

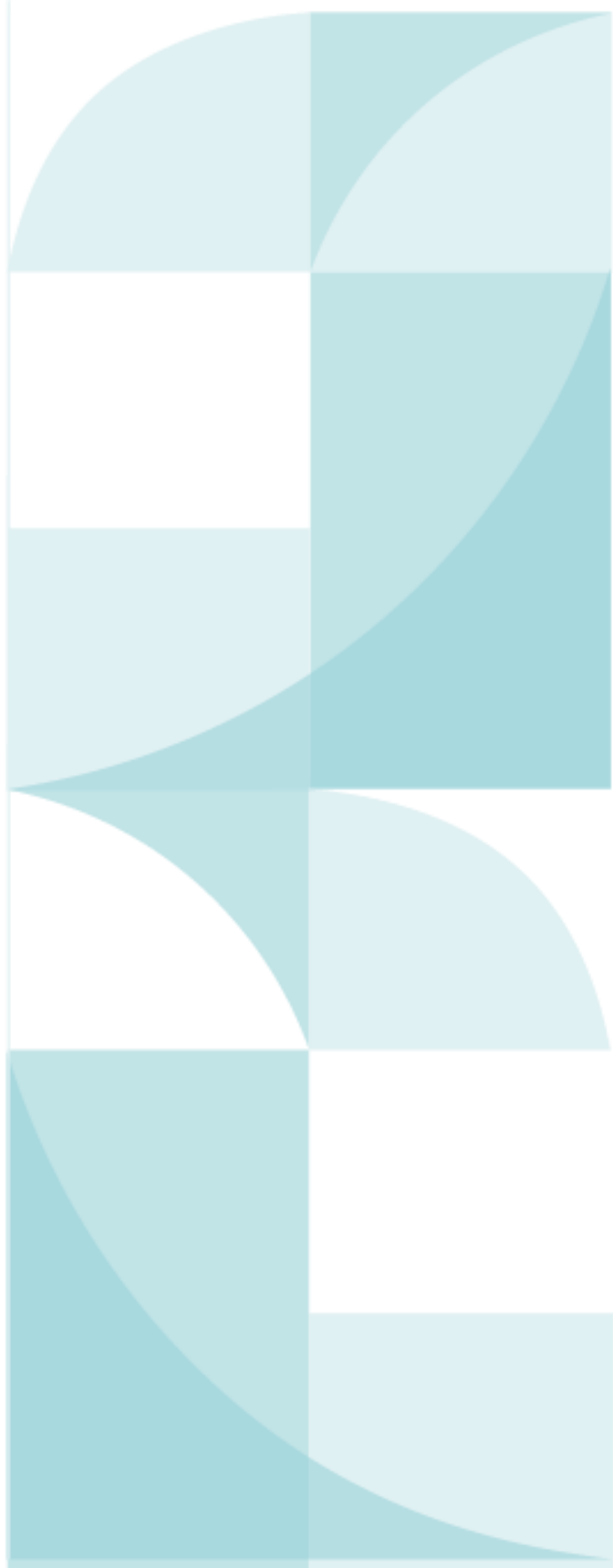


Choosing the Best Reporting Method

Employer Reporting Quick-Reference Guide

This guide enables you to quickly check the best ways to report different types of information in EDX. Find if your situation is best reported with a Regular or Demographics report, a Detail 1 or Detail 2 record, or if a Demographic Correction Request (DCR) is required.

**Employer
Service
Center**





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Introduction

“Can I report this change in a Detail 1 record, or do I need to submit a Demographics Correction Request (DCR)?”

“I’m not sure which report to use. What’s the fastest way to find out?”

The purpose of this guide is to help you answer questions like these. Refer to this guide whenever you need quick guidance on:

- What employee information you can change yourself in EDX.
- What employee changes require a DCR request to PERS. (Learn more [in employer reporting guide 20, Creating a Demographics Correction Request \(DCR\).](#))
- The best report and record type to use for your particular reporting situation.

Some of the combinations of reports and records shown here are required. Some are not required but have been proven to be the easiest to do or most successful with EDX.

Reporting wages and hours

Information you are reporting	Regular report	Demographics report	Detail 1 – demographics record	Detail 2 – wage record	DCR
Regular, qualifying wages*	✓			✓	
Late regular, qualifying wages		✓		✓	
Positive or negative wage adjustment**		✓		✓	
Non-qualifying wages	✓			✓	
Overtime wages (qualifying or non-qualifying)	✓			✓	
Working PERS retiree wages	✓			✓	
Paid-leave wages and hours (if paid by employer)	✓			✓	

*Paid hours and wages, including sick leave or vacation.

**Includes increase or decrease to past salary and change from subject salary to non-subject or vice versa.

Reporting status changes: hires, terminations, and leaves

Information you are reporting	Regular report	Demographics report	Detail 1 – demographics record	Detail 2 – wage record	DCR
Qualifying hire		✓	✓		
Non-qualifying hire		✓	✓		
Termination (laid off, quit, terminated, or retiring)		✓	✓		
Retiree hire		✓	✓		
Leave without pay		✓	✓		
Military leave		✓	✓		
Death while still employed		✓	✓		

Changing or correcting demographic information

Information you are reporting	Regular report	Demographics report	Detail 1 – demographics record	Detail 2 – wage record	DCR
Name		✓	✓		
Social Security number*		✓	✓		
Address		✓	✓		
Date of birth*					✓
Gender (male, female, nonbinary)					✓
Average overtime hours					✓
Qualification status**					✓
Start date (i.e., hire date)					✓
Termination date (last day of employment)					✓
Last day of service (last day physically on the job)					✓
Contract number of months***					✓
Job class					✓

*To correct clerical error.

**Qualifying to non-qualifying or vice versa.

***School employees only.