

# OREGON PERS

PUBLIC EMPLOYEES RETIREMENT SYSTEM



**Employer Outreach**  
**March 26, 2025**

## **Suspended Records**

Rachel Schizas  
Employer Service Center



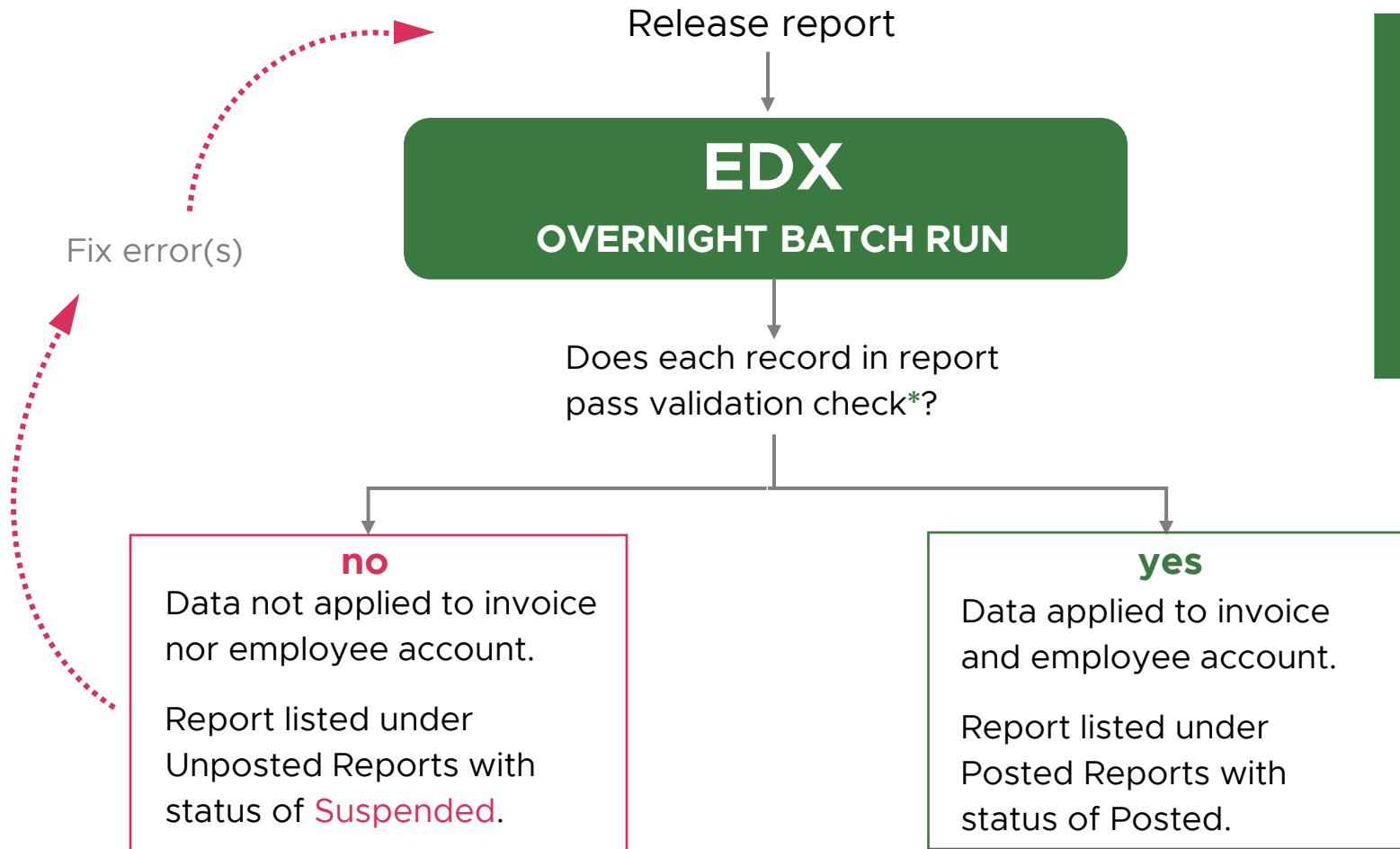
# Agenda

---

- Understanding suspended records
- Addressing suspended records
- Suspended statuses
- Example error messages
- Unclear error messages
- Top 5 error messages and their solutions
- Managing a common cause of suspended records
- Questions and answers

# Understanding suspended records

## EDX validation process



### EDX validates:


- ✓ Math is correct
- \* ✓ Wage and status codes match
- ✓ Required fields are filled
- ✓ Dates are logical


# Understanding suspended records


## Where to find suspended records

1. In EDX, select the **Work on Reports** function.

**SITE NAVIGATION**

 Employer Home

 View Your Statement

 **Work on Reports**

2. Select Work with Unposted Reports

or

Scroll down to Unposted Regular Reports or Unposted Demographics and Adjustment Reports.

**WORK ON WAGE AND CONTRIBUTION REPORTS** ? Tell Me More

Below is a list of the latest Wage and Contribution Reports. Select an action that is available next to the report or you can also [Create a New Report](#)

[Work with Unposted Reports](#)

[Work with Posted Reports](#)

[Work with Posted IAP Voluntary Contributions Reports](#)

UNPOSTED REGULAR REPORTS					
Status	<a href="#">Date Submitted</a>	<a href="#">Report Date</a>	Delete	Edit	Release / Un-Release
Suspended	02/28/2025	02/28/2025	<a href="#">delete</a>	<a href="#">edit</a>	n/a
Suspended	01/31/2025	01/31/2025	<a href="#">delete</a>	<a href="#">edit</a>	n/a

# Addressing suspended records

## Four options for viewing, correcting errors

### Delete

Deletes the whole report and all records in it if no records in that report have posted yet.

**REPORT DELETION CONFIRMATION**  
**ARE YOU SURE YOU WANT TO DELETE THIS REPORT?**

**Important:** Once you delete a report, it cannot be restored.

# Addressing suspended records

## Four options for viewing, correcting errors

### Edit


Lists all suspended records in the report.

On the Edit Retirement Detail Reports screen, scroll to Option 3 – Unposted Records.

Click select to open a record.

Read the error message and correct the error or errors.

**EDIT RETIREMENT DETAIL REPORTS**

 [Tell Me More](#)

You may view, add, or edit any unposted records on the current report.

**OPTION 3 - UNPOSTED RECORDS**

Click on a record to make changes to the record. The following page will provide you with a list of errors found during the last nightly validation batch run for each employee record in this list.

Page# 1

Select Record	SSN	Employee Name	Reported Wage Code	Status	Record Type
<a href="#">select</a>	REDACTED	REDACTED	Positive Adjustment	Suspended	DTL2
<a href="#">select</a>	REDACTED	REDACTED	Positive Adjustment	Suspended	DTL2

# Addressing suspended records

## Four options for viewing. correcting errors

### View Report

Displays a Reject/Edit report of all suspended records in the report with reasons why they were suspended.

REJECT/EDIT REPORT

[Return to report summary page](#)

OREGON PUBLIC EMPLOYEES RETIREMENT SYSTEM  
REJECT/EDIT REPORT

Organization

Report Date 07/29/2022

SSN	Last Name	First Name	Record Type	Record Status	Pay Date
			DTL2	SUSP	07/22/2022
S - Dates reported correspond to a Family Leave segment on file; only wage codes of 06, 08, 14 can be reported for Family Leave segments. S - The reported member contributions are not within five cents of the calculated member contributions of \$48.75 and wage code is 01, 04, 05, 06, 08, 11, or 16					
			DTL2	SUSP	07/29/2022
F - The Regular Hours are zero and the wage code is 01. S - The employer reported wages are equal to zero and the wage code is not 05, 06, 14, 16 or 18.					

# Addressing suspended records

## Four options for viewing, correcting errors

### View Details

Displays the status of every record in the report and its status: posted (PSTD) or suspended (SUSP) separated by type (Detail 1 and 2).

WAGE AND CONTRIBUTION REPORT... DETAIL 2 RECORDS

[Return to report summary page](#)

Working with

Report Date

05/31/2022

Detail 1

Detail 2

Download as CSV

Previous

Next

Record	Status	SSN	Last Name	First Name	Pay Date	Work Period Begin Date
PSTD					05/20/2022	00000000
PSTD					05/20/2022	00000000
PSTD					05/20/2022	00000000



# Suspended statuses

## Four types of errors

Error	Examples
<b>Suspended</b>	<p>“S - Subject Salary, Regular is greater than Gross Salary.”</p> <p>“S - Dates reported correspond to a Leave of Absence segment on file; only wage codes of 06, 08, 14 can be reported for Leave of Absence segments.”</p> <p>S - Employee has 600 or more hours of service reported in the plan year; wage code ‘02 - Regular/Non-Qualifying’ may not be used.</p>
<b>Bad Format</b>	<p>“B - Date of Birth must be numeric.”</p> <p>“B - Last Day Service must be 8 characters.”</p>

# Suspended statuses

## Four types of errors

Error	Example
Flagged	<p>“F - The Hours Worked (Regular) are greater than 200.”</p> <p>“F - The Regular Hours are zero and the wage code is 01.”</p>
Valid	<p>A wage code 08 record being reported during a member’s wait time when no 6% IAP contributions are due. Wage code 08 must have contributions included.</p>

# Example error messages

## Detail 2 Wage and Service records

### ADD/EDIT A MEMBER RECORD

Suspended



**Error Messages For Member**

S - Dates reported correspond to a Active Service segment on file; only wage codes of 01, 04, 05, 06, 08, 14 can be reported for Active Service segments.



**Error Messages For Member**

S - The SSN entered does not exist in the system.



**Error Messages For Member**

S - Hours Worked, Regular cannot be zero when Subject Salary, Regular is reported for all wage codes except 06, 08, 14, 16 and 18.



**Error Messages For Member**

S - Subject Salary ,Regular is greater than Gross Salary.

S - The sum of Subject Salary (Regular & Overtime), Lump Sum Payoff, Lump Sum Vacation Payoff and Non-Subject Salary must equal Gross Salary.

# Example error messages

## Detail 1 Demographic records

### ADD/EDIT A MEMBER RECORD

#### Bad Format



#### Error Messages For Member

B - Last Day Service must be 8 characters.

#### Suspended



#### Error Messages For Member

F - Addresses reported on Retired members are not stored.

S - The PERS status code is not '01'; '11'; '12'; '13', or '15' and the SSN entered is not found to have a record of open employment with this employer.



#### Error Messages For Member

S - The first two positions of last name don't match last name of member on file and name change indicator is 'N.'



#### Error Messages For Member

S - Last Day Service must be within the Start and End dates of the most recent Active Service, USERRA Part Time, or Non-Qualifying Service position.

S - The member's reported Last Day Service must be less than or equal to the Termination and/or Deceased date.

# Unclear error messages

## When to ask for help

If you —

Receive an error message you don't understand.

Receive an error message, but your record seems correct.

Receive error messages that seem to conflict.

Correct the error and then receive a different error message the next business day.

**Contact your ESC representative for help.**

# Top 5 error messages and their solutions

## Why you get them and what to do

### Message

1. The SSN entered is not found to have a record of open employment with this employer.
2. The reported member contributions are not within five cents of the calculated member contributions of \$XXX.XX and wage code is 01, 04, 05, 06, 08, 11, or 15.
3. Member is not eligible to receive contributions on this record.

### Solution(s)

Report a Detail 1 member demographic record to indicate someone is your employee in EDX prior to submitting any wage records for an individual.

Verify your gross salary (sum of all salaries) is correct. Verify that the IAP amount is 6% of all subject salary.

Check the wage code used in the record. Either the wage code needs to change to 02 - Non-Qualifying or the position type needs to change to qualifying. If the position type needs to change, submit a Demographics Correction Request (DCR) to PERS requesting the change.

# Top 5 error messages and their solutions

## Why you get them and what to do

### Message

4. Dates reported correspond to a Non-Qualifying Service segment on file; only wage codes of 02, 14 can be reported for Non-Qualifying Service segments.
5. Employee has 600 or more hours of service reported in the plan year; wage code '02 – Regular/Non-Qualifying' may not be used.

### Solution(s)

Change the wage code. Only a wage code 02 will post to non-qualifying job segment. Only wage code 01 will post to active job segment.

**or**

Correct employee's hire intent and position type to active service by submitting Demographic Correction Request (DCR).

**or**

Change position type to active service when member has reached 600 hours in a calendar year by submitting a DCR.

Might need position type to change from NQ service to active service. Request via DCR.

**and/or**

If position type has already been changed to active service, update wage code to 01 – Regular Wages.

# Managing a common cause of suspended records

## When employee surpasses 600 hours

*S - Employee has 600 or more hours of service reported in the plan year; wage code '02 - Regular/Non-Qualifying' may not be used.*

### Why you got this message

Your NQ, part-time employee has surpassed 600 hours working just for you or for you + other employers.

### What you need to do

You need to submit a DCR requesting that PERS change the employee's position type to active service for this calendar year.

### How to prevent getting this error

Every fall, run an Eligibility Report to check part-time employees' hours. For more information, read [employer reporting guide 24, Running Reports](#), "Eligibility Report" section.

Filter your report by year

2022

Enter a year (YYYY)

Members Approaching Qualifying Hours

Download CSV File

Members with Contributions Who may not Qualify

Download CSV File



# Suspended records

## Learn more

### **Submitting a Demographic Correction Request**

[Employer reporting guide 20, \*Creating a DCR\*](#)

### **Identifying, understanding, and correcting suspended records**

[Employer reporting guide 6, \*Correcting Suspended Records\*](#)

### **Questions and one-on-one help**

Contact your [Employer Service Center \(ESC\) account representative](#)

### **Information about training**

Email ESC employer trainer Rachel Schizas [rachel.schizas@pers.oregon.gov](mailto:rachel.schizas@pers.oregon.gov)

### **Webinar presentations, Q&As, and training materials**

[PERS Employer Training webpage](#)

# Questions & answers

---

# Q&A

## Questions?

### Two options:

1. Use the “raise your hand” feature and wait to be called on (preferred).
2. Enter your question in the chat.

All questions and answers will be transcribed, reviewed by our policy experts, and published on the [Training webpage](#) under Webinars.

**IMPORTANT:** Do not use employee names or mention any personally identifiable information.



# OREGON PERS

PUBLIC EMPLOYEES RETIREMENT SYSTEM



## THANK YOU

[Employer Service Center  
contact information](#)

