

Employer Monthly Update June 2016

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1. June processing tip

This is a good time for employers to begin reviewing payroll records to determine whether any of their part-time employees would now be expected to work 600 or more hours during 2016. Employers should submit a Demographic Correction Request (DCR) to change position qualification status (also known as Position Type) from "non-qualifying" to "active service" for part-time positions expected to qualify in 2016.

Employee concurrent employment questions can be answered by review of the Year-to-date Wage and Contribution Summary screen available through the "View Year-to-date Wage and Contribution Summary" link, and by review of eligibility reports available through the "Eligibility Reports" link (both found in the Site Nav. area on any EDX screen), or through your ESC Account Team members.

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 accepted by PERS.**

Tier One/Tier Two members should complete both an IAP Pre-Retirement Designation of Beneficiary Packet **and** a Tier One/Tier Two Pre-Retirement Designation of Beneficiary form. OPSRP members should complete an IAP Pre-Retirement Designation of Beneficiary Packet.

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 as required by statute. The IAP account for both OPSRP and Tier One/Tier Two members who have no IAP Pre-Retirement Designation of Beneficiary recorded with PERS will be distributed as required by statute.

There is no pre-retirement designation form for an OPSRP Pension benefit. **An OPSRP Pension pre-retirement benefit would be paid: 1) Only if the OPSRP member is vested in their pension account prior to retirement, and 2) Only to a spouse or person constitutionally required to be treated as a spouse.**

3. Employer EDX training dates for the remainder of 2016.

Employer EDX training dates for the balance of 2016 are now available. EDX Training consists of two presentations: 1) EDX Basics, which reviews employer Web Administrator and Payroll Specialist positions, report generation procedures and an in-depth review of EDX DTL1 and DTL2 records, and 2) Advanced Topics, Eligibility Rules and Reporting Retirees. The Advanced Topics presentation will cover a variety of topics including Leave w/o Pay (LWOP) and USERRA reporting, changing account contribution methods (MPPT, MPAT or EPPT) and the Police and Fire Units program.

EDX Basic Concepts training is offered simultaneously through the Internet and at the PERS Headquarters computer lab, but **Advanced Topics, Eligibility Rule and Reporting Retirees is offered ONLY ONLINE**. Registration for EDX Employer training is done exclusively online. [Register for any EDX Employer training presentation.](#)

4. Workers' Compensation Certification form now available.

Employer Announcement #98: Leave Without Pay and Disability/Workers' Compensation (2/29/16) was posted on the PERS employer web page on February 29, 2016 and is available through the "Employer Announcements" link on the employer web page.

The [Workers' Compensation Certification form](#) referenced in [Employer Announcement #98](#) is now available.