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## Year-end reconciliation: fixing suspended records

During our annual year-end reconciliation, employer reporters ensure that all the information you entered into EDX throughout the year was successfully posted to PERS. This requires looking up each "suspended" record and editing the error so that the record can successfully post.

### How to find suspended records

1. Log on to EDX. You should be on the Employer Home screen.
2. If you report for multiple employers, select an employer from the Employer Selection list whose reports you want to work with, if not already selected (as indicated by the icon). If you only report for a single employer, you will not see the Employer Selection list; your employer will already be selected.
3. In the left-hand sidebar of any page in EDX, select **Work on Reports**.
4. Select Work with Unposted Reports.
5. Reports marked "Suspended" have an error; reports marked "Added" are new reports that have not been released for processing.
6. Under the Reject/Edit Report column, select View Report.
7. The Reject/Edit Report screen for that record will display an error code or codes and the reason for the error(s).

### Error codes explained

1. **Bad Format** — The format of your uploaded or entered data is incorrect. The record did not post and will not post until you correct it. Error code: B.  
Example: "B - Date of Birth must be numeric."
2. **Suspended** — The error is severe enough that the record did not post and will not post until you correct the error. Error code: S.  
Example: "S - Subject Salary, Regular is greater than Gross Salary."

## Stay up to date!

### COVID-19

- [PERS updates on novel coronavirus \(COVID-19\)](#)
- [Frequently asked questions about paid leave during the COVID-19 pandemic](#)
- [Loss of work during the COVID-19 pandemic \(FAQs for members\)](#)

### Senate Bill 1049

- [Information for PERS employers](#)
- [Information for members](#)
- [SB 1049 GovDelivery emails signup](#)

### Employer rate relief programs

- [Employer rate relief programs webpage](#)

### Other topics

- [Choose what GovDelivery emails you'd like to receive](#)

*Continued*

- 3. Flagged** — EDX found a possible error based on reasonableness checks of your data. You should review the record to ensure the information is correct. However, it will post when the rest of the report posts. Error code: F.

Example: “F - The Hours Worked (Regular) are greater than 200.”

- 4. Valid** — There are a number of reasons why a record may be flagged “VLID.” The most common reasons are:
- 15% or more of a report’s records have errors.
  - Multiple records for one member exist in the same report and at least one of those records is suspended.

## How to fix suspended records

1. Next to the first unposted report, select edit under the Edit column. The **Edit Retirement Detail Reports** screen appears.
2. Under **Option 3 - Employees with Errors**, click select under the Select Record column. The **Add/Edit a Member Record** screen appears. Note the Error Message for Member in red.
3. Fix the erroneous information or formatting, and click Save.

## For assistance

For more detailed instructions, open the [EDX User Guide](#) and see section 6, “Editing Reports and Correcting Errors.”

If you have questions or need help resolving suspended records and reports for 2020, contact your [ESC representative](#).

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## New Work After Retirement wage codes

As of November 19, 2020, **employers can use new wage codes to report hours worked by their retired employees** (i.e., employees who retired from PERS and then returned to work without canceling their retirement).

Going forward, use wage code 17 for your working retiree employees. PERS is recoding the wage codes you have reported so far this year, which will fix the suspended records and generate an invoice for contributions on those hours.

### New codes

07	Retired/No Contributions	Used to report service retiree wages prior to 1-1-2020 and disability retired members returning to work.
17	Retiree Wage-ER Rate	Used to report a service retiree who has a pay date of 1-1-2020 or later.
18	Negative Adjustment Retiree Wage-ER Rate	Used to negatively adjust Retiree Wage-ER Rate wages for a service retiree who has a pay date of 1-1-2020 or later.

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## Background

Per Senate Bill (SB) 1049, as of January 1, 2020, PERS-participating employers must now pay employer rate contributions on their working retirees' wages as if they were active members. On November 19, 2020, PERS completed updates to the EDX system to add a new wage code that will automatically invoice employers for contributions on retiree wages.

See the [Work After Retirement section](#) of the SB 1049 webpage.

## For assistance

Contact your [ESC representative](#).

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## New Member Redirect features in EDX

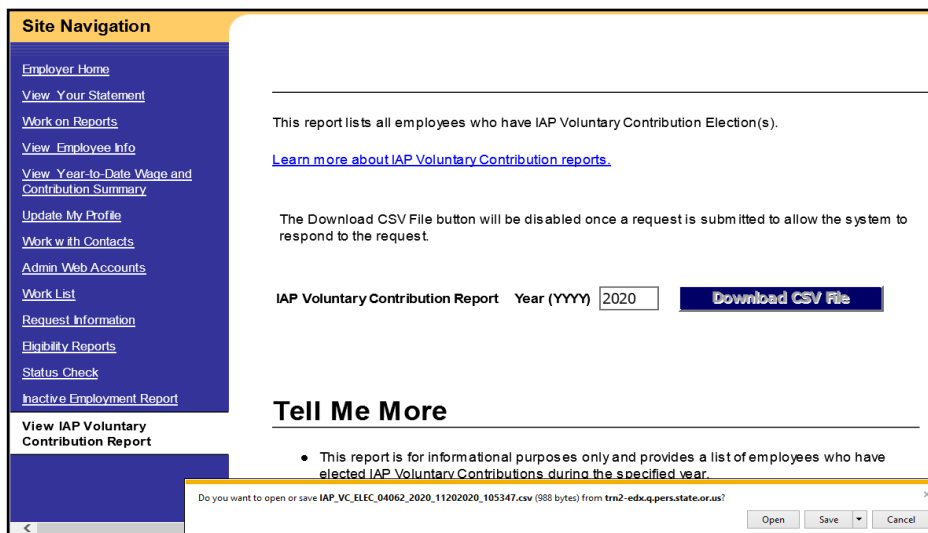
PERS has updated EDX to make it easier for you to view and manage your employees' voluntary contributions elections.

## View IAP Voluntary Contribution Report

This is a new item in the EDX Site Navigation menu. It provides a list of all employees who have elected to start or stop a voluntary contribution. Because members can make this election at any time, an employee can appear on the list more than once in a selected year.

## Instructions

1. Select View IAP Voluntary Contribution Report from the main menu.
2. Enter the year and click **Download CSV file**.



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# PERS EMPLOYER NEWSLETTER December 2020

- In the pop-up window, click **Open**.

A list of employees who have elected to start or stop making voluntary contributions appears. You can then make the appropriate adjustment to their salary deductions in your payroll system.

ER# 00000	Year	2020	SL3	Column1	Column2	Column3	Column4	Column5
SSN	PERS ID	Last Name	First Name	VCED	VCSD	Plan	% by Plan	
		CAMILLE		7/1/2020	11/1/2020	OPSRP		0.75
		CAMILLE		12/1/2020		OPSRP		0.75
		PAULA		12/1/2020		OPSRP		0.75
		AMY		7/1/2020		OPSRP		0.75
		Andrew		7/1/2020		OPSRP		0.75
		BRYAN		12/1/2020		TIER 1		2.5
		DAVID		7/1/2020		TIER 1		2.5
		CAROL		7/1/2020	12/1/2020	TIER 1		2.5
		STEVE		7/1/2020		OPSRP		0.75
		PATRICK		7/1/2020	12/1/2020	TIER 2		2.5
		TAMSEN		7/1/2020		TIER 2		2.5

## View Year-to-Date Wage and Contribution Summary

This report now includes a new column to show IAP voluntary contributions separately.

### Instructions

- Select View Year-to-Date Wage and Contribution Summary from the main menu.
- Enter the year and click **Submit**.

**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](#)

### Filter Your Report by Year

This process allows you to view your organization's Year-To-Date Wage & Contribution data. The report will only show data that has been reported to PERS for each employee during the target year. The report will only be as complete as the data you have submitted.

**Filter Your Report by Year**

Enter year (YYYY):

Submit

- Note the IAP Voluntary Contributions column, which displays the total of each employee's voluntary contributions so far for the year.

Welcome To

PERS

Your Online Retirement Resource

Home
Log Off
Contact Us

**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 List](#)  
[Request Information](#)  
[Habitat Reports](#)  
[Status Checks](#)  
[Racine Employment Report](#)  
[View IAP Voluntary Contribution Report](#)

### Year-to-Date Wage and Contribution Summary

Year: 2020      Employer Number:      Employer Name:

Select a Member:  Go      Sort by Last Name: [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#)

View Original Results      View Totals      Download as CSV

Page # 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24

SSN	Last Name	First Name	Hire Date	Contrib Start Date	EDX Records	Hours this ER	Hours Other ERs	Lump Sum Payoff	Lump Sum Vacation Payoff	Unit Contributions ER IAP	IAP Vol Contribs	Non-Subl Salary	\$
	PATRICK		01/01/2000	08/01/1996	Posted	1,512.00	0.00	\$0.00	\$0.00	\$0.00	\$535.72	\$0.00	\$0
	DAVID		08/15/2008	10/01/1995	Posted	1,072.01	0.00	\$0.00	\$0.00	\$0.00	\$517.47	\$0.00	\$0
	MANUEL		08/25/1997	03/01/1991	Posted	200.00	0.00	\$1,000.00	\$0.00	\$0.00	\$180.00	\$0.00	\$0
					Not Paid	00.00	N/A	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0
					Member Subtotal:	280.00	0.00	\$1,000.00	\$0.00	\$0.00	\$180.00	\$0.00	\$1
	BARBARA		09/07/2004	04/01/2005	Posted	1,072.01	0.00	\$0.00	\$0.00	\$0.00	\$155.24	\$0.00	\$0
	EMILY		08/31/2009	03/01/2009	Posted	1,084.07	0.00	\$0.00	\$0.00	\$0.00	\$130.39	\$0.00	\$5

*Continued*

4. Select an employee from the list for a detailed breakdown of voluntary contributions per pay date.

## Background

In addition to a pension plan, all PERS members have an Individual Account Program (IAP) account. Every month, 6% of each qualifying member's salary is deposited into their IAP account.

Starting July 1, 2020, SB 1049 requires that members earning more than \$2,500 per month have a portion of their 6% IAP contributions redirected to a new Employee Pension Stability Account (EPSA). An EPSA was created for each eligible member to help pay for their future pension benefit.

Members have the option of making up the redirected amount by having that same portion deducted from their paycheck and deposited into their IAP account. This option, called a "voluntary contribution," is an election members can choose through their OMS account.

To learn more, go to the [Member Redirect webpage](#).

## New Member Redirect salary requirement coming in 2021

In 2021, the Member Redirect minimum salary requirement will be adjusted in accordance with the Consumer Price Index. We will announce the new salary requirement in early 2021.

## For assistance

Contact your [ESC representative](#).

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## New Salary Limit functionality

PERS has added new functionality to EDX that makes it easier to identify members whose subject salary surpasses the SB-1049-mandated annual salary limit.

If you report wages for an employee (whether they are active or retired or in the Tier One, Tier Two, or OPSRP plan) and that brings them equal to or over the annual salary limit, the report will suspend.

Salary that is subject to the limit is based on the member's plan (i.e., Tier One, Tier Two, or OPSRP). Subject salary for contributions:

- Tier One members — Subject Salary Regular, Subject Salary Overtime, Lump Sum Payoff (LSP), and Lump Sum Vacation Pay (LSVP).
- Tier Two members — Subject Salary Regular, Subject Salary Overtime, Lump Sum Payoff (LSP), and Lump Sum Vacation Pay (LSVP).
- OPSRP members — Subject Salary Regular, Subject Salary Overtime.

## Instructions

The reported salary amount in the Subject Salary field must be less than the allowed salary limit for the year (for 2020, the limit is \$195,000). Any subject salary amount over the limit must be adjusted.

1. Subtract the amount over \$195,000 and enter it in the Non-Subject Salary field.
2. Save the record.
3. If it's an active employee, contributions also have to be adjusted because they are only owed on subject salary.

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**For example:** Firefighter Jillian earns \$198,500 in 2020. Her PERS employer reporter changes her subject salary to \$195,000 and enters \$3,500 in the Non-Subject Salary field.

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

**Error Messages For Member**

- S - Salary has exceeded the \$195,000 limit as established by the IRS. Excess salary must be placed in the non-subject salary field.

**Detail 2 - Wage and Service:**

SSN:

First Name:

Last Name:

Pay Date: (MM/DD/YYYY)

Work Period Begin Date: (MM/DD/YYYY)

Work Period End Date: (MM/DD/YYYY)

Hours Worked: (Regular)

Hours Worked: (Overtime)

Reported Wage Code:

Subject Salary, Regular

Subject Salary, Overtime

Non-Subject Salary

## Prorating salary for a partial year

Limiting subject salary for a partial year (e.g., an employee works seven months in the year and then retires) is still a manual process. To determine if your employee has exceeded the monthly prorated limit, take the number of months they worked in and compare it to the prorated limit listed in the table on the [Partial Year Salary Limits webpage](#).

**Note:** The [webpage](#) also includes example scenarios to help you understand how to handle different situations. Examples 5 and 6 were added recently.

**Partial Year Salary Limits**

Months of active membership	1	2	3	4	5	6
Months you work ÷ 12	0.083333	0.166667	0.250000	0.333333	0.416667	0.500000
2020 partial year limit	\$16,249.94	\$32,500.07	\$48,750.00	\$64,999.94	\$81,250.07	\$97,500.00
Months of active membership	7	8	9	10	11	Full year
Months you work ÷ 12	0.583333	0.666667	0.750000	0.833333	0.916667	1.0
2020 partial year limit	\$113,749.94	\$130,000.07	\$146,250.00	\$162,499.94	\$178,750.07	\$195,000.0*

\*The limit is indexed annually to the Consumer Price Index (CPI) [All Urban Consumers, West Region].

**Continued**

## New subject salary limit coming in 2021

\$195,000 is the subject salary limit for 2020. The limit is adjusted every January in accordance with the Consumer Price Index, which adjusts the rate up or down to reflect the cost of living in the western United States. PERS will announce the new 2021 salary limit in early 2021.

## Background

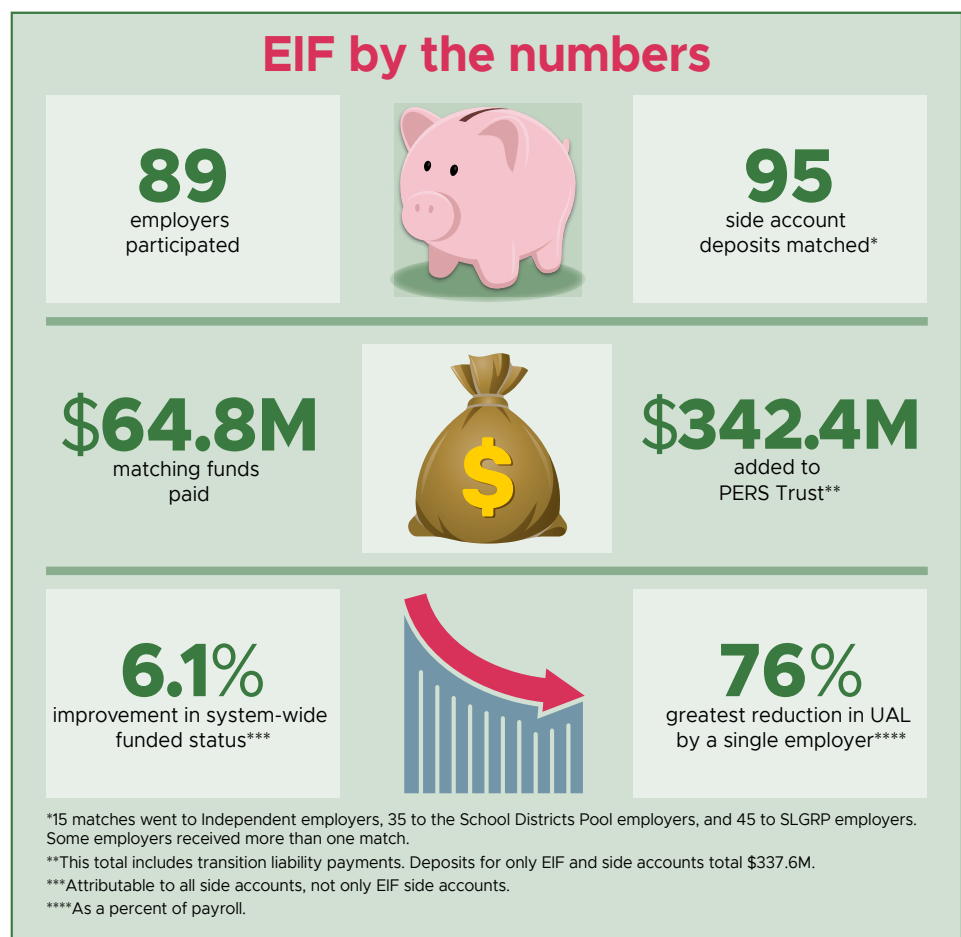
Subject salary is used to calculate retirement benefits — it does not limit an employee's actual salary. For more information, see the [Salary Limit explanation](#) on the SB 1049 webpage.

## For assistance

Contact your [ESC representative](#).

## Employer Incentive Fund (EIF) cycle 1 closed

The first cycle of the EIF closed on Dec. 1, 2020. Despite having a third of the original \$100 million of funding rescinded in August (part of budget rebalancing by the Oregon Legislature), the first cycle was a success. EIF presented an opportunity for many one-on-one conversations to discuss rate dynamics and rate mitigation options. For the first time, many employers learned about rate components, the rate cycle, and side accounts. PERS learned more about employer needs, what information they need from an actuarial perspective, and how we can partner together. This work will be carried on as a function of the Unfunded Actuarial Liability Resolution Program (UALRP).



**Continued**



## Next steps

The EIF program is slated to receive future funding from Oregon's sports betting lottery funds. The September economic forecast estimates total proceeds from 2019 through 2023 will be \$22.638 million. If and when the program receives sufficient funds, PERS will announce a new application cycle. At that time, employers can apply, in accordance with guidelines that we will include in the announcement and post on the PERS website.

## For assistance

If you have questions about the EIF, contact [PERS Actuarial Services](#).

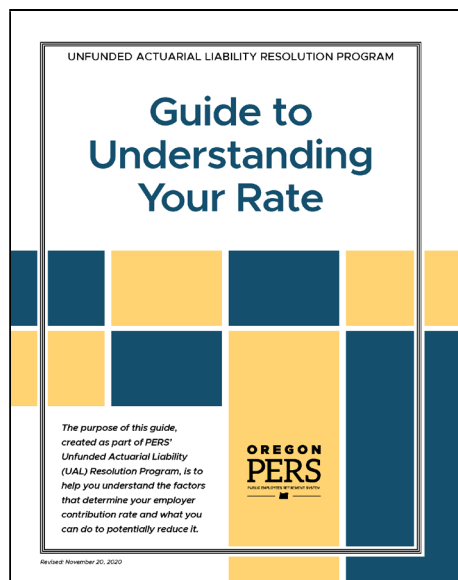
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## Announcing new educational guides for the Unfunded Actuarial Liability Resolution Program (UALRP)

PERS Actuarial Services and Communications are collaborating to produce a series of guides to help employers better understand the complex data and calculations that make up your contribution rate. The guides, part of the SB 1049 UALRP, explain actuarial aspects of working with PERS in straightforward language to help you understand what makes up your PERS contribution rate and what you can do to potentially reduce it.

The guides, PDF files that you can download and print, will be published on the [UALRP webpage](#) as they are completed this winter and spring. The first guide is **available now**.

### Available now



### Coming soon

**Guide to Understanding Your Valuation**

**Guide to Understanding Your Unfunded Actuarial Liability (UAL)** (coming next year)

**Guide to Pooling** (coming next year)

**Guide to Financial Modeling** (coming next year)

## For assistance

If you have any questions or feedback about the guides, contact [PERS Actuarial Services](#).



## **EDX tip of the month: How to change an employee's employment status**

When an employee changes their work status (e.g., from part-time to full-time, non-qualifying to qualifying, or vice versa) without a break in service, report the change as follows.

### **DO:**

Submit DTL1 demographic record. Submitting a DTL1 every time an employee's work status changes ensures accurate work history and benefits.

### **Example:**

Jane works as a part-time substitute teacher for ABC School. Jane applies for a full-time position with the same school and is hired effective 8/17/2020. Jane's employment status has changed.

ABC School submits a DTL1-02 termination record to end the non-qualifying employment and submits a second DTL1-01 record to report the new qualifying employment. (The termination and new hire dates can be consecutive to show no break in service.)

### **DON'T:**

Submit a Demographic Change Request (DCR). A DCR is not the proper request tool because it updates the hire intent back to the start of employment.

### **DON'T:**

Change the position type. Changing the employee's position type updates the position, not the employment.