



Golden mantled ground squirrel

# EMPLOYER NEWS

## NOVEMBER 2022

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#### **QUICK LINKS**

- COVID-19 and paid leave
- SB 1049 programs
- PERS employer website

#### **SUPPORT**

- Employer support email
- Contact PERS

## **Announcing updated employer manuals**

Employers can now begin using a new series of employer manuals called **Employer Reporting Guides** available on the <u>PERS</u>
<u>Employer website.</u>

Rather than updating the existing employer manuals, the Employer Service Center is combining the manuals into a series of short, individual guides. This will help you find exactly what you need to know to submit reports in Employer Data Exchange (EDX). The expanded information will also help you explain PERS benefits to your employees.

The first six employer reporting guides are available now for reading, printing, and downloading (see table below). They provide general information for EDX beginners and include

images from the new EDX design (learn more on page 3).

Guides 7–26 will cover detailed reporting topics such as part-time employees, new hires, retirement, leaves, and more.

The guides will eventually replace the existing employer manuals:

- Employer Manual.
- EDX User Guide.
- EDX Reporting Quick Reference Guide.
- EDX File Format and Development Guide.
- EDX User Quick Info (A-Z).
- Employer Help Files (A-Z).

In addition to the new guides and prior versions, <u>the</u> <u>webpage</u> includes links to the UALRP actuarial guides.

### Employer reporting guides AVAILABLE NOW

- 1 Overview of PERS
- 2 Employer Roles and Responsibilities
- 3 Getting Started in EDX
- 4 Creating a Report
- 5 Creating a Record
- 6 Correcting Suspended Records

### Employer quick-reference guides AVAILABLE NOW

**EDX Status Codes** 

**EDX Wage Codes** 

**EDX Job Class Codes** 

Glossary

**EDX Site Navigation Menu Items** 

**Detail 2 Wage and Service Fields** 

Choosing the Best Records and Reports

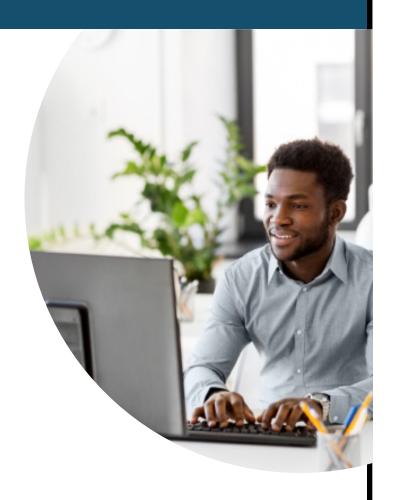
Determining Qualification for a Partial Year

## Put 'pending benefit' requests at top of your to-do list

When you receive an email from PERS with "pending benefit" in the subject line, make sure to respond as soon as possible. The email is a request for information that the PERS Member Adjustments team needs in order to do an estimate or to process your employee's (or former employee's) retirement or withdrawal benefit.

Examples of information requests include:

- Salary breakdown.
- Data verification.
- Termination date.
- Missing wages.
- Unused sick leave.



#### **Example email subject line**

PERS, ER1033, Ima Member, 123456, missing wages (pending benefit) (CJM)

#### Subject line breakdown

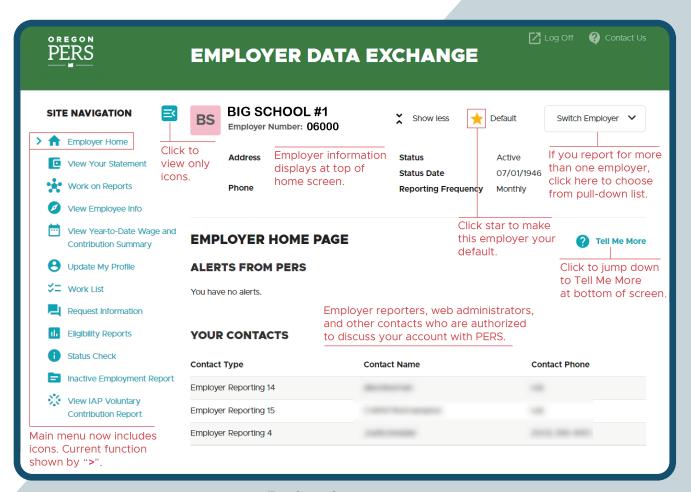
Subject line item	PERS	ER 1033	lma Member	123456	Missing wages	Pending benefit	(CJM)
Definition	From PERS	Employer No.	Employee name	Employee PERS No.	Info needed	A retirement or withdrawal benefit is waiting on this information	Sender's initials

These emails come from PERS.Member.Adjustments@PERS.oregon.gov or PERS.DataVerification@PERS.oregon.gov.

## Refreshed EDX design coming November 18

On November 18, 2022, Employer Data Exchange (EDX) is getting a fresh new design. The update will enable EDX to perform better on Chrome and FireFox browsers. This update necessitated updating the text styles, so the result is a new look.

The same menus, options, and functionality will still be available. However, some page layouts will be slightly different, as shown in the screen captures below and on the next page.

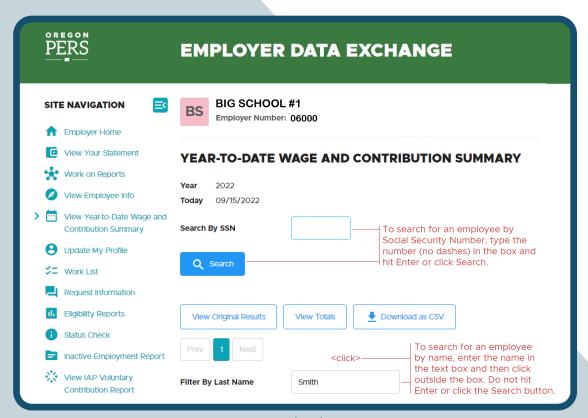


**Employer home screen** 

Continued



View Your Statement screen



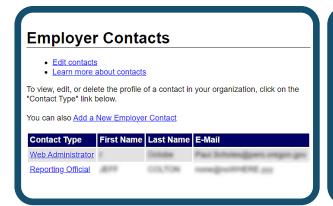
**Year-to-Date Wage and Contribution Summary screen** 

#### **Update your contacts in EDX**

Your Employer Contacts list in EDX shows people in your organization who are authorized to discuss your account with PERS. It is important to keep this list updated to serve as a resource for PERS to reach stakeholders and to protect the security of your EDX account.

#### How to update contacts

Your organization's web administrator needs to select **Work with Contacts** from the EDX main menu. On the Employer Contacts screen, they can add and subtract people and update the address, phone number, fax number, and email of existing contacts. (The screen will look different when EDX is refreshed on November 18.) For help, contact your ESC representative.



EMPLOYER CONTACTS

To view, edit, or delete the profile of a contact in your organization, click on the "Contact Type" link below

Add a New Employer Contact

Contact Type First Name Last Name E-Mall

Employer Reporting 1

Employer Reporting 3

Employer Reporting 4

**Current Employer Contacts screen** 

**New Employer Contacts screen coming Nov. 18** 

## Avoid suspended reports: check your part-time employees' hours

As the end of 2022 approaches, it's time to check your part-time employees' hours to ensure they are in line with their position type. If their reported hours and position type are not in line, you will receive an error message from EDX and your report won't post.

## How to check employees' hours for calendar year to date

To find the hours to date that your part-time employees have worked for all their employers, use the **Eligibility Reports** function in EDX and run both types of reports. These reports help determine if corrective action is needed to report

Filter Your Report by Year
Enter year (YYYY): 2022

The Download CSV File buttons will be disabled once a request is submitted to allow the system to respond to the request.

Members Approaching Qualifying Hours

Members with Contributions Who may not Qualify

Download CSV File

an employee for regular wages and contributions (qualifying hours) or non-qualifying wages without contributions (non-qualifying).

Continued

#### If corrective action is needed

If the **Members Approaching Qualifying Hours report** shows that an employee needs their position type switched from non-qualifying service (less than 600 hours/year) to active service (more than 600 hours/year), submit a Demographic Correction Request (DCR) requesting to have their position type changed.

If the **Members with Contributions Who may not Qualify** report shows that an employee needs their position type switched from active service to non-qualifying service, submit a DCR requesting to have their position type changed.

#### **Invoicing**

Once a position type is changed from non-qualifying service to active service, you may be invoiced for contributions on that employees' wages back to hire date, contribution start date, or beginning of the year.

Once a position type is changed from active service to non-qualifying service, you may be refunded for contributions that were not due for that calendar year.

#### Learn more

For complete instructions on how to check employees' hours and change their position type (if necessary), read employer reporting guide 6, "Correcting Suspended Records."

## Actuarial news: Side accounts and liabilities/surpluses maturing for most employers in 2027

On December 31, 2027, the following accounts will mature:

- 181 side accounts.
- All pre-SLGRP liabilities/surpluses.
- Most transition liabilities/surpluses.

Currently, these rates can significantly modify employer net rates and the system funded status. As of the 12/31/2021 valuation:

- State and Local Government Rate Pool (SLGRP): pre-SLGRP surplus/ liabilities, transition surplus/liabilities, and side accounts accounted for an average rate reduction of 8.91%.
- School Districts Pool: side accounts alone accounted for an average rate reduction of 10.77%.
- Independent employers: the average rate reduction of side accounts is 6.64%.

#### Tip:

Employers should consider now what steps they will want or need to take to balance the loss of these rate reductions and avoid major disruption.

Continued

#### Tune into Financial Modeling presentation next month

At the December 2 <u>PERS Board meeting</u>, Milliman consulting actuaries will present their Financial Modeling forecast to the board. That presentation will include the estimated base pension rate increase over the next several biennia; employers may consider using these projections in their own budget projections when considering next steps.

Any employer can review the maturity date of their side account by reviewing the "Side Account Offset as of 7/1/2023" spreadsheet (on the <u>Actuarial Presentations and Reports webpage</u> under 2022). This spreadsheet has the side account rate and maturity date for each side account created on or before 12/1/2021.

#### **About the Financial Modeling presentation**

At the end of each year, following the publication of employer valuations, PERS' consulting actuary Milliman Inc. presents a financial modeling update to the PERS Board. This presentation focuses on how current assumptions and projections will affect the unfunded actuarial liability (UAL), base and net rates, and funded status over a long period of time using the actuary's variable-return financial modeling results.

The presentation helps you understand the factors that affect your contribution rate, including rate collar, assumed rate, system average rate, and net pension rate. You can use the information to improve your internal budgeting and forecasting results. It can also help you account for variability in your actuarial assumptions.

To learn more about Milliman's financial modeling presentation, read *Guide to Financial Modeling*.

**Note:** PERS' current financial modeling is a 20-year projection based on expert assumptions about future economic conditions. The further out the results, the more subject they are to variability.

