

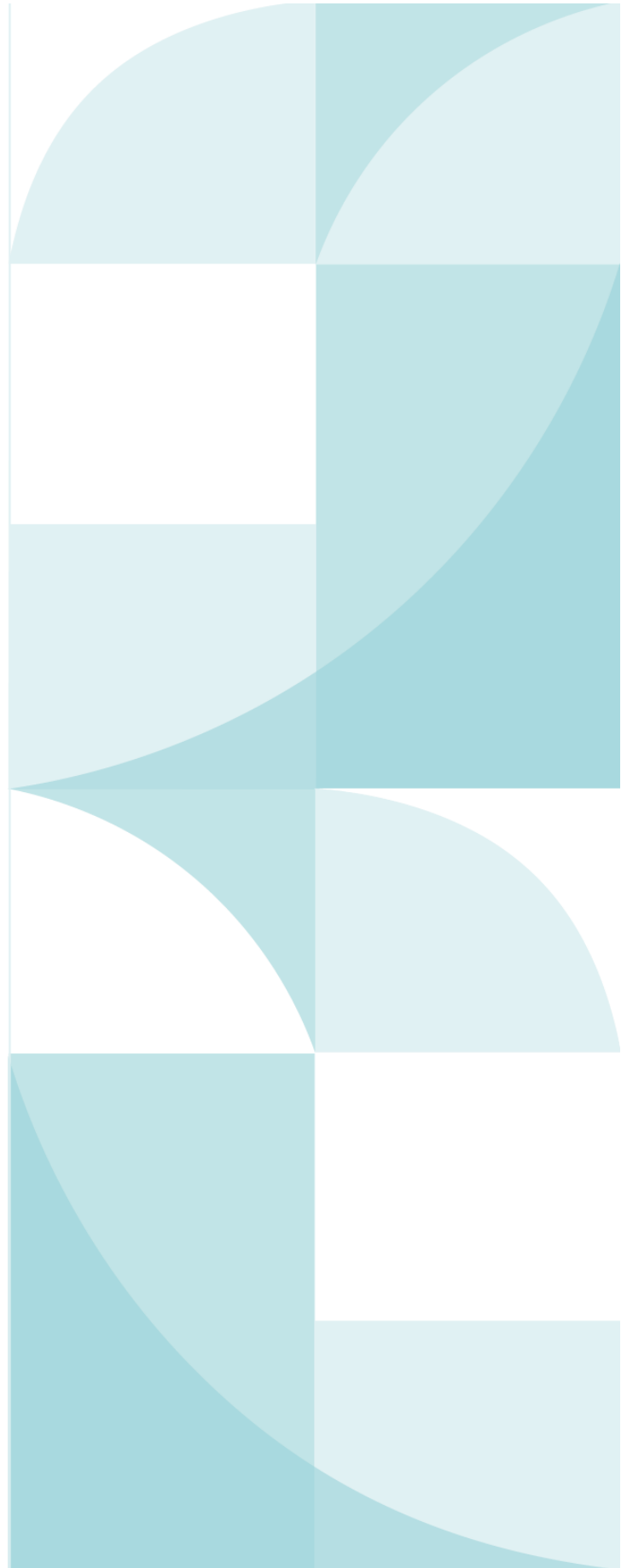


Glossary

Employer Reporting Quick-Reference Guide

*This guide defines terms used
in PERS reporting.*

**Employer
Service
Center**



Contents

A 3

B 5

C 6

D 8

E.....10

F.....12

G13

H13

I.....14

J.....15

L.....16

M.....17

N18

O19

P.....20

Q22

R22

S.....25

T.....27

U28

V30

W31

Y32

GLOSSARY

A

| | |
|--|---|
| ACFR | <i>Annual Comprehensive Financial Report</i> . A financial report that includes PERS financial statements audited by a private accounting firm that was selected by the Oregon Secretary of State's Audits Division. The ACFR is mandated by the state and provided for the Legislative Assembly and all PERS members, retirees, and employers participating in the system. |
| ACH | Automated Clearing House. How employers electronically send payments to PERS. Automated Clearing House (ACH) Agreement . |
| ACH credit | This option enables you to initiate the payment of funds from your bank to a PERS account. Contact ESC for account information and then work with your bank to set this up. |
| ACH debit | This option allows PERS to deduct payments from the bank account you designate. There are no transaction fees. To choose this method, fill out the Authorization Agreement for Employer ACH Debits form . PERS prefers this method because it is on time and more accurate. |
| Active member | A member who is presently employed by a participating employer in a qualifying position, and who has completed the six-month waiting period. |
| Actuarial accrued liability | Accrued liabilities are the present value of either promised pension benefits or pension obligations. Every year, the PERS plan's actuary calculates the total value of liabilities that have accrued and uses this figure to determine the plan's unfunded liability. |
| Actuarial valuation | An examination of a pension plan to determine whether contributions are being accumulated at a rate sufficient to provide the funds out of which the promised pensions can be paid when due. The valuation shows the actuarial liabilities of the plan and the applicable assets. Find employer actuarial valuations online . |
| Actuary | An actuary uses math, statistics, and financial theory to study uncertain future events, especially those of concern to insurance and pension programs. |
| Advisory rate, advisory valuation | In the fall of odd-numbered years, the PERS actuary produces advisory employer contribution rates for all employers for the upcoming biennium. These rates represent actual experience but do not affect employer contribution rates. They can advise employers about a possible rate change in the next biennium if trends continue as predicted by actuaries. |

Continued

GLOSSARY

| | |
|-------------------------------|--|
| Alternate payee (AP) | A spouse, former spouse, or registered partner who has a right to receive all or a portion of the retirement benefits of a PERS member. In the case of a divorce, this could be a former spouse who is awarded a portion of retirement benefits in a divorce decree. |
| Amortize | Amortization is an accounting technique used to spread costs over time that could compromise current cash flow, like a mortgage on a house. |
| Appointed official | A person who is appointed by a board, council, or government to fill an elective office or interim office position. |
| Assumed rate | The assumed rate is the rate of investment return (including inflation) that the PERS Fund's regular account is expected to earn over the long term. The assumed rate is reviewed, adopted, and incorporated into Oregon Administrative Rule by the PERS Board every two years as part of the system's Experience Study . |
| Average overtime hours | A data field found on both Detail 1 and Detail 2 records that indicates the average annual overtime hours worked by a particular job class. The employer supplies this number when an employee is hired (Detail 1 record) or changes job class (DCR). PERS uses this information when a member retires to set a reasonableness cap on the number of overtime hours that can be used in the calculation of final average salary for an OPSRP member. To learn more, read employer reporting guide 18, <i>Reporting or Changing Average Overtime</i> . |

B

| | |
|--------------------------|--|
| Balance due | Amount due from the employer on or before the balance due date (same as the remittance due date). The amount can be negative or positive. A positive amount, a value surrounded by parentheses (), means the account has a surplus of funds and the employer does not owe any money. |
| BEF | <p>Benefit Equalization Fund. The legislature created the BEF in 1997 as permitted by the IRS to allow a full payment of PERS retirement benefits to recipients whose benefits would otherwise be capped by IRC Section 415, which limits contributions and benefits in a tax-qualified plan. The BEF pays the amount of PERS benefits earned by these few members (approximately 100 each year) over and above the IRS limits.</p> <p>Employers who have employees who are paid from the BEF are assessed a fee to fund those benefits. Reference ORS 238.485.</p> |
| Beginning balance | The balance that exists as of the “Beginning Balance as of ...” date on an employer statement. The balance can be either positive or negative. A positive balance, a value surrounded by parentheses (), means the account has a credit. |
| Beneficiary | <p>A person or entity (e.g., a trust or charity) that has been named to receive a portion of a member’s PERS benefits upon the member’s death.</p> <ul style="list-style-type: none"> • Tier One and Tier Two members can select beneficiaries for both their pension benefits and IAP accounts. • OPSRP members can only specify beneficiaries for their IAP accounts. For their pension, PERS will only pay a death benefit to their spouse, former spouse under a court order (such as a divorce decree), or any other person required to be treated like a spouse for the purpose of retirement benefits. <p>Learn about preretirement beneficiary options on the Designating a Preretirement Beneficiary webpage for employers.</p> <p>Learn about post-retirement beneficiary options in the “Survivorship Options” section of the Tier One/Tier Two Preretirement Guide or OPSRP Preretirement Guide.</p> |

GLOSSARY

C

| | |
|--|---|
| COLA | Cost-of-living adjustment. An annual adjustment in wages or benefits to offset a change in purchasing power, as measured by the Consumer Price Index. |
| Collective bargaining agreement | A legal agreement covering the relationship between a recognized set of employees and their employer. The set of employees is typically organized as a labor union. |
| Compensatory time | An amount of time off granted to an employee by an employer for hours worked in lieu of pay. Sometimes shortened to “comp time.” |
| Continuous service | Service not interrupted for more than five years. Prior service is calculated based on an employee’s continuous service for an employer prior to the employer providing PERS coverage. This is used in determining prior service credit. |
| Contribution | The percentage of an employee’s salary that you pay to PERS to fund their future retirement benefits. Contributions are only assessed on subject salary of qualifying employees. |
| Contribution rate | The percentage of payroll an employer pays to PERS to fund the pension benefits of its employees. It does not include the 6% Individual Account Program (IAP) contribution, even if the employer is paying it on their employees’ behalf. Employer contribution rates are calculated every even year by PERS’ consulting actuary and approved by the PERS Board. To learn more, read Guide to Understanding Your Rate . |
| Contribution start date | See CSD . |
| Contribution types | Categories of contributions that define who makes the contribution and how it relates to taxes. There are currently three types of contributions: member paid pre-tax (MPPT), member paid after-tax (MPAT), and employer paid pre-tax (EPPT). |
| Contributions not yet posted | Contributions that have not yet posted in EDX. |
| Contributions pension | On the employer remittance statement, what you owe for your employees’ IAP, pension, and RHIA/RHIPA for that statement period. |
| Copy forward | A method of populating a report by copying the last 100% posted report. The copy forward feature allows you to copy the previous posted wage and contribution data to a new report to help minimize data entry. You can then edit each record as needed. Not available to those who report for 250 or more employees. |

Continued

GLOSSARY

| | |
|---------------------------|--|
| Coverage agreement | A contract between a participating employer and PERS setting out the terms of the employer's participation. |
| Creditable service | A time for which an active member is being paid a salary by a participating public employer and contributions are being made to the system either by or on behalf of the member. For purposes of computing years of creditable service, full months and major fractions of a month are one-twelfth of a year and are added to all full years. One month of creditable service is earned for each major fraction of a month served. Creditable service includes all retirement credit received by a member. |
| CSD | Contribution start date. The date when contributions may start for a qualifying employee. It is the first day after they successfully complete their six-month wait time. |

GLOSSARY

D

| | |
|---|---|
| .dat file | An electronic file type containing wage, service, and demographic information that can be uploaded to EDX. |
| DCR | Demographic Correction Request. A form in EDX that employers use to ask PERS to correct details of a previously posted Demographic Record. For instructions, read employer reporting guide 20, Creating a Demographic Correction Request . |
| Death benefits | Benefits provided to a beneficiary on the death of a member who has not retired. |
| Defined benefit plan | Benefits are based on a defined formula usually using both the member's salary and service time. A PERS pension is a defined benefit plan. |
| Demographics and Adjustment report | One of two types of reports employers submit to PERS (the other is a Regular report). This type of report is used to submit or change employee information such as name, address, or incorrect wages. It can contain both Detail 1 – Member Demographics records and Detail 2 – Wage and Service records. |
| Demographics record (Detail 1) | Detail 1 - Member Demographics record. One of two types of records submitted in periodic reports through EDX. Use a demographics record to report changes in an employee's employment status (e.g., hire, termination, begin or end leave) or in their personal information (name, address, SSN). |
| Deposit | A payment an employer made to PERS, shown on remittance statement. Usually paid through ACH but can also be paid by check. A deposit may be invalidated if it's returned because of nonsufficient funds (NSF). |
| Deposit adjustment | A section of an employer statement that indicates a deposit that PERS adjusted. For example, if PERS over-invoiced you and then issued a refund/credit back, it would show in this section of the statement. |
| Detail 1 (DTL1) | Member Demographics record. See Demographics record. |
| Detail 2 (DTL2) | Wage and Service record. See Wage and Service record . |
| Differential wage payment (for uniformed services) | A payment made by an employer to a member for a period when the member was performing active duty of more than 30 consecutive days in the uniformed services as defined in USERRA. Payment represents all or a portion of the wages the member would have received if the member were performing service for the employer. Go to definition of USERRA . |

Continued

GLOSSARY

| | |
|--|--|
| Disability retirement or benefits | A special benefit program for PERS members who become too sick or injured to work. For Tier One and Tier Two members, the program enables them to begin receiving their PERS retirement benefits early. For OPSRP members, the program offers monthly payments of 45% of their salary until they become eligible for regular retirement. At that time, they apply for retirement and begin receiving their PERS pension and IAP payments. Learn more in employer reporting guide 14, Disability Benefits . |
| Duty disability | A disability caused by reason of injury or disease that was sustained while in the performance of job duties. The job duties must be the material major contributing cause of the injury or illness, not merely a contributing factor. The injury or illness must not be intentionally self-inflicted. |

GLOSSARY

E

| | |
|----------------------------------|---|
| Early retirement | Retiring at early retirement age, which is the earliest age at which a member is eligible to begin receiving retirement benefits. Early retirement provides reduced benefits (i.e., smaller pension payments) compared with a normal retirement. Early retirement ages for each PERS plan and job class are listed on the Benefit Component Comparisons Chart . |
| Earned when earned | Salary that is considered earned at the time that the hours of service are worked. Salary is earned when earned for the purpose of determining final average salary (FAS) for Tier Two and OPSRP Pension Program members. |
| Earned when paid | Salary that is considered earned at the time the payment is made (i.e., the date on the check, warrant, or effective date of the electronic transfer). Salary is earned when paid for the purpose of contributions to the Tier One, Tier Two, and OPSRP programs as well as for the purpose of determining the FAS for Tier One members. |
| Earnings | All income to the PERS Fund from investments and other sources, but not including member and employer contributions. Actual earnings available for distribution less deductions provided by law are credited annually to all active and inactive members' accounts. Tier One member accounts are guaranteed to receive the PERS Board's assumed earnings rate. |
| EDX | Employer Data Exchange. The web tool used by employers to report payroll and demographic data to PERS. |
| EIF | Employer Incentive Fund. A program that provides matching funds to employers who make lump sum deposits into employer side accounts. Learn more on the EIF webpage . |
| Elected official | A person who is a public official holding an elective office or an appointive office with a fixed term for the state or for a political subdivision of the state. An elected official may elect to participate in PERS pursuant to ORS 238.015(5) . |
| Employment history change | When an eligibility review is done that results in charges or credits. For example, at retirement, PERS discovers that a period reported as non-qualifying should have been reported as qualifying. This results in an employment history change line item on your statement. |
| Employer number | A five-digit identification number assigned to each PERS employer. The first digit is always 0. |
| Employer obligation funds | The money an employer sends PERS to cover member and employer contributions and previous liabilities. May include, but is not limited to Benefit Equalization Fund, Social Security Administration funds, Oregon Savings Growth Plan (OSGP) funds. |

Continued

GLOSSARY

| | |
|--|--|
| Employer pick-up | A member paid pre-tax (MPPT) contribution paid by the employer. These are not considered wages for federal income tax withholding. |
| Employer pool | An employer pool groups individual employers with other employers for the purpose of determining pension costs and contribution rates. Pooling stabilizes employer rates by spreading the cost of financial and demographic changes, such as a drop in fund earnings or payroll reductions, across multiple employers rather than assigning the entire cost to a single employer. For a full explanation of pooling, read the Guide to Understanding Pooling edition for your pool. |
| Employer reporter | A role held by up to 15 people at a PERS-participating employer organization. This role is responsible for reporting employee wage, work status, and demographic data to PERS through the EDX system. The data employer reporters submit to PERS forms their employees' PERS accounts (e.g., service time, salary earned), upon which their benefits are based when they retire. Formerly called payroll specialist. Learn more in employer reporting guide 3, Reporter Roles and EDX Access . |
| Employer Site Distribution Code | A data field found on both Detail 1 and Detail 2 records. It is an optional field for employers who wish to use codes subdividing employees based on geographical and/or personnel divisions. |
| EPPT | Employer-paid pre-tax. Individual Account Program (IAP) contributions paid by employers and sent to PERS on behalf of members. The contribution amount is calculated before taxes are taken out of the employee salary. |
| EPSA | Employee Pension Stability Account. The Member Redirect program redirects a portion of an employee's IAP contribution into their EPSA, which will be used to help pay for their future retirement. Learn more on the About the EPSA webpage for employers. |
| Equal To or Better Than (ETOB) | All public employers who employ police officers and/or firefighters must provide PERS coverage for that class of employee. Those employers may petition the PERS Board for an exemption to the mandatory membership and an exemption would be granted if the local retirement plan is "equal to or better than" PERS' retirement plan. |
| Experience | Experience refers to the actual financial performance of a plan over a year. To project the cost and liabilities of the pension plan, assumptions are made about all future events that could affect the amount and timing of the benefits to be paid and the assets to be accumulated. Each year, actual experience is compared against the projected experience, and to the extent there are differences, the future contribution requirement is adjusted. |

GLOSSARY

F

| | |
|------------------------------------|---|
| Family leave | A leave taken to care for yourself, a spouse, or a family member who is ill or injured. Includes time taken to care for a newly born or adopted child. |
| FAS | <p>Final average salary is used to determine a member's pension payment. It is calculated as follows:</p> <ul style="list-style-type: none">• For Tier One and Tier Two: The monthly average of the salary paid in the last 36 months of active membership or the three highest calendar years' salary, whichever is highest.• For OPSRP: The monthly average of the salary paid in the last 36 months of active membership or the three highest consecutive calendar years' salary, whichever is highest. |
| Fiscal year | A period of 12 continuous months used for accounting purposes. PERS fiscal year begins on July 1 and ends June 30. |
| Flagged record | A record (Detail 1 or Detail 2) that has a flagged type of error. Flagged errors are only warnings that something reported in the record looks abnormal. Records with flagged errors should be checked for accuracy but will post when all other records post. |
| FMLA | Family Medical Leave Act. A U.S. labor law that requires employers with more than 50 employees to provide eligible workers with up to 12 weeks of unpaid leave each year for birth, adoptions, foster care placements, and illnesses of employees and their families. FMLA webpage . |
| Formula Plus Annuity method | A way of calculating benefits based on a member's service time, final average salary, a factor set by statute, the member's account balance, and life expectancy. |
| Full Formula method | A way of calculating benefits based on service time, final average salary, and a factor set by statute. |
| Funded status | Funded status is the actuarial value of assets expressed as a percentage of the accrued liability. In other words, how close an employer, employer pool, or the PERS system is to being able to pay all benefits it owes to past and current members. PERS' current funded status is published in the annual report PERS By the Numbers . Each employer pool also has its own individual funded status. |

GLOSSARY

G

| | |
|------------------------|--|
| General Service | A job classification for all employees who are not otherwise classified as Police and Fire, School Employee, Legislator, or one of the other job classifications. |
| Granted service | Service time “granted” to a member for computing a disability retirement benefit that the member would have been entitled if the member had worked continuously until age 55 for police officer or firefighter or age 58 for other than police officer or firefighter. |
| Gross up | An employer’s payment of salary to an employee who is receiving third-party benefits (usually worker’s compensation benefits) to bring the employee’s salary up to or close to 100%. Gross-up pay is reported to PERS as salary. |

H

| | |
|--------------------|--|
| Hire intent | The employer’s determination whether an employee will normally work at least 600 hours in a position in a calendar year. An employer’s hire intent is revealed by the employer’s designation of a position as qualifying or non-qualifying in EDX. |
|--------------------|--|

GLOSSARY

I

| | |
|---|--|
| IAP | Individual Account Program. An account-based benefit for all PERS members who have worked in a qualifying position since January 1, 2004. Members contribute 6% of their salary into the IAP, which is invested as part of the OPERF under the oversight of the OIC. Learn more on the About the IAP webpage for members. Also, see definition of EPSA . |
| IAP voluntary contributions | An option available to employees to offset the percentage redirected from their IAP to their EPSA because of the Member Redirect program. See the How to Manage an Employee's Voluntary Contribution webpage . |
| Inactive account/inactive member | An account for a PERS member who has left PERS-covered employment but has not retired nor withdrawn their account. |
| Independent employer | An employer who does not belong to an employer pool. However, all employers, regardless of payroll or type, are members of one or both of the following system-wide pools: OPSRP and Retiree Healthcare. |
| Invoice | A detailed statement (bill) sent to members, employers, or other individuals to notify that an amount is owed to PERS. Can include bills for overpaid benefits, employee or employer contributions for prior years, or other reasons. Can also include credits. |
| Invoice adjustment | A charge from a manual (paper) invoice, such as PYE or Social Security administrative fee. The invoice adjustment does not have a link to a screen with more information because the manual invoice details are not generated in EDX. Instead, a detailed invoice is emailed to you. |
| IRC | Internal Revenue Code. Access the IRC on the IRS Tax Code, Regulations, and Official Guidance webpage . |
| IRS | Internal Revenue Service. Learn about the IRS on the IRS website . |

J

| | |
|--|---|
| Job class code | The job classification code, for PERS purposes, defines the employment classification an employee holds with an employer, such as Police and Fire, General Service, or School Employee. Each job class has slightly different rules that apply to a member's benefits or eligibility to participate in PERS. There are currently eight job classes. For a list and definitions of job class codes, see employer reporting quick reference guide EDX Job Class Codes . |
| Job segment (or employment segment) | A period of employment with one employer, from the date the member entered the position to the date the member left that position. Can also mark a change in a position from active service to non-qualifying or vice versa. Members may have more than one employment segment with an employer (e.g., one qualifying, one non-qualifying) or may have concurrent employment segments with two or more employers. |
| Judge Member Retirement Program | PERS administers a separate retirement program for all judges of the Oregon Circuit Courts, Court of Appeals, and Supreme Court. This formula-based benefit has a different contribution and payment structure than the Tier One/Tier Two programs. Judge Members webpage . |

GLOSSARY

L

| | |
|---------------------------------|---|
| Last day of service | The last day a member is physically on the job or is on paid leave, whichever is later. |
| Liability | A debt or financial obligation for which an employer is responsible. Put simply, it's the difference between the total amount due to retirees and the actual amount of money the company has on hand to make those payments. |
| LOA | Leave of absence. A time during which an employee is still considered employed but is not working. An official leave of absence is one that was approved by the employer. A leave of absence with or without pay does not break the continuity of the employee's PERS membership. |
| Local government | A city, county, municipal or public corporation, political subdivision of the state, or an agency created by two or more political subdivisions to provide themselves governmental services. |
| LOM | Loss of membership. Status of a member account that results when a non-vested member remains inactive (i.e., does not work for a PERS-covered employer) for five years. The member receives the balance in their IAP account but forfeits their pension. |
| Lump Sum Payoff | A field on the Wage and Service (Detail 2) record. Indicates lump-sum payoff amounts made to an employee in the current report period (e.g., comp time, severance pay for involuntary termination (except retirement severance)). Does not include payouts of vacation pay. For a list of payments that need to be reported to PERS, read the Payment Categories chart . |
| Lump Sum Vacation Payoff | A field on the Wage and Service (Detail 2) record for reporting a payout of vacation pay. Do not use to report any other type of lump-sum payout. |
| LWOP | Leave without pay. A period during which an employee is considered employed but is not working for their employer and is not receiving pay from their employer or accruing service time. A leave during which an employee is receiving pay from a third party is considered an unpaid leave. Paid leave — such as sick leave, vacation, compensatory time, or other leave paid by the employer — is not considered unpaid leave. A leave without pay is reported to PERS on a Detail 1 record when the leave is at least half the working days in a month, usually measured as 11 business days or more in a calendar month. Learn about reporting LWOP in employer reporting guide 11, Reporting a Leave . |

GLOSSARY

M

| | |
|---|--|
| Member account | See Tier One/Tier Two member accounts . |
| Member annual statement | Every spring, PERS mails annual statements to all active PERS members and inactive members who still have a PERS account. The statements list the member's service time, IAP account balance, and EPSA account balance. |
| Member Choice | Senate Bill 1049 (2019) instituted Member Choice for IAP participants in January 2021. Every September, PERS members can choose a target-date fund for their IAP investments that is different from the default fund based on their birth year. |
| Member Redirect | A program established by Senate Bill 1049 (2019) to slow increases in employer contribution rates. The program redirects a portion of a member's IAP contribution to their Employee Pension Stability Account (EPSA) when they earn over the monthly Member Redirect salary threshold. Learn more on the Member Redirect webpage . |
| Member Redirect offset | A reduction in an employer's rate resulting from the Member Redirect program. Employers can see their offset on their actuarial valuation report. An example is provided on the Member Redirect webpage , which shows the current member redirect offset rate for Tier One/Tier Two and OPSRP payroll. |
| Member Redirect salary threshold | The amount of salary paid to a member in a calendar month that determines whether a member's IAP employee contributions for that month are subject to Member Redirect. The PERS Board sets the amount each January based on the Consumer Price Index (CPI) in the previous calendar year. See Member Redirect webpage . |
| Membership start date | The first day of the month following completion of the six-month wait time in a qualifying position with the same employer. |
| Military service credit | Service time purchased or granted for time served on active duty with the uniformed services. The service time is added to a member's creditable service. |
| Money match method | A way of calculating benefits based on the Tier One member's account balance at retirement and life expectancy. The amount derived from the member's account is matched 100% by an equal amount from the employer's account. |
| MPAT | Member-paid after-tax contribution. PERS IAP contribution deducted from a member's salary after the withholding of federal and state income taxes from their gross salary. |
| MPPT | Member-paid pre-tax contribution. PERS IAP contribution deducted from a members' salary before the withholding of federal and state income taxes from their gross salary. |

GLOSSARY

N

| | |
|-----------------------------------|--|
| Negative adjustment record | A Wage and Service (Detail 2) record used to negatively adjust amounts previously posted for a particular pay date. |
| NOE | Notice of entitlement. Written information sent to retirees about how the retiree's benefit was calculated as well as a summary of the information used to calculate the benefit. The notice is sent immediately following the calculation of the retiree's benefit. |
| Non-duty disability | A disability caused by injury or disease that was not sustained while in the performance of job duties. Learn more in employer guide 14, Disability Benefits . |
| Non-qualifying position | A position at a PERS-participating employer that does not qualify to earn benefits. Most often this is because it does not provide the employee enough annual hours to qualify (i.e., 600 or more a year). |
| Non-retired member | Also called an "active member," a PERS member who has completed the six-month waiting period and is currently employed by a PERS-participating employer. They have not retired nor withdrawn membership. |
| Non-subject salary | Salary earned that is not subject to PERS contributions nor used in benefit calculation but still needs to be reported to PERS. To see what types of payments are non-subject salary, read the Payment Categories chart . |
| Normal cost | The value of benefits for an employer's current members for the next year of service. If all current actuarial assumptions were met, the normal cost would be the only rate an employer would pay. |
| Normal cost rate | An employer's normal cost divided by their applicable payroll is their normal cost rate. |
| Normal retirement | Retiring at normal retirement age, which is the age at which a PERS member is eligible to retire with full benefits. Normal retirement age depends on PERS plan and job class, as shown on the Benefit Component Comparisons Chart . |
| NSF | Non-sufficient funds. |

GLOSSARY

O

| | |
|---|---|
| OAR | Oregon Administrative Rule. OARs are the rules by which state agencies and subunits operate. Agencies often use OARs to carry out the goals established by ORSs. OARs are not officially adopted by the Legislative Assembly but are promulgated through the administrative rulemaking process. |
| OIC | Oregon Investment Council. The Oregon Treasury council responsible for investing and allocating the OPERF. Oregon Investment Council website . |
| OPERF | Oregon Public Employees Retirement Fund. The PERS fund is managed by Oregon Treasury under policies and asset allocation targets set by the OIC. The OIC's mandate is to achieve the highest return possible on its investments. Learn more about OPERF on the Oregon Treasury website . |
| OPSRP | Oregon Public Service Retirement Plan. The third tier of the PERS pension plan. Employees who started work with a participating public employer in a qualifying position on or after August 29, 2003, participate in the OPSRP Pension Program. An employee becomes fully vested into the program when they complete at least 600 hours of service in each of five calendar years or if they are an active member any time on or after reaching normal retirement age. Help OPSRP members understand their benefits by reading employer reporting guide 16, Reporting a Retirement or sending them to the OPSRP webpage . |
| Optional employer IAP contribution | An employer may, by written agreement, elect to pay an additional contribution amount into the IAP accounts of a class (or all) of its employees in addition to other contributions. This amount must be a whole number percentage between 1% and 6%. |
| Oregon PERS | Oregon Public Employees Retirement System. Refers to both the retirement system and the PERS agency, which administers the plan. PERS has provided retirement benefits for Oregon's public employees since 1946, including service and disability retirement income, death benefits, retiree health insurance, and the OSGP. |
| ORP | Optional retirement plan. Oregon University System (OUS) administrative or academic employees may elect to participate in an optional retirement plan offered by OUS. An OUS administrative or academic employee establishes active membership in PERS unless PERS receives an election from the employee to participate in an optional retirement plan. |
| ORS | Oregon Revised Statute. ORSs are the codified laws of the state of Oregon. ORS webpage . |
| OSGP | Oregon Savings Growth Plan. An optional deferred-compensation program for state and local government employees. OSGP webpage . |

GLOSSARY

P

| | |
|--------------------------------|---|
| P&F | Police and Fire job classification. Learn more in employer quick reference guide EDX Job Class Codes . |
| P&F unit | A police officer or firefighter who is a member of PERS may elect to make additional contributions to a unit income account to purchase up to eight units of additional benefits to be paid between the date of retirement and age 65. |
| Paid Leave Oregon | A new state program passed in 2019 (under House Bill 2005) that allows employees to take a paid leave of absence to care for themselves or their families. It also ensures that employees on leave can return to their job (if they have already been with that employer for at least 90 days). Learn more about the program on the Paid Leave Oregon website . Learn about reporting paid leave in employer reporting guide 13, Family and Medical Leave . |
| Partial year | A year in which an employee is hired later than the first working day of the year and the employment continues into the following year; or a year in which an employee separates from employment before the last working day of the year, and the employment was continued from the previous year. Learn more about handling partial years in quick reference guide Determining Qualification for a Partial Year . |
| Pay date | The date on which salary is normally given to an employee. It's the date printed on their paycheck. |
| Pay period or pay cycle | Also called work period dates, this is the period of time covered by an employer's report to PERS. The pay date is considered the last day of the pay period. A pay period may apply to a group of employees who are paid for the same period. |
| Pension | The part of a retirement allowance funded by employer contributions that is usually paid as monthly payments for life. Pension charges on your employer statement fund your employees' future retirement benefits. |
| PERS | On your invoice, this refers to debits and credits for Tier One and Tier Two members. For a definition of the PERS pension plan, see definition for Oregon PERS . |
| PERS ID/PERS number | A six-digit identifier, which can consist of numbers and letters that the EDX system assigns to members, beneficiaries, and others whose records are maintained in EDX. The PERS ID is the principal identifier used in retrieving records or conducting transactions in the EDX system. |
| PERS job class code | See definition for job class code . |

Continued

GLOSSARY

| | |
|--|---|
| PHIP | PERS Health Insurance Program. PHIP offers both Medicare and non-Medicare health plans to eligible PERS retirees, their spouses, and dependents, as well as dental coverage. All health plans include prescription drug coverage. Learn more at the PHIP website . |
| Pool, Pooling | See employer pool . |
| Positive adjustment record | A Wage and Service (Detail 2) record used to adjust understated amounts reported for a pay date or to report missed wages. |
| Posted | A status EDX assigns to records and reports considered correct and closed to further changes. A record posts, receiving a status of “posted,” once it passes the validation process. A report posts when all the records it contains post. |
| <i>Pro tem</i> | From the Latin term <i>pro tempore</i> . Temporary service, for this purpose, without pay, performed in the courts as a judge, for a period of five years. This service is performed as a condition of retirement under the judge member retirement Plan B option. |
| Public Employees Retirement Board | The governing authority of PERS consisting of five members appointed by the Governor subject to confirmation by the Senate. |
| Public universities | The following are established as public universities in the state of Oregon: (1) University of Oregon, (2) Oregon State University, (3) Portland State University, (4) Oregon Institute of Technology, (5) Western Oregon University, (6) Southern Oregon University, (7) Eastern Oregon University. |
| Purchase | An option for members meeting certain criteria to buy retirement credit. Learn more on the Tier One/Tier Two Purchases webpage . |
| PYE | Prior year earnings. When you successfully submit all your records for a calendar year by the March 5 statement of the following year, your employees receive a deposit of interest earnings from PERS into their IAP accounts. If you do not post all your records in time, your organization must pay the earnings. The IAP PYE invoice is shown on your statement. |

GLOSSARY

Q

| | |
|----------------------------|---|
| Qualifying position | Employment in a PERS-covered position that is expected to work 600 hours or more in a calendar year. Hours worked with different participating employers in the same calendar year are combined to determine if the 600-hour standard has been met for that year. |
|----------------------------|---|

R

| | |
|-----------------------------|--|
| Rate collar | A method of stabilizing employer contribution rates by preventing sudden rate spikes and drops. The collar allows rate increases to be spread out over multiple biennia rather than causing a rate spike in one biennium. The current rate collar limits the UAL rate. The collar width varies by pool. Learn more in “Rate-Collar Methodology Updated” in the August 2021 Employer News . |
| Rate setting cycle | Actuarial valuations are conducted annually. They alternate between a rate-setting year (odd years) and an advisory year (even years). |
| Reclassification | Indicates funds that were moved from one section of your statement to another (e.g., Pension to IAP). Usually for deposits made before 2014. |
| Regular report | An EDX report that includes Wage and Service (Detail 2) records for all employees who received payments during the reporting cycle. This report can also contain Demographic (Detail 1) records, if necessary. This report must be submitted according to your organization’s assigned reporting frequency. |
| Release | The action of identifying a new report in EDX to be picked up by the next batch validation and posting process. A released report may be “un-released” before the batch, preventing the report from being processed. |
| Remedy | An action taken to make up for negative effects of a previous action. For example, “tax remedy” was established by the Oregon Legislature to provide a benefit increase to some retirement benefits as a remedy for the taxation of PERS benefits by the state of Oregon beginning in 1991. |
| Remittance statement | A statement showing employer charges. The charges are calculated by EDX based on data your organization reported in Wage and Service records. Available through the View Your Statement function in EDX, the statement shows three levels of detail, down to individual employee charges, for each record posted. |

Continued

GLOSSARY

| | |
|-----------------------------------|---|
| Report date | The scheduled date the employer submits wage, service, and contribution data to PERS. This date is given to a report when it is created and is specified in the header record of the .dat file. |
| Report due date | The date an employer must report wage, service, and contribution data to PERS. This date follows the Regular report date by three business days (the grace period to release a report and still be considered on time). Payroll report due dates . |
| Report period | Refers to the period between report dates, which is when the activity is captured to create Regular reports. For instance, an employer reporting monthly would have a report dated 06/30/2023, with a report period of June 1–June 30. |
| Reported wage code | A data field on the Wage and Service (Detail 2) record indicating the type of pay being reported (e.g., regular wages, retroactive pay, adjustments). |
| Reporting frequency | PERS assigns each employer a reporting cycle that most closely matches its pay cycle in accordance with OAR 459-070-0100 . There are four reporting frequencies associated with the assigned reporting cycles: monthly, semi-monthly, bi-weekly, and weekly. |
| Reporting official | Individual an organization identifies as the person charged with overseeing the PERS payroll reporting process. Typically, the head of the agency or someone who makes financial decisions. The individual is responsible for designating the web administrator. |
| Required beginning date | The date upon which an inactive or retired member must begin distributions under the required minimum distribution (RMD) rules of the IRC, which is April 1 of the calendar year following the later of the calendar year in which the member attains age 73 or the calendar year in which the separates from all PERS participating employers. |
| Retired member | A member who is receiving a retirement allowance for service or disability or has received a total lump-sum distribution of his or her retirement benefits. |
| Retirement credit | A period that is treated as creditable service for retirement calculation purposes. Retirement credit is usually acquired by making a service-time purchase or acquiring credit for military service (e.g., waiting time purchase, refunded time purchase). |
| Retroactive payment record | A Wage and Service (Detail 2) record used to report current payments made for dollars earned in prior periods that meet the statutory definition of Retroactive Payment per ORS 238A.005(16)(b)(E) . |

Continued

GLOSSARY

| | |
|--------------|--|
| RHIA | Retirement Health Insurance Account. This program provides a \$60 per month subsidy to help offset the cost of insurance premiums in PERS-sponsored health insurance plans for Tier One and Tier Two eligible retirees enrolled in Medicare Parts A and B. All PERS employers fund this subsidy through contributions. Approximately 44,000 retirees receive this subsidy. Learn more in the March 2022 <i>Employer News</i> article, “Understanding PERS Retiree Health Insurance.” |
| RHIPA | Retiree Health Insurance Premium Account. RHIPA provides eligible Tier One and Tier Two retirees (or their eligible surviving spouse, domestic partner, or dependent) a subsidy to offset the cost of PHIP pre-Medicare health insurance. This subsidy is only available to a Tier One or Tier Two retiree who is a state employee at the time of retirement and is not yet eligible for federal Medicare coverage. The subsidy, which is funded by the state of Oregon through its contribution rate, is based on the number of years the retired member was employed in state service. |
| RMD | Required minimum distribution. Internal Revenue Code Section 401(a)(9) defines when a retirement plan member or deferred compensation plan participant must begin distributions from the plan, the minimum amount of a required distribution, and the commencement date of distributions to surviving beneficiaries. |

GLOSSARY

S

| | |
|------------------------------|--|
| Salary | The remuneration paid to an employee in cash out of the funds of a public employer in return for services to the employer. For a complete, legal definition of “salary” for a Tier One/Tier Two member, see ORS 238.005(26) . For an OPSRP member, see ORS 238A.005(17) . |
| SB 1049 | Senate Bill 1049, signed into law in 2019, makes several adjustments to PERS to slow the increase in employer contribution rates. Learn more on the SB 1049 employers webpage . |
| School Districts Pool | The state’s second-largest Tier One/Tier Two employer pool, the School Districts Pool includes all K–12 school districts in the state. Membership is mandatory. Learn more in the Guide to Understanding Pooling: School Districts Pool edition . |
| School Employee | A job classification for education employees. Learn more in employer quick reference guide EDX Job Class Codes . |
| Seasonal position | A temporary position that lasts for one season a year, such as a sports coach or reserve firefighter. |
| Section 218 agreement | An agreement that allows Oregon to provide Social Security coverage for the services of state and local government employees. The agreements cover positions, not individuals. If the position is covered under the agreement, then any employee filling that position is subject to FICA taxes. Oregon public agencies must pay a fee to help cover some of the costs of administering Social Security coverage to Section 218 employees. |
| Side account | When an employer makes a lump-sum payment to prepay all or part of their pension UAL, the money is placed in a special account called a “side account.” This account is attributed solely to the employer making the payment and is held separate from other employer reserves. The money is invested in the Oregon Public Employees’ Retirement Fund (OPERF) and is subject to earnings and losses. See definition of OPERF . |
| SLGRP | State and Local Government Rate Pool. The state’s largest employer pool, the SLGRP includes all state agencies except the state judiciary, all community colleges, all state universities, and any political subdivisions (i.e., local governments created by states to help the state fulfill its obligations, like fire departments or public utilities) that choose to join the pool. Membership is optional for new local governments. To learn more, read the Guide to Understanding Pooling: SLGRP edition . |

Continued

GLOSSARY

| | |
|---|--|
| Social Security administrative fee | <p>Per Oregon Revised Statute (ORS) 237.500, Oregon public agencies must pay a fee to help cover some of the costs of administering Social Security coverage to Section 218 employers. The contributions (charged on a pro-rated basis to each agency) are deposited into the state's Social Security Revolving Account and used by the Public Employees Retirement Board to administer Social Security coverage.</p> <p>For more information, read OAR Chapter 459 Division 20, "Old-Age and Survivors Insurance" and the PERS FAQ "What Is the Social Security Fee?"</p> |
| Social Security Section 218 agreement and coverage | <p>A Section 218 Agreement, authorized by Section 218 of the Social Security Act, is an agreement between a state and the Social Security Administration (SSA) to provide Social Security coverage for state and local-government employees. Find complete information on the Oregon Section 218 Social Security Coverage webpage.</p> |
| SRHIA | <p>Standard Retiree Health Insurance Account. SRHIA covers all administrative services related to the PERS Health Insurance Program that are not specific to RHIA and RHIPA. Member fees and earnings on dollars held by SRHIA fund this activity.</p> |
| SSA | <p>Social Security Administration. PERS has the statutorily mandated responsibility to administer federal SSA programs to more than 1,000 Oregon public employers. The scope of that responsibility involves facilitating employer education, assisting with SSA coverage referendums, and other ancillary duties. Annual fees assessed to participating employers fund the state's SSA service.</p> |
| SSN | <p>Social Security number.</p> |
| Status code | <p>A status code on a Detail 1 record tells PERS the standing of a member's employment, whether the member is active, separated, on a leave of absence, in a waiting time, or in a qualifying or non-qualifying position. Refer to employer quick reference guide EDX Status Codes.</p> |
| Student employee | <p>An employee who works for a participating employer and is defined by the employer as a student employee. Student employees are not eligible for membership in PERS retirement plan.</p> |
| Student position | <p>An apprenticeship, internship, or entry-level position with a PERS-covered employer that a person worked before the employer hired that person into a technical or professional position. Reference OAR 459-010-0025 for a detailed definition.</p> |
| Subject salary (overtime) | <p>Any salary subject to PERS or OPSRP contributions and strictly attributable to overtime hours worked.</p> |
| Subject salary (regular) | <p>Any salary subject to contributions (not including overtime pay). To see what types of payments are subject salary, read the Payment Categories chart.</p> |

GLOSSARY

T

| | |
|---|---|
| TDF | Target-date fund. A fund for member IAP accounts that has an investment allocation that aligns with the member's birth year. The Member Choice program allows members to choose a different TDF than the default fund based on their birth year. |
| Tier account | See Tier One/Tier Two member accounts. |
| Tier One | The first tier of the PERS pension plan. Employees who started work with a participating public employer in a qualifying position before December 31, 1995, participate in the Tier One Pension Program. Tier One retirees receive a pension, IAP, member account, and an optional variable account. Tier One members can retire earlier and generally earn more benefits than Tier Two or OPSRP members, as shown on the Benefit Component Comparisons Chart . |
| Tier Two | The second tier of the PERS pension plan. Employees who started work with a participating public employer in a qualifying position between January 1, 1996, and August 28, 2003, participate in the Tier Two Pension Program. Tier Two was created by the Oregon Legislature to be less costly for employers than the Tier One plan. Tier Two retirees receive a pension, IAP, member account, and an optional variable account. They can retire earlier and generally earn more benefits than OPSRP members. To compare benefits, read the Benefit Component Comparisons Chart . |
| Tier One/Tier Two regular accounts | Before the IAP began in 2004, members contributed to individual member accounts that were used to fund pension benefits. When PERS was reformed in 2003, the member accounts program was replaced with the Individual Account Program (IAP). Members retained their regular accounts but stopped contributing to them in 2004. PERS continues to credit earnings and losses to a member's account until the member withdraws, elects a one-time transfer, or retires. A regular account is sometimes referred to as a "tier account." |
| Total lump sum option | A benefit option that pays the Tier One or Tier Two member account balance and a matching employer portion in one to five annual installments in place of a monthly pension payment. |
| TPA | Third-party administrator. Private payroll vendor (e.g., ADP) providing administrative services, such as managing accounts and paying out benefit claims. Employers who use a TPA will typically rely on them to extract/generate data files used to upload report information to EDX. |
| Transition liability or surplus | When an employer joins the SLGRP, a transition liability or surplus is calculated to ensure that each employer enters the pool on a comparable basis. The transition liability or surplus for each employer is maintained separately from the Tier One/Tier Two UAL for the SLGRP. A pre-SLGRP liability/surplus applies to employers who belonged to one of the pools that was replaced by the SLGRP. |

U

| | |
|----------------------------------|---|
| UAL | Unfunded actuarial liability. In simple terms, an unfunded actuarial liability (UAL) exists when a pension plan's liabilities (i.e., money the system owes to current and future retirees) are greater than its assets (i.e., money coming into the plan). In other words, it is one measure of how much money should be contributed to pay for the past service benefits of current and future retirees. An unfunded actuarial liability can occur any time something unexpected happens that measurably affects a plan's costs or earnings. Maintaining a reasonable UAL is a normal part of a pension plan, and having a UAL does not necessarily mean that a plan isn't financially healthy. To learn more, read Guide to Understanding UAL . |
| UAL and side account wash | Current year accumulated UAL and side account credit are zeroed out at the end of the calendar year. Any remaining unused credits are factored into your future contribution rate. |
| UAL contribution | The portion of your contribution rate that will be applied to UAL, transition liability, or pre-SLGRP liability. |
| UAL credit | Credit from your organization's side account(s), transition surplus, pre-SLGRP surplus, or negative UAL rate. |
| UALRP | UAL Resolution Program. The UALRP was originally established through Senate Bill 1566 as a requirement for Employer Incentive Fund (EIF) participants. In 2019, it was modified in Senate Bill 1049 to be a requirement for all PERS-participating employers. The purpose of the UALRP is to provide resources and tools that educate employers and help them create funding plans to manage their contribution rates. UALRP webpage . |
| Uniformed services | Military service that includes: Army National Guard or Air National Guard when the employee is engaged in active duty for training, inactive duty for training, or full-time National Guard duty; commissioned corps of the United State Public Health Service; commissioned corps of the National Oceanic and Atmospheric Administration; and any other category of persons designated by the president of the United States in time of war or national emergency. |
| Unit contribution | A voluntary contribution made toward a benefit enhancement that is available to PERS Chapter 238 Program Tier One and Tier Two Police and Fire (P&F) members. Not allowed for OPSRP Pension Program members. Police Officer and Firefighter Unit Payment Application . |

Continued

GLOSSARY

| | |
|-----------------------------------|---|
| Unit program | A program that enables a police officer or firefighter who is a member of PERS to make additional contributions to a unit income account to purchase up to eight units of additional benefits. The program provides a bridge benefit between P&F retirement and eligibility for Social Security. |
| Un-release | Reversing the act of signaling to EDX that a new report is ready for processing during the batch validation. A released report that has not yet been through the batch process may be un-released, which prevents the report from being processed. |
| Unused sick leave program | An optional program for employers that allows employees to apply a portion of their unused sick leave hours toward their final average salary at retirement. Learn more about how unused sick leave is calculated in employer guide 17, <i>Calculating Unused Sick Leave Hours at Termination or Retirement</i> . |
| Unused sick leave transfer | The unused sick leave hours accepted by one PERS employer from another PERS employer. The hours must be available for use by the employee. How many unused sick leave hours, if any, a hiring employer will accept is based on the hiring employer's personnel policies or union contract agreements. |
| UPP | University Pension Plan. The alternate retirement plan available to some Oregon Health Sciences University employees. |
| USERRA | Uniformed Services Employment and Reemployment Rights Act of 1994. A federal law that provides employees with certain rights to reemployment and benefits upon the completion of duty in the uniformed services. Learn more in employer reporting guide 12, <i>Military Leave</i> . |

V

| | |
|---------------------------------|---|
| Variable account | A Variable Annuity Program account is sometimes referred to as a “variable account.” |
| Variable Annuity Program | Before the IAP began, PERS offered the Variable Annuity Program for Tier One and Tier Two members. The last date members could contribute to the Variable Annuity Program was December 31, 2003. However, PERS continues to credit earnings and losses to previously existing accounts until the member withdraws, elects a one-time transfer, or retires. PERS-participating judges who were sitting on the bench June 30, 2003, can continue to participate in the Variable Annuity Program. |
| Vest/vesting | <p>When a PERS member earns the absolute right to receive a PERS pension, they are vested. To vest their PERS membership, an employee must work for five years in a PERS-qualifying position for at least 600 hours per year. The years do not need to be consecutive, but the employee cannot have a gap in qualifying employment of more than five years. Hours worked during wait time count toward the 600 hours of the employee’s first year. The member vests on the day they reach 600 hours in the fifth year.</p> <p>Once a member is vested, the only way they can lose their PERS membership is if they withdraw that membership.</p> <p>New employees become vested in their IAP as soon as they establish IAP membership (i.e., after their six-month membership wait time).</p> |

GLOSSARY

W

| | |
|--------------------------------------|---|
| Wage and Contribution reports | EDX has two types of Wage and Contribution reports: Regular reports and Demographics and Adjustment reports. To learn more about reports, read employer reporting guide 4, <i>Creating a Report</i> . |
| Wage and Service record | One of two types of records submitted in periodic reports in EDX. Use the Detail 2 - Wage and Service record to report employee wages paid, hours worked, member contributions, and changes in job class. This record is also used to report retroactive payments and adjustments. |
| Wait time | <p>When a PERS-participating employer hires a new employee who is not already a PERS member, that employee must work for six months before they establish membership in PERS. To become a member after their six-month wait time, the member must:</p> <ol style="list-style-type: none"> 1. Work for six months in a qualifying position (established by a “qualifying” hire intent or working more than 600 hours/calendar year). 2. Work for one employer with no break longer than 30 consecutive working days. (A leave taken during wait time could extend the wait time by the length of the leave.) 3. Still be employed with the same employer on the day before the CSD, on the CSD, and on first calendar day of the month after the CSD. |
| Wash | See definition for UAL and side account wash . |
| Web administrator | Person appointed by an organization’s reporting official to have sole administrative control over access to that organization’s EDX account, including maintenance of employer contacts and employer reporter accounts. To learn what a web administrator does, read employer reporting guide 3, <i>Reporter Roles and EDX Access</i> . |
| Withdrawal | <p>An employee who is no longer employed by a PERS-participating employer may choose to “withdraw” their PERS membership. If they qualify to withdraw, they will receive the money from their invested accounts (e.g., IAP, EPSA, Tier One or Tier Two account, and variable account, if they have one). They will not receive the value of their pension and they will forfeit all service credit earned.</p> <p>Read detailed information about withdrawal on the Withdrawal/Inactive Member Information webpage (Tier One/Two) and OPSRP Withdrawal webpage.</p> |

Continued

GLOSSARY

| | |
|--------------------------|--|
| Work period dates | <p>Local government employers always use Work Period Begin/End Dates on Detail 2 records when reporting wages, hours, and contributions. Two Detail 2 records must be used to report wages, hours, and contributions for pay periods that cross a monthly boundary.</p> <p>Non-local government employers, such as schools, never use Work Period Begin/End Dates on Detail 2 records when reporting wages, hours, and contributions. A single record can be used to report this pay period.</p> |
|--------------------------|--|

Y

| | |
|---|--|
| Year-to-Date Wage and Contribution Summary | <p>The Year-to-Date Wage and Contribution Summary report in EDX shows wage and contribution data for all your employees for a particular year. To learn about this and other reports you can run in EDX, read employer reporting guide 24, <i>Running Reports</i>.</p> |
|---|--|