

- 2017 year end continues
- Amended Oregon Administrative Rule, OAR 459-010-0180
- Reporting average overtime hours
- Reminder: Applying for PERS disability

2017 year end continues

2017 year-end processing is underway. Please concentrate on correcting and posting suspended records for calendar year 2017. The Year-to-Date Wage and Contribution Summary screen and the Eligibility Reports are good tools to answer questions about wages, hours, and contributions reported and posted in 2017. These tools can be found on the site navigation of your EDX employer home page.

If you have questions that cannot be answered by these tools or if you need help resolving suspended records and reports for 2017, contact your ESC Account Representative for assistance.

Amended Oregon Administrative Rule: OAR 459-010-0180 Membership of Elected or Appointed Officers

The amended rule clarifies that a Tier One or Tier Two member who is appointed or elected to a term of office as described under ORS 238.015(5) can maintain membership during that term in the absence of an election form, as long as contributions are made on the member's behalf for more than one pay period.

ORS 459-010-0180, which has not been updated since 1998, was written as an "opt-out" of PERS, specifying how such a person would cancel his or her membership at the end of the term by giving written notice to PERS. ORS 238.015(5) is structured as an "opt-in" so that a PERS member may participate in PERS while serving in an elective or appointive office.

The rule modifications are intended to properly align the rule with the "opt-in" structure of the statute.

Reminder: Reporting average overtime hours

When creating a New Hire (DTL1) record, EDX requires that you enter a value for Average Overtime Hours. This is the result of 2003 legislation that prevents OPSRP members from "spiking" their overtime hours during the high three years (or last 36 months) of their employment.

By entering the number of average overtime hours, you control how much overtime pay in a calendar year PERS can use to calculate an OPSRP member's retirement benefit. Incorrect coding of this average of overtime hours can significantly short-change the amount of overtime money reported for an OPSRP employee, since final average salary includes average overtime hours in the OPSRP benefit calculation.

For an employee's average overtime hours, please enter the average number of overtime hours you expect in a calendar year for that employee's position within your organization (e.g., teacher, firefighter, receptionist, payroll specialist, etc.). If no overtime is expected in the employee's position, please enter zero; do not leave this field blank.

Reminder: Applying for PERS disability retirement

A PERS member can apply for a disability retirement benefit as soon as he or she is physically off the job, whether or not the member is on a paid leave. A member can apply for a disability retirement benefit during the 90-consecutive-day period during which he or she is unable to perform any work for which qualified; he or she does not need to wait until the 90-day-period of disability has been met. A member must be off all work at the time he or she submits his or her application.

Please inform an employee in this situation to contact PERS Member Services as soon as the employee anticipates being off work for more than 90 days for information on disability and to request a disability application packet.

PERS EMPLOYER NEWSLETTER

Detail 1 - Member Demographics:

SSN*	<input type="text"/>
Status Code	DD - No Change in Status
Status Date: (MM/DD/YYYY)	<input type="text"/>
Last Day Service (MM/DD/YYYY)	<input type="text"/>
Old SSN:	<input type="text"/>
First Name*	<input type="text"/>
Last Name*	<input type="text"/>
Middle Name:	<input type="text"/>
Name Change Indicator:	N
Address - 1*	<input type="text"/>
Address - 2:	<input type="text"/>
Address - 3:	<input type="text"/>
City:	<input type="text"/>
State:	NONE
Zip - 1:	<input type="text"/>
Zip - 2:	<input type="text"/>
Province:	<input type="text"/>
Country Code:	USA
Postal Code:	<input type="text"/>
Date Of Birth: (MM/DD/YYYY)	<input type="text"/>
Gender:	<input type="text"/>
PERS Job Class Code	<input type="text"/>
Average Overtime Hours	<input type="text"/>
Unused Sick Leave Hours	<input type="text"/>
Contract No. of Months	00
Employer Site Distribution Code	<input type="text"/>
Non PERS Data Memo	<input type="text"/>

PERS Job Class Code	<input type="text"/>
Average Overtime Hours	0
Unused Sick Leave Hours	100
Contract No. of Months	200
Employer Site Distribution Code	300
Non PERS Data Memo	400

0	<input type="text"/>
100	<input type="text"/>
200	<input type="text"/>
300	<input type="text"/>
400	<input type="text"/>
500	<input type="text"/>
600	<input type="text"/>
700	<input type="text"/>
800	<input type="text"/>
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1300	<input type="text"/>
1400	<input type="text"/>
1500	<input type="text"/>
1600	<input type="text"/>
1700	<input type="text"/>
1800	<input type="text"/>
1900	<input type="text"/>

You can find the recorded Average Overtime Hours value for any of your employees using this procedure:

- 1) In the Site Navigation of any EDX page, click the View Employee Info link.
- 2) When the Search screen appears, enter the employee's last name, Social Security number or PERS ID, and then click Search.
- 3) The Employee Employment History Details screen will appear. The recorded Average Overtime Hours value for the member is located on this screen.

OR...

Contact your ESC Account Representative to request a list of all your active employees, which will include the average overtime hours.

If you determine that inaccurate values have been entered for any employees within your organization, please submit a Demographic Correction Request (DCR) for each such member, or contact your employer account representative so that he or she may help you correct this information.