



## September 2015 PERS Employer Monthly Update.

### In this update:

- 1) **Reconciliation ‘tip’ for September.**
- 2) **Reminder: Immediately return to PERS any completed Designation of Beneficiary forms received from employees.**

### 1) Reconciliation ‘tip’ for September.

We suggest you begin review of your part-time employee records to identify those on track to meet or exceed 600 hours of service in calendar year 2015. If those part-timers have completed a waiting time this calendar year or in a previous calendar year AND 2015 service totals 600 hours or more, then all positions in this calendar year become qualifying, overriding “non-qualifying” position type for 2015. That 600 hour total represents combined service with you and other PERS employers, and the Year-to-Date Wage and Contribution Summary screen and the Eligibility reports will show your part-time employees’ total service with all reporting PERS employers thus far for 2015. These aids can be accessed through links by the same name in the Site Navigation area of any EDX page. Contact your ESC Account Team if you have employees currently in non-qualifying positions and on track to reach 600 hours combined service in the near future.

- 2) **Reminder: Immediately return to PERS any completed Designation of Beneficiary forms received from employees.**

Employers are reminded to **immediately return to PERS any completed Designation of Beneficiary forms received from employees.**

Although employees may give an employer completed Designation of Beneficiary forms to submit to PERS, it still remains **the member’s responsibility** to make sure a change of beneficiary designation is received by PERS. **A change of beneficiary designation is not considered effective until the form is stamped as received by PERS.** Tier One/Tier Two members should complete both an IAP and Pre-Retirement Designation of Beneficiary form. The Tier One/Tier Two PERS member account of a Tier One/Tier Two member who has no PERS Pre-Retirement Designation of Beneficiary recorded with PERS will be distributed to the member’s estate. Members of the IAP program should complete an IAP designation of beneficiary form.

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.**