PERS
Oregon Public Employees Retirement System

EMPLOYER NEWSLETTER

February 2018

- 2017 year-end reconciliation continues
- Member Annual Statements
- Work-list requests
- OPSRP Loss-of-Membership (LOM)
- Password resets

2017 year-end reconciliation continues

We are now midway through the second phase of 2017 reconciliation. We ask employers to continue efforts to resolve remaining 2017 eligibility issues and post related records and reports. Phase two of 2017 reconciliation closes February 28, 2018, but employers have until the March 5, 2018 statement to resolve errors and post records for the 2017 calendar year. Contributions invoiced through March 5, 2018, and paid when due will be credited with earnings from the PERS trust for calendar year 2017. If contributions are not paid when due, PERS will invoice employers for 2017 earnings.

Please consult your ESC account representative if you have questions about remaining calendar year 2017 records and reports.

http://www.oregon.gov/pers/EMP/Pages/ESC-Representatives.aspx

Member Annual Statements

2017 Member Annual Statements are scheduled to be mailed by the end of May 2018.

Annual statements will be mailed to the member's address that employers provided to PERS. Please review your records to make sure that you have updated all employee address changes with PERS.

PERS will use the addresses on file as of March 16, 2018, to mail 2017 annual statements. If a correction is needed, please submit a DTL1 record with a 00-no change status code no later than March 13.

You can view your employees' addresses on file by going to View Employee Info in the Site Navigation of any EDX page. The Download CSV File of Employee Addresses link will generate a CSV file to view all of your employees. Alternately, you can enter a last name, SSN, or PERS ID to access individual employee data.

	Home	Log Off	Contact Us
Site Navigation	Working with :		

View Employee Information

- Learn more about View Employee Information
- Download CSV File of Employee Addresses

Please enter a Last Name, SSN or PERS ID to access employee data.

Search for an Employee

Enter Last Name: [   ]   or SSN / PERS ID: [   ]   Search

Site Navigation
- Employer Home
- View Your Statement
- Work on Reports

View Employee Info
- View Year-to-Date Wage and Contribution Summary
- Update My Profile
- Work with Contacts
- Admin Web Accounts
- Work List
- Request Information
- Eligibility Reports
- Status Check
- Inactive Employment Report

Tell Me More

- The "Download CSV File of Employee Addresses" link will pull the following information into a CSV file for ALL of your employees: member SSN, last name, first name, plan, address start date, and the member's current address on the system.

- The Last Name search will return all employees with the same last name. From this list select the desired individual.

- Use the "Next" button or page number links to navigate through a list with multiple pages.

Password Resets

Are you having trouble logging onto the PERS EDX reporting system? Has the password you've been using stopped working all of the sudden?

EDX user passwords seem to be expiring before the 90-day default. You may receive an error message that reads, "Please correct the following error(s) before proceeding: Verify the User ID and/or Password you entered are correct." PERS is working to identify and resolve this issue.
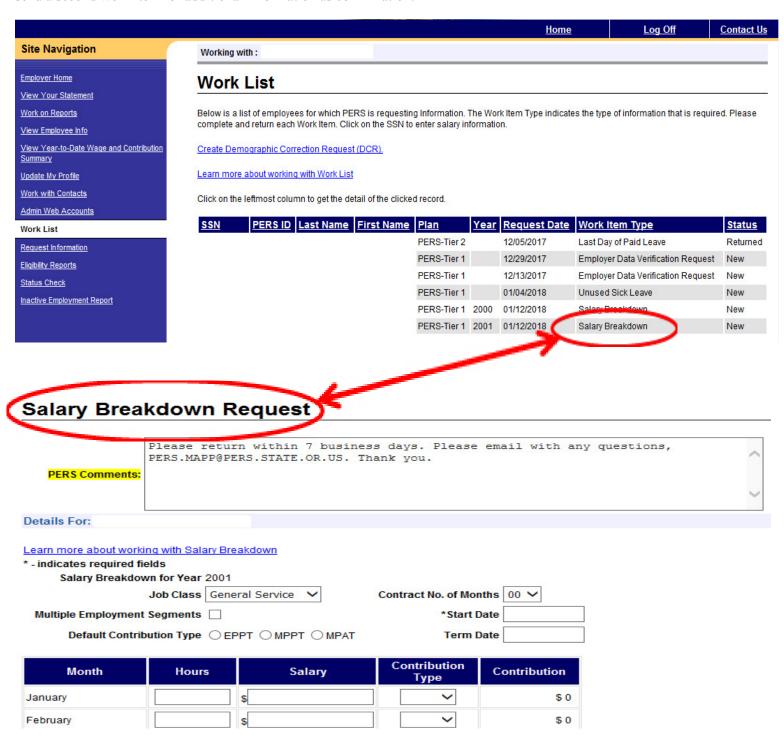
If you are an Employer Reporter and need a password reset, see your Web Administrator. A Web Administrator has full access to reset any Employer Reporter password. If you are the Web Administrator and need your password reset, please contact PERS at 888-320-7377 or PERS.edx.support@pers.state.or.us.

Work-list requests

A number of work-item types may appear on your Work List screen in EDX. It is important to respond to these items as soon as possible since there may be a pending benefit. These work-item requests come from several different PERS sections requesting a variety of information about a member's employment history with you, the employer. These work items include salary breakdown, termination requests, unused sick leave, etc.

Sometimes further review of information may be necessary after PERS receives a completed work item. PERS staff may need to send a second work item for additional information as confirmation.

OPSRP Loss-of-Membership (LOM)

OPSRP member accounts that are not vested and have had five consecutive years of less than 600 hours may go into OPSRP LOM status. This year PERS updated accounts with 2017 as the fifth consecutive year to LOM status automatically in EDX during the PERS nightly batch schedule.

The OPSRP LOM batch runs annually on the third Friday in January. The first run occurred January 19, 2018.

Here is what happened on impacted member accounts:

1. A LOM status date of December 31, 2017, was added to the member's account.

2. If an account meeting this criterion currently shows the member is still working, an employment end date (termination) of December 31, 2017, was added to the member account. This is necessary to add the LOM status.

3. The member will lose retirement credit for time prior to the LOM effective date.

4. If the member is still working or returns to work for a PERS-covered employer, the member must serve a new six-month waiting period.

5. The member will retain his or her 6 percent contributions to the PERS Individual Account Program (IAP).

If you have an employee who has had a termination added but is still working in 2018, please contact your account representative or submit a Demographic Corrections Request (DCR) to resume the employment effective January 1, 2018.

You do not need to request removal of the termination or report a New Hire record in EDX.

Upon your request, PERS will manually add a January 1, 2018 employment start date to continue the employment with the same qualifying or non-qualifying hire intent originally posted on the pre-2018 employment segment. If the member is currently in qualifying employment for 2018, a new contribution start date (CSD) will also be added. You may continue to report salary information for this member in 2018, but contributions will not be due until a new six-month waiting time has been met.

Please contact your ESC account representative with any questions.
http://www.oregon.gov/pers/EMP/Pages/ESC-Representatives.aspx