

Subject: October 2012 Employer monthly update.

Dear PERS employer,

In this update:

- 1) 2012 MACR begins October 1, 2012.
- 2) Reporting unused sick leave for OPSRP members.
- 3) EDX maintenance scheduled during October 2012.
- 4) Fall 2012 Employer Outreach Presentation series begins Tuesday, October 23, 2012.

- 1) 2012 MACR begins October 1, 2012.

The 2012 Member And Contribution Reconciliation (MACR) begins Monday, October 1, 2012. This process will be divided into two phases:

Phase I: 10/01/2012 - 12/31/2012

Phase II: 01/02/2013 - 03/05/2013

Before we address the details of MACR 2012, we should mention that PERS has been working to correct member accounts affected by EDX Release 6.0, which went “live” in June 2011. Correction activity began shortly after Release 6.0 in June of 2011, and allow posting of 2011 records suspended due to the updates in the release. PERS ESC staff continues to work with employers to make these final corrections and our goal is completion of this project by 2012 year end.

PERS correction efforts are described in a Frequently Asked Questions (FAQ) titled “2011 MACR and Member Account Correction (02/05/2012)” available on the PERS employer website under the “FAQs” heading or through this link:

[http://www.oregon.gov/pers/EMP/pages/section/er\\_faqs/2011\\_macr\\_mbr\\_acct\\_correction\\_faq.aspx](http://www.oregon.gov/pers/EMP/pages/section/er_faqs/2011_macr_mbr_acct_correction_faq.aspx)

The treatment of Prior Year Earnings (PYE) for 2011, generated for member accounts corrected after 03/05/2012, are described in a Frequently Asked Questions (FAQ) titled “Prior Year Earnings Due to EDX Release 6.0 (05/30/2012)” available on the PERS employer website under the “FAQs” heading or through this link:

[http://www.oregon.gov/pers/EMP/Pages/prior\\_year\\_earnings.aspx](http://www.oregon.gov/pers/EMP/Pages/prior_year_earnings.aspx)

MACR 2012 Phase I: 10/01/2012 - 12/31/2012

We ask that employers make an effort to clear remaining suspended 2012 records, and verify that all 2012 reports have been submitted.

MACR 2012 Phase II: 01/02/2013 - 03/05/2013

During Phase II, we’ll ask employers to resolve employee eligibility questions and post all suspended records for 2012.

Employers should make every effort to pay the March 5, 2013 Invoice. Earnings on 2012 contributions derived from records posted on or before Tuesday, March 5, 2013 will be provided by PERS, but earnings on 2012 contributions derived from records posted after Wednesday March 6, 2013 are considered Prior Year Earnings, and are the responsibility of employers.

More information on the 2012 MACR will be forthcoming in the near future. Please contact your ESC Account Team representative if you have any questions regarding qualifying/non-qualifying status for 2012 positions.

## 2) Reporting unused sick leave for OPSRP members.

A report of unused sick leave hours will be requested at two points in a PERS member's career: At termination and in response to a member's request for retirement data verification.

Unused sick leave is used in the calculation of Tier One/Tier Two retirement benefits, but not in benefit calculation for OPSRP Pension benefits. Employers completing Sick Leave Request work items or submitting DTL1-02/Termination records for OPSRP members should report "0" unused sick leave hours and follow that entry with comments stating that the terminating individual is an OPSRP member.

(This is clarification of the October 2012 Employer update item 2, reporting unused sick leave for OPSRP members. Employers are required to report unused sick leave hours for all members terminating active employment and for completion of retirement data verification requests. Unused sick leave hours reported for OPSRP members are recorded in the EDX database, but are not used in OPSRP Pension benefit calculations and are not tracked for retirement data verification purposes. Employers don't need to make changes to automated payroll systems to report "0" sick leave hours for OPSRP members at termination, and don't need to send Demographic Correction Requests (DCR) to correct unused sick leave hours reported for OPSRP members)

## 3) EDX maintenance scheduled during October 2012.

In August of this year employers reported that when an EDX session timed out, instead of being returned to EDX, the system presented the Online Member Services (OMS) "Welcome!" page. This error will be corrected in the first half of October 2012. When the maintenance is complete, then depending on how long the session has been inactive (inactivity means no keyboard input, mouse movement, etc. on the EDX screen last used) one of two actions will occur:

1) When an EDX session has been inactive for more than 30 minutes but less than 2 hours, the session will time out, generate an informational message to which the employer must respond by clicking "OK", and return the user to the EDX "Welcome!" screen.

2) When an EDX session has been inactive for 2 hours or more, the session will time out and the employer will be returned to the PERS member web page.

## 4) Fall 2012 Employer Outreach series begins Tuesday, October 23, 2012.

The Fall 2012 Employer Outreach Presentation series begins Tuesday, October 23, 2012. The Fall 2012 Outreach series will be devoted to review of the most common causes of suspended EDX records and suggested fixes. This outreach series will be offered exclusively online through iLinc, the PERS distance presentation platform. Registration for the fall series will also be exclusively online. Presentation content and registration information is available through this link: [http://www.oregon.gov/pers/EMP/pages/section/er\\_presentations/index.aspx](http://www.oregon.gov/pers/EMP/pages/section/er_presentations/index.aspx) or through the “Outreach Presentation Schedule & Registration” link under the “Employer Training & Education” heading on the PERS employer web page, [www.oregon.gov/pers/emp/pages/index.aspx](http://www.oregon.gov/pers/emp/pages/index.aspx)

Best regards,

**In compliance with the Americans with Disabilities Act, PERS will provide this document in an alternate format upon request. To request this, contact PERS at 888-320-7377 or TTY 503-603-7766.**