OREGON PERS

EMPLOYER SERVICE CENTER

Top 10 important reminders for employer reporters

1 New employer reporters open their own EDX accounts.

A new employer reporter must open their account from the EDX Log In webpage.

Next, the web administrator (1) ensures that the employer reporter filled out the Employer Reporting Account Creation form correctly and then (2) activates the account. **This is the only way to get access to Employer Data Exchange (EDX).**

Instructions: Go to employer guide 3, *Reporting Roles and EDX Access*, Part 2 — the Employer Reporter, section "Getting Started," subsection "Getting An Account."

2 Employer Reporting 1 receives your EDX emails.

The person in the role of **Employer Reporting 1** is the only person who receives automated emails from EDX. If no one is in that role, the person in the web administrator role receives the emails.

Tip: Whenever you email the Employer Service Center (ESC) or your ESC representative, always include your PERS employer number in the subject line.

3 When hiring an employee, contact ESC for a status check.

This important step ensures you know everything about your new employee so you can set them up correctly in your system. Request status checks for new hires, PERS retiree hires, employees changing position type, and employees returning from unpaid leave.

Instructions: Before submitting a new-hire record to report your new or returning employee to PERS, call the ESC Call Center to request a "status check."

Although EDX offers a limited version of a status check report (explained in employer guide 24, *Running Reports*), you should still contact ESC to request a full report.

4

It is your responsibility to determine whether new employees are qualifying or not.

Employees qualify for PERS membership by working 600 or more hours in a calendar year. Before you report a new employee to PERS, you must determine whether to hire them as qualifying or non-qualifying based on the hours they are expected to work/year. This is called the position's "hire intent."

Is this job expected to require 600 hours or more in a full calendar year?

YES

The employee's position is qualifying. Use status code **01 – Qualifying New Hire** to report the new employee.

NO

The employee's position is non-qualifying. Use status code **15 – Non-Qualifying Hire.**

OTHER

If the position is occasional, substitute, or seasonal work, hire as **15 – Non-Qualifying Hire.**

Instructions: For more information on determining hire intent, read employer guide 7, *Reporting a New Employee*, section "Earning PERS Benefits," subsection "Qualifying vs. Non-Qualifying Position." Also, when hiring a new employee, remember to contact ESC for a status check per tip 3.

Note: An employee's first year is nearly always less than a full year, so a qualifying position could still be qualifying regardless of the actual number of hours the employee works that first year (learn more in the *Determining Qualification for a Partial Year* guide).

5

Before becoming PERS members, new qualifying employees serve a six-month "wait time."

Before your newly hired qualifying employee starts accruing benefits, they must work for six full months. This is called "wait time."

For wait time to count, the employee must work for the same employer or employers until the day after the six months are up. The day after wait time successfully completes is your employee's first day of membership, called their **contribution start date (CSD).**

No wait time: Existing PERS members and PERS retirees do not serve wait time when they start a new job.

Instructions: Learn about wait time in employer guide 1, *Overview of PERS*, section "PERS Membership," subsection "Qualifying for Membership."

6 Report wages correctly during wait time.

Report all employees' salary and hours to PERS as of their first day as your employee. For your qualifying employees, note the following to ensure you report wages correctly during and after wait time.

During wait time, report salary in the Subject Salary field as you normally would. Because the employee is in their first six months, EDX knows not to charge contributions.

On the first day after wait time (the employee's CSD), membership begins and EDX starts charging contributions on salary.

After wait time, EDX does not know if salary paid after CSD was earned during or after wait time. If the first pay period of membership includes any hours worked during wait time, you must report all wages for that pay period in the Non-Subject Salary field to stop EDX from charging contributions on wait time hours.

Local government employers must enter work period beginning and end dates on wage records. Each period must be in the same month; if a pay period crosses from one month to the next, you must submit a second wage record. All other employer types must leave these fields blank.

Instructions: To understand how to report wages during wait time, refer to employer guide 9, *Reporting Wages for a Qualifying Employee*, section "Reporting Wages During and After Wait Time."

7 Submit employee information in chronological order.

To be certain status changes and wages are not submitted in the wrong order, it is good practice to submit the reports a day apart.

Hiring: Submit the new-hire record as soon as possible to get the employee into the system. Check the next day to ensure it posted. Then submit their first wage record in another report.

Terminating: Submit their final wages in one report. Check the next day to ensure that record posted. Next, submit their termination record in another report.

Instructions: Employer guide 7, *Reporting a New Employee.* Guide 9, *Reporting Wages for a Qualifying Employee.* Guide 10, *Reporting Wages for a Non-Qualifying Employee.* Guide 15, *Reporting a Termination or Death.*

8 Regular reports and statement invoices are due on specific dates; make sure to submit on time.

Regular reports
Regular reports are for submitting wages, hours, and IAP contributions. They are due on specific dates based on your organization's reporting frequency.
See report due dates on the EDX Regular Report Dates webpage.

Demographics and Adjustment reports
Demographics and Adjustment reports are for submitting demographic and status changes (e.g., leave without pay) and adjusting past posted salary, as needed. They are due on any date other than one reserved for your Regular reports.

Statement payment due dates
EDX generates statements on the 5th and 20th of each month (or prior business day if the date falls on a weekend or holiday). Payments are due within five business days.

Instructions: Learn about understanding your statement in employer guide 26, *Understanding Your Statement.* Learn about paying your invoices in guide 27, *Paying Your Invoice.*

9 Suspended records need to be corrected and resaved ASAP.

After the report submission process — which is (1) create report, (2) add records, and (3) release report — remember to make sure the report posted.

If it did not, correct any suspended records as soon as possible. Do not let them pile up! This helps ensure:

- Employees' data are up to date.
- Data are posted to employee accounts right away.
- Your EDX account is in order, saving you time and frustration.

Instructions: For instructions, read employer guide 6, *Correcting Suspended Records*.

10

Use the Employer Service Center representatives. We are here to help.

We aim to respond to emails and voice messages within 24 hours.

If you do not hear back from one of us within 48 hours, please reach out again. It is possible we did not receive your message, and we want to ensure we get back to you.

More information: ESC offers ongoing training and support as well. Read about the training options and resources we have in the All-Access Training Forum webinar presentation available at www.oregon.gov/pers/emp/Pages/Training.aspx.

Note about printing this list

This top 10 list contains hyperlinks (any text that is colored bright blue). If you print this list, you can access the links by opening your web browser and typing the applicable URL into the address bar:

EDX login page
orion.pers.state.or.us/SelfServiceEDX/viewPage?component=/loginForm.jsp

Employer reporting guides
oregon.gov/pers/emp/Pages/employer-manuals.aspx

Employer Service Center
oregon.gov/pers/emp/Pages/ESC-Representatives.aspx

EDX Regular report due dates
oregon.gov/pers/emp/Pages/Employer-EDX-Regular-Report-Dates.aspx

EMPLOYER SERVICE CENTER

May 2026