

OREGON PERS

PUBLIC EMPLOYEES RETIREMENT SYSTEM



September 23, 2026

Important Reminders (Including LWOP) Office Hour

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Agenda

PART 1 Reminders

- Status checks
- Employer announcement #106 and retroactive changes
- Leave without pay update
- Job classification codes
- Resources

PART 2 Office hour

- Question and answer

Part 1: Reminders

- Status checks
- Employer announcement #106 and retroactive changes
- Leave without pay update
- Job classification codes
- Resources

Reminders

Status checks

When

Every time you are preparing to report a new hire to PERS — whether they are qualifying, non-qualifying, or a retiree hire.

Why

To find out if they are a member, work for other employers, are a PERS retiree, have voluntary contributions, and more.

The EDX status check does not show the whole picture.

How

By contacting Employer Service Center (ESC) Call Center or your representative by email or phone. (See sidebar.)

Important

Include employee's **full legal name**, birthdate, and last four digits of their Social Security number (never full SSN).

Call Center

Hours

8:30 a.m. – 12 p.m., Monday to Friday (excluding holidays)

Phone

888-320-7377; select 4 to reach ESC

Representatives

Hours

8:00 a.m. – 5 p.m., Monday to Friday (excluding holidays)

Phone numbers and emails

Listed on [ESC webpage](https://oregon.gov/pers/emp/Pages/ESC-Representatives.aspx) at oregon.gov/pers/emp/Pages/ESC-Representatives.aspx

Reminders

Employer announcement #106 and retroactive changes

When you request a change to employment information for a past, closed year, PERS staff may ask for **documentation to support the change**.

Why is this important?

Changing past employment information can have a significant impact on an employee's benefits. Therefore:

1. PERS needs documentation for certain changes.
2. Getting all your reporting done correctly in the current year saves effort down the road.

What is a closed year?

For PERS purposes, every calendar year officially closes on March 5 of the following year.

- 2026 will officially close on March 5, 2027.

Reminders

Employer announcement #106 and retroactive changes

Learn more

- [Employer announcement #106, Requesting Retroactive Changes to Employment Data \(PDF\)](#): Explanation of policy.
- [Changing Employee Information for a Prior Year \(PDF\)](#): This employer quick-reference guide has complete instructions on how to request a prior-year data change, when to include documentation, and the types of documentation PERS will accept.

Reminders

Leave without pay update

Per state law,^{*} a PERS member can take a leave without pay (LWOP) and maintain their membership,^{**} as long as the leave meets certain requirements.

Effective in 2026, Senate Bill 851 (2025) modified the requirements of LWOP. PERS is still implementing the changes, but here is an overview.

Major fraction of the month: new definition

SB 851 changed the definition of “major fraction of the month.” Only report an LWOP to PERS that lasts:

OLD DEFINITION: Eleven business days or more in a calendar month.

NEW DEFINITION: More than half the calendar days in a calendar month.

^{*}Oregon Revised Statute (ORS) 238 and ORS 238A.

^{**}A nonvested PERS member can stop working qualifying hours for up to five years before losing their membership. A vested member can take LWOP of any length and maintain their membership.

Reminders

Leave without pay update

What is more than half?

- If a month has 30 or 31 days, report LWOP of 16 days or more (days do not have to be consecutive).
- If a month has 28 or 29 days, report LWOP of 15 days or more (days do not have to be consecutive).

How does LWOP affect service credit?

- When a qualifying member takes LWOP, they do not receive service credit for that month.
- School employees have special rules for earning service credit that account for school breaks.

Reminders

Leave without pay update

How do you count the days?

It depends on how the employee requested their leave.

- As one solid period: Count the LWOP days plus the employee's regular days off (i.e., weekend days) that fall within that period.
- As specific workdays off: Only count the specific days the person included in their request.

Do not include any days when employee is using or receiving employer-provided PTO. LWOP days must be completely unpaid by the employer.

Whose LWOPs should you report?

See next slide for more detail.

- Qualifying employees: When the 3 requirements are met.
- Non-qualifying employees: When the 3 requirements are met.
- Working retirees: Notify PERS by DCR when the 3 requirements are met.
- School employees on summer break: DO NOT report LWOP.

Reminders

Leave without pay update

How do you know if you should report an employee's leave without pay or not?

The leave must meet three requirements:



1. It lasts **more than half the calendar days** in a calendar month.

- The days can be in a row or in separate chunks added together.



2. It is completely **unpaid** by the employer.

- If employee is receiving any employer-paid time off (e.g., sick leave, vacation) for any of the days, those days do not count as LWOP.
- If employee is receiving pay from a third party (e.g., an insurance company for an injury), those days do count as LWOP.



3. It was **approved** by the employer and there is a written agreement* showing the approval and agreement between employer and employee.

*“Written” can mean an email, fax, letter, form, internal messaging system, or other means of written communication.

Reminders

Leave without pay update

Learn more

- Training materials, guides, and processes are being updated with the new definition.
- Many of the same ways of reporting an LWOP are still in place.
- Updates or changes will be communicated to you as we review requirements, processes and procedures.
- Watch for further information on LWOPs to be sent out in the coming months in your PERS newsletters and communications.

Reminders

Job classification codes

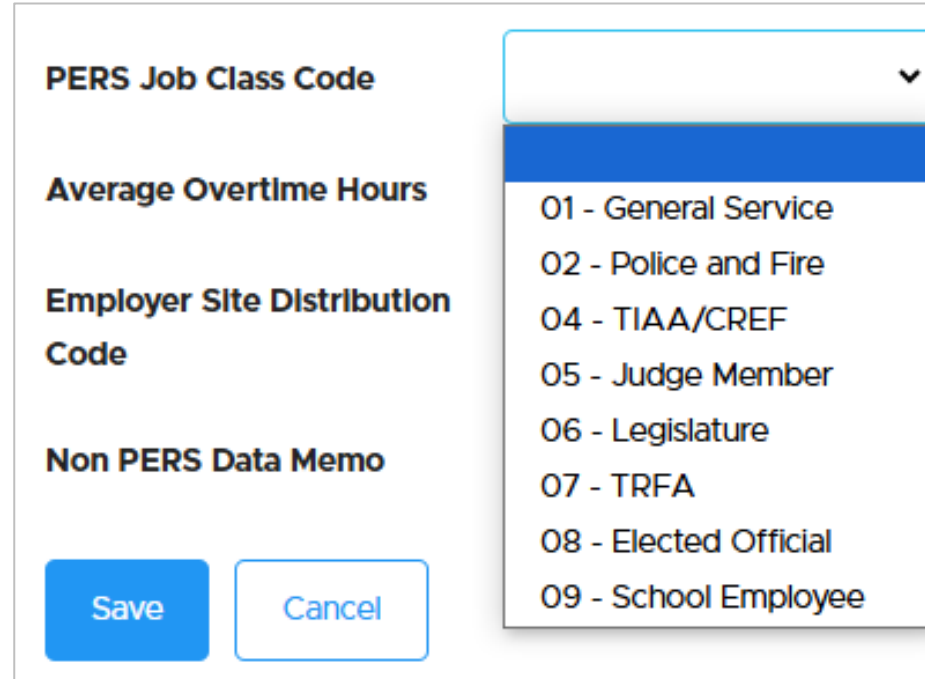
It is up to the employer reporter to choose a new employee's job classification on their Detail 1 new-hire record.

The **PERS Job Class Code** field is required on a new-hire Detail 1 record.

There are eight job classifications that have slightly different benefits or rules based on the type of work the members do.

The most common are:

- 01 - General Service.
- 02 - Police and Fire.
- 09 - School Employee.

A screenshot of a web form for entering PERS job class information. The form has four labeled fields: 'PERS Job Class Code', 'Average Overtime Hours', 'Employer Site Distribution Code', and 'Non PERS Data Memo'. The 'PERS Job Class Code' field is currently open, showing a dropdown menu with nine options: '01 - General Service', '02 - Police and Fire', '04 - TIAA/CREF', '05 - Judge Member', '06 - Legislature', '07 - TRFA', '08 - Elected Official', and '09 - School Employee'. At the bottom of the form are two buttons: 'Save' (in blue) and 'Cancel' (in white with a blue border).

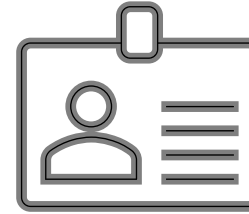
Job classes are defined in quick reference guide [Job Classification Codes](#).

Reminders

Job classification codes

Reporting employees as General Service

If an employee's job does not qualify for any other job classification, then it is probably General Service.



Tip:

A specific job class must be included in your employer agreement with PERS for people in that job class to earn benefits.

For example: At a fire station, for the admin assistants to qualify for the **General Service** job classification and earn PERS benefits:

- General Service must have been included in the written PERS coverage agreement and resolution that were originally submitted to PERS.
- The admins must work 600+ hours/calendar year and successfully serve wait time.

Learn more

See the [Job Class Codes guide](#) for job class definitions.

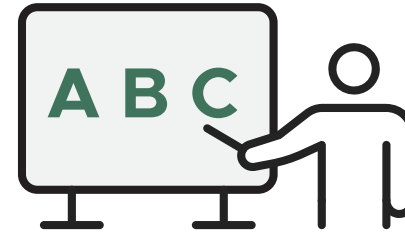
Learn more a PERS coverage agreement on the [About Joining PERS webpage](#), “How to Join PERS,” “For Local Government Entities.”

Reminders

Job classification codes

Reporting employees as School Employee

Not everyone who works at a school is classified as 09 School Employee, although most are. Check the definition in the [Job Classifications guide](#) to know.



The 09 job classification receives the same benefits as General Service. Differences:

- Special considerations for earning service credit that account for schools' winter and summer breaks.
- Contract No. of Months must be specified on a new-hire record.

School police employees: For instructions on hiring campus police department employees, security officers or specialists, or school resource officers, refer to [employer guide 1, Overview of PERS](#), appendix section “School Employee Job Class,” subsection “Hiring Campus Police-Department Employees.”

Reminders

Job classification codes

Reporting employees as Police and Fire

Only employees whose job meets the PERS definition of “firefighter” or “police officer” can be classified as 02 Police and Fire. Definitions are provided in the [Job Class guide](#).



For employees of a **fire department** to qualify for the Police and Fire job classification:

- They must have “primary job duties in firefighting.” They can do other duties, but they must serve as a firefighter to be in Police and Fire. Otherwise, they are General Service.

For employees of a **police department** to qualify for the Police and Fire job classification:

- They must be a police officer, sergeant, lieutenant, detective, captain, chief, or other role directly involved in police work. An HR representative or records clerk is not Police and Fire.
- If they are a 911 operator (aka communications operator or dispatcher), they are General Service, although they are eligible for early retirement.
- Many other roles qualify for Police and Fire, such as district attorneys, employees at correctional and detention facilities, Oregon State Lottery enforcement agents, and certain employees at Department of Human Services, Oregon Youth Authority, and Oregon Liquor and Cannabis Commission.

Reminders

Resources

Retroactive changes

- [Employer announcement #106, Requesting Retroactive Changes to Employment Data.](#)
- [Changing Employment Information for a Prior Year quick-reference guide.](#)

Leave without pay

- PERS resources and guides currently being updated from “11 business days” to “more than half the calendar days in a calendar month.”
- You can still use the not-yet-updated guides because the same basic rules apply.
- [Employer guide 11, Reporting a Leave.](#)

Status checks

- [PERS : Employer Service Center : Employers : State of Oregon](#)

Job class codes

- [Job Classification Codes guide.](#)
To check job class codes included in your employer agreement with PERS, email Rachel or your account representative.

Senate bill implementation/LWOP change

- [Adoption Major Fraction of the Month \(SB 851 implementation\).pdf](#)

Part 2: Office hour

- Questions
- Answers
- Discussion

Office hour

Questions and answers

Raise your hand to speak (preferred) or ask in the chat.

An ESC representative will call on you and then answer your question. More complicated questions may need a follow up.

Do not use employee names or personal information.



OREGON PERS

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Thank you!

