EMPLOYER REPORTING QUICK REFERENCE GUIDE

EDX Site Navigation Menu Items

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OREGON PERS
PUBLIC EMPLOYEES RETIREMENT SYSTEM

Introduction

The EDX Site Navigation main menu contains 14 functions. This quick reference defines those functions and what they allow you to do.

Menu items

Site Navigation menu item	What it allows you to do
Employer Home	If you are responsible for reporting for more than one employer, you can select an employer from the list.
View Your Statement	View your organization's: ▪ Current employer statement. ▪ Past employer statements. ▪ Current un-billed activity since the last statement. ▪ Past Wage and Contribution Reports. ▪ Breakdown of current contribution rates by category.
Work on Reports	▪ Create a new Regular report or Demographics and Adjustment report. ▪ Work on posted and unposted reports. ▪ Work with posted IAP Voluntary Contributions reports.
View Employee Info	Search for an employee to find information including: ▪ Address. ▪ Salary details. ▪ IAP voluntary contribution dates ▪ Date of birth. ▪ Contribution start date (CSD). ▪ Employment history details. ▪ Demographics Correction Request (DCR). ▪ Salary breakdown.
View Year-to-Date Wage and Contribution Summary	View your organization's year-to-date wage and contribution data. The report shows data that you have reported to PERS for each employee during each year.

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Site Navigation menu item	What it allows you to do
Update My Profile	Update your web account information. You can update your e-mail address, change your password, and request additional employers with whom to work.
Work with Contacts	Add, view, edit, or delete the profile of a contact in your organization, such as web administrator, employer reporter(s), or reporting official. Only web administrators see this menu item.
Admin Web Accounts	Activate, inactivate, and reset passwords for the web accounts in your organization. Also allows you to unlock coworkers' web accounts and update their web account contact type and account profile information. Only web administrators see this menu item.
Work List	View a list of employees about whom PERS needs more information. Click on the SSN of an employee to read a message from PERS about an action you need to take or information you need to provide, such as their termination date, last day of paid leave, or new voluntary contribution election.
Request Information	Allows you to request information about your account.
Eligibility Reports	Allows you to run two kinds of reports to check if any employees are at risk of a change to their membership qualification: ▪ Members Approaching Qualifying Hours: Employees who have been reported with a non-qualifying wage code or have three or more qualifying wage codes without contributions during the selected year and their net hours are exceeding 550. ▪ Members With Contributions Who May Not Qualify: Employees who have been reported with a qualifying wage code with contributions during the selected year, but their total hours are less than the minimum 600 hours. The employees listed may not meet the minimum qualifying hours for the selected year and may not be eligible for a PERS-qualified position.
Status Check	Search for an employee to check their contribution status (i.e., whether they qualify for PERS benefits, which determines whether you owe contributions on their wages).
Inactive Employment Report	Create a report listing all employees who have open employment segments yet appear to be inactive because no wages have been reported for them for 90 days.
View IAP Voluntary Contribution Report	Create a report of all your employees who have elected to make IAP voluntary contributions.