

WHEN do I need to notify CPERS of a payroll adjustment?

CPERS needs to be notified when a retro adjustment is made in Workday for a prior tax year. CPERS does not need to be notified of current year adjustments *if* the adjustment in Workday included detailed comments.

WHY do I need to notify CPERS team of prior tax year adjustments?

PERS statute requires retro hours and salary to be applied to an employee's PERS account in the pay period it ***should have been earned or paid***. Retro payments entered in current month must be moved to the appropriate pay date in the PERS system. This ensures the employee is receiving the proper retirement service credits, interest earnings, and final average salary calculation.

HOW do I notify CPERS of a payroll adjustment?

(Please choose 1 of the following methods to report adjustments)

1. When making a pay input entry.

- Use the comment field to designate the pay period that the adjustment needs to be applied to

Email the CPERS team at central.persserviceteam@oregon.gov to inform them of the pay input entry. If the comment does not specify the hours being adjusted, please include this information in the email.

OR

2. Email a completed YTD Correction Form to CPERS. The YTD correction form is located at <http://www.oregon.gov/das/Financial/Payroll/Pages/cpers.aspx>

OR

3. Email the agency's own retro documentation to CPERS. The documentation must include the following information:

- a. Pay period/Pay date the correction applies to
- b. Total originally reported RG hours and subject salary
- c. Total corrected RG hours and subject salary
- d. Total originally reported OT hours and salary (OT and RG must be reported separately)
- e. Total corrected OT hours and salary
- f. Corrected amount of PERS contributions and whether they are member paid (MPPT) or employer paid (EPPT)
- g. If the correction includes CTP or VAP these hours and dollars must be reported separately from RG and OT
- h. Reason for correction