



# Beginner Employer Reporting 1

*Introduction & Overview*

**ESC Training Manual**

*Overview of PERS, the employer reporter role, and how to create reports and records in EDX.*

**Employer  
Service  
Center**



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# Overview of PERS

## Introduction

The Oregon Public Employees Retirement System (PERS) provides a pension for most of Oregon’s public-service and state employees. This means that employees who work for an Oregon city, county, or state PERS-participating employer long enough to earn a PERS pension will receive monthly income for the rest of their life when they retire.

Once an employee is vested, the pension is guaranteed (unless the employee withdraws from membership). Some retirees also have the option of having a beneficiary receive a portion of their pension when they die (in exchange for a smaller pension payment during retirement).

The PERS system is managed by multiple government organizations who ensure that the system is financially healthy, affordable, and compliant with Oregon law. This requires adjustments to the PERS system every few years. In fact, since PERS was created in 1946, it’s undergone nearly 90 legislative changes.

About 900 state government, public schools, community colleges, and local governments (i.e., cities, counties, and special districts) participate in PERS, which covers about 95% of all public employees in Oregon — about 393,000 people.

The Oregon Public Employees Retirement System is:

- Funded by participating employers, their employees, and earnings from investments.
- Managed by the Oregon State Treasury.
- Overseen by the Oregon Investment Council.
- Set by the Oregon Legislature.
- Managed by the PERS Board.
- Administered by the PERS agency.

### PERS is a system and an agency



**PERS, the system, is the pension plan and trust.** This is the money side of PERS. Money goes into the PERS Trust to fund the retirement payments going out. The plan is governed by laws that guide how those funds are invested and disbursed.



**PERS, the agency, is the organization that collects the payments and pays the retirees.** This is the people side of PERS. The employees of the agency administer the system in accordance with the laws set by the Oregon Legislature. The PERS agency collects money to fund the trust by invoicing employers, pays retirees, and develops the tools to automate these processes.

### PERS retirement by the numbers

The PERS retirement package provides two main benefits: a pension and an extra investment account called an Individual Account Program (IAP) account. The pension is designed to provide monthly payments for life, and the IAP provides disbursements until it is fully paid out.

#### Two primary benefits

##### Pension

**Type of benefit:** 401(a) defined-benefit plan.

**Provides:** Monthly payments for life designed to equal about 45% of what the retiree earned while working (for General Service members with a 30-year career or Police & Firefighter members with a 25-year career). This is calculated through a formula that depends on when the retiree established PERS membership and other factors.

**Funded by:** Your organization's bimonthly payments to PERS, which are calculated as a percentage of your payroll. The percentage is called your "contribution rate," which is based on numerous factors and varies by employer.

**Beneficiary option:** The retiree can choose to have a portion of their pension paid to a beneficiary when they die. Choosing this option gives the retiree a smaller pension payment.

**Divorce:** A retiree's former spouse may have a right to a portion of their pension. In addition to legal fees, the retiree pays administrative fees to PERS to cover the cost to set up their former spouse's account.

##### Individual Account Program (IAP)

**Type of benefit:** Internal Revenue Code 414(k) account.

**Provides:** An account that can be disbursed in monthly payments or taken as a lump sum to roll over or reinvest.

**Funded by:** Monthly contributions of 6% of gross salary paid by the employee or employer to PERS, deposited into the employee's IAP account.<sup>1</sup>

**Beneficiary option:** If a retired member dies before all installment payments are completed, their beneficiary will receive the remaining amount in a lump-sum payment.

**Divorce:** A percentage or flat dollar amount of this account can be awarded to a former spouse.

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<sup>1</sup> Effective July 1, 2020, a portion of this 6% is redirected to fund an Employee Pension Stability Account (EPSA) when the qualifying member earns over a certain amount. The EPSA is used to help fund the employer portion of a member's pension benefit. Members have the option to voluntarily make additional after-tax contributions to their IAP in the amount of the funds redirected to their EPSA.

### Other benefits

**Health insurance:** Retirees can purchase health insurance through the PERS Health Insurance Program (PHIP). For eligible members, employer-funded accounts (i.e., Retiree Health Insurance Account (RHIA) and Retiree Health Insurance Premium Account (RHIPA)) may provide a subsidy toward the monthly premiums.

**Disability:** A non-retired employee who becomes too sick or injured to work may be eligible to receive disability benefits. Disabled Tier One and Tier Two employees are eligible to a disability retirement. OPSRP members receive disability payments until they are well enough to return to work or reach retirement age and are eligible for a service retirement.

### Three primary pension programs

The Oregon legislature sets PERS policy, including benefit levels, membership requirements, and retirement payment options by adopting bills that are codified in statute. Occasionally, the Oregon legislature may modify the PERS retirement system. This is necessary to adjust to changing times and keep rising costs in check.

Oregon courts have long held that statutes governing PERS create a contract between public employers and their employees; therefore, the Oregon Legislature can't change what has already been promised to PERS members — it can only make changes that apply going forward. Because of this, PERS has three primary pension programs (i.e., Tier One, Tier Two, and OPSRP) — one for each time the Legislature voted to make significant changes to the plan and, thus, created a new pension program.

In addition to the three plans described below, PERS maintains a separate Judge Member program that includes any judge of the Oregon Supreme Court, Court of Appeals, Oregon Tax Court, and Circuit Courts.

#### Tier One

1946 to December 31, 1995

Public employees who began working for a PERS-participating employer and established membership on or before December 31, 1995, are members of Tier One. When Tier One employees retire, they are eligible to receive a lifetime pension, and the money in their IAP account<sup>2</sup>. No matter how the market is performing, Tier One employees earn a guaranteed return on the funds in their Tier One regular member account. They also qualify to retire at a younger age than Tier Two.

Tier One was replaced with Tier Two in 1996 because, over time, the way it calculated benefits became too expensive. Contrary to the intent of the plan design, many Tier One retirees were able to receive pension benefits that exceeded 50% of the income they earned while working. This was not sustainable.

#### Tier Two

January 1, 1996, to August 28, 2003

The Oregon Legislature reformed PERS in 1995 and created Tier Two. When Tier Two members retire, they are eligible to receive a lifetime pension and the money in their IAP account<sup>2</sup>; however, unlike Tier One members who receive a guaranteed rate of return, Tier Two regular account balances earn actual market returns.

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<sup>2</sup> Prior to the creation of the IAP, Tier One and Tier Two members were required to contribute 6% of their salary into member accounts that helped fund their pension benefit. Beginning January 1, 2004, members of all three programs began contributing 6% of their salary into new Individual Account Program (IAP) employee accounts with earnings and losses based on market performance. Tier One and Tier Two members retained their existing Tier One and Tier Two member accounts, but those accounts would not receive any additional employee contributions.

Though the creation of Tier Two helped curb the unsustainably high pensions received by some Tier One members, the Legislature felt additional modification was necessary to control the rising costs of PERS.

### Oregon Public Service Retirement Plan (OPSRP) August 29, 2003, to today

In the early 2000s, PERS was reformed again, resulting in the creation of the current Oregon Public Service Retirement Plan (OPSRP) pension program and the Individual Account Program (IAP). OPSRP members who work a full 30-year career are intended to receive about 45% of what they were making when they retired.

### Eight job classifications

There are eight different job classifications. The three most popular job classes are described below.

#### Police & Fire

Corrections officers, parole and probation officers, state police, local police, firefighter, and public employees of cities, counties, or districts who meet the definitions for police officer or firefighter in [Oregon Revised Statute 238](#) section 005, "Definitions," items 10 and 19.)

#### School Employee

Teachers, school leadership, and school support staff.

#### General Service

All other qualifying positions.

#### Other job classes

The five other job classes are Teachers Insurance and Annuity Association/College Retirement Equities Fund (TIAA/CREF), Judge Member, Legislator, Teachers Retirement Fund Association (TRFA), and Elected Official. For definitions, read employer reporting quick reference guide, "[EDX Job Class Codes](#)."

Three sources of funding

Money for PERS benefit payments comes from three sources (1970-2021)



Source: 2021 PERS Economic Impact Study

- 1 Investment earnings** — interest earnings (or losses) earned by PERS funds, which are invested by Oregon Treasury under the direction of the Oregon Investment Council.
- 2 Employer contributions** — calculated based on the aggregate salary information you report multiplied by your contribution rate, plus other factors.
- 3 Member contributions** — includes the Tier One and Tier Two pre-IAP individual accounts; 6%-of-salary Individual Account Program (IAP) contributions<sup>3</sup>, paid by the employee or employer “pick-up.”

<sup>3</sup> A portion of this 6% may be redirected to fund the member’s Employee Pension Stability Account (EPSA).

# The employer reporter role

Employer reporters play a vital role.

They are the link between public employees and PERS. By submitting employee information to PERS accurately and correctly, employer reporters ensure that employees receive the right retirement benefits that they earned over a career serving Oregon citizens.

## Reporting data

Employers enter information about their employees into a web-based tool called Employer Data Exchange (EDX), which is available through the PERS employer website. The types of employee information employers provide include:

- **Demographic information** such as name, address, date of birth, Social Security number.
- **Employment status** such as new hire, termination, leave of absence.
- **Wage and service information** including pay, hours worked, and job class.

## Reporter roles

There are two key types of employer reporting roles: web administrator and employer reporter. Only people registered in these roles can access the data in EDX. For more details about the roles and what they do, read employer reporting guide 3, [Reporter Roles and EDX Access](#).

### Web administrator

Every employer has a web administrator. The web administrator manages access to your employer account in EDX. Their responsibilities include resetting passwords, unlocking accounts, and managing the Contacts List.

### Establishing a web admin account

- 1 Prospective web administrator fills out the [Web Administrator Agreement form](#). (For help, read [Web Administrator Agreement form instructions](#).)
- 2 Prospective web administrator and organization reporting official (i.e., a staff member authorized to make administrative or financial organization decisions) sign the form.
- 3 Prospective web admin mails or faxes the signed form to PERS (go to [Contact Us](#)).
- 4 PERS sets up web admin login and temporary password.

Web Administrator Agreement			
Print clearly in black ink. Illegible forms may be returned to employer. This could delay your request.			
Section A: Employer information			
Employer name	Employer number		
Mailing address (street or PO box)			
City	State	Zip code	
Contact person	Phone number	Ext	




### Employer reporter

An employer can have up to 15 employer reporter accounts. This role reports employee wages, hours worked, demographic information, work status, job type, and more to PERS through EDX.

A new employer reporter can set up their own user account in EDX. It requires approval from the web administrator to get activated.

### Establishing an employer reporting account

1. On the EDX login page, click Open an Employer Reporting Account.
2. Fill in your account information and click Save Account.
3. Notify your web administrator that you have submitted a request to open an account.
4. The web administrator activates your account and notifies you.

 [Tell Me More](#)

**Do you need access to PERS Employer Data Exchange (EDX)?**

If you would like to open an account to perform PERS EDX reporting activities for your organization, click the link below to start the account request process.

[Open an Employer Reporting Account](#)

**Are you a Web Administrator?**

You are a Web administrator if you already have a user ID and password sent to you from PERS. You may log in and start work now.

If you have questions, [Contact Us](#). We will be happy to help you.

# Getting started in EDX

## Logging in

1. Go to the [EDX Log In page](#).
2. Enter your user ID and password and click Log In. (Need an account? Talk to your web administrator. To learn what web administrators do, read employer reporting guide 3 [Employer Roles and EDX Access](#).)

**PERS LOG IN**

*Enter your User ID and Password below.*

User ID

Password

[→ Log In](#)

## Choosing your employer

The name of the currently selected employer is displayed at the top of the Employer homepage. If you report for more than one employer, you will have a Switch Employer pull-down menu that you can click to select a different employer.

**CC** COMMUNITY COLLEGE  
Employer Number:

⌵ Show less    ☆ Set as Default    **Switch Employer** ⌵

Address	Status	Active
Phone	Status Date	07/01/1946
	Reporting Frequency	Monthly

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**EMPLOYER HOME PAGE** [? Tell Me More](#)

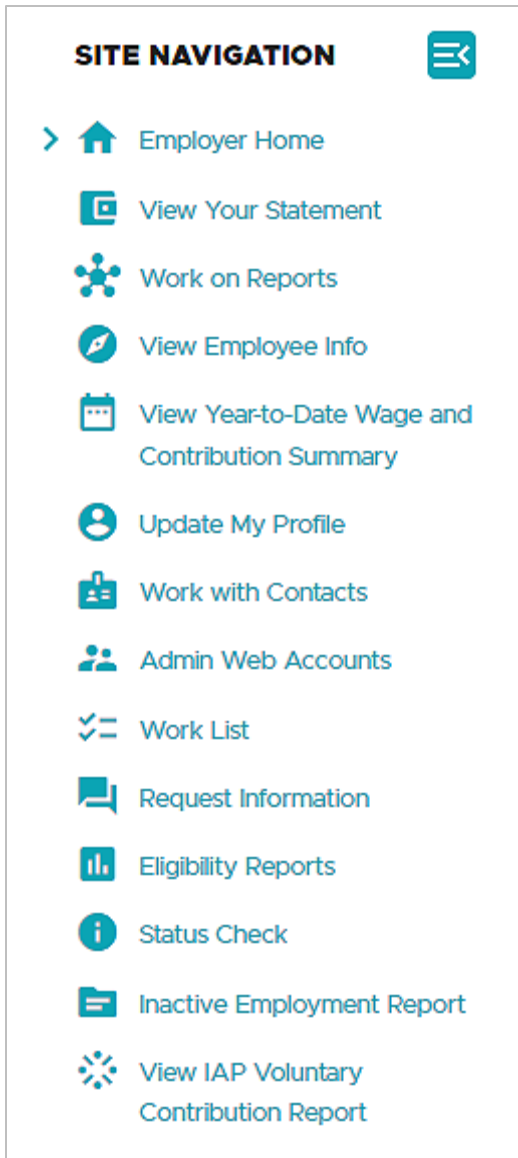
**ALERTS FROM PERS**

You have no alerts.

## Choosing a task

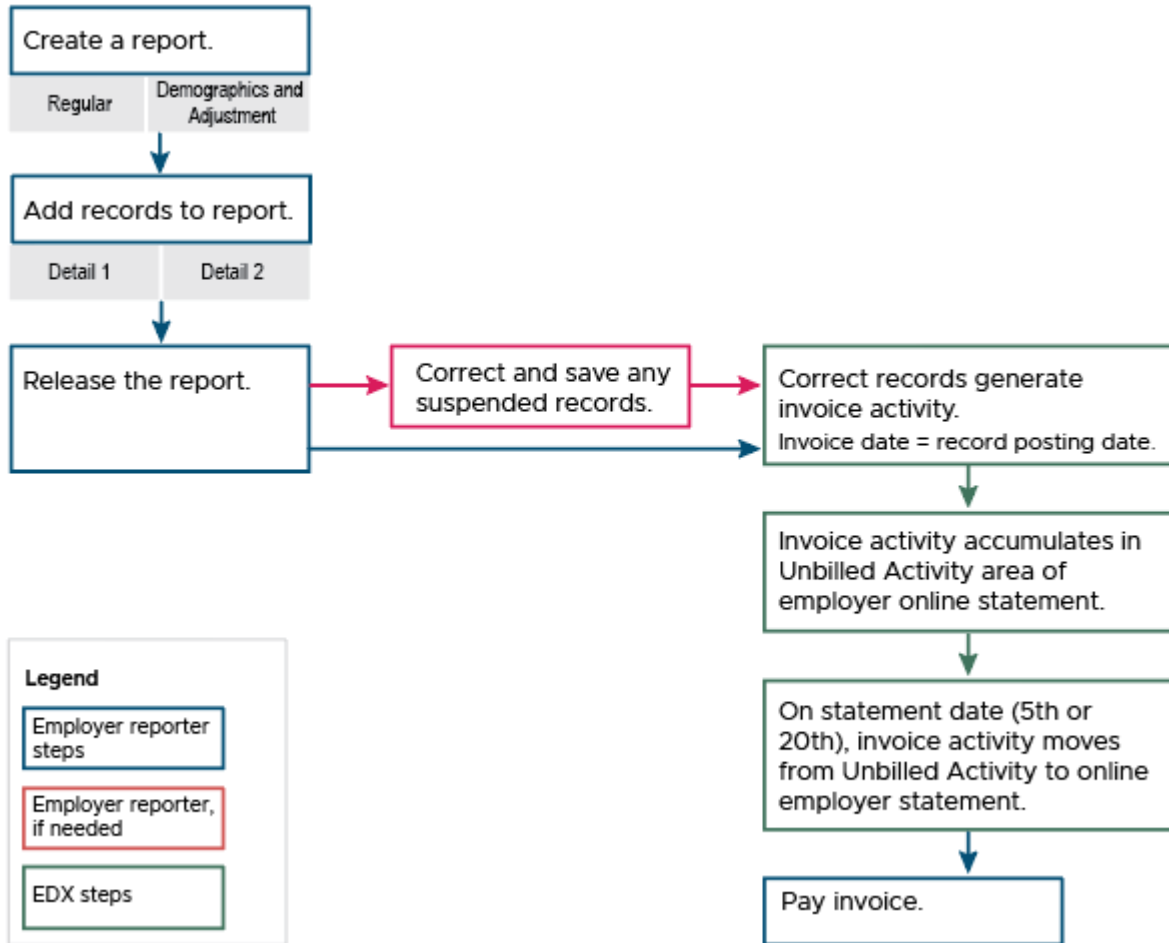
Choose what you want to do from the Site Navigation menu on the left.

In this training, we will review the **Work on Reports** function. The other functions are covered in additional trainings and the [employer reporting guides](#).



# Working on reports

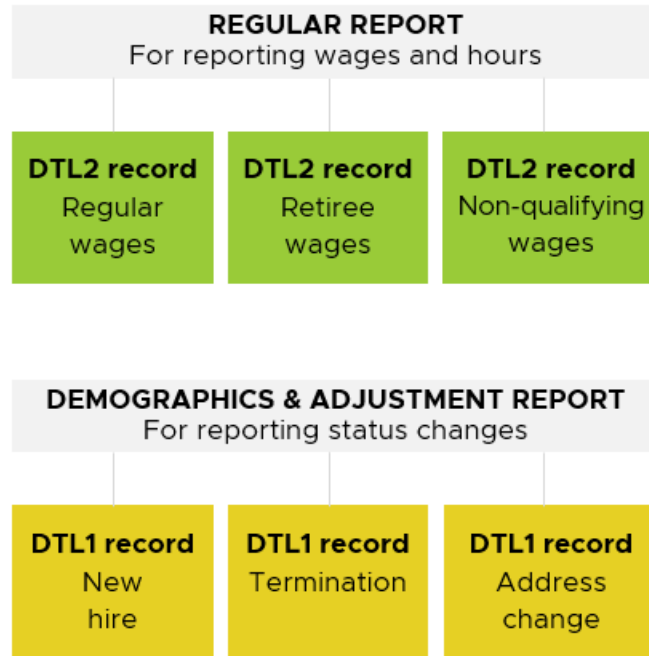
## The reporting process



## Report types

There are two types of reports you will need to create in EDX: **Regular reports** and **Demographics and Adjustment reports**.

The image below shows an example of the types of records that might be included in each type of report.



### Regular report

Regular reports are reserved for submitting your normal payroll on assigned dates. Each report contains Detail 2 records with wage, hour, and contribution information (if applicable) from every pay date between the last Regular report and the next Regular report.

### Rules and guidelines for Regular reports

- Submitted on specific dates assigned to most closely match your pay date schedule:
  - Monthly: Last day of the month.
  - Semi-monthly: 15<sup>th</sup> and last day of the month.
  - Bi-weekly: Every other Friday.
  - Weekly: Every Friday.
- All Detail 1 status codes (Appendix B) and all Detail 2 wage codes (Appendix A) are permitted.
- You have a three-business-day “grace period” after the assigned report date to release the report and still be considered on time.

\*Report due dates for each schedule are listed on the [Employer EDX Regular Report Dates](#) webpage.

**Example: A semi-monthly reporter schedule**

Regular pay date: 5 <sup>th</sup> Supplemental pay date: 9 <sup>th</sup> Supplemental pay date: 12 <sup>th</sup>	Report due on 15 <sup>th</sup> of the month
Regular pay date: 16 <sup>th</sup> Supplemental pay date: 20 <sup>th</sup> Supplemental pay date: 26 <sup>th</sup>	Report due on last day of the month

**Demographics and Adjustment report**

**A Demographics and Adjustment report** contains Detail 1 records to report demographic or status changes of your employees or any Detail 2 wage records that may need to be corrected or were missed from a previous Regular report.

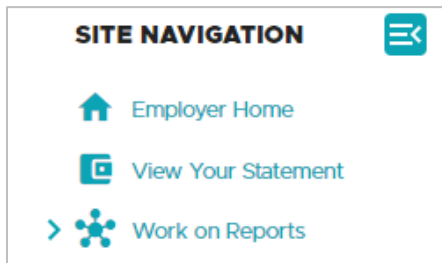
These reports inform PERS who your employees are, what their employment status is, and if they qualify for membership. All employees need to be reported; however, you are only charged your employer contribution rate and 6% IAP on employees who qualify for membership.

**Rules and guidelines for Demographics and Adjustment reports**

- Submitted on any date **except** your Regular report (i.e., Wage and Contributions) date.
- All Detail 1 status codes and all Detail 2 wage codes are used except 01, 07, 08, and 11.
- It's best to include **all Detail 1 records** only in Demographics and Adjustment reports in order to avoid a possible processing error.

## Creating a new report

1. To begin working on reports, select **Work on Reports** in the Site Navigation menu.

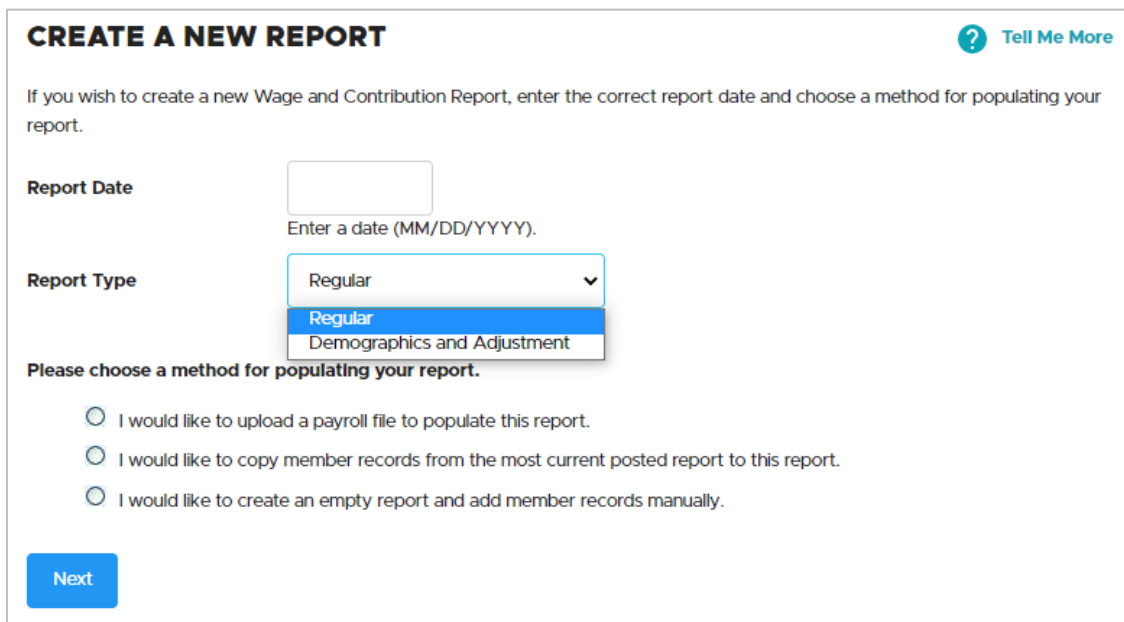


The Work on Wage and Contribution Reports page appears. On this page is a list of all your posted and un-posted Regular and Demographics and Adjustment reports.

2. Click the **Create a New Report** link to begin a new report.



3. On the Report Creation Form, enter/choose the following three items and then click Next:
  - Enter a report date.
  - Choose a report type.
  - Choose how you would like to add records to the report before clicking Next.

A screenshot of the 'CREATE A NEW REPORT' form. The title is 'CREATE A NEW REPORT' with a 'Tell Me More' link. The instructions state: 'If you wish to create a new Wage and Contribution Report, enter the correct report date and choose a method for populating your report.' The form has three main sections: 1. 'Report Date' with a text input field and the instruction 'Enter a date (MM/DD/YYYY)'. 2. 'Report Type' with a dropdown menu showing 'Regular' selected, and a list of options: 'Regular' and 'Demographics and Adjustment'. 3. 'Please choose a method for populating your report.' with three radio button options: 'I would like to upload a payroll file to populate this report.', 'I would like to copy member records from the most current posted report to this report.', and 'I would like to create an empty report and add member records manually.' A blue 'Next' button is at the bottom left.

## Populating a report

Please choose a method for populating your report.

EDX provides three options for adding records to your new report.

### Option 1: Upload a payroll file

If your organization uses third-party software for financial reporting, it may have been modified to create a “.dat” file for PERS reporting.

If you use the file upload (.dat file) method to add records to a report, you'll see the Upload File screen after clicking **Next** on the Create a New Report screen (shown on previous page). Click **Choose File** and navigate to the .dat file in your local library you want to upload to EDX.

Click **Begin Upload**.

### UPLOAD FILE

Upload the file for the new wage and contribution report with the following **Report Date: 11/09/2022**

- This file should contain all the wage and contribution data for the new wage and contribution report.
- The format of the file should comply with the standards set by PERS.
- To move the file from your computer or system to ours, click on the 'Choose File' button. Then choose the file from your directory.

**File**  No file chosen

For more information on .dat files, see the [EDX File Format and Development Guide](#).





Option 2: Copy member records from most current posted report

This method will “copy forward” all the records from your last 100% posted Regular report and allow you to enter the pay date for the records in the new report.

**Note:** You can only use this method to report up to **249** employees.

When you choose this option, the Pay Date field appears. This allows you to enter the new pay date to apply to the records being copied forward. If the salary and hours are different from the previously posted report, additional edits will be needed.

**Please choose a method for populating your report.**

I would like to upload a payroll file to populate this report.

I would like to copy member records from the most current posted report to this report.

**Pay Date**

Enter a date (MM/DD/YYYY).

I would like to create an empty report and add member records manually.

[Next](#)

Option 3: Add records manually

With this method, you can create a blank report and add records one at a time.

After entering the date and report type, select the third option for populating your report and click Next.

### CREATE A NEW REPORT

If you wish to create a new Wage and Contribution Report, enter the correct report date and choose a method for populating your report.

**Report Date**   
Enter a date (MM/DD/YYYY).

**Report Type**

**Please choose a method for populating your report.**

- I would like to upload a payroll file to populate this report.
- I would like to copy member records from the most current posted report to this report.
- I would like to create an empty report and add member records manually.

[Next](#)

When you create your new report, the Create Retirement Detail Report Confirmation screen appears. Select Return to Report Summary Page to return to the Work on Wage and Contribution Reports page.

### CREATE RETIREMENT DETAIL REPORT CONFIRMATION

The wage and contribution report has been successfully created for the following :

**Report Date** 11/08/2022

**What Next?**

You may continue to work with the web site if you desire. Click on any link below to visit other areas of the web site.

- [View Information about your Agency](#)
- [View your Agency Statement](#)
- [View the Current Employee List for your Agency](#)
- [Return to Report Summary Page](#)

# Creating a record

## Instructions

1. Locate your new report under Unposted Regular Reports or Unposted Demographics and Adjustment Reports. It will have a status of “Added” and the date you entered. Click edit to create a record to add to the report.

UNPOSTED REGULAR REPORTS								
Status	Date Submitted	Report Date	Delete	Edit	Release / Un-Release	Reject/Edit Report	View Details	View Totals
Suspended	01/31/2020	01/31/2020	<a href="#">delete</a>	<a href="#">edit</a>	n/a	<a href="#">View Report</a>	<a href="#">View Details</a>	n/a
Suspended	12/31/2019	12/31/2019	<a href="#">delete</a>	<a href="#">edit</a>	n/a	<a href="#">View Report</a>	<a href="#">View Details</a>	n/a
Suspended	01/31/2019	01/31/2019	<a href="#">delete</a>	<a href="#">edit</a>	n/a	<a href="#">View Report</a>	<a href="#">View Details</a>	n/a
Added	11/09/2022	11/08/2022	<a href="#">delete</a>	<a href="#">edit</a>	n/a	<a href="#">View Report</a>	<a href="#">View Details</a>	<a href="#">View Totals</a>

2. On the Edit Retirement Detail Reports screen, enter the Social Security number of the employee for whom you need to add a record and click **Add or Edit Record**.

### EDIT RETIREMENT DETAIL REPORTS ? Tell Me More

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

#### OPTION 1 - FINISHED EDITING THIS REPORT?

Finished Editing This Report? Click the **Done** button to return to the Work on Retirement Detail Reports page. You may re-edit this report at any time in the future until all records on the report are posted.

[Done](#)

#### OPTION 2 - ADD OR EDIT A RECORD

You may add a new record or edit an existing record. Enter a Social Security Number to view or edit a record for that employee. Or add a new record by entering the Social Security Number and completing the form that appears on the following page.

SSN

[Add or Edit Record](#)

#### 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.

3. On the Add/Edit Member Records screen, choose the type of record you wish to add. This is covered in the next section.

### ADD/EDIT MEMBER RECORDS

**Working With SSN** [REDACTED]

Choose the type of record to create from the list below, then click **Add New Record**.

#### ADD NEW RECORD

Detail 1 - Member Demographics.  
 Detail 2 - Wage and Service.

**Add New Record**

Click **OK** to return to the Edit Retirement Detail Reports page.

**OK**

## Record types

Records are used to communicate employee and wage information. There are two types.



**Detail 1 record** communicates information about a **person**.



**Detail 2 record** communicates information about **wages**.

### Detail 1 Member Demographics record

A Detail 1 record is not submitted with each report — only when something about the individual changes, such as their status with the employer or mailing address.

**ADD/EDIT A MEMBER RECORD**

The status of this member record is: **Added**

**DETAIL 1 - MEMBER DEMOGRAPHICS:**

SSN	<input type="text"/>
Status Code	<input type="text" value="00 - No Change in Status"/>
Status Date	<input type="text"/> (MM/DD/YYYY)
Last Day Service	<input type="text"/> (MM/DD/YYYY)
Old SSN	<input type="text"/>
First Name	<input type="text"/>
Last Name	<input type="text"/>
Middle Name	<input type="text"/>
Name Change Indicator	<input type="text" value="N"/>
Address - 1	<input type="text"/>
Address - 2	<input type="text"/>
Address - 3	<input type="text"/>

*Continued*

City	<input type="text"/>
State	<input type="text" value="NONE"/>
Zip - 1	<input type="text"/>
Zip - 2	<input type="text"/>
Province	<input type="text"/>
Country Code	<input type="text" value="USA"/>
Postal Code	<input type="text"/>
Date Of Birth	<input type="text"/> (MM/DD/YYYY)
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	<input type="text" value="00"/>
Employer Site Distribution Code	<input type="text"/>
Non PERS Data Memo	<input type="text"/>
<input type="button" value="Save"/>	<input type="button" value="Cancel"/>

## Detail 1 fields

### Status Code

This field is required. It tells EDX what you want to report. If you are reporting a demographic change, such as a new address, use code 00. If you are reporting a status change, such as a leave of absence, use the appropriate status code.

For a description of all status codes, refer to appendix B “Status Codes.”

For a detailed explanation of different types of leave, read employer reporting guide 11, [Reporting a Leave](#).

**DETAIL 1 - MEMBER DEMOGRAPHICS:**

SSN	111223333
Status Code	00 - No Change in Status
Status Date	
Last Day Service	
Old SSN	
First Name	
Last Name	

The dropdown menu for Status Code is open, showing the following options:

- 00 - No Change in Status
- 01 - Qualifying New Hire
- 02 - Terminated
- 03 - On Family Leave
- 04 - On Career Development Leave
- 05 - On Military Leave
- 06 - On Legislator Leave
- 07 - On Leave of Absence
- 08 - Return from Leave
- 09 - Seasonal Leave of Absence
- 10 - Deceased
- 11 - Retiree New Hire with Hr Limit
- 12 - Retiree New Hire w/o Hr Limit
- 13 - New Hire - Retiree return to service
- 14 - Notice of Unit Election
- 15 - Non-Qualifying hire

### Status Date

The date on which the new status or demographic change begins (e.g., first day of leave, first day as an employee, date of death).

### Last Day Service

Only used when reporting a termination or death. Last day physically on the job.

### Old SSN

If your employee’s Social Security number is incorrect, you can fix it by entering the correct SSN in the first field of the record and the “incorrect” SSN in the Old SSN field. However, if you discover that an employee has two accounts under two different SSNs, contact your ESC rep or submit a DCR for help.



### First Name

Required.

### Last Name

Required.

### Name Change Indicator

Required. "N" is the default. Choose Y to change an employee's name and address in the same record (e.g., an employee's name and address changes because of marriage).

### Address – 1

Enter the address if you are reporting a new hire, a termination, or an address change. Use all capital letters. Include the apartment or unit number. Make sure to fill out the city, state, and zip code fields.

### Province

Use for foreign address when country code is not "USA." Make sure to include the postal code.

### Gender

This field is required when reporting a new hire. If your employee does not identify as male or female, follow these steps:

1. Choose Male or Female to get the record to post.
2. Create a Demographic Correction Request (DCR), as explained in employer reporting guide 20, [Creating a DCR](#).
3. In the DCR Comments box, ask PERS to change the employee's gender to Non-Binary/Other.

### Tips

- Status codes are listed in appendix A.
- Submit all Detail 1 records in a Demographics and Adjustment report to avoid a processing error.
- Submit a new employee's Detail 1 new-hire record before submitting any other records for that employee. When an employee's first Detail 2 wage record is submitted before the Detail 1 new hire record, the Detail 2 record will suspend with error message "S – the SSN entered is not found to have a record of open employment with this employer."
- Submitting an employee's Detail 1 new hire record and first Detail 2 wage record in the same Regular report may suspend or cause a "valid" error message for both records.

### Detail 2 Wage and Service records

Detail 2 records are submitted with each Regular report to report normal monthly payroll. Each Detail 2 record includes an employee's wages, hours, and contributions (if applicable).

**Note:** Detail 2 records can also go in Demographic and Adjustment reports when reporting payroll that was missed or needs correcting.

The way you fill out the form and the information that is required depends on what you are reporting. Explanations of the fields start on page 26.

<b>DETAIL 2 - WAGE AND SERVICE</b>	
SSN	<input type="text"/>
First Name	<input type="text"/>
Last Name	<input type="text"/>
Pay Date	<input type="text"/> (MM/DD/YYYY)
Work Period Begin Date	<input type="text"/> (MM/DD/YYYY)
Work Period End Date	<input type="text"/> (MM/DD/YYYY)
Hours Worked (Regular)	<input type="text"/>
Hours Worked (Overtime)	<input type="text"/>
Reported Wage Code	<input type="text" value=""/> ▼
Subject Salary (Regular)	<input type="text"/>
Subject Salary (Overtime)	<input type="text"/>
Non-Subject Salary	<input type="text"/>
Lump Sum Payoff	<input type="text"/>
Lump Sum Vacation Payoff	<input type="text"/>

*Continued*

<b>Gross Salary</b>	<input type="text"/>
<b>Member Paid After-Tax Contribution (MPAT)</b>	<input type="text"/>
<b>Member Paid Pre-Tax Contribution (MPPT)</b>	<input type="text"/>
<b>Unit Contribution</b>	<input type="text"/>
<b>Employer Paid Pre-Tax Contribution (EPPT)</b>	<input type="text"/>
<b>Optional Employer IAP Percentage</b>	<input type="text" value="0%"/> ▼
<b>Optional Employer IAP Contribution</b>	<input type="text"/>
<b>PERS Job Class Code</b>	<input type="text"/> ▼
<b>Average Overtime Hours</b>	<input type="text"/> ▼
<b>Employer Site Distribution Code</b>	<input type="text"/>
<b>Non PERS Data Memo</b>	<input type="text"/>
<input type="button" value="Save"/>	<input type="button" value="Cancel"/>

### Detail 2 fields

#### Pay Date

This is the date printed on the employee's paycheck. When you are manually adding records to a report, this field defaults to the report date, so you need to change it to the actual pay date for which you are reporting.

#### Work Period Begin Date and Work Period End Date

These fields are only used by local government employers.

Local government employers must report salary for the period in which it was earned. This applies to Tier Two and OPSRP employees, but they can also report Tier One employees in this fashion for consistency.

Employers can use a single Detail 2 record with Work Period Begin/End Date and Pay Date fields filled in the following situations:

- The pay period begin, pay period end, and pay date are in the same month.
- The pay period begin and end are in one month and the pay date is in the next month.

If the pay period begins in one month and ends in the next month, two Detail 2 records are required in order to report all employees for that pay period because Work Period Begin/End Dates cannot cross two months. (For an example, see the Example Scenarios & Exercises section, example 2 — Report wages for a local government employer.)

**For P&F unit program participants:** Read “Unit Contribution” on the next page.

#### Reported Wage Code

Wage codes are listed in appendix A. The most-used codes are:

01 - Regular Wages	This code is used to report wages for active service (qualifying) positions.
02 - Regular/Non-qualifying	This code is used to report wages for non-qualifying service positions.
17 - Retired/No Contributions	This is the <b>only</b> code used to report wages for regular service retirees returning to work as retirees after 1/1/2020.

#### Salary

All salary paid to an employee in cash out of the funds of a public employer in return for services must be reported to PERS. On a Detail 2 record, salary is separated into subject salary (regular and overtime) and non-subject salary.

To determine if a payment is subject to contributions or not, check the [Payment Categories Chart](#). The chart lists all types of payments that are considered subject salary for Chapter 238 Tier One/Tier Two and OPSRP Pension Program members.

Gross salary is the sum of all other salary entries on a Detail 2 record. EDX will not calculate gross salary, but it will check your calculation for accuracy.

### MPAT, MPPT, and EPPT

The use of these fields is based on an agreement established between PERS and a PERS-participating employer. The field you should use shows the method by which your organization makes its 6%-of-salary contributions to member IAP accounts:

**MPAT** Member-Paid After Tax. The contribution is deducted from the employee's paycheck after taxes.

**MPPT** Member-Paid Pre-Tax. The contribution is deducted from the employee's paycheck before taxes.

**EPPT** Employer-Paid Pre-Tax. The contribution is paid by the employer on the member's behalf (often referred to as the "employer pickup").

### Unit Contribution

This field is used only if you are reporting unit contributions for a Tier One/Tier Two Job Class 2 (Police & Fire) employee who has elected to participate in the unit program.

#### About the unit program

The unit program provides income after retirement for Tier One/Tier Two Job Class 2 (Police & Fire) who participate in the program. The unit program is open only to Tier One/Tier Two Job Class 2 (Police & Fire) employees. The unit program is not open to any other job class members and is not open to OPSRP Police & Fire employees.

If you hire someone who is participating in the units program or a new employee who is eligible for and wishes to participate in the unit program, you must submit a new [P&F Unit Purchase form](#) to PERS so you can report unit after-tax payroll deduction.

Note for local governments: If you are a local government employer submitting two Detail 2 records for pay periods crossing monthly boundaries and you've just hired a Tier One/Tier Two P&F (Job Class 2) member who is participating in the unit program, or you have a current Tier One/Tier Two P&F member just beginning participation in the unit program, then you need to enter unit contributions in **only one of the two Detail 2 records**. Do not split the unit contribution between the two Detail 2 records.

### Optional Employer IAP Percentage, Contribution

These fields are only used if you are reporting for an employer who has elected to provide the optional employer IAP to qualified employees. (Note: optional employer IAP is not the same thing as a voluntary contribution.)

If the employer has elected to provide the optional IAP, the employer will make the contribution to the employee's optional IAP account at the elected percentage rate between 1% and 6% of subject salary. The rate of contribution is identified when the employer elects to provide the optional IAP.

#### How to report

If you are reporting for an employer who has elected to provide the optional IAP, you will report two IAP account contributions for each qualified employee:

1. **The member's IAP**, which was established when the employee finished their waiting time and became a program member. Contributions to that IAP are 6% of subject salary reported as MPPT, EPPT, or MPAT.
2. **The optional employer contribution amount**, with contributions made on the member's behalf by the employer at an elected rate between 1% and 6% of subject salary. Enter the elected percentage along with the calculated dollar amount.

### Job Class Code and Average Overtime

These fields are only used on an employee's Detail 1 new-hire record or when you are changing a member's job class code or average overtime amount on a Detail 2 record.

#### **Retroactive job class change**

Any employer can change a member's job class using these fields on the Detail 2 record. However, the process doesn't work for retroactive job-class changes. This requires that employers use the Work Period Begin/End Date fields to show when in a pay period the job class changed; therefore, employers are encouraged to submit a Demographic Change Request (DCR) asking PERS staff to make any job-class changes.

## Editing a report

On the Work on Wage and Contribution Reports screen, locate the report that was created in the previous section.

It will be listed under either Unposted Regular Reports or Unposted Demographics and Adjustment Reports with a status of “Added.”

1. Click “edit” for the report you just created.

<b>UNPOSTED DEMOGRAPHICS AND ADJUSTMENT REPORTS</b>					
Status	<a href="#">Date Submitted</a>	<a href="#">Report Date</a>	Delete	Edit	Release / Un-Release
Added	08/31/2022	01/30/2007	<a href="#">delete</a>	<a href="#">edit</a>	n/a
Added	04/27/2022	03/04/2022	<a href="#">delete</a>	<a href="#">edit</a>	n/a
Added	04/27/2022	03/05/2022	<a href="#">delete</a>	<a href="#">edit</a>	n/a
Added	10/05/2022	10/01/2022	<a href="#">delete</a>	<a href="#">edit</a>	n/a
Added	10/27/2022	10/27/2022	<a href="#">delete</a>	<a href="#">edit</a>	n/a
Suspended	04/23/2021	12/29/2020	<a href="#">delete</a>	<a href="#">edit</a>	n/a

The Edit Retirement Detail Reports screen appears. It offers three options:

**Option 1** – Return to the Work on Retirement Detail Reports page.

**Option 2** – Enter the Social Security number (no dashes) of the employee for whom you'd like to add a new record.

**Option 3** – Edit a record you've already created. Click select to open the record. Make any edits and click **Save**.

## EDIT RETIREMENT DETAIL REPORTS ? Tell Me More

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

### OPTION 1 - FINISHED EDITING THIS REPORT?

Finished Editing This Report? Click the **Done** button to return to the Work on Retirement Detail Reports page. You may re-edit this report at any time in the future until all records on the report are posted.

[Done](#)

### OPTION 2 - ADD OR EDIT A RECORD

You may add a new record or edit an existing record. Enter a Social Security Number to view or edit a record for that employee. Or add a new record by entering the Social Security Number and completing the form that appears on the following page.

SSN

[Add or Edit Record](#)

### 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>			-	Edited	DTL1



# Releasing a report

When you add records to a report, the Release link will appear in the “Release/Un-Release” column for that report.

You have two actions available before a report is processed:

1. **Release** a report and EDX will retrieve the report and process it in the nightly batch.
2. **Un-Release** the report to prevent EDX from retrieving and processing the report.

You can delete a report that is not released, and you can review any records uploaded with a .dat file before releasing the report.

Once a report has been processed, it cannot be released or un-released; the link name changes to “n/a.” A report that has been suspended and a new report with no records added also display “n/a” in the Release/Un-Release column.

UNPOSTED REGULAR REPORTS								
Status	<a href="#">Date Submitted</a>	<a href="#">Report Date</a>	Delete	Edit	Release / Un-Release	Reject/Edit Report	View Details	View Totals
Suspended	08/31/2022	08/31/2022	<a href="#">delete</a>	<a href="#">edit</a>	n/a	<a href="#">View Report</a>	<a href="#">View Details</a>	<a href="#">View Totals</a>
Suspended	07/28/2022	07/31/2022	<a href="#">delete</a>	<a href="#">edit</a>	n/a	<a href="#">View Report</a>	<a href="#">View Details</a>	<a href="#">View Totals</a>
Added	11/09/2022	11/07/2022	<a href="#">delete</a>	<a href="#">edit</a>	n/a	<a href="#">View Report</a>	<a href="#">View Details</a>	<a href="#">View Totals</a>
Added	10/21/2022	10/21/2022	<a href="#">delete</a>	<a href="#">edit</a>	<a href="#">Release</a>	<a href="#">View Report</a>	<a href="#">View Details</a>	<a href="#">View Totals</a>

## Appendix A: Wage Codes

Code	Name	Use to report
01	Regular Wages	An employee's regular wages.
02	Regular/Non-Qualifying	A non-qualifying employee's regular wages, which do not qualify for contributions in the current plan period.
04	Retroactive Payment	Pay that is applicable to a prior pay period and meets the statutory definition of retroactive payment. Report each affected pay date in a separate record.
05	Positive Adjustment	A positive adjustment (i.e., an addition) to amounts reported for a previous pay date for an employee. Values entered will be added to the amounts previously reported for the pay date. Pay date entered must represent a previously reported pay date.
06	Negative Adjustment	A negative adjustment (i.e., a subtraction) to amounts reported for a previous pay date for an employee. Values entered will be subtracted from the amounts previously reported for the pay date. The pay date must represent a previously reported pay date. (Note: Do not input a negative sign.)  Reverses a record where wage code 01, 04, 05, or 08 was used.
07	Retired/No Contributions	Wages earned by a service retiree with a pay date prior to 1/1/2020 or disability wages after 1/1/2020.
08	Contributions/No Service	Wages for an employee who is not working but is receiving wages over the summer months. Can't be used during wait time.
11	USERRA Qualifying Wages	Wages a military employee would have received had they not served on military duty. (The employer does not actually pay wages to the employee for the USERRA period.)
14	Negative Adjustment/No Contributions	A negative adjustment to (i.e., a subtraction from) a previous pay period for an employee whose wages were previously reported without contributions (02 or 07). Only wage and service fields requiring adjustments should be reported. The fields reported will be subtracted from the previously reported amounts.
16	Negative Adjustment - USERRA Wages	Negative adjustment to USERRA wages. Use to reduce USERRA wages previously reported.
17	Retiree Wage - ER Rate	Wages earned by a service retiree with a pay date of 1/1/2020 or later.
18	Negative Adjustment Retiree Wage - ER Rate	Negatively adjust (i.e., subtract) Retiree Wage-ER Rate wages for a service retiree with a pay date of 1/1/2020 or later.

## Appendix B: Status codes

The status code tells EDX how to treat the demographic information reported in terms of the change in employee status. Status codes inform the retirement system of your employees' current status. When you use accurate status codes, PERS will not need to contact you to determine when an employee was on leave, terminated, or other status changes.

Status code	Name	Used to report
00	No Change in Status	A change of information for an existing employee with no change in job status (e.g., new address, a corrected SSN, or a name change).
01	Qualifying New Hire	Reporting a new employee who will work 600 or more hours/year and qualify for PERS benefits.
02	Terminated	Someone who leaves your employment because of termination, layoff, or retirement.
03	On Family Leave	The beginning of an employee's family leave.
04	On Career Development Leave	The beginning of an employee's career development leave.
05	On Military Leave	The beginning of an employee's military service.
06	On Legislator Leave	The beginning of a legislator's leave.
07	On Leave of Absence	The beginning of an employee's unpaid leave.
08	Return From Leave	The end of a paid or unpaid leave and first day back at work.
09	Seasonal Leave of Absence	The beginning of a leave caused by season work.
10	Deceased	An employee's death. Adds a termination date to member's account as of the date of death and notifies PERS of the member's death.
11	Retiree New Hire with Hour Limit	Hiring a PERS retiree who is limited in the number of hours per year they are allowed to work.* (Tier One/Tier Two can work up to 1,039.99 hours; OPSRP can work up to 599.99.)

*Continued*

## BEGINNER 1: INTRODUCTION & OVERVIEW

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Status code	Name	Used to report
12	Retiree New Hire without Hour Limit	Hiring a PERS retiree who qualifies for an exception to annual hour limits. <a href="#">View the list of exceptions.</a>
13	New Hire - Retiree Return to Service	A retiree who wishes to cancel their retirement and return to active service.
14	Notice of Unit Election	This code is not used. Reserved for future use.
15	Non-Qualifying Hire	A new part-time employee who will work fewer than 600 hours/year and not qualify for PERS benefits.

\*Senate Bill (SB) 1049 (2019) lifted the restrictions on how many hours most retirees are allowed to work in a year (restrictions remain for early retirees). SB 2296 (2023) extended the working retiree provisions through calendar year 2034. Employers should continue to use status code 11 when hiring a retiree, however. To learn more, go to the PERS employer [Work After Retirement webpage](#).

# Appendix C: About the Employer Service Center (ESC)

## Who they are

ESC is made up of more than 20 specially trained PERS experts. Most of these experts are split into three teams that specialize in specific employer-reporting issues:

1. Local governments.
2. State agencies.
3. Schools, Oregon university system, and community colleges.

Every employer is designated one account representative. If your representative is unavailable, you can contact any member of your ESC account team. ESC contact information is listed on the [ESC Representatives webpage](#).

## What they do

The focus of the ESC is assisting employers with their reporting in EDX and understanding how PERS rules and laws apply to them.

ESC representatives can access your employer account and work with you to fix issues and find the information you need. If you need help or information not related to reporting, our employer representatives will help make sure you get to the right person at PERS to get your questions answered.

## Who they support

ESC only assists PERS-participating employers. They cannot support PERS members with questions about their personal PERS accounts.

If your employees have questions about their personal account, they can call the Member Information Center (MIC) at 888-320-7377 (option 1) on weekdays between 8:30 a.m. and 5:00 p.m. Pacific Time.

## How to reach ESC

### By email

ESC representatives are available to answer emailed questions Monday to Friday from 8 a.m. to 5 p.m. Email your assigned representative directly or the [Employer Support inbox](#). Most emails are answered within 24 hours.

### By phone

ESC representatives are available to assist by phone Monday to Friday. Call your assigned representative's direct phone line between 8:00 a.m. to 4:00 p.m. or the Employer Call Center line between 8:30 a.m. to 12:00 p.m. at 888-320-7377.