accounts/ORPERS/subscriber/edit?preferences=true#tab1> and then click on “Questions” to update your targeting information.



Welcome [REDACTED]

Subscriber Preferences

Subscriptions

Preferences

Questions

Questions

Are you currently or have you ever been a member of PERS?

- Yes
- No

Are you retired from PERS-covered employment?

- Retired
- Not Retired

What plan are you a member of?

- Tier One (Hired before January 1, 1996)
- Tier Two (Hired between January 1, 1996 and August 28, 2003)
- OPSRP (Hired after August 28, 2003)

In which county is your organization(s) located? Select all that apply if you work with multiple employers.

- | | |
|------------------------------------|----------------------------------|
| <input type="checkbox"/> Baker | <input type="checkbox"/> Benton |
| <input type="checkbox"/> Clackamas | <input type="checkbox"/> Clatsop |
| <input type="checkbox"/> Columbia | <input type="checkbox"/> Coos |

You will need to click on the third tab—Questions—to change or update any targeting information.

PERS EMPLOYER NEWSLETTER MARCH 2019

Why is this important?

When we send out the next member newsletter, *Perspectives*, in April, we will be sending a copy via GovDelivery to all Employer contacts with "Human Resources / Personnel" and "I am the primary employer contact for all PERS matters" under "What is your job function as it relates to PERS?" This way, you can forward the member newsletter to your staff, since not all members are directly signed up for GovDelivery.

Please indicate which category best describes your organization(s). Select multiple categories as needed.

- State Agency
- University
- City
- County
- Special District / Other Local Government
- Community College
- School District (K-12 or Charter School)

What is your job function as it relates to PERS? Check all that apply.

- Payroll Specialist / EDX Reporter
- Financial or other accounting roles
- Human Resources / Personnel
- Agency Head / Executive / Administrator
- I am the primary employer contact for all PERS matters

Make sure to scroll down and review all the "Questions" in GovDelivery.

PERS will continue to add new contacts from EDX into GovDelivery on an ongoing basis, but it is up to you to ensure you and your staff have the right targeting questions filled out correctly.

Thank you for your partnership.
