OREGON
PERS
PUBLIC EMPLOYEES RETIREMENT SYSTEM

EDX User Guide

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Version 10.0

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Introduction

Purpose

This guide provides a tutorial and reference to help you use the Employer Data Exchange (EDX) system to report payroll and demographics information to PERS. It does not provide information on when and what to report. Refer to the Employer Quick Info help file on the PERS Employer website for that information.

Background

To best implement Oregon Revised Statute Chapter 238A (ORS 238A), passed by the Oregon Legislature on August 29, 2003, PERS now collects public employee wage and contribution data on a payroll cycle basis.

As of January 1, 2004, PERS started administering three benefit programs:

- the *old* PERS plan and
- two *new* Oregon Public Service Retirement Plan (OPSRP) programs—the Pension Program and the Individual Account Program (IAP).

As a result, significant changes occurred in (1) the method and time frame that PERS requires you to report employee information and (2) the specific content of that information.

Although the old and new retirement programs apply to members in different ways, the new EDX system allows you to report all employee wages, contributions, and demographics using the same format. You must report an employee's entire payroll to PERS regardless of which retirement program applies to that individual employee.

Content

This guide describes how to maintain employer Web accounts; create payroll specialist accounts; create, submit, and correct reports; view and understand remittance statement details; export report details to Excel; and view member salary certification details. Step-by-step directions and computer screen illustrations are provided to help you learn and use EDX.

If you use a third-party administrator (TPA) or the Oregon State Payroll System (OSPS) to report payroll information, you may need only portions (or none) of this guide depending on how you generate, submit, or correct reports. You should consult with your TPA or OSPS representative to understand the impact of ORS 238A on your reporting processes and systems.

Contacting PERS

If you have questions, contact:

- Membership and Employer Relations Section (MERS) Employer Service Center toll free at 888-320-7377 (option 2) or 503-603-7788, or
- e-mail us at pers.edx.support@state.or.us.

Reference information

The following resources provide additional detailed information about payroll cycle reporting and the reporting format, respectively. They are located on the PERS Employer website at http://oregon.gov/PERS/EMP/index.shtml.

- Employer Quick Info help file—Details what employee information employers need to submit to PERS and when, the two report types employers use to submit the information, the penalties PERS will assess for late reporting and payment, and examples of different employee reporting scenarios.
- *EDX File Format and Development Guide for the Version 2 File Structure*—Details the format and content of the payroll cycle reporting information.

Answers to Frequently Asked Questions (FAQs) are also posted on the PERS Employer website.

SECTION

1

Employer Data Exchange (EDX) Overview

System requirements

The recommended minimum computer desktop and network configuration for EDX is:

- Internet Explorer 5.5 or higher
- Internet connection: 56k or higher
- Firewall/router port 443 enabled for HTTPS communication

Overview

EDX is a Web-based, self-service system used to report payroll and employment information to PERS on a payroll cycle basis. Using EDX, you will be able to:

- submit, review, and correct the status of Wage and Contribution Reports that include employee wage, contribution, and/or demographic information;
- review employer contribution remittance statements and account balances;
- view and update employer contact information;
- access employee information; and
- maintain your Web accounts.

Advantages of this easy-to-use, Web-based reporting tool include:

- Reduced paperwork—EDX allows you to either enter report information manually or upload it as part of an electronic report data file.
- Lower media costs and faster transit times—No packaging, sending, and tracking of disk, tape, or old paper forms in the mail.
- Data validation—EDX validates report data you submit and returns error messages/reports within a day of submitting (*releasing*) the report. This enables you to make timely corrections without waiting for mailed error reports.
- Encryption—Data you submit through EDX is secure using an encrypted communications link between your computer and EDX.
- Reduction in paper forms—EDX allow you to make adjustments to previously reported wage and contribution information electronically rather than using paper forms and mail.
- Statements—Automatic calculation of employer contributions each payroll cycle with the ability to provide statements for both member contributions and employer liability. Statements are readily accessible via EDX.

EDX allows you to report the following employee information:

- wages, hours of service, and contributions;
- status changes (new hire, leave, name, SSN, address, termination, and death); and
- contact information.

EDX user roles: Web administrator and payroll specialist

There are two key reporting roles in EDX:

- **Web administrator—**The Web administrator activates, inactivates, and resets passwords. In addition, he or she has the authority to unlock accounts and update account profile information. Every employer will have a Web administrator. For details see Section 2, "Web Administrator Roles."
- **Payroll specialist**—A payroll specialist sets up his or her own accounts using EDX. The Web administrator can assign up to 15 individuals to serve as payroll specialists. Most employers will have at least one payroll specialist who uses EDX for payroll cycle reporting. For details see Section 3, "Payroll Specialist Roles."

While the Web administrator can also serve as a payroll specialist, the payroll specialist and Web administrator should be different people to separate the functions of payroll reporting from security administration.

Additional reporting roles

Though the Web administrator and payroll specialist(s) serve in the key reporting roles, your employer must also designate the following reporting roles to specific personnel if they exist in your organization.

- **Reporting official**—Typically the head of the agency.
- **Personnel**—Typically the PERS contact in the human resources department.
- **Payroll**—Typically the PERS contact in the payroll department.
- **Other**— Anyone an employer chooses to grant EDX access. An employer might choose this role for an individual it wants to have limited EDX access.

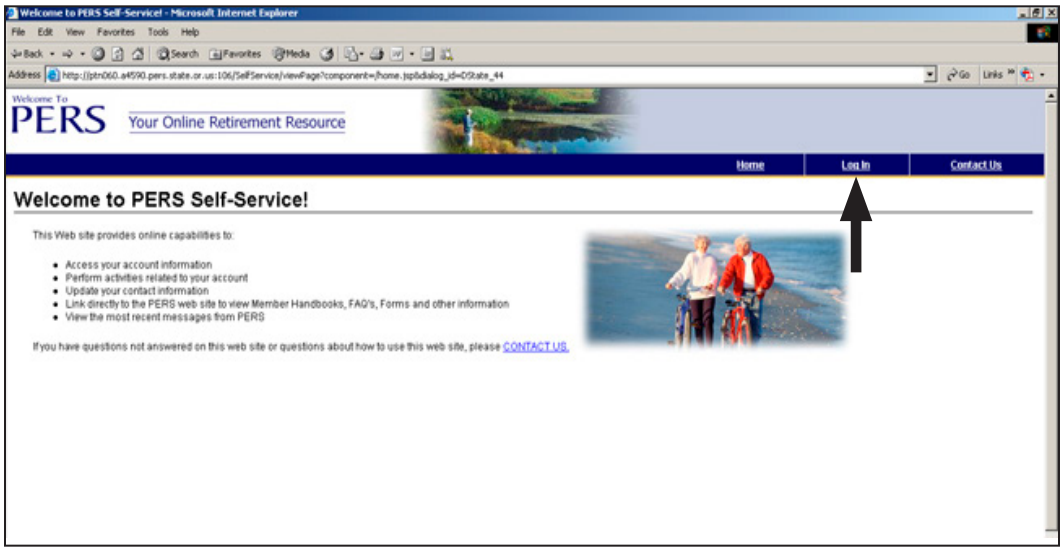
If you use a third-party administrator (TPA) to create your reporting information file, you should work with your TPA to understand your role(s) in the reporting process.

Logging on to EDX

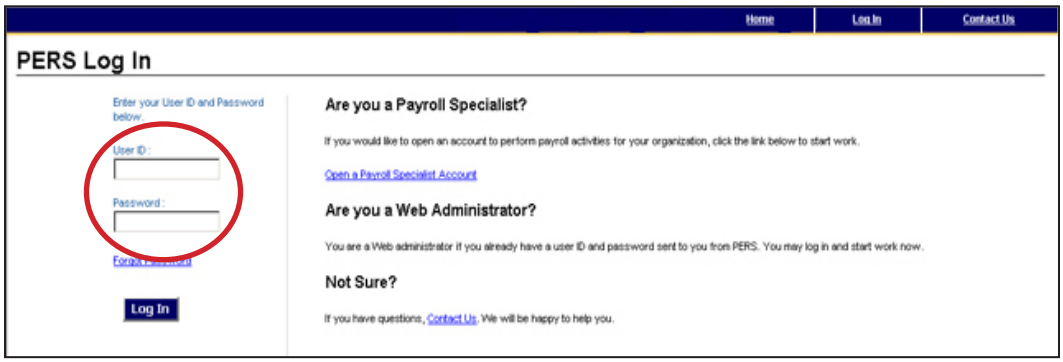
1 Access EDX by going to http://oregon.gov/PERS/EMP/index.shtml.

2 Click the **log in here** link (indicated by the arrow) to display *Welcome to PERS Self-Service* screen.

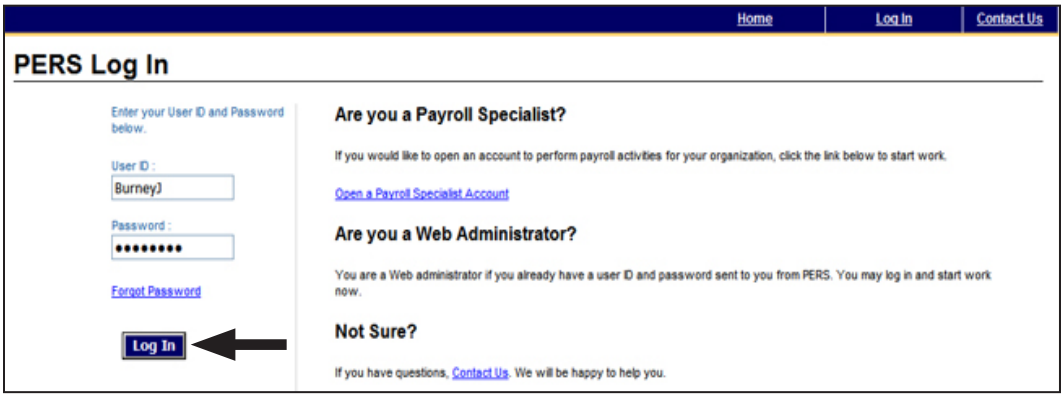
3 Click on the **Log In** link (indicated by the arrow) to view the *PERS Login* screen.



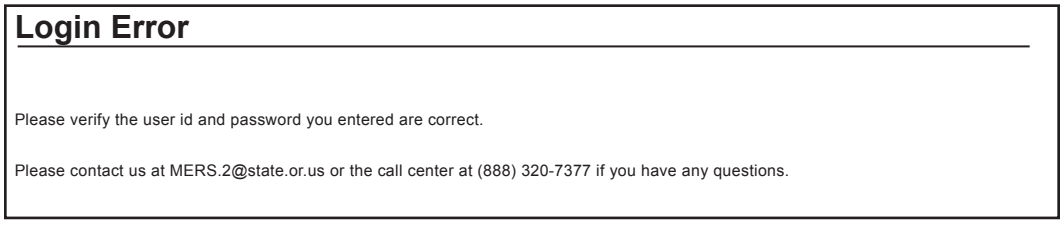
4 Type your user ID and password into the **User ID** and **Password** boxes (shown circled), respectively.



5 Click the **Log In** button (indicated by the arrow) to access the *Employer Home Page* screen.



The *Login Error* screen appears if you enter an incorrect password and/or user ID. Three unsuccessful attempts to log on to EDX will lock the account, at which time you will need to contact your Web administrator. See "Unlocking a payroll specialist account" on pages 29–30 for the steps required to unlock an account.



Note: If this is your first time logging on to EDX, the *PERS Electronic Transactions Agreement* screen appears. You must click the **I Agree** button to indicate you agree with the requirements to use EDX.

Employer Home Page

After successfully logging on to EDX, you will see the *Employer Home Page* screen. This page shows the employer or organization for which you are currently reporting and provides an overview of that employer's organization information and contacts.

Balloon numbers appearing on the sample *Employer Home Page* (shown on page 11) refer to areas on that sample page and their descriptions on pages 8–10.

(1) The top navigation bar appears on all employer reporting pages and provides the following links:

- Home—Displays the *Welcome to PERS* screen.
- Logoff—Logs you off EDX.
- Contact Us—Provides PERS contact information.

(2) The left navigation bar (Site Navigation) appears on all employer reporting pages and displays the links that allow you to perform activities for the selected employer:

- Employer Home—Displays *Employer Home Page* screen, which contains employer information, contacts, PERS messages, and allows selection of a different employer if you work with multiple employers.
- View Your Statement—Displays the employer's contribution remittance statement and account balance.
- Work on Reports—Displays the list of existing reports. On this page you can create a new report, edit an existing report, view the Reject/Edit Report, view report totals, and view report details.
- View Employee Info—Provides online viewing of an employee's current and historical fiscal year transactions reported for the organization.
- View Year-to-Date Wage and Contribution Summary—Displays wage and contribution details for all members or a member within the agency.
- Update My Profile—Displays a page that allows you to update your account profile information.
- Work with Contacts—Displays a page that allows you to view, edit, and delete EDX contact profiles. This link is visible only to Web administrators.
- Admin Web Accounts—Displays a page that allows you to activate, deactivate, and reset passwords for the EDX user accounts in the organization. This link is visible only to Web administrators.
- Work List—Displays online forms that you complete to report employee job segments, unused sick leave, last day of paid leave, salary certification for service or disabled retirees, or to correct a demographic record.
- Request Information—Allows you to request information from PERS in a secure manner.

- Eligibility Reports—Displays a report to let you know if corrective action is required to report regular wages and contributions (qualifying hours) or non-qualifying wages without contributions for an employee.
- Status Check—Displays an employee's contribution status, which you can use to determine if PERS is expecting contributions for the employee.
- Inactive Employment Report—Displays employees with open job segments who appear inactive.

(3) The work space portion contains information and links to sections within the page, including:

- Warning Message—Displays a message telling you how many days remain before your current password expires. It also instructs you on how to change your password.
- Choose Your Employer—Displays the Employer Selection list for users authorized to report for more than one employer. It also displays messages from PERS.
- View Employer Information—Displays employer organization information.
- View Your Contacts—Displays the employer's contact information.
- Tell Me More—Provides a brief description of the page contents.

(4) Employer Selection displays the employers you have access to work with. This section only appears when there is more than one employer account associated with an EDX logon account. The name of the employer currently selected appears in the same row as the icon and directly below the top navigation bar.

To set which employer account is selected as the default, click on the **Default ER** radio button next to that employer, and then click the **Save Default ER** button. Each time you log onto EDX, that employer account will always be selected as the active account until you set a different default employer. The Default ER selection is specific to each EDX login account. Different users for the same employers can select different default employers.

(5) Messages From PERS appears below the Employer Selection section. PERS displays messages of importance or interest to all employers.

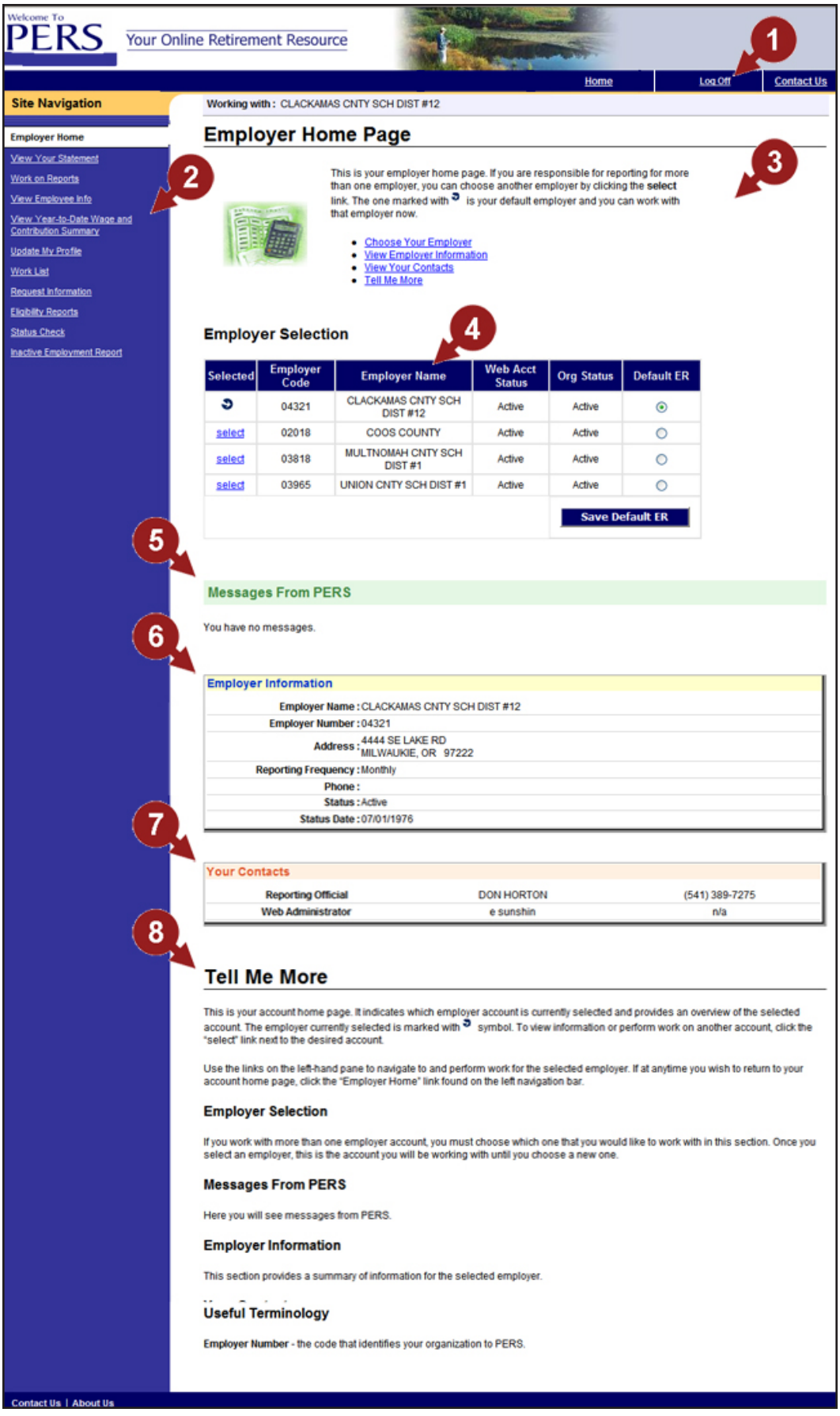
(6) Employer Information displays information about the selected employer, including:

- employer name,
- employer number,
- address,
- reporting frequency,

- phone,
- status, and
- status date.

(7) Your Contacts displays the contact type, name, and phone number of each contact an employer has created or authorized to report payroll data in EDX.

(8) Tell Me More displays additional page specific information when applicable.


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
Eligibility Reports
Status Check
Inactive Employment Report
Working with : CLACKAMAS CNTY SCH DIST #12
Employer Home Page
This is your employer home page. If you are responsible for reporting for more than one employer, you can choose another employer by clicking the select link. The one marked with is your default employer and you can work with that employer now.
Choose Your Employer
View Employer Information
View Your Contacts
Tell Me More
Employer Selection
Selected
Employer Code
Employer Name
Web Acct Status
Org Status
Default ER
04321
CLACKAMAS CNTY SCH DIST #12
Active
Active
select
02018
COOS COUNTY
Active
Active
select
03818
MULTNOMAH CNTY SCH DIST #1
Active
Active
select
03965
UNION CNTY SCH DIST #1
Active
Active
Save Default ER
Messages From PERS
You have no messages.
Employer Information
Employer Name : CLACKAMAS CNTY SCH DIST #12
Employer Number : 04321
Address : 4444 SE LAKE RD
MILWAUKIE, OR 97222
Reporting Frequency : Monthly
Phone :
Status : Active
Status Date : 07/01/1976
Your Contacts
Reporting Official
DON HORTON
(541) 389-7275
Web Administrator
e sunshin
n/a
Tell Me More
This is your account home page. It indicates which employer account is currently selected and provides an overview of the selected account. The employer currently selected is marked with symbol. To view information or perform work on another account, click the "select" link next to the desired account.
Use the links on the left-hand pane to navigate to and perform work for the selected employer. If at anytime you wish to return to your account home page, click the "Employer Home" link found on the left navigation bar.
Employer Selection
If you work with more than one employer account, you must choose which one that you would like to work with in this section. Once you select an employer, this is the account you will be working with until you choose a new one.
Messages From PERS
Here you will see messages from PERS.
Employer Information
This section provides a summary of information for the selected employer.
Useful Terminology
Employer Number - the code that identifies your organization to PERS.
Contact Us | About Us
1
2
3
4
5
6
7
8

Changing your password

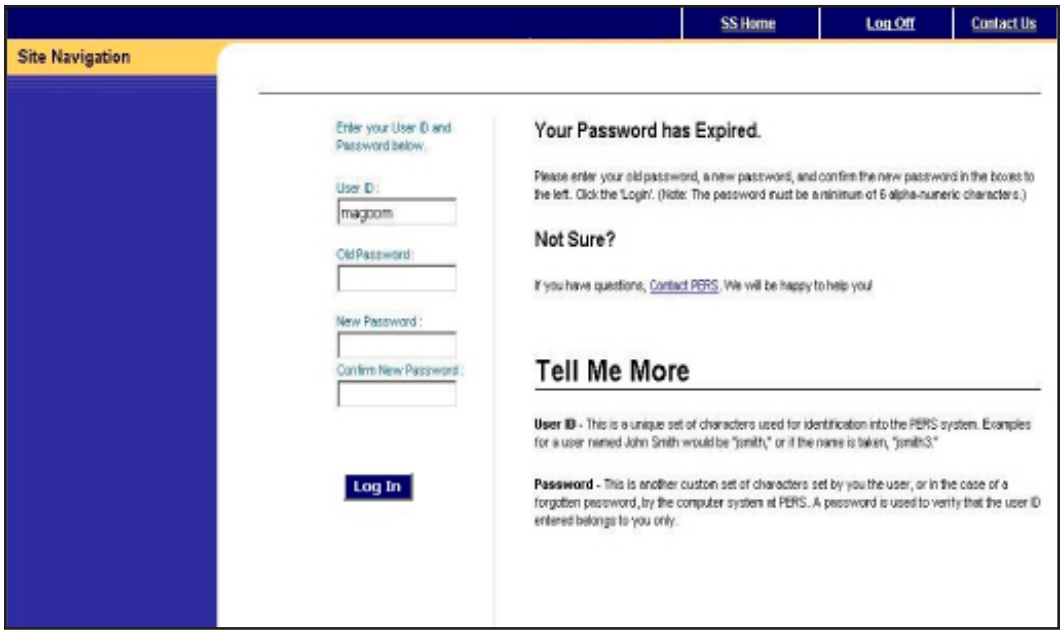
Passwords expire after 90 days, requiring you to create a new one. Fifteen days before your password expires, a warning message (shown below) will start appearing at the top of the *Employer Home Page* screen telling you how many days remain before your current password is invalid.

Warning Message

- Your password will expire in 1 days. To update your password: click on the 'update my profile' link, enter you password in the password field and the confirm password field, click 'next' and then click 'save account'

You can change your password anytime by updating your account profile. For instructions on updating your account, see "Updating your account profile" on pages 43–46.

When your password expires, a page appears (as shown below) and prompts you to enter your old and new passwords. EDX also asks you to confirm your new password by retyping it.



1 In the **User ID** text box, type your user ID.

2 In the **Old Password** text box, type your old password.

3 In the **New Password** text box, type your new password. **Important:** Passwords must be a minimum of seven characters and must contain three of the four following character types:

- Uppercase letters (A-Z)

- Lowercase letters (a-z)
- Numeric characters (0-9)
- Non-alphanumeric characters (#, @, %, etc.)

Example: **MyPassw0rd**.

The password you type must not contain three or more characters from your user account name.

Write down the password for future reference. If you forget your password and you are a:

- Payroll specialist, contact your Web administrator.
- Web administrator, contact the Employer Service Center.

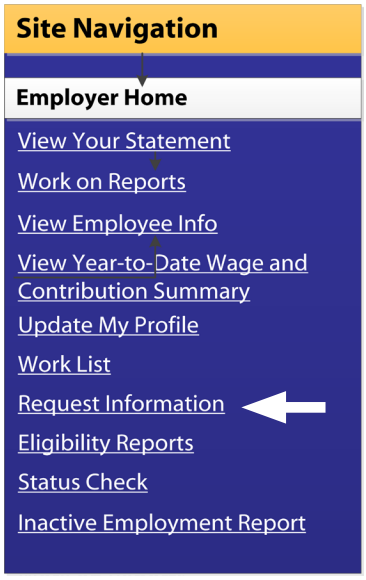
4 In the **Confirm New Password** text box, retype your new password.

5 Click the **Login** button.

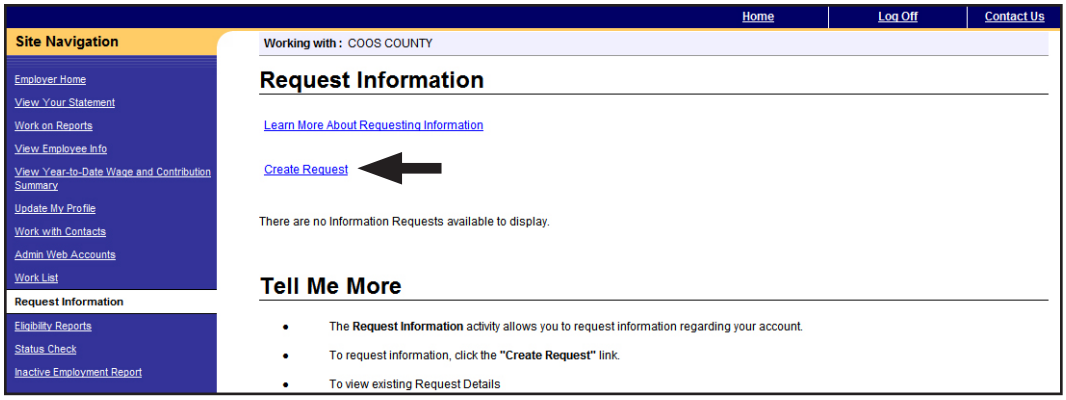
Requesting information

Should you need to send written information to PERS using a more secure method than regular e-mail, EDX allows you to send encrypted messages that contain sensitive information such as a member's Social Security number or a log-on password.

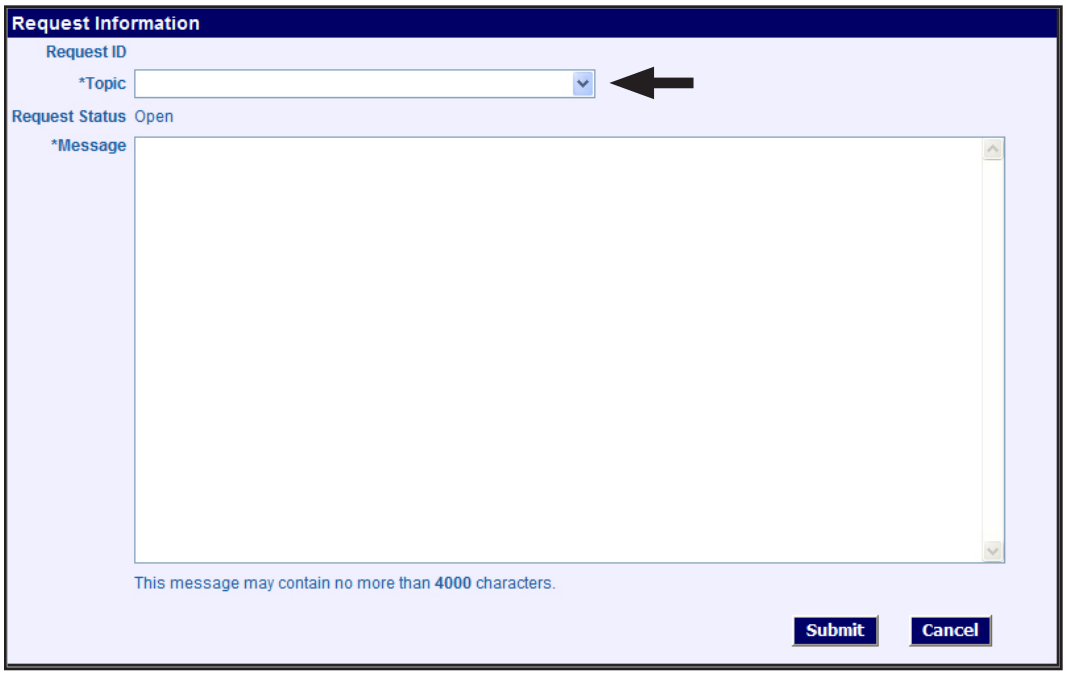
1 Click on the **Request Information** link (indicated by the arrow) to view the *Request Information* screen.



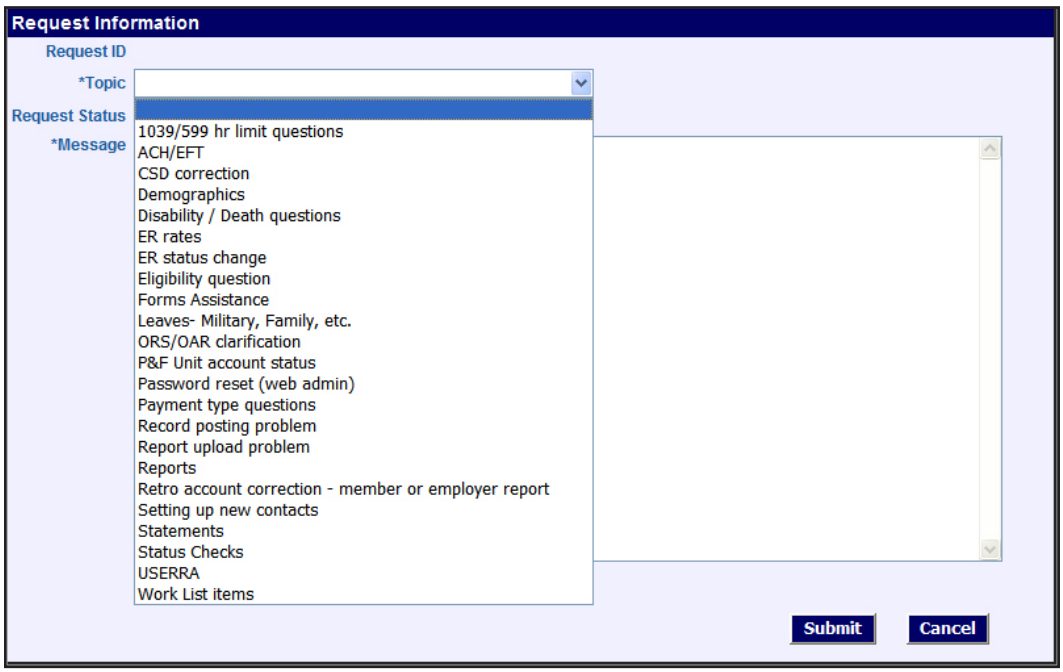
2 Click on the **Create Request** link (indicated by the arrow).



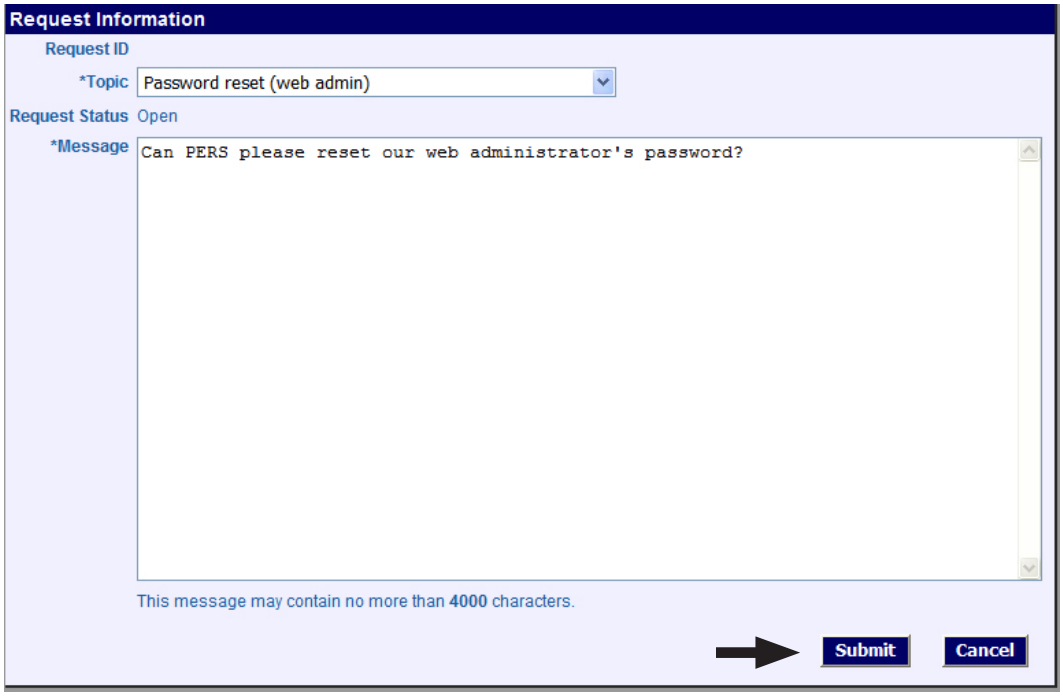
3 Click on the **Topic** drop-down arrow (indicated by the arrow) to view the drop-down menu.



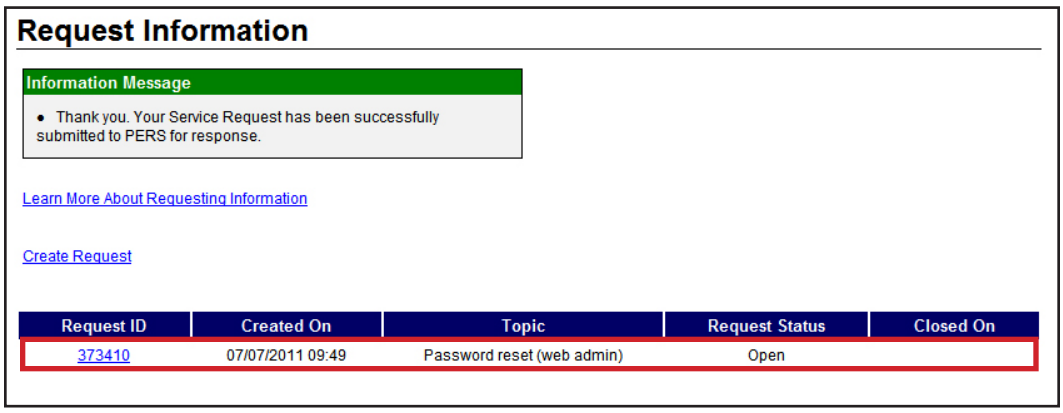
4 Select the general message topic from the **Topic** drop-down menu.



5 In the **Message** text box, type information relevant to your request, and then click the **Submit** button (indicated by the arrow).



Once you click the Submit button, your message appears on the *Request Information* screen with an "open" request status (highlighted by the box). An Information Message dialog box also appears to tell you that your message was submitted to PERS for a response.

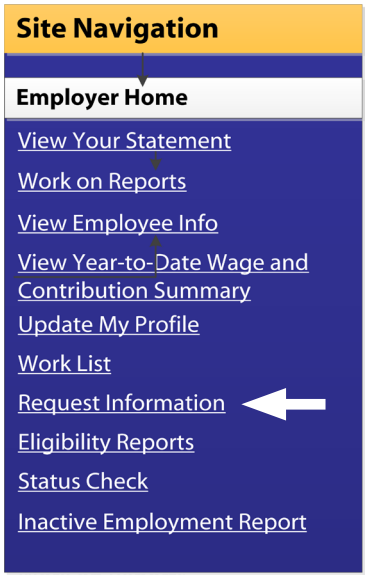


PERS will send you an e-mail to log onto EDX once it has responded to your information request.

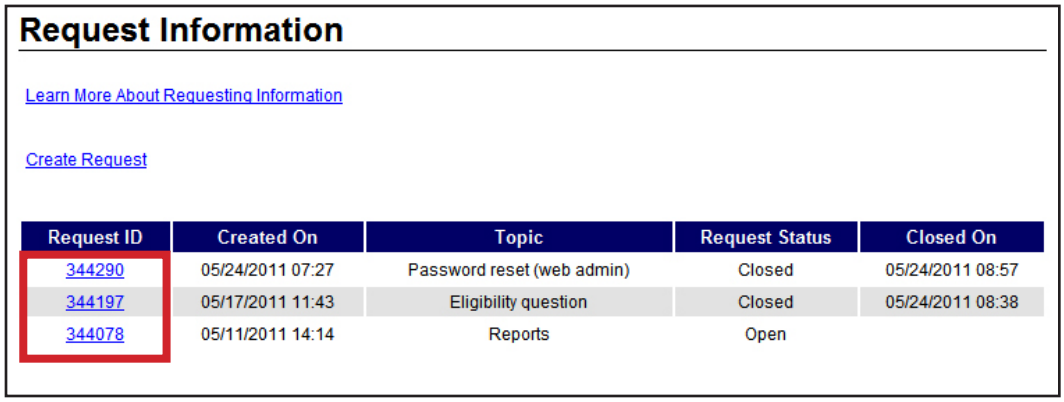
Retrieving replies to information requests

Once PERS responds to your request, you can retrieve the response within EDX.

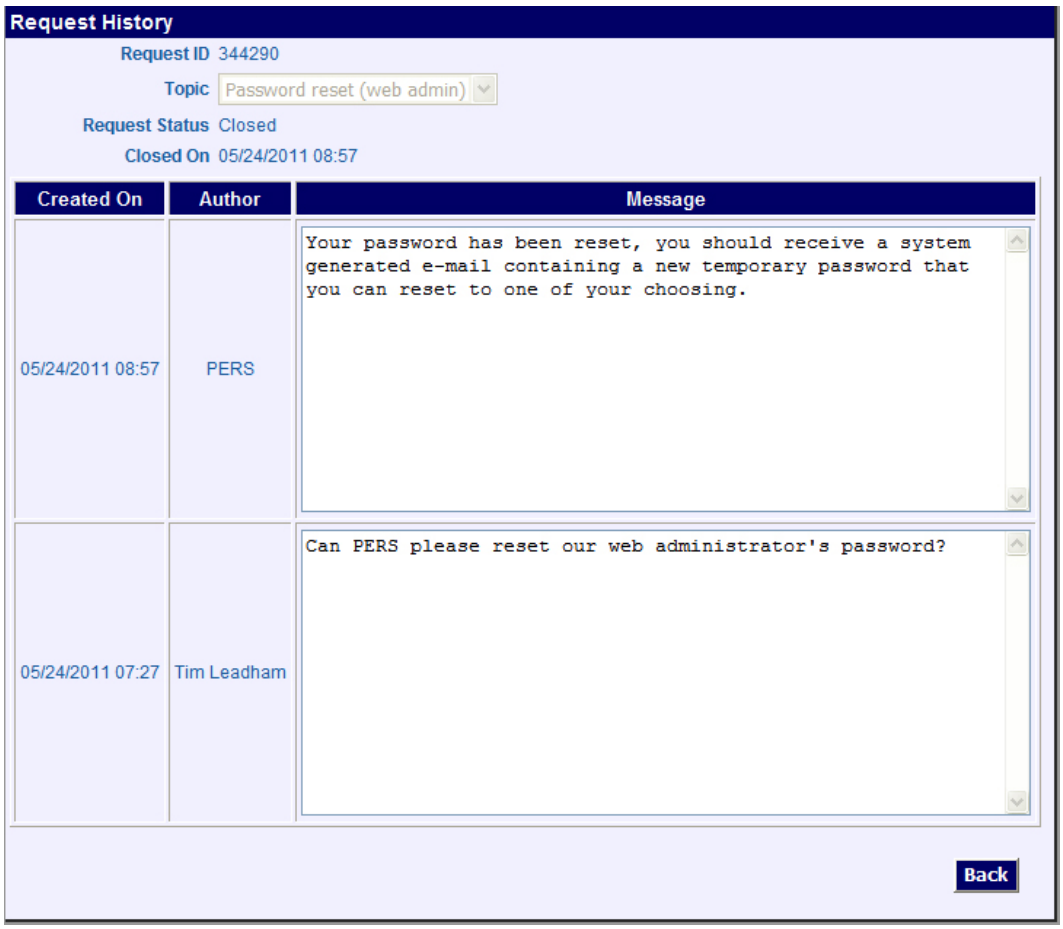
1 Click on the **Request Information** link (indicated by the arrow) to view the *Request Information* screen.



2 Click on a **Request ID** link (highlighted by the box) to view a particular information request.



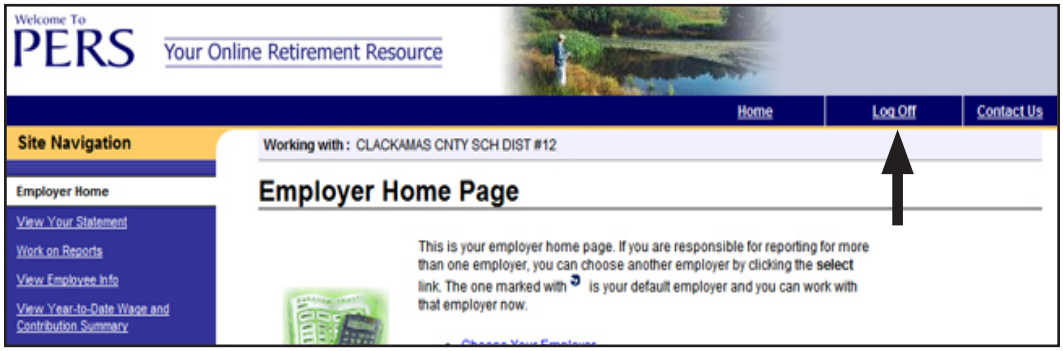
A Request History dialog box containing the response PERS has issued regarding the information request submitted appears. The Topic text box lists the general subject that applies to the information request. Request Status will either be "Open" or "Closed." If Request Status is "Closed," Closed On will list the date and time PERS closed that particular information request. Any user ID associated to the employer from whom the request was generated can view the request.



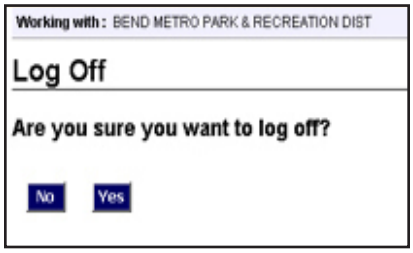
3 Click the **Back** button to return to the previous screen.

Logging off of EDX

1 Click on the **Log Off** link (indicated by the arrow); the *Log Off screen* appears.



2 Click the **Yes** button to confirm logging off, or click the **No** button if you decide not to log off.



SECTION

2

Web Administrator Roles

Overview of the Web administrator role

The Web administrator has sole administrative control over EDX reporting for your organization, including maintenance and authorization of employer contacts and user accounts. Only the Web administrator can grant login privileges to new payroll specialists in your organization. Additional functions the Web administrator can perform to payroll specialist accounts include:

- updating account profiles,
- resetting account passwords,
- activating accounts,
- inactivating accounts where access is no longer required, and
- unlocking accounts.

Important: Web administrators **do not** create payroll specialist accounts. That is the payroll specialist's responsibility.

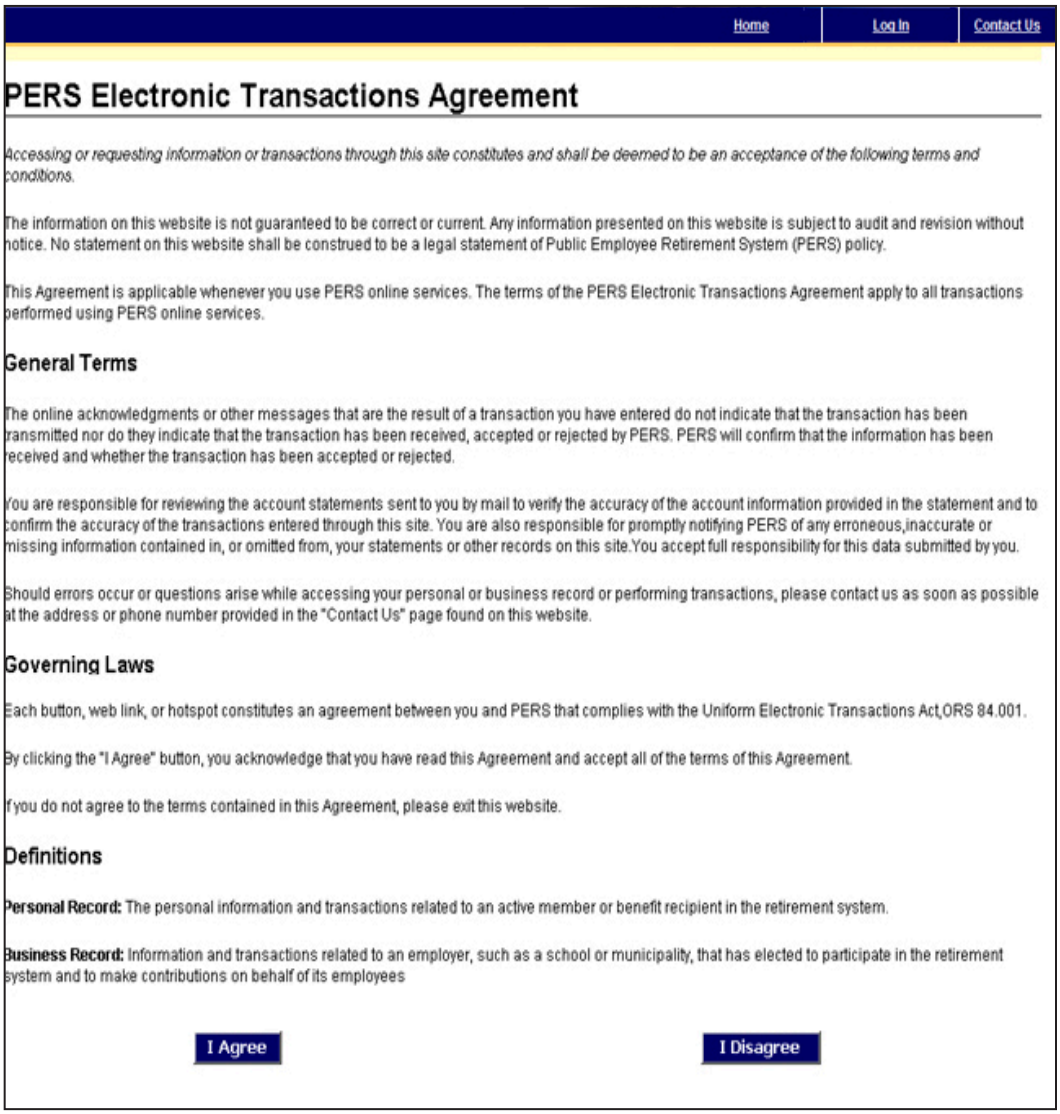
Obtaining a Web administrator account

The reporting official for your agency and the designated Web administrator must complete and sign the Web Administrator Agreement form available on the PERS Employer website at http://oregon.gov/PERS/EMP/section/er_forms/er_forms_index.shtml. Once PERS receives a completed form, it assigns and mails an EDX user ID and password to the designated Web administrator. For more information contact the Employer Service Center.

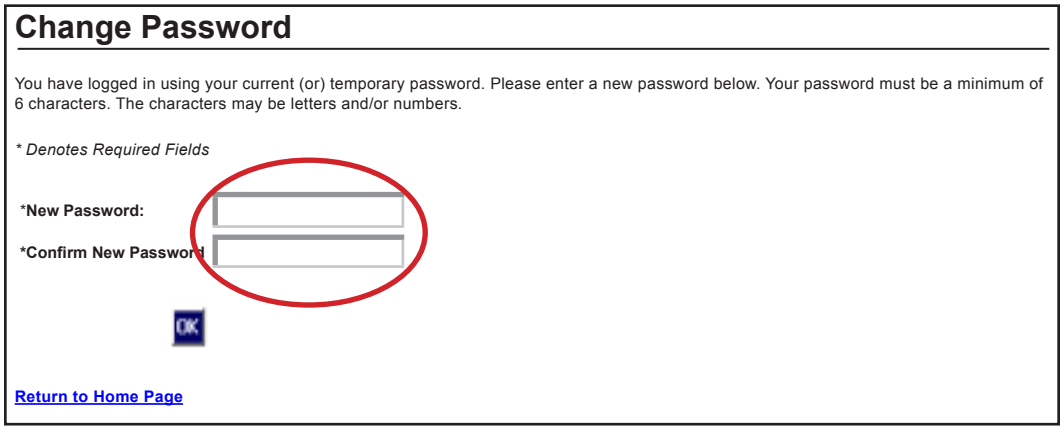
Logging on to EDX for the first time

1 Log on to EDX following the instructions outlined in "Logging on to EDX" on pages 6–7.

2 Review the *PERS Electronic Transactions Agreement*, and then click the **I Agree** button.



3 In the **New Password** text box (shown circled), type your new password.



Important: Passwords must be a minimum of seven characters and must contain three of the four following character types:

- Uppercase letters (A-Z)
- Lowercase letters (a-z)
- Numeric characters (0-9)
- Non-alphanumeric characters (#, @, %, etc.)

Example: **MyPassw0rd**.

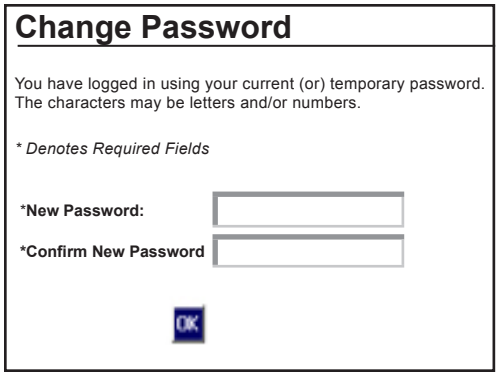
The password you type must not contain three or more characters from your user account name.

Write down the password for future reference. If you forget your password and you are a:

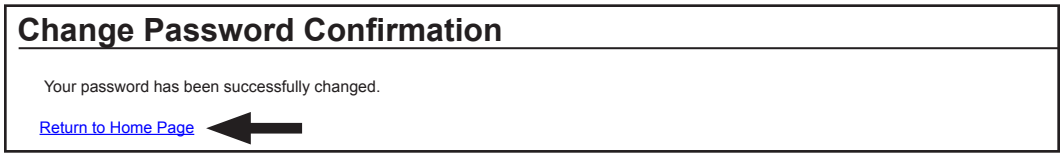
- Payroll specialist, contact your Web administrator.
- Web administrator, contact the Employer Service Center.

4 In the **Confirm Password** text box, retype your new password.

5 Click the **OK** button; the *Change Password Confirmation* screen confirms EDX has changed your password.



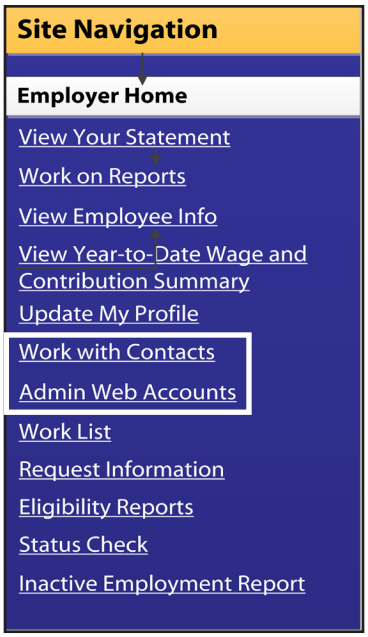
6 Click on the **Return to Home Page** link (indicated by the arrow) to return to the *Employer Home Page* screen.



Maintaining employer Web accounts

Because a Web administrator has access to more EDX functions than payroll specialists, there are two additional links (highlighted by the box) available on the left navigation pane after the Web administrator logs on:

- Work with Contacts
- Admin Web Accounts



Working with contacts is discussed on pages 30–36.

Clicking on the Admin Web Accounts link takes you to the *Maintain Employer Web Accounts* screen, where you can perform various tasks related to controlling the payroll specialist accounts for your organization.

1 Log on to EDX following the instructions outlined on pages 6–7.

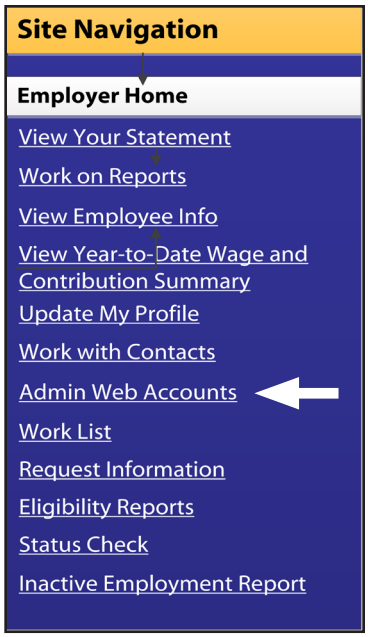
2 In the Selected column (highlighted by the box) of the Employer Selection table, click on the **select** link that corresponds to the employer account you want to work on.

Note: The icon in the Selected column denotes which employer is selected. If you have access rights to only one employer, it is already selected when you log on to EDX.

Employer Selection

Selected	Employer Code	Employer Name	Web Acct Status	Org Status	Default ER
	02018	COOS COUNTY	Active	Active	
select	01050	DEPARTMENT OF CORRECTIONS	Active	Active	
select	03735	MARION CNTY SCH DIST #24J	Active	Active	
select	02880	OR HEALTH AND SCIENCES UNIVERSITY	Active	Active	
select	01061	PUBLIC EMPLOYEES RETIREMENT SYSTEM	Active	Active	

3 Click on the **Admin Web Accounts** link (indicated by the arrow) to view the *Maintain Employer Web Accounts* screen.



The *Maintain Employer Web Accounts* screen shows the various functions a Web administrator can perform to a payroll specialist's account.

Overview of account status

Payroll specialist accounts, once created, can be in one of four statuses:

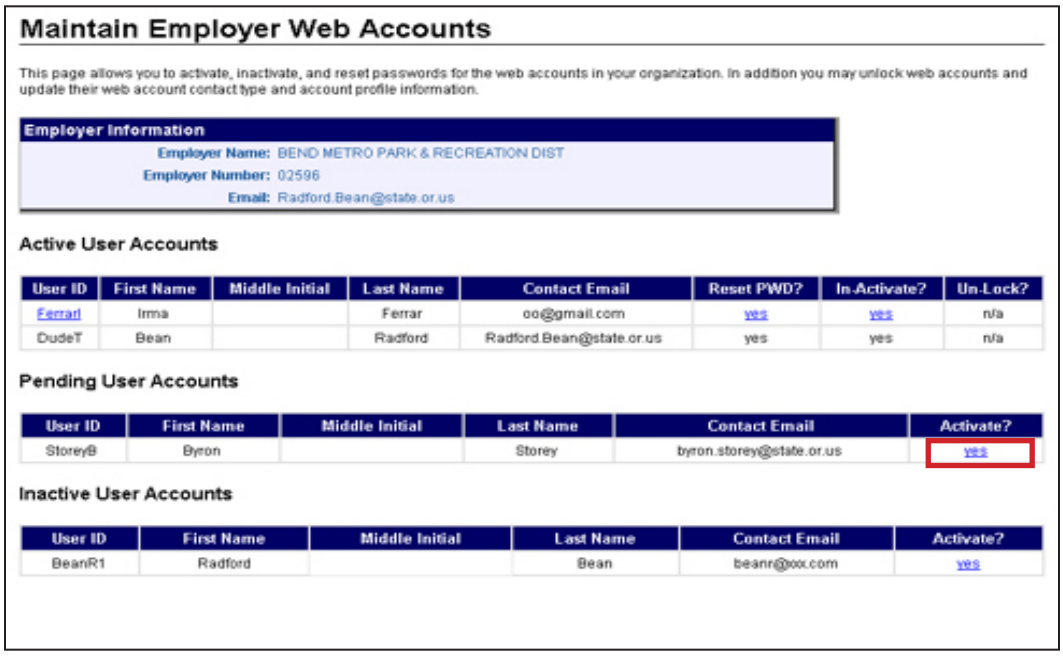
- **Pending**—The user has created a new account via the self-registration process and is waiting for the Web administrator to activate his or her account. The user cannot log on to EDX or work with the specific employer account until the Web administrator activates the account.
- **Active**—An employer must have at least one active Web administrator or payroll specialist account to log on to EDX.
- **Inactive**—The user will only be allowed to log on to EDX if he or she has at least one active employer account. However, the user will not be able to view or perform work for any employer account the Web administrator inactivated for that user. If the user has no active accounts, he or she will not be able to log on to EDX.
- **Locked**—The user has made three failed attempts to log on to EDX and cannot log on until the Web administrator unlocks the account.

Activating a payroll specialist account

As the Web administrator, it is your responsibility to take appropriate measures to verify the identity of anyone requesting access to the website before activating his or her account.

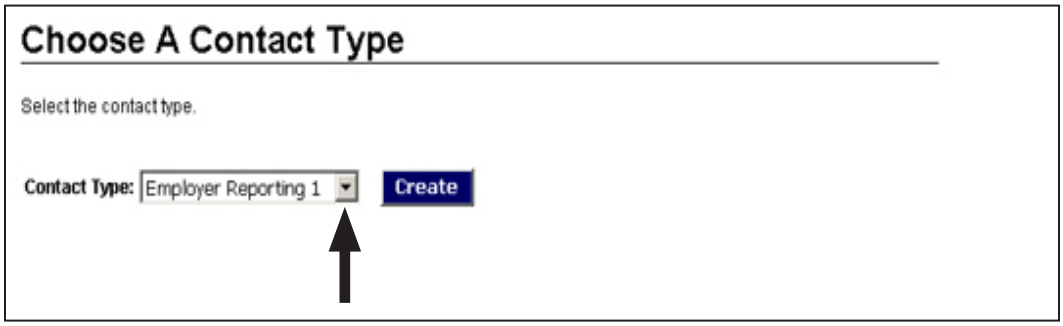
1 Follow the steps outlined on pages 23–24.

2 Locate the new user's account under the Pending User Accounts section, and then click on the **yes** link under the Activate? column (highlighted by the box) corresponding to that account to display the *Choose a Contact Type* screen.

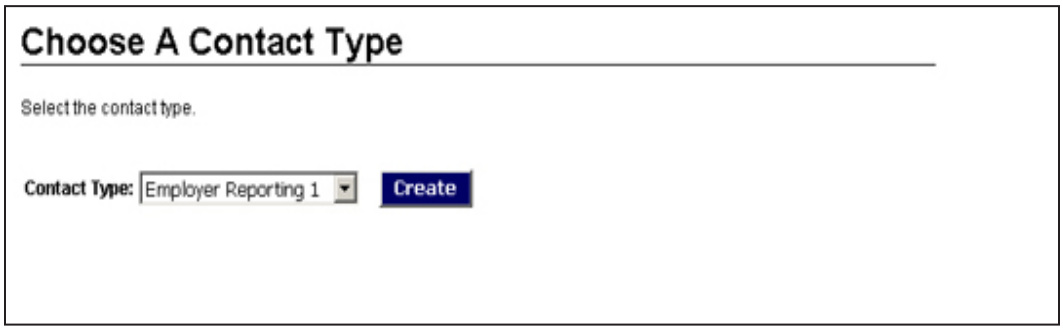


3 Click the down arrow (indicated by the arrow) next to the **Contact Type** field and select the contact type you want to apply to the new payroll specialist's account.

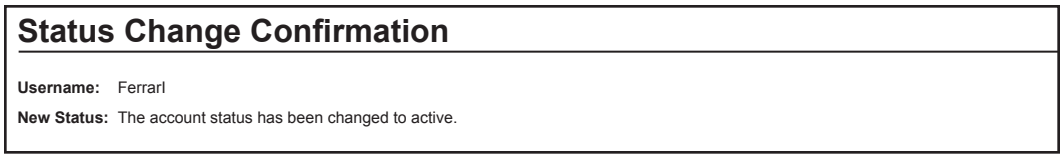
You can designate up to 15 payroll specialists, numbered 1-15. You must assign each a different contact type. The contact type you designate as Employer Reporting 1 will be the user who receives EDX e-mail notifications. If there is no Employer Reporting 1 contact assigned, you will receive all EDX e-mail notifications.



4 Click the **Create** button to view the *Status Change Confirmation* screen.



The *Status Change Confirmation* screen confirms the account status is now active. Once you activate the account, the user can immediately log on and begin using EDX.



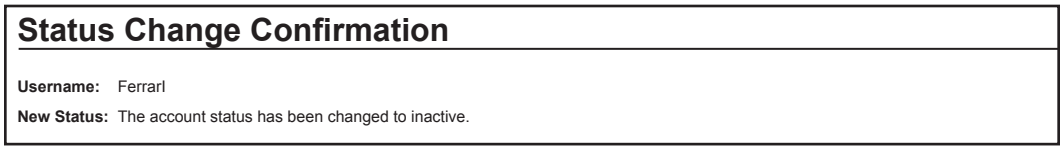
Deactivating a payroll specialist account

Deactivate a payroll specialist account any time you want to remove a person from having EDX access. To remove a payroll specialist account, you must first deactivate the account and then delete the individual from the contact list.

1 Follow the steps outlined on pages 23–24.

2 Under the Active User Accounts section, locate the account you want to deactivate, and then click on the **yes** link under the In-Activate? column (highlighted by the box) corresponding to that account.

The *Status Change Confirmation* screen confirms the account status is now inactive.

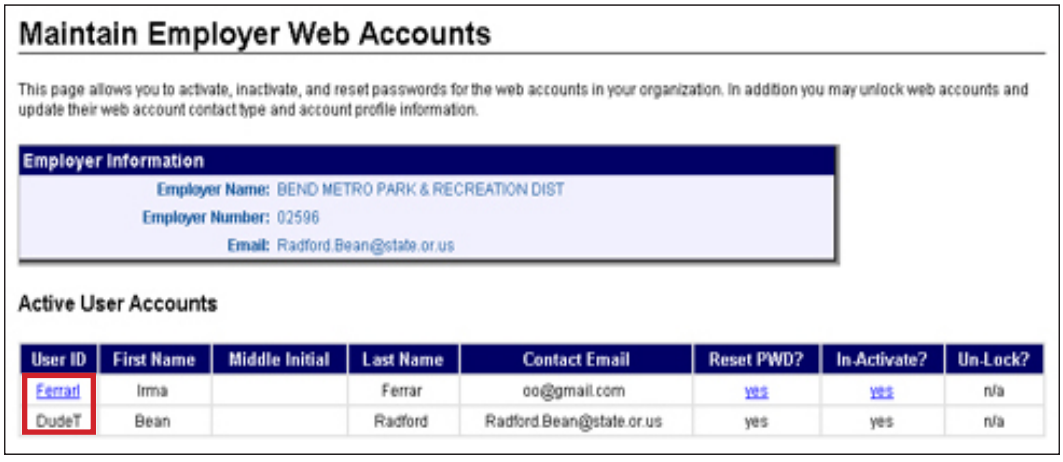


3 Delete the payroll specialist from the contact list by following the instructions outlined in “Deleting contact information” on pages 35–36.

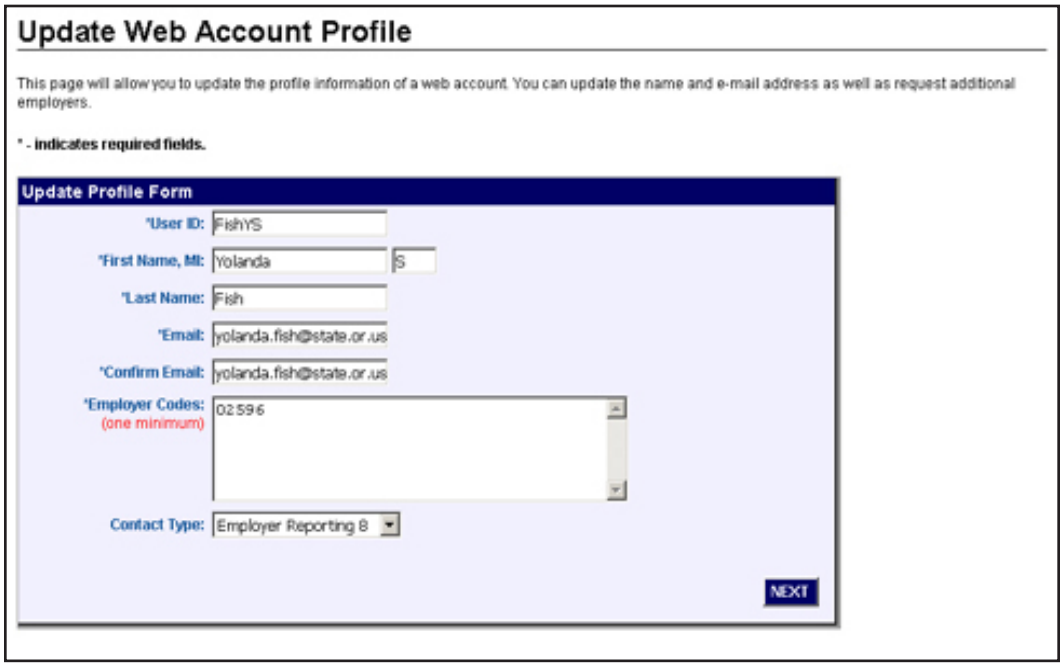
Updating a payroll specialist account

1 Follow the steps outlined on pages 23–24.

2 Under Active User Accounts, locate the user ID link in the User ID column (highlighted by the box) of the account you want to update and click on that link.



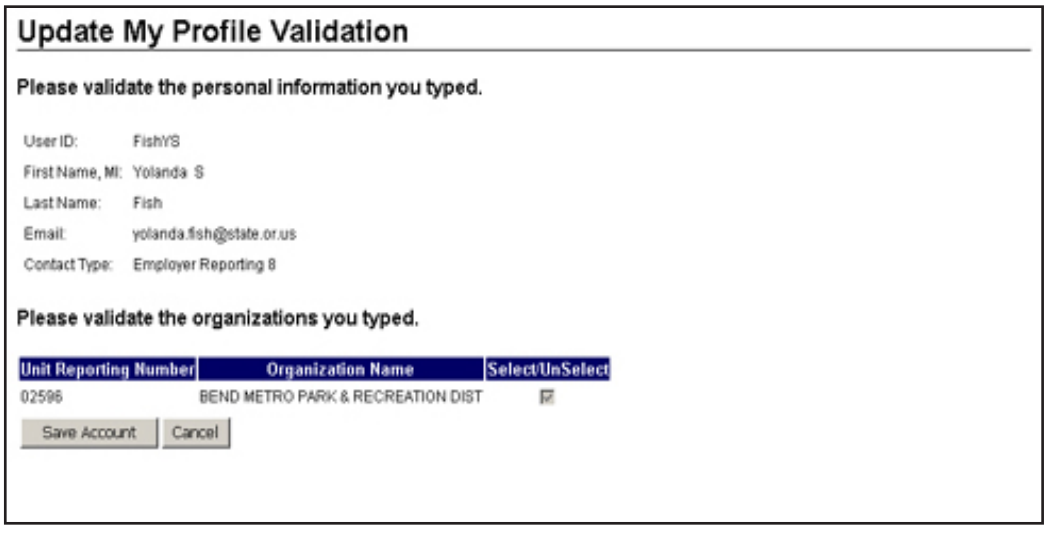
3 Modify the user's profile information, as necessary, and then click the **NEXT** button to display the *Update My Profile Validation* screen.



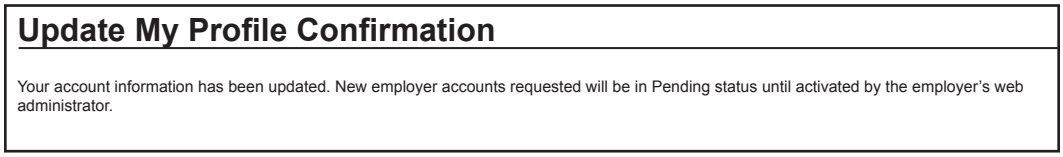
4 Verify the information displayed on the *Update My Profile Validation* screen pertaining to the user's personal profile details and requested employers is correct.

Note: Check marks in grayed-out check boxes cannot be unchecked. Check boxes become grayed out once a payroll specialist account has been saved.

5 Click the **Save Account** button to accept the changes; otherwise, click the **Cancel** button to return to the previous page to make the necessary corrections.



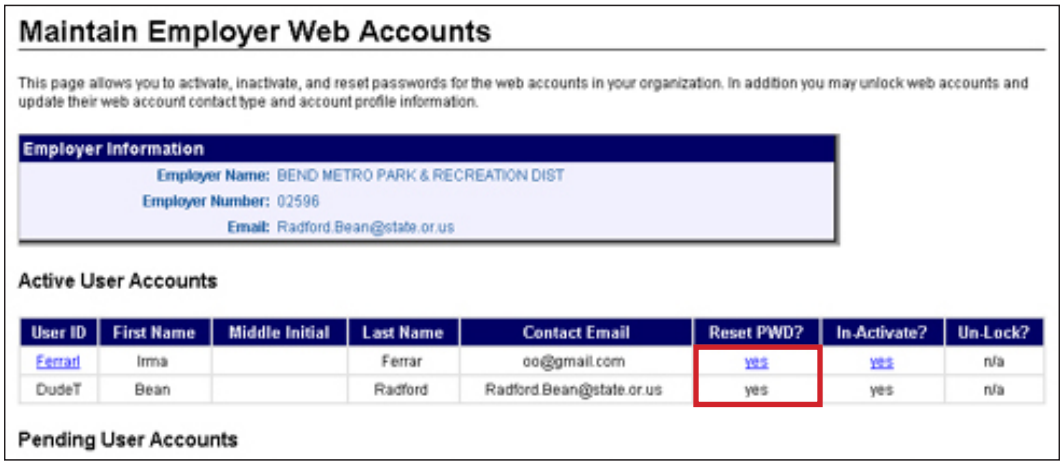
The *Update My Profile Confirmation* screen confirms you have updated your account information.



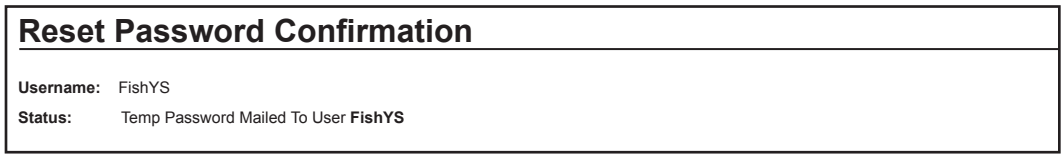
Resetting a payroll specialist password

1 Follow the steps outlined on pages 23–24.

2 Locate the user under the Active User Accounts section whose password you want to reset, and then click on the **yes** link under the Reset PWD? column (highlighted by the box) corresponding to that account.



The *Reset Password Confirmation* screen confirms you have reset the payroll specialist's password and that EDX has sent the user an e-mail containing a temporary password. (Refer to "Changing your password" on pages 11–12 on how to change your temporary password.)



Unlocking a payroll specialist account

A user account will become locked if the user makes three unsuccessful attempts to log on to EDX. When that occurs, you must unlock the account.

1 Follow the steps outlined on pages 23–24.

2 Locate the locked account under the Active User Accounts section, and then click on the **yes** link under the Un-Lock? column (highlighted by the box) corresponding to that account.

Maintain Employer Web Accounts

This page allows you to activate, inactivate, and reset passwords for the web accounts in your organization. In addition you may unlock web accounts and update their web account contact type and account profile information.

Employer Information

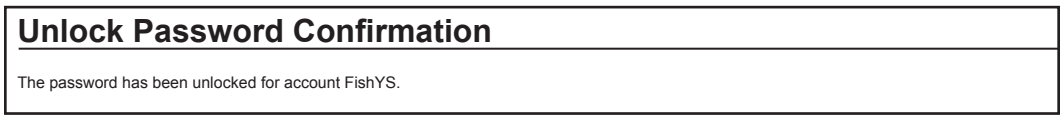
Employer Name: PUBLIC EMPLOYEES RETIREMENT SYSTEM
Employer Number: 01061
Email: beanr@state.or.us

Active User Accounts

User ID	First Name	Middle Initial	Last Name	Contact Email	Reset PWD?	In-Activate?	Un-Lock?
DianaR	Rose		Diana	abc@xxx.com	yes	yes	yes
RobinsonS	Steven		Robinson	abc@claremont.com	yes	yes	n/a
SledgeP	Paul		Sledge	beanr@state.or.us	yes	yes	n/a

Pending User Accounts

The *Unlock Password Confirmation* screen confirms you have unlocked the password.



Unlock Password Confirmation

The password has been unlocked for account FishYS.

Employer contact information

EDX stores employer contact information for all authorized users and other contacts identified for your organization.

This information has two primary purposes:

1. PERS staff uses it to phone, mail, fax, or e-mail employer reporting contacts.
2. EDX uses it to send e-mail notifications.

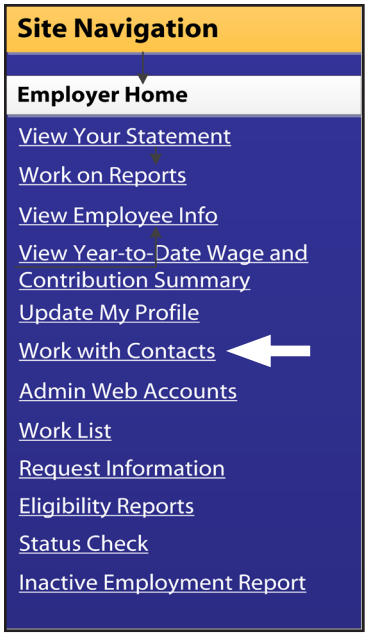
   The contact you designate as Employer Reporting 1 will be the user who receives EDX e-mail notifications. As Web administrator, if you do not assign an Employer Reporting 1 contact, you will receive all EDX e-mail notifications.

Adding contact information

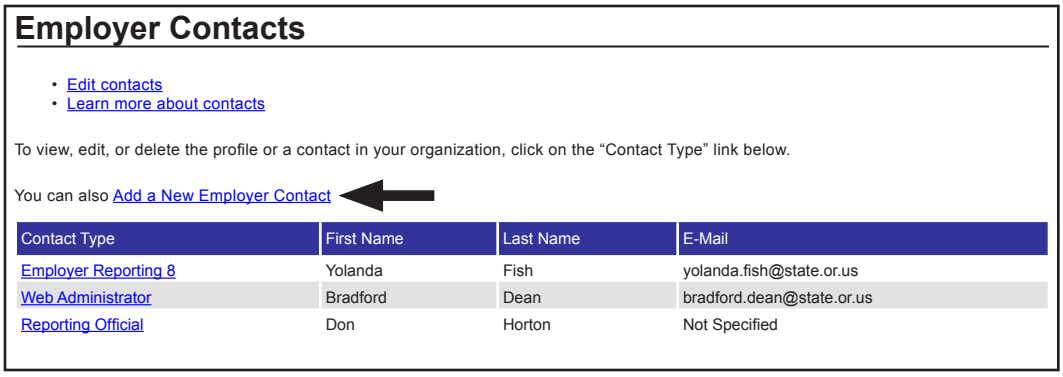
By adding contact information, you can develop a contact list of employees in your organization authorized to use EDX and assign a reporting role to each authorized user.

Important: Adding contact information does not create an EDX user account. Only an individual requesting EDX access can create a user account. For more information on creating a user account, see "Creating a payroll specialist account" on pages 38–42.

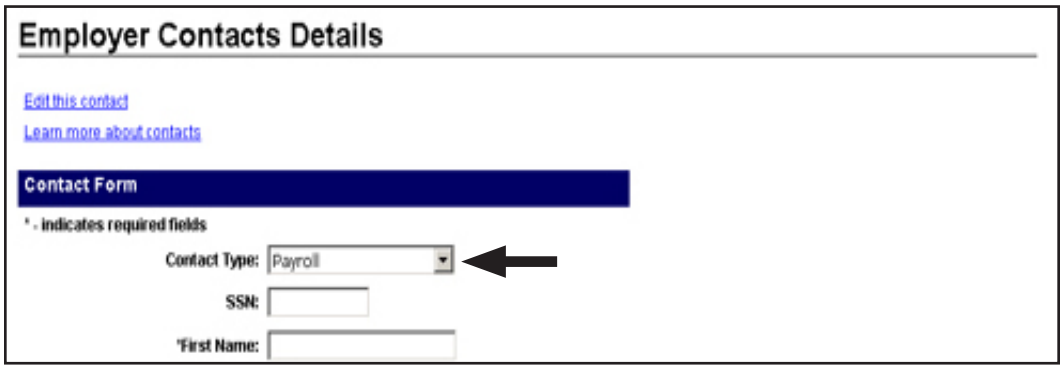
1 Click on the **Work with Contacts** link (indicated by the arrow) to display the *Employer Contacts* screen.



2 Click on the **Add a New Employer Contact** link (indicated by the arrow) to display the *Employer Contacts Details* screen.

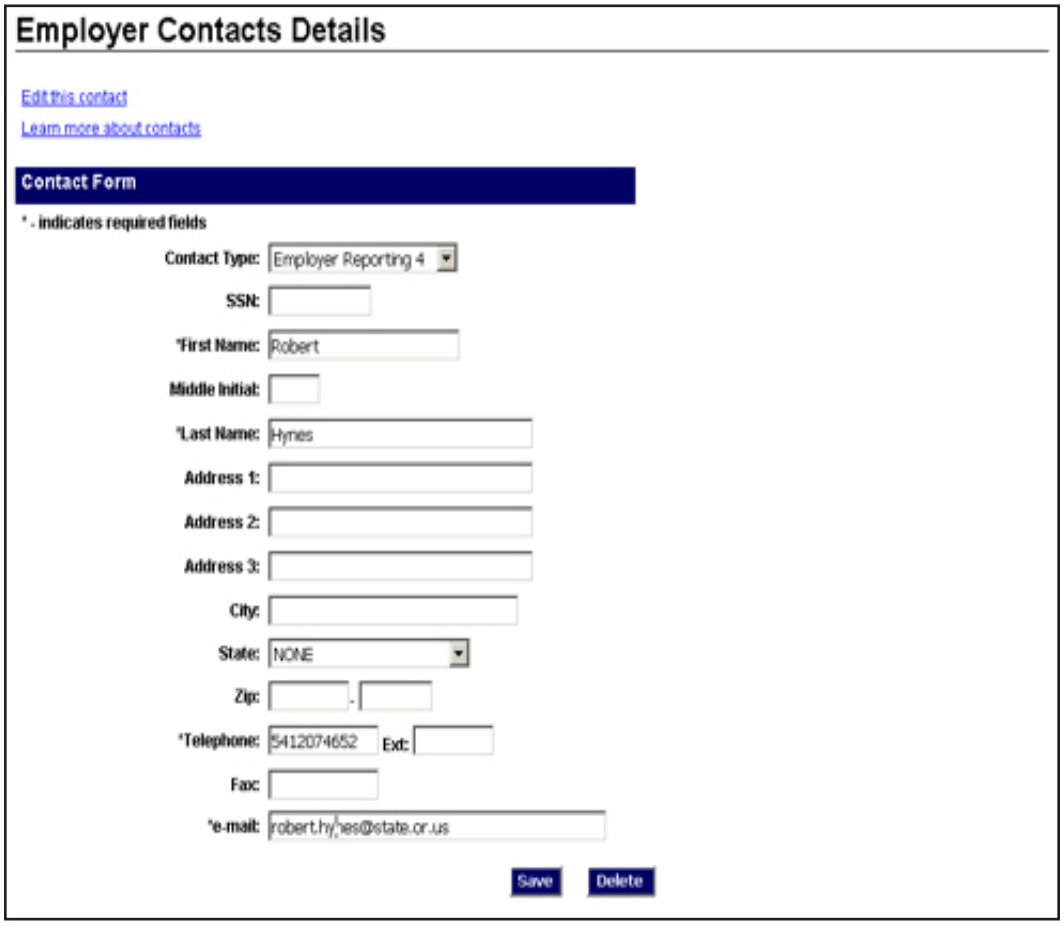


3 Click the **Contact Type** down arrow (indicated by the arrow) and select a contact type from the drop-down list.



4 Type data into the required **First Name**, **Last Name**, **Telephone**, and **e-mail** text boxes. The text boxes designated by the asterisk are the only ones you must complete.

5 Click the **Save** button to return to the *Employer Contacts* screen.



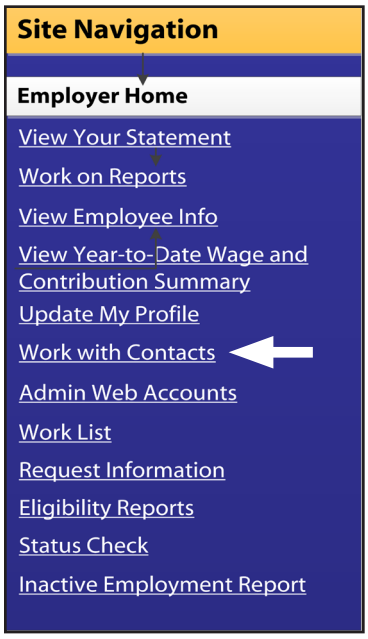
Note: If you enter address information, you must fill in the **Address 1**, **City**, **State**, and **Zip Code** fields. Leaving any one of these fields blank will result in an error message, as shown below.

Editing contact information

You must edit the information separately for each contact. You can edit the following information:

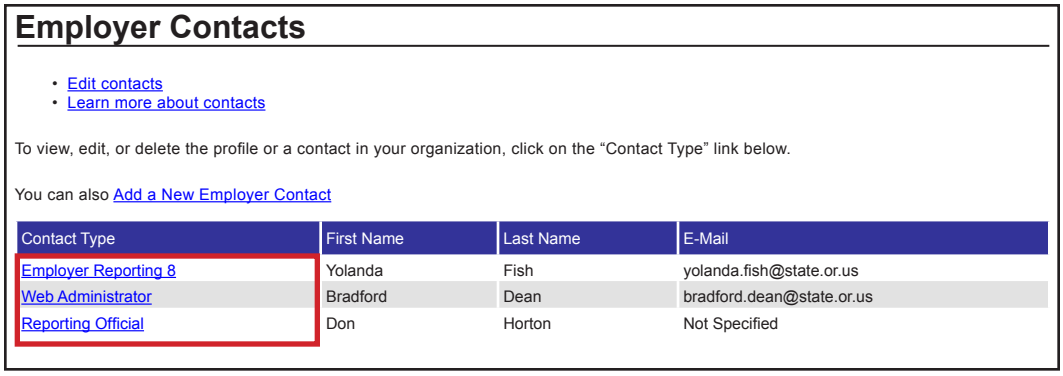
- Address
- City
- State
- Zip
- Telephone
- Fax
- E-mail address

1 Click on the **Work with Contacts** link (indicated by the arrow) to display the *Employer Contacts* screen.



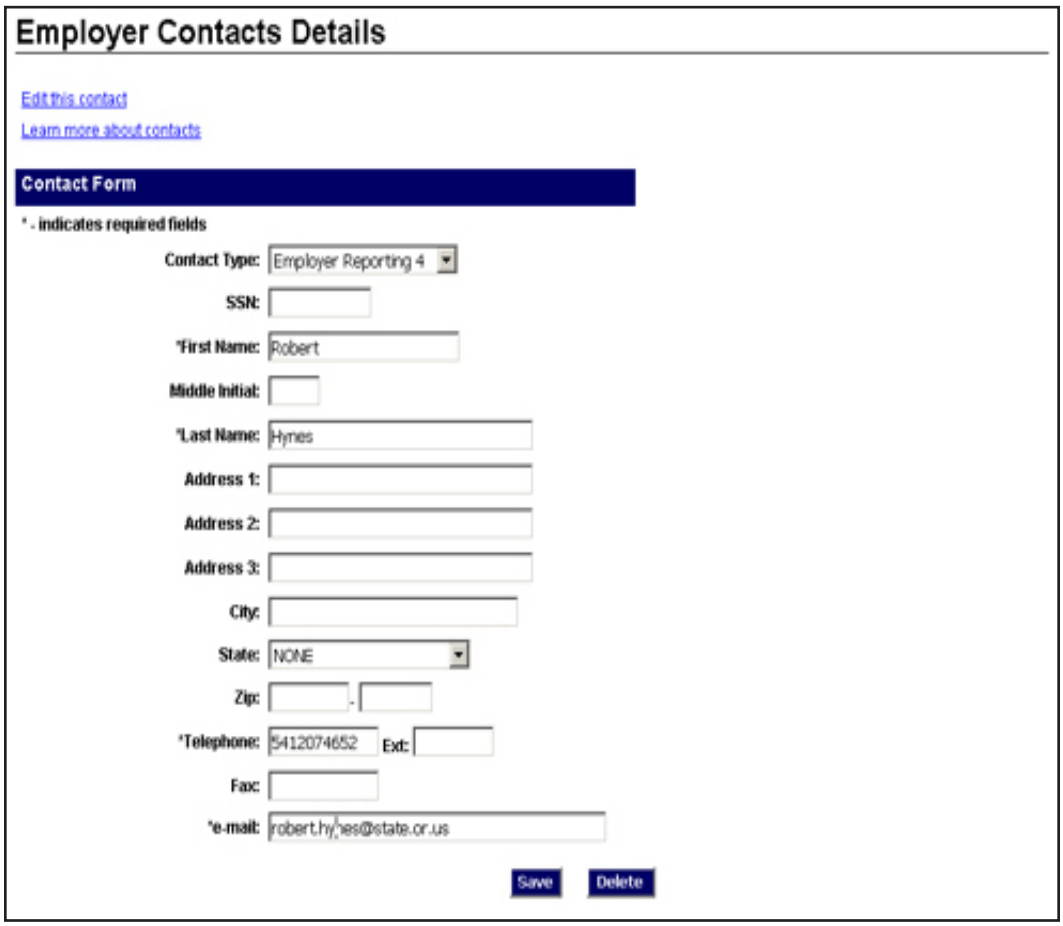
2 Click on the **Contact Type** link (highlighted by the box) to select the contact you want to edit. The *Employer Contacts Detail* screen opens, displaying the details of the selected contact.

3 Modify the contact information as needed.



Note: When updating a contact's information, you cannot modify **SSN**, **First Name**, **Middle Initial**, or **Last Name**; these fields are locked and no changes can be made. If an error exists in any of these fields, you must delete and re-create the employer contact. (See the topic "Adding contact information" on pages 30–33.)

4 Click the **Save** button; EDX returns you to the *Employer Contacts* screen.

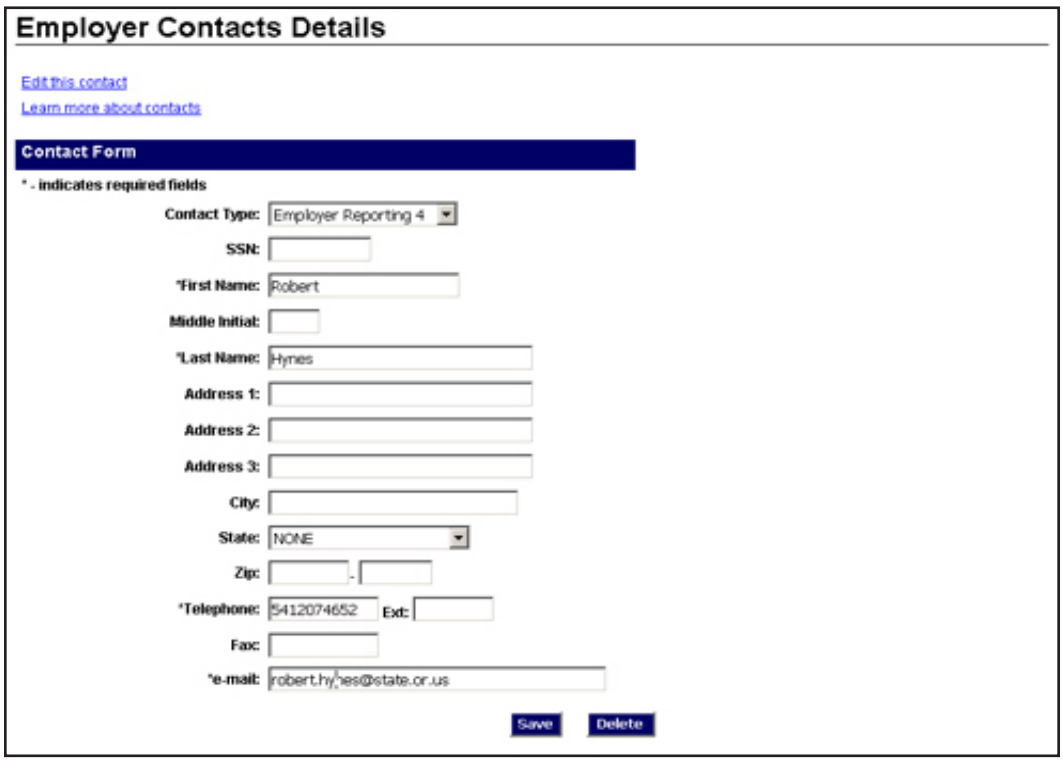


Deleting contact information

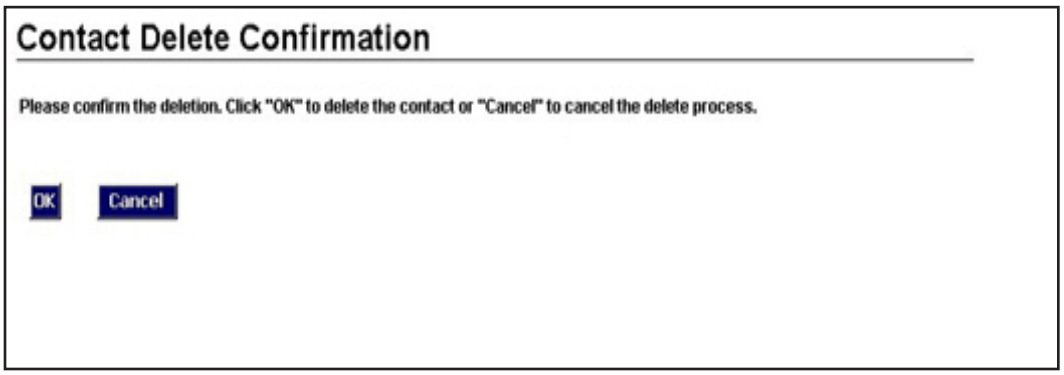
Important: Deleting a payroll specialist's contact information prevents that user from logging on to EDX. If you only want to deactivate a payroll specialist account but maintain the contact information, do not proceed further.

1 Follow steps 1–2 outlined in the previous topic to view *Employer Contacts Details* screen.

2 Click the **Delete** button.



3 Click the **OK** button when prompted by the *Contact Delete Confirmation* screen; EDX returns you to the *Employer Contacts* screen.



SECTION

3

Payroll Specialist Roles

Obtaining a user ID and password

You can create a payroll specialist account in EDX without special authorization. During that process, you supply your own account information, including a user ID and password. Your Web administrator will then need to activate your account before you can log in and use the system.

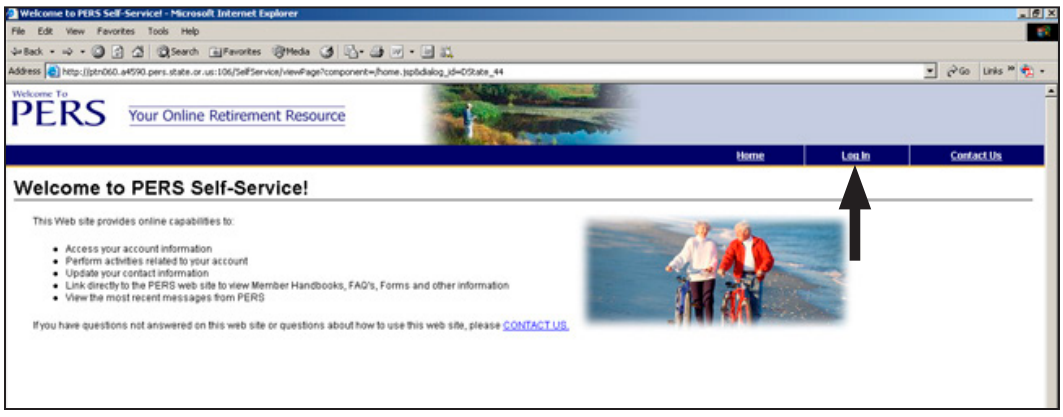
Creating a payroll specialist account

Accessing the Employer Payroll Account Creation page

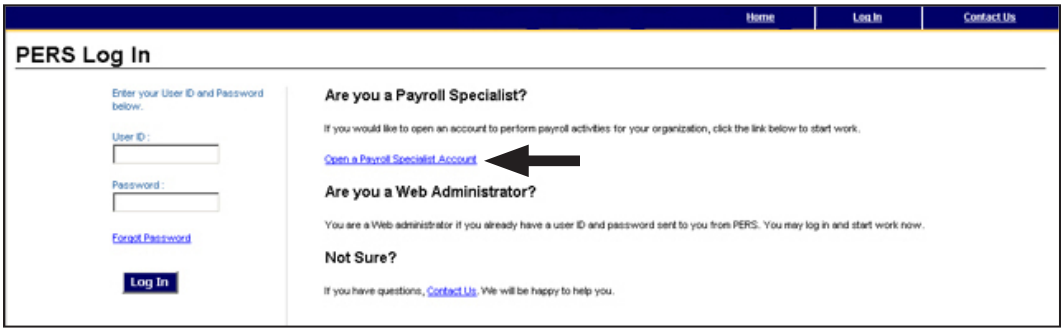
1 Go to the PERS Employer website at http://oregon.gov/PERS/EMP/index.shtml.

2 Click on the **EDX - Live** link (highlighted by the arrow).

3 Click on the **Log In** link (indicated by the arrow) to display the *PERS Log In Page* screen.



4 Click on the **Open a Payroll Specialist Account** link (indicated by the arrow) to display the *Employer Payroll Account Creation* screen.



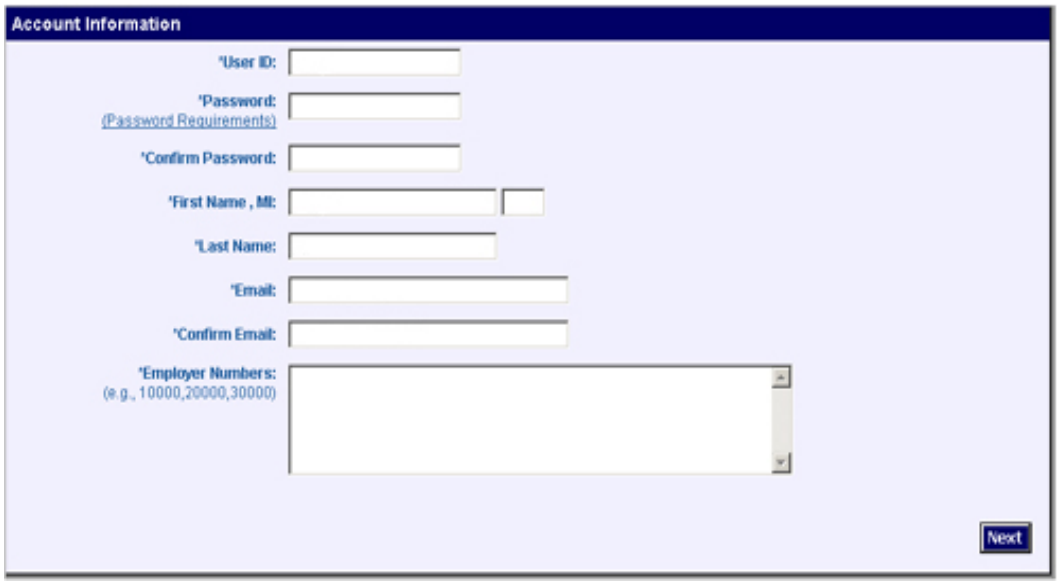
Entering new personal profile information

The following steps outline the procedure to set up a payroll specialist account for yourself. Your Web administrator must then grant you access rights before you can access EDX as a payroll specialist.

Important: Web administrators activate payroll specialist accounts. They **do not** create payroll specialist accounts.

1 Follow the steps outlined in the previous topic.

Note: The illustration below applies to the next seven steps.



2 In the **User ID** text box, type a user ID.

Note: This ID cannot be claimed by another user and must be a minimum of six characters. You can use any combination of letters and/or numbers.

3 In the **Password** text box, type a password. **Important:** Passwords must be a minimum of seven characters and must contain three of the four following character types:

- Uppercase letters (A–Z)
- Lowercase letters (a–z)
- Numeric characters (0–9)
- Non-alphanumeric characters (#, @, %, etc.)

Example: **MyPassw0rd**.

The password you type must not contain three or more characters from your user account name.

Write down the password for future reference. If you forget your password, contact your Web administrator.

4 In the **Confirm Password** text box, retype your password.

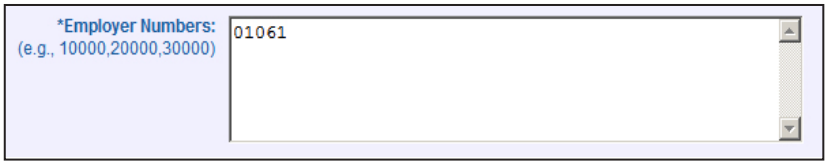
5 In the **First Name**, **MI**, and **Last Name** text boxes, type your name.

6 In the **E-mail** text box, type your e-mail address.

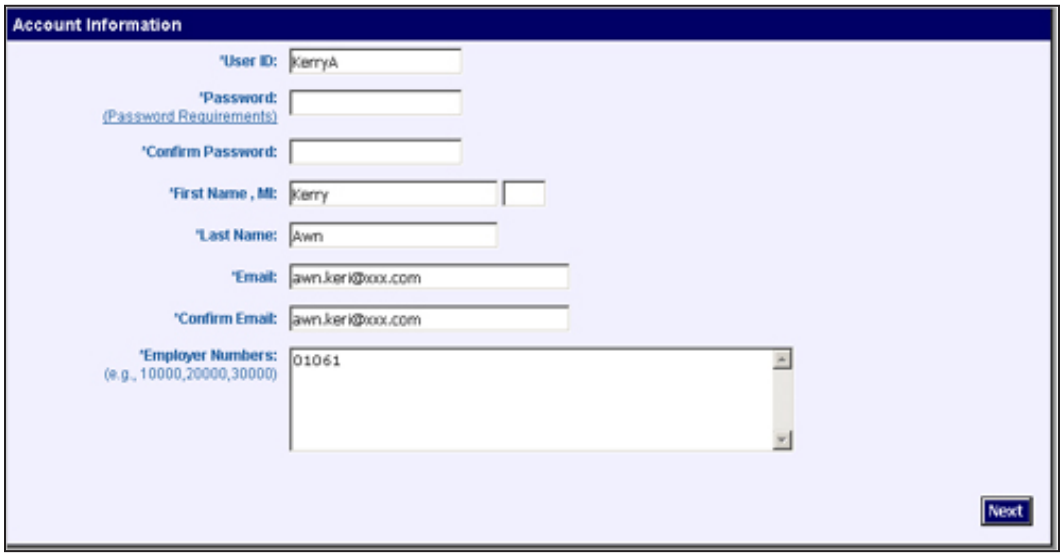
7 In the **Confirm E-mail** text box, retype your e-mail address.

8 In the **Employer Numbers** text box, type the employer number(s) for the employer account(s) you want to access.

You must type at least one employer number. When entering multiple numbers, enter a comma between each number. Type the employer number as a five-digit number. If your number is four digits, type a leading zero. For example, if your employer number is 1111, type **01111**.

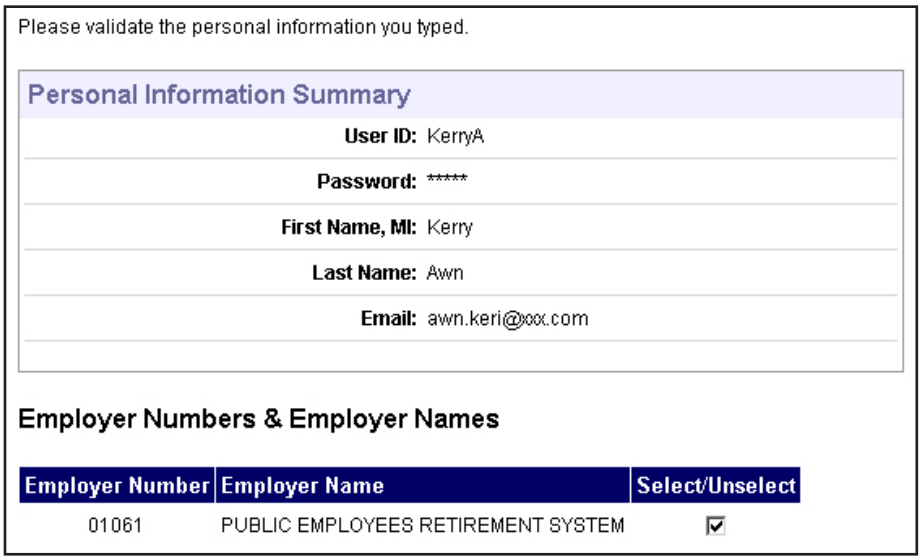


9 Click the **Next** button to view the *Employer Payroll Account Validation* screen.



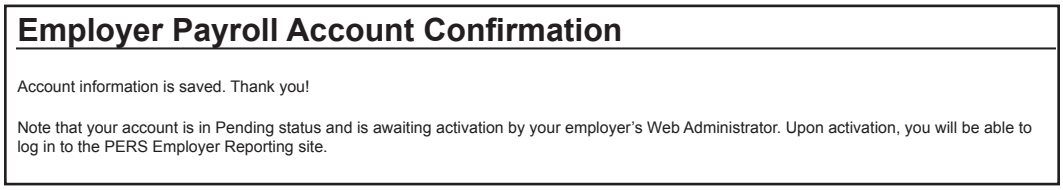
Reviewing new personal profile information

1 Review the accuracy of your personal account profile information and requested employers on the *Employer Payroll Account Validation* screen.



2 Click the **Save Account** button to confirm the information, or click the **Cancel** button to return to the previous page.

When you click the Save Account button, a confirmation page appears that shows the new account is "Pending," awaiting action by your Web administrator.

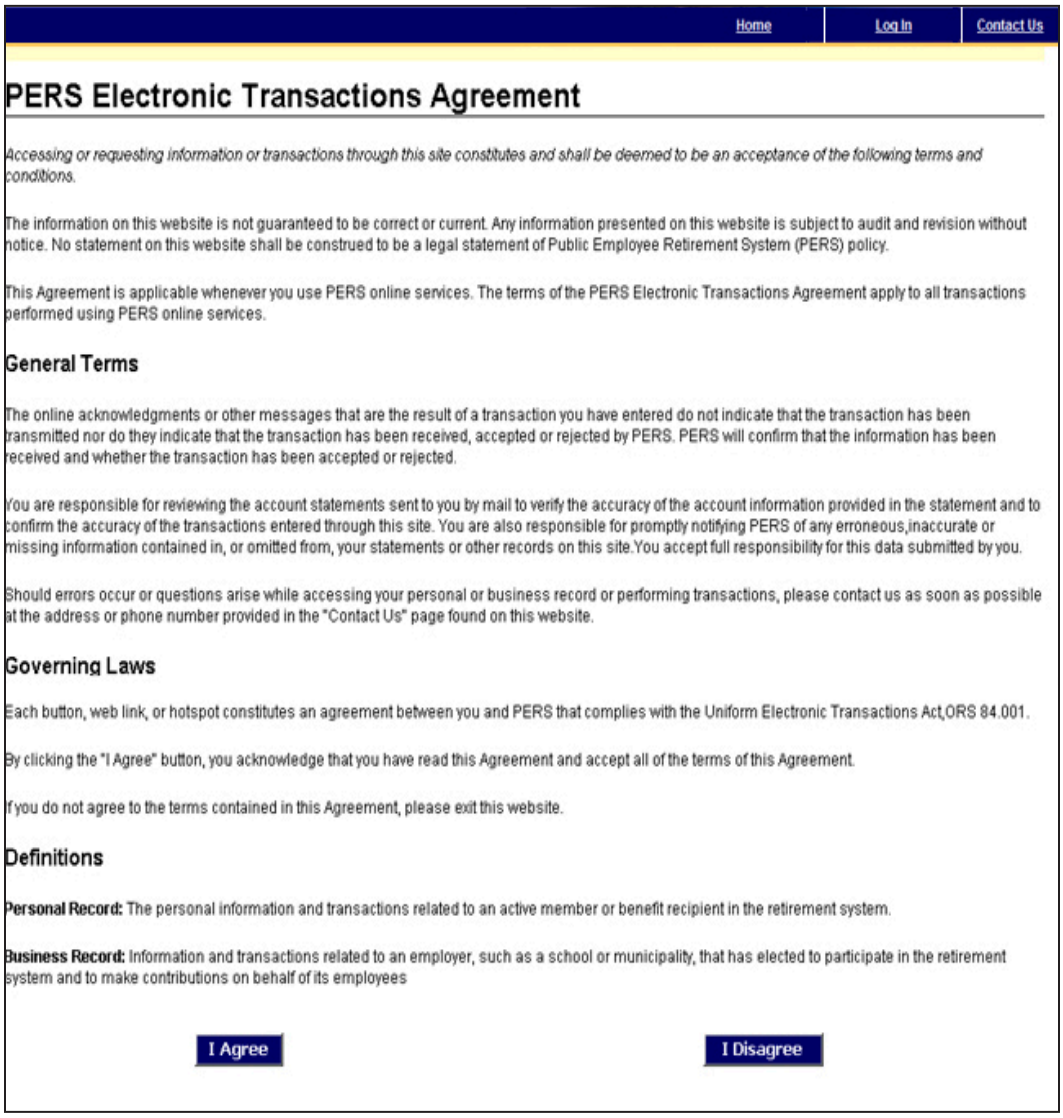


Note: EDX will notify you by e-mail when the your Web administrator activates your account. Until then, you cannot log on to EDX. If you requested access to multiple employers, each employer's Web administrator must activate your account before you can access their information.

Logging on to EDX for the first time

1 Log on to EDX following the instructions outlined on pages 6–7.

2 Review the *PERS Electronic Transactions Agreement*, and then click the **I Agree** button.

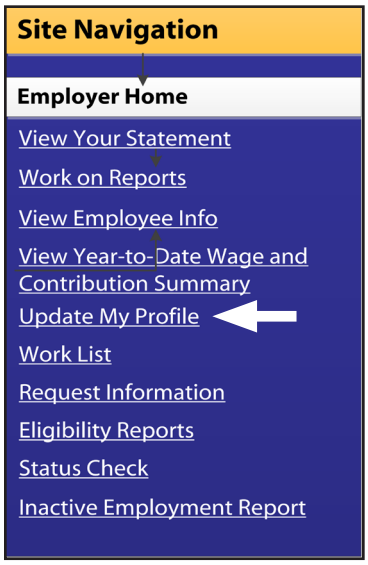


Updating your account profile

Update your account profile any time you need to (1) change your password or e-mail address or (2) request the right to work with additional employers.

1 Log on to EDX following the instructions outlined on pages 6–7.

2 Click on the **Update My Profile** link (indicated by the arrow) to display the *Update My Account Profile* screen.



3 In the **Password** text box, type a password. **Important:** Passwords must be a minimum of seven characters and must contain three of the four following character types:

- Uppercase letters (A–Z)
- Lowercase letters (a–z)
- Numeric characters (0–9)
- Non-alphanumeric characters (#, @, %, etc.)

Example: **MyPassw0rd**.

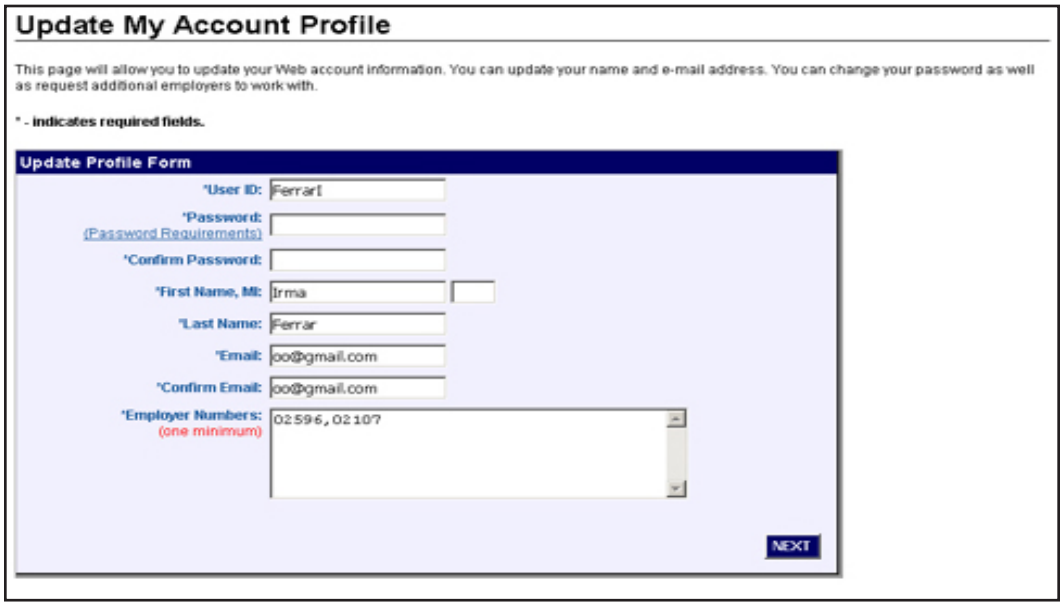
The password you type must not contain three or more characters from your user account name.

Write down the password for future reference. If you forget your password, contact your Web administrator.

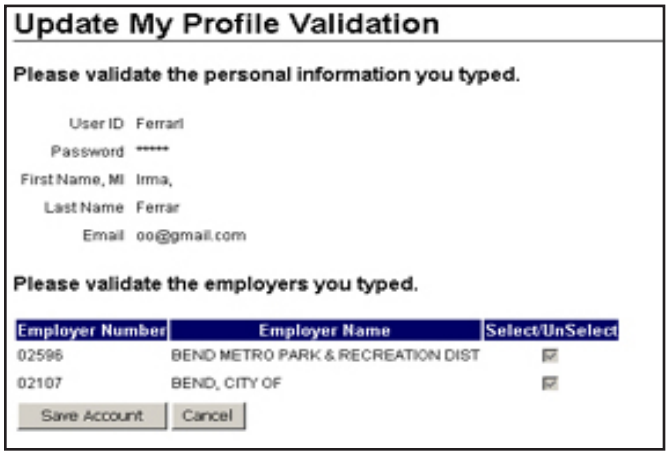
4 In the **Confirm Password** text box, retype the new password.

5 Modify your profile information, as necessary, and then click the **NEXT** button to view the *Update My Profile Validation* screen. **Note:** You cannot delete employer numbers, only add them.

Important: An asterisk (*) next to the field name denotes that the field cannot be left blank.



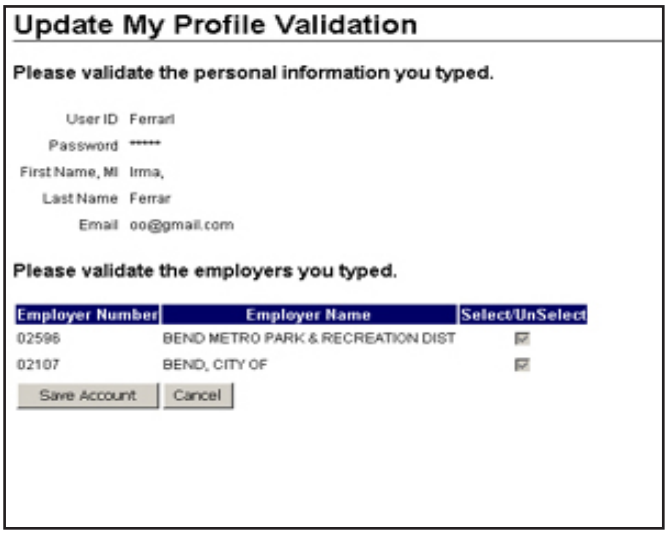
6 Review your profile information for accuracy. If information is incorrect, click the **Cancel** button to return to the previous page to make the necessary changes.



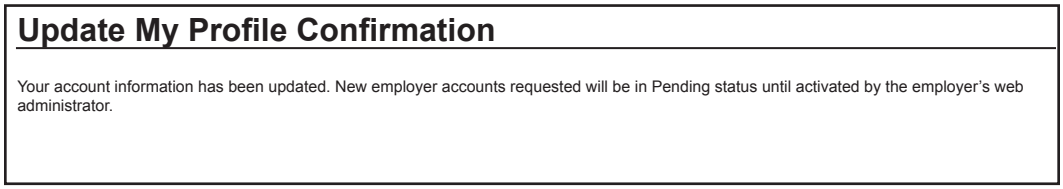
7 Remove a listed employer from your profile by clearing the **Select/Unselect** check box (indicated by the arrow) next to the employer.

Note: Check marks in grayed-out check boxes cannot be cleared. Check boxes become grayed out once you save the account.

8 Click the **Save Account** button.



The *Update My Profile Confirmation* screen appears to inform you that your updated account information is awaiting activation by the Web administrator.



SECTION

4

Creating a Report and Adding Records

Process 1—Creating your report

Overview

Before creating your Regular Report, you need to collect wages, hours worked, and member contribution data for each employee payment made during the current reporting period. You then create your report, including a wage and service (DTL2) record for each payment.

Collecting report data might involve receiving reports and/or electronic files from your payroll system. For small organizations, payroll might be a manual process, in which case this effort can involve collecting paper forms manually filled out during the pay period.

If you choose to submit demographic (DTL1) records in your Regular Report, you will also need to collect information about employees who are newly hired; terminated; deceased; beginning or ending a leave of absence; or who require changes to their names, addresses, or SSNs. Enter this information as DTL1 records. Alternatively, you can include these records in a separate Demographics and Adjustment Report.

Unlike Regular Reports, which you must create for assigned report dates, you can assign Demographics and Adjustment Reports any date other than the assigned report dates reserved for your Regular Reports.

Important: You should not submit DTL1 records for all employees every reporting period; you should only create them to communicate a change in an employee's employment status or personal information (name, address, SSN) that occurred during the reporting period.

Selecting a reporting method

Before beginning the reporting process, you need to decide which method you will use to create and populate your report. EDX provides three methods:

Empty Report method: Create a new, empty report, and manually enter all records.

This method requires the employer to manually create and enter all individual records into EDX.

File Upload method: Create and upload a data file containing wage and service, and/or demographic data.

Use this method if you or your third-party administrator can produce an electronic file containing your data. The report must be a single file and in the standard reporting format specified in the *EDX File Format and Development Guide for the Version 2 File Structure*. Usually this file is generated by or extracted from your payroll and/or human resources systems. PERS requires employers with more than 250 employees to use this method. Employers with fewer than 250 employees may also use this method.

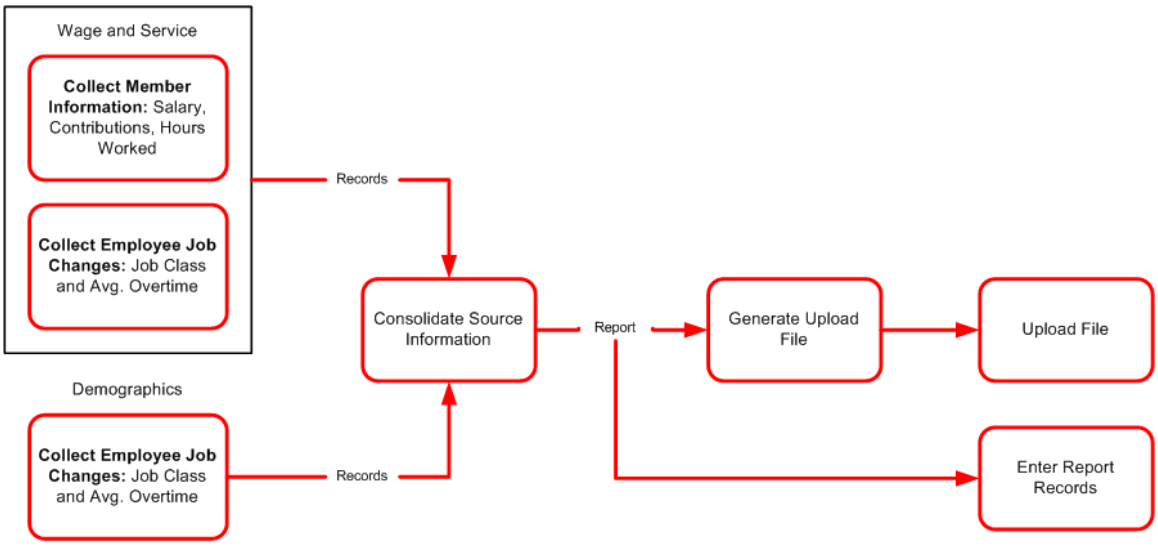
Copy Forward method: Copy wage and service information from a recent posted report and make changes manually.

Employers with fewer than 250 employees opting not to create a data file may avoid redundant data entry by copying information from the most recent posted report into a new report. This happens in a single-step process in EDX. EDX copies DTL2 records from the most recently posted report into a new report and updates that report with new date information. You can then edit the records for any current period differences and manually add other records as needed.

Important: EDX will only copy forward DTL2 records that have a reported wage code of 01, 02, 07, or 08.

Process flow for Regular Reports

Below is a process flow diagram for creating a Regular Report.



Brief description of the process components

Below is a brief description of each component of the Create Your Report process. These components are basically the same for creating either a Regular Report or Demographics and Adjustment Report. The only differences are the types of information that may be included in each type of report and the report dates used.

- Collect Member Information—Collect employee hours worked, salary, and member contributions, which you will use to create wage and service (DTL2) records.
- Collect Employee Job Changes—Collect information for job class changes that occur during the report period for your active employees, including the Average Overtime Hours codes for the new job classes. Add this information to the DTL2 record for those employees changing job classes.
- Collect Member Information (changes only)—Collect demographic information about employees hired; terminated; starting or ending leave; or who require changes to their

names, addresses, or SSNs. Only collect demographic information for any changes that occur during the reporting period.

- Consolidate Source Information—Gather all the information in one place to upload data or manually enter it into EDX.
- Generate Upload File—The payroll and/or HR system generates a single electronic file in the format required by PERS (standard reporting format).
- Upload File—Upload the electronic file to PERS using EDX.
- Enter Report Records—Manually enter additional report records not included in the electronic file into your report using EDX.

Working with the Wage and Contribution Reports

The *Work on Wage and Contribution Reports* screen is where you create, edit, and correct reports submitted through EDX.

Balloon numbers appearing in the sample *Work on Wage and Contribution Reports* screen on the next page refer to descriptions on this page and the next.

(1) At the top of the work space area of the page, you will find the link that allows you to create a new report.

(2) The Unposted Regular Reports section displays the current condition of Regular Reports added to EDX but that have not fully posted yet. The status of a given report is shown under the Status column. The two possible conditions for reports not posted are:

- Added—The report is newly created and has not been released for validation.
- Suspended—The report had at least one error. This status occurs when EDX encounters *bad format* or *suspended* errors during the nightly validation process. This will also be the status when EDX rejects a report because it contains too many errors (more than 15 percent of records submitted).

The Unposted Regular Reports section also displays these columns:

- Date Submitted—Allows you to sort by date the report was submitted for batch processing by clicking on the column header.
- Report Date—Allows you to sort by date the report was created by clicking on the column header.
- Delete—Allows you to delete a report that has no posted records.
- Edit—Allows you to view, edit, and correct report records.
- Release/Un-Release—Allows you to release the report, which flags it for inclusion in the next batch process, or to *un-release* the report, which effectively removes the flag and keeps it from being processed in the next batch. Once you release a report and it goes through batch processing, you do not need to

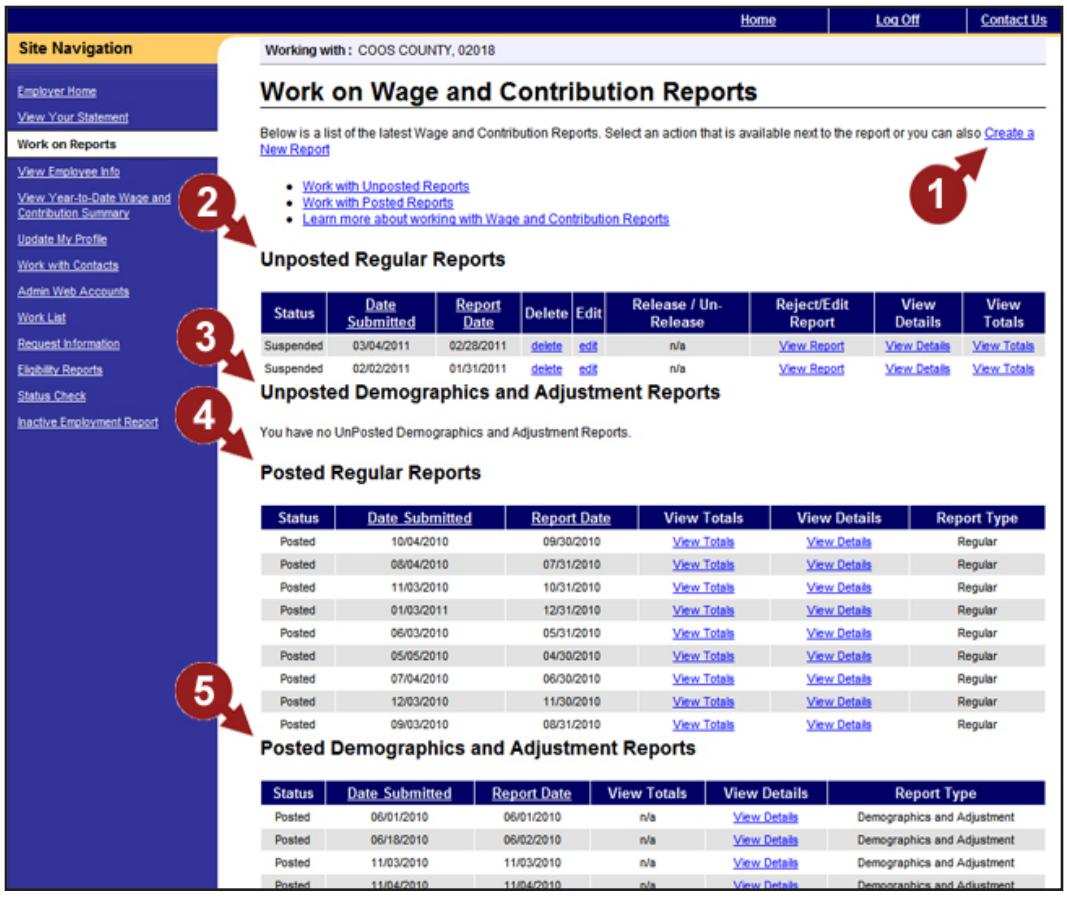
release again. EDX will automatically reevaluate any further changes made to report records in the next batch process.

- Reject/Edit Report—Lists record detail information and the associated error messages for all records failing validation during the batch process. Use this report to help manage records you must correct.
- View Details—Allows you to view a breakdown of each employee's contributions, verify addresses are correct, and see if an individual record in a report posted.
- View Totals—Allows you to view a summary of the totals for a given report. Reports submitted within the past year are available for viewing.

(3) The Unposted Demographics and Adjustment Reports section is identical to the Unposted Regular Reports section except that this area of the page displays Demographics and Adjustment Reports that have not posted.

(4) The Posted Regular Reports section shows which Regular Reports posted, meaning all the records within the reports posted. Here you can view report details and totals.

(5) The Posted Demographics and Adjustment Reports section is identical to the Posted Regular Reports section except that this area of the page shows Demographics and Adjustment Reports that posted to EDX.



Accessing the Work on Wage and Contribution Reports

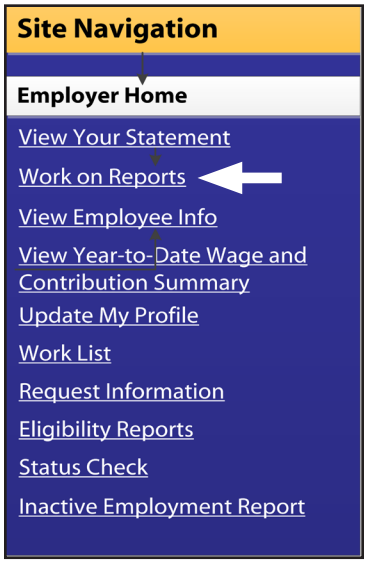
The *Work on Wage and Contribution Reports* screen is the main starting point for creating, viewing, and editing reports; subsequently, the steps outlined here are used throughout this section of the manual.

1 Log on to the *Employer Home Page* screen as outlined on pages 6–7.

2 Select the employer from the Employer Selection list whose reports you want to work with if not already selected (as indicated by the icon).

Note: If you only report for a single employer, you will not see the Employer Selection list; your employer will already be selected.

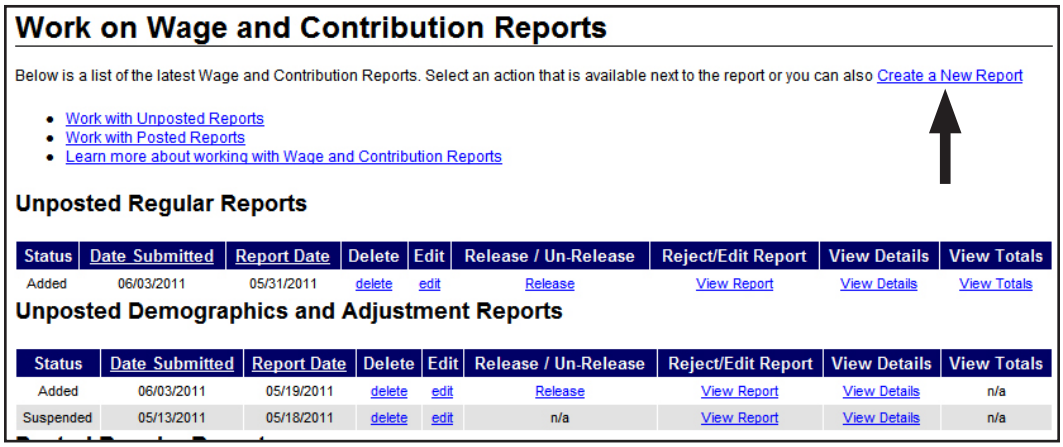
3 Click on the **Work on Reports** link (indicated by the arrow).



Creating a Regular Report

1 Follow the steps in the previous topic to view the *Work on Wage and Contribution Reports* screen.

2 Click on the **Create a New Report** link (indicated by the arrow) to view the *Create a New Report* screen.



3 In the **Report Creation Form** dialog box, type the assigned report date for your report in the **Report Date** text box. You must type the date in the format *MM/DD/YYYY*, as shown below.

4 Select the radio button ◉ next to the description of the report creation method you want to use. (Reporting methods are outlined in "Selecting a Reporting Method" earlier in this section.) Your options include:

- uploading an electronic report file from your local machine or network,
- copying forward the last successfully posted report, and
- creating an empty report and manually entering the detail records.

Note: By default, **Report Type** is set to **Regular**. Leave this field set as is. The alternate option is discussed in the next topic.

5 Click the **Next** button.

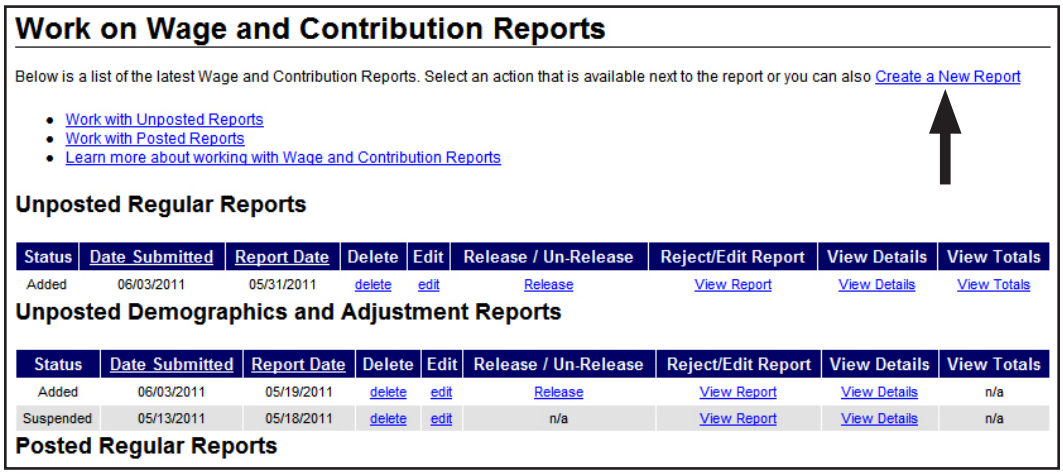
6 If you selected:

- the first radio button to upload your report, proceed to "Uploading a report" on pages 57–59.
- the second radio button to copy forward a previously posted report, proceed to "Copying forward a report" on pages 60–61.
- the third radio button to create an empty report and populate it manually, proceed to "Creating a manual report" on pages 56–57.

Creating a Demographics and Adjustment Report

1 Follow the steps in "Accessing Work on Wage and Contribution Reports" on page 52 to view the *Work on Wage and Contribution Reports* screen.

2 Click on the **Create a New Report** link (indicated by the arrow) to view the *Create a New Report* screen.



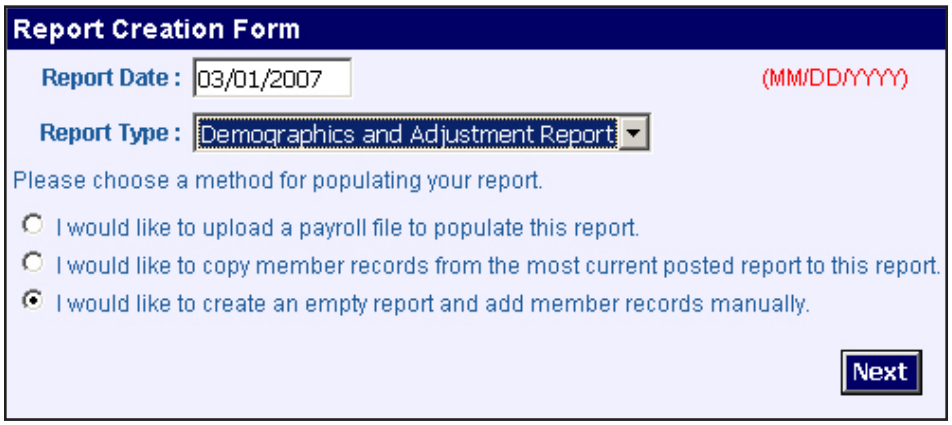
3 Type the date you want to assign the report in the **Report Date** field. The date must have the format *MM/DD/YYYY*. Remember, you cannot use a report date assigned for your Regular Reports. Demographics and Adjustment Reports can be given any other date.

4 Click on the down arrow (indicated by the arrow) next to the **Report Type** field and select **Demographics and Adjustment Report** from the drop-down list.

5 Select the radio button ◉ next to the description of the report creation method you want to use. For Demographics and Adjustment Reports, you can choose either the:

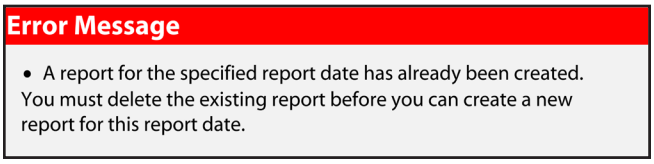
- File Upload method (first radio button) or
- Empty Report method (third radio button).

Note: The Copy Forward method is not available for Demographics and Adjustment Reports because demographic records communicate changes that are not consistent between reporting periods.



6 Click the **Next** button.

Note: If you try to submit more than one Demographics and Adjustment Report with the same report date, an error message appears, as shown below. Either change the report date or delete the previous report before creating a new one for that same date.



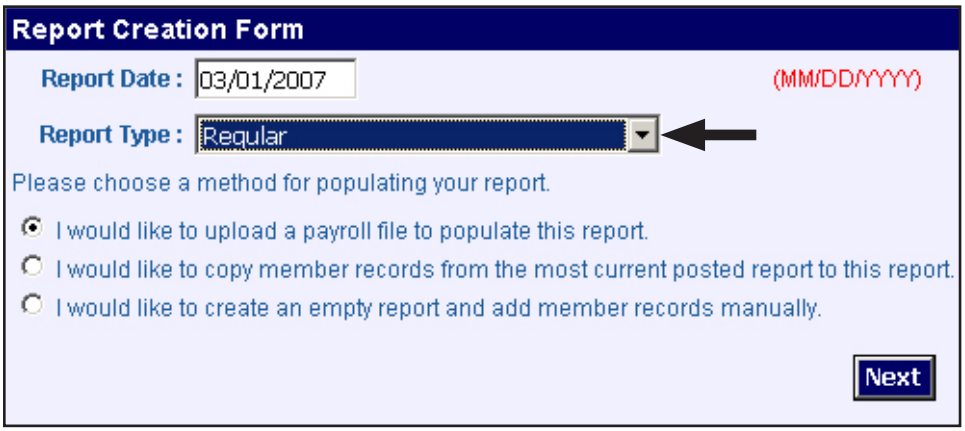
7 If you selected the:

- first radio button to upload your report data file, proceed to "Uploading a report" on pages 57–59.
- third radio button to create an empty report and populate it manually, proceed to the next topic.

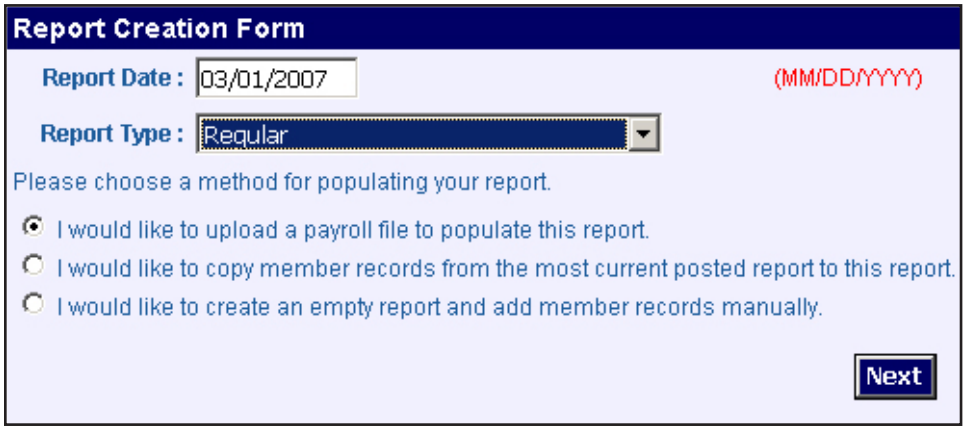
Creating a manual report

1 Follow steps 1–3 in either "Creating a Regular Report" on pages 52–54 or "Creating a Demographics and Adjustment Report" on pages 54–56 depending on which report you want to create.

2 If you want to create a Demographics and Adjustment Report, click the down arrow (illustrated by the arrow) next to the **Report Type** field and select **Demographics and Adjustment Report** from the drop-down list. The default **Report Type** is **Regular**.

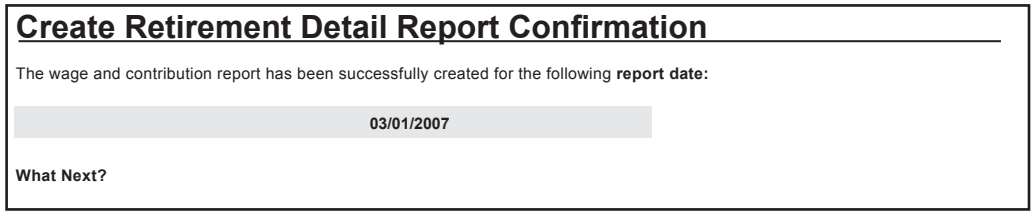


3 Select the radio button ◉ next to **I would like to create an empty report and add member records manually.**



4 Click the **Next** button.

5 Verify the *Create Retirement Detail Report Confirmation* screen shows you successfully created the report.

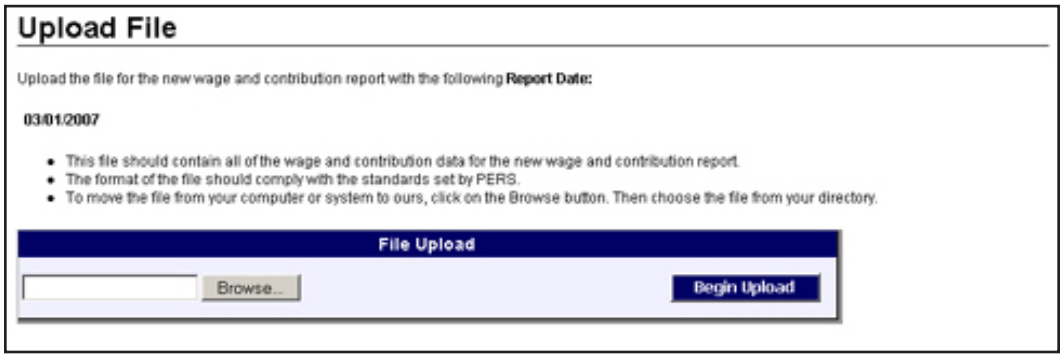


6 At this point, you can add records to the report by following the instructions listed in "Manually adding report records" on pages 61–67.

Uploading a report

1 First complete the steps listed in either "Creating a Regular Report" on pages 52–54 or "Creating a Demographics and Adjustment Report" on pages 54–56.

2 Click the **Browse** button to open the **Choose file** window.



3 Browse your local machine or network to locate the desired report file.

Note: The uploaded file must adhere to the following naming convention:

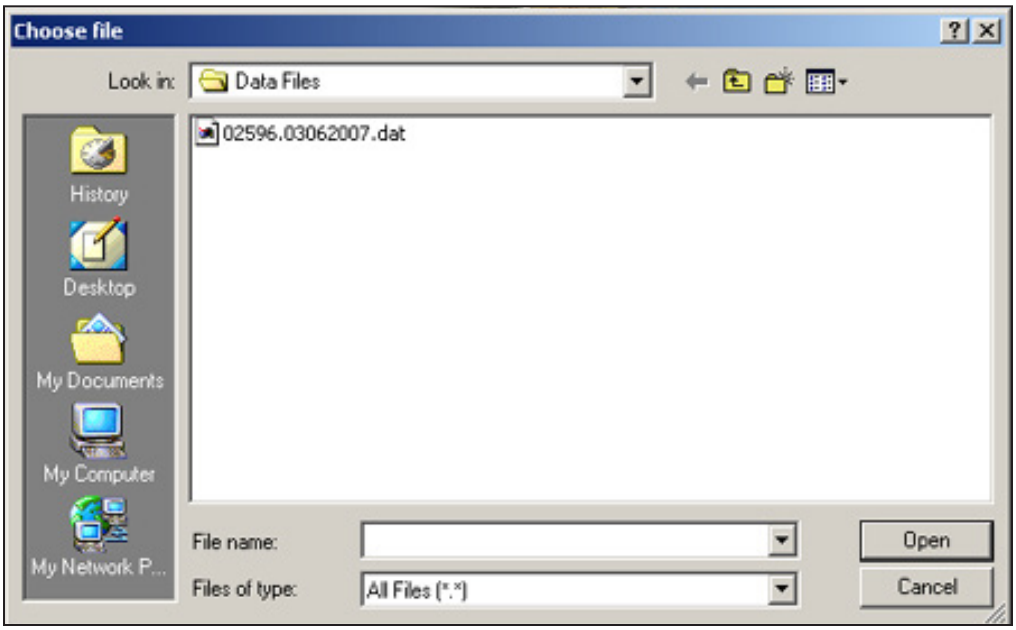
Employer #.Reporting Date.dat

Example: A file with a reporting date of April 22, 2004, for employer #02596 is named:

02596.04222004.dat

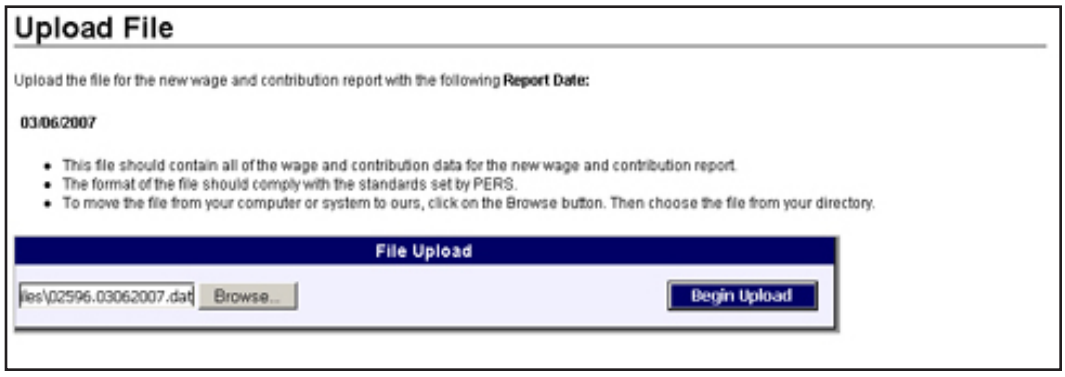
Note: PERS can neither provide .dat file creation tools nor assist with modification or enhancement of your existing third-party tools.

4 Select the file.



5 Click the **Open** button.

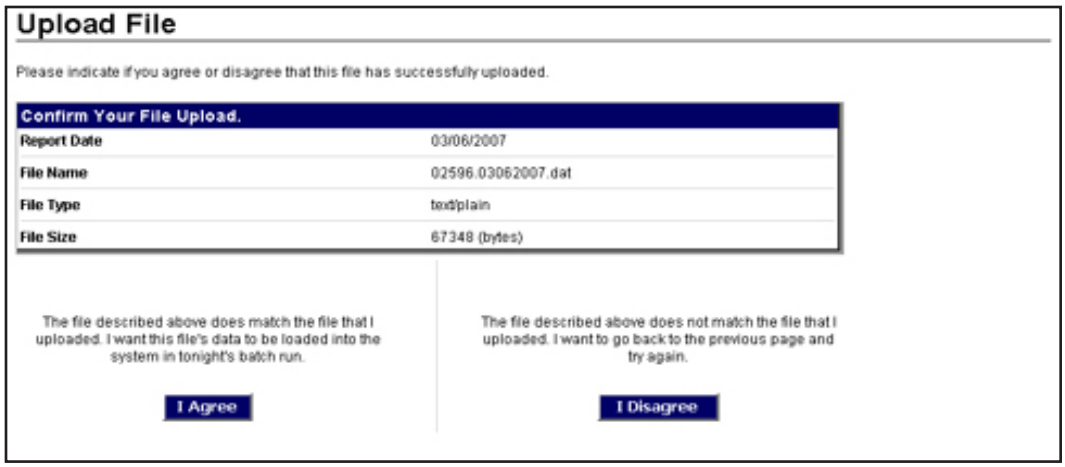
When you return to the *Upload File* screen, the full path name of the file populates the File Upload text box.



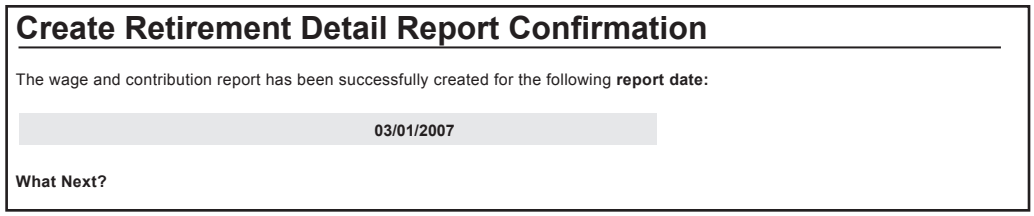
6 Click the **Begin Upload** button.

7 Review the file information appearing in the **Confirm Your File Upload** dialog box to verify it is correct.

8 If the information is correct, click the **I Agree** button; otherwise, click the **I Disagree** button to select a new file to upload.



Upon clicking the I Agree button, the *Create Retirement Detail Report Confirmation* screen appears and confirms you successfully created the report.



Note: You must wait overnight for the PERS batch process to run before you can view and edit records in uploaded reports. However, you can immediately add new records to any report, including uploaded reports, from the time it is created until it posts.

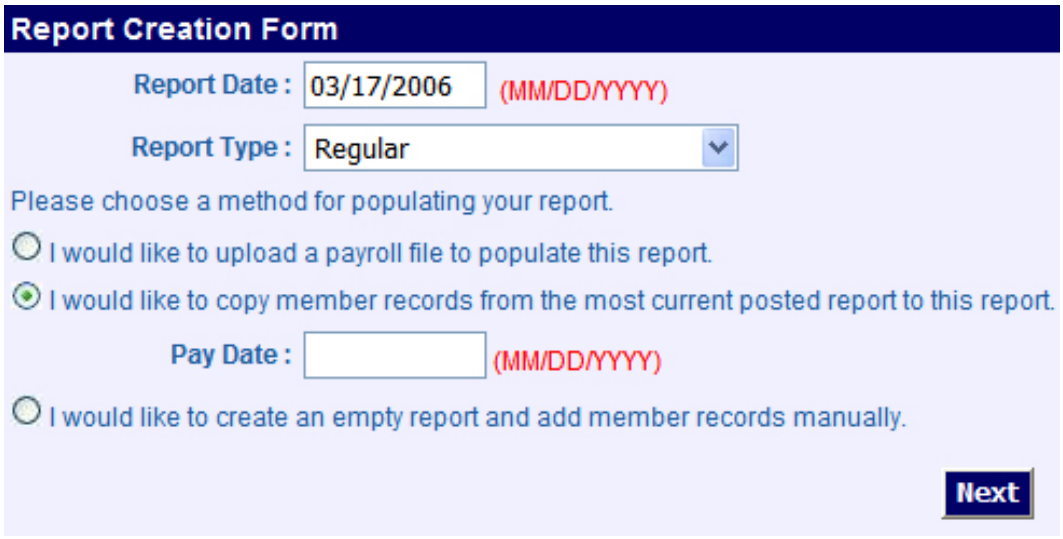
During the first batch process after uploading the file, EDX will extract the individual records from your file and load them into the database. However, EDX will not validate the records until you explicitly release the report. See “Releasing a report” on page 71 for more information on releasing reports.

Copying forward a report

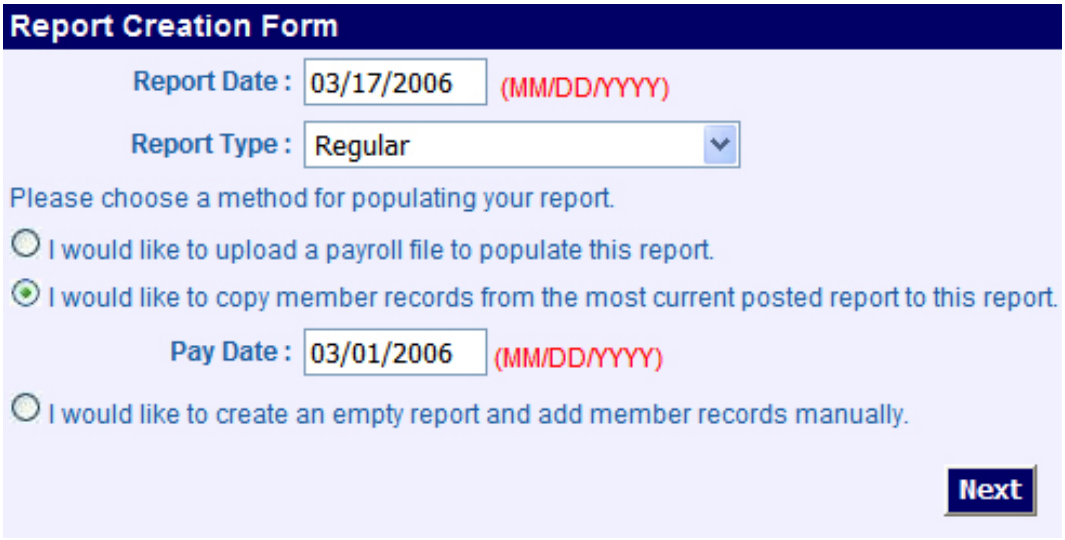
By using the Copy Forward method, EDX automatically carries forward DTL2 records from the most recently posted report to the new report and gives that report new date information. You can immediately view, add, and edit records in the newly created report.

Note: EDX limits the Copy Forward method to reports that are no more than two reporting periods old, are fully posted, and have 250 or fewer employees.

If you selected the Copy Forward method at step 4 of "Creating a Regular Report," a Pay Date text box appears on the Report Creation Form that allows you to override your regularly scheduled report date.

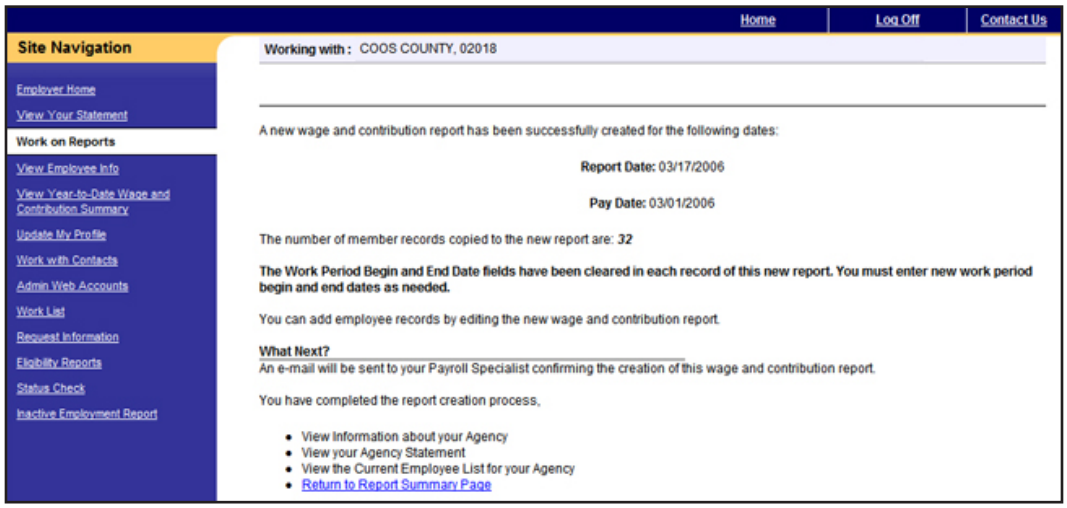


1 In the **Pay Date** text box, type in the pay date. **Important:** The pay date cannot be later than the report date.



Note: If you leave the Pay Date text box empty, EDX will use the date that appears in the Report Date text box as the default.

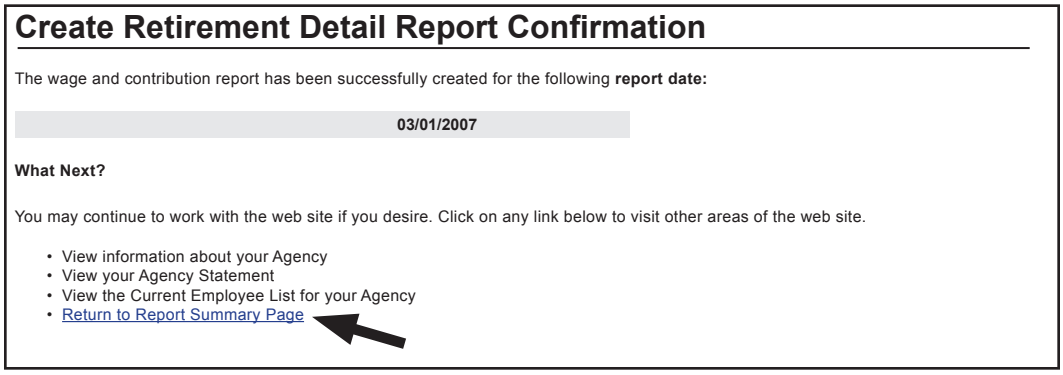
2 Click the **Next** button; a confirmation screen appears with additional information regarding the number of records copied into your newly created report, as shown below.



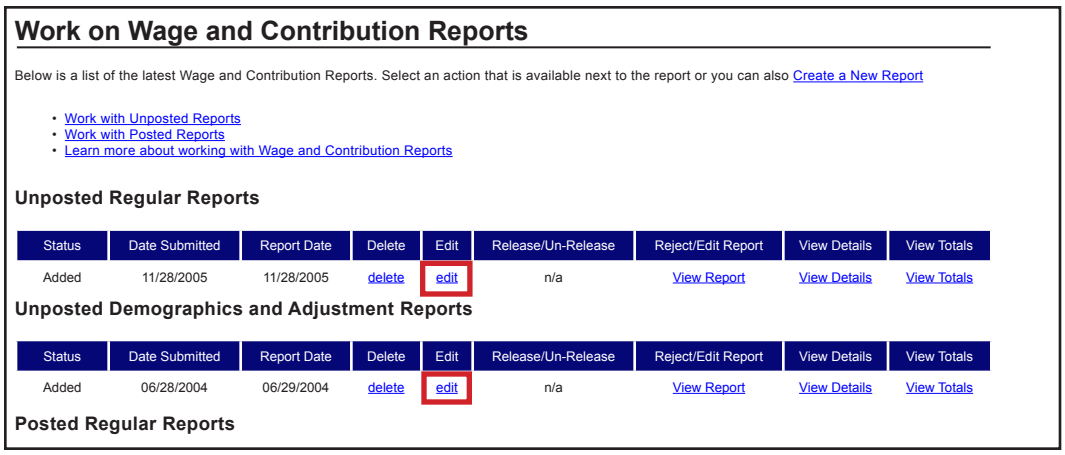
Manually adding report records

You can manually add records to reports you created that have not yet posted. Once the report fully posts, it is closed to new records.

1 Return to the *Work on Wage and Contribution Reports* screen by clicking on the **Work on Reports** link in the left navigation bar or by clicking on the **Return to Report Summary Page** link (indicated by the arrow) on the *Create Retirement Detail Report Confirmation* screen. Reports not posted will appear under the Unposted Regular Reports or Unposted Demographic and Adjustment Reports headings.



2 Click on the **edit** link (highlighted by the boxes) next to the report to which you want to add records; the *Edit Retirement Detail Reports* screen appears.



3 Type the SSN (without hyphens) of the employee for whom you want to add a record in the **Enter SSN** text box located in the Option # - Add or Edit a Record section (the # sign will either be a 2 or 3).

4 Click the **Add or Edit Record** button; the *Add/Edit Member Records* screen appears.

Note: Before adding records, EDX searches the report you are working on and displays all records in the report for the SSN you typed.

Clicking on the **select** link (highlighted by the box) under the Select Record column for this record takes you to the screen where you can edit or delete the record. More information about how to edit and delete records can be found in "Editing Reports and Correcting Errors" starting on page 75.

5 In the **Add New Record** dialog box, select **Detail 1 – Member Demographics** if you want to create a demographic record or **Detail 2 – Wage and Service** if you want to create:

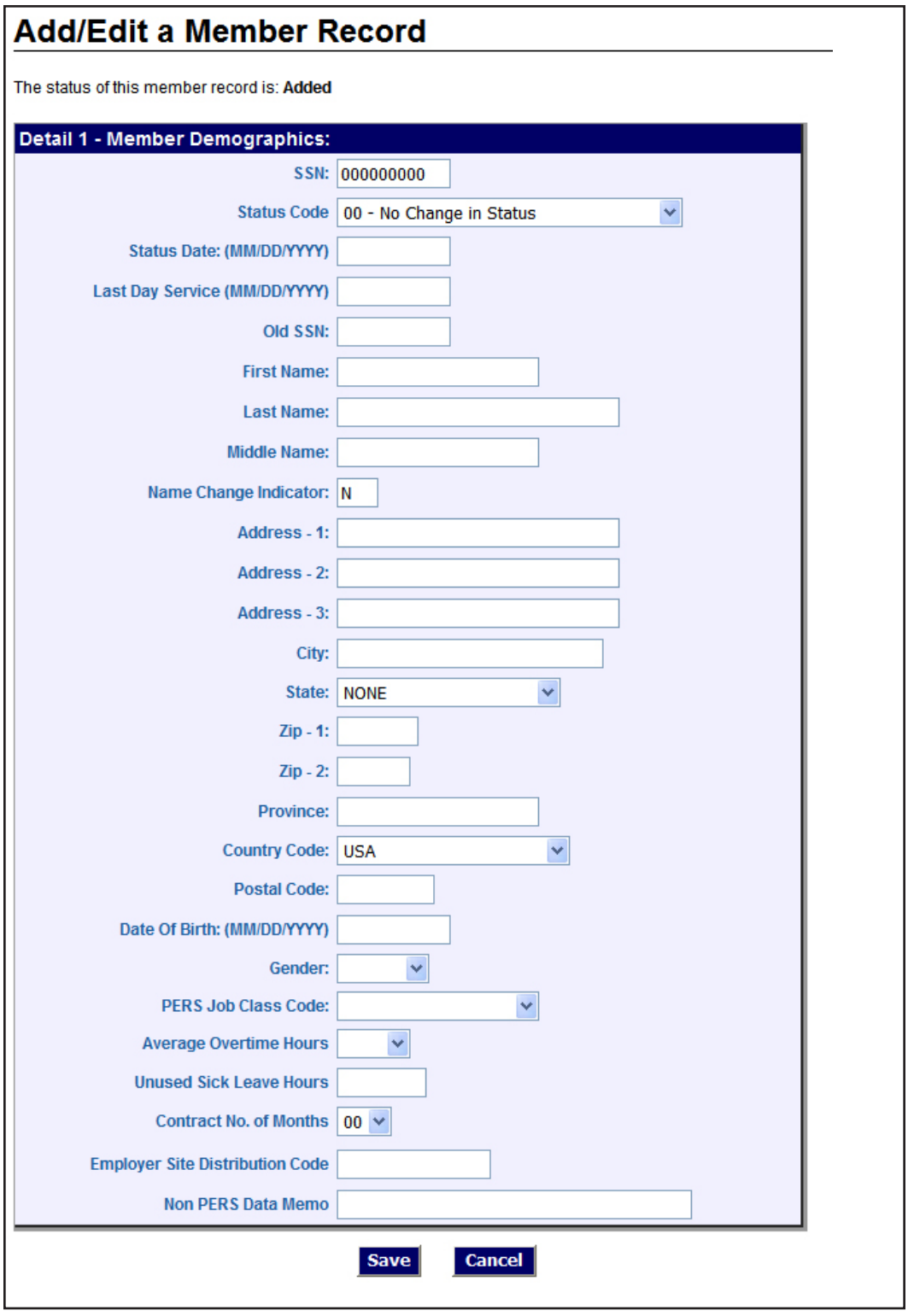
- wage and service records,
- adjustment records, or
- retroactive payment records.

6 Click the **Add New Record** button.

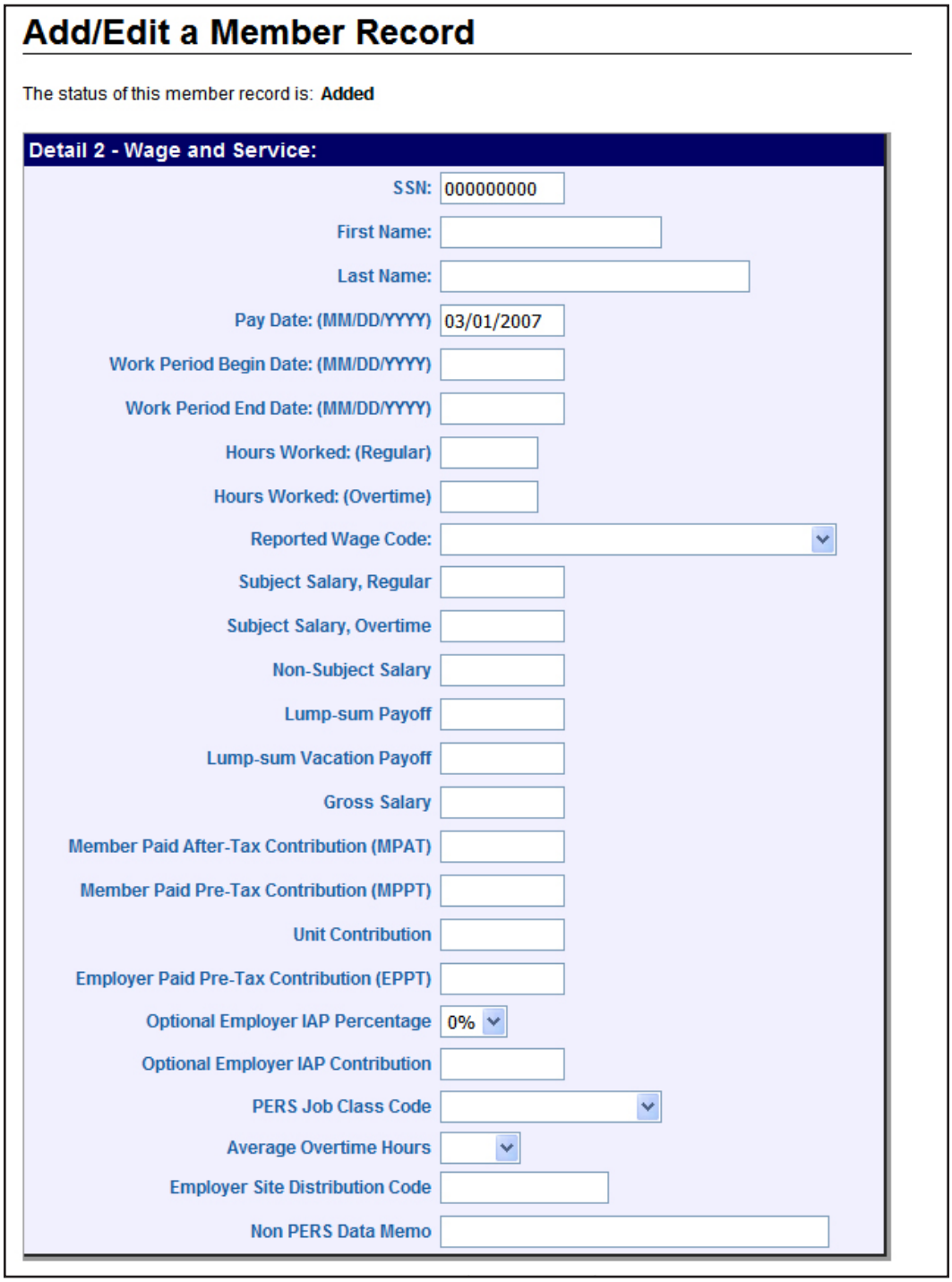
Depending on which record type you selected previously in step 5, you will see one of two detail forms on the *Add/Edit a Member Record* screen:

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

The illustration below shows a default Detail 1 – Member Demographics screen.



The illustration below shows a default Detail 2 – Wage and Service screen.



7 Enter the information as it applies to the type of member record you are creating. (See the Employer Quick Info help file for instruction on how to report different types of employee demographic and wage and service data.)

8 Click the **Save** button to return to the *Add/Edit Member Records* screen.

Note: Failure to fill in all required fields for a particular type of member record will result in an error appearing after you click the **Save** button, as shown below.

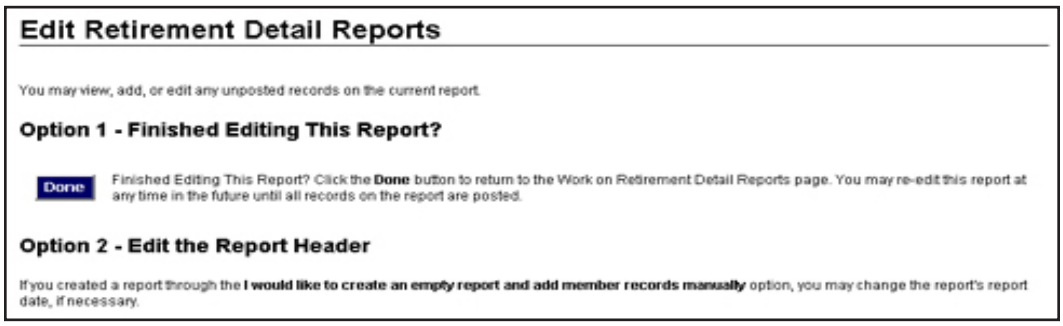
After saving the new record, the *Add/Edit Member Records* screen displays your new record in a table with any other records already created in the report for that SSN. From this page you can:

- edit the record you just added by clicking on the **select** link next to the record description (see the topic "Editing records" on pages 80–84),
- continue working with the same member and add a further detail record by selecting **Detail 1** or **Detail 2** and then clicking the **Add New Record** button, or
- return to the *Edit Retirement Detail Reports* screen by clicking the **OK** button.

From the *Edit Retirement Detail Reports* screen, you can enter the same or new SSN to add or edit additional records.

9 Click the **OK** button to return to the *Edit Retirement Detail Reports* screen if you have finished adding or editing report records for the current SSN.

10 Click the **Done** button or on the **Work on Reports** link in the left navigation bar to return to the *Work on Wage and Contribution Reports* screen, or repeat steps 1–7 to add or edit further records in the report.



SECTION

5

Submitting a Report

Process 2—Submitting a report

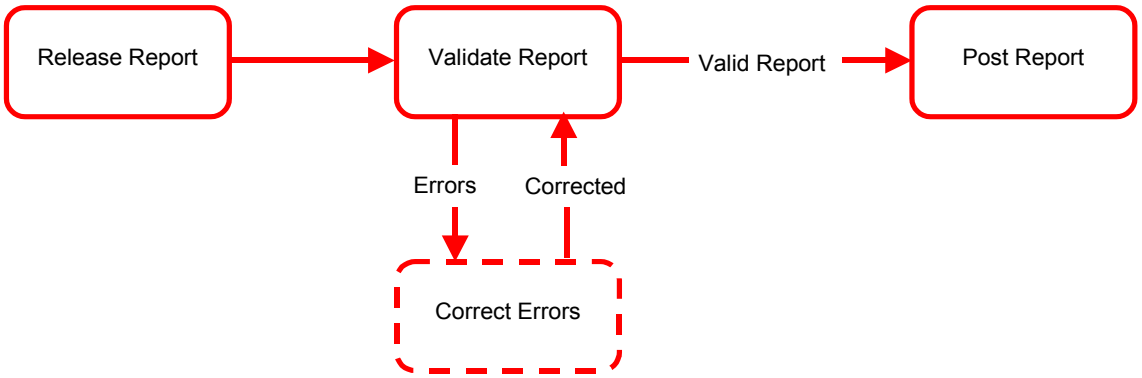
Overview

The Submit Report process involves releasing your report, which EDX then evaluates during the nightly batch validation process. EDX will not evaluate reports until you explicitly release them. After releasing the report, EDX attempts to validate and post the report's records in the next nightly batch. The next morning you must correct detected record errors.

EDX gives records passing validation a "posted" status, and you may no longer delete or edit those records. Likewise, you cannot edit or delete fully posted reports (all records posted).

Process flow

Below is the process flow diagram for submitting and validating a report.



Brief description of the process components

Below is a brief description of the Submit Report process components:

- Release Report—You release the report created in the report creation process. After releasing a report and allowing it to go through the batch validation process, you do not need to release the report again.
- Validate Report—PERS' nightly batch process will validate the records. EDX tags most records that do not pass the validation process with errors.
- Correct Errors—You can edit and correct records with errors each morning following the nightly batch validation. When EDX detects changes in your records during the batch validation, it re-evaluates all the records in the report.
- Post Report—If 85 percent or more of a report's total records are correct, the EDX nightly batch process will post the correct records. EDX will reject the entire report if fewer than 85 percent of the records are correct.

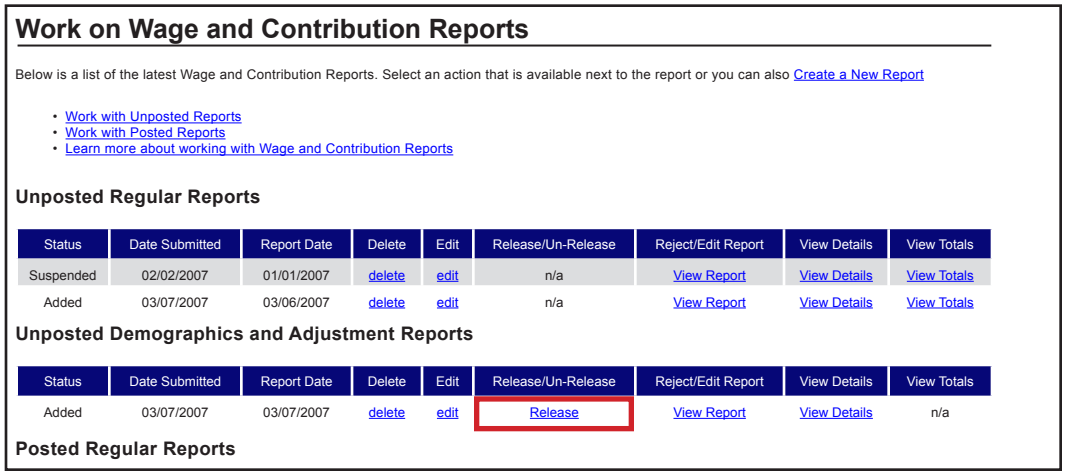
Releasing a report

Releasing a report lets EDX know the report is ready for evaluation in the nightly batch validation process. When PERS runs the overnight validation process, the released report's error-free records post to the individual accounts.

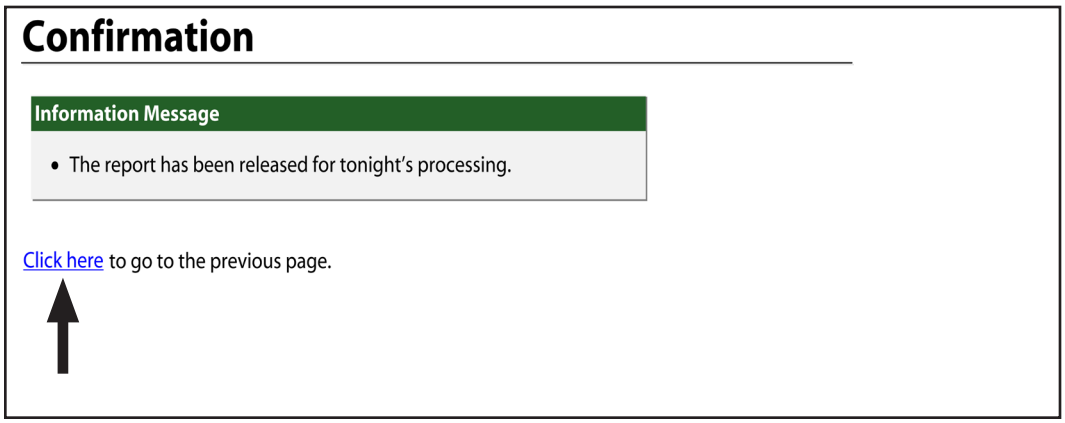
Note: Release a report only if you are certain you do not want to add any more records to the report. If you release a report, you can still *un-release* it before the nightly batch process (see the topic "Un-releasing a report" on page 72).

1 Follow the steps in "Accessing the Work on Wage and Contribution Reports page" on page 52 to view the *Work on Wage and Contribution Reports* screen.

2 Select the report you want to release for EDX batch validation by clicking on the **Release** link (highlighted by the box).



3 Click the **Click here** link (illustrated by the arrow) on *Confirmation* to return to the *Work on Wage and Contribution Reports* screen.



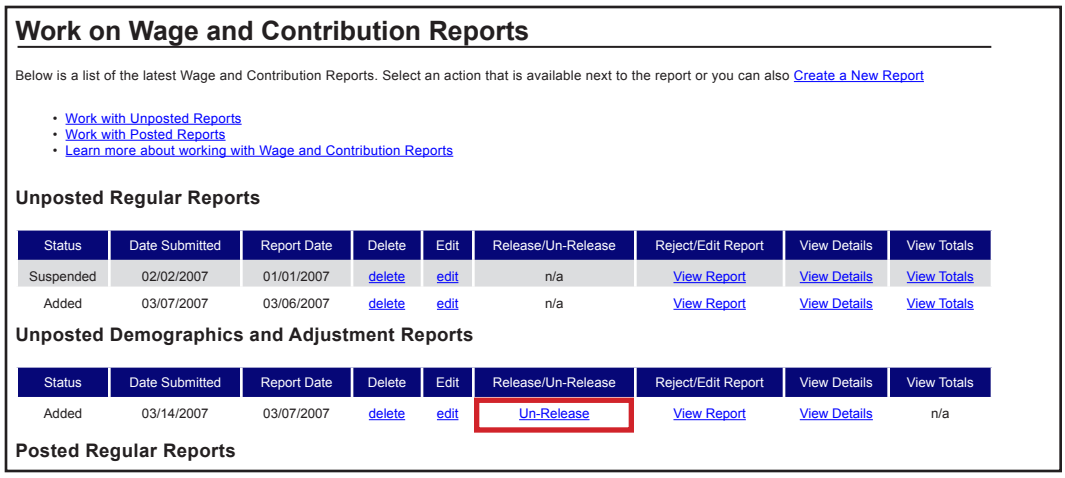
Un-releasing a report

After releasing a report but before the nightly batch evaluates it, you can *un-release* the report to keep it from being validated in the nightly batch process. You can continue to work on the report until you release it once again.

Note: Once you release a report and it posts, you can no longer make changes to the report. If a posted report has missing records or the information is incorrect, you can submit a Demographics and Adjustment Report to update demographic information or adjust wage and service data reported incorrectly. (See "Adjustment Records" in the Employer Quick Info help file.)

1 Follow the steps in "Accessing the Work on Wage and Contribution Reports page" on page 52 to view the *Work on Wage and Contribution Reports* screen.

2 Click on the **Un-Release** link (highlighted by the box) to return a report to its previous "un-released" status and prevent it from being processed in the nightly batch cycle.

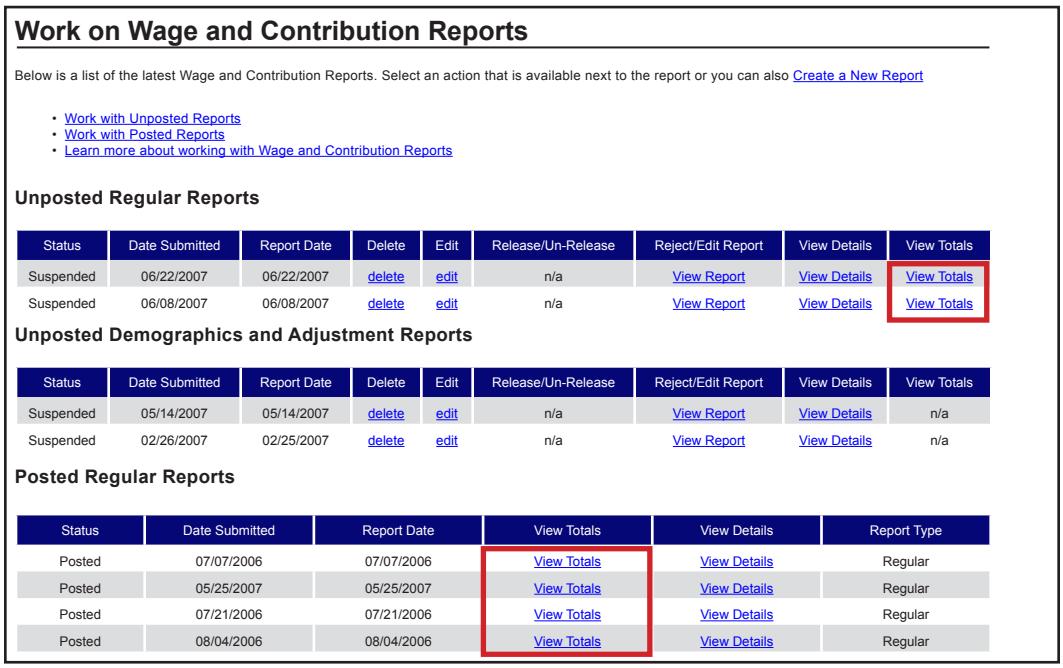


Viewing report totals

This process allows you to view select data totals for your report. Reports submitted in the past year are available for review.

1 Follow the steps in "Accessing the Work on Wage and Contribution Reports" on page 52 to view *Work on Wage and Contribution Reports*.

2 Click on the **View Totals** link (highlighted by the box) next to the report you want to view.



Work on Wage and Contribution Reports

Below is a list of the latest Wage and Contribution Reports. Select an action that is available next to the report or you can also Create a New Report

- Work with Unposted Reports
- Work with Posted Reports
- Learn more about working with Wage and Contribution Reports

Unposted Regular Reports

Status	Date Submitted	Report Date	Delete	Edit	Release/Un-Release	Reject/Edit Report	View Details	View Totals
Suspended	06/22/2007	06/22/2007	delete	edit	n/a	View Report	View Details	View Totals
Suspended	06/08/2007	06/08/2007	delete	edit	n/a	View Report	View Details	View Totals

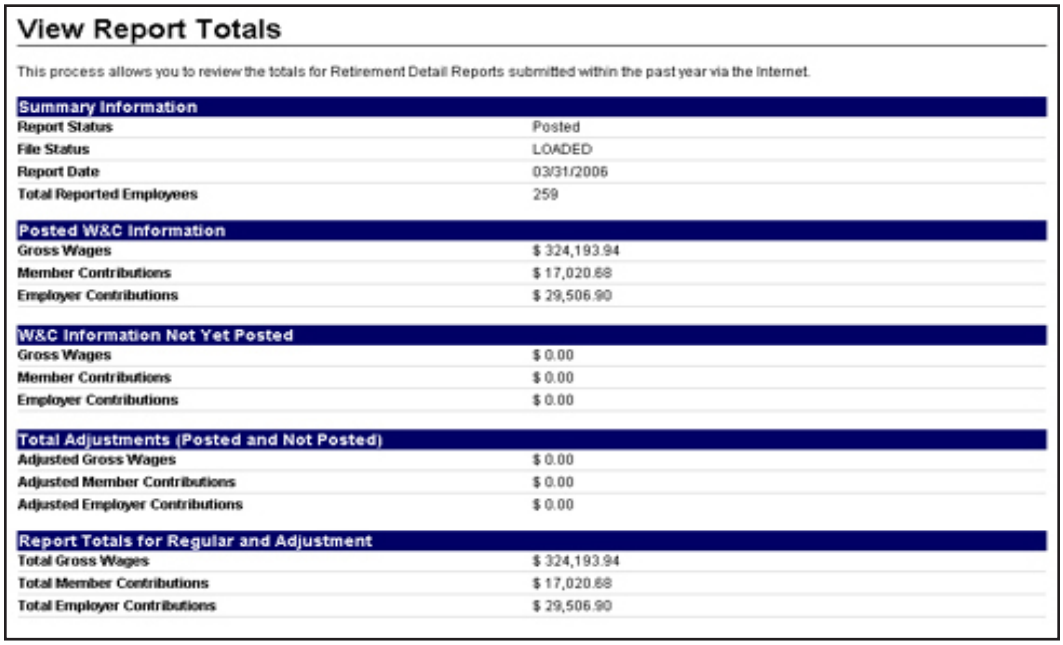
Unposted Demographics and Adjustment Reports

Status	Date Submitted	Report Date	Delete	Edit	Release/Un-Release	Reject/Edit Report	View Details	View Totals
Suspended	05/14/2007	05/14/2007	delete	edit	n/a	View Report	View Details	n/a
Suspended	02/26/2007	02/25/2007	delete	edit	n/a	View Report	View Details	n/a

Posted Regular Reports

Status	Date Submitted	Report Date	View Totals	View Details	Report Type
Posted	07/07/2006	07/07/2006	View Totals	View Details	Regular
Posted	05/25/2007	05/25/2007	View Totals	View Details	Regular
Posted	07/21/2006	07/21/2006	View Totals	View Details	Regular
Posted	08/04/2006	08/04/2006	View Totals	View Details	Regular

The *View Report Totals* screen appears, allowing you to view Retirement Detail Report totals within the past year.



View Report Totals

This process allows you to review the totals for Retirement Detail Reports submitted within the past year via the Internet.

Summary Information	
Report Status	Posted
File Status	LOADED
Report Date	03/31/2006
Total Reported Employees	259
Posted W&C Information	
Gross Wages	$ 324,193.94
Member Contributions	$ 17,020.68
Employer Contributions	$ 29,506.90
W&C Information Not Yet Posted	
Gross Wages	$ 0.00
Member Contributions	$ 0.00
Employer Contributions	$ 0.00
Total Adjustments (Posted and Not Posted)	
Adjusted Gross Wages	$ 0.00
Adjusted Member Contributions	$ 0.00
Adjusted Employer Contributions	$ 0.00
Report Totals for Regular and Adjustment	
Total Gross Wages	$ 324,193.94
Total Member Contributions	$ 17,020.68
Total Employer Contributions	$ 29,506.90

SECTION

6

Editing Reports and Correcting Errors

Process 3—Correcting errors

Overview

During the nightly batch run, EDX tags most records with errors that do not pass the validation process and displays these records and their error messages the next morning on the *Reject/Edit Report* screen.

Records passing validation will post, which means EDX has found the record to be correct. EDX saves posted record information to the PERS database. The records are also closed to further edits.

Records posting are dependent on the percentage of errors found relative to the report as a whole. The number of records with errors must be less than the posting threshold set by PERS before any records in the report will post. This feature allows you to delete entire reports that have a high percentage of records with errors, correct problems in your data file, and re-upload the report for another attempt.

You may also need to add missed records, which can be done any time before the report posts. The next nightly batch process will detect records that have been changed or added, re-validate any records in the report that have not posted, post the correct data, and report errors. This process continues until all records in the report post and the report itself posts, at which time the report is closed to further editing.

Record validation and error types

There are four types of record errors in EDX:

- 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.
  Example: “B - Date of Birth must be numeric.”
- Suspended—The error is severe enough that the record did not post and will not post until you correct the error.
  Example: “S - Subject Salary, Regular is greater than Gross Salary.”
- Flagged—EDX found a possible error based on reasonableness checks of your data. You should review the record to ensure the data is correct. However, it will post when the rest of the report posts.
  Example: “F - The Hours Worked (Regular) are greater than 200.”
- Valid—There are a number of reasons why a record may be flagged “VLID.” The most common reasons are (1) 15 percent or more of a report’s records have errors and (2) multiple records for one member exist in the same report and at least one of those records is suspended. You can view VLID records by clicking on one of three links on the *Work on Wage and Contribution Reports* screen:
  - Edit,
  - Reject/Edit Report, and
  - View Details.

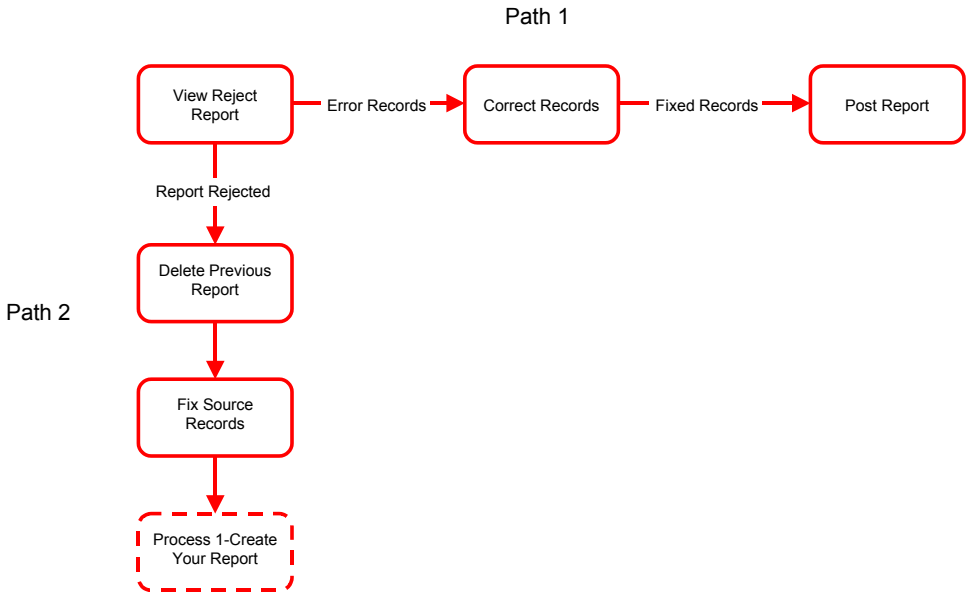
Each message begins with the first letter of the error type for quick identification.

EDX validates records you submitted or edited in a report to ensure the required fields have data, the data is in the correct format, and the data values are acceptable. All report records undergo three types of validation:

- Basic edit validation—Occurs when saving a record you added or edited manually, as well as during the nightly batch report validation process. A basic edit validation failure results in either bad format or suspended errors, many of which EDX will display immediately after saving the record.
- Hard validation—Occurs only during the nightly batch report validation process. EDX gives records that do not pass the hard validation process a status of "Suspended" and will not post those records until you correct the errors.
- Soft validation—Occurs only during the nightly batch report validation process when EDX rejects a report because of too many errors. EDX flags the records with an error. These are only warning messages; flagged records will post when all other report records post.

Process flow

Below is a process flow diagram of Process 3.



Brief description of the process components

Two paths exist for correcting errors:

- Path 1 typically is used when the number of records containing errors is less than the posting threshold set by PERS. However, this error correction path may also be used if the report was rejected because of too many errors.

- Path 2 is used for error correction when the report is rejected because the number of records in error is greater than the posting threshold PERS set. Use this path when you have uploaded your data and have the ability to generate a corrected data file from your source system.

Below is a brief description of the components for the error correction process:

- View and Print Reject Report—The payroll specialist views and/or prints the Reject/Edit Report on EDX.
- Correct Errors—The payroll specialist uses EDX to correct the records with errors.
- Post Report—The EDX nightly batch process will post corrected records. When all records in the report post, the report as a whole posts.
- Delete Previous Report—If EDX rejects the report because of too many errors, the rejected report must be deleted and a new report added for that same report date.
- Fix Source Records—Employer makes modifications to the source system that generates the electronic data file and regenerates the file for upload. The employer must re-create the report.

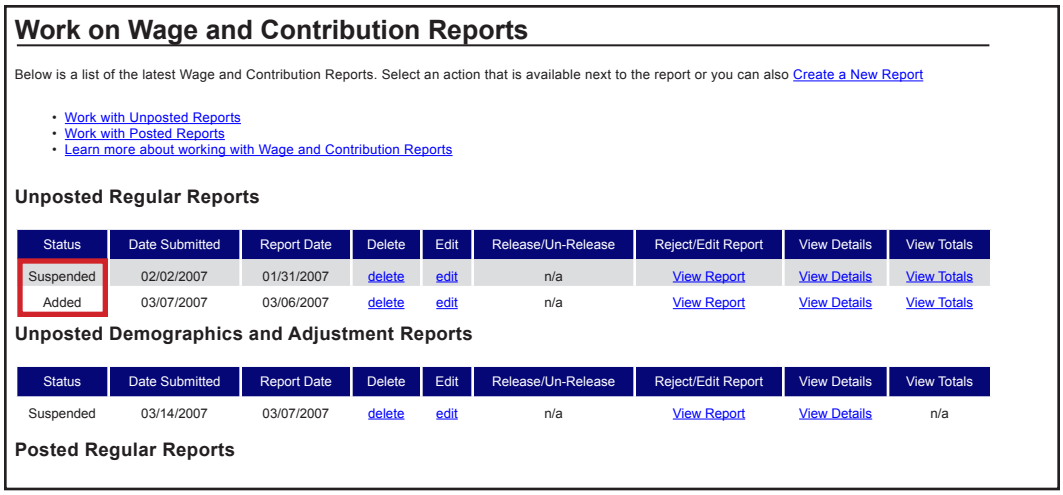
Viewing the Reject/Edit Report

This report lists all error records in your report and their error messages. Use this report to help manage records you must correct and to view "VLID" records.

1 Follow the steps in "Accessing the Work on Wage and Contribution Reports" on page 52 to view the *Work on Wage and Contribution Reports* screen.

Reports that do not post are assigned one of two statuses (highlighted by the box):

- Added—The report is newly created and has not yet been validated.
- Suspended—The report has been through validation and has at least one "Bad Format" or "Suspended" error. This is also the status of a report that has been rejected because of too many errors.



Work on Wage and Contribution Reports

Below is a list of the latest Wage and Contribution Reports. Select an action that is available next to the report or you can also Create a New Report

- Work with Unposted Reports
- Work with Posted Reports
- Learn more about working with Wage and Contribution Reports

Unposted Regular Reports

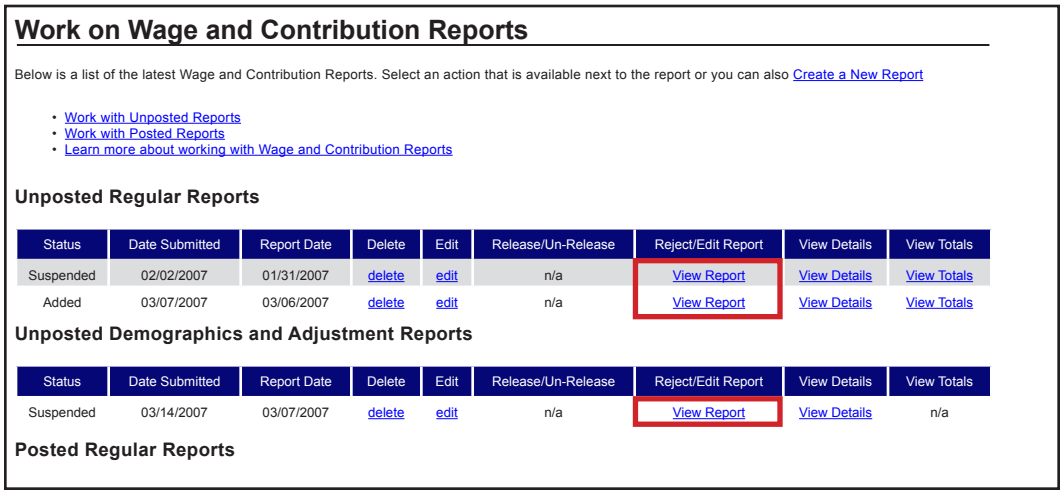
Status	Date Submitted	Report Date	Delete	Edit	Release/Un-Release	Reject/Edit Report	View Details	View Totals
Suspended	02/02/2007	01/31/2007	delete	edit	n/a	View Report	View Details	View Totals
Added	03/07/2007	03/06/2007	delete	edit	n/a	View Report	View Details	View Totals

Unposted Demographics and Adjustment Reports

Status	Date Submitted	Report Date	Delete	Edit	Release/Un-Release	Reject/Edit Report	View Details	View Totals
Suspended	03/14/2007	03/07/2007	delete	edit	n/a	View Report	View Details	n/a

Posted Regular Reports

2 Click on the **View Report** link (highlighted by the boxes) in the Reject/Edit Report column corresponding to the report whose errors you want to view on the *Reject/Edit Report* screen.



Work on Wage and Contribution Reports

Below is a list of the latest Wage and Contribution Reports. Select an action that is available next to the report or you can also Create a New Report

- Work with Unposted Reports
- Work with Posted Reports
- Learn more about working with Wage and Contribution Reports

Unposted Regular Reports

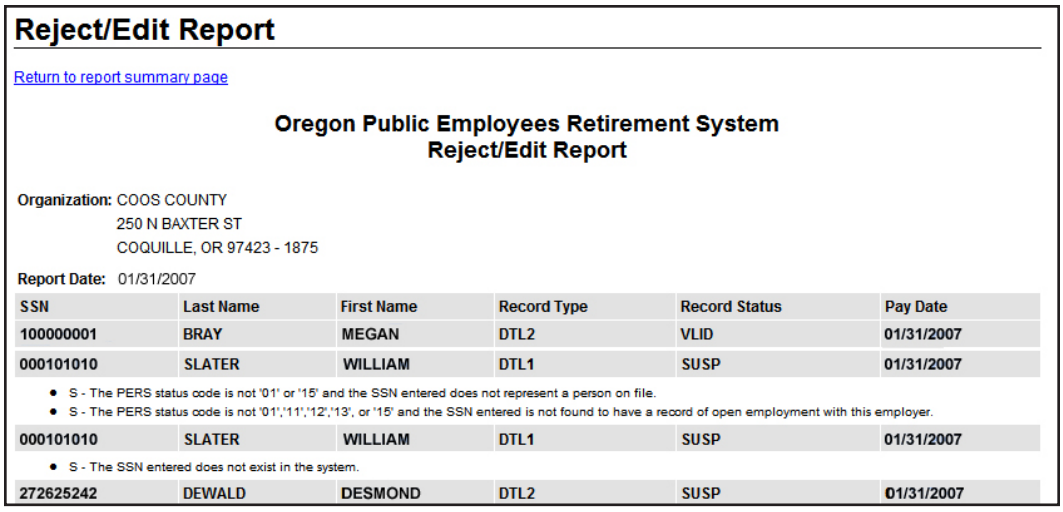
Status	Date Submitted	Report Date	Delete	Edit	Release/Un-Release	Reject/Edit Report	View Details	View Totals
Suspended	02/02/2007	01/31/2007	delete	edit	n/a	View Report	View Details	View Totals
Added	03/07/2007	03/06/2007	delete	edit	n/a	View Report	View Details	View Totals

Unposted Demographics and Adjustment Reports

Status	Date Submitted	Report Date	Delete	Edit	Release/Un-Release	Reject/Edit Report	View Details	View Totals
Suspended	03/14/2007	03/07/2007	delete	edit	n/a	View Report	View Details	n/a

Posted Regular Reports

3 Review the records with errors before making corrections in EDX. The “S” next to the bullets in the illustration below denotes that the member record is suspended. You may print the report if desired.



Reject/Edit Report

Return to report summary page

Oregon Public Employees Retirement System
Reject/Edit Report

Organization: COOS COUNTY
250 N BAXTER ST
COQUILLE, OR 97423 - 1875

Report Date: 01/31/2007

SSN	Last Name	First Name	Record Type	Record Status	Pay Date
100000001	BRAY	MEGAN	DTL2	VLID	01/31/2007
000101010	SLATER	WILLIAM	DTL1	SUSP	01/31/2007

- S - The PERS status code is not '01' or '15' and the SSN entered does not represent a person on file.
- S - The PERS status code is not '01','11','12','13', or '15' and the SSN entered is not found to have a record of open employment with this employer.

000101010	SLATER	WILLIAM	DTL1	SUSP	01/31/2007

- S - The SSN entered does not exist in the system.

272625242	DEWALD	DESMOND	DTL2	SUSP	01/31/2007

Editing records

The *Edit Retirement Detail Reports* screen displays various options for adding or editing records that did not post. You can modify or delete records that have not posted or add records to reports that have not posted.

Note: Some options on the *Edit Retirement Detail Reports* screen appear only under certain conditions. However, the following options used to edit records with errors are available for all reports not yet posted:

- Add or Edit a Record
- Employees with Errors

Employees with Errors displays a list of all records having errors in the report.

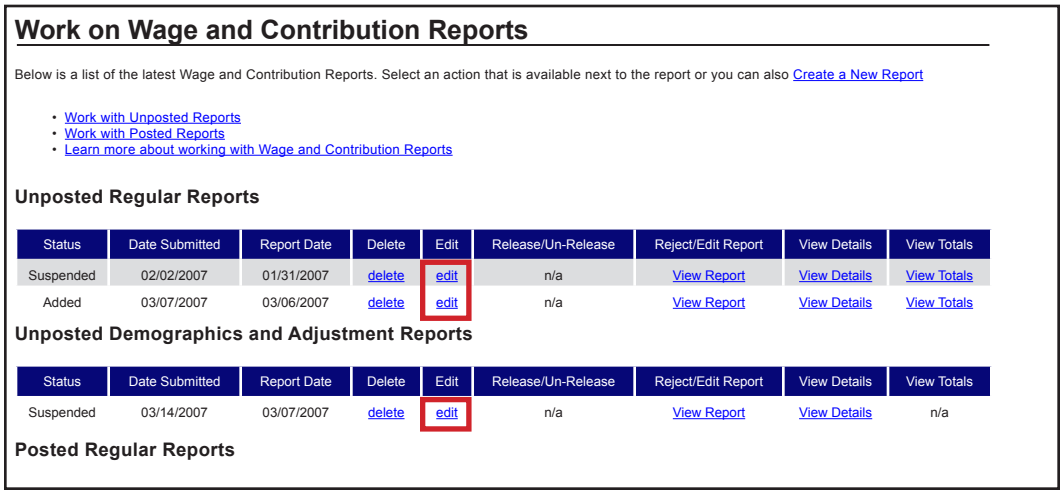
Each report not posted provides a link to the *Edit Retirement Detail Reports* screen where you can perform various edit functions for that particular report.

Adding or editing a record

You can enter an employee's SSN and display all records in the current report for that employee. This is useful when you want to focus on all activity submitted for an employee in the reporting period. This option can also save time locating a specific employee's errors when the Employees with Errors list displays a large number of error records.

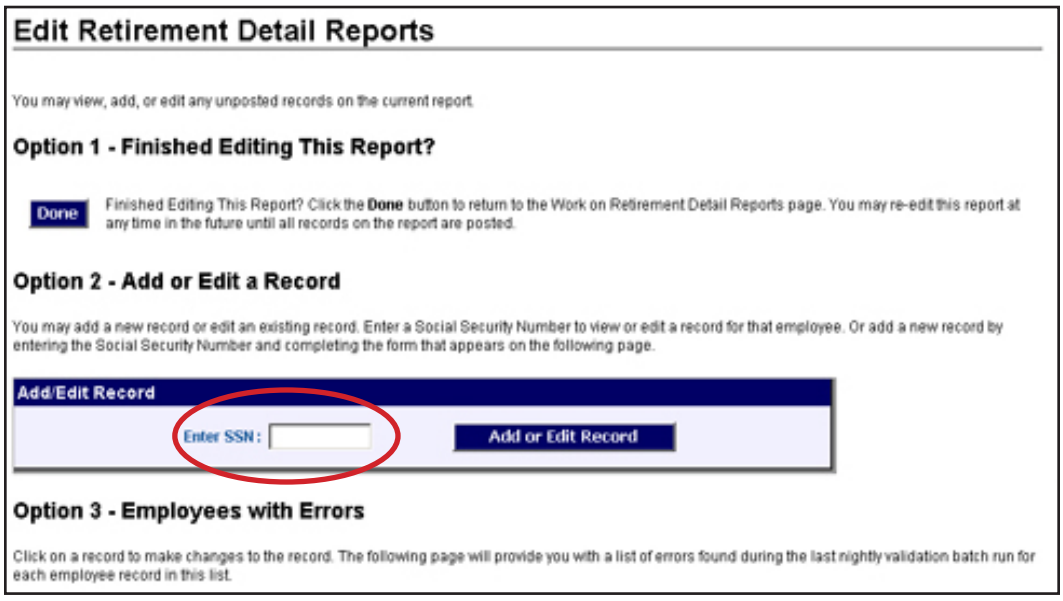
1 Follow the steps in "Accessing the Work on Wage and Contribution Reports" on page 52 to view the *Work on Wage and Contribution Reports* screen.

2 On the *Work on Wage and Contribution Reports* screen, click on the **edit** link (highlighted by the boxes) next to the report you want to edit to display the *Edit Retirement Detail Reports* screen.



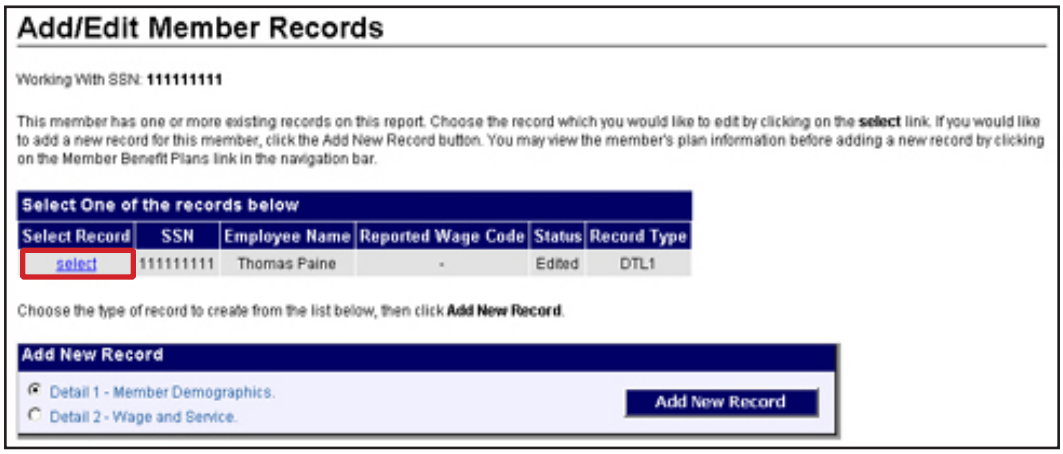
3 If you want to edit a record in a report that has a "Suspended" status, proceed to step 8; otherwise, proceed to the next step.

4 Type the employee's Social Security number in the **Enter SSN** text box (highlighted by the circle) located under the Option # – Add or Edit a Record section.



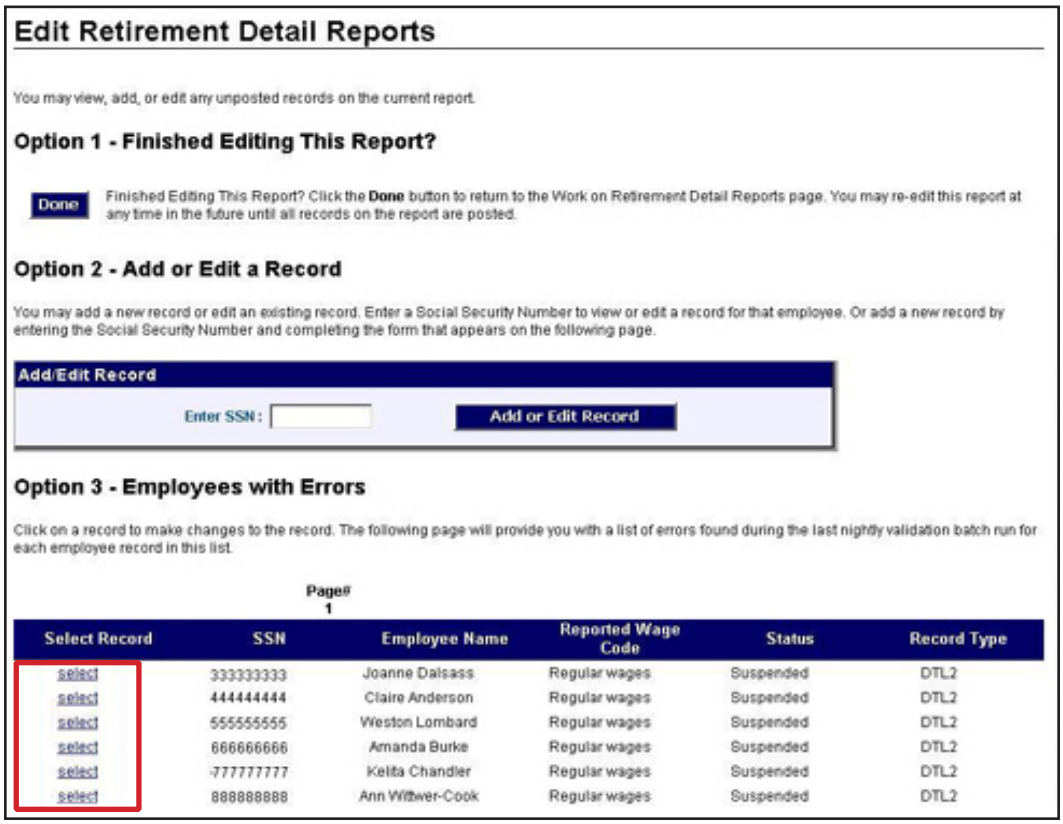
5 Click the **Add or Edit Record** button; the *Add/Edit Member Records* screen appears.

6 Click on the **select** link (highlighted by the box) to view the record detail form and the error message(s) associated with the record.



7 Proceed to step 9.

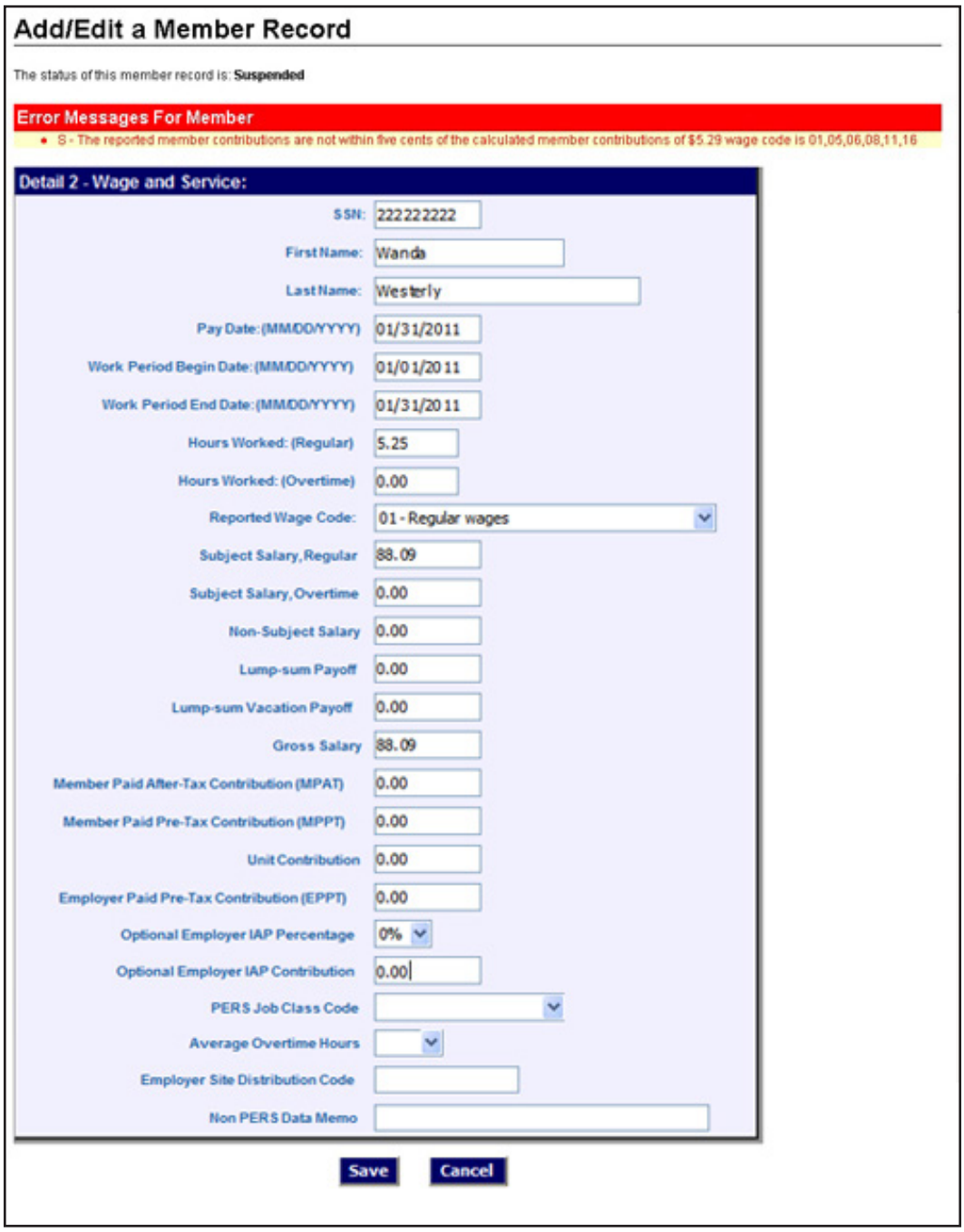
8 Locate the error record you want to edit, and then click on the **select** link (highlighted by the box) to view the record detail form and error message(s) associated with the record.



Note: Page number links appear at the top of the Employers with Errors list if the list of records having errors is too large for EDX to display on one page. Clicking on a **Page #** link will take you to that page.

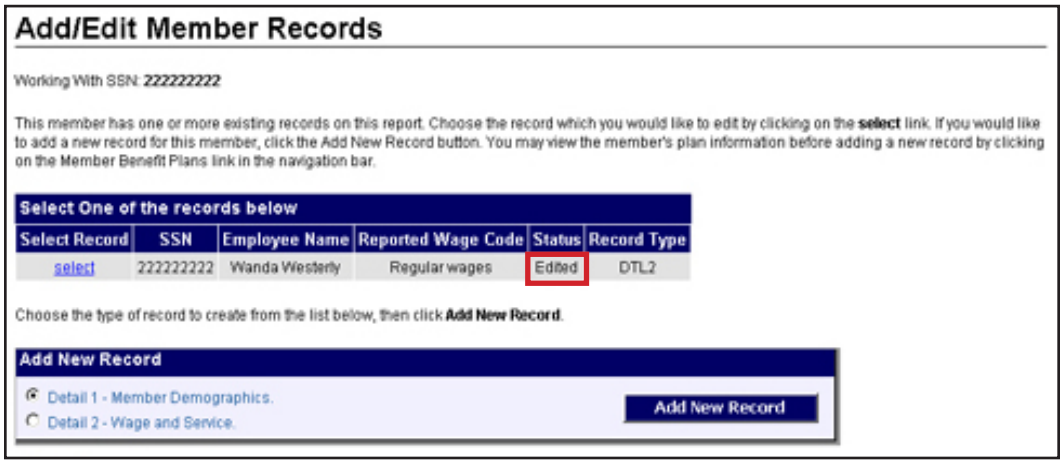
9 Edit the member record, as necessary, by correcting values in the record detail form fields.

The example below depicts the edit screen for a member's wage and service record EDX determined contained errors.



Note: EDX displays specific error messages at the top of the page for reference.

10 Click the **Save** button on the *Add/Edit a Member Record* screen; EDX returns you to the *Add/Edit Member Records* screen and modifies the status of your record to "Edited" (highlighted by the box). This status indicates you modified the record and that it is awaiting re-evaluation in the next batch validation process.



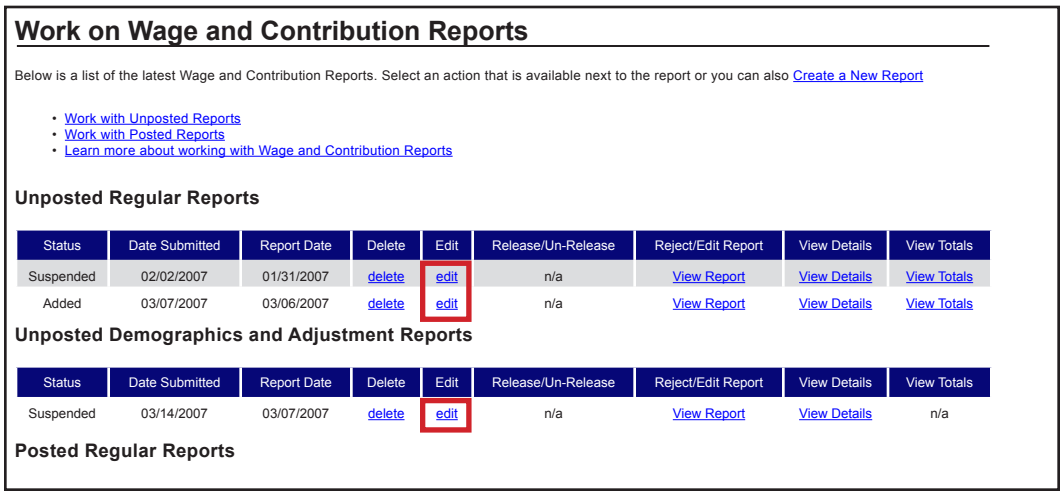
11 When you are finished editing records for the employee, click the **OK** button to return to the *Edit Retirement Detail Reports* screen. You can enter a new SSN to add or edit a record, or you can select a record from the Employees with Errors list to edit.

Deleting records

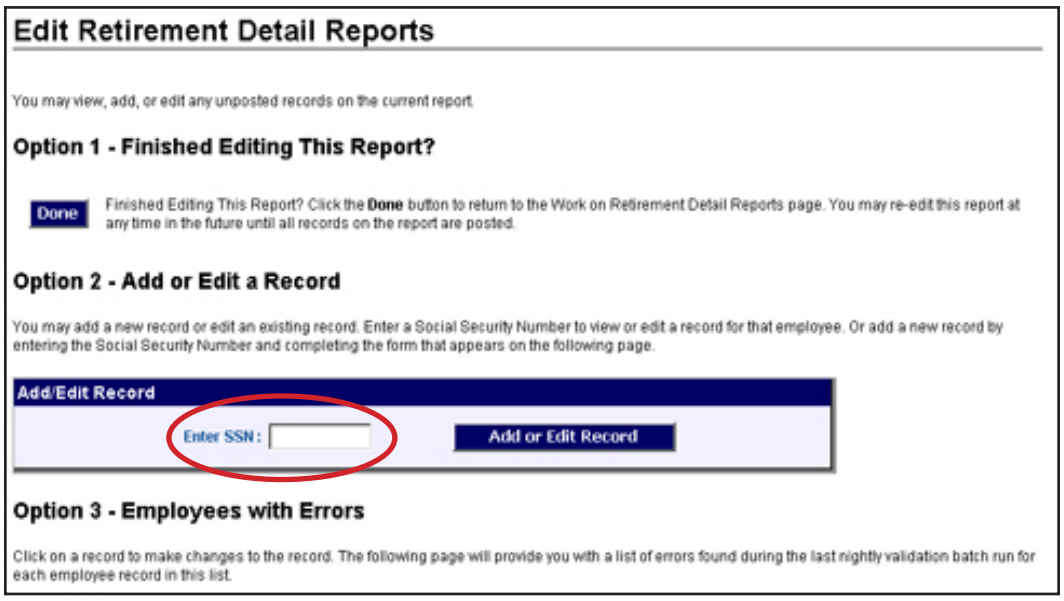
You can delete a record any time before it posts. After a record posts, it is closed to further edits or deletions.

1 Follow the steps in "Accessing Work on Wage and Contribution Reports" on page 52 to view the *Work on Wage and Contribution Reports* screen.

2 On the *Work on Wage and Contribution Reports* screen, click on the **edit** link (highlighted by the boxes) to view the *Edit Retirement Detail Reports* screen.

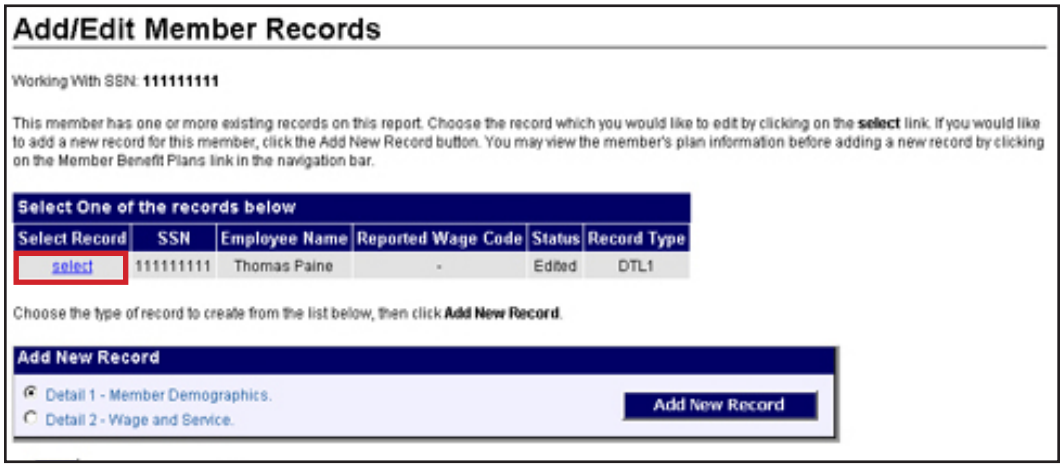


3 Type the employee's Social Security number in the **Enter SSN** text box (highlighted by the circle) located under the Option # – Add or Edit a Record section.

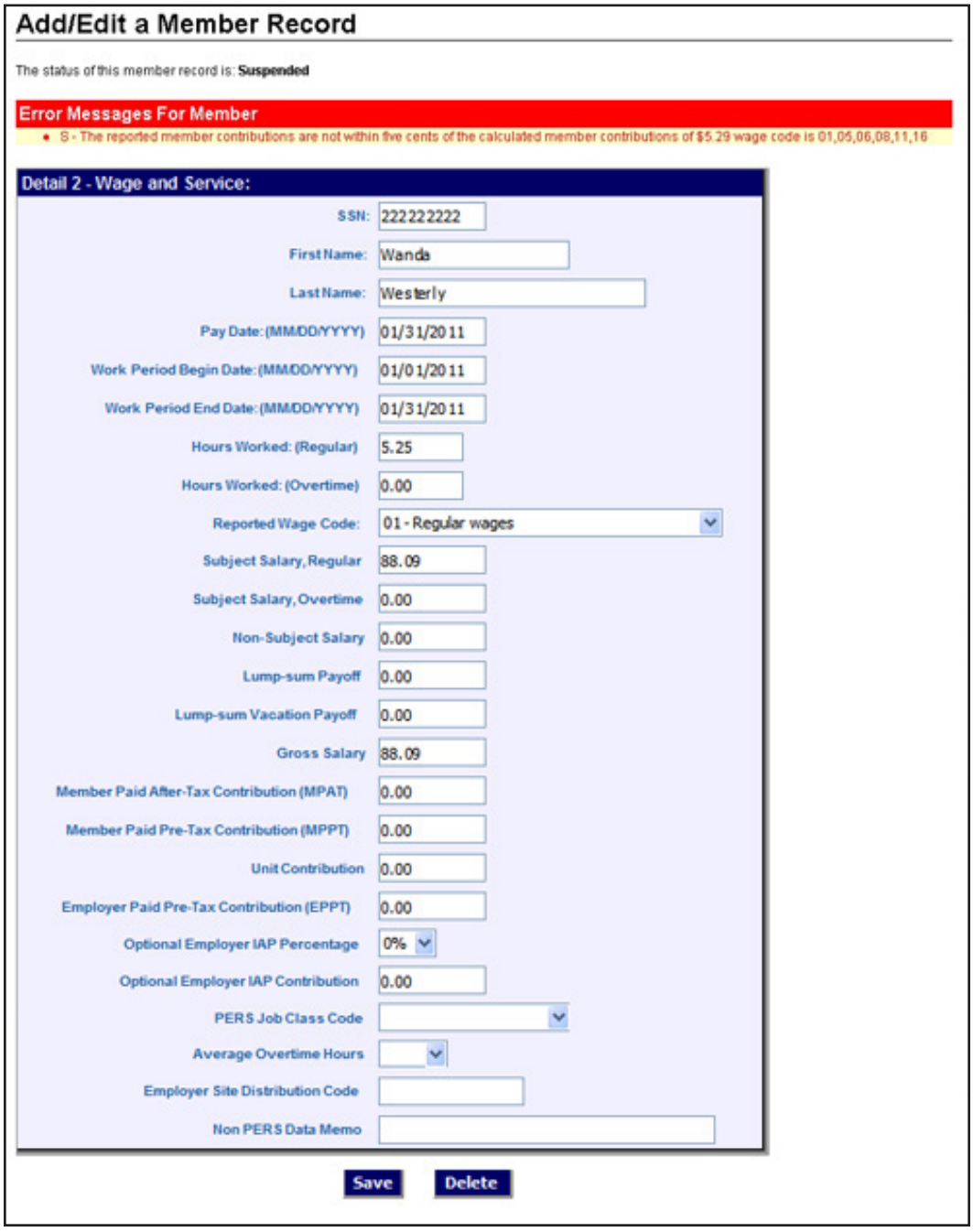


4 Click the **Add or Edit Record** button; the *Add/Edit a Member Record* screen appears.

5 Click on the **select** link (highlighted by the box) to view the record detail form and the error message(s) associated with the record.

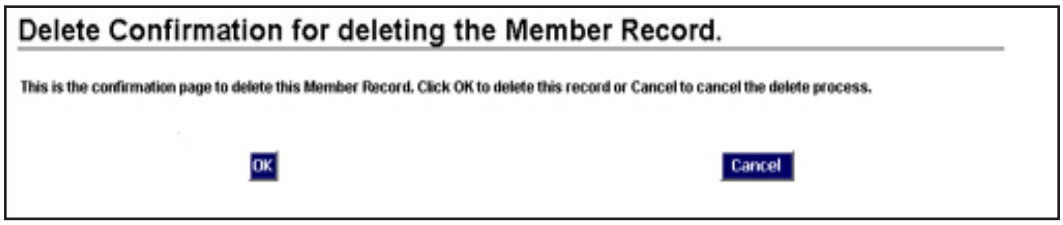


6 Click the **Delete** button; a confirmation page appears.



7 Click the **OK** button when prompted to confirm your request to delete the employee record. EDX returns you to the *Add/Edit Member Records* screen and removes the deleted record from the list of records in the report.

Important: Once you delete a record, it cannot be restored.



8 When you are finished deleting employee records, click the **OK** button to return to the *Edit Retirement Detail Reports* screen.

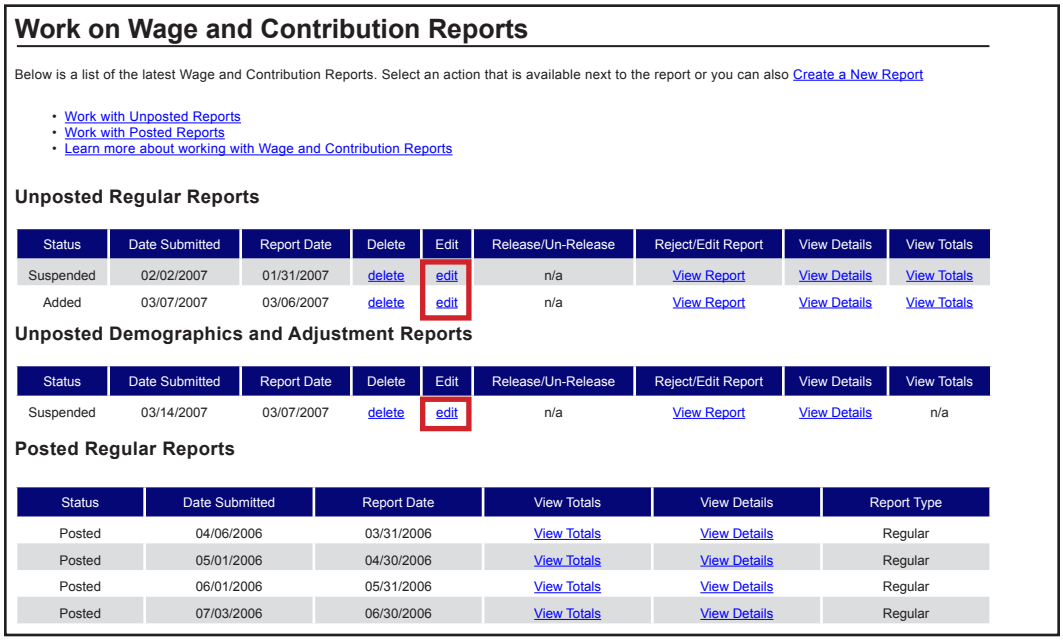
Editing a report header

If you created your report using the Empty Report method and it has not posted, you will have an option on the *Edit Retirement Detail Reports* screen to change the report date.

Note: The option to edit the report header is only available for reports that show up under the Status column as "Added."

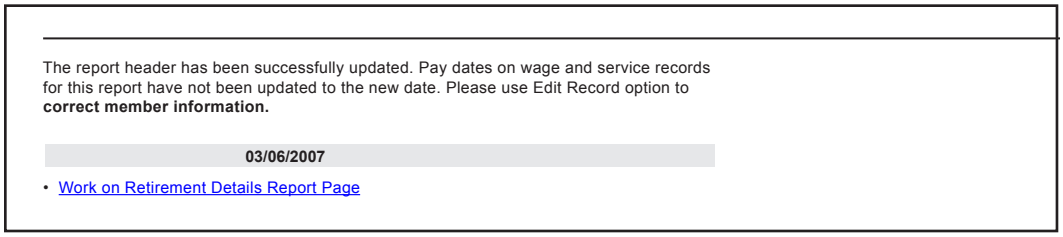
1 Follow the steps in "Accessing Work on Wage and Contribution Reports" on page 52 to view the *Work on Wage and Contribution Reports* screen.

2 Click on the **edit** link (highlighted by the boxes) next to the report whose date you want to change to view the *Edit Retirement Detail Reports* screen. **Note:** You cannot edit the report header on a report that has suspended.



3 In the **Edit the Report Header** dialog box, type the new report date in the **Report Date** text box. Type the date in the format *MM/DD/YYYY*.

4 Click the **Edit Report** button; a message page confirms that you have changed the report date in the report header.

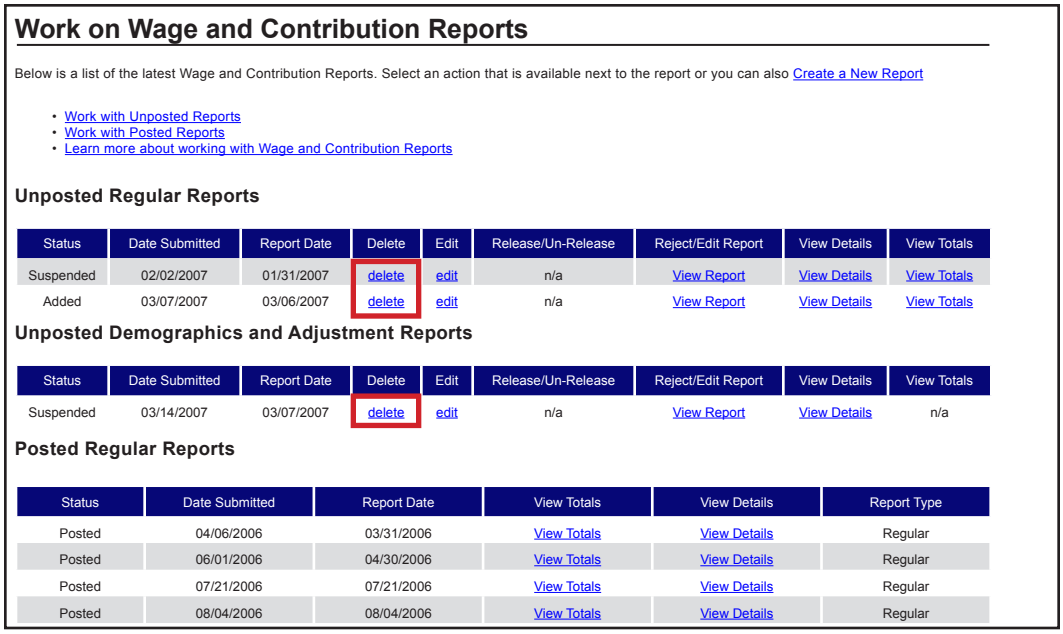


Deleting a report

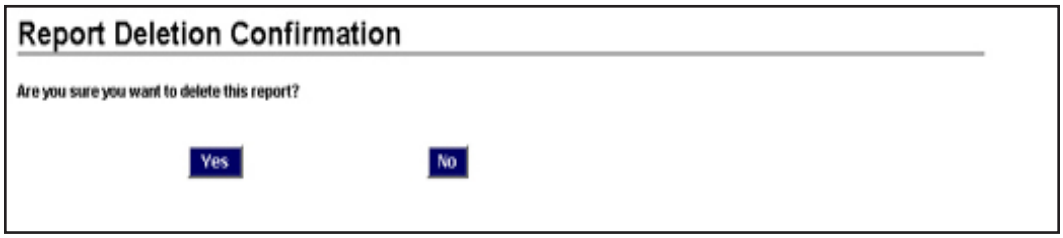
You may delete an entire report if it has no posted records.

1 Follow the steps in "Accessing Work on Wage and Contribution Reports" on page 52 to view the *Work on Wage and Contribution Reports* screen.

2 On the *Work on Wage and Contribution Reports* screen, click on the **delete** link (highlighted by the boxes) associated with the report you want to delete.



3 Click the **Yes** button when prompted by the *Report Deletion Confirmation* screen to confirm the deletion.



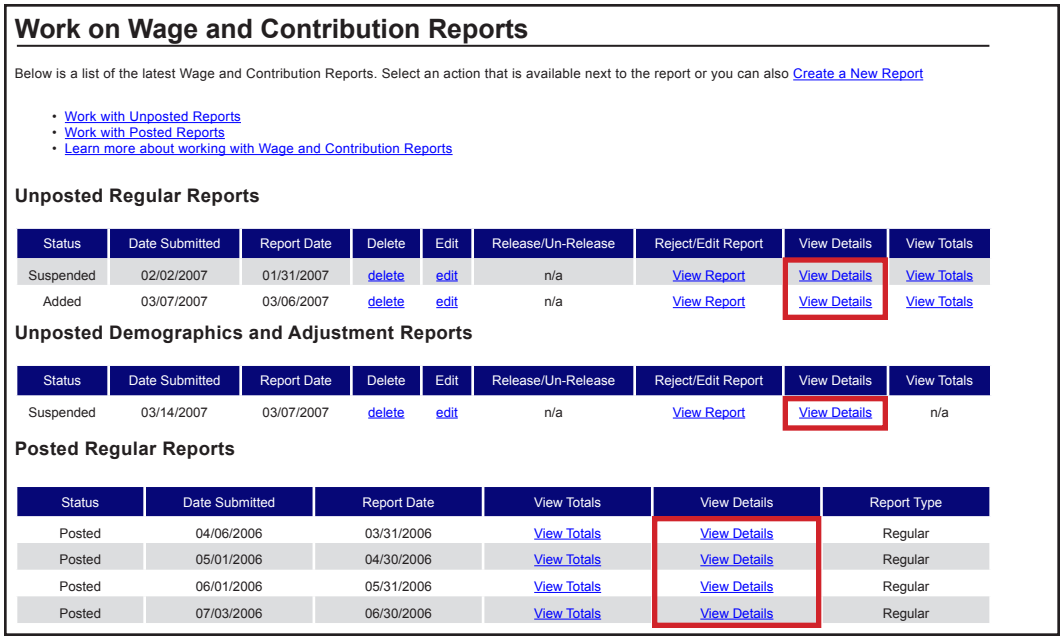
Viewing record details

EDX allows you to view Detail 1 (member demographics) or Detail 2 (wage and service) records submitted in posted and *unposted* reports. Use the View Details links to view a breakdown of each employee's contributions, verify addresses are correct, and see if an individual record in a report posted. You can sort record details by last name or SSN.

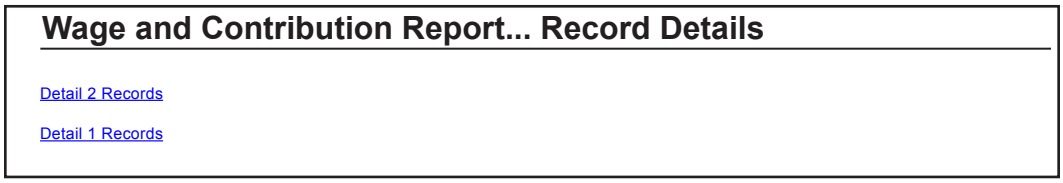
In cases where a Demographics and Adjustment Report or Regular Report is suspended but none of the records within that report are suspended, the problem could be the result of *valid* records. (See "Record validation and error types" on page 76 for an explanation of what can cause *valid* errors.)

1 Follow the steps in "Accessing Work on Wage and Contribution Reports" on page 52 to view the *Work on Wage and Contribution Reports* screen.

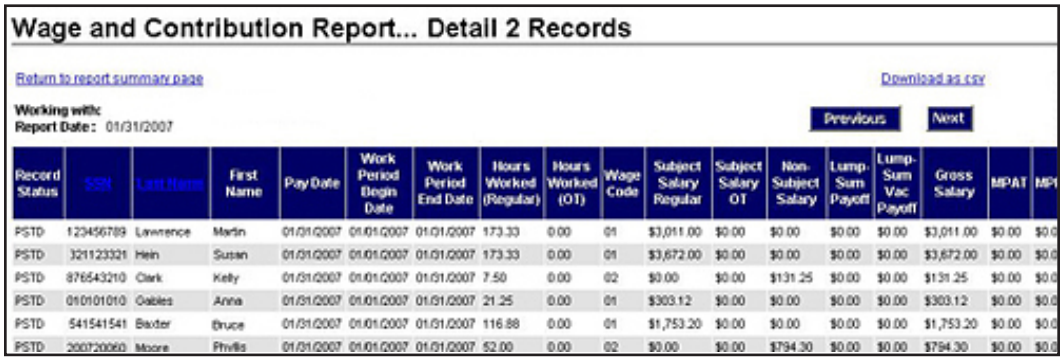
2 On the *Work on Wage and Contribution Reports* screen, click on the **View Details** link (highlighted by the boxes).



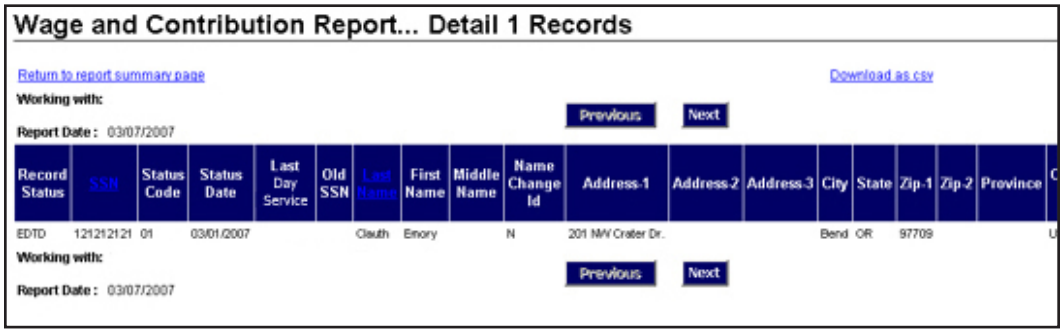
3 Click on the **Detail 2 Records** link to view wage and service record details, or click on the **Detail 1 Records** link to view demographic record details.



The illustration below shows a partial Detail 2 screen.

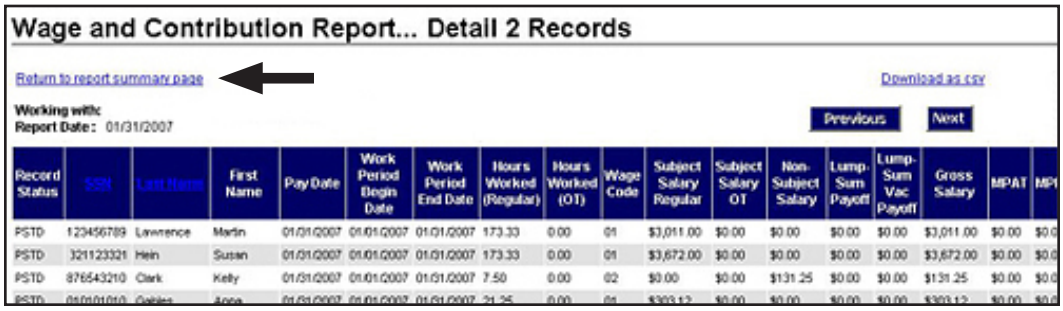


The illustration below shows a partial Detail 1 screen.



Click the **Previous** or **Next** button to scroll through each page of records. Click on the **SSN** or **Last Name** links to sort the record details, making it easier for you to locate a particular record.

4 If you want to view the details of the other record type, click on the **Return to report summary page** link (indicated by the arrow) to return to the *Wage and Contribution Report... Record Details* screen to make your selection.

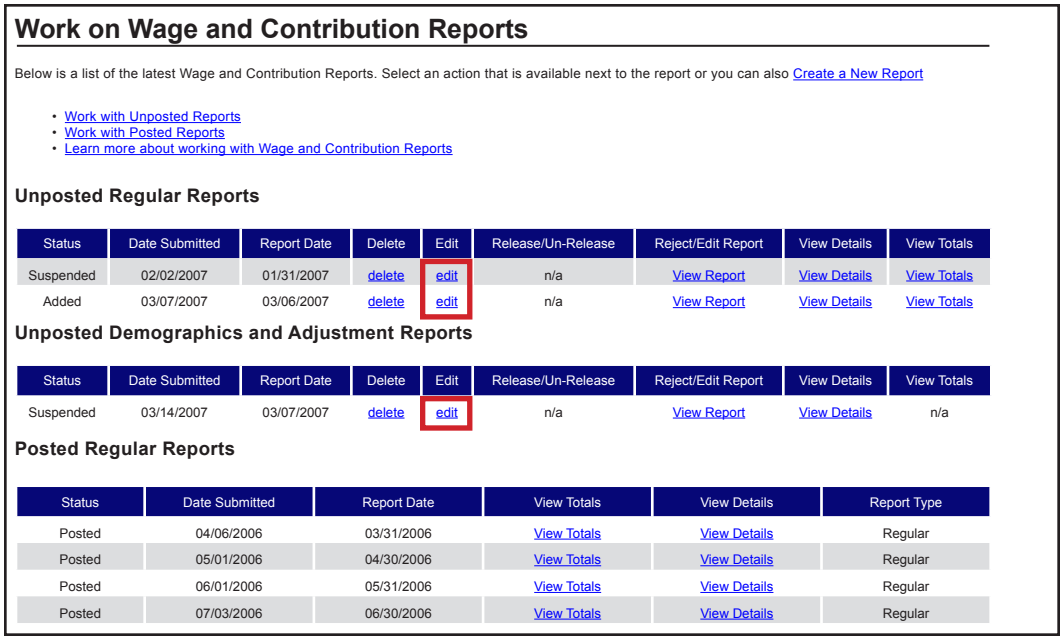


Correcting valid records

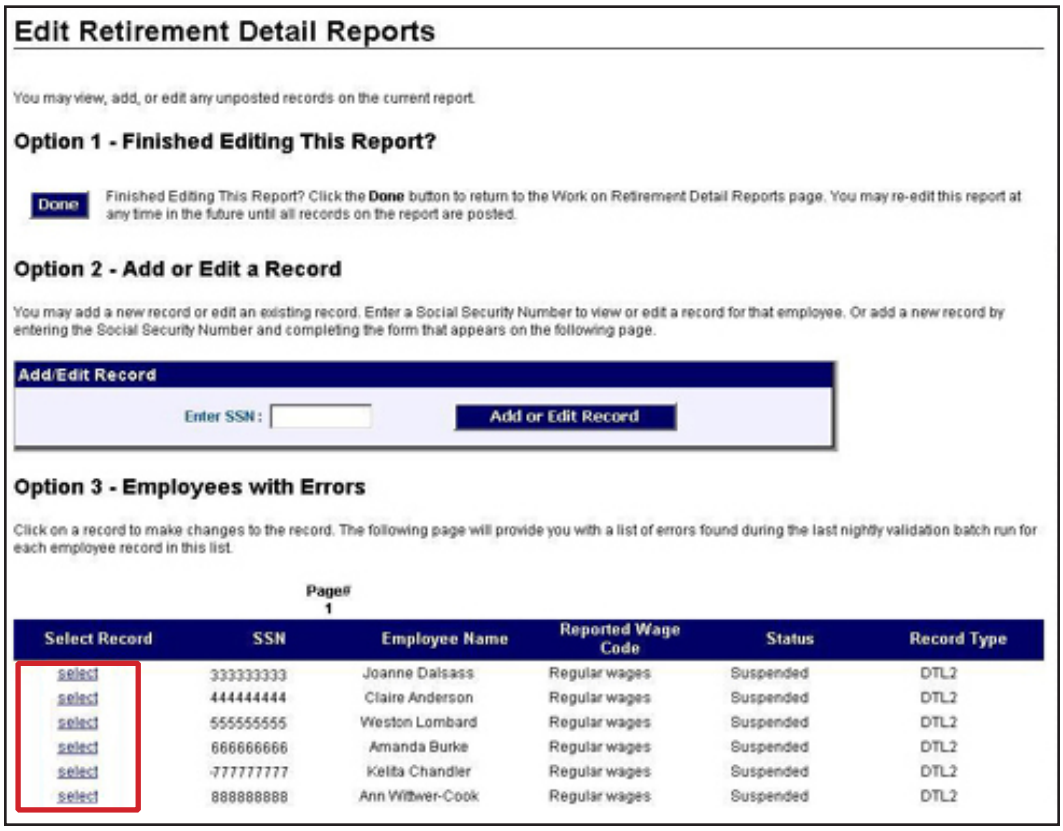
The following steps should allow you to correct most valid records. In cases where you are unable to fix records with a “VLID” status, you will need to contact the Employer Support Center.

1 Follow the steps in “Accessing Work on Wage and Contribution Reports” on page 52 to view the *Work on Wage and Contribution Reports* screen.

2 Locate the report in either the Unposted Regular Reports or Unposted Demographics and Adjustment Reports section containing the valid records(s), and then click on the **edit** link corresponding to that report (highlighted by the boxes).



3 Under Option # - Employers with Errors, locate the error record you want to edit, and then click on the **select** link (highlighted by the box) to view the record detail form and error message(s) associated with the record.



Note: Page number links appear at the top of the Employers with Errors list if the list of records having errors is too large for EDX to display on one page. Click on a **Page #** link to take you to that page.

4 Click on the **select** link in the row corresponding to the "Valid" record status (highlighted by the box); the *Add/Edit a Member Record* screen appears.

5 Edit the member's information to correct the record, and then click the **Save** button.

Viewing record details in Excel

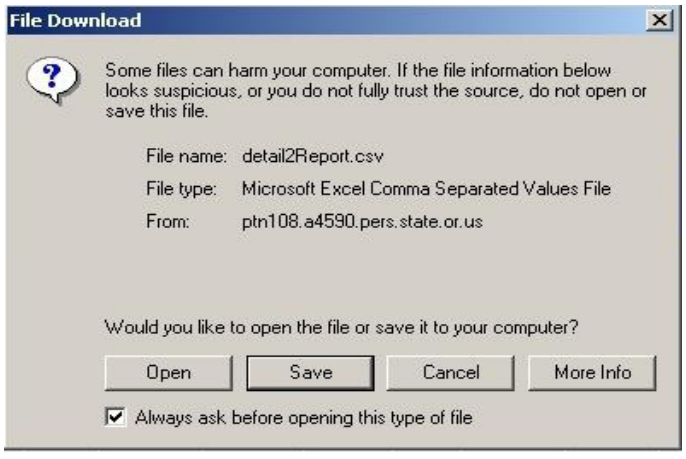
EDX gives you the ability to download Detail 1 (member demographics) or Detail 2 (wage and service) data submitted in posted and *unposted* reports to an Excel spreadsheet. You have the option of either downloading and immediately viewing the data in a spreadsheet or saving the data and later importing it into any spreadsheet.

1 Follow steps 1–3 in "Viewing record details" on pages 89–91.

2 Click on the **Download as csv** link (indicated by the arrow).

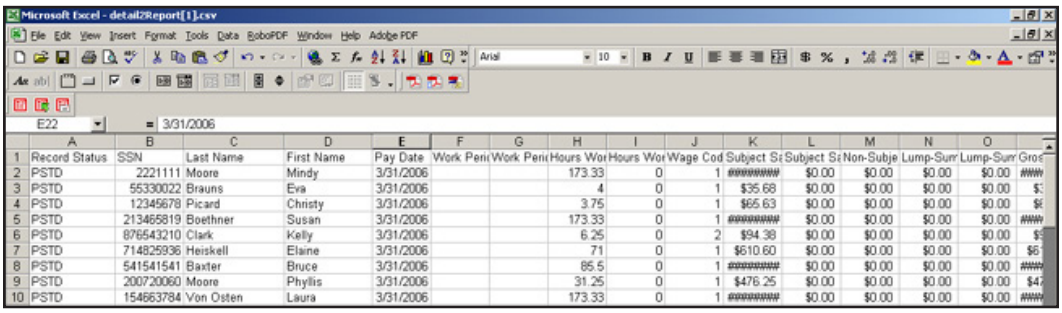
Record Status	[illegible]	[illegible]	First Name	Pay Date	Work Period Begin Date	Work Period End Date	Hours Worked (Regular)	Hours Worked (OT)	Wage Code	Subject Salary Regular	Subject Salary OT	Non-Subject Salary	Lump-Sum Payoff	Lump-Sum Vac Payoff	Gross Salary	MPAT	MP
PSTD	123456789	Lawrence	Martin	01/31/2007	01/01/2007	01/31/2007	173.33	0.00	01	$3,011.00	$0.00	$0.00	$0.00	$0.00	$3,011.00	$0.00	$0.0
PSTD	321123321	Hein	Susan	01/31/2007	01/01/2007	01/31/2007	173.33	0.00	01	$3,672.00	$0.00	$0.00	$0.00	$0.00	$3,672.00	$0.00	$0.0
PSTD	876543210	Clark	Kelly	01/31/2007	01/01/2007	01/31/2007	7.50	0.00	02	$0.00	$0.00	$131.25	$0.00	$0.00	$131.25	$0.00	$0.0
PSTD	010101010	Gables	Anna	01/31/2007	01/01/2007	01/31/2007	21.25	0.00	01	$303.12	$0.00	$0.00	$0.00	$0.00	$303.12	$0.00	$0.0
PSTD	541541541	Baxter	Bruce	01/31/2007	01/01/2007	01/31/2007	116.88	0.00	01	$1,753.20	$0.00	$0.00	$0.00	$0.00	$1,753.20	$0.00	$0.0
PSTD	200720060	Moore	Phyllis	01/31/2007	01/01/2007	01/31/2007	52.00	0.00	02	$0.00	$0.00	$794.30	$0.00	$0.00	$794.30	$0.00	$0.0

3 In the **File Download** dialog box that appears, click the **Open** button to download and open the file in Excel.



After you click the **Open** button, the file downloads, and Excel opens a spreadsheet containing the record data (as shown in the Detail 2 illustration below). You can now manipulate the data, as necessary, to achieve the results you want.

Note: Excel drops any zeros that appear at the beginning of the Social Security number. A pound (#) symbol appearing in an Excel spreadsheet denotes that the cell is not wide enough to display the data contained within.

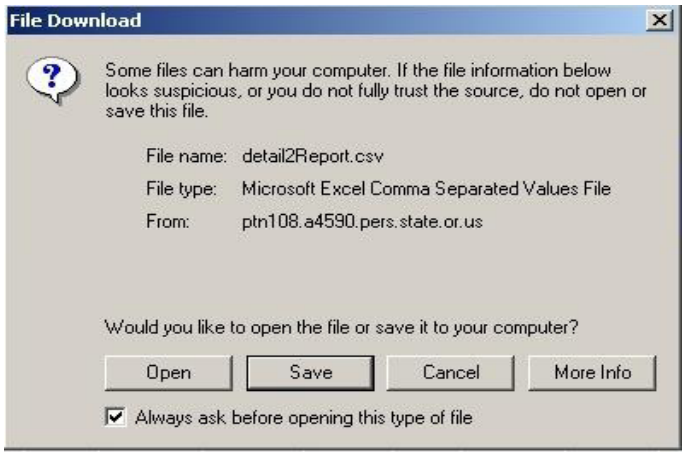


	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Record Status	SSN	Last Name	First Name	Pay Date	Work Peri	Work Peri	Hours Wo	Hours Wo	Wage Cod	Subject Sa	Subject Sa	Non-Subje	Lump-Sum	Lump-Sum
2	PSTD	2221111	Moore	Mindy	3/31/2006			173.33	0	1	#########	$0.00	$0.00	$0.00	$0.00
3	PSTD	55330022	Brauns	Eva	3/31/2006			4	0	1	$35.68	$0.00	$0.00	$0.00	$0.00
4	PSTD	12345678	Picard	Christy	3/31/2006			3.75	0	1	$65.63	$0.00	$0.00	$0.00	$0.00
5	PSTD	213465819	Boethner	Susan	3/31/2006			173.33	0	1	#########	$0.00	$0.00	$0.00	$0.00
6	PSTD	876543210	Clark	Kelly	3/31/2006			6.25	0	2	$94.38	$0.00	$0.00	$0.00	$0.00
7	PSTD	714825936	Heiskell	Elaine	3/31/2006			71	0	1	$610.60	$0.00	$0.00	$0.00	$0.00
8	PSTD	541541541	Baxter	Bruce	3/31/2006			85.5	0	1	#########	$0.00	$0.00	$0.00	$0.00
9	PSTD	200720060	Moore	Phyllis	3/31/2006			31.25	0	1	$476.25	$0.00	$0.00	$0.00	$0.00
10	PSTD	154663784	Von Osten	Laura	3/31/2006			173.33	0	1	#########	$0.00	$0.00	$0.00	$0.00

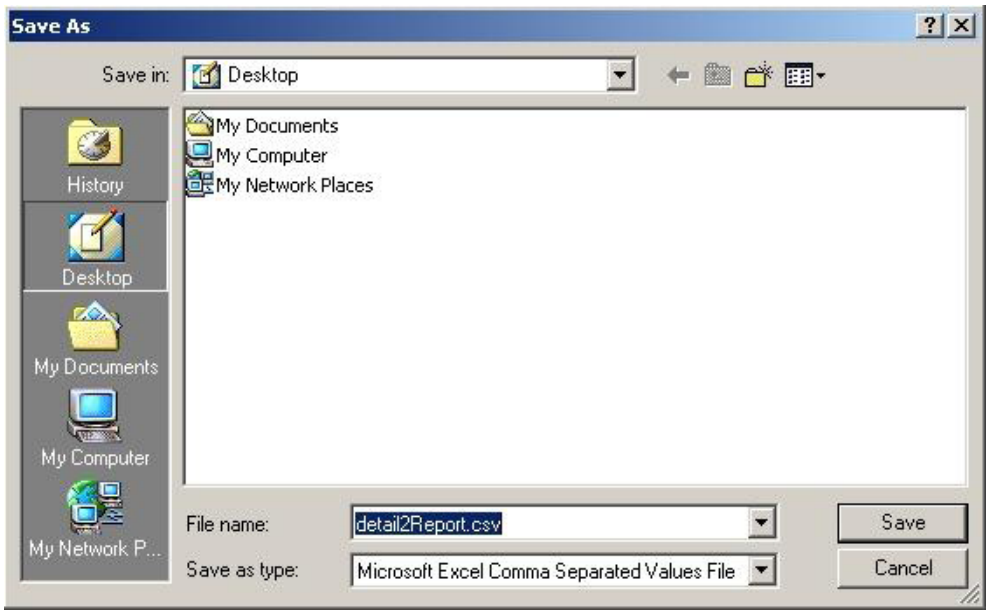
Saving record details

1 Follow steps 1 and 2 in the previous procedure.

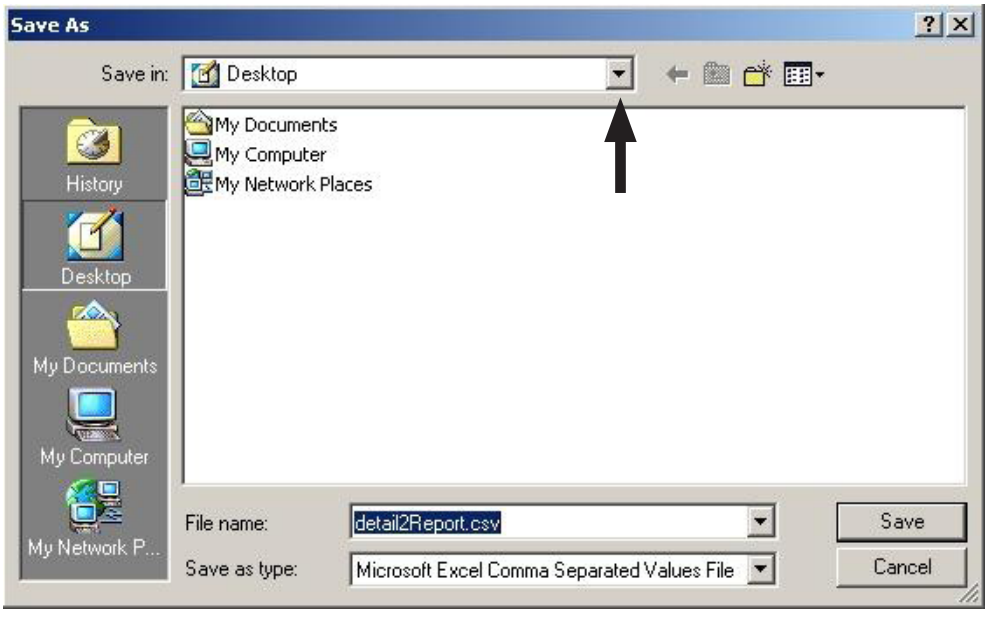
2 In the **File Download** dialog box that appears, click the **Save** button.



3 When the **Save As** dialog box appears, type the filename you want to name the file in the **File name** text box. By default, the **Save as type** box is set to **Microsoft Excel Comma Separated Values File** (.csv). Leave it set to the default.



4 In the **Save in** text box, click on the down arrow (illustrated by the arrow) and choose where you want to save the file in the drop-down directory.



5 Click the **Save** button; the file is now saved and available at any time for viewing in Excel.

SECTION

7

Receiving Statements

Process 4—Receiving statements

Overview

During each nightly batch cycle, EDX generates invoices for member contributions, which are then displayed as either remittance statements or un-billed activity statements. EDX creates remittance statements on the 5th and 20th of each month (or prior business day if either date falls on a weekend or holiday). Between those dates, invoices appear on an un-billed activity statement. As the sample calendars below show, records that posted from the 21st of the previous month to the 5th of the current month will appear on the remittance statement generated on the 5th; those records that posted from the 6th to the 20th will appear on the remittance statement generated on the 20th. EDX creates statements on the 5th and the 20th even if no wage and contribution or other invoices exist. Because records from multiple reports may post in the same batch, a statement may contain activity from multiple reports.

November 2005

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Records posted on these days appear on the remittance statement released on the 5th of next month.

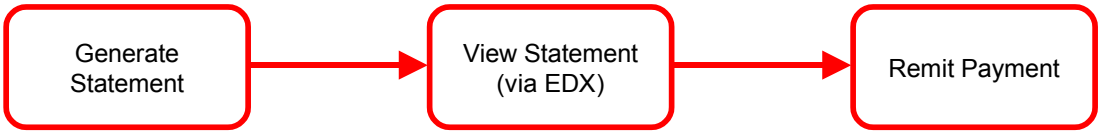
December 2005

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Records posted on these days appear on the remittance statement released on the 20th.

Process flow

Below is the process flow diagram for receiving statements.



Brief description of the process components

Below is a brief description of the components of the Receive Statement process:

- Generate Statement—PERS' nightly batch process accumulates posted wage and service data and generates invoices.
- View Statement—The employer can view all statements generated.

- Remit Payment—The employer submits payment via ACH within **five** business days of the invoice date.

View the Employer Statement or Wage and Contribution Report

EDX sends an e-mail on the 5th and 20th (or prior business day if either date falls on a weekend or holiday) of each month informing you that your employer statement is available. You can then log on to EDX to view the statement.

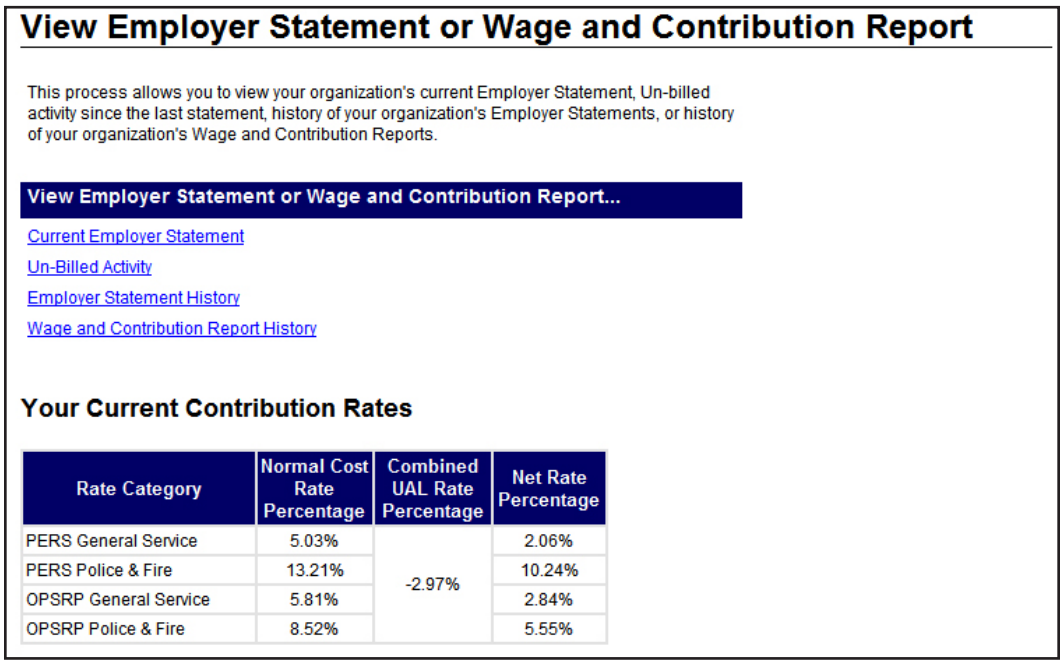
1 Log on to EDX following the instructions outlined in "Logging on to EDX" on pages 6-7.

2 Click on the **View Your Statement** link (indicated by the arrow) to access employer statements.

The *View Employer Statement or Wage and Contribution Report* screen that appears allows you the option of viewing four different statements:

1) Remittance Statement,
2) Un-Billed Activity,
3) Employer Statement History, and
4) Wage and Contribution Report History.

The *View Employer Statement or Wage and Contribution Report* screen also allows you to view your current employer contribution rates, excluding IAP.



View Employer Statement or Wage and Contribution Report

This process allows you to view your organization's current Employer Statement, Un-billed activity since the last statement, history of your organization's Employer Statements, or history of your organization's Wage and Contribution Reports.

View Employer Statement or Wage and Contribution Report...

Current Employer Statement
Un-Billed Activity
Employer Statement History
Wage and Contribution Report History

Your Current Contribution Rates

Rate Category	Normal Cost Rate Percentage	Combined UAL Rate Percentage	Net Rate Percentage
PERS General Service	5.03%	-2.97%	2.06%
PERS Police & Fire	13.21%		10.24%
OPSRP General Service	5.81%		2.84%
OPSRP Police & Fire	8.52%		5.55%

Your employer contribution rates are always applied based on your reported pay dates. Rates typically change July 1 of each odd-numbered year.

The Combined UAL Rate Percentage includes your:

- pension UAL,
- retiree healthcare UAL (RHIA for **all** employers and RHIPA for state agencies), and
- side account rate credit (if applicable).

Net Rate Percentage represents the combined total of Normal Cost Rate Percentage and Combined UAL Rate Percentage columns. For more information on employer contribution rates, refer to the *Employer Manual*.

Remittance statements

Remittance statements display information about payments to PERS, wage and contribution receivables, and other PERS receivables for the specified statement period. EDX provides three levels of statement detail:

- Remittance Statement (level 1)—This is the first level of detail, displaying prior balance due, new invoices, and payments made pertaining to pension, IAP, RHIA, and RHIPA. The statement also lists each invoice on separate lines. Total contributions are displayed for each invoice generated.

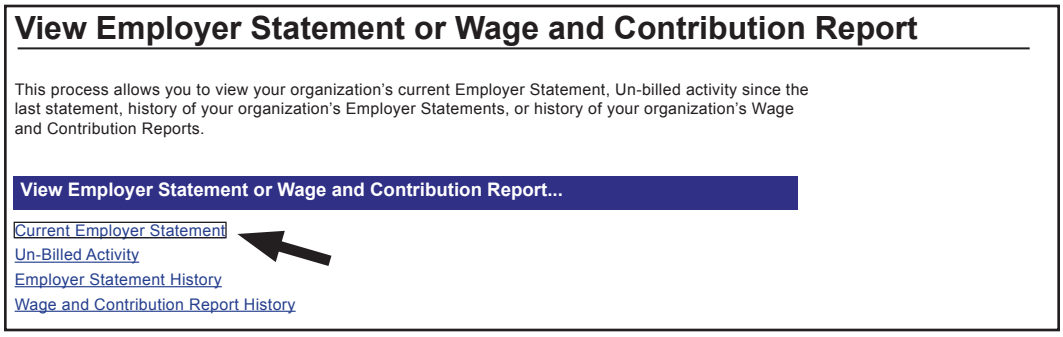
- Wage and Contribution Invoice Summary (level 2)—This is the second level of detail. This statement appears when you click on a remittance statement invoice link. The Invoice Summary displays contribution information for a specific statement summarized by retirement plan.
- Wage and Contribution Invoice Detail (level 3)—This is the third level of detail. This statement appears when you click on one of the Wage and Contribution Invoice Summary Plan links. The Invoice Detail provides member total contribution information for a specific retirement plan and pay date.

You can view the Remittance Statement by clicking either the Current Employer Statement or Employer History Statement link.

Viewing the current employer remittance detail

1 Follow the steps outlined under "View the Employer Statement or Wage and Contribution Report" on page 99.

2 Click on the **Current Employer Statement** link (indicated by the arrow) to view the *Remittance Statement* screen.



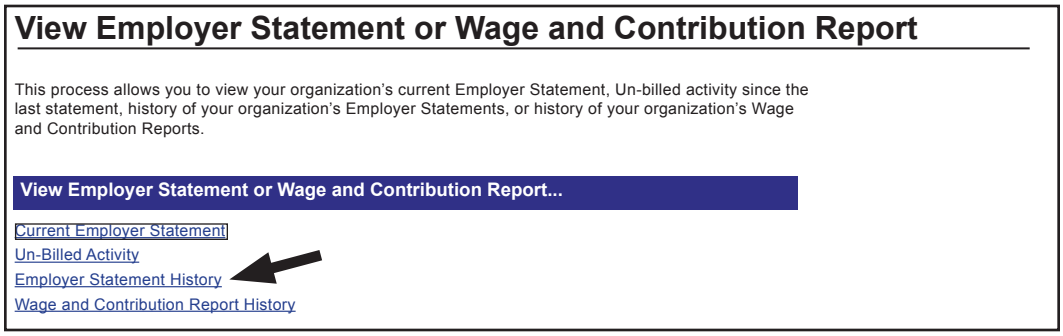
3 Refer to "Details of the Remittance Statement" on pages 102–104 for how to interpret the Remittance Statement.

Viewing the employer statement history

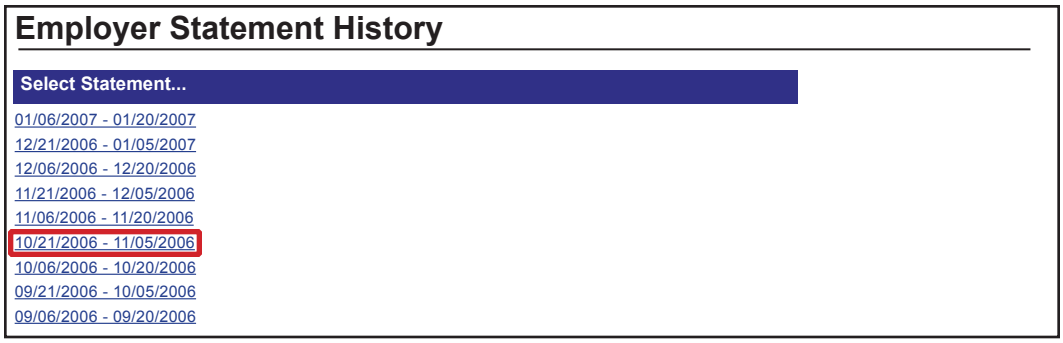
The *Employer Statement History* screen allows you to view remittance details from all previously generated remittance statements.

1 Follow the steps outlined under "View the Employer Statement or Wage and Contribution Report" on page 99.

2 Click on the **Employer Statement History** link (indicated by the arrow).



3 On the *Employer Statement History* screen, click on the link corresponding to the statement date range you want to view. The box highlights the link for the 10/21/2006–11/05/2006 statement history.



4 Refer to "Details of the Remittance Statement" below on how to interpret the Remittance Statement.

Details of the Remittance Statement

Balloon numbers

appearing in the illustration on page 104 refer to the following descriptions.

(1) Statement Period—Calendar period the Remittance Statement covers.

(2) Remittance Due Date—Date when payment to PERS is due.

(3) Contact information—Phone numbers at PERS to call if there are questions regarding the statement.

(4) IAP invoice section—This section of the statement contains invoice data for IAP charges and credits.

(5) Beginning balance for IAP—The balance that exists as of the beginning of the current statement date. The balance can be either positive or negative. A positive balance, a value surrounded by parentheses (), means the account has a credit.

(6) Deposits dates for IAP—Dates that deposits were made during the statement period. The amount(s) of the deposit(s) will appear in the far right of the statement.

Note: The message "There are no payments found for the given period" will display in this section if there were no deposits made during the period.

(7) Wage and contribution invoices for IAP—IAP invoices generated during the statement period.

Note: The message "There are no wage and contribution receiveables found for the given period" will appear in this section if there were no generated invoices during the period.

(8) Invoice amounts for IAP—Charges and credits for the statement period.

(9) Total for IAP—Total of all IAP invoice amounts for the statement period.

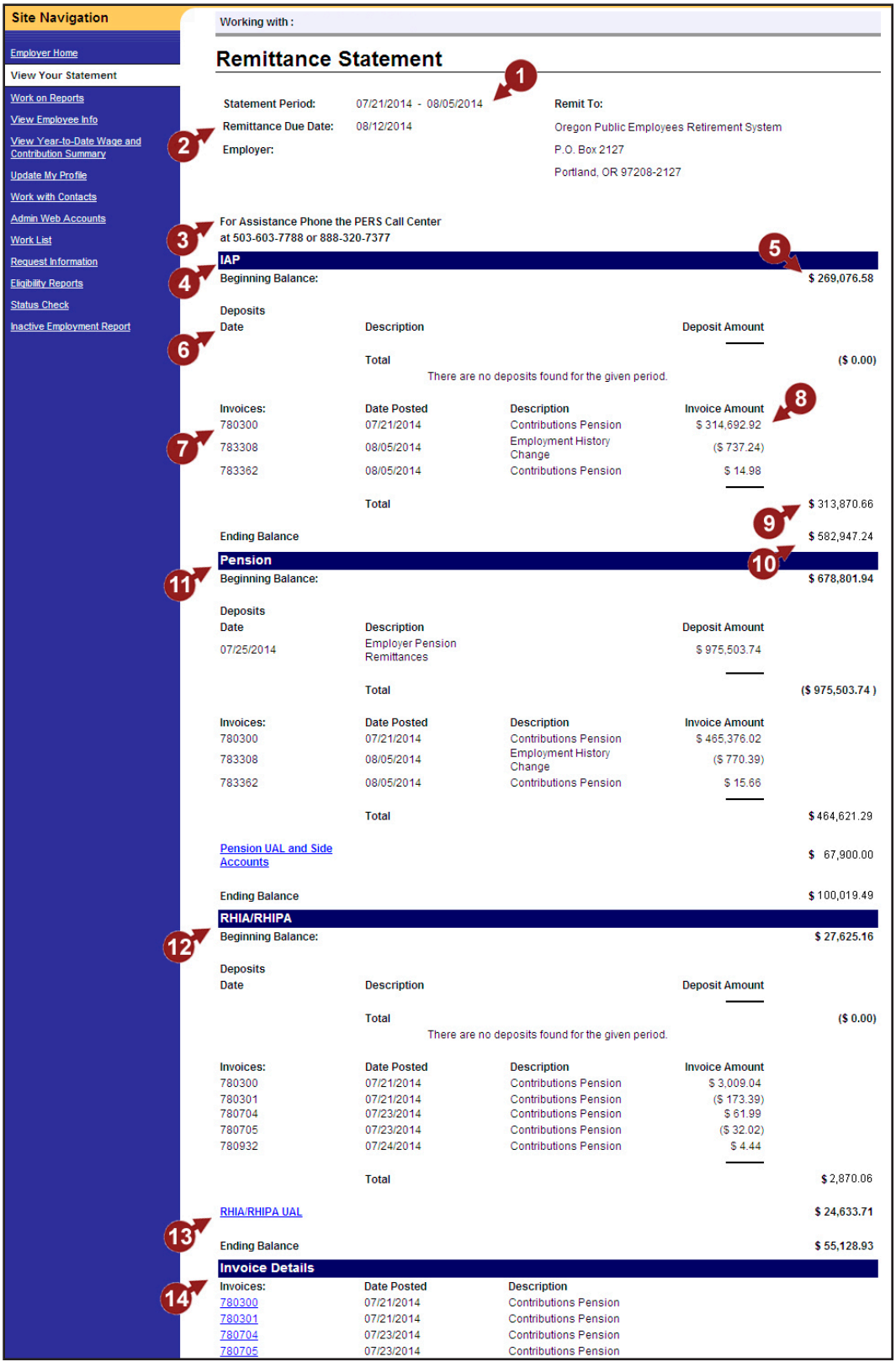
(10) Ending balance for IAP—The sum total of the beginning balance plus the total invoice amount minus any deposits made.

(11) Pension invoice section—This section of the statement contains penion invoice data pertaining to OPSRP and Tier One and Tier Two charges and credits. Similar in layout to the IAP invoice section.

(12) RHIA/RHIPA invoice section—This section of the statement contains normal costs and unfunded actuarial liability invoice data for PERS health insurance subsidies to qualified PERS retirees. Similar in layout to the IAP invoice section.

(13) RHIA/RHIPA UAL—Clicking on this link takes you to the *RHIA/RHIPA Contributions* screen and a breakdown of all the RHIA/RHIPA UAL invoices.

(14) Invoice Details section—Lists all the invoices contained in this statement. Clicking on any one of the invoice numbers will take you to the *Wage and Contribution Invoice Summary* screen that displays all charges and credits for IAP, OPSRP, and Tier One/Tier Two members.

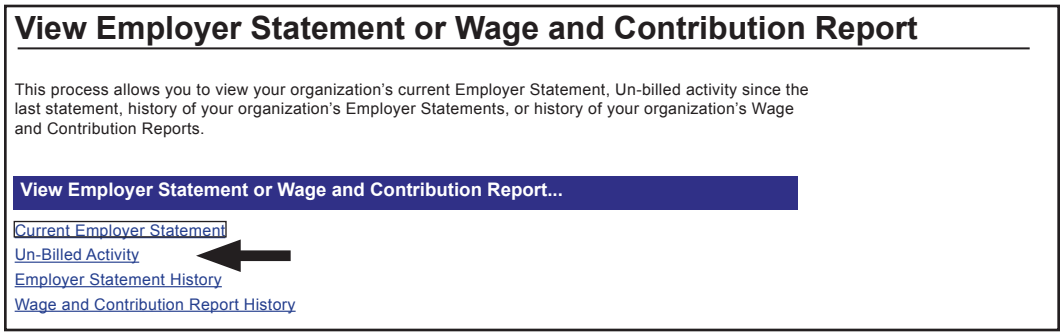

Site Navigation
Employer Home
View Your Statement
Work on Reports
View Employee Info
View Year-to-Date Wage and Contribution Summary
Update My Profile
Work with Contacts
Admin Web Accounts
Work List
Request Information
Eligibility Reports
Status Check
Inactive Employment Report
Working with :
Remittance Statement
1
Statement Period: 07/21/2014 - 08/05/2014
Remit To:
2
Remittance Due Date: 08/12/2014
Oregon Public Employees Retirement System
Employer:
P.O. Box 2127
Portland, OR 97208-2127
3
For Assistance Phone the PERS Call Center at 503-603-7788 or 888-320-7377
5
IAP
4
Beginning Balance: $ 269,076.58
Deposits
6
Date Description Deposit Amount
Total ($ 0.00)
There are no deposits found for the given period.
8
Invoices: Date Posted Description Invoice Amount
7
780300 07/21/2014 Contributions Pension $ 314,692.92
783308 08/05/2014 Employment History Change ($ 737.24)
783362 08/05/2014 Contributions Pension $ 14.98
Total $ 313,870.66
9
Ending Balance $ 582,947.24
Pension
10
11
Beginning Balance: $ 678,801.94
Deposits
Date Description Deposit Amount
07/25/2014 Employer Pension Remittances $ 975,503.74
Total ($ 975,503.74)
Invoices: Date Posted Description Invoice Amount
780300 07/21/2014 Contributions Pension $ 465,376.02
783308 08/05/2014 Employment History Change ($ 770.39)
783362 08/05/2014 Contributions Pension $ 15.66
Total $ 464,621.29
Pension UAL and Side Accounts $ 67,900.00
Ending Balance $ 100,019.49
RHIA/RHIPA
12
Beginning Balance: $ 27,625.16
Deposits
Date Description Deposit Amount
Total ($ 0.00)
There are no deposits found for the given period.
Invoices: Date Posted Description Invoice Amount
780300 07/21/2014 Contributions Pension $ 3,009.04
780301 07/21/2014 Contributions Pension ($ 173.39)
780704 07/23/2014 Contributions Pension $ 61.99
780705 07/23/2014 Contributions Pension ($ 32.02)
780932 07/24/2014 Contributions Pension $ 4.44
Total $ 2,870.06
13
RHIA/RHIPA UAL $ 24,633.71
Ending Balance $ 55,128.93
Invoice Details
14
Invoices: Date Posted Description
780300 07/21/2014 Contributions Pension
780301 07/21/2014 Contributions Pension
780704 07/23/2014 Contributions Pension
780705 07/23/2014 Contributions Pension

Viewing the Un-Billed Activity statement

Clicking the Un-Billed Activity link allows you to view contribution details that have posted since a remittance statement was last generated.

1 Follow the steps outlined under "View the Employer Statement or Wage and Contribution Report" on page 99.

2 Click on the **Un-Billed Activity** (indicated by the arrow) link to view the *Un-Billed Activity* screen.



Details of the Un-Billed Activity statement

The balloon numbers

appearing in the illustration on page 107 refer to the following descriptions.

(1) Un-billed Activity Period—The date range from the day after the most recent remittance statement to the current date.

(2) Contact information—Phone numbers at PERS to call if there are questions regarding the statement.

(3) IAP invoice section—This section of the statement contains invoice data for IAP charges and credits.

(4) Deposits dates for IAP—Dates that deposits were made during the statement period. The amount(s) of the deposit(s) will appear in the far right of the statement.

Note: The message "There are no payments found for the given period" will display in this section if there were no deposits made during the period.

(5) Wage and contribution invoices for IAP—IAP invoices generated during the statement period.

Note: The message "There are no wage and contribution receivables found for the given period" will appear in this section if there were no generated invoices during the period.

(6) Invoice amounts for IAP—Charges and credits for the statement period.

(7) Total for IAP—Total of all IAP invoice amounts for the statement period.

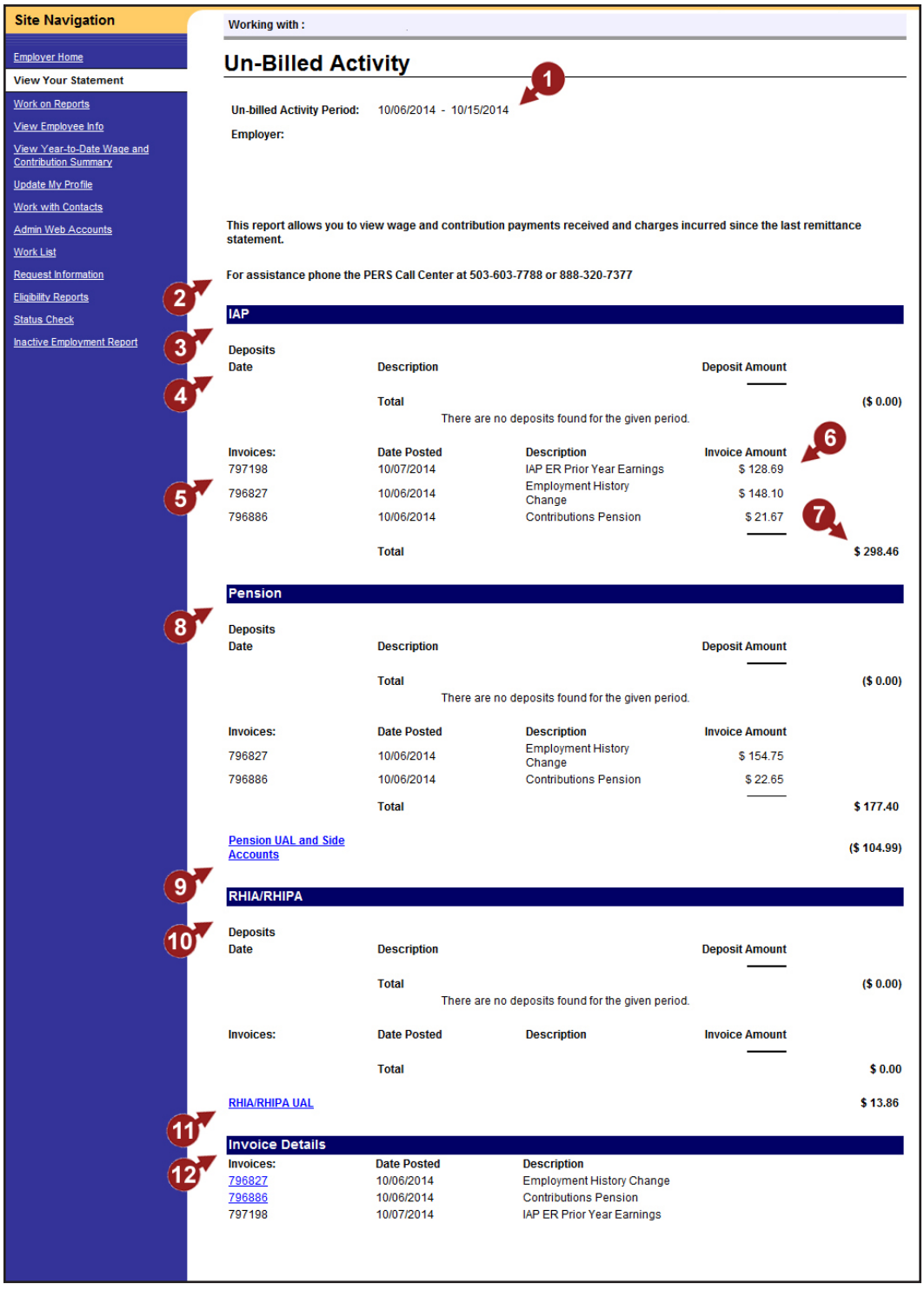
(8) Pension invoice section—This section of the statement contains pension invoice data pertaining to OPSRP and Tier One and Tier Two charges and credits. Similar in layout to the IAP invoice section.

(9) Pension UAL and Side Accounts—Clicking on this link takes you to a screen listing a breakdown of all UAL and side account invoices and contributions due or credits applied.

(10) RHIA/RHIPA invoice section—This section of the statement contains normal costs and unfunded actuarial liability invoice data for PERS health insurance subsidies to qualified PERS retirees. Similar in layout to the IAP invoice section.

(11) RHIA/RHIPA UAL—Clicking on this link takes you to a screen listing a breakdown of all the RHIA/RHIPA UAL invoices and contribution amounts due.

(12) Invoice Details section—Lists all the invoices contained in this statement. Clicking on any one of the invoice numbers will take you to the *Wage and Contribution Invoice Summary* screen that displays all charges and credits for IAP, OPSRP, and Tier One/Tier Two members.


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
Working with :
Un-Billed Activity
Un-billed Activity Period: 10/06/2014 - 10/15/2014
Employer:
This report allows you to view wage and contribution payments received and charges incurred since the last remittance statement.
For assistance phone the PERS Call Center at 503-603-7788 or 888-320-7377
IAP
Deposits
Date
Description
Deposit Amount
Total
($ 0.00)
There are no deposits found for the given period.
Invoices:
Date Posted
Description
Invoice Amount
797198
10/07/2014
IAP ER Prior Year Earnings
$ 128.69
796827
10/06/2014
Employment History Change
$ 148.10
796886
10/06/2014
Contributions Pension
$ 21.67
Total
$ 298.46
Pension
Deposits
Date
Description
Deposit Amount
Total
($ 0.00)
There are no deposits found for the given period.
Invoices:
Date Posted
Description
Invoice Amount
796827
10/06/2014
Employment History Change
$ 154.75
796886
10/06/2014
Contributions Pension
$ 22.65
Total
$ 177.40
Pension UAL and Side Accounts
($ 104.99)
RHIA/RHIPA
Deposits
Date
Description
Deposit Amount
Total
($ 0.00)
There are no deposits found for the given period.
Invoices:
Date Posted
Description
Invoice Amount
Total
$ 0.00
RHIA/RHIPA UAL
$ 13.86
Invoice Details
Invoices:
Date Posted
Description
796827
10/06/2014
Employment History Change
796886
10/06/2014
Contributions Pension
797198
10/07/2014
IAP ER Prior Year Earnings
1
2
3
4
5
6
7
8
9
10
11
12

Viewing the Wage and Contribution Invoice Summary

The *Wage and Contribution Invoice Summary* screen displays a breakdown of the wage and contribution invoice by the various plans. It also shows the total wages and contributions for each plan.

- From either the *Remittance Statement* or the *Un-Billed Activity* screen, click on a statement **Invoice #** in the Invoice Details section of either screen. The invoice summary contains statement contributions summarized by retirement plans.

Details of the Wage and Contribution Invoice Summary

The balloon numbers 1 appearing in the illustration on the next page refer to the following descriptions.

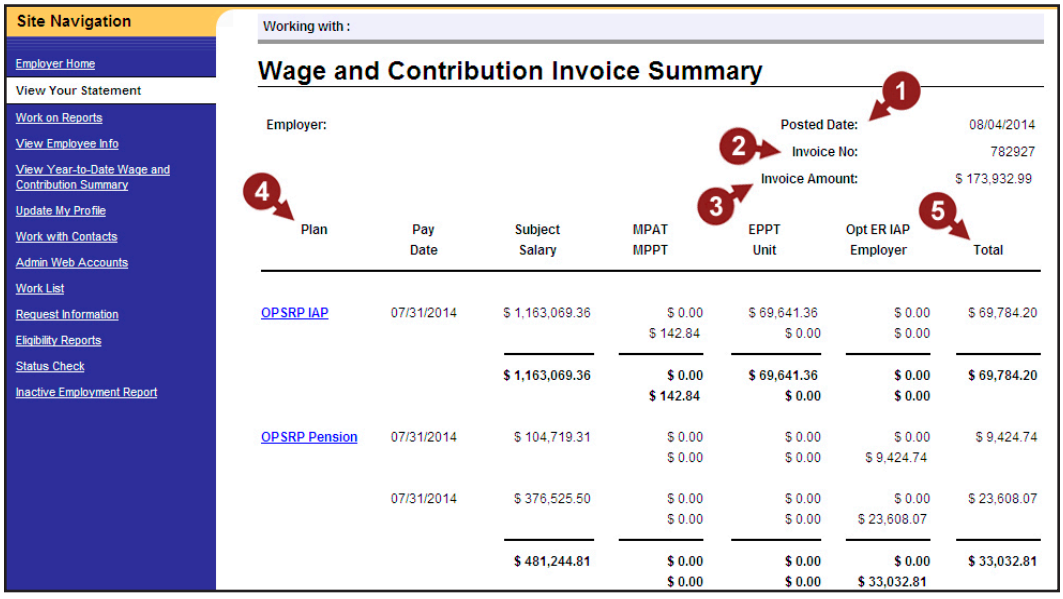
(1) Posted Date—Date the invoice posted.

(2) Invoice #—Invoice number identical to the number selected on the Remittance Statement.

(3) Invoice Amount—Total invoice amount for the three plans.

(4) Plan—The three plans (OPSRP IAP, OPSRP, and PERS) that appear on the statement. Clicking on any one of the plan links takes you to the *Wage and Contribution Invoice Detail* screen for that plan.

(5) Total—Totals for each pay date and each plan.



Note: The value in the Total column is sum of the values in the MPAT, EPPT, and Optional ER IAP columns.

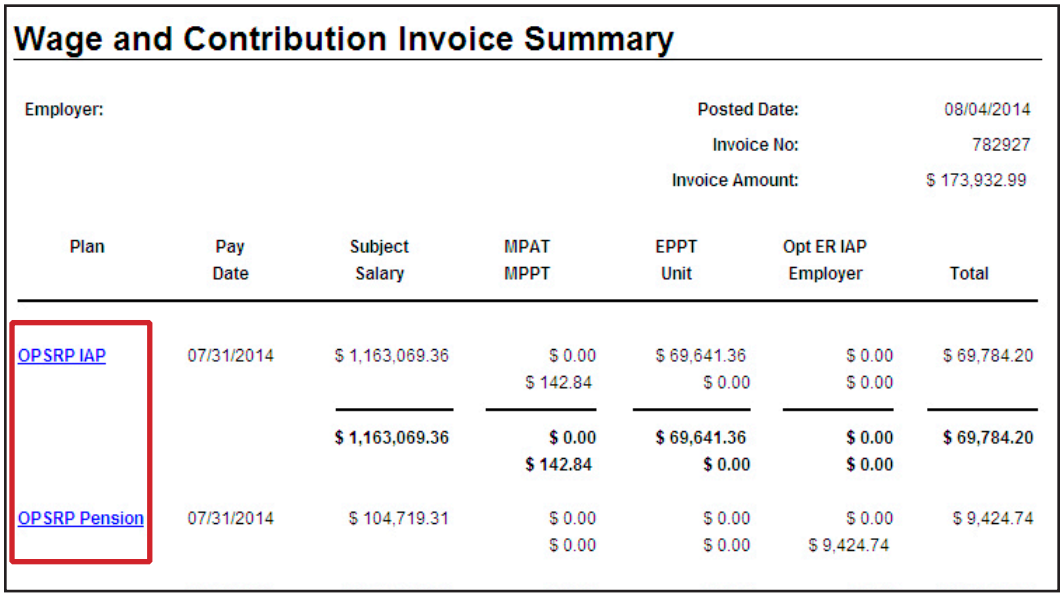
For each plan on the *Wage and Contribution Invoice Summary* screen, EDX accumulates and displays a separate line item for each pension plan pay date represented in the posted DTL2 records. Separating the statement activity by pension plan pay date allows you to reconcile the statement detail with your record of payment activity and/or report source data.

Viewing the Wage and Contribution Invoice Detail

The *Wage and Contribution Invoice Detail* screen provides you a further breakdown of the invoice to the member level.

Note: Pension and RHIA/RHIPA normal costs are combined under PERS pension amounts.

1 From the *Wage and Contribution Invoice Summary* screen, click on a **Plan** link (highlighted by the box) to view individual employee information for that plan.



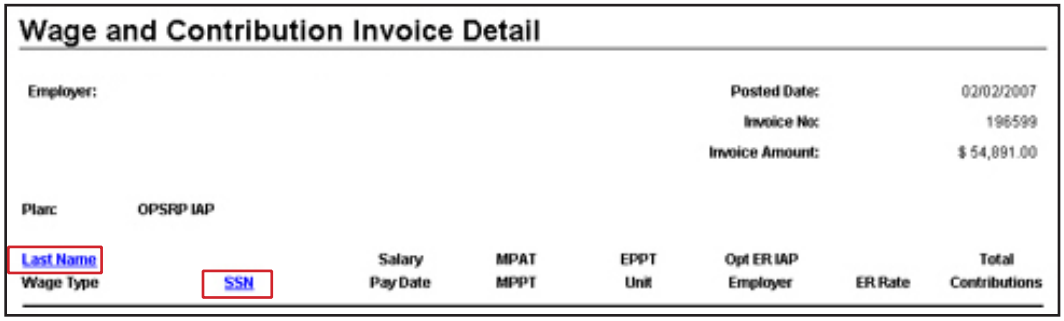
Wage and Contribution Invoice Summary

Employer:

Posted Date: 08/04/2014
Invoice No: 782927
Invoice Amount: $ 173,932.99

Plan	Pay Date	Subject Salary	MPAT MPPT	EPPT Unit	Opt ER IAP Employer	Total
OPSRP IAP	07/31/2014	$ 1,163,069.36	$ 0.00 $ 142.84	$ 69,641.36 $ 0.00	$ 0.00 $ 0.00	$ 69,784.20
		$ 1,163,069.36	**$ 0.00** **$ 142.84**	**$ 69,641.36** **$ 0.00**	**$ 0.00** **$ 0.00**	**$ 69,784.20**
OPSRP Pension	07/31/2014	$ 104,719.31	$ 0.00 $ 0.00	$ 0.00 $ 0.00	$ 0.00 $ 9,424.74	$ 9,424.74

2 Click on the **Last Name** link (highlighted by the box) to sort the data by last name, or click on the **SSN** link (highlighted by the box) to sort by Social Security number.



Wage and Contribution Invoice Detail

Employer:

Posted Date: 02/02/2007
Invoice No: 196599
Invoice Amount: $ 54,891.00

Plan: OPSRP IAP

Last Name / Wage Type	SSN	Salary / Pay Date	MPAT / MPPT	EPPT / Unit	Opt ER IAP / Employer	ER Rate	Total Contributions

Details of the Wage and Contribution Invoice Detail

The balloon numbers 1 appearing in the illustration below refer to the following descriptions.

Note: Pension and RHIA/RHIPA normal costs are combined under PERS pension amounts.

(1) Posted Date—Date the invoice posted.

(2) Invoice No—Invoice number identical to the number selected on the *Wage and Contribution Invoice Summary* screen.

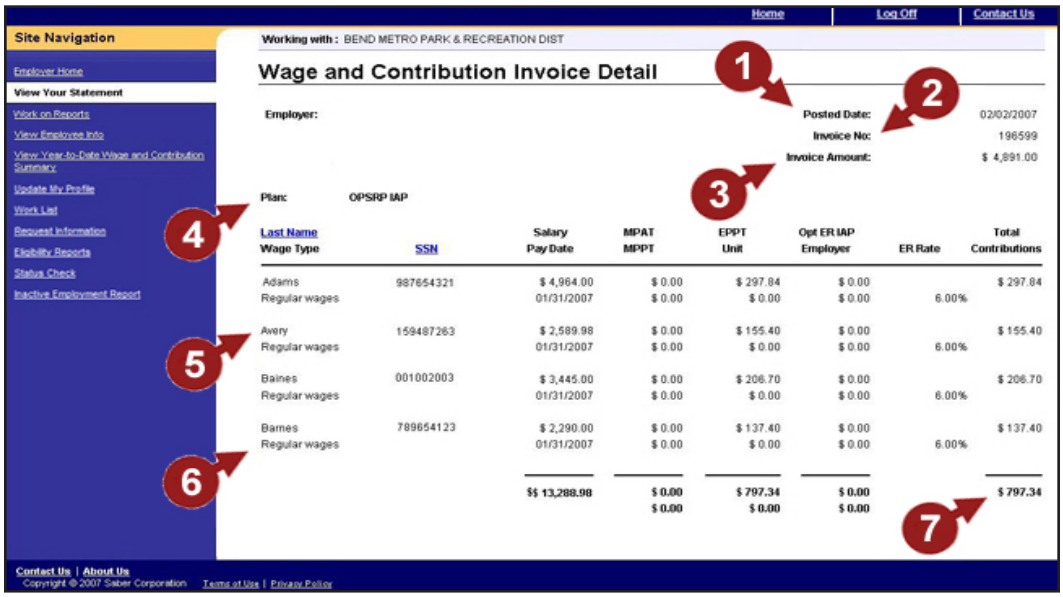
(3) Invoice Amount—Total invoice amount for the three plans.

(4) Plan—Name of the plan you selected on the *Wage and Contribution Invoice Summary* screen (i.e., OPSRP IAP, OPSRP, or PERS).

(5) Last Name—Last name of the members in this plan for this invoice.

(6) Wage Type—Type of wages the contribution is based on, e.g., regular or overtime wages.

(7) Total Contributions—Total of all contributions for members participating in the plan listed for this invoice.



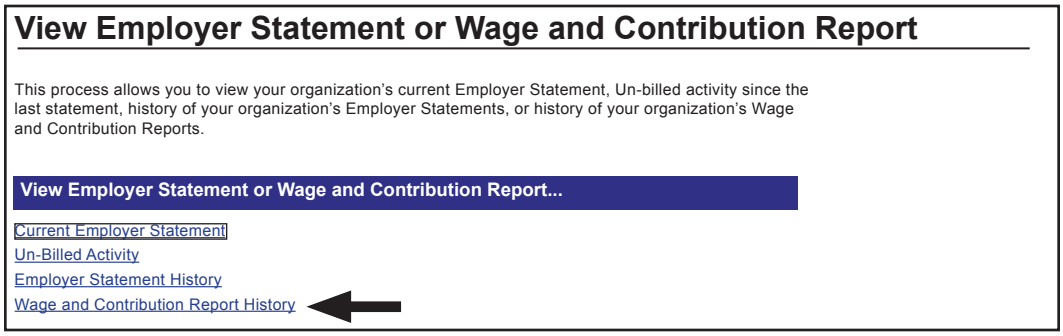
Viewing the Wage and Contribution Report History

The *Wage and Contribution Report History* screen displays in balance sheet format all charges and payments associated with Regular Reports and Demographics and Adjustment Reports containing adjustment records.

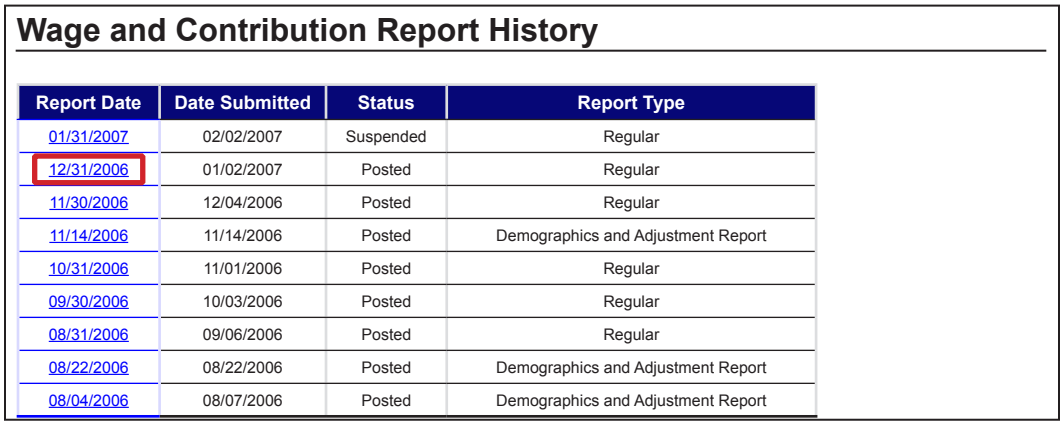
Note: EDX does not create a balance sheet for Demographics and Adjustment Reports that contain only demographic records.

1 Follow the steps outlined under "View the Employer Statement or Wage and Contribution Report" on page 99.

2 Click on the **Wage and Contribution Report History** link (indicated by the arrow).



3 On the *Wage and Contribution Report History* screen, click on the **Report Date** link associated with the report details you want to view. The box highlights the link for the Wage and Contribution Report posted on 12/31/2006.



Wage and Contribution Report History

Report Date	Date Submitted	Status	Report Type
01/31/2007	02/02/2007	Suspended	Regular
12/31/2006	01/02/2007	Posted	Regular
11/30/2006	12/04/2006	Posted	Regular
11/14/2006	11/14/2006	Posted	Demographics and Adjustment Report
10/31/2006	11/01/2006	Posted	Regular
09/30/2006	10/03/2006	Posted	Regular
08/31/2006	09/06/2006	Posted	Regular
08/22/2006	08/22/2006	Posted	Demographics and Adjustment Report
08/04/2006	08/07/2006	Posted	Demographics and Adjustment Report

Details of the Wage and Contribution Report Balance Sheet

The balloon numbers

appearing in the illustration on the next page refer to the following descriptions.

(1) Allocated Payments—Shows what portion of a payment an employer made to a particular statement that PERS allocated to the current report. The Payment Type column shows how payment(s) were submitted to PERS, and the Allocated Amount column shows the amount of each payment PERS applied to the current report balance sheet. A difference between the Allocated Amount and Payment columns denote that PERS applied some of the money from the Payment column

to a charge on another report. PERS applies available funds to the oldest charges first.

(2) Posted Contributions—Displays a list of statements on which the contribution charges appear. The Posted Amount lists the portion of the invoice amount generated from this report.

(3) Outstanding Balance—The difference between the Allocated Payments and Posted Contributions.

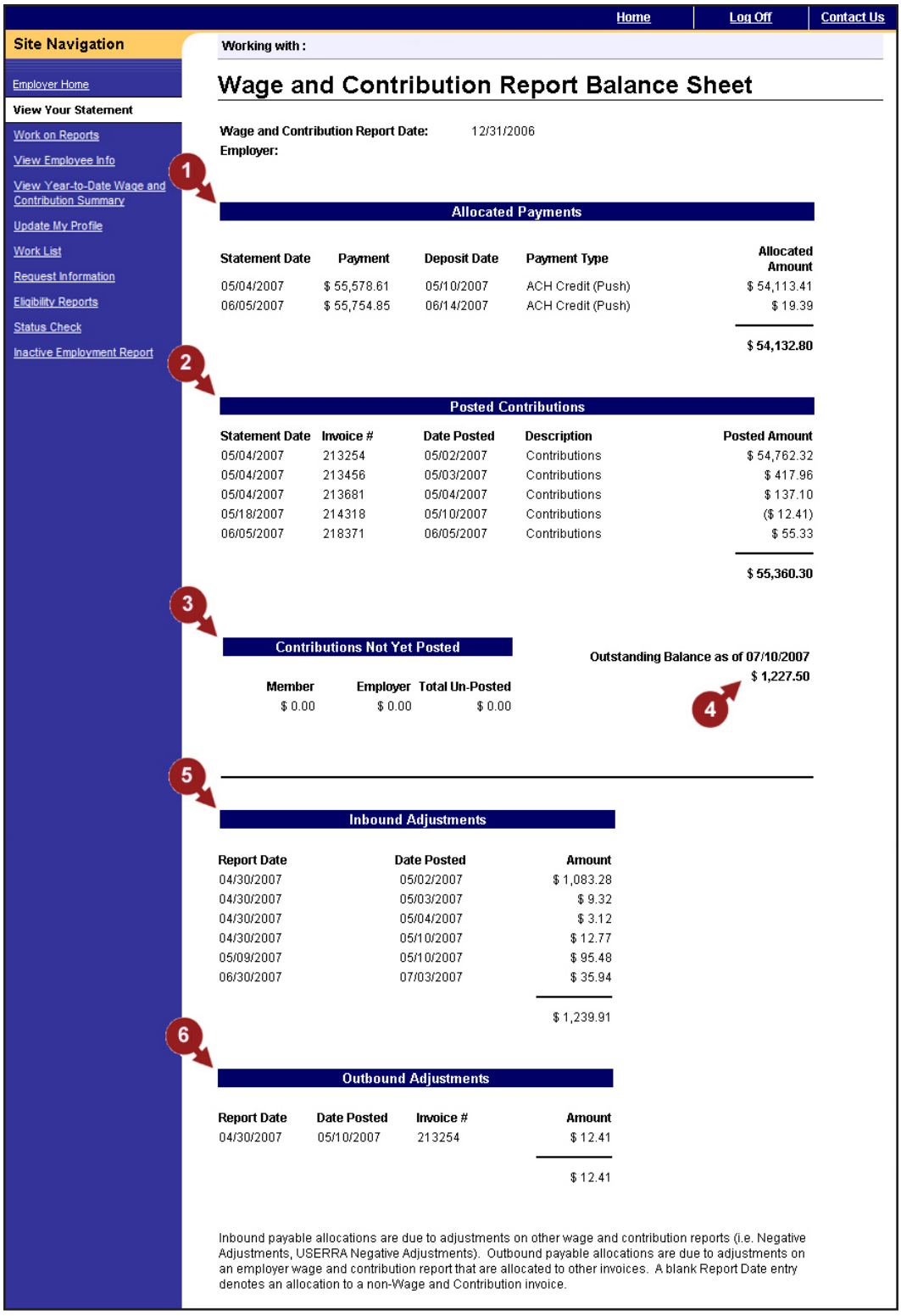
(4) Contributions Not Yet Posted—Shows a summary of the contributions that have not yet posted. Contributions that appear in this section are the result of suspended records. Correcting the suspended records will move the contributions from this section into the Posted Contributions section.

(5) Inbound Adjustments—Shows posted negative adjustment transactions from another payroll report allocated to charges on this report.

(6) Outbound Adjustments—Shows posted negative adjustment transactions on the current payroll report that will adjust wage and contribution transactions contained in another payroll report.

Example: The illustration on the next page shows that for Invoice #213254, Statement Date 05/04/2007, PERS billed Bend Metro Park & Recreation District $54,762.32, for which the city made a $55,578.61 payment. Of the amount Bend Metro Park & Recreation District paid, PERS allocated $54,113.41 toward the 12/31/2006 report; it applied the remainder to an older remaining balance.

The Outstanding Balance as of 07/10/2007 shows Bend Metro Park & Recreation District has a negative balance of $1,227.50.



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
- Eligibility Reports
- Status Check
- Inactive Employment Report

Working with :

Wage and Contribution Report Balance Sheet

Wage and Contribution Report Date: 12/31/2006
Employer:

1

Allocated Payments

Statement Date	Payment	Deposit Date	Payment Type	Allocated Amount
05/04/2007	$ 55,578.61	05/10/2007	ACH Credit (Push)	$ 54,113.41
06/05/2007	$ 55,754.85	06/14/2007	ACH Credit (Push)	$ 19.39
				$ 54,132.80

2

Posted Contributions

Statement Date	Invoice #	Date Posted	Description	Posted Amount
05/04/2007	213254	05/02/2007	Contributions	$ 54,762.32
05/04/2007	213456	05/03/2007	Contributions	$ 417.96
05/04/2007	213681	05/04/2007	Contributions	$ 137.10
05/18/2007	214318	05/10/2007	Contributions	($ 12.41)
06/05/2007	218371	06/05/2007	Contributions	$ 55.33
				$ 55,360.30

3

Contributions Not Yet Posted

Member	Employer	Total Un-Posted
$ 0.00	$ 0.00	$ 0.00

Outstanding Balance as of 07/10/2007
$ 1,227.50

4

5

Inbound Adjustments

Report Date	Date Posted	Amount
04/30/2007	05/02/2007	$ 1,083.28
04/30/2007	05/03/2007	$ 9.32
04/30/2007	05/04/2007	$ 3.12
04/30/2007	05/10/2007	$ 12.77
05/09/2007	05/10/2007	$ 95.48
06/30/2007	07/03/2007	$ 35.94
		$ 1,239.91

6

Outbound Adjustments

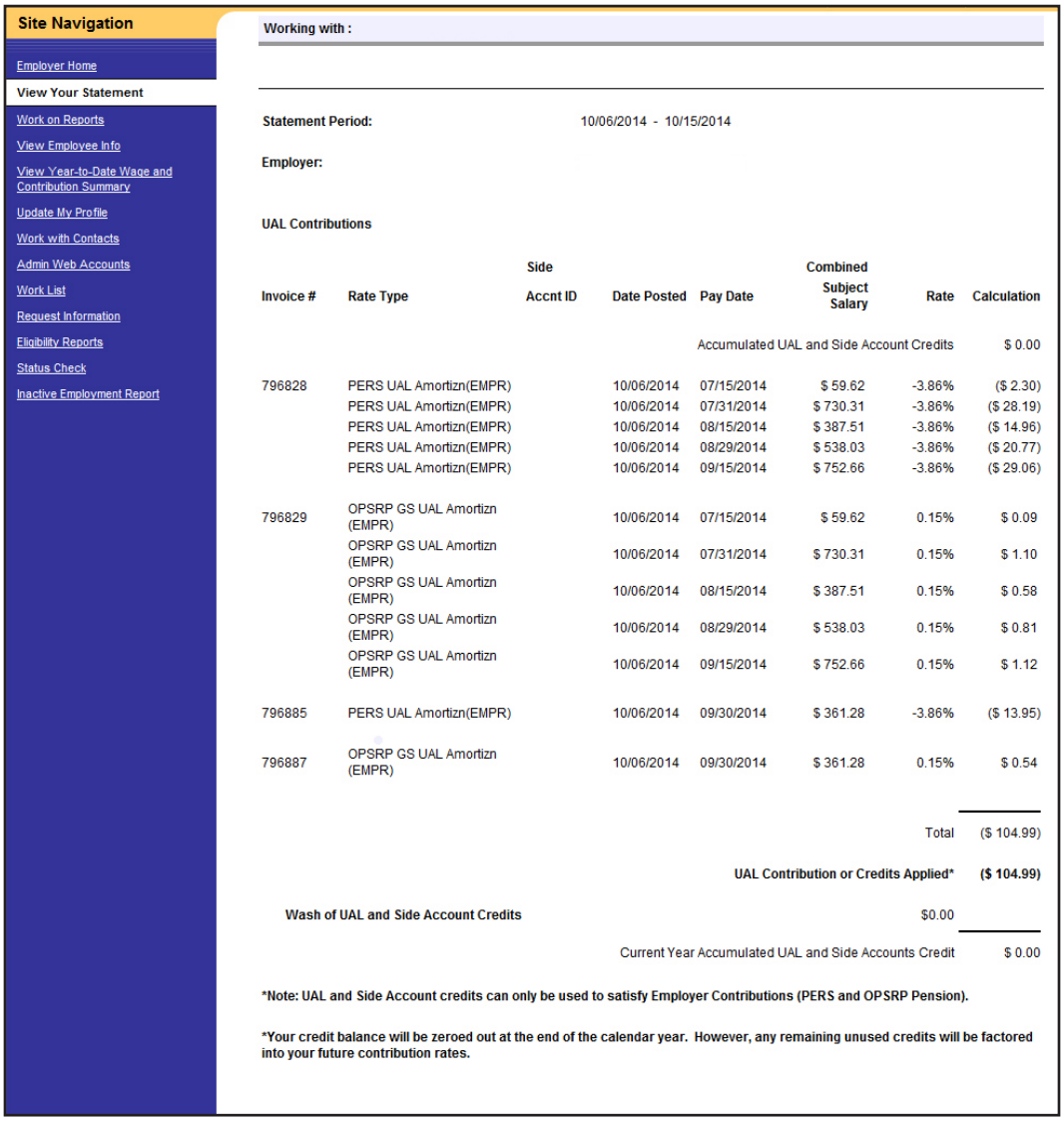
Report Date	Date Posted	Invoice #	Amount
04/30/2007	05/10/2007	213254	$ 12.41
			$ 12.41

Inbound payable allocations are due to adjustments on other wage and contribution reports (i.e. Negative Adjustments, USERRA Negative Adjustments). Outbound payable allocations are due to adjustments on an employer wage and contribution report that are allocated to other invoices. A blank Report Date entry denotes an allocation to a non-Wage and Contribution invoice.

Viewing the unfunded actuarial liabilities (UAL) statement

The UAL Contributions statement displays a breakdown of the various rate types, combined subject salary, the rate applied to the subject salary, and resulting calculation. The calculation can either be positive or negative depending on the rate percentage applied. A negative calculation results in a credit.

- From either the *Remittance Statement* or the *Un-Billed Activity* screen, click on the **Pension UAL and Side Accounts** link under the Pension section on either screen.

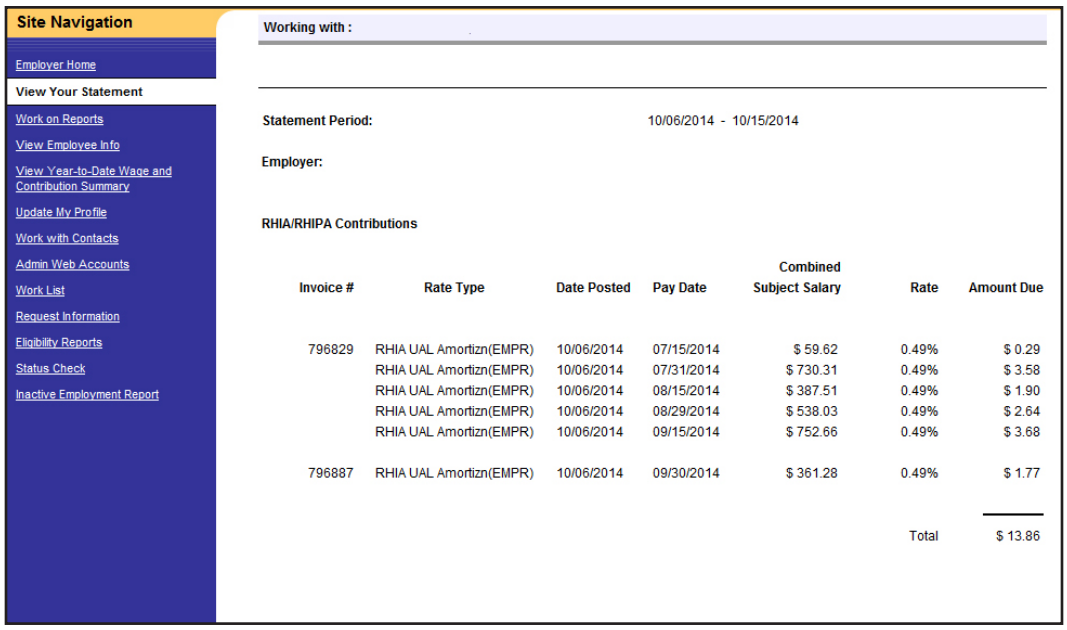


Note: The value in the Calculation column is determined by multiplying the value in the Combined Subject Salary column by the value in the Rate column. In some cases, this will result in a negative value (a credit).

Viewing the RHIA/RHIPA contributions statement

The RHIA/RHIPA Contributions statement displays a breakdown of the rate types—RHIA for all PERS-covered employers and RHIPA for state agencies, combined subject salary, the rate applied to the subject salary, and resulting calculation.

- From either the *Remittance Statement* or the *Un-Billed Activity* screen, click on the **RHIA/RHIPA UAL** link under the RHIA/RHIPA section on either screen.



Note: The value in the Amount Due column is determined by multiplying the value in the Combined Subject Salary column by the value in the Rate column.

SECTION

8

Viewing Wage and Contribution Reports

Viewing the Year-to-Date Wage and Contribution Summary

Overview

EDX allows you to view a summary report of wage and contribution data for all your employees for a particular target year. The report will only display one year at a time. If you choose mid-year to view a report for a target year, the report will only include employee wage and service (DTL2) records that have been submitted so far.

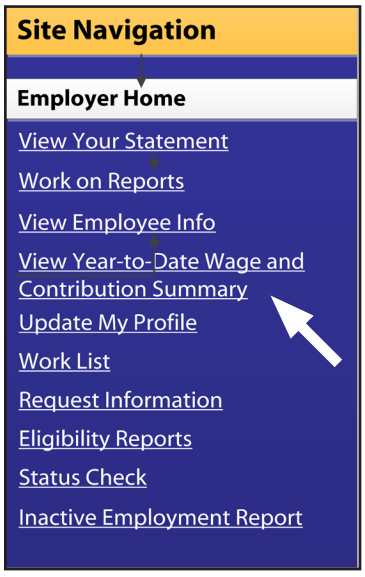
The report displays all DTL2 records, regardless of whether or not they have posted. Suspended records and valid errors are referred to on the report as "Not Posted." If there are posted records but no suspended records, only the "posted" line will display. Conversely, if there are no posted records for an employee, only the "not posted" line will appear. If there are both posted and not posted records for an employee, a third line, Member Subtotal, will display the sum of posted and not posted wage, service, and contribution data.

EDX gives you the ability to sort and print the report and to copy the data into an Excel spreadsheet.

Accessing the Summary

1 Log on to EDX following the instructions outlined in "Logging on to EDX" on pages 6-7.

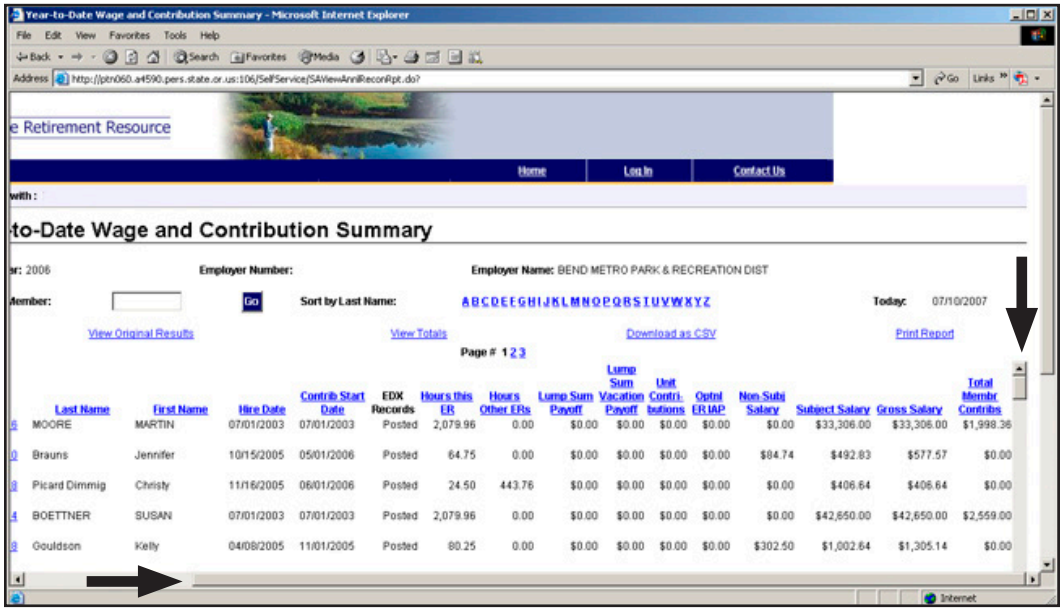
2 Click on the **View Year-to-Date Wage and Contribution Summary** link (indicated by the arrow) to display the *Filter Your Report by Year* screen.



3 In the **Enter Year** text box, type in the report target year in the format *YYYY*.

4 Click the **Submit** button.

Note: Because of the amount of member information displayed on the record, EDX is unable to display all the data on screen at one time. Use the scroll bars (indicated by the arrows) to scroll the report vertically and horizontally to view all the information.



Report columns

Most of the columns appearing on the report screen are defined in the glossary; the rest are discussed below and on the next page.

- Hire Date—PERS members whose records populated EDX from our previous database will show a hire date of 7/1/03, even though their actual hire dates may be earlier. For individuals hired after 7/1/03, EDX will indicate the actual hire date. In cases where EDX shows a hire date earlier than 7/1/03, an incorrect demographic (DTL1) record may have been submitted for a part-time employee or a correction made to a member's account.

  If there is no hire date for an employee, you must submit a DTL1 record for suspended wage and service (DTL2) records to post. To see all employees for whom DTL1 records are missing, sort the entire report by Hire Date. EDX lists employees with data missing under the Hire Date column first.

- EDX Records—This is the only column of the report whose data you cannot sort.

Listed in this column is the record status for each member: posted and not posted.

- Hours this ER—Hours the member worked for this employer. It is the sum of regular and overtime hours an employee worked.
- Hours Other ERs—Hours the employee worked for all other employers. It is the sum of regular and overtime hours an employee worked.
- Total Member Contribs—Represents total contributions reported for this member for the target year (e.g., posted, not posted, and subtotal) for each member. It includes any amounts reported in member-paid pre-tax (MPPT), member-paid after-tax (MPAT), and employer-paid pre-tax (EPPT).

Sorting

By default, *Year-to-Date Wage and Contribution Summary* lists all employees in ascending order by SSN. There are two methods available for sorting information on the report: column header sort and alphabetical sort. In addition to sorting, you can also view a report for a single individual.

Note: The sorting function sorts the entire report only when you are on the original page of the report. If you choose to sort the entire report, you must first click on the **View Original Results** link; otherwise, EDX only sorts the page you are currently viewing.

Sort using the column header

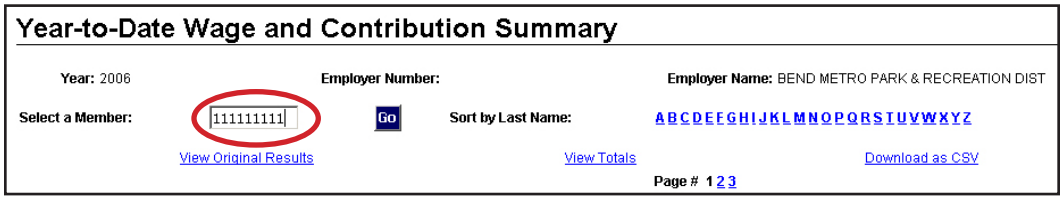
- To sort information in ascending order, click any one of the underscored column headers one time. To sort information in descending order, click any one of the underscored columns a second time. Clicking a column header a third time toggles to the previous display.

Sort using the alphabet

- To sort alphabetically, click any one of the letters A–Z listed at the top of the report. Only employees whose last name begins with the letter you selected will appear.

Selecting a single member

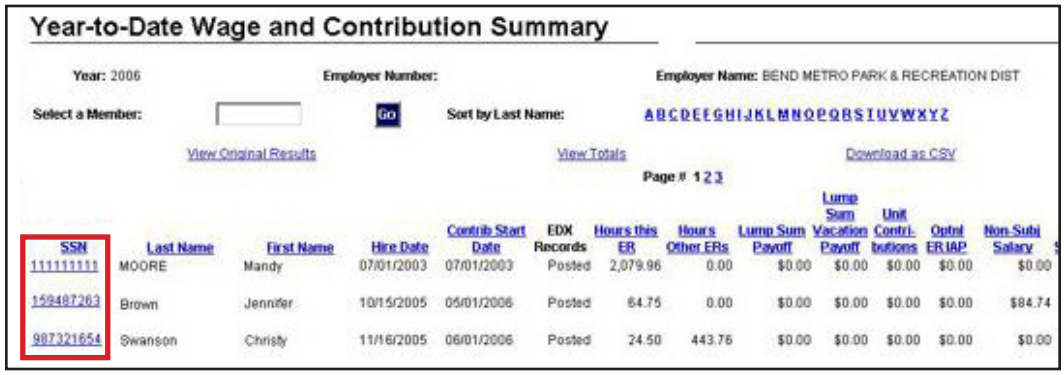
- Type the employee's SSN in the **Select a Member** text box (shown circled), and then click the **Go** button.



Viewing a member's year-to-date wage and contribution details

1 Open the *Year-to-Date Wage and Contribution Summary* screen by following the steps outlined in the topic "Accessing the Summary" on pages 118–119.

2 Click on the **SSN** link (highlighted by the box) associated with the employee whose year-to-date contribution details you want to view. EDX displays a report for that employee.



Year-to-Date Wage and Contribution Summary

Year: 2006 Employer Number: Employer Name: BEND METRO PARK & RECREATION DIST

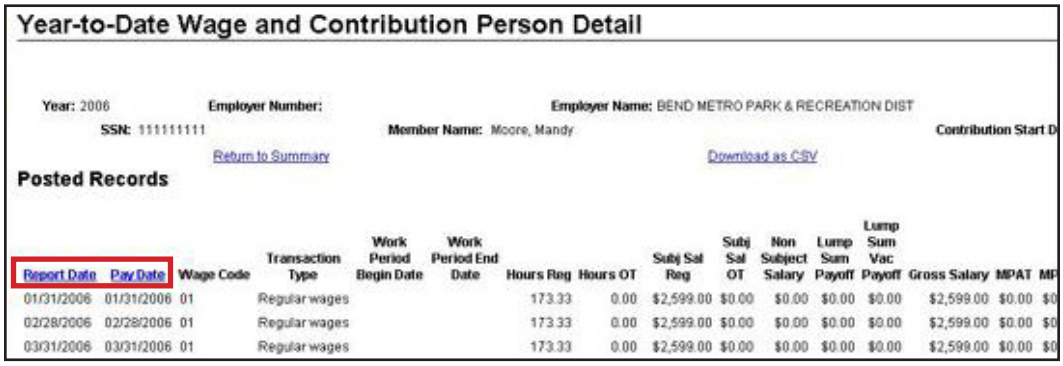
Select a Member: Go Sort by Last Name: A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

View Original Results View Totals Download as CSV

Page # 1 2 3

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	Optnl ER IAP	Non Subj Salary
111111111	MOORE	Mandy	07/01/2003	07/01/2003	Posted	2,079.96	0.00	$0.00	$0.00	$0.00	$0.00	$0.00
159487263	Brown	Jennifer	10/15/2005	05/01/2006	Posted	84.75	0.00	$0.00	$0.00	$0.00	$0.00	$84.74
987321654	Swanson	Christy	11/16/2005	06/01/2006	Posted	24.50	443.76	$0.00	$0.00	$0.00	$0.00	$0.00

The *Year-to-Date Wage and Contribution Person Detail* screen that appears allows you to sort the member's contributions details by report date or pay date (highlighted by the box).



Year-to-Date Wage and Contribution Person Detail

Year: 2006 Employer Number: Employer Name: BEND METRO PARK & RECREATION DIST

SSN: 111111111 Member Name: Moore, Mandy Contribution Start D

Return to Summary Download as CSV

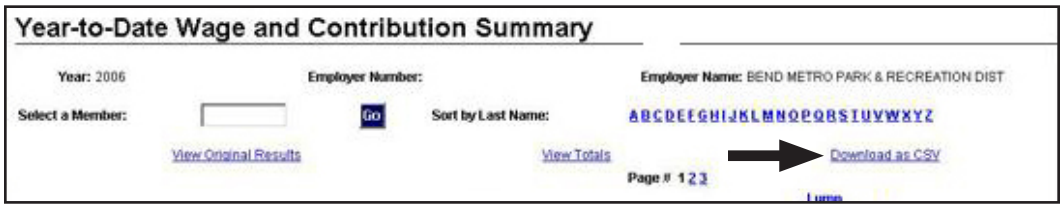
Posted Records

Report Date	Pay Date	Wage Code	Transaction Type	Work Period Begin Date	Work Period End Date	Hours Reg	Hours OT	Subj Sal Reg	Subj Sal OT	Non Subject Salary	Lump Sum Payoff	Lump Sum Vac Payoff	Gross Salary	MPAT	MP
01/31/2006	01/31/2006	01	Regular wages			173.33	0.00	$2,599.00	$0.00	$0.00	$0.00	$0.00	$2,599.00	$0.00	$0
02/28/2006	02/28/2006	01	Regular wages			173.33	0.00	$2,599.00	$0.00	$0.00	$0.00	$0.00	$2,599.00	$0.00	$0
03/31/2006	03/31/2006	01	Regular wages			173.33	0.00	$2,599.00	$0.00	$0.00	$0.00	$0.00	$2,599.00	$0.00	$0

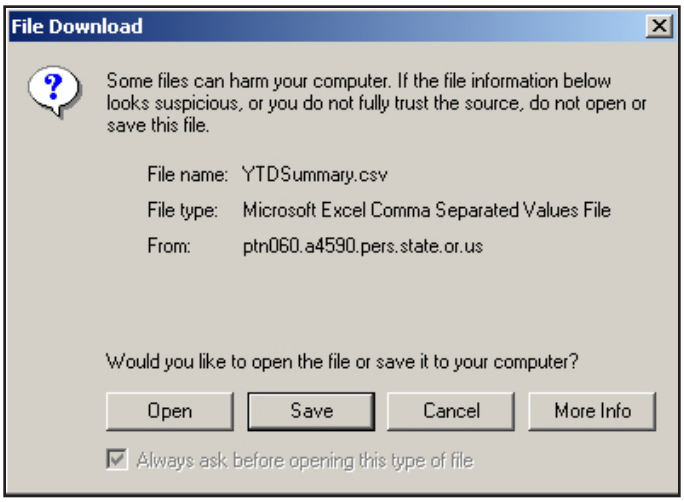
Downloading the Wage and Contribution Summary to Excel

1 If you are not already at the *Year-to-Date Wage and Contribution Summary* screen, display that screen by following the steps outlined in the topic "Accessing the Summary" on pages 118–119.

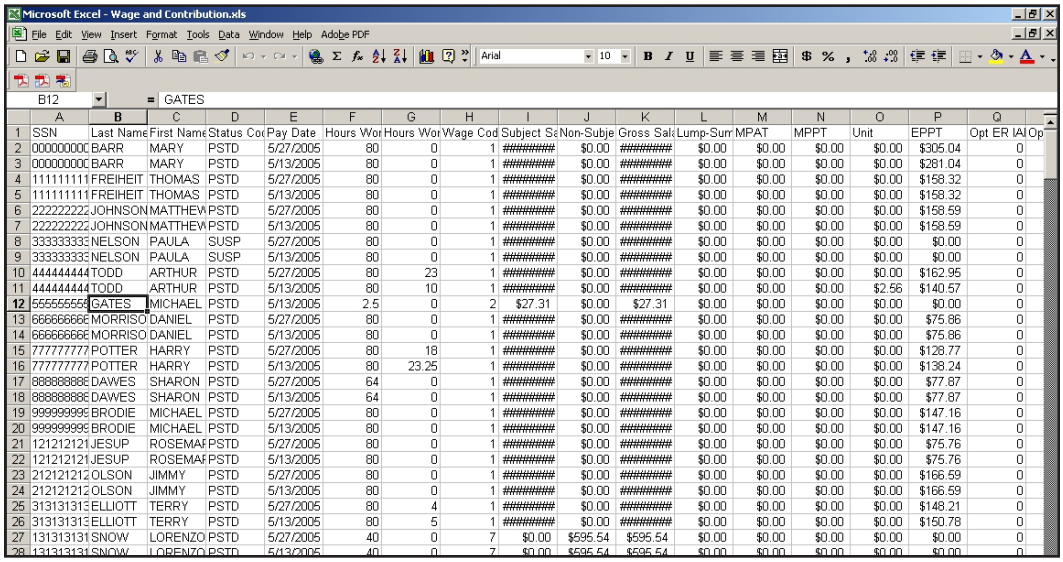
2 Click on the **Download as CSV** link (indicated by the arrow).



3 In the **File Download** dialog box that appears, click the **Open** button to view an Excel spreadsheet containing the wage and contribution details.



Once the file downloads, Excel opens with the Year-to-Date Wage and Contribution Summary information embedded in the spreadsheet, as shown below. You can use Excel to manipulate and save the data.



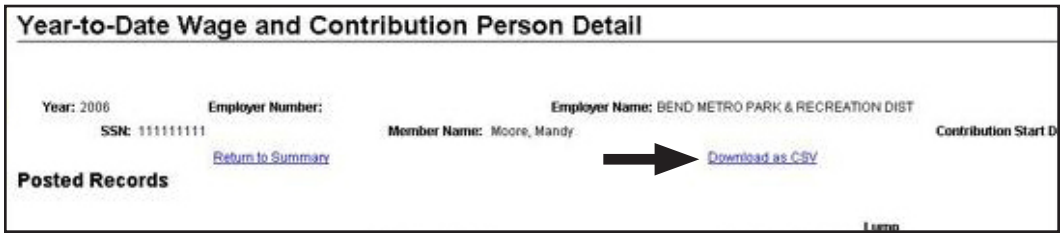
Note: The pound sign (#) will appear in the spreadsheet if the cell is too small to display the value. You will need to resize the column.

4 On the *Year-to-Date Wage and Contribution Summary* screen, click on the **View Original Results** link (indicated by the arrow) to return to the default (sorted by SSN) *Year-to-Date Wage and Contribution Summary* screen. Use this link if you need to sort the entire report by SSN.

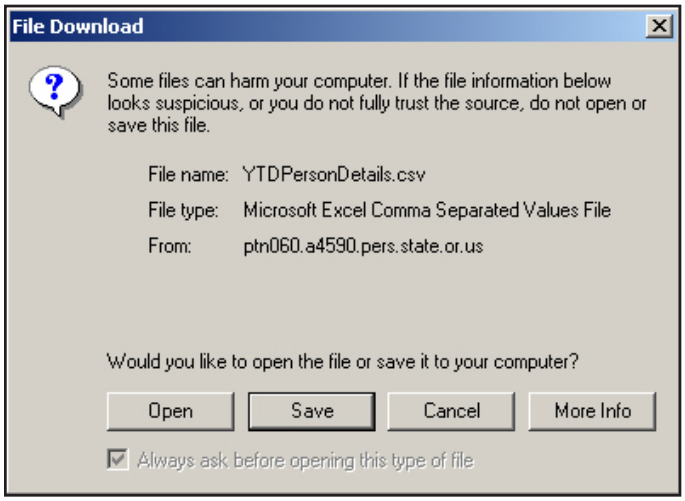
Downloading a member's year-to-date report to Excel

1 If you are not already at the *Year-to-Date Wage and Contribution Person Detail* screen, display that screen by following the steps listed under "Viewing a member's year-to-date wage and contribution details" on page 121.

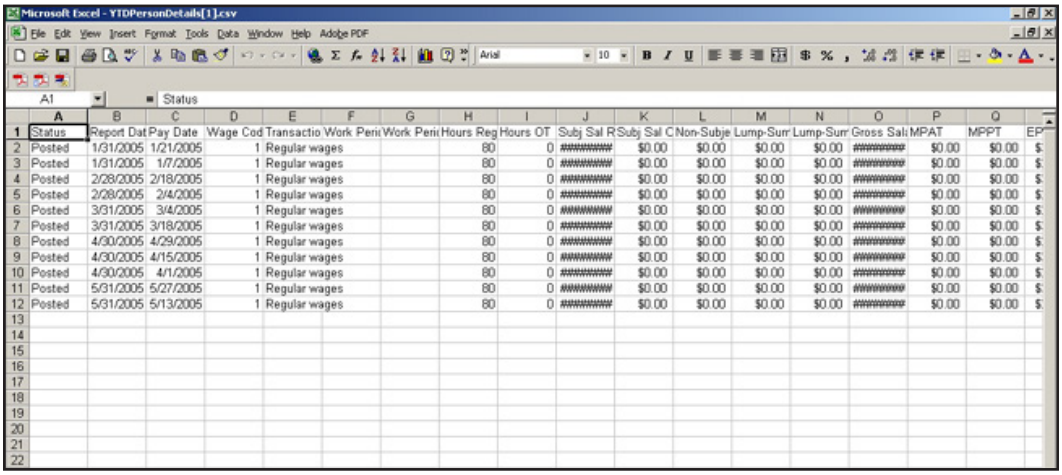
2 Click on the **Download to CSV** link (indicated by the arrow).



3 In the **File Download** dialog box that appears on screen, click the **Open** button to view an Excel spreadsheet containing the wage and contribution details.



Once the file downloads, Excel opens with the Year-to-Date Wage and Contribution Summary information embedded in the spreadsheet, as shown below. You can use Excel to manipulate and save the data.



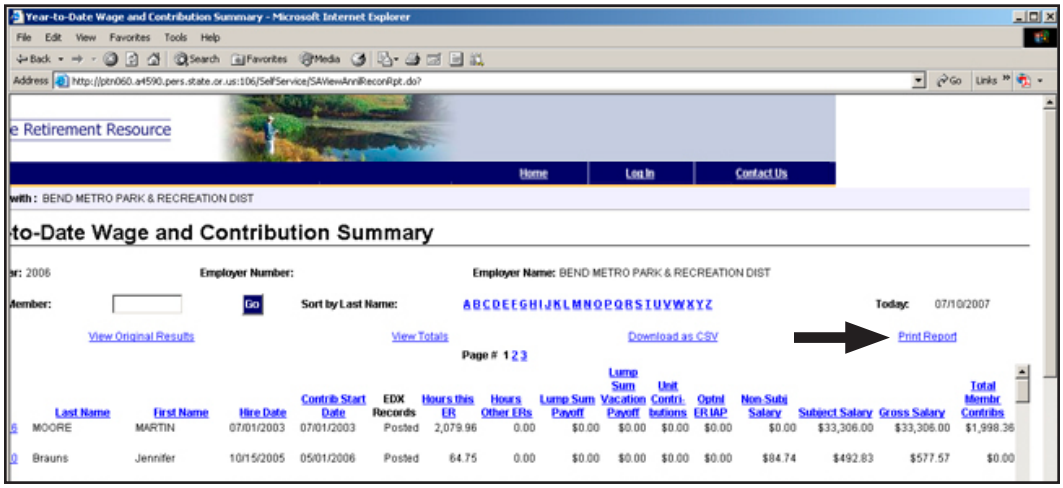
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	Status	Report Dat	Pay Date	Wage Cod	Transactio	Work Peri	Work Peri	Hours Reg	Hours OT	Subj Sal R	Subj Sal C	Non-Subje	Lump-Sum	Lump-Sum	Gross Sali	MPAT	MPPT
2	Posted	1/31/2005	1/21/2005	1	Regular wages			80	0	########	$0.00	$0.00	$0.00	$0.00	########	$0.00	$0.00
3	Posted	1/31/2005	1/7/2005	1	Regular wages			80	0	########	$0.00	$0.00	$0.00	$0.00	########	$0.00	$0.00
4	Posted	2/28/2005	2/18/2005	1	Regular wages			80	0	########	$0.00	$0.00	$0.00	$0.00	########	$0.00	$0.00
5	Posted	2/28/2005	2/4/2005	1	Regular wages			80	0	########	$0.00	$0.00	$0.00	$0.00	########	$0.00	$0.00
6	Posted	3/31/2005	3/4/2005	1	Regular wages			80	0	########	$0.00	$0.00	$0.00	$0.00	########	$0.00	$0.00
7	Posted	3/31/2005	3/18/2005	1	Regular wages			80	0	########	$0.00	$0.00	$0.00	$0.00	########	$0.00	$0.00
8	Posted	4/30/2005	4/29/2005	1	Regular wages			80	0	########	$0.00	$0.00	$0.00	$0.00	########	$0.00	$0.00
9	Posted	4/30/2005	4/15/2005	1	Regular wages			80	0	########	$0.00	$0.00	$0.00	$0.00	########	$0.00	$0.00
10	Posted	4/30/2005	4/1/2005	1	Regular wages			80	0	########	$0.00	$0.00	$0.00	$0.00	########	$0.00	$0.00
11	Posted	5/31/2005	5/27/2005	1	Regular wages			80	0	########	$0.00	$0.00	$0.00	$0.00	########	$0.00	$0.00
12	Posted	5/31/2005	5/13/2005	1	Regular wages			80	0	########	$0.00	$0.00	$0.00	$0.00	########	$0.00	$0.00

Note: The pound symbol (#) will appear in the spreadsheet if the cell is too small to display the value. You will need to resize the column.

Printing a report

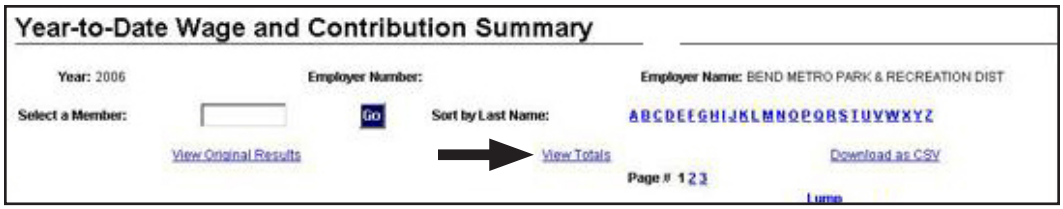
- On the *Year-to-Date Wage and Contribution Summary* screen, click on the **Print Report** link (indicated by the arrow) to print a hard copy of the data as it is displayed on screen. The **Print Report** link is available on the *Year-to-Date Wage and Contribution Summary* and *Year-to-Date Wage and Contribution Person Detail* screens.

Important: If you choose to print the Year-to-Date Wage and Contribution Summary, set the page layout in your Print Manager to **Landscape** to print all the data.

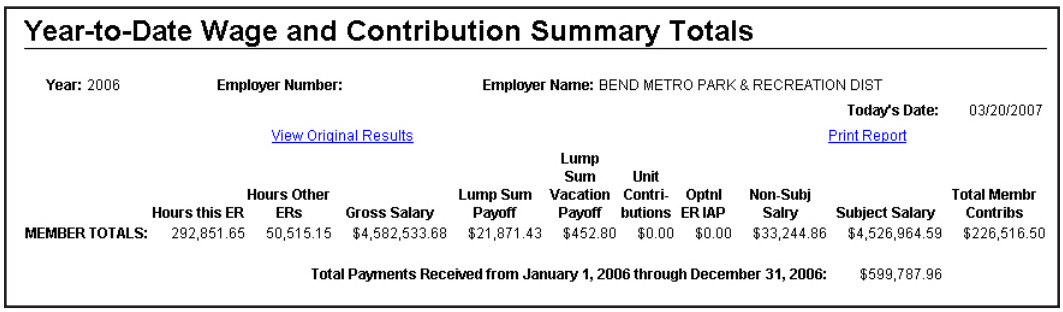


Viewing summary totals

1 On the *Year-to-Date Wage and Contribution Summary* screen, click on the **View Totals** link (indicated by the arrow).



The *Year-to-Date Wage and Contribution Summary Totals* screen appears, providing you an overall summary of a particular year's reported wages and contributions.



Year-to-Date Wage and Contribution Summary Totals

Year: 2006 Employer Number: Employer Name: BEND METRO PARK & RECREATION DIST

Today's Date: 03/20/2007

View Original Results Print Report

	Hours this ER	Hours Other ERs	Gross Salary	Lump Sum Payoff	Lump Sum Vacation Payoff	Unit Contri-butions	Optnl ER IAP	Non-Subj Salry	Subject Salary	Total Membr Contribs
MEMBER TOTALS:	292,851.65	50,515.15	$4,582,533.68	$21,871.43	$452.80	$0.00	$0.00	$33,244.86	$4,526,964.59	$226,516.50

Total Payments Received from January 1, 2006 through December 31, 2006: $599,787.96

2 Click on the **View Original Results** link (indicated by the arrow) to return to the *Year-to-Date Wage and Contribution Summary* screen. Summary information will be sorted by SSN.

SECTION

9

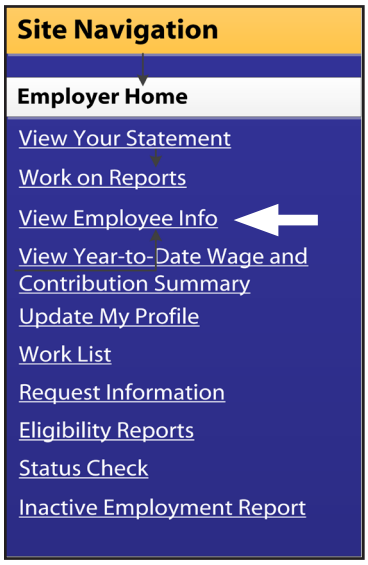
Viewing Employee Information

Viewing employee address details

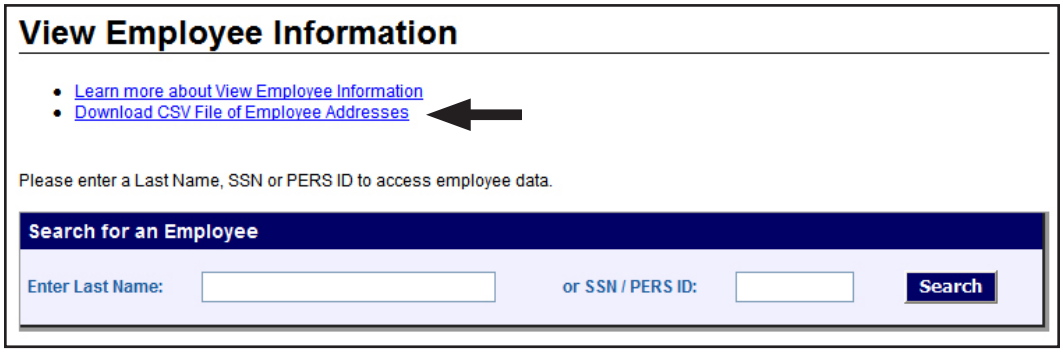
This function allows you to view the most recent permanent address on file at PERS for all employees within your organization. EDX will only allow you to update current employee addresses, not retiree addresses. If an employee's address in EDX is different than the address you have on record, you will need to update the address in EDX by submitting a demographic (DTL1) record with the employee's current address. For information on how to submit a DTL1 record to update an employee's address, refer to the Employer Quick Info help file.

1 Log on to EDX following the instructions outlined in "Logging on to EDX" on pages 6-7.

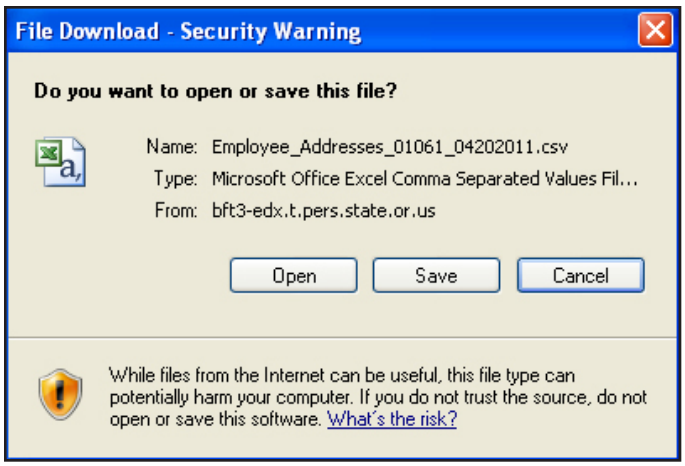
2 Click on the **View Employee Info** link (indicated by the arrow) to display the *View Employee Information* screen.



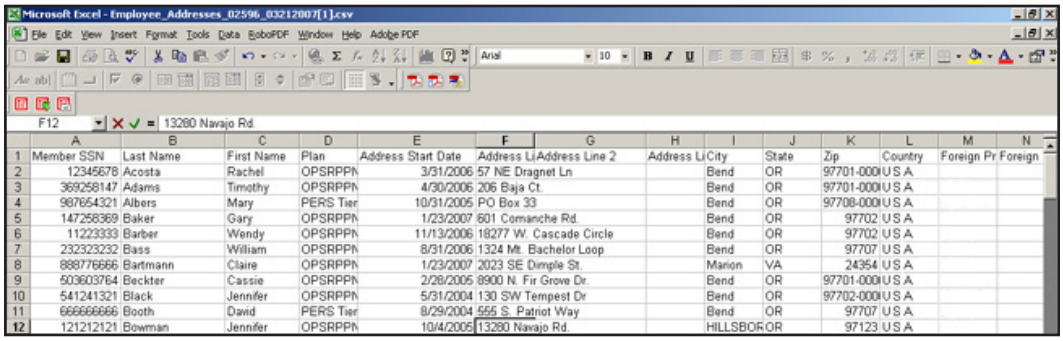
3 Click on the **Download CSV File of Employee Addresses** link (indicated by the arrow).



4 In the **File Download** dialog box, click the **Save** button to save the .csv file to your computer, or click the **Open** button to open and view the employees' addresses.



If you clicked the Open button, EDX displays employee addresses in Excel. **Note:** Excel drops any leading zeros from the Social Security numbers listed in the Member SSN column. In addition, the pound symbol (#) will appear if the cell is too small to display the value.



Microsoft Excel - Employee_Addresses_02596_03212007[1].csv

F12 = 13280 Navajo Rd.

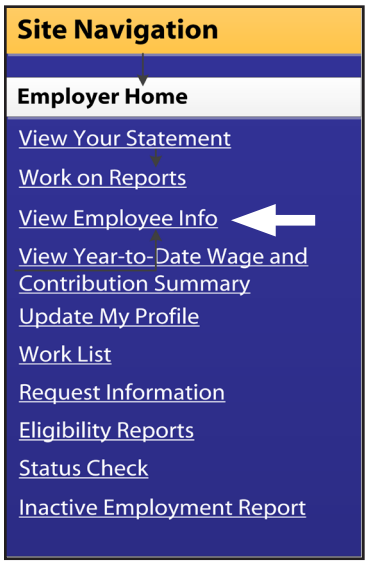
	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Member SSN	Last Name	First Name	Plan	Address Start Date	Address Li	Address Line 2	Address Li	City	State	Zip	Country	Foreign Pr	Foreign
2	12345678	Acosta	Rachel	OPSRPPN	3/31/2006	57 NE Dragnet Ln			Bend	OR	97701-0000	U S A		
3	369258147	Adams	Timothy	OPSRPPN	4/30/2006	206 Baja Ct.			Bend	OR	97701-0000	U S A		
4	987654321	Albers	Mary	PERS Tier	10/31/2005	PO Box 33			Bend	OR	97708-0000	U S A		
5	147258369	Baker	Gary	OPSRPPN	1/23/2007	601 Comanche Rd.			Bend	OR	97702	U S A		
6	11223333	Barber	Wendy	OPSRPPN	11/13/2006	18277 W. Cascade Circle			Bend	OR	97702	U S A		
7	232323232	Bass	William	OPSRPPN	8/31/2006	1324 Mt. Bachelor Loop			Bend	OR	97707	U S A		
8	888776666	Bartmann	Claire	OPSRPPN	1/23/2007	2023 SE Dimple St.			Marion	VA	24354	U S A		
9	503603764	Beckter	Cassie	OPSRPPN	2/28/2005	8900 N. Fir Grove Dr.			Bend	OR	97701-0000	U S A		
10	541241321	Black	Jennifer	OPSRPPN	5/31/2004	130 SW Tempest Dr			Bend	OR	97702-0000	U S A		
11	666666666	Booth	David	PERS Tier	8/29/2004	555 S. Patriot Way			Bend	OR	97707	U S A		
12	121212121	Bowman	Jennifer	OPSRPPN	10/4/2005	13280 Navajo Rd.			HILLSBOR	OR	97123	U S A		

Searching for employees

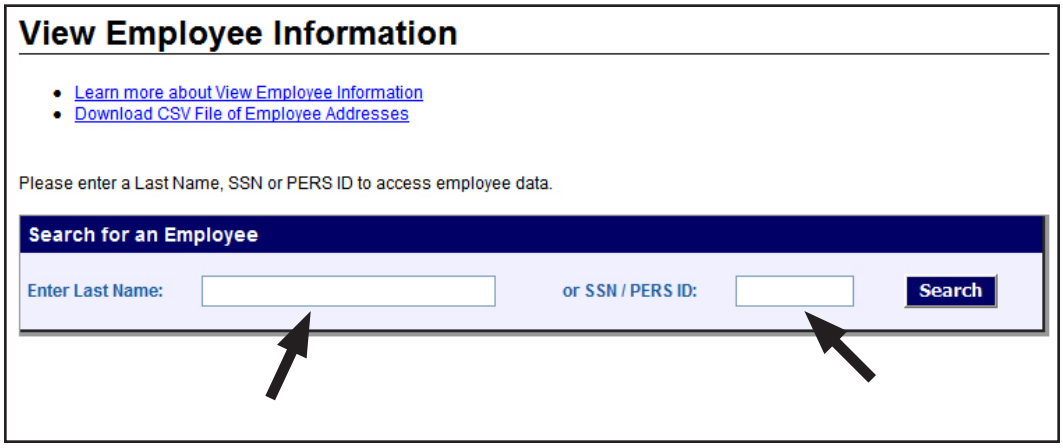
EDX allows you to search for employees by last name, Social Security number, or PERS ID.

1 Log on to EDX following the instructions outlined in "Logging on to EDX" on pages 6-7.

2 Click on the **View Employee Info** link (indicated by the arrow) to display the *View Employee Information* screen.

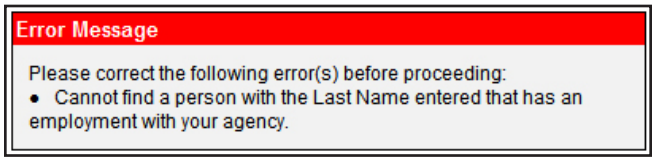


3 Type the employee's last name in the **Enter Last Name** text box, or type the employee's Social Security number or PERS identification number in the **SSN/ PERS ID** text box (indicated by the arrows).

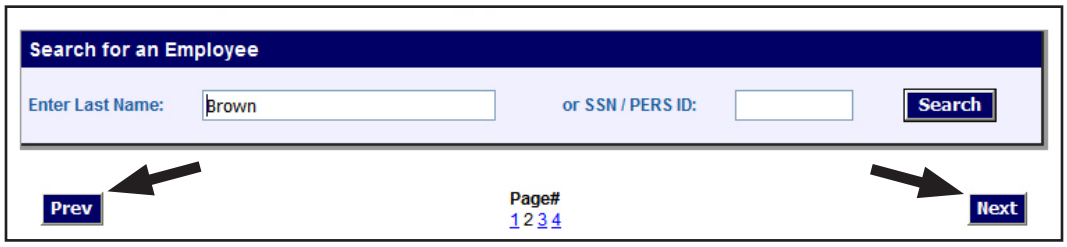


4 Click the **Search** button to display a list of employees matching your search criteria.

Note: EDX generates an error message if the search criteria you typed yields no results or is incomplete.



If your search yields several pages of results, you can page through the list using the **Next** and **Prev** buttons (indicated by the arrows) until the employee's name you are searching for appears in the list.

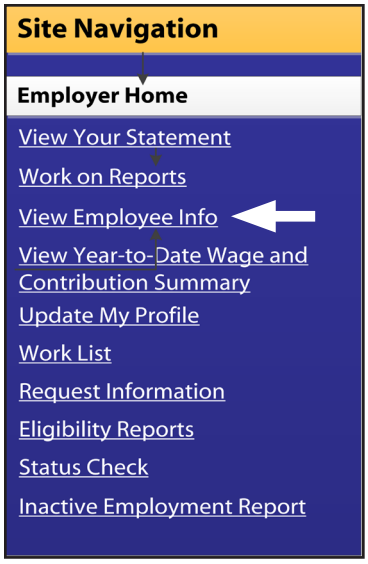


Verifying an employee address

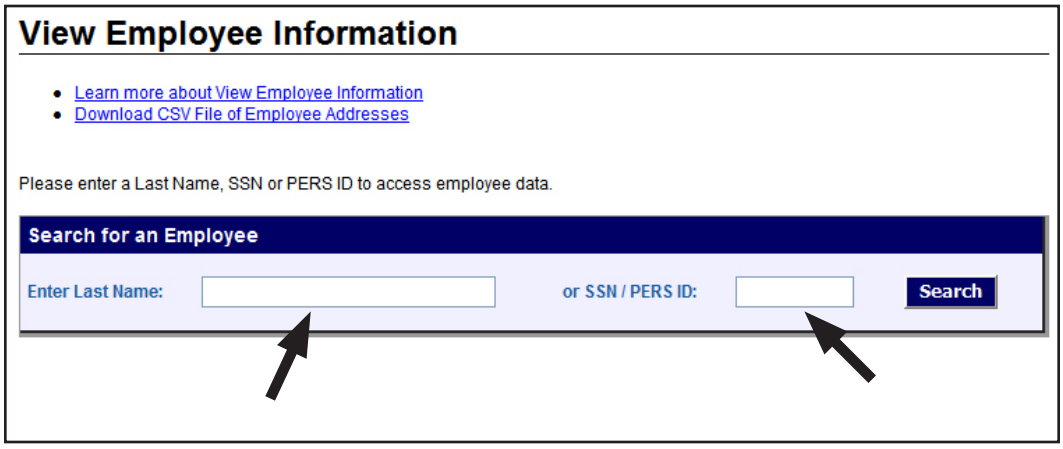
This function allows you to view an employee's most recent permanent address on file at PERS.

1 Log on to EDX following the instructions outlined in "Logging on to EDX" on pages 6-7.

2 Click on the **View Employee Info** link (indicated by the arrow) to display the *View Employee Information* screen.

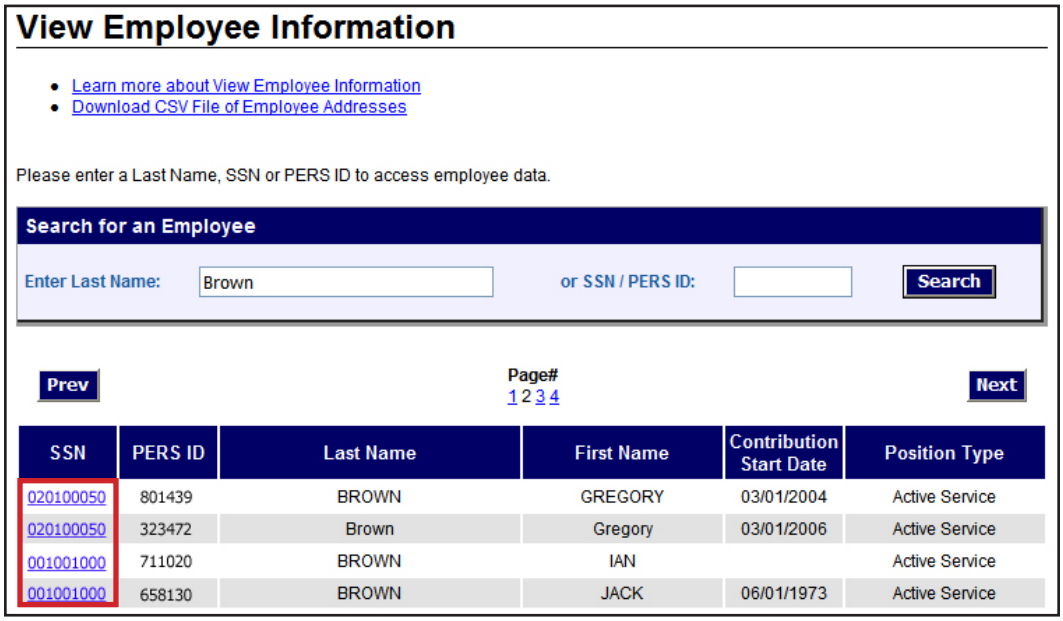


3 Type the employee's last name in the **Enter Last Name** text box, or type the employee's Social Security number or PERS identification number in the **SSN/ PERS ID** text box (indicated by the arrows).

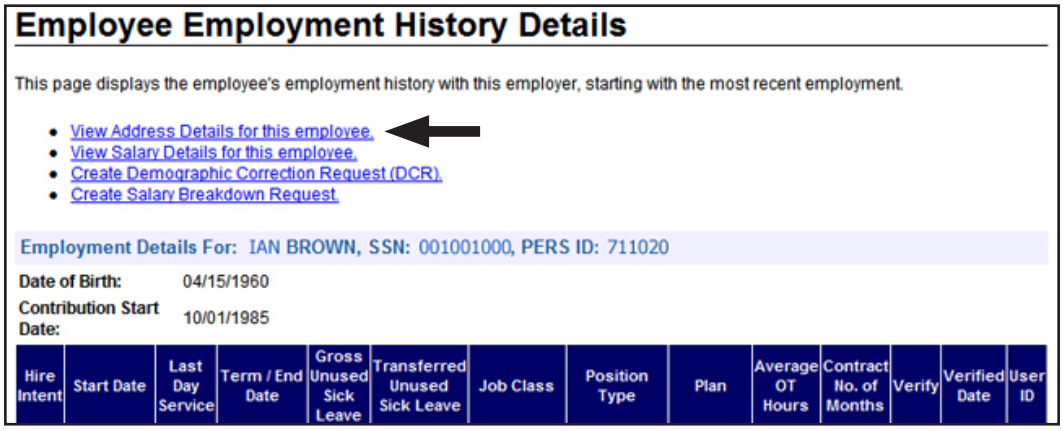


4 Click the **Search** button. If the *Employee Employment History Details* screen appears, proceed to step 6; otherwise, continue to the next step.

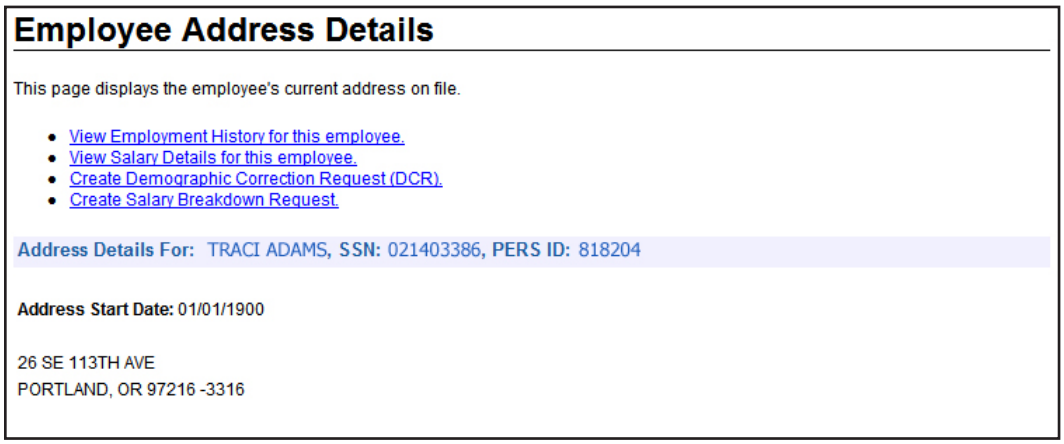
5 If your search criteria yields more than one employee matching your search criteria, click on the **SSN** link (outlined by the box) next to the employee's last name to view the individual's posted record information; the *Employee Employment History Details* screen appears.



6 Click on the **View Address Details for this employee** link (indicated by the arrow) to view the *Employee Address Details* screen.



7 Verify the employee's address is correct.



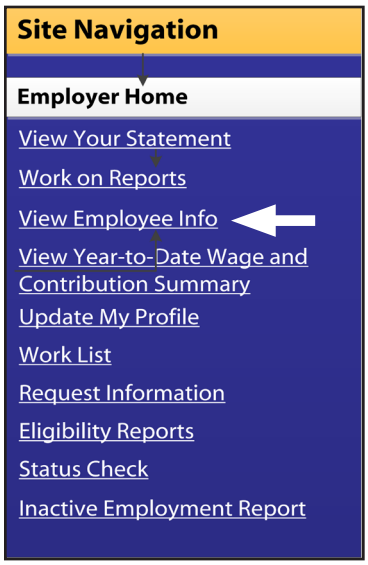
Note: EDX will only allow you to update a current employee's address, not a retiree's addresses. If the employee's address in EDX is different than the address you have on record, you will need to update the address in EDX by submitting a demographic (DTL1) record with the employee's current address. For information on how to submit a DTL1 record to update an employee's address, refer to the Employer Quick Info help file.

Viewing an employment history

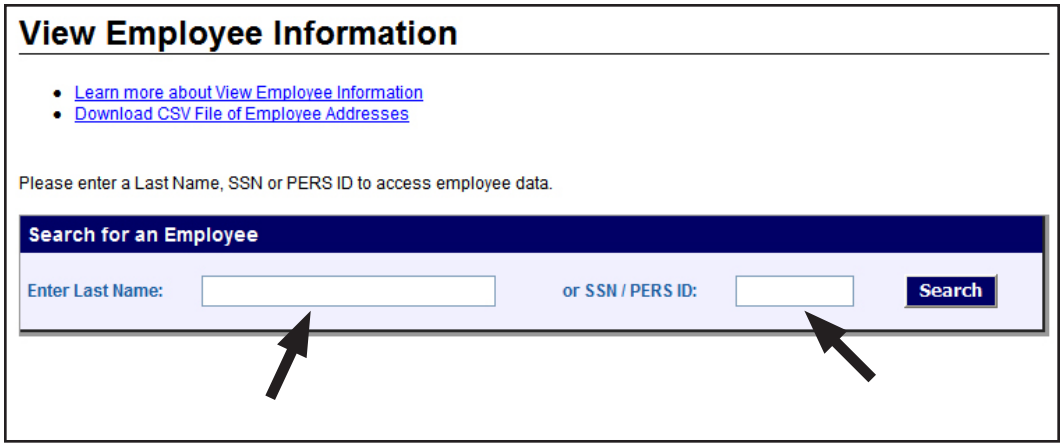
EDX gives you the ability to verify employment dates, job classes, position types, PERS membership types, sick leave and overtime hours, and number of contract months for employees within your organization are correct.

1 Log on to EDX following the instructions outlined in "Logging on to EDX" on pages 6-7.

2 Click on the **View Employee Info** link (indicated by the arrow) to display the *View Employee Information* screen.

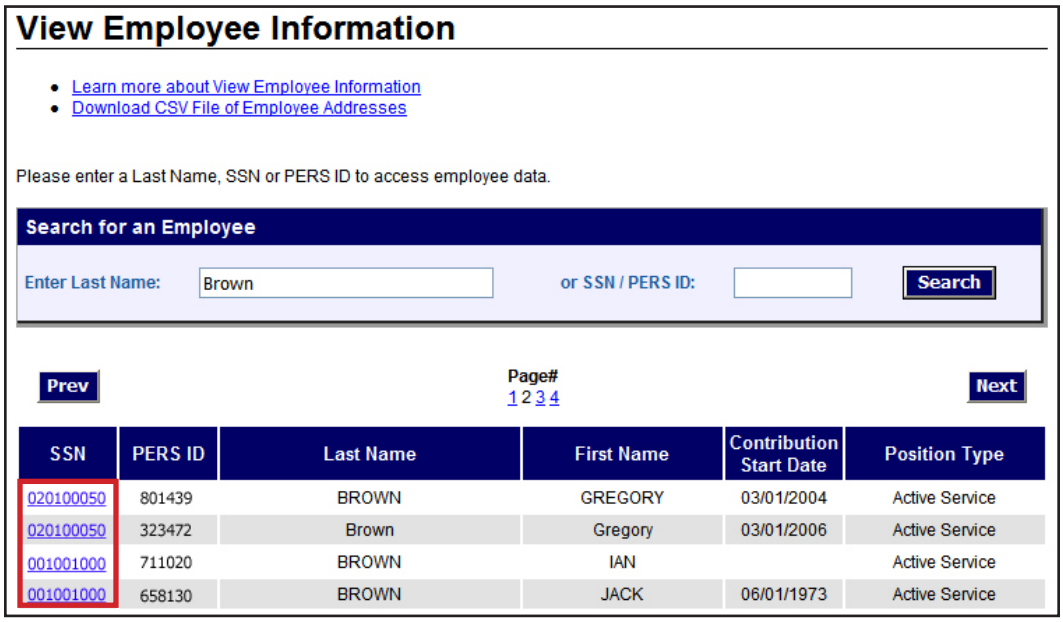


3 Type the employee's last name in the **Enter Last Name** text box, or type the employee's Social Security number or PERS identification number in the **SSN/ PERS ID** text box (indicated by the arrows).



4 Click the **Search** button. If the *Employee Employment History Details* screen appears, proceed to "Verifying employment history" on page 136; otherwise, continue to the next step.

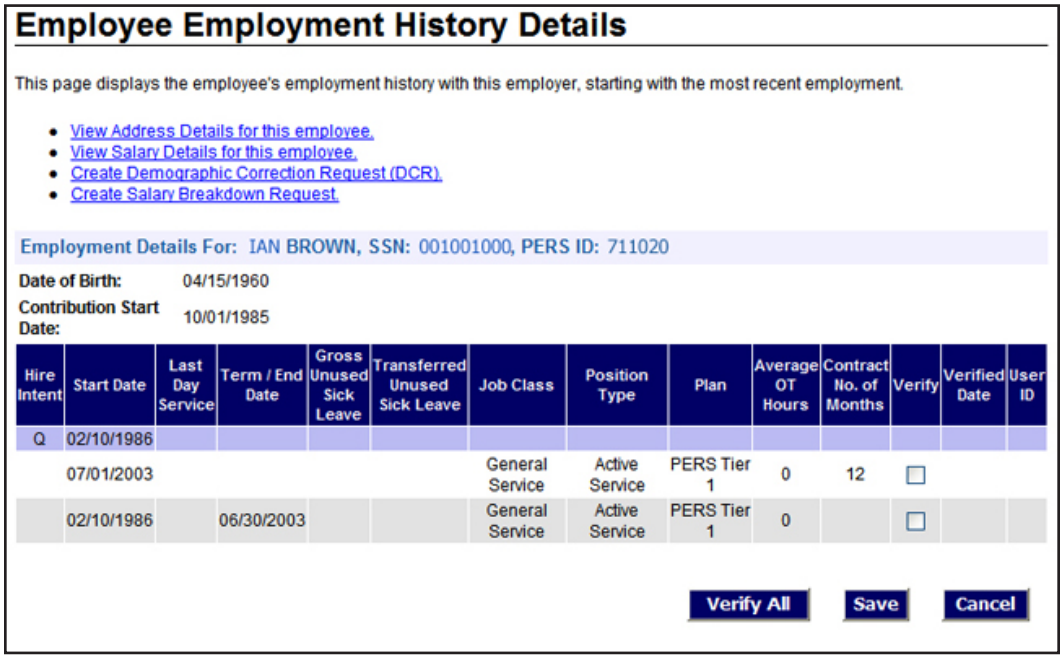
5 If your search criteria yields more than one employee matching your search criteria, click on the **SSN** link (outlined by the box) next to the employee's last name to view that individual's employment history details.



6 Refer to "Verifying employment history" on pages 136–137.

Verifying employment history

The following illustration shows the *Employee Employment History Details* screen for all job segments for an active employee throughout all years of employment.



Employee Employment History Details

This page displays the employee's employment history with this employer, starting with the most recent employment.

- View Address Details for this employee.
- View Salary Details for this employee.
- Create Demographic Correction Request (DCR).
- Create Salary Breakdown Request.

Employment Details For: IAN BROWN, SSN: 001001000, PERS ID: 711020

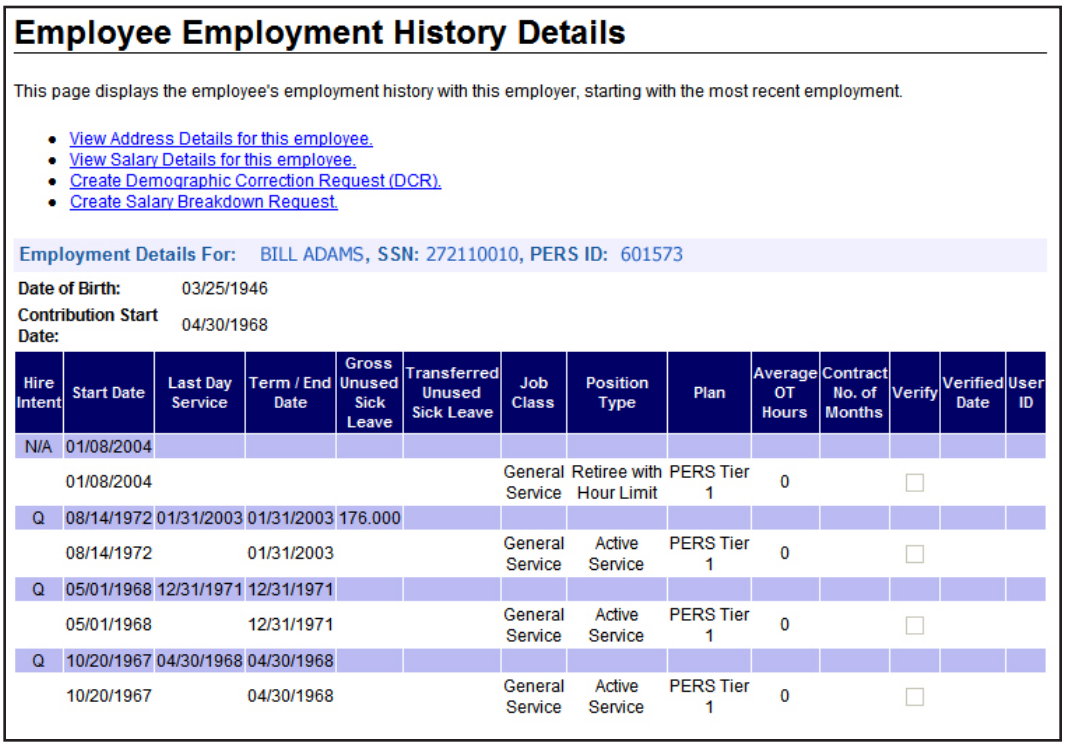
Date of Birth: 04/15/1960

Contribution Start Date: 10/01/1985

Hire Intent	Start Date	Last Day Service	Term / End Date	Gross Unused Sick Leave	Transferred Unused Sick Leave	Job Class	Position Type	Plan	Average OT Hours	Contract No. of Months	Verify	Verified Date	User ID
Q	02/10/1986												
	07/01/2003					General Service	Active Service	PERS Tier 1	0	12	☐		
	02/10/1986		06/30/2003			General Service	Active Service	PERS Tier 1	0		☐		

Verify All | Save | Cancel

The following illustration shows the *Employee Employment History Details* screen for all job segments throughout all years of employment for a retiree who has been hired to work part-time.



Employee Employment History Details

This page displays the employee's employment history with this employer, starting with the most recent employment.

- View Address Details for this employee.
- View Salary Details for this employee.
- Create Demographic Correction Request (DCR).
- Create Salary Breakdown Request.

Employment Details For: BILL ADAMS, SSN: 272110010, PERS ID: 601573

Date of Birth: 03/25/1946

Contribution Start Date: 04/30/1968

Hire Intent	Start Date	Last Day Service	Term / End Date	Gross Unused Sick Leave	Transferred Unused Sick Leave	Job Class	Position Type	Plan	Average OT Hours	Contract No. of Months	Verify	Verified Date	User ID
N/A	01/08/2004												
	01/08/2004					General Service	Retiree with Hour Limit	PERS Tier 1	0		☐		
Q	08/14/1972	01/31/2003	01/31/2003	176.000									
	08/14/1972		01/31/2003			General Service	Active Service	PERS Tier 1	0		☐		
Q	05/01/1968	12/31/1971	12/31/1971										
	05/01/1968		12/31/1971			General Service	Active Service	PERS Tier 1	0		☐		
Q	10/20/1967	04/30/1968	04/30/1968										
	10/20/1967		04/30/1968			General Service	Active Service	PERS Tier 1	0		☐		

Hire Intent

The Hire Intent column indicates an employer's hiring intention for the employee with respect to a PERS-qualifying position. The table below describes the different codes that can appear in the column and their meaning.

Code	Description
Q	Qualifying Hire Intent—The employer expects the employee will work more than 600 hours in a calendar year.
NQ	Non-Qualifying Hire Intent—The employer expects the employee will work fewer than 600 hours in a calendar year.
N/A	The Hire Intent—N/A (Not Applicable) if a PERS retiree is hired for employment, because retirees have already qualified for a pension.

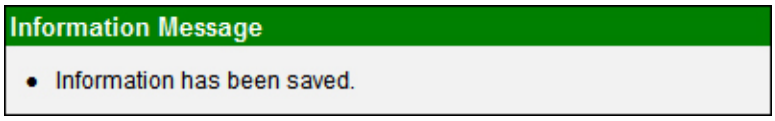
Position segments

An employment can have one or more position segments that include Last Day Service, Unused Sick Leave, PERS Job Class, Position Type, Plan, Average OT Hours, and Contract No. of Months, as applicable. Each position will have a unique Start Date and End Date. Each highlighted row indicates a new position segment.

1 Select the check box under the Verify column for each position segment you have verified. (**Note:** The check box is grayed out if the individual is retired.) If all position segments are accurate, click the **Verify All** button to auto-select all the check boxes.

2 Click the **Save** button to save the verification, or click the **Cancel** button to exit without saving.

If you clicked the Save button, a confirmation box appears to inform you the salary verification has been saved.

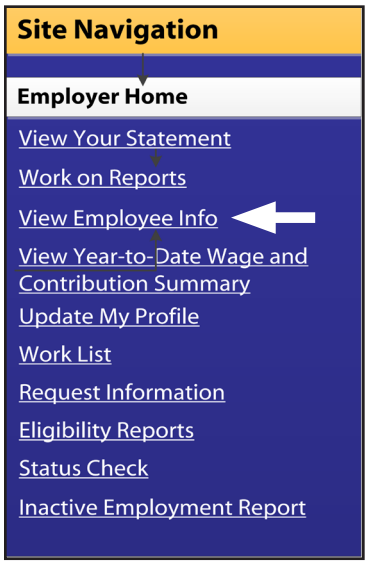


Verifying employee salary information

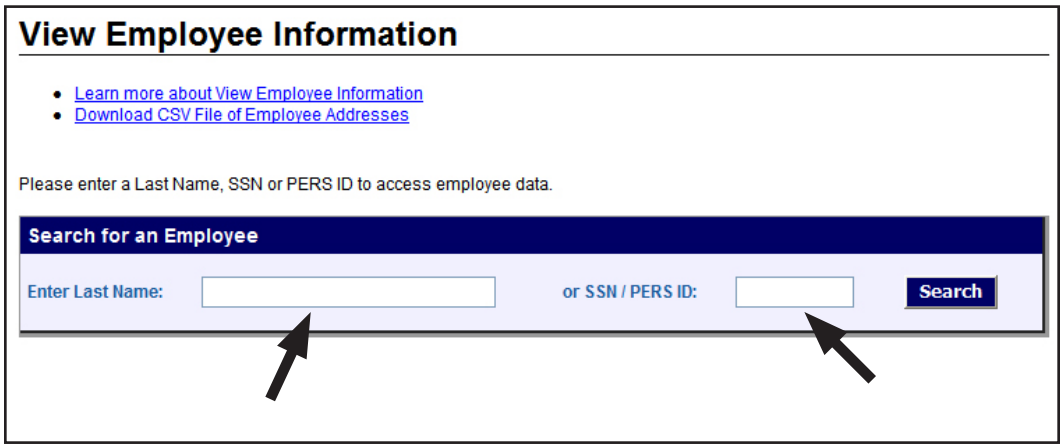
EDX gives you the ability to verify that subject salaries, gross salaries, lump-sum pay, and lump-sum vacation pay for employees within your organization are correct. Use this information when completing a data verification (see "Completing an Employer Data Verification Request" on pages 177–179).

1 Log on to EDX following the instructions outlined in "Logging on to EDX" on pages 6-7.

2 Click on the **View Employee Info** link (indicated by the arrow) to display the *View Employee Information* screen.

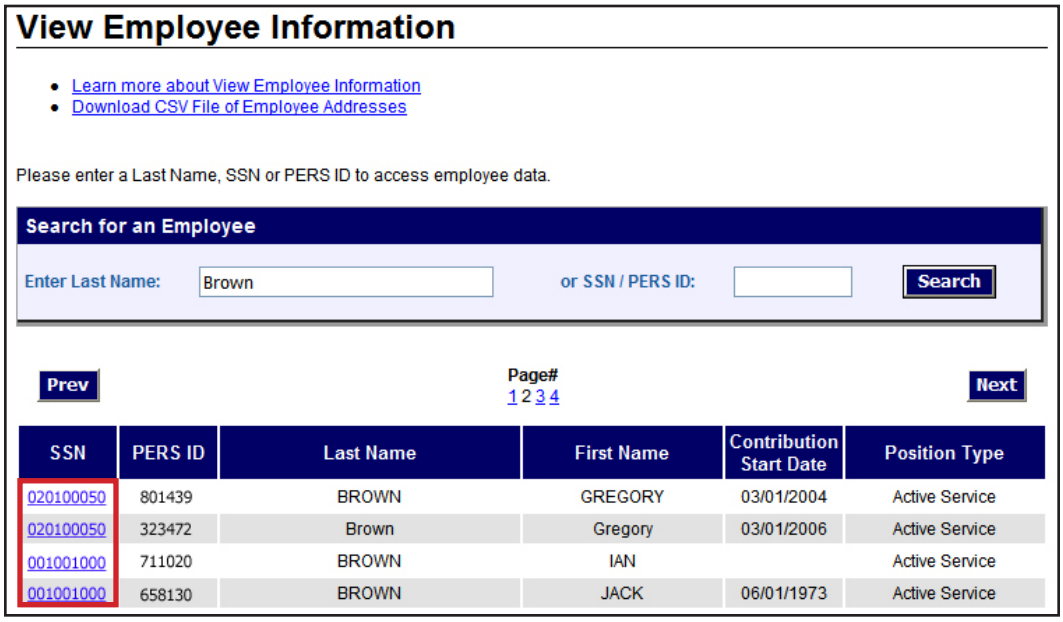


3 Type the employee's last name in the **Enter Last Name** text box, or type the employee's Social Security number or PERS identification number in the **SSN/ PERS ID** text box (indicated by the arrows).

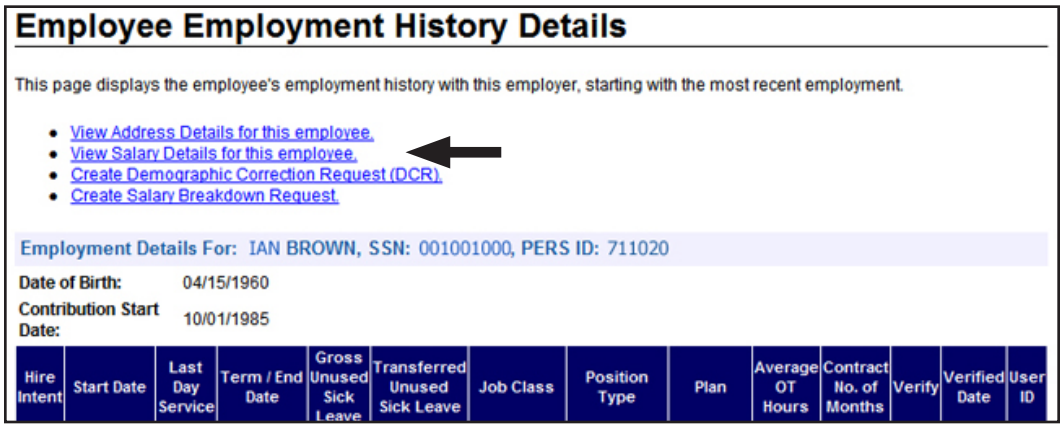


4 Click the **Search** button. If the *Employee Employment History Details* screen appears, proceed to step 6; otherwise, continue to the next step.

5 If your search criteria yields more than one employee matching your search criteria, click on the **SSN** link (outlined by the box) next to the employee's last name to view the individual's posted record information; the *Employee Employment History Details* screen appears.

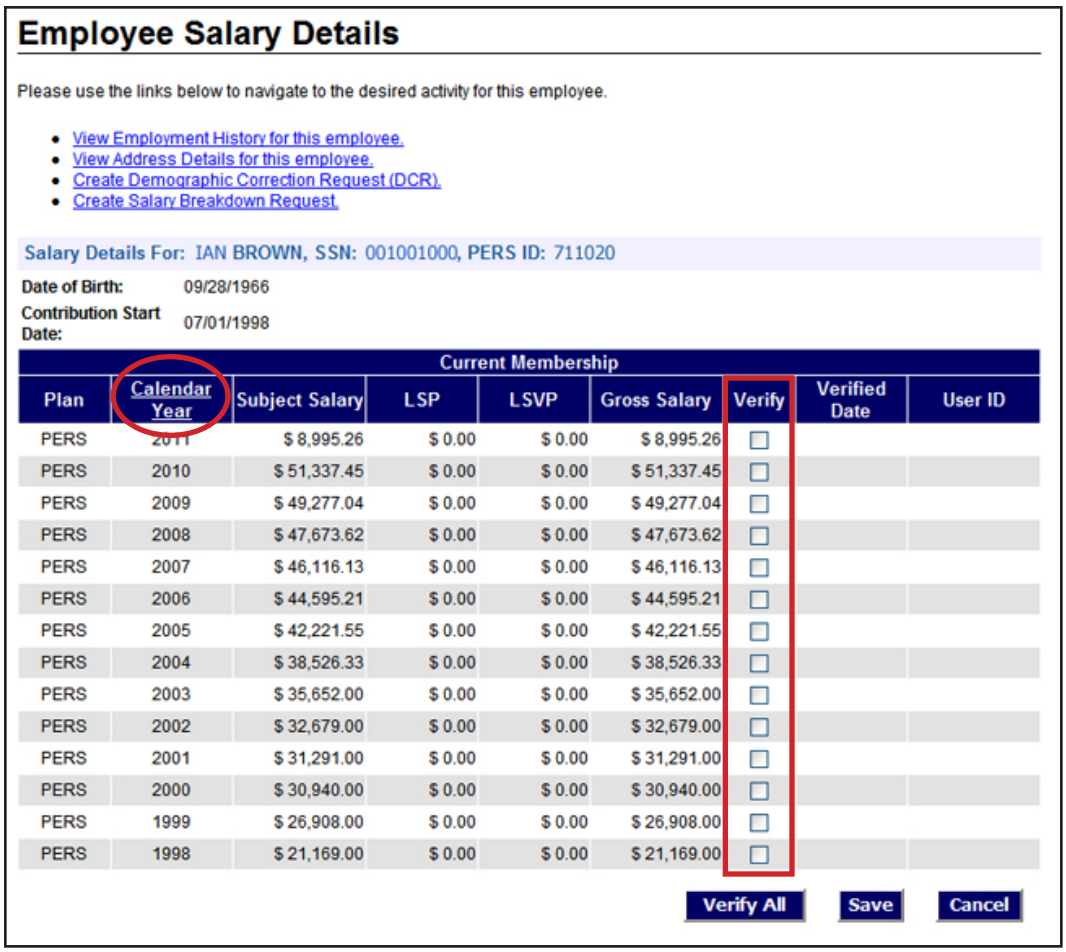


6 Click on the **View Salary Details for this employee** link (indicated by the arrow) to view the *Employee Salary Details* screen.



7 Verify the employee's salary is correct. In the Verify column (highlighted by the box), select the check box for each calendar year for which you verified the salary is correct. If you verified the salary for all the calendar years listed, click the **Verify All** button to auto select all the check boxes.

Note: Clicking on the **Calendar Year** column header (shown circled) toggles between ascended and descended sorting of calendar years.



Employee Salary Details

Please use the links below to navigate to the desired activity for this employee.

- View Employment History for this employee.
- View Address Details for this employee.
- Create Demographic Correction Request (DCR).
- Create Salary Breakdown Request.

Salary Details For: IAN BROWN, SSN: 001001000, PERS ID: 711020

Date of Birth: 09/28/1966

Contribution Start Date: 07/01/1998

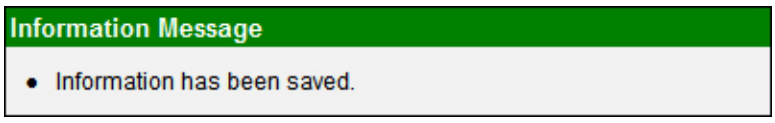
Current Membership

Plan	Calendar Year	Subject Salary	LSP	LSVP	Gross Salary	Verify	Verified Date	User ID
PERS	2011	$ 8,995.26	$ 0.00	$ 0.00	$ 8,995.26	☐		
PERS	2010	$ 51,337.45	$ 0.00	$ 0.00	$ 51,337.45	☐		
PERS	2009	$ 49,277.04	$ 0.00	$ 0.00	$ 49,277.04	☐		
PERS	2008	$ 47,673.62	$ 0.00	$ 0.00	$ 47,673.62	☐		
PERS	2007	$ 46,116.13	$ 0.00	$ 0.00	$ 46,116.13	☐		
PERS	2006	$ 44,595.21	$ 0.00	$ 0.00	$ 44,595.21	☐		
PERS	2005	$ 42,221.55	$ 0.00	$ 0.00	$ 42,221.55	☐		
PERS	2004	$ 38,526.33	$ 0.00	$ 0.00	$ 38,526.33	☐		
PERS	2003	$ 35,652.00	$ 0.00	$ 0.00	$ 35,652.00	☐		
PERS	2002	$ 32,679.00	$ 0.00	$ 0.00	$ 32,679.00	☐		
PERS	2001	$ 31,291.00	$ 0.00	$ 0.00	$ 31,291.00	☐		
PERS	2000	$ 30,940.00	$ 0.00	$ 0.00	$ 30,940.00	☐		
PERS	1999	$ 26,908.00	$ 0.00	$ 0.00	$ 26,908.00	☐		
PERS	1998	$ 21,169.00	$ 0.00	$ 0.00	$ 21,169.00	☐		

Verify All Save Cancel

8 Click the **Save** button to save the verification updates, or click the **Cancel** button to return to the *View Employee Information* screen.

If you clicked the Save button, a confirmation box appears to inform you the salary verification has been saved.



Information Message

- Information has been saved.

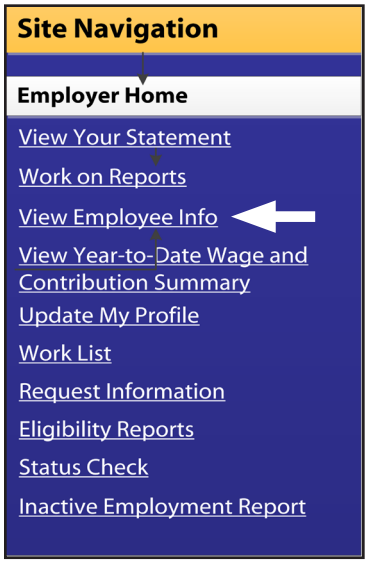
Creating a Salary Breakdown Request

EDX gives you the ability to enter missing employment, salary, and contribution data for an employee for the year(s) you indicate. PERS uses this information to determine eligibility for years before 2004.

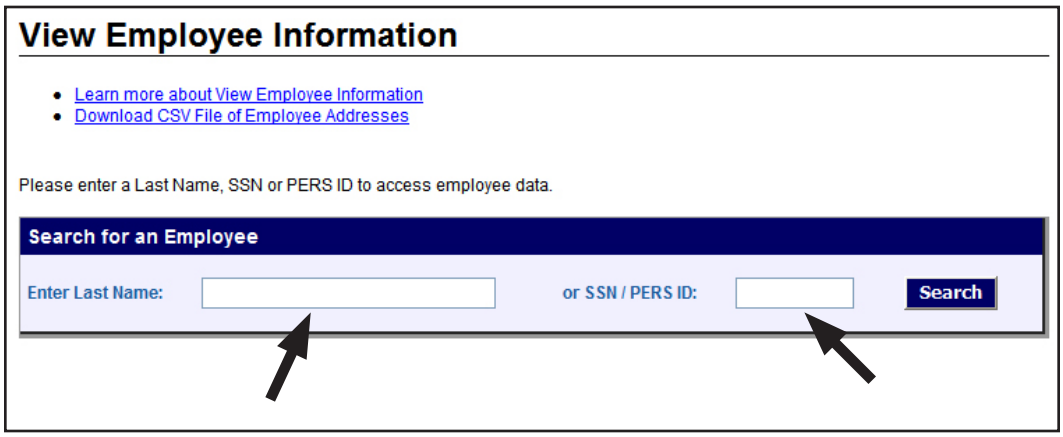
There are two parts to completing a salary breakdown. The first part is covered here; the second part is covered in Section 10, "Salary breakdown," on pages 161–165.

1 Log on to EDX following the instructions outlined in "Logging on to EDX" on pages 6-7.

2 Click on the **View Employee Info** link (indicated by the arrow) to display the *View Employee Information* screen.

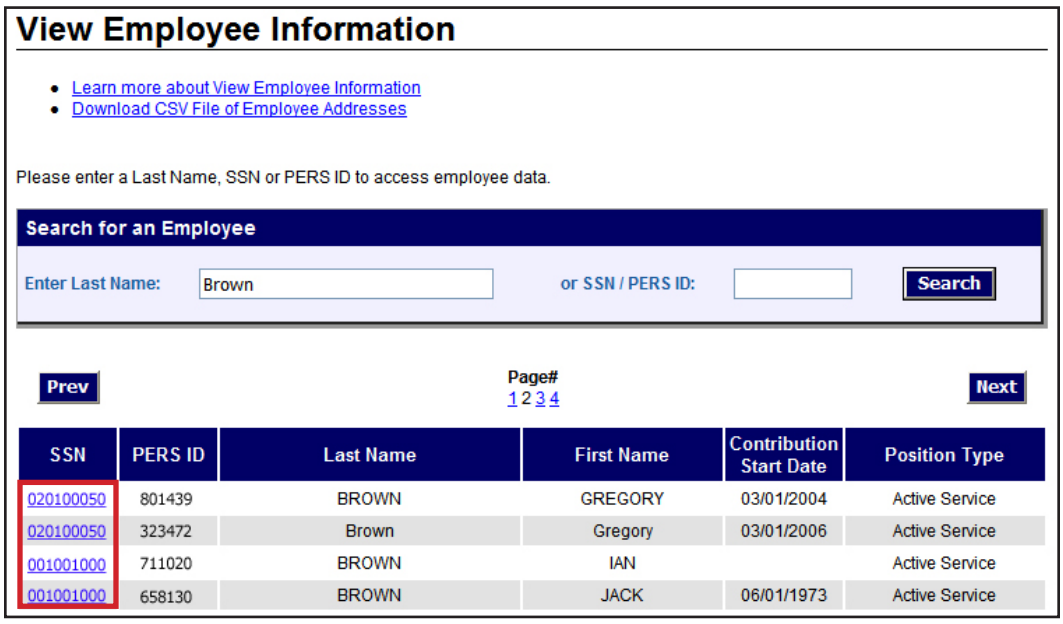


3 Type the employee's last name in the **Enter Last Name** text box, or type the employee's Social Security number or PERS identification number in the **SSN/ PERS ID** text box (indicated by the arrows).

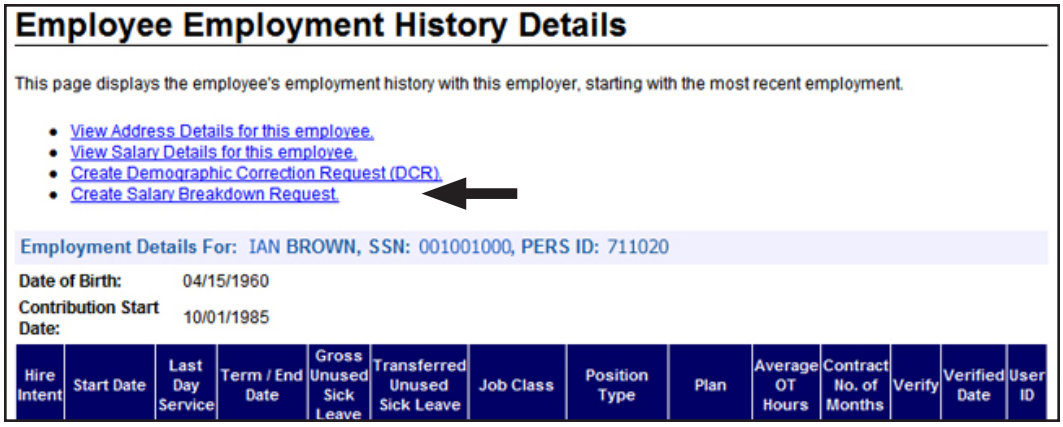


4 Click the **Search** button. If the *Employee Employment History Details* screen appears, proceed to step 6; otherwise, continue to the next step.

5 If your search criteria yields more than one employee matching your search criteria, click on the **SSN** link (outlined by the box) next to the employee's last name to view the individual's posted record information; the *Employee Employment History Details* screen appears.

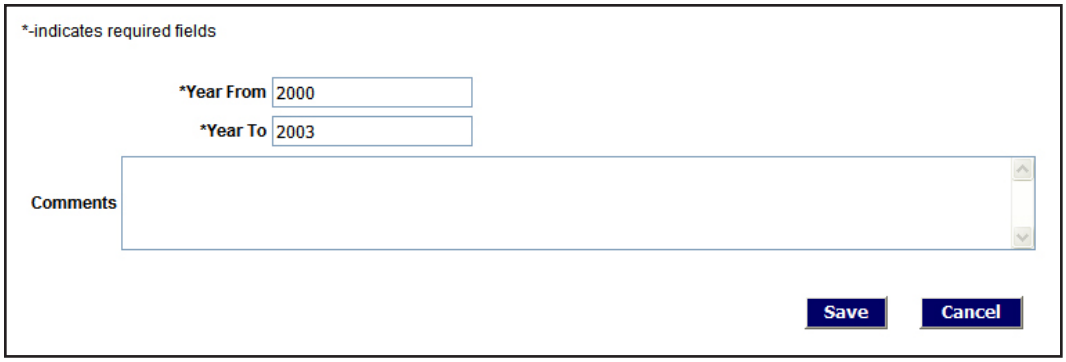


6 Click on the **Create Salary Breakdown Request** link (indicated by the arrow) to view the *Salary Breakdown Request* screen.

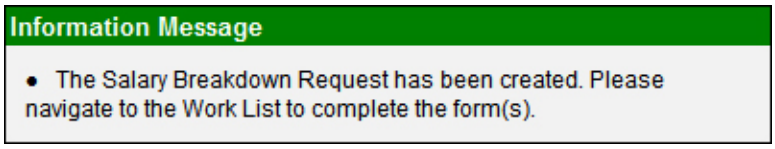


7 In the **Year From** textbox, type in the beginning year of salary breakdown coverage, and type in the ending year in the **Year To** text box.

8 Click the **Save** button to create a Salary Breakdown Request, or click the **Cancel** button to clear the form.



When you click the Save button, a confirmation message appears to inform you that EDX has created a Salary Breakdown Request and that you must now go to the Work List to complete the request form.

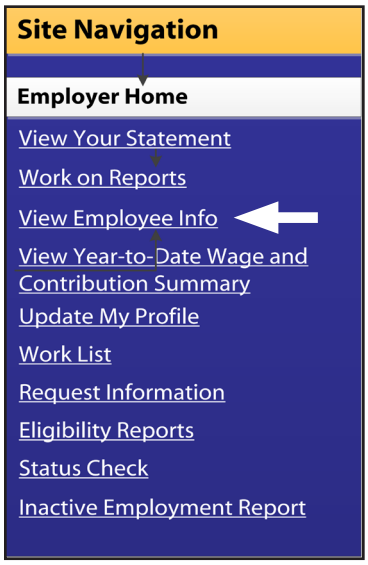


Accessing the Demographic Correction Request

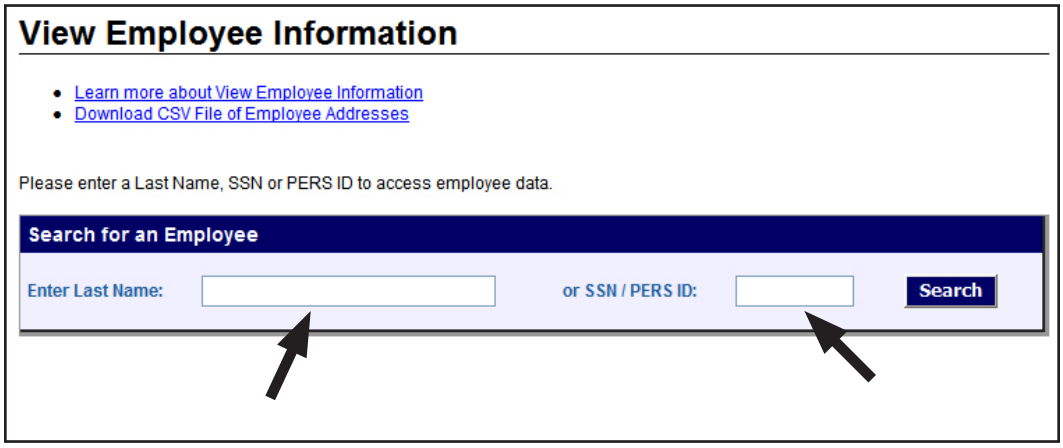
If you previously submitted a demographic record and later discover that the record has errors, you can use EDX to submit a Demographic Correction Request (DCR) to have PERS correct certain DTL1 errors. Refer to “Correcting a demographic record already posted” on pages 156–158 for more information about what errors can be corrected and how to complete a DCR.

1 Log on to EDX following the instructions outlined in “Logging on to EDX” on pages 6-7.

2 Click on the **View Employee Info** link (indicated by the arrow) to display the *View Employee Information* screen.

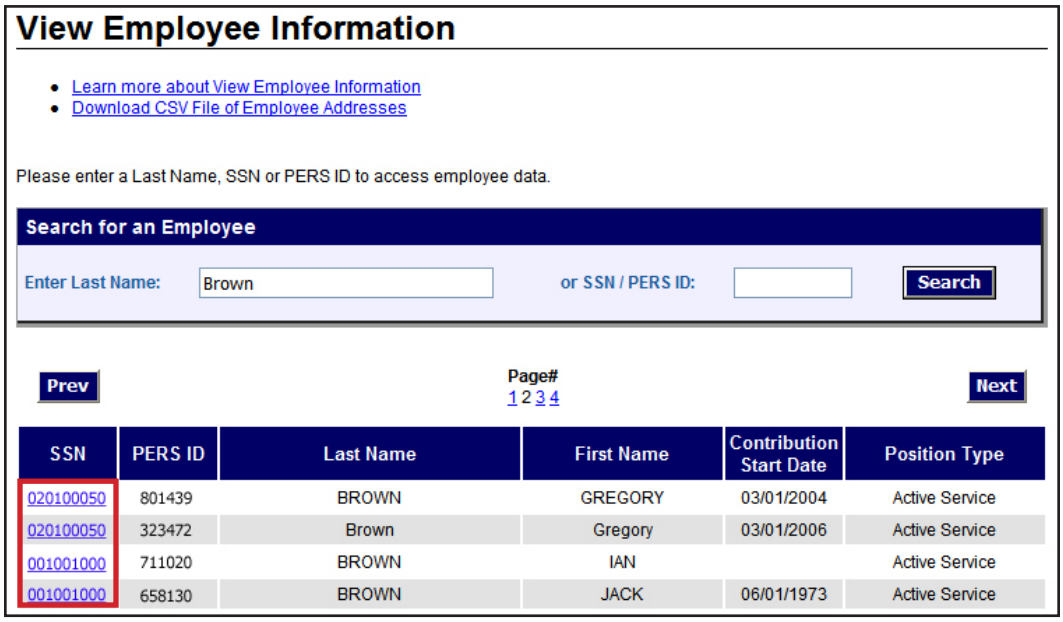


3 Type the employee's last name in the **Enter Last Name** text box, or type the employee's Social Security number or PERS identification number in the **SSN/ PERS ID** text box (indicated by the arrows).



4 Click the **Search** button. If the *Employee Employment History Details* screen appears, proceed to step 6; otherwise, continue to the next step.

5 If your search criteria yields more than one employee matching your search criteria, click on the **SSN** link (outlined by the box) next to the employee's last name to view the individual's posted record information; the *Employee Employment History Details* screen appears.



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.

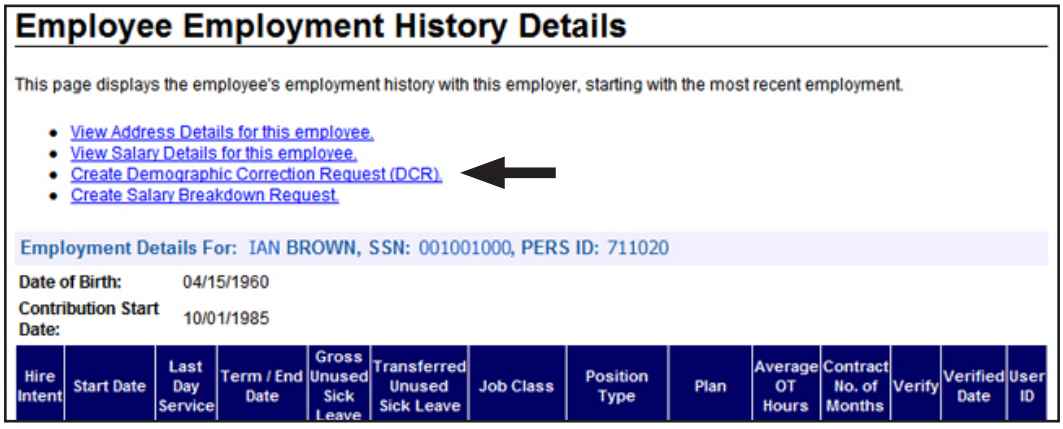
Search for an Employee

Enter Last Name: Brown or SSN / PERS ID: Search

Prev Page# 1 2 3 4 Next

SSN	PERS ID	Last Name	First Name	Contribution Start Date	Position Type
020100050	801439	BROWN	GREGORY	03/01/2004	Active Service
020100050	323472	Brown	Gregory	03/01/2006	Active Service
001001000	711020	BROWN	IAN		Active Service
001001000	658130	BROWN	JACK	06/01/1973	Active Service

6 Click on the **Create Demographic Correction Request (DCR)** link (indicated by the arrow) to view the *Demographic Correction Request* screen.



Employee Employment History Details

This page displays the employee's employment history with this employer, starting with the most recent employment.

- View Address Details for this employee.
- View Salary Details for this employee.
- Create Demographic Correction Request (DCR).
- Create Salary Breakdown Request.

Employment Details For: IAN BROWN, SSN: 001001000, PERS ID: 711020

Date of Birth: 04/15/1960

Contribution Start Date: 10/01/1985

Hire Intent	Start Date	Last Day Service	Term / End Date	Gross Unused Sick Leave	Transferred Unused Sick Leave	Job Class	Position Type	Plan	Average OT Hours	Contract No. of Months	Verify	Verified Date	User ID

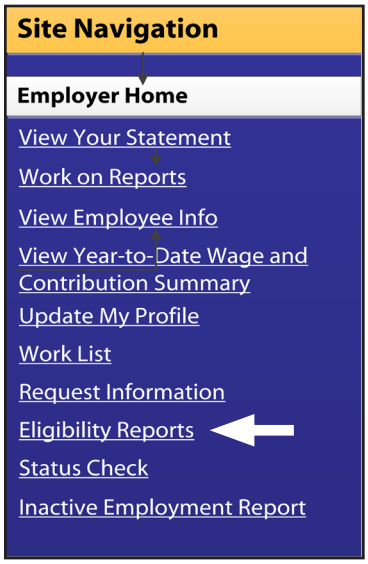
7 Refer to steps 4–7 of "Correcting a demographic record already posted" on pages 157–158 for instructions on completing the request.

Viewing Employee Eligibility Exception Reports

The *Employee Eligibility Exception Reports* screen allows you to determine if corrective action is required to report regular wages and contributions (qualifying hours) or non-qualifying wages without contributions for an employee. **Note:** These reports are only updated once a week. and are only available for the current and prior two years. When viewing the .csv file, the header row will state the date EDX pulled the information from the system.

1 Log on to EDX following the instructions outlined in "Logging on to EDX" on pages 6-7.

2 Click on the **Eligibility Reports** link (indicated by the arrow) to access the *Employee Eligibility Exception Reports* screen.

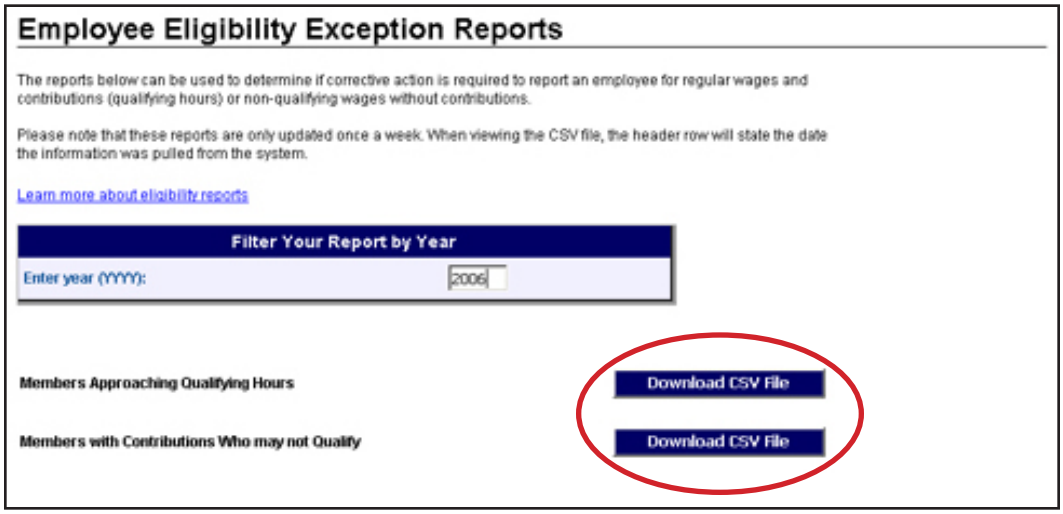


3 In the **Filter Your Report by Year** dialog box, type the year in the **Enter year (YYYY)** text box you want the report to reflect. **Note:** Reports are only generated for the current year and two years prior.

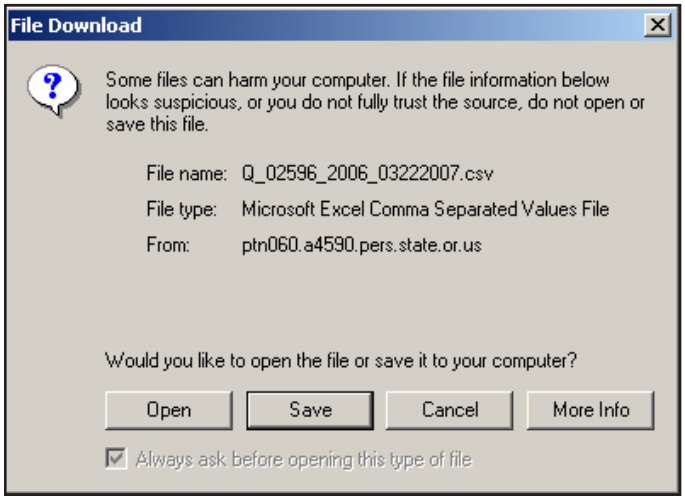
4 Click a **Download CSV File** button (shown circled). There are two different .csv files you can download to Excel:

Members Approaching Qualifying Hours lists employees who during the selected year have been reported using a non-qualifying wage code or three or more qualifying wage codes without contributions. Under either condition, the employees' net hours exceed 550. Employees listed in this report may likely meet the minimum of 600 hours to be eligible for a PERS-qualified position.

Members with Contributions Who may not Qualify lists employees who have reported contributions during the selected year but their total hours are fewer than the minimum 600 hours. Employees listed in this report will likely not meet the minimum qualifying hours and therefore are not eligible for a PERS-qualified position. **Important:** This report is not useful for the current year unless you run it after the mid-year time frame.

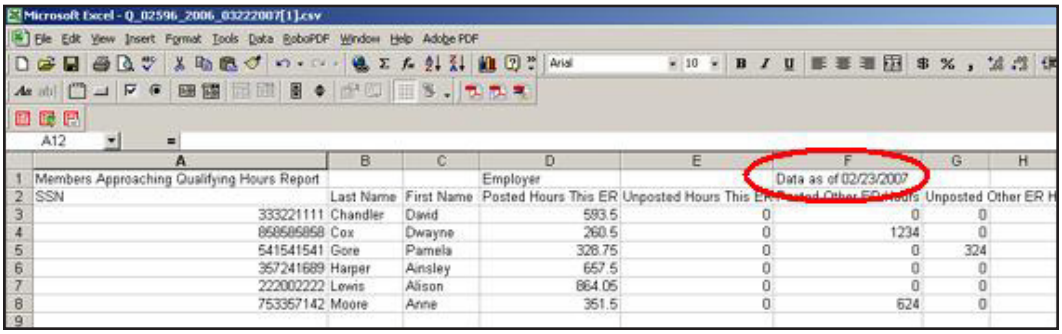


5 When the **File Download** dialog box appears, click the **Open** button. **Note:** For some versions of Internet Explorer, the **File Download** dialog box may appear a second time.



6 Click the **Open** button again. After a few seconds, Excel opens and displays a list of employees (1) approaching qualifying hours or (2) with less than 600 hours of service in a calendar year but with reported contributions.

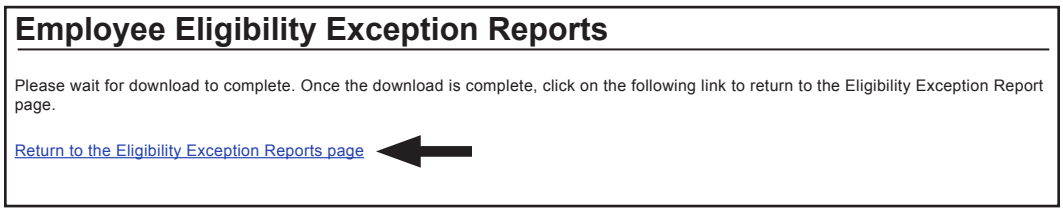
Note: The date the information was pulled from the system is shown circled.



Microsoft Excel - Q_02596_2006_03222007[1].csv

	A	B	C	D	E	F	G	H
1	Members Approaching Qualifying Hours Report			Employer		Data as of 02/23/2007		
2	SSN	Last Name	First Name	Posted Hours This ER	Unposted Hours This ER	Posted Other ER Hours	Unposted Other ER H	
3	333221111	Chandler	David	593.5	0	0	0	
4	858585858	Cox	Dwayne	260.5	0	1234	0	
5	541541541	Gore	Pamela	328.75	0	0	324	
6	357241689	Harper	Ainsley	657.5	0	0	0	
7	222002222	Lewis	Alison	864.05	0	0	0	
8	753357142	Moore	Anne	351.5	0	624	0	
9								

7 Click on the **Return to the Eligibility Exceptions Reports page** link (indicated by the arrow) if you want to download another report.



Employee Eligibility Exception Reports

Please wait for download to complete. Once the download is complete, click on the following link to return to the Eligibility Exception Report page.

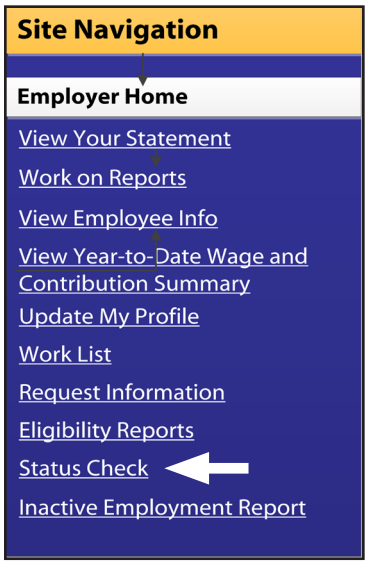
Return to the Eligibility Exception Reports page

Checking a member's contribution status

The *Status Check Member Search* screen allows you to view an employee's contribution status to determine if PERS is expecting contributions for the employee or if you should contact PERS to discuss the employee's contribution status.

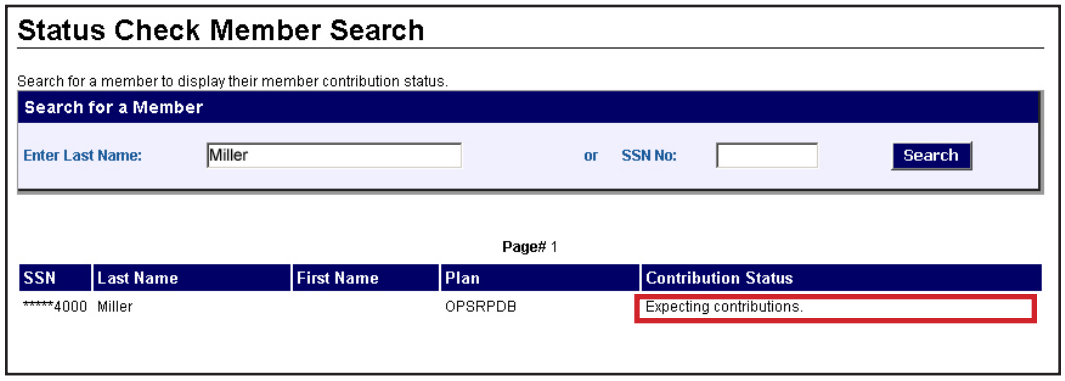
1 Log on to EDX following the instructions outlined in "Logging on to EDX" on pages 6-7.

2 Click on the **Status Check** link (indicated by the arrow) to access the *Status Check Member Search* screen.



3 Type in either the employee's last name in the **Enter Last Name** text box or the Social Security number in the **SSN No** text box, and then click the **Search** button. **Note:** Searching by Social Security number is the preferred method if you want to pull up information on a specific individual. Searching by last name produces a list of all members with that last name.

The *Status Check Member Search* screen displays the search results (highlighted by the box) below the Search for a Member dialog box. **Note:** If you conducted a search based on last name, the list can span several pages. Click on a page number to advance from page to page.



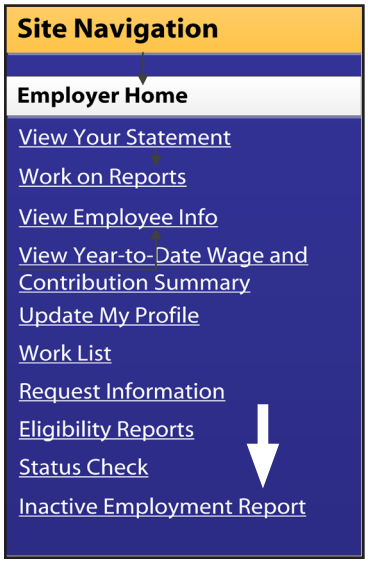
The Plan column identifies the retirement plan in which the employee is enrolled. The Contribution Status column lets you know if PERS is expecting contributions for that employee.

Employees with open job segments

The *Inactive Employment Report* screen lists employees with open job segments who appear inactive. An open job segment will appear inactive when no wages have been reported for an employee in the last three calendar months, possibly due to a termination that was not reported.

1 Log on to EDX following the instructions outlined in "Logging on to EDX" on pages 6-7.

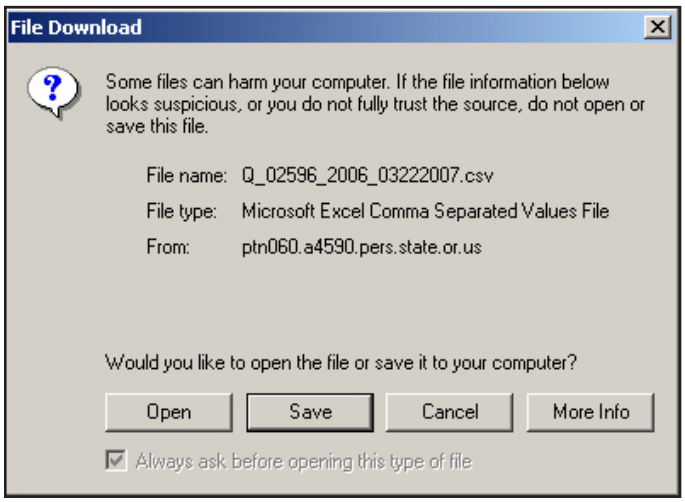
2 Click on the **Inactive Employment Report** link (indicated by the arrow) to display the *Inactive Employment Report* screen.



3 Click the **Download CSV File** button.

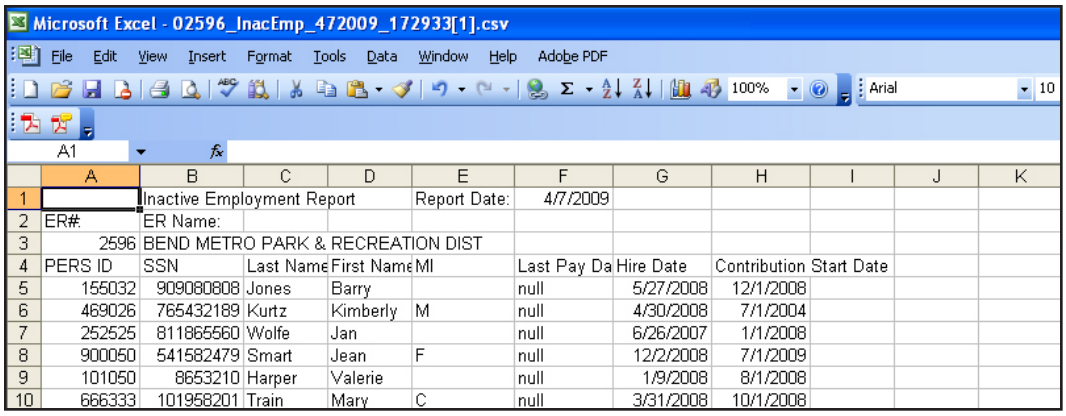
Note: EDX displays the following message if it is unable to find inactive employment records.

4 In the **File Download** dialog box that appears, click either the **Open** button to open the report in Excel or the **Save** button to save the Excel spreadsheet to a destination you choose.



If you chose to click the Open button, an Excel spreadsheet similar to the one shown below appears. At this point, you can use Excel to manipulate and save the data.

Note: Excel drops any leading zeros from the Social Security numbers listed in the SSN column. Also, the pound symbol (#) will appear if the cell is too small to display the value. You will need to resize the column. "Null" in the Last Pay Date and/or Contribution Start Date columns means the fields are blank.



	A	B	C	D	E	F	G	H	I	J	K
1		Inactive Employment Report				Report Date:	4/7/2009				
2	ER#	ER Name:									
3	2596	BEND METRO PARK & RECREATION DIST									
4	PERS ID	SSN	Last Name	First Name	MI	Last Pay Da	Hire Date	Contribution	Start Date		
5	155032	909080808	Jones	Barry		null	5/27/2008	12/1/2008			
6	469026	765432189	Kurtz	Kimberly	M	null	4/30/2008	7/1/2004			
7	252525	811865560	Wolfe	Jan		null	6/26/2007	1/1/2008			
8	900050	541582479	Smart	Jean	F	null	12/2/2008	7/1/2009			
9	101050	8653210	Harper	Valerie		null	1/9/2008	8/1/2008			
10	666333	101958201	Train	Mary	C	null	3/31/2008	10/1/2008			

SECTION

10

Viewing and Completing On-Line Forms

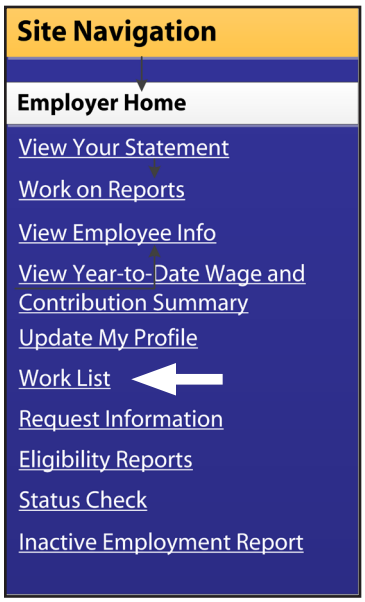
Work List overview

For the purpose of data verification, EDX allows you to view and complete on-line forms you must use to report an employee job segment, termination, unused sick leave, last day of paid leave, salary certification for a service or disabled retiree, or correct a demographic record. You accomplish this task through the *Work List*. Refer to the *Employer Manual* if you have questions about reporting employee wages and service.

Accessing the Work List

1 Log on to EDX following the instructions outlined in "Logging on to EDX" on pages 6-7.

2 Click on the **Work List** link (indicated by the arrow) to access the *Work List* screen.

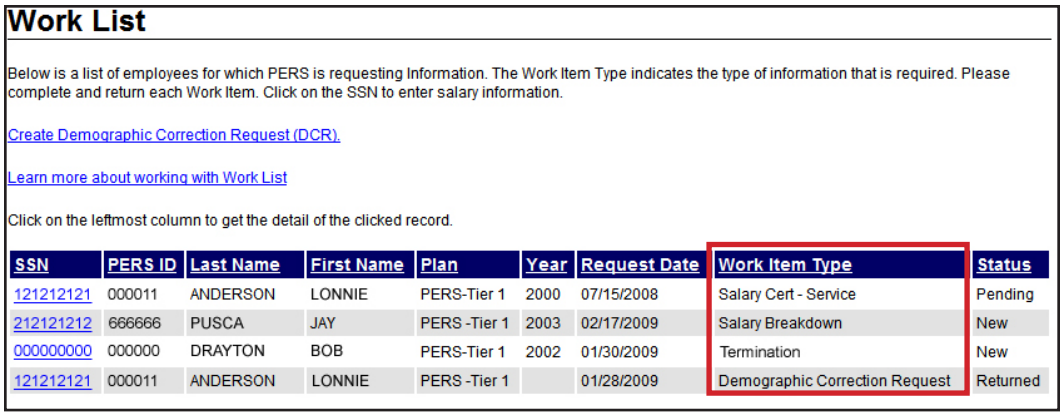


Components of the Work List

The Work Item Type column (highlighted by the box) displays up to nine different work item types:

- **Demographic Correction Request**—When this is the work item type, clicking on an individual's SSN will display the *Demographic Correction Request* screen. Refer to pages 156–158 for information about completing a Demographic Correction Request.
- **Salary Cert - Service**—When this is the work item type, clicking on an individual's SSN will display the *Salary Certification Request* screen. Refer to pages 158–161 for information about completing a Salary Certification Request.
- **Salary Cert - Disability**— When this is the work item type, clicking on an individual's SSN will display the *Salary Certification Request* screen. Refer to pages 158–161 for information about completing a Salary Certification Request.

- **Disability Employment Status**—When this is the work item type, clicking on an individual's SSN will display the *Disability Employment Status Request* screen. For information about completing a Disability Employment Status Request, refer to pages 165–166.
- **Salary Breakdown**—When this is the work item type, clicking on an individual's SSN will display the *Salary Breakdown Request* screen. Refer to pages 161–165 for information about completing a Salary Breakdown Request.
- **Employer Data Verification Request**—When this is the work item type, clicking on an individual's SSN will display the *Employer Data Verification Request* screen. See pages 177–179 for information about verifying employment segments.
- **Termination**—When this is the work item type, clicking on an individual's SSN will display the *Termination Request* screen. See pages 171–174 for information about completing a Termination Request.
- **Unused Sick Leave**—When this is the work item type, clicking on an individual's SSN will display the *Unused Sick Leave Request* screen. Refer to pages 175–177 for information about completing an Unused Sick Leave Request.
- **Last Day of Paid Leave**— When this is the work item type, clicking on an individual's SSN will display the *Last Day of Paid Leave Request* screen for either OPSRP or PERS depending on the member's retirement plan. For information about completing a last day of paid leave request, refer to pages 167–168 for OPSRP members or pages 169–170 for PERS members.



Work List

Below is a list of employees for which PERS is requesting Information. The Work Item Type indicates the type of information that is required. Please complete and return each Work Item. Click on the SSN to enter salary information.

Create Demographic Correction Request (DCR).

Learn more about working with Work List

Click on the leftmost column to get the detail of the clicked record.

SSN	PERS ID	Last Name	First Name	Plan	Year	Request Date	Work Item Type	Status
121212121	000011	ANDERSON	LONNIE	PERS-Tier 1	2000	07/15/2008	Salary Cert - Service	Pending
212121212	666666	PUSCA	JAY	PERS -Tier 1	2003	02/17/2009	Salary Breakdown	New
000000000	000000	DRAYTON	BOB	PERS-Tier 1	2002	01/30/2009	Termination	New
121212121	000011	ANDERSON	LONNIE	PERS -Tier 1		01/28/2009	Demographic Correction Request	Returned

The Plan column lists the plan in which the member participates: OPSRPDB, PERS - Tier 1, or PERS - Tier 2.

The Year column corresponds to the requested salary certification and salary breakdown year only.

The Request Date column lists the dates verification requests were submitted.

There are three status types (located in the column just to the right of the Work Item Type column):

- **New**—There is a new request for employer attention.
- **Pending**—The employer has started working on a form but has chosen to complete it later.
- **Returned**—The employer submitted the form to PERS, but PERS returned it so the employer could correct errors on the form.

Click on a column header in the Work List to toggle between sorting the list by descending order and ascending order in relation to that column.

The *Work List* screen only displays 30 items at a time. Use the Previous and Next buttons to view additional work list items.

Correcting a demographic record already posted

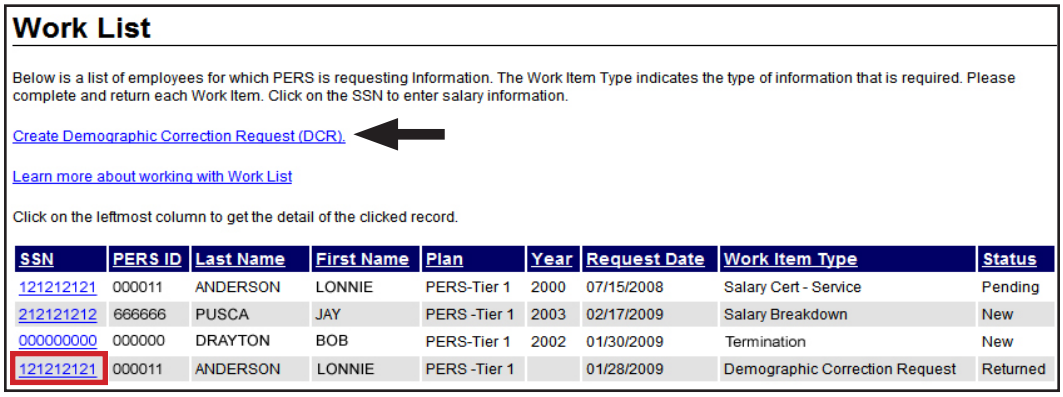
If you discover an error on a demographic record that has already posted, you can use EDX to submit a Demographic Correction Request (DCR) to have PERS correct certain DTL1 errors. This feature replaces the need to manually submit a Demographic Correction Report. The DCR allows you to correct:

- start dates,
- unused sick leave,
- PERS job class,
- position type,
- last day of service,
- termination/end dates, and
- contract number of months.

Important: You can make corrections to only one job segment for each DCR. If you have to make changes to more than one job segment, you must submit a separate DCR for each job segment you correct.

1 Access the *Work List* screen following the instructions under "Accessing the Work List" on page 154.

2 Click on the **Create Demographic Correction Request (DCR)** link (indicated by the arrow) or the SSN (highlighted by the box) of the member associated with "Demographic Correction Request" shown in the Work Item Type column.



Work List

Below is a list of employees for which PERS is requesting Information. The Work Item Type indicates the type of information that is required. Please complete and return each Work Item. Click on the SSN to enter salary information.

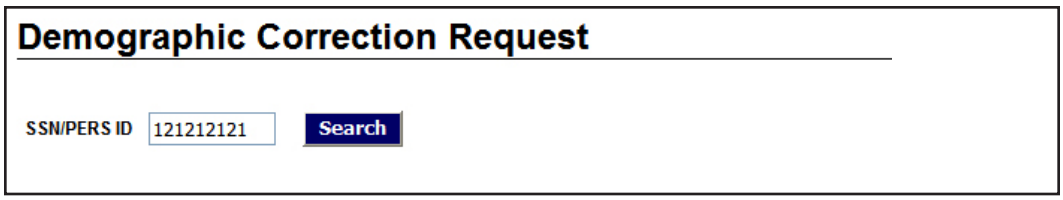
Create Demographic Correction Request (DCR).

Learn more about working with Work List

Click on the leftmost column to get the detail of the clicked record.

SSN	PERS ID	Last Name	First Name	Plan	Year	Request Date	Work Item Type	Status
121212121	000011	ANDERSON	LONNIE	PERS-Tier 1	2000	07/15/2008	Salary Cert - Service	Pending
212121212	666666	PUSCA	JAY	PERS -Tier 1	2003	02/17/2009	Salary Breakdown	New
000000000	000000	DRAYTON	BOB	PERS-Tier 1	2002	01/30/2009	Termination	New
121212121	000011	ANDERSON	LONNIE	PERS -Tier 1		01/28/2009	Demographic Correction Request	Returned

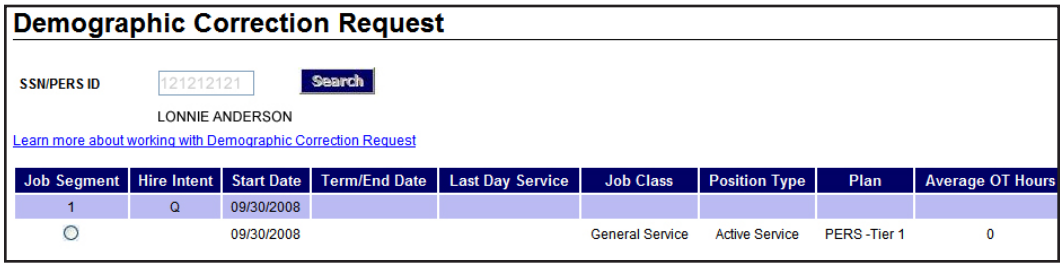
3 Type either the member's SSN or PERS ID into the search text box, and then click the **Search** button.



Demographic Correction Request

SSN/PERS ID 121212121 Search

4 In the Job Segment column, select the radio button corresponding to the job segment you want to correct. **Note:** If the employee has retired, EDX will not allow you to click this button unless the job segment you are changing applies to an active retiree (Position Type will list "Retiree...").



Demographic Correction Request

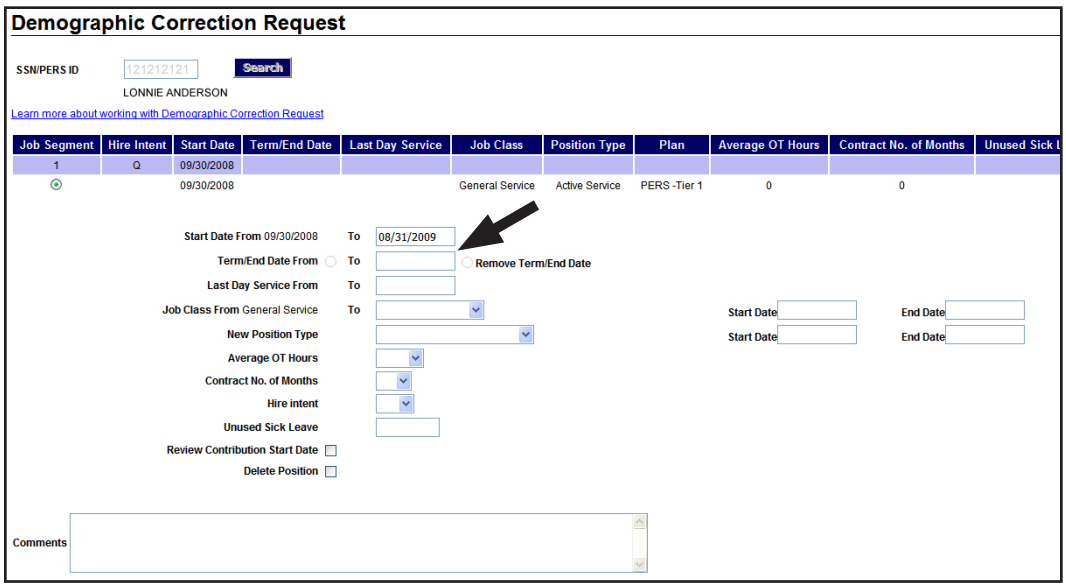
SSN/PERS ID 121212121 Search

LONNIE ANDERSON

Learn more about working with Demographic Correction Request

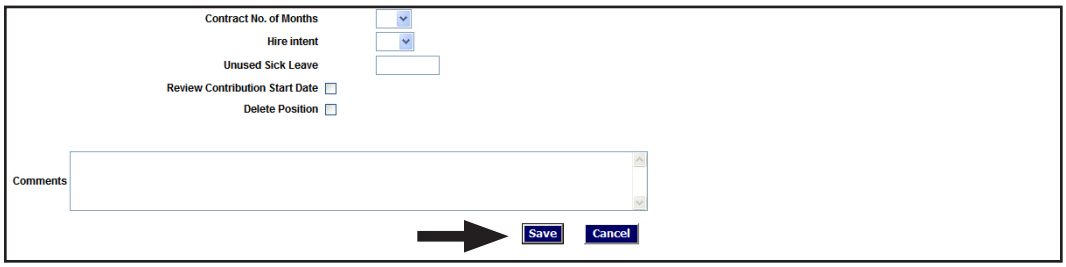
Job Segment	Hire Intent	Start Date	Term/End Date	Last Day Service	Job Class	Position Type	Plan	Average OT Hours
1	Q	09/30/2008						
○		09/30/2008			General Service	Active Service	PERS -Tier 1	0

5 Complete the text box(es) corresponding to the column(s) in the table that contain incorrect information. Some text boxes have a drop-down list that requires you to click on the down arrow and select a value from the list. **Note:** Not all date text boxes will allow you to type data into them. For instance, if there is no date in the Term/End Date column, EDX prevents you from typing a date in the **Term/End Date To** text box (indicated by the arrow).



6 Add any comments you feel are necessary regarding the demographic correction request for this individual.

7 Click the **Save** button (indicated by the arrow), or click the **Cancel** button to exit without saving.



Completing a Salary Certification Request

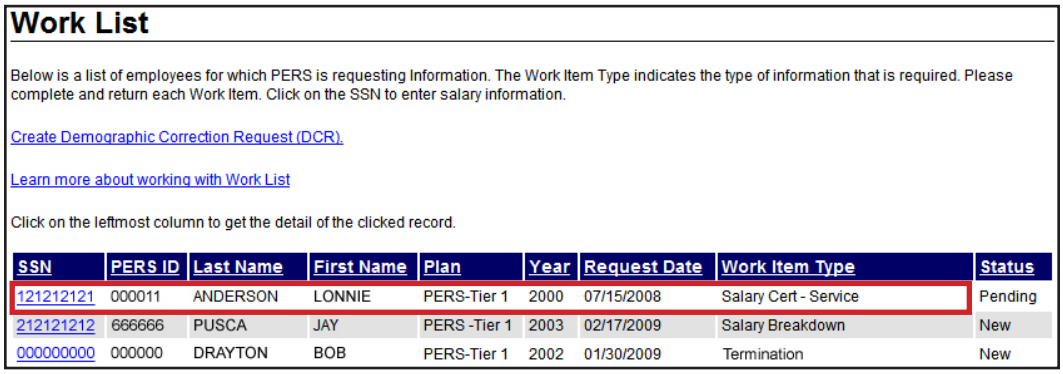
The *Salary Certification Request* screen appears when you click the SSN of a member whose Work Item Type is either "Salary Cert - Service" or "Salary Cert - Disability." Use this screen to certify an employee or disabled member's subject salary and employer-paid pre-tax (EPPT) contributions for a calendar year.

Important: If you believe you have already submitted a Salary Certification Request for a particular employee, **do not** fill out the form again for that employee except to

add comments in the Comments text box and certify the form so PERS can investigate further.

1 Access the *Work List* screen following the instructions under "Accessing the Work List" on page 154.

2 Click on an SSN (highlighted by the box) associated with "Salary Cert - Service" or "Salary Cert - Disability" to view the *Salary Certification Request* screen for that member.



Work List

Below is a list of employees for which PERS is requesting Information. The Work Item Type indicates the type of information that is required. Please complete and return each Work Item. Click on the SSN to enter salary information.

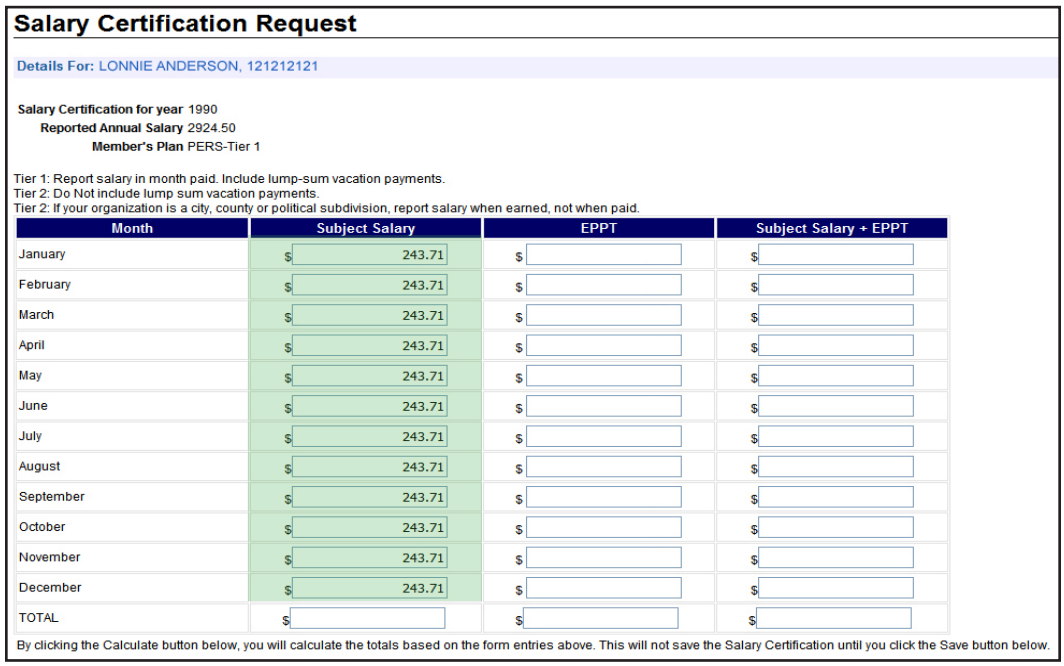
Create Demographic Correction Request (DCR).

Learn more about working with Work List

Click on the leftmost column to get the detail of the clicked record.

SSN	PERS ID	Last Name	First Name	Plan	Year	Request Date	Work Item Type	Status
121212121	000011	ANDERSON	LONNIE	PERS-Tier 1	2000	07/15/2008	Salary Cert - Service	Pending
212121212	666666	PUSCA	JAY	PERS -Tier 1	2003	02/17/2009	Salary Breakdown	New
000000000	000000	DRAYTON	BOB	PERS-Tier 1	2002	01/30/2009	Termination	New

3 In the Subject Salary column (shown shaded), type in the employee's subject salary for each month the employee received subject salary. **Do not** type in the dollar sign ($). For Tier One members **only**, include any lump-sum vacation payments paid.



Salary Certification Request

Details For: LONNIE ANDERSON, 121212121

Salary Certification for year 1990
Reported Annual Salary 2924.50
Member's Plan PERS-Tier 1

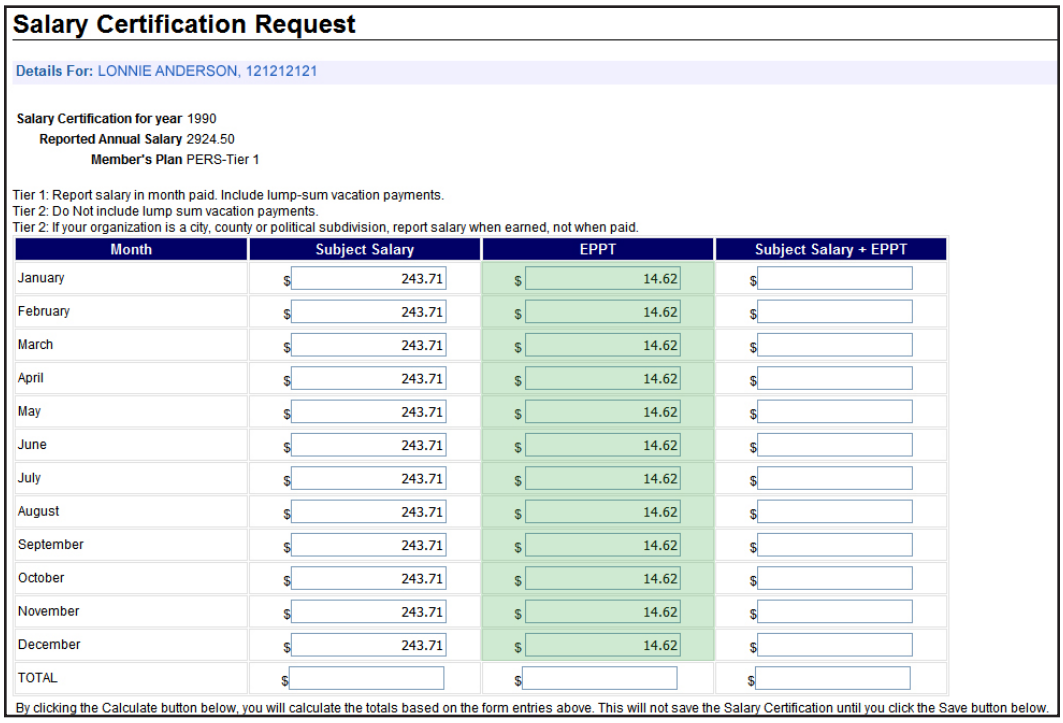
Tier 1: Report salary in month paid. Include lump-sum vacation payments.
Tier 2: Do Not include lump sum vacation payments.
Tier 2: If your organization is a city, county or political subdivision, report salary when earned, not when paid.

Month	Subject Salary	EPPT	Subject Salary + EPPT
January	$ 243.71	$	$
February	$ 243.71	$	$
March	$ 243.71	$	$
April	$ 243.71	$	$
May	$ 243.71	$	$
June	$ 243.71	$	$
July	$ 243.71	$	$
August	$ 243.71	$	$
September	$ 243.71	$	$
October	$ 243.71	$	$
November	$ 243.71	$	$
December	$ 243.71	$	$
TOTAL	$	$	$

By clicking the Calculate button below, you will calculate the totals based on the form entries above. This will not save the Salary Certification until you click the Save button below.

Note: To save an incomplete form so you can return to work on it at a later date, select the **Save work in progress** radio button , and then click the **Save** button.

4 In the EPPT column (shown shaded), type in the EPPT contribution for each month subject salary was paid. **Do not** type in the dollar ($) sign.



Salary Certification Request

Details For: LONNIE ANDERSON, 121212121

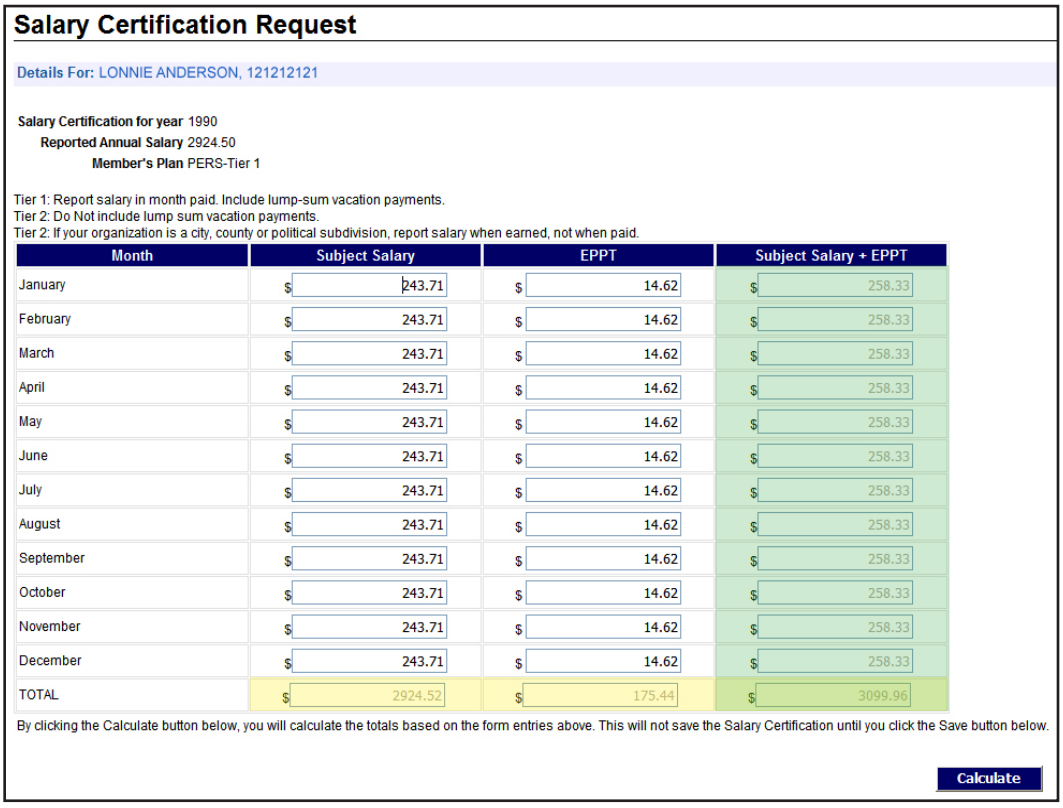
Salary Certification for year 1990
Reported Annual Salary 2924.50
Member's Plan PERS-Tier 1

Tier 1: Report salary in month paid. Include lump-sum vacation payments.
Tier 2: Do Not include lump sum vacation payments.
Tier 2: If your organization is a city, county or political subdivision, report salary when earned, not when paid.

Month	Subject Salary	EPPT	Subject Salary + EPPT
January	$ 243.71	$ 14.62	$
February	$ 243.71	$ 14.62	$
March	$ 243.71	$ 14.62	$
April	$ 243.71	$ 14.62	$
May	$ 243.71	$ 14.62	$
June	$ 243.71	$ 14.62	$
July	$ 243.71	$ 14.62	$
August	$ 243.71	$ 14.62	$
September	$ 243.71	$ 14.62	$
October	$ 243.71	$ 14.62	$
November	$ 243.71	$ 14.62	$
December	$ 243.71	$ 14.62	$
TOTAL	$	$	$

By clicking the Calculate button below, you will calculate the totals based on the form entries above. This will not save the Salary Certification until you click the Save button below.

5 Click the **Calculate** button; EDX populates the **Total** and **Subject Salary + EPPT** text boxes (shown shaded).



Salary Certification Request

Details For: LONNIE ANDERSON, 121212121

Salary Certification for year 1990
Reported Annual Salary 2924.50
Member's Plan PERS-Tier 1

Tier 1: Report salary in month paid. Include lump-sum vacation payments.
Tier 2: Do Not include lump sum vacation payments.
Tier 2: If your organization is a city, county or political subdivision, report salary when earned, not when paid.

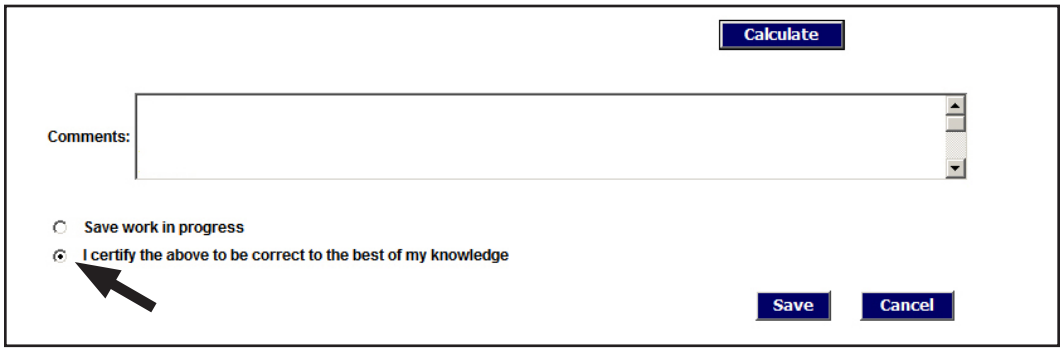
Month	Subject Salary	EPPT	Subject Salary + EPPT
January	$ 243.71	$ 14.62	$ 258.33
February	$ 243.71	$ 14.62	$ 258.33
March	$ 243.71	$ 14.62	$ 258.33
April	$ 243.71	$ 14.62	$ 258.33
May	$ 243.71	$ 14.62	$ 258.33
June	$ 243.71	$ 14.62	$ 258.33
July	$ 243.71	$ 14.62	$ 258.33
August	$ 243.71	$ 14.62	$ 258.33
September	$ 243.71	$ 14.62	$ 258.33
October	$ 243.71	$ 14.62	$ 258.33
November	$ 243.71	$ 14.62	$ 258.33
December	$ 243.71	$ 14.62	$ 258.33
TOTAL	$ 2924.52	$ 175.44	$ 3099.96

By clicking the Calculate button below, you will calculate the totals based on the form entries above. This will not save the Salary Certification until you click the Save button below.

Calculate

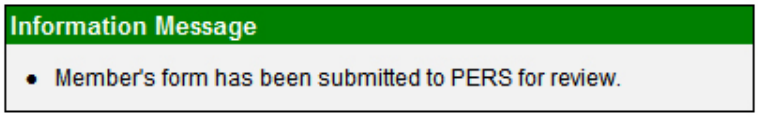
6 Add any comments you feel are necessary regarding the individual's salary certification.

7 Click the **I certify the above to be correct to the best of my knowledge** radio button (indicated by the arrow).



8 Click the **Save** button, or click the **Cancel** button to exit without saving.

If you clicked the Save button, a confirmation box appears to tell you the form has been submitted to PERS for review. The item is also removed from the Work List.

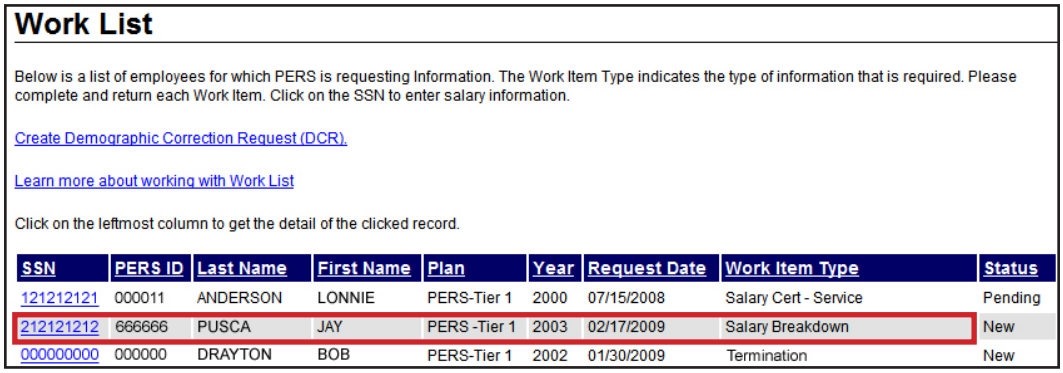


Salary breakdown

Salary Breakdown Request appears when you click the SSN of a member whose Work Item Type is "Salary Breakdown." Use this screen to establish eligibility for employment segments prior to 2004. A salary breakdown may not always result in an invoice.

1 Access the *Work List* screen following the instructions under "Accessing the Work List" on page 154.

2 Click on the SSN (highlighted by the box) of a member associated with "Salary Breakdown" shown in the Work Item Type column.

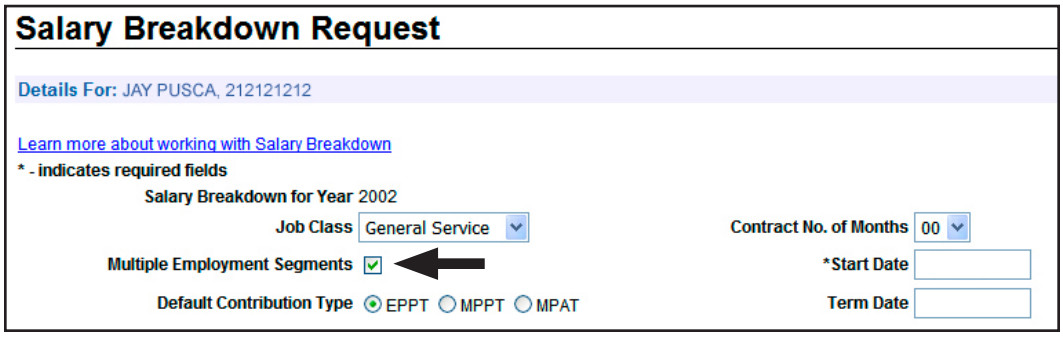


SSN	PERS ID	Last Name	First Name	Plan	Year	Request Date	Work Item Type	Status
121212121	000011	ANDERSON	LONNIE	PERS-Tier 1	2000	07/15/2008	Salary Cert - Service	Pending
212121212	666666	PUSCA	JAY	PERS -Tier 1	2003	02/17/2009	Salary Breakdown	New
000000000	000000	DRAYTON	BOB	PERS-Tier 1	2002	01/30/2009	Termination	New

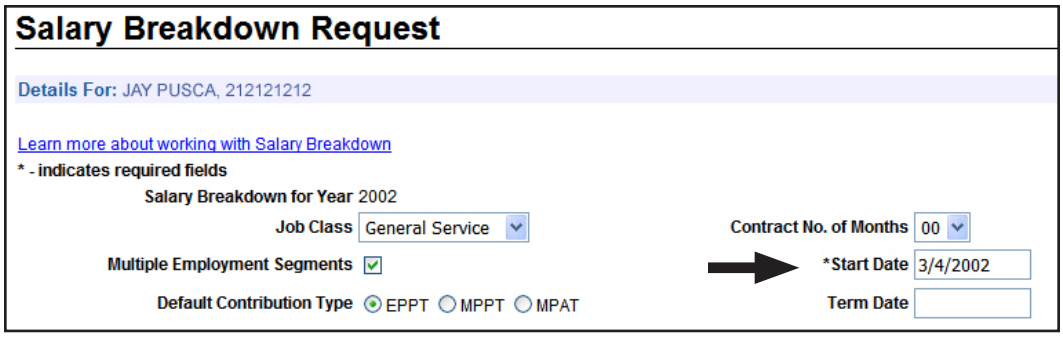
3 If **Job Class** is "School Employee," select the number of contact months from the drop-down menu (highlighted by the box); otherwise, leave **Contract No. of Months** set to the default (00).

Note: You can save an incomplete form and return to work on it at a later date. Simply select the **Save work in progress** radio button , and then click the **Save** button.

4 Select the **Multiple Employment Segments** check box (indicated by the arrow) if the employee was terminated and rehired within the year. You need to enter the dates in the **Comments** text box (see step 9).

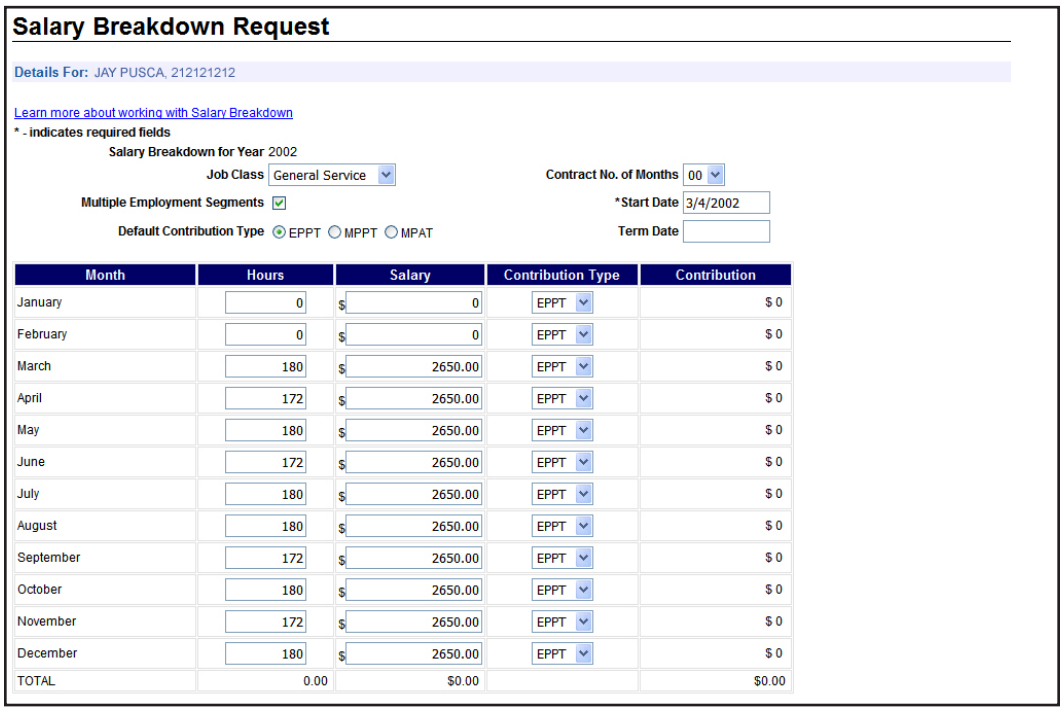


5 Type the employee's most recent hire start date in the **Start Date** text box (indicated by the arrow). If the employee terminated employment and was not re-employed within the same year, type the termination date in the **Term Date** text box.

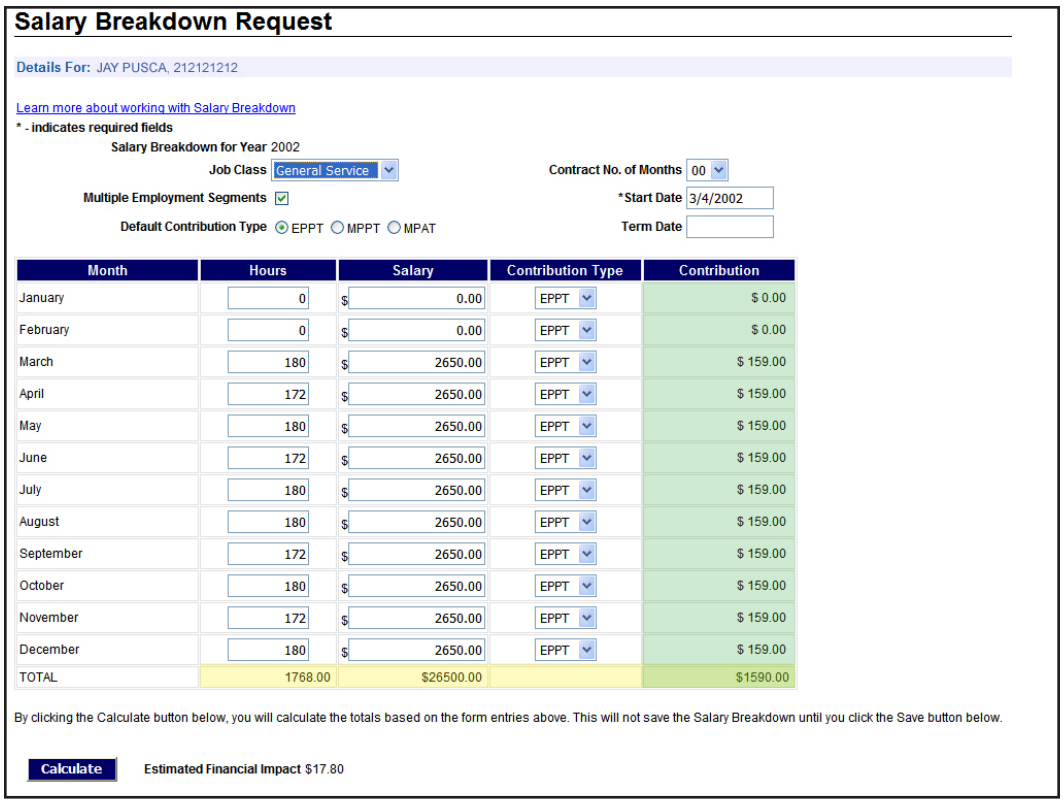


6 Select **Default Contribution Type** (highlighted by the box) by selecting the appropriate radio button. The Contribution Type column displays the default contribution type you selected. If the contribution type is different for one or more months, you can individually modify contribution types for each month.

7 For each month in the salary breakdown year the employee was employed, type the number of hours worked in the **Hours** text box and subject salary paid in the **Salary** text box.



8 Click the **Calculate** button to have EDX fill in the totals (shown shaded).



Salary Breakdown Request

Details For: JAY PUSCA, 212121212

Learn more about working with Salary Breakdown

* - indicates required fields

Salary Breakdown for Year 2002

Job Class: General Service — Contract No. of Months: 00

Multiple Employment Segments: ☑ — *Start Date: 3/4/2002

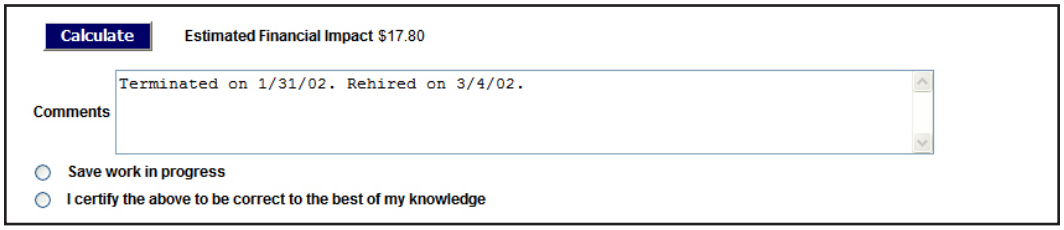
Default Contribution Type: ◉ EPPT ○ MPPT ○ MPAT — Term Date:

Month	Hours	Salary	Contribution Type	Contribution
January	0	$ 0.00	EPPT	$ 0.00
February	0	$ 0.00	EPPT	$ 0.00
March	180	$ 2650.00	EPPT	$ 159.00
April	172	$ 2650.00	EPPT	$ 159.00
May	180	$ 2650.00	EPPT	$ 159.00
June	172	$ 2650.00	EPPT	$ 159.00
July	180	$ 2650.00	EPPT	$ 159.00
August	180	$ 2650.00	EPPT	$ 159.00
September	172	$ 2650.00	EPPT	$ 159.00
October	180	$ 2650.00	EPPT	$ 159.00
November	172	$ 2650.00	EPPT	$ 159.00
December	180	$ 2650.00	EPPT	$ 159.00
TOTAL	1768.00	$26500.00		$1590.00

By clicking the Calculate button below, you will calculate the totals based on the form entries above. This will not save the Salary Breakdown until you click the Save button below.

Calculate Estimated Financial Impact $17.80

9 If you selected the **Multiple Employment Segments** check box in step 4, you must type in the **Comments** text box the dates the employee was terminated and rehired.



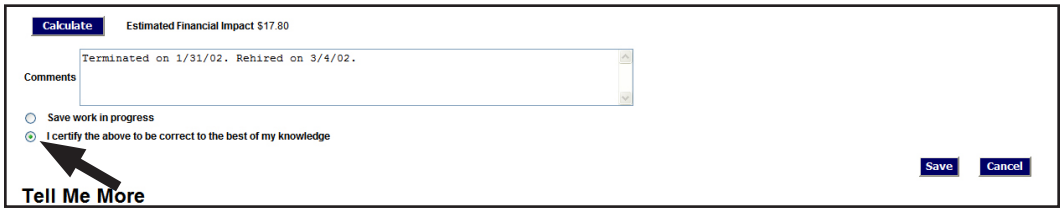
Calculate Estimated Financial Impact $17.80

Comments: Terminated on 1/31/02. Rehired on 3/4/02.

○ Save work in progress

○ I certify the above to be correct to the best of my knowledge

10 Click the **I certify the above to be correct to the best of my knowledge** radio button (indicated by the arrow).



Calculate Estimated Financial Impact $17.80

Comments: Terminated on 1/31/02. Rehired on 3/4/02.

○ Save work in progress

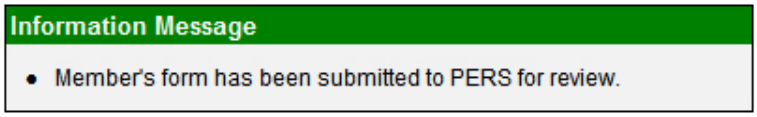
◉ I certify the above to be correct to the best of my knowledge

Save Cancel

Tell Me More

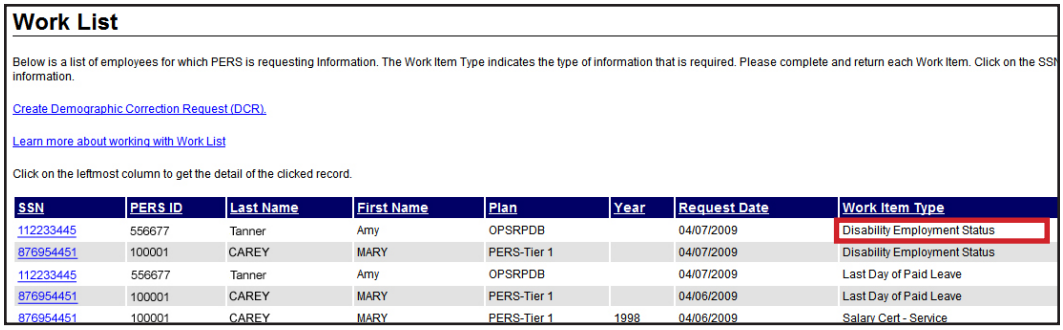
11 Click the **Save** button, or click the **Cancel** button to exit without saving

If you clicked the Save button, a confirmation box appears to tell you the form has been submitted to PERS for review. The item is also removed from the Work List.



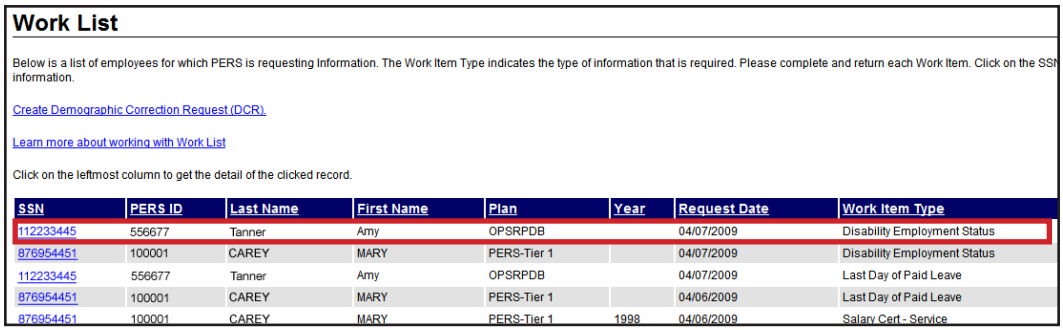
Completing the Disability Employment Status Request

When you click on a member's SSN listed on the *Work List* screen and that member's Work Item Type is "Disability Employment Status" (highlighted by the box), EDX redirects you to the *Disability Employment Status Request* screen. You must answer all the questions. **Important:** If you believe you have already completed the form, **do not** enter any information in the form except comments.

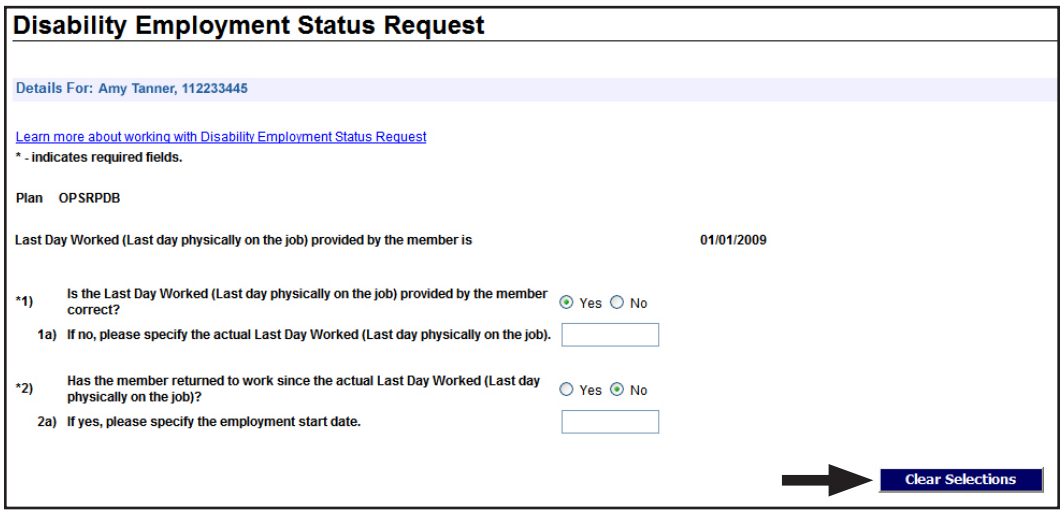


1 Access the *Work List* screen following the instructions under "Accessing the Work List" on page 154.

2 Click on the SSN (highlighted by the box) of a member associated with "Disability Employment Status" shown in the Work Item Type column.

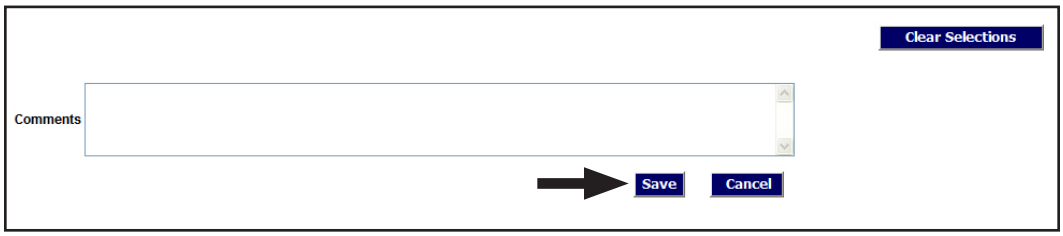


3 Answer questions 1 and 2. If you make a mistake completing the form, click the **Clear Selections** button (indicated by the arrow) to start over.

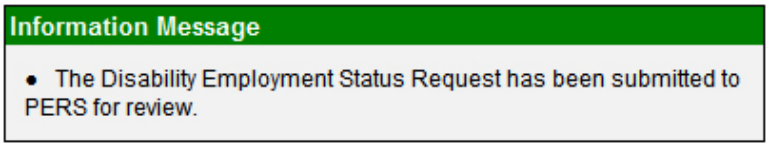


4 If you want to add any comments, type them in the **Comments** text box.

5 Click the **Save** button (indicated by the arrow) to submit the request to PERS for review, or click the **Cancel** button to exit without saving.

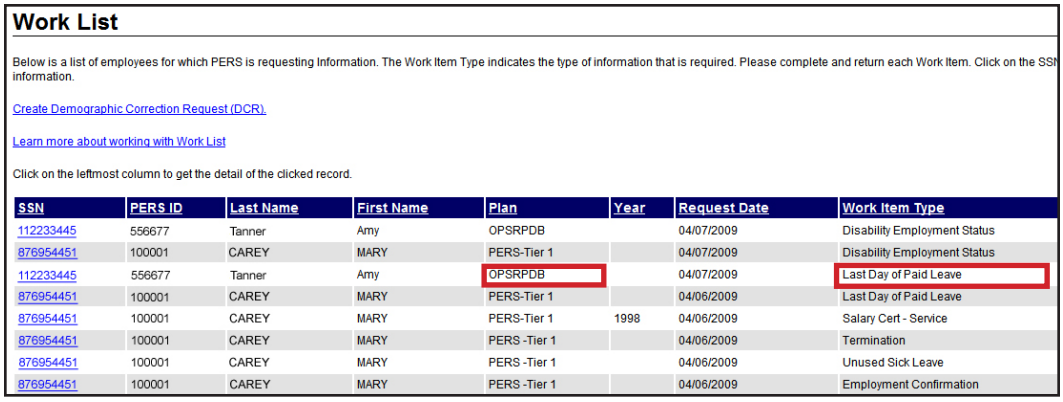


If you clicked the Save button, a confirmation box appears to tell you the form has been submitted to PERS for review. The item is also removed from the Work List.



Completing the OPSRP Last Day of Paid Leave Request

When you click on a member's SSN listed on the *Work List* screen and that member's Work Item Type is "Last Day of Paid Leave" and Plan is "OPSRPDB" (highlighted by the boxes), EDX redirects you to the *Last Day of Paid Leave Request* screen for OPSRP members. PERS uses the information you enter on the page to determine disability benefit eligibility. You must answer all the questions. **Important:** If you believe you have already completed the form, **do not** enter any information in the form except comments.



Work List

Below is a list of employees for which PERS is requesting Information. The Work Item Type indicates the type of information that is required. Please complete and return each Work Item. Click on the SSN information.

Create Demographic Correction Request (DCR).

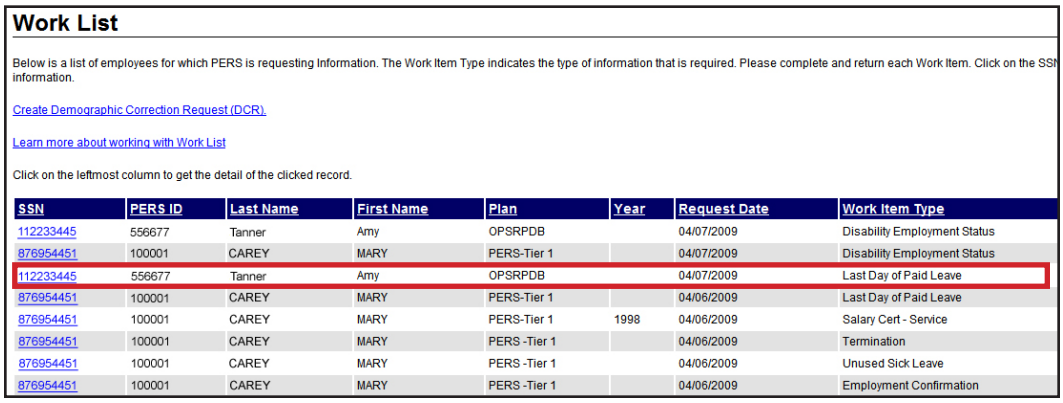
Learn more about working with Work List

Click on the leftmost column to get the detail of the clicked record.

SSN	PERS ID	Last Name	First Name	Plan	Year	Request Date	Work Item Type
112233445	556677	Tanner	Amy	OPSRPDB		04/07/2009	Disability Employment Status
876954451	100001	CAREY	MARY	PERS-Tier 1		04/07/2009	Disability Employment Status
112233445	556677	Tanner	Amy	OPSRPDB		04/07/2009	Last Day of Paid Leave
876954451	100001	CAREY	MARY	PERS-Tier 1		04/06/2009	Last Day of Paid Leave
876954451	100001	CAREY	MARY	PERS-Tier 1	1998	04/06/2009	Salary Cert - Service
876954451	100001	CAREY	MARY	PERS -Tier 1		04/06/2009	Termination
876954451	100001	CAREY	MARY	PERS -Tier 1		04/06/2009	Unused Sick Leave
876954451	100001	CAREY	MARY	PERS -Tier 1		04/06/2009	Employment Confirmation

1 Access the *Work List* screen following the instructions under "Accessing the Work List" on page 154.

2 Click on the SSN (highlighted by the box) of a member associated with "Last Day of Paid Leave" shown in the Work Item Type column. **Important:** Make sure you click on a link where "Last Day of Paid Leave" corresponds to "OPSRP."



Work List

Below is a list of employees for which PERS is requesting Information. The Work Item Type indicates the type of information that is required. Please complete and return each Work Item. Click on the SSN information.

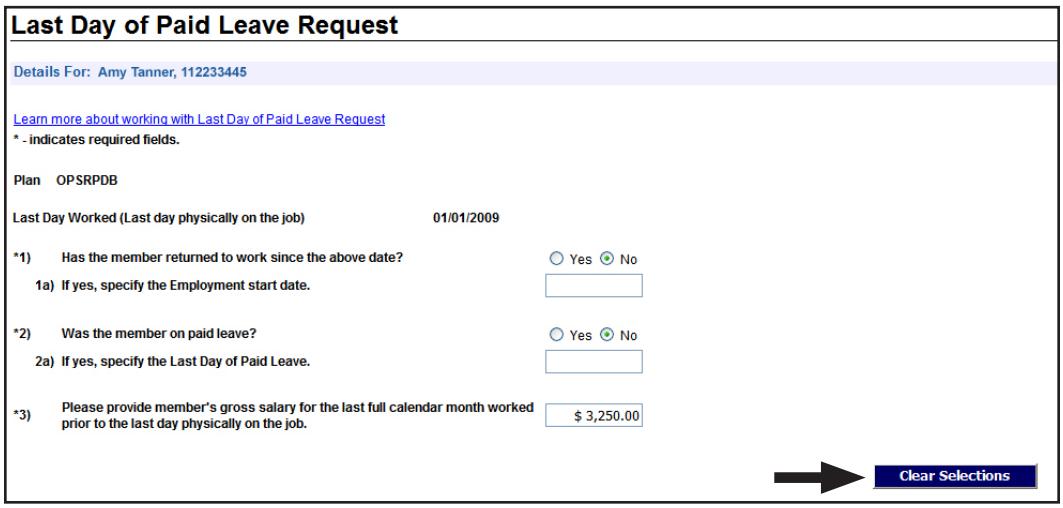
Create Demographic Correction Request (DCR).

Learn more about working with Work List

Click on the leftmost column to get the detail of the clicked record.

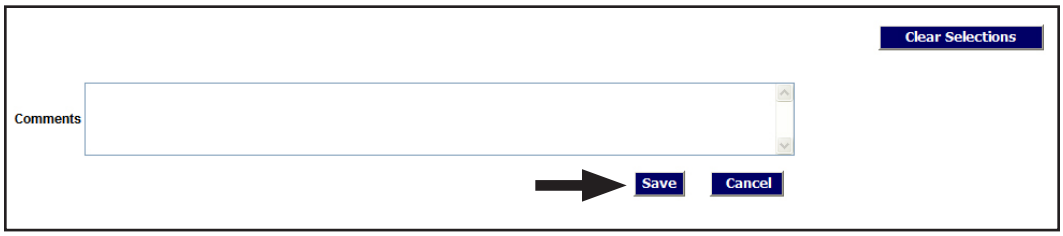
SSN	PERS ID	Last Name	First Name	Plan	Year	Request Date	Work Item Type
112233445	556677	Tanner	Amy	OPSRPDB		04/07/2009	Disability Employment Status
876954451	100001	CAREY	MARY	PERS-Tier 1		04/07/2009	Disability Employment Status
112233445	556677	Tanner	Amy	OPSRPDB		04/07/2009	Last Day of Paid Leave
876954451	100001	CAREY	MARY	PERS-Tier 1		04/06/2009	Last Day of Paid Leave
876954451	100001	CAREY	MARY	PERS-Tier 1	1998	04/06/2009	Salary Cert - Service
876954451	100001	CAREY	MARY	PERS -Tier 1		04/06/2009	Termination
876954451	100001	CAREY	MARY	PERS -Tier 1		04/06/2009	Unused Sick Leave
876954451	100001	CAREY	MARY	PERS -Tier 1		04/06/2009	Employment Confirmation

3 Answer questions 1 through 3. If you make a mistake completing the form, click the **Clear Selections** button (indicated by the arrow) to start over.

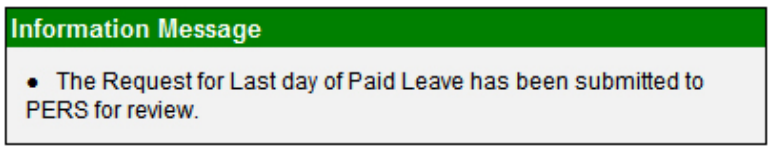


4 If you want to add any comments, type them into the **Comments** text box.

5 Click the **Save** button (indicated by the arrow) to submit the request to PERS for review, or click the **Cancel** button to exit without saving.

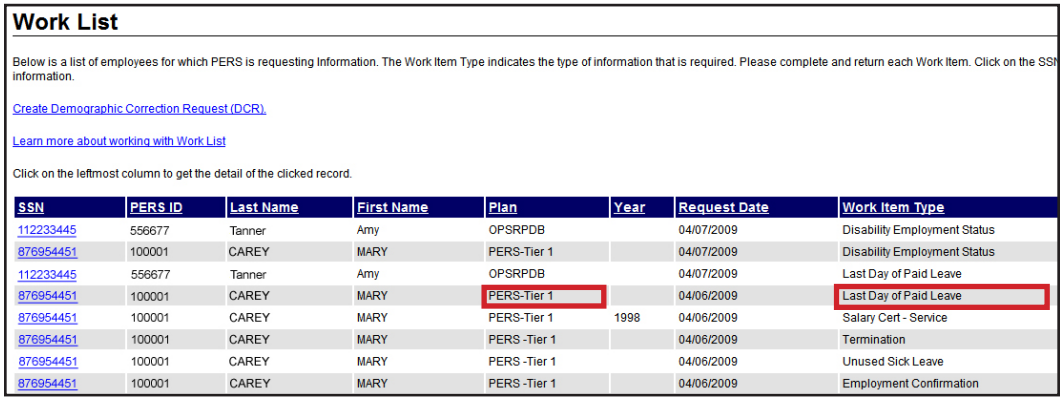


If you clicked the Save button, a confirmation box appears to tell you the form has been submitted to PERS for review. The item is also removed from the Work List.



Completing the PERS Last Day of Paid Leave Request

When you click on a member's SSN listed on the *Work List* screen and that member's Work Item Type is "Last Day of Paid Leave" and Plan is either "PERS-Tier 1" or "PERS-Tier 2" (highlighted by the boxes), EDX redirects you to the *Last Day of Paid Leave Request* screen for Tier One/Tier Two members. PERS uses the information you enter on this page to determine disability benefit eligibility. You must answer all the questions. **Important:** If you believe you have already completed the form, **do not** enter any information in the form except comments.



Work List

Below is a list of employees for which PERS is requesting Information. The Work Item Type indicates the type of information that is required. Please complete and return each Work Item. Click on the SSN information.

Create Demographic Correction Request (DCR).

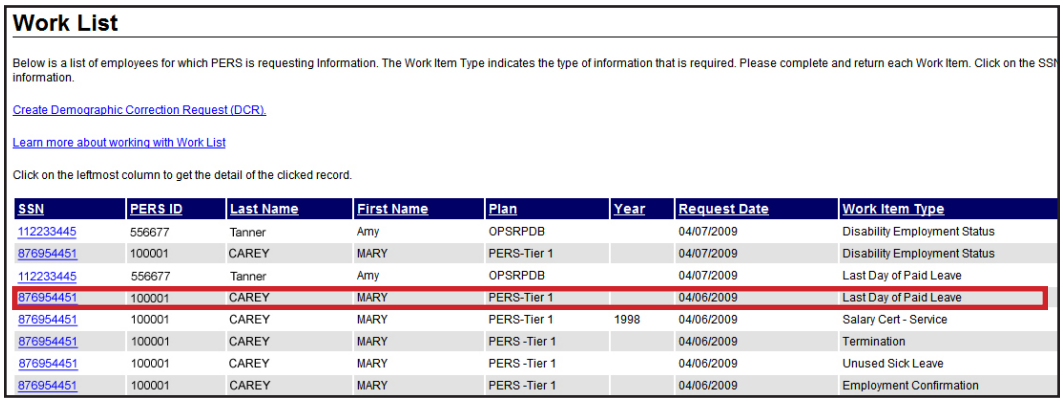
Learn more about working with Work List

Click on the leftmost column to get the detail of the clicked record.

SSN	PERS ID	Last Name	First Name	Plan	Year	Request Date	Work Item Type
112233445	556677	Tanner	Amy	OPSRPDB		04/07/2009	Disability Employment Status
876954451	100001	CAREY	MARY	PERS-Tier 1		04/07/2009	Disability Employment Status
112233445	556677	Tanner	Amy	OPSRPDB		04/07/2009	Last Day of Paid Leave
876954451	100001	CAREY	MARY	PERS-Tier 1		04/06/2009	Last Day of Paid Leave
876954451	100001	CAREY	MARY	PERS-Tier 1	1998	04/06/2009	Salary Cert - Service
876954451	100001	CAREY	MARY	PERS -Tier 1		04/06/2009	Termination
876954451	100001	CAREY	MARY	PERS -Tier 1		04/06/2009	Unused Sick Leave
876954451	100001	CAREY	MARY	PERS -Tier 1		04/06/2009	Employment Confirmation

1 Access the *Work List* screen following the instructions under "Accessing the Work List" on page 154.

2 Click on the SSN (highlighted by the box) of a member associated with "Last Day of Paid Leave" shown in the Work Item Type column. **Important:** Make sure you click on a link where "Last Day of Paid Leave" corresponds to "PERS - Tier 1 or 2."



Work List

Below is a list of employees for which PERS is requesting Information. The Work Item Type indicates the type of information that is required. Please complete and return each Work Item. Click on the SSN information.

Create Demographic Correction Request (DCR).

Learn more about working with Work List

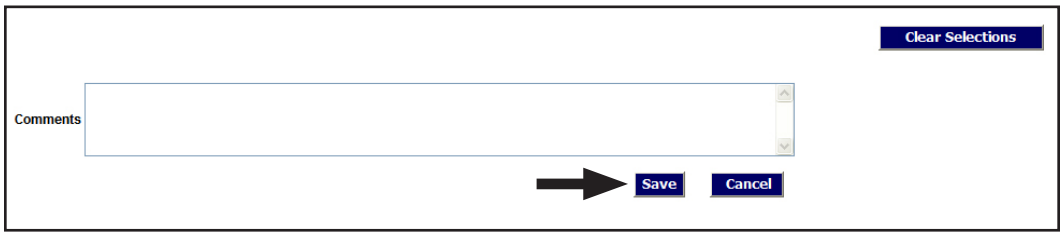
Click on the leftmost column to get the detail of the clicked record.

SSN	PERS ID	Last Name	First Name	Plan	Year	Request Date	Work Item Type
112233445	556677	Tanner	Amy	OPSRPDB		04/07/2009	Disability Employment Status
876954451	100001	CAREY	MARY	PERS-Tier 1		04/07/2009	Disability Employment Status
112233445	556677	Tanner	Amy	OPSRPDB		04/07/2009	Last Day of Paid Leave
876954451	100001	CAREY	MARY	PERS-Tier 1		04/06/2009	Last Day of Paid Leave
876954451	100001	CAREY	MARY	PERS-Tier 1	1998	04/06/2009	Salary Cert - Service
876954451	100001	CAREY	MARY	PERS -Tier 1		04/06/2009	Termination
876954451	100001	CAREY	MARY	PERS -Tier 1		04/06/2009	Unused Sick Leave
876954451	100001	CAREY	MARY	PERS -Tier 1		04/06/2009	Employment Confirmation

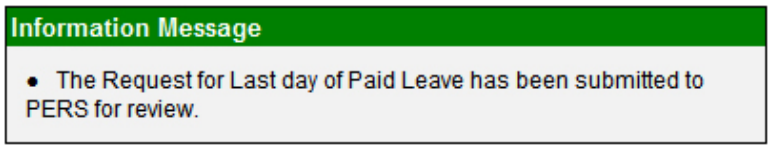
3 Answer questions 1 through 3. If you make a mistake completing the form, click the **Clear Selections** button (indicated by the arrow) to start over.

4 If you want to add any comments, type them into the **Comments** text box.

5 Click the **Save** button (indicated by the arrow) to submit the request to PERS for review, or click the **Cancel** button to exit without saving.

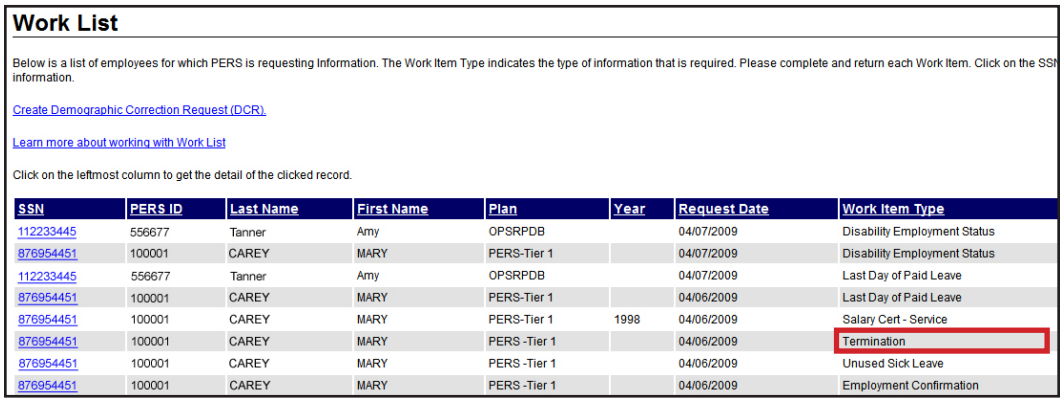


If you clicked the Save button, a confirmation box appears to tell you the form has been submitted to PERS for review. The item is also removed from the Work List.



Completing a Termination Request

Before PERS can pay an employee benefits, it needs certain information about the member. When you click on a member's SSN listed on the *Work List* screen and that member's Work Item Type is "Termination" (highlighted by the box), EDX redirects you to the *Termination Request* screen.



Work List

Below is a list of employees for which PERS is requesting Information. The Work Item Type indicates the type of information that is required. Please complete and return each Work Item. Click on the SSN information.

Create Demographic Correction Request (DCR).

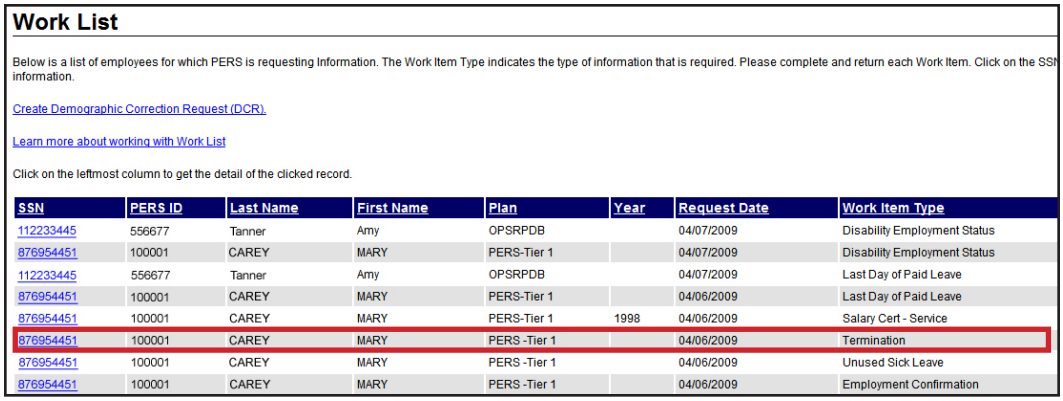
Learn more about working with Work List

Click on the leftmost column to get the detail of the clicked record.

SSN	PERS ID	Last Name	First Name	Plan	Year	Request Date	Work Item Type
112233445	556677	Tanner	Amy	OPSRPDB		04/07/2009	Disability Employment Status
876954451	100001	CAREY	MARY	PERS-Tier 1		04/07/2009	Disability Employment Status
112233445	556677	Tanner	Amy	OPSRPDB		04/07/2009	Last Day of Paid Leave
876954451	100001	CAREY	MARY	PERS-Tier 1		04/06/2009	Last Day of Paid Leave
876954451	100001	CAREY	MARY	PERS-Tier 1	1998	04/06/2009	Salary Cert - Service
876954451	100001	CAREY	MARY	PERS -Tier 1		04/06/2009	Termination
876954451	100001	CAREY	MARY	PERS -Tier 1		04/06/2009	Unused Sick Leave
876954451	100001	CAREY	MARY	PERS -Tier 1		04/06/2009	Employment Confirmation

1 Access the *Work List* screen following the instructions under "Accessing the Work List" on page 154.

2 Click on the SSN (highlighted by the box) of a member associated with "Termination" shown in the Work Item Type column.



Work List

Below is a list of employees for which PERS is requesting Information. The Work Item Type indicates the type of information that is required. Please complete and return each Work Item. Click on the SSN information.

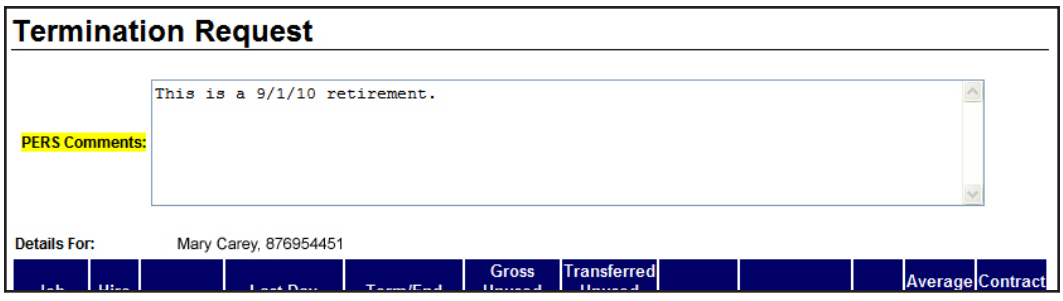
Create Demographic Correction Request (DCR).

Learn more about working with Work List

Click on the leftmost column to get the detail of the clicked record.

SSN	PERS ID	Last Name	First Name	Plan	Year	Request Date	Work Item Type
112233445	556677	Tanner	Amy	OPSRPDB		04/07/2009	Disability Employment Status
876954451	100001	CAREY	MARY	PERS-Tier 1		04/07/2009	Disability Employment Status
112233445	556677	Tanner	Amy	OPSRPDB		04/07/2009	Last Day of Paid Leave
876954451	100001	CAREY	MARY	PERS-Tier 1		04/06/2009	Last Day of Paid Leave
876954451	100001	CAREY	MARY	PERS-Tier 1	1998	04/06/2009	Salary Cert - Service
876954451	100001	CAREY	MARY	PERS -Tier 1		04/06/2009	Termination
876954451	100001	CAREY	MARY	PERS -Tier 1		04/06/2009	Unused Sick Leave
876954451	100001	CAREY	MARY	PERS -Tier 1		04/06/2009	Employment Confirmation

In the PERS Comments text box, PERS specifies information it needs from you before it can begin processing the employee's benefit request.



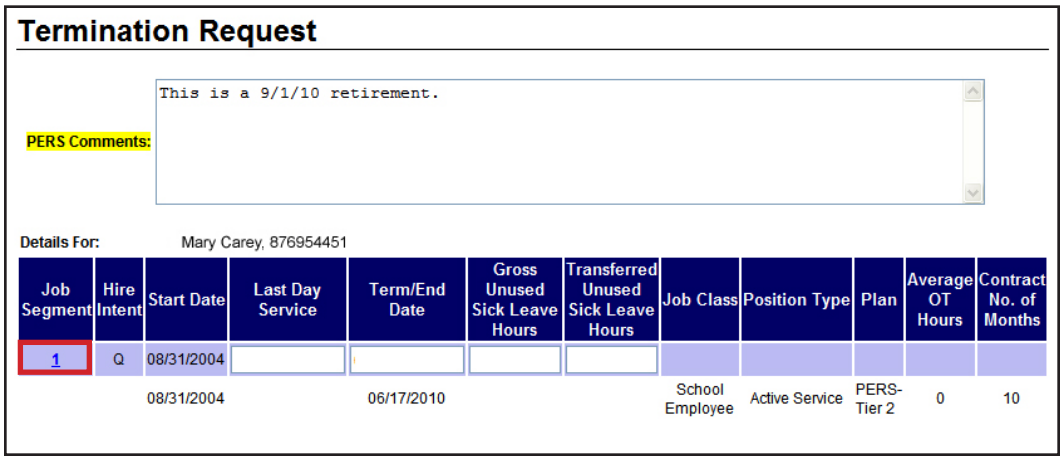
Termination Request

PERS Comments: This is a 9/1/10 retirement.

Details For: Mary Carey, 876954451

					Gross	Transferred				Average	Contract

3 Click on the Job Segment link (highlighted by the box), and verify the employment dates are correct.



Termination Request

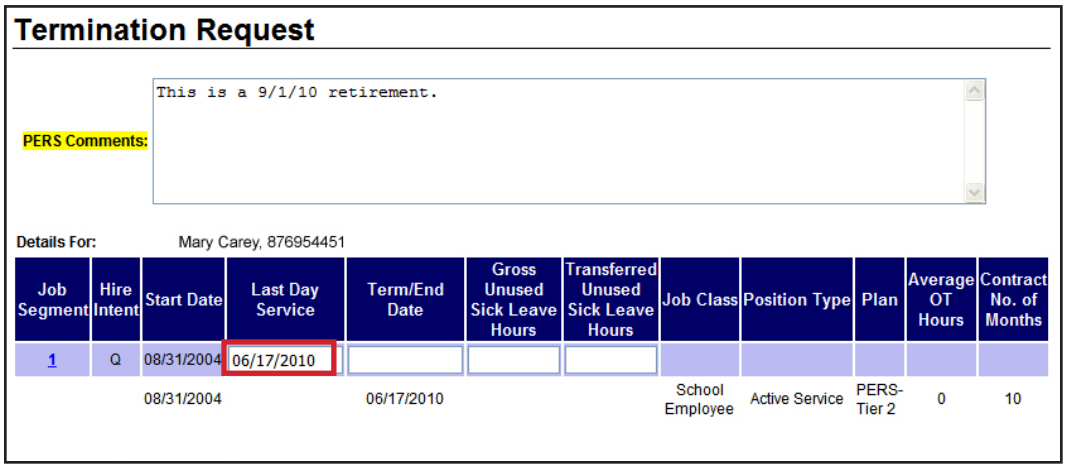
PERS Comments: This is a 9/1/10 retirement.

Details For: Mary Carey, 876954451

Job Segment	Hire Intent	Start Date	Last Day Service	Term/End Date	Gross Unused Sick Leave Hours	Transferred Unused Sick Leave Hours	Job Class	Position Type	Plan	Average OT Hours	Contract No. of Months
1	Q	08/31/2004									
		08/31/2004		06/17/2010			School Employee	Active Service	PERS-Tier 2	0	10

Important: If a date is incorrect, click the **Cancel** button, and then submit a Demographic Correction Request (see "Correcting a demographic record already posted" on pages 156–158). **Do not** complete the Termination Request until PERS has corrected the employment date(s).

4 If the **Last Day Service** text box (highlighted by the box) is empty, type in the date corresponding to the last day the employee actually worked.



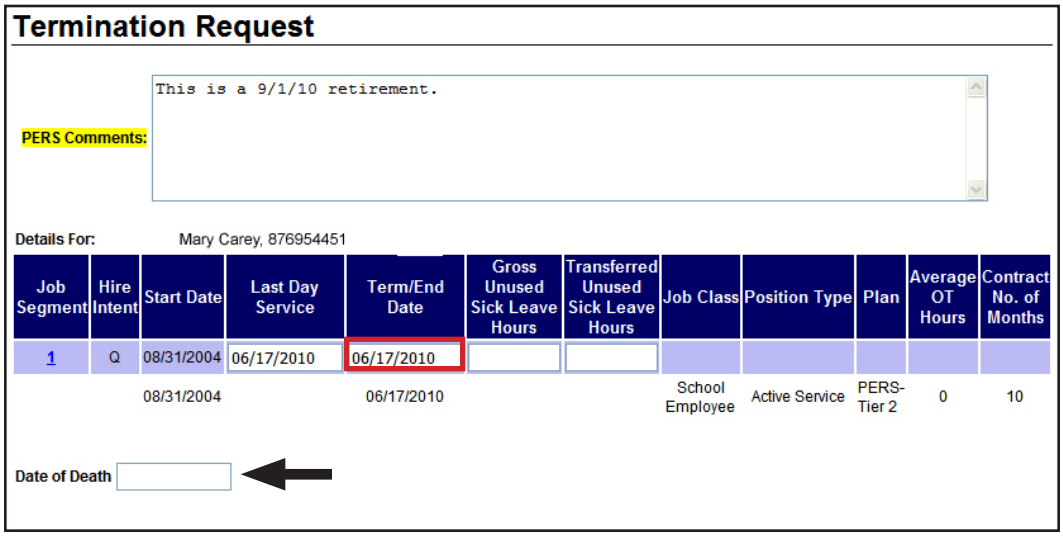
Termination Request

PERS Comments: This is a 9/1/10 retirement.

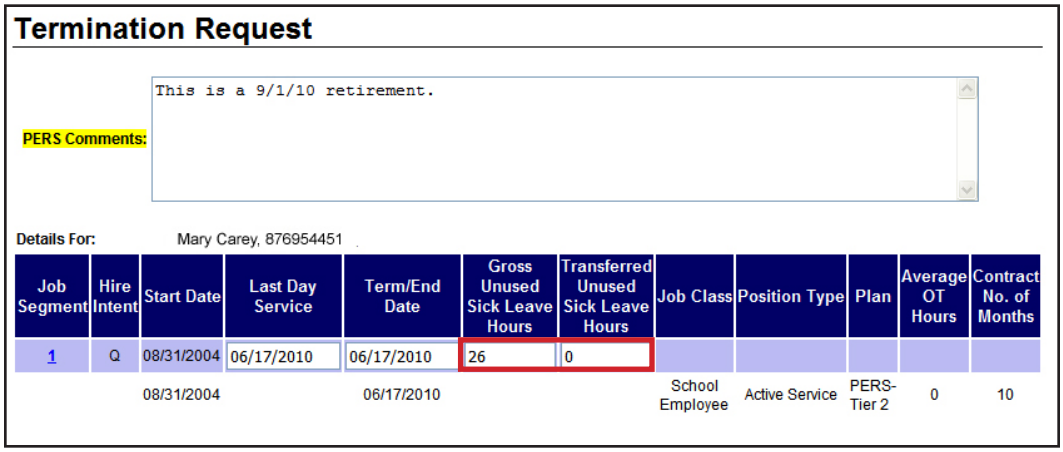
Details For: Mary Carey, 876954451

Job Segment	Hire Intent	Start Date	Last Day Service	Term/End Date	Gross Unused Sick Leave Hours	Transferred Unused Sick Leave Hours	Job Class	Position Type	Plan	Average OT Hours	Contract No. of Months
1	Q	08/31/2004	06/17/2010								
		08/31/2004		06/17/2010			School Employee	Active Service	PERS-Tier 2	0	10

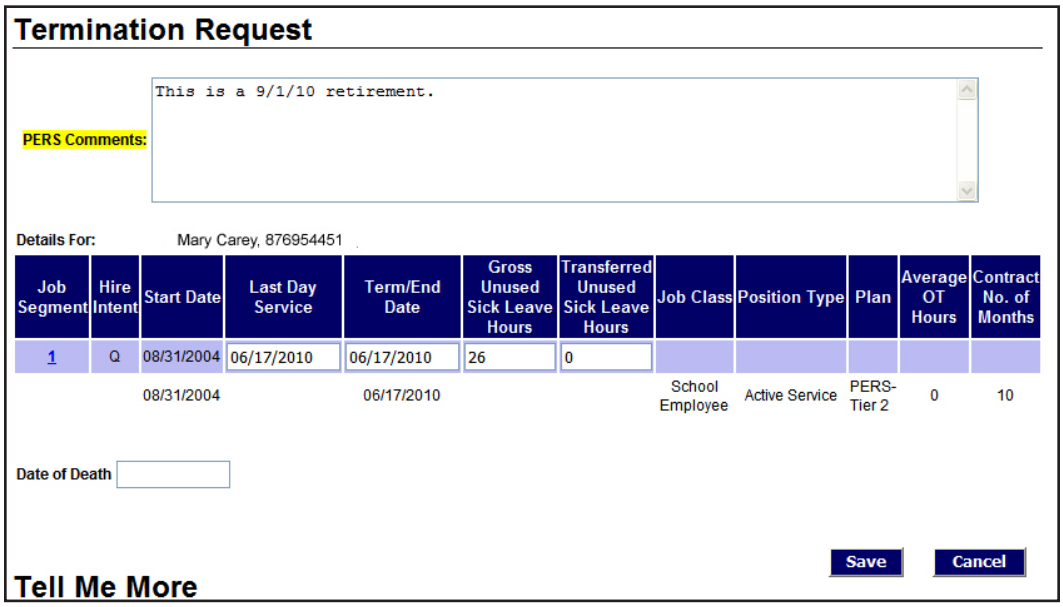
5 If the **Term/End Date** text box (highlighted by the box) is empty, type in the employee's termination date. If termination was due to death, type the employee's date of death in the **Date of Death** text box (indicated by the arrow); otherwise, leave the box empty.



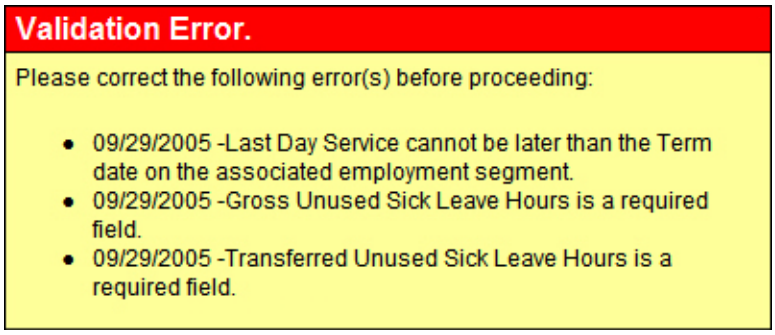
6 If you are an employer that participates in the sick leave program, type the employee's number of unused sick leave hours in the **Gross Unused Sick Leave Hours** text box and any transferred unused sick leave in the **Transferred Unused Sick Leave Hours** text box (highlighted by the box). If you are an employer that **does not** participate in the sick leave program, type **0** in the text boxes.



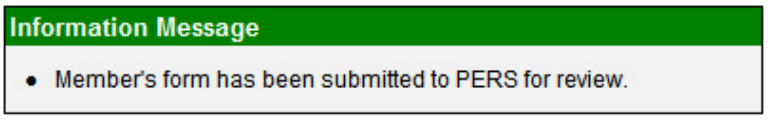
7 Click the **Save** button to submit the request to PERS, or click the **Cancel** button to exit without saving.



Note: If you leave out required information or you enter an invalid date in the Last Day Service and/or Term/End Date text boxes, EDX displays a Validation Error dialog box identifying the errors when you click the Save button.



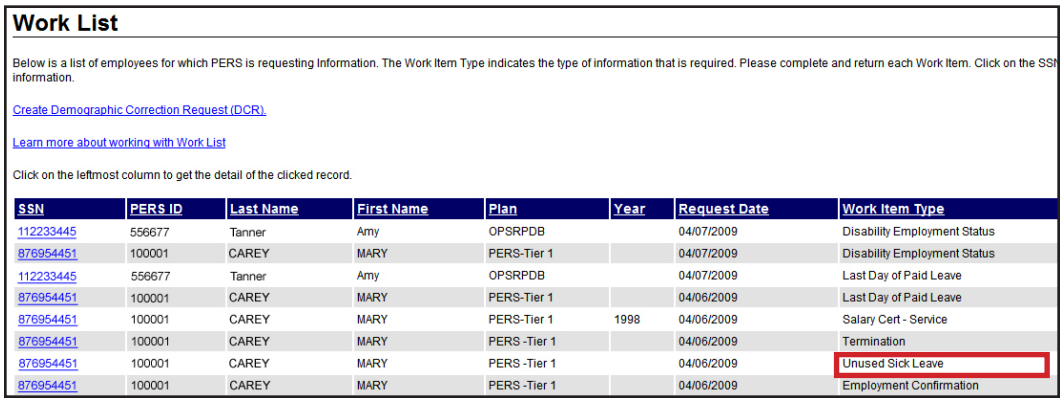
If there are no errors, EDX displays a confirmation box to tell you the form has been submitted to PERS for review. The item is also removed from the Work List.



Note: EDX displays a validation message if you attempt to complete Termination Request after a member's account is closed.

Completing an Unused Sick Leave Request

When you click on a member's SSN listed on the *Work List* and that member's Work Item Type is "Unused Sick Leave" (highlighted by the box), EDX redirects you to the *Unused Sick Leave Request* screen. PERS uses the information on the page to verify the amount of unused sick leave the employee had when he or she terminated or when completing a Data Verification Request.



Work List

Below is a list of employees for which PERS is requesting Information. The Work Item Type indicates the type of information that is required. Please complete and return each Work Item. Click on the SSN information.

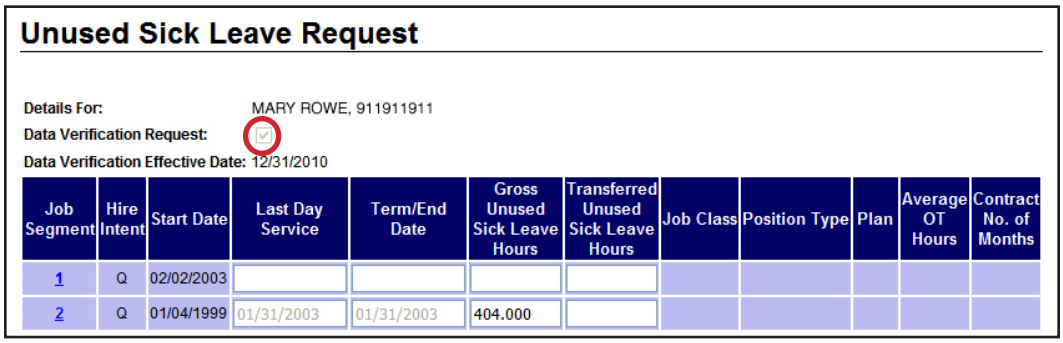
Create Demographic Correction Request (DCR).

Learn more about working with Work List

Click on the leftmost column to get the detail of the clicked record.

SSN	PERS ID	Last Name	First Name	Plan	Year	Request Date	Work Item Type
112233445	556677	Tanner	Amy	OPSRPDB		04/07/2009	Disability Employment Status
876954451	100001	CAREY	MARY	PERS-Tier 1		04/07/2009	Disability Employment Status
112233445	556677	Tanner	Amy	OPSRPDB		04/07/2009	Last Day of Paid Leave
876954451	100001	CAREY	MARY	PERS-Tier 1		04/06/2009	Last Day of Paid Leave
876954451	100001	CAREY	MARY	PERS-Tier 1	1998	04/06/2009	Salary Cert - Service
876954451	100001	CAREY	MARY	PERS -Tier 1		04/06/2009	Termination
876954451	100001	CAREY	MARY	PERS -Tier 1		04/06/2009	Unused Sick Leave
876954451	100001	CAREY	MARY	PERS -Tier 1		04/06/2009	Employment Confirmation

Important: If the Data Verification Request check box (shown circled) is checked, you must enter all unused and transferred sick leave hours accrued by the employee or transferred by another employer on or before the date indicated by the Data Verification Effective Date.



Unused Sick Leave Request

Details For: MARY ROWE, 911911911

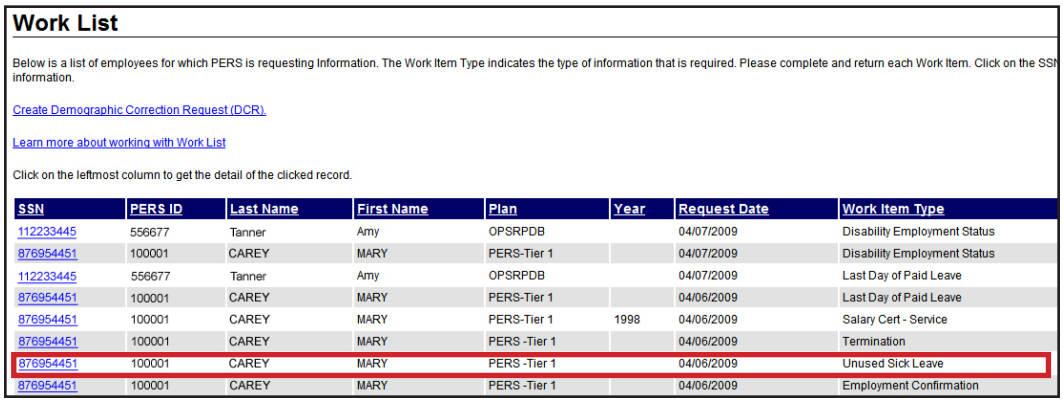
Data Verification Request:

Data Verification Effective Date: 12/31/2010

Job Segment	Hire Intent	Start Date	Last Day Service	Term/End Date	Gross Unused Sick Leave Hours	Transferred Unused Sick Leave Hours	Job Class	Position Type	Plan	Average OT Hours	Contract No. of Months
1	Q	02/02/2003									
2	Q	01/04/1999	01/31/2003	01/31/2003	404.000						

1 Access the *Work List* screen following the instructions under "Accessing the Work List" on page 154.

2 Click on the SSN (highlighted by the box) of a member associated with "Unused Sick Leave" shown in the Work Item Type column.



Work List

Below is a list of employees for which PERS is requesting Information. The Work Item Type indicates the type of information that is required. Please complete and return each Work Item. Click on the SSN information.

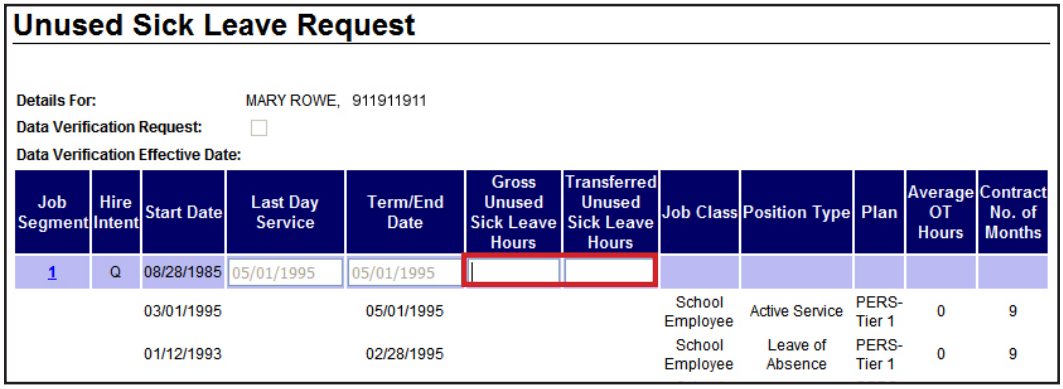
Create Demographic Correction Request (DCR).

Learn more about working with Work List

Click on the leftmost column to get the detail of the clicked record.

SSN	PERS ID	Last Name	First Name	Plan	Year	Request Date	Work Item Type
112233445	556677	Tanner	Amy	OPSRPDB		04/07/2009	Disability Employment Status
876954451	100001	CAREY	MARY	PERS-Tier 1		04/07/2009	Disability Employment Status
112233445	556677	Tanner	Amy	OPSRPDB		04/07/2009	Last Day of Paid Leave
876954451	100001	CAREY	MARY	PERS-Tier 1		04/06/2009	Last Day of Paid Leave
876954451	100001	CAREY	MARY	PERS-Tier 1	1998	04/06/2009	Salary Cert - Service
876954451	100001	CAREY	MARY	PERS -Tier 1		04/06/2009	Termination
876954451	100001	CAREY	MARY	PERS -Tier 1		04/06/2009	Unused Sick Leave
876954451	100001	CAREY	MARY	PERS -Tier 1		04/06/2009	Employment Confirmation

3 In the **Gross Unused Sick Leave Hours** and **Transferred Unused Sick Leave Hours** text boxes (highlighted by the box), type the number of unused sick leave hours the employee has accrued and/or transferred. If you are an employer that **does not** participate in the sick leave program, type **0** in the text boxes.



Unused Sick Leave Request

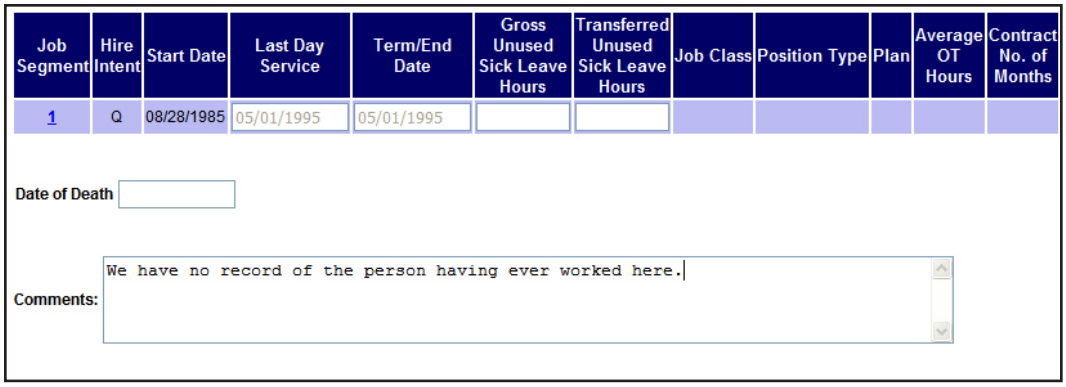
Details For: MARY ROWE, 911911911

Data Verification Request:

Data Verification Effective Date:

Job Segment	Hire Intent	Start Date	Last Day Service	Term/End Date	Gross Unused Sick Leave Hours	Transferred Unused Sick Leave Hours	Job Class	Position Type	Plan	Average OT Hours	Contract No. of Months
1	Q	08/28/1985	05/01/1995	05/01/1995							
		03/01/1995		05/01/1995			School Employee	Active Service	PERS-Tier 1	0	9
		01/12/1993		02/28/1995			School Employee	Leave of Absence	PERS-Tier 1	0	9

Note: If you do not type any information into the Gross Unused Sick Leave and Transferred Unused Sick Leave Hours text boxes, you must to type an explanation into the Comments text box.

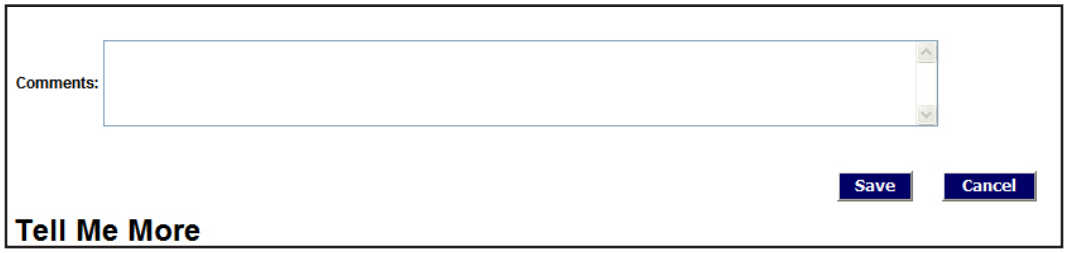


Job Segment	Hire Intent	Start Date	Last Day Service	Term/End Date	Gross Unused Sick Leave Hours	Transferred Unused Sick Leave Hours	Job Class	Position Type	Plan	Average OT Hours	Contract No. of Months
1	Q	08/28/1985	05/01/1995	05/01/1995							

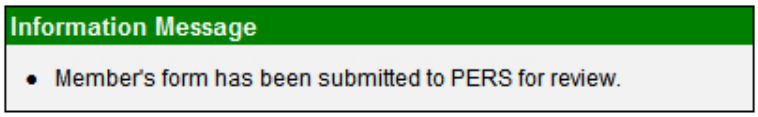
Date of Death

Comments: We have no record of the person having ever worked here.

4 Click the **Save** button to submit the request to PERS, or click the **Cancel** button to exit without saving.



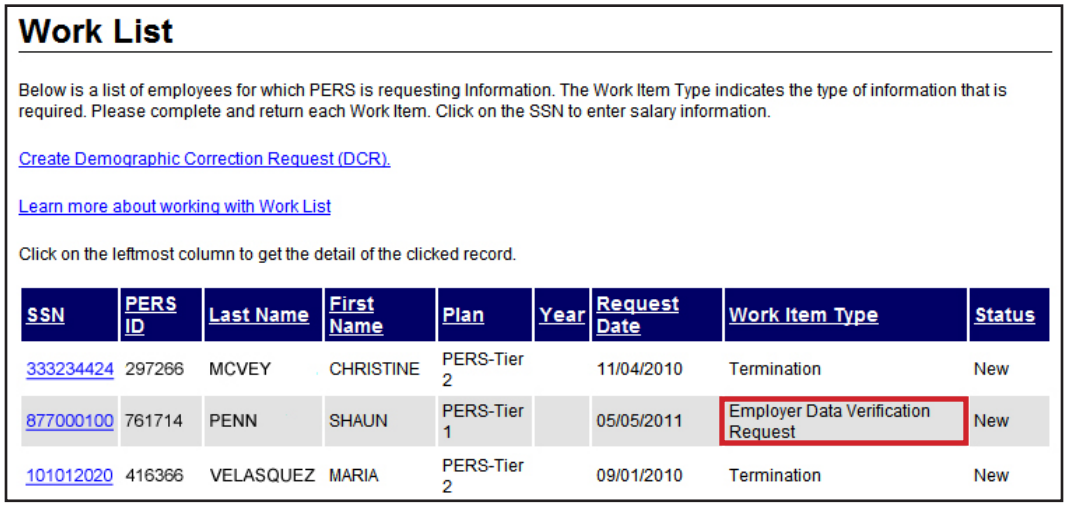
If you clicked the Save button, a confirmation box appears to tell you the form has been submitted to PERS for review. The item is also removed from the Work List.



Completing an Employer Data Verification Request

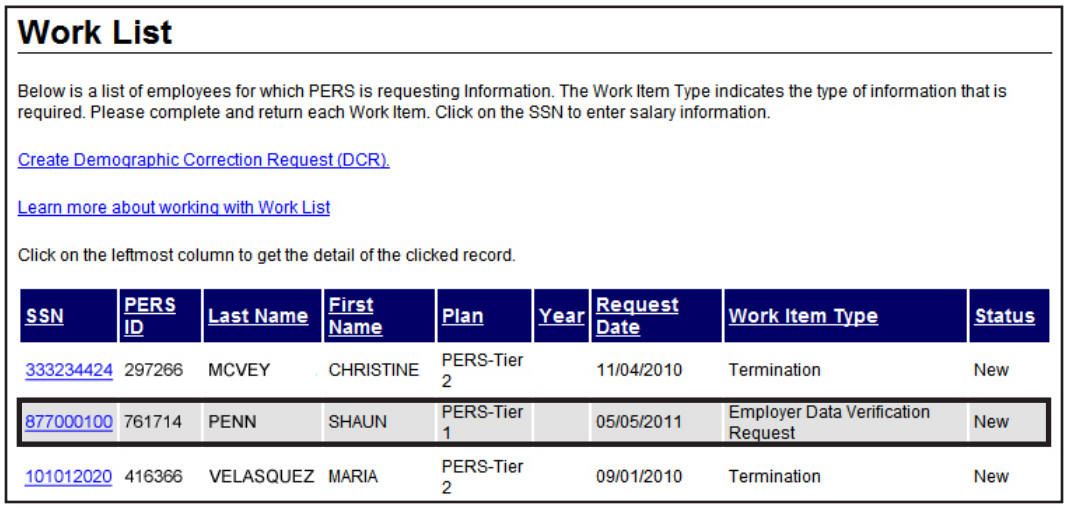
Employees close to retirement can now request that PERS verify the data it uses to calculate the employee's benefit amount at retirement. As part of that data verification process, PERS requires that employers verify that information they report regarding the employee's employment dates, subject salaries, and unused sick leave is correct.

When you click on a member's SSN listed on the *Work List* and that member's Work Item Type is "Employer Data Verification Request" (highlighted by the box), EDX redirects you to the *Employer Data Verification Request* screen.



1 Access the *Work List* screen following the instructions under "Accessing the Work List" on page 154.

2 Click on the SSN (highlighted by the box) of a member associated with "Employer Data Verification Request" shown in the Work Item Type column.



Work List

Below is a list of employees for which PERS is requesting Information. The Work Item Type indicates the type of information that is required. Please complete and return each Work Item. Click on the SSN to enter salary information.

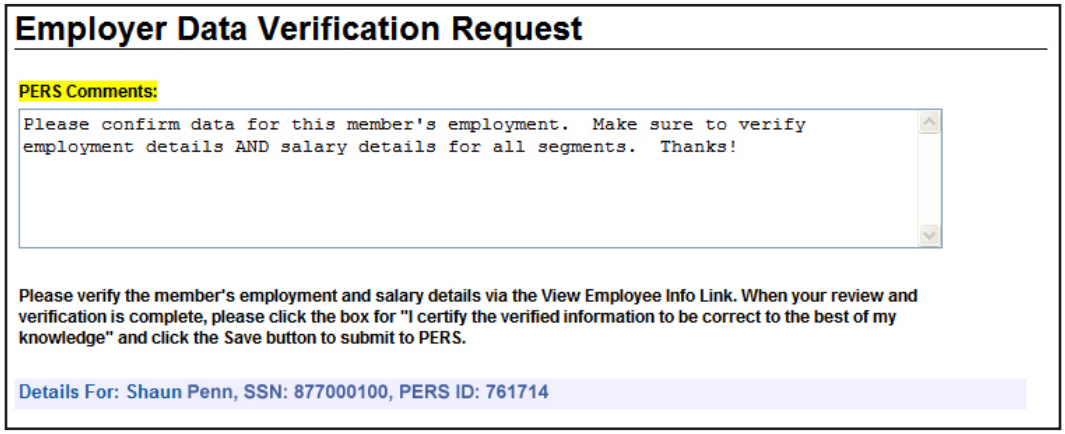
Create Demographic Correction Request (DCR).

Learn more about working with Work List

Click on the leftmost column to get the detail of the clicked record.

SSN	PERS ID	Last Name	First Name	Plan	Year	Request Date	Work Item Type	Status
333234424	297266	MCVEY	CHRISTINE	PERS-Tier 2		11/04/2010	Termination	New
877000100	761714	PENN	SHAUN	PERS-Tier 1		05/05/2011	Employer Data Verification Request	New
101012020	416366	VELASQUEZ	MARIA	PERS-Tier 2		09/01/2010	Termination	New

3 Review any comments in the **PERS Comments** text box to see what information PERS needs from you to complete the employer data verification.



Employer Data Verification Request

PERS Comments:

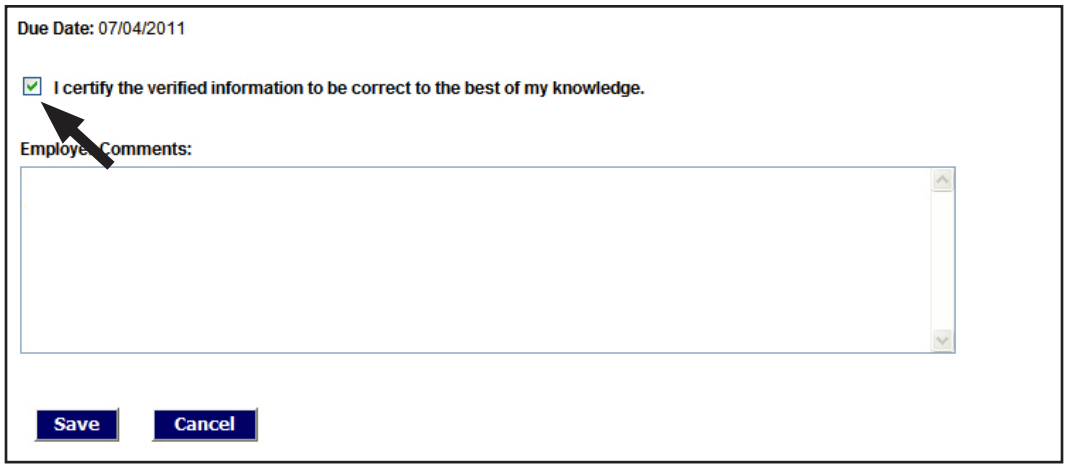
Please confirm data for this member's employment. Make sure to verify employment details AND salary details for all segments. Thanks!

Please verify the member's employment and salary details via the View Employee Info Link. When your review and verification is complete, please click the box for "I certify the verified information to be correct to the best of my knowledge" and click the Save button to submit to PERS.

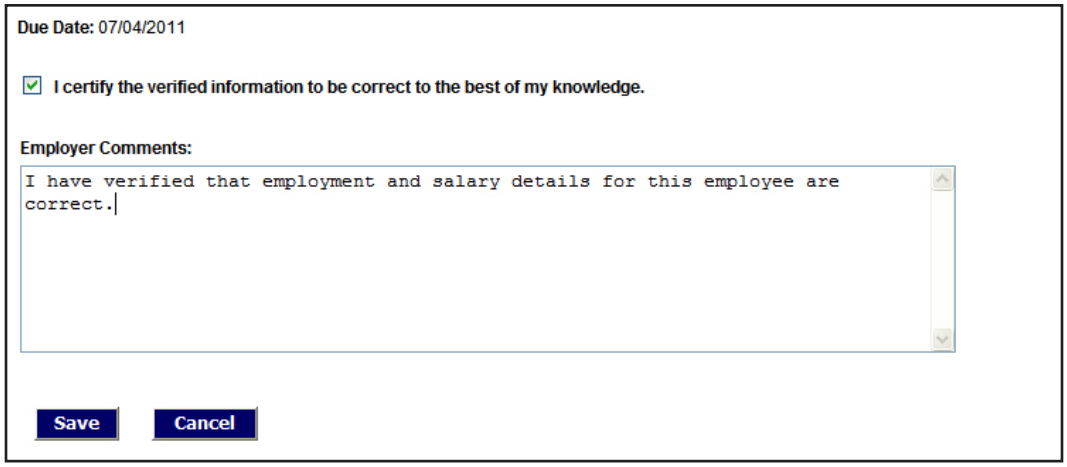
Details For: Shaun Penn, SSN: 877000100, PERS ID: 761714

4 Verify the employee's employment and salary details following the procedures outlined on pages 134–140.

5 Once you have verified the employee's employment history and salary details, select the **I certify that the employment and salary details for this employee are correct** check box (indicated by the arrow).



6 Type any comments in **Comments** text box you think will help PERS complete the data verification.



7 Click the **Save** button to submit the data verification, or click the **Cancel** button to return to the *Work List* screen.

Appendix—Troubleshooting

Tables of common problems and solutions

Use the tables in this section to help you diagnose and resolve problems encountered while using EDX and with suspended records. While the information found in these tables will not resolve all the technical problems you might encounter, they do address the most common issues.

If the information in these tables does not help you resolve EDX problems or error messages, please contact the Employer Service Center at 503-603-7788 or toll free at 888-320-7377.

Access, login, and browser issues

Symptom/problem/error message	Explanation	Diagnosis/solution(s)
I cannot gain access to the EDX reporting system.	Users other than the Web administrator must create an account for themselves. The Web administrator then activates the account.	PERS gives Web administrators access to EDX. New payroll specialists can go to the EDX site and open a user account for themselves by clicking the Open a Payroll Specialist Account link and completing the user profile information.
Odd errors are displayed when trying to log in with multiple browser windows open.	Login information is shared across browser windows, which can create security errors when moving between windows.	Close all browser windows. Open a single Internet Explorer window and log on to EDX again.
Received notification from EDX that my password is about to expire.	Passwords are set to automatically expire after 90 days.	Reset the password by following the steps outlined on pages 11–12.
EDX returned me to the login page when I took a short break from editing records.	For security purposes, EDX times out a user's session after 15 minutes.	You must log in again. A user cannot control or reset the time-out setting.
When attempting to log in, the error "Please verify ID and password" is displayed.	The user ID and password are case sensitive.	Make sure CAPS LOCK is off. If you are entering your login information correctly, contact the Employer Service Center.

Error notification and correction

Symptom/problem/error message	Explanation	Diagnosis/solution(s)
I do not receive e-mail notifications from PERS when data processes.	The Web administrator should verify that the desired recipient of EDX e-mail has been assigned the Employer Reporting 1 role.	If there is an Employer Reporting 1 role assigned, EDX attempts to e-mail that person first. If there is no one in that role, e-mails will be sent to the Web administrator.
I was just looking at an error on my report error list and now it is missing.	Saving an error record removes that record from the error list.	When you save an error record, EDX assumes you have fixed the error. It will be removed from the error list until the next batch evaluation. If only viewing a record, do not click the Save button. Click the Work on Reports link.
Flagged errors disappear from the error list, but the records have not been modified.	Flagged errors are only warnings.	A flagged error (preceded by "F") is not a true error but a warning that something about the record is unusual and should be checked for correctness. You are not required to edit these records, and the flagged records will post when all other suspended and bad format errors are cleared.
DTL2 records submitted for retired workers properly have the 07 – Retired/No Contributions wage code, but EDX suspends the DTL2 record with a message that there is open enrollment for the member.	DTL2 records with reported wage code 07 – Retired/No Contributions will not post if an active service employment segment has not closed or the retiree has not been rehired.	Make sure the retired member has been terminated in EDX through submission of a DTL1 termination record. Call the Employer Service Center if uncertain about the member's EDX employment status.

Error notification and correction (*continued*)

Symptom/problem/error message	Explanation	Diagnosis/solution(s)
"No Data Exists for the Year Requested."	There is no wage and contribution data for the year you requested.	Make sure you entered the correct year. Verify wage and contribution records were submitted for the year requested. Try entering a different year.
When submitting a Regular Report containing multiple records for the same SSN, the records in that report suspend.	The problem can occur when submitting a report containing multiple records for the same member. An error in one record will cause the other records in the report to either suspend or go into "valid" status.	Do not combine negative and positive adjustment records for the same member within the same report when a change in the contribution start date is involved. Instead, create two separate Demographics and Adjustment Reports: one for positive adjustments and the other for negative adjustments.
DTL2 record (for wage code 02) suspends for a part-time or non-qualifying employee.	When using wage code 02 for a part-time or non-qualifying employee, the record will suspend once the total hours posted exceeds 599 hours.	Change the wage code to 01 or another applicable wage code. **Note:** If the member has posted hours exceeding 599, he or she may be qualified to receive contributions.
Cannot find a person with the Last Name entered that has an employment with your agency.	Either the person with the name you typed in the search box doesn't exist or the name was typed incorrectly.	Verify you typed the name correctly.

Error notification and correction (*continued*)

Symptom/problem/error message	Explanation	Diagnosis/solution(s)
Validation Error Please correct the following error(s) before proceeding:	EDX displays a validation error message if you enter an invalid date, hour, or you fail to enter comments into the Comments text box when required.	Make sure you entered valid dates, hours, or comments in the text boxes. When completing a Termination Request, a Last Day Service date cannot be later than a Term/End Date. When completing an Unused Sick Leave Request, both the Gross Unused Sick Leave Hours and Transferred Sick Leave Hours text boxes must have a value entered.

Glossary

demographic (DTL1) record	One of two types of records submitted in periodic reports through EDX. The demographic record (also called Member Demographic Record or Detail 1 record) includes information about changes in an employee's employment status (hire, termination, begin or end leave) or in his or her personal information (name, address, SSN).
Demographics and Adjustment Report	A report containing demographic (DTL1) records, positive and/or negative adjustment records, and retroactive payment records.
Detail 1 record	See "demographic (DTL1) record."
Detail 2 record	See "wage and service (DTL2) record."
elected official	A person who is a public official holding an elective office or an appointive office with a fixed term for the state or for a political subdivision of the state. An elected official may elect to participate in PERS pursuant to ORS 238.015(6).
Employer Data Exchange (EDX) system	The Web-based program participating PERS Chapter 238 Plan, OPSRP Pension Program, and OPSRP IAP employers with qualifying positions use to report payroll and demographic information directly to PERS.
flagged record	A report record (DTL1 or DTL2) that has a flagged type of error. Flagged errors are only warnings that something reported in the record looks abnormal. Records with flagged errors should be checked for accuracy, but will post when all other records post.
jClarety	The retirement system software platform underlying EDX. jClarety and EDX were implemented to manage member wage, service, and demographic information for OPSRP.

legislator	A person appointed or elected as a member of the Oregon Legislative Assembly. A person elected as a legislator for a term beginning on or after August 29, 2003, must elect within 30 days after taking office to become a member of OPSRP, the state deferred compensation plan, or neither.
pay cycle	The period of time from one pay date to the next. The pay date is considered the last day of the pay cycle. A pay cycle may apply to a group of employees who are paid for the same period.
pay date	The date printed on the employee's check.
payroll administrator	Person or persons using EDX to report to PERS. Payroll specialists set up their own accounts via EDX.
PERS Job Class Code	The job class, for PERS purposes, under which the reported wages have been earned (e.g., General Services = 1, Police and Fire = 2, etc.). Defines the employment classification an employee holds with an employer. The job class may affect the rules that apply to a member's benefits or eligibility to participate in PERS.
posted (report or record)	A status EDX assigns to records and reports considered correct and closed to further changes. A record posts, receiving a status of "posted" once it passes the validation process. A report posts when all the records it contains post.
release	The action of identifying a new report in EDX to be picked up by the next batch validation and posting process. A released report may be "unreleased" before the batch, preventing the report from being processed.
report date	The scheduled date the employer submits wage, service, and contribution data to PERS. This date is given to a report when it is created and is specified in the header record of the report data file. It is the date associated with reporting frequency.
report due date	The date an employer must report wage, service, and contribution data to PERS. This date follows the report date by three business days.

report period	Refers to the period between report dates, which is when the activity is captured to create regular Wage and Contribution Reports. For instance, an employer reporting monthly would have a report dated 06/30/2004, with a report period of June 1–June 30.
reporting frequency	PERS assigns each employer a reporting cycle that most closely matches its pay cycle in accordance with Oregon Administrative Rule (OAR) 459-070-0100. There are four reporting frequencies associated with the assigned reporting cycles: monthly, semi-monthly, bi-weekly, and weekly.
reporting official	Individual an organization identifies as the person charged with overseeing the PERS payroll reporting process. The individual is responsible for designating the Web administrator.
third-party administrator (TPA)	Private payroll vendor (e.g., ADP) providing administrative services, such as managing accounts and paying out benefit claims. Employers who use a TPA will typically rely on them to extract/generate data files used to upload report information to EDX.
un-release	Reversing the act of signaling to EDX that a new report is ready for processing during the batch validation. A released report that has not yet been through the batch process may be unreleased, which prevents the report from being processed.
Wage and Contribution Report	Report containing Demographics and Adjustment Reports and Regular Reports. The report lists the status of each report submitted, either "posted" or "unposted." In addition, it allows you to view the report details and edit un-posted reports.
wage and service record	One of two types of records submitted in periodic reports using EDX. The wage and service record (also called Detail 2 record) includes information about employee wages paid, hours worked, member contributions, and changes in job class. This record is also used to report retroactive payments and adjustments.

Web administrator	Person appointed by an organization's reporting official to have sole administrative control over EDX reporting for that organization, including maintenance of employer contacts and user accounts.

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