OREGON PERS
PUBLIC EMPLOYEES RETIREMENT SYSTEM

Creating a
Demographic Correction Request (DCR)

Employer Reporting Guide

This guide explains the purpose of a DCR and how to create one.

Employer Service Center

Contents

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Introduction

Certain changes to employee information (listed in the table below) can only be made by PERS staff. The Demographic Correction Request (DCR) is an online form you can submit to PERS to request these changes.

Tips: You can request corrections to only one position under each "job segment" for each DCR. A job segment is an employment segment. Whenever you submit a Detail 1 record to report a new hire, a new position, or a leave of absence, EDX creates a new job segment.

If you need changes to more than one position, submit a separate DCR for each position.

Employee changes that require a DCR

The DCR form allows you to request changes to the following posted information. Each requested change in the table below is an item on the DCR form.

Requested change	Explanation	Reason to submit a DCR
Start date	Date the work status change became effective. For example, the hire date when the employer-employee relationship began.	You reported the wrong start date on a Detail 1 new-hire or leave record.
Termination/ end date	Date the work status change ended. The termination/end date marks the end of the "employer-employee" relationship, the end of a position, or the end of a leave. It is not necessarily the same date as the last day of service, but it can't be earlier than the last day of service.	You reported the wrong termination/end date or reported one in error. In the case of a retirement, termination date must be no later than the day before their first day of retirement (first day of retirement is always on the first day of the month).
Last day of service	This is the date of the last day the employee worked or took employer-paid leave like vacation or sick leave. The last day of service can be the same as or before an employee's termination date, but it can't be later than the termination date.	You reported a last day of service on the wrong date. EDX will flag this as an error.

Continued

Requested change	Explanation	Reason to submit a DCR
PERS job classification	PERS-covered positions are assigned one of eight job classifications. Most employees have positions that are classified as General Service, Police and Fire, or School Employee. Different job classes have different rules and benefits. For definitions of all job classes, see employer reporting quick reference guide "EDX Job Class Codes."	If an employee takes on a new position that is in a different job class, notify PERS by DCR. For example, school employers can only hire employees as 09 School Employee. If a school hires a police officer, they must hire them as 09 and then submit a DCR requesting PERS to change the job class to 02 Police & Fire. Tip: Include the start date of the new position and end date of the old one.
Position type	This indicates the status of the employee while on a job segment: active, non-qualifying, or on a leave. Only active positions qualify for retirement benefits. When you hired the employee, you established their position type by choosing status code 01 – Qualifying New Hire or 15 – Non-Qualifying Hire. Working retirees are usually hired with status code 11 – Retiree New Hire with Hour Limit.	Two examples of when you need PERS to change the position type: ▪ You need to add a position type or leave of absence retroactively. ▪ An employee works more or fewer hours than expected and needs to have their position type changed. This is for an anomaly in hours for that year and is not a change to the original hire intent (explained on next page). For qualifying time of 600 hours/year or more, choose "active service," and for non-qualifying time of less than 600 hours/year, choose "non-qualifying service." Tip: Include start date and end date, if applicable. Otherwise position type will be changed back to employee's start date.

Continued

Requested change	Explanation	Reason to submit a DCR
Average OT hours	Amount of overtime (OT) the position is expected to require in a year. The number does not limit the hours an employee may work, it only limits the number of hours that PERS includes when calculating their final average salary at retirement. The number of average OT hours should be the same for all employees in the same job classification. Average OT only affects OPSRP members.	To change or correct the posted average OT number originally assigned to a job, submit a DCR to PERS, provide the new number of overtime hours, and explain the need for the change.
Contract number of months	The number of months a school employee can work in a year. For example, teachers at a school that closes for the summer would have a 9- or 10-month contract number of months. An employee who works year-round or who may be asked to work in any of 12 months of the year would have a 12-month contract number of months. The employee does not need to be working under a contract. This field is only used for job class 09 - School Employee hires. All other jobs leave the default of 00.	If there is a change in the number of months an employee will be asked to work, submit a DCR requesting to have PERS change the contract number of months.
Hire intent	Hire intent determines if the employee's position earns PERS benefits or not. Q Qualifying hire intent: You expect that the employee will work more than 600 hours in a calendar year in this position. NQ Non-qualifying hire intent: You expect that the employee will work fewer than 600 hours in a calendar year in this position.	If a position's hire intent changes from non-qualifying to qualifying or vice versa, the employer needs to terminate the employee and re-hire them into a new job segment with the new hire intent. You **do not** need to submit a DCR. You **do need** to submit a DCR if a hire intent was entered incorrectly or if the employee inadvertently works more or fewer hours than expected, resulting in a change in qualification status. In this case, ask PERS staff to change the hire intent for the job segment effective back to the original hire date.

Continued

Requested change	Explanation	Reason to submit a DCR
Unused sick leave	Tier One and Tier Two members who work for an employer who participates in the Unused Sick Leave Program can receive a portion of the value of their unused sick leave hours when they leave or retire.	Submit a DCR if you have incorrectly reported the unused sick leave at termination. For instructions, read employer reporting guide 17, *Calculating Unused Sick Leave Hours at Termination or Retirement*.
Review contribution start date	An employee's contribution start date (CSD) is the first business day after their successfully completed six-month wait time. It's the date on which PERS begins charging your pension contribution rate and IAP contributions for a qualifying employee.	Fill out a DCR and check this box if you'd like PERS to review the employee's contribution start date.
Delete position	This allows you to delete an employee's position.	Fill out a DCR and check this box if the position was reported in error or no longer needed.
Comments	The DCR form provides comments boxes for PERS and the employer to communicate information about the DCR.	When submitting a DCR to PERS, always explain your request in the Comments box at the bottom of the screen. When receiving a DCR back from PERS, always read the text in the PERS Comments box at the top of the screen.

How to create a DCR

There are two options for creating a new DCR, which are described in this section.

Option 1 — Work List

1   Select the Work List function.

2   From the Work List screen, click the Create Demographic Correction Request (DCR) button.

3   On the next screen, enter the SSN or PERS ID of the employee and click **Search**.

4 In the Job Segment column, select the radio button corresponding with the position type that you want to correct.

Note: If the employee has terminated or retired, EDX will not allow you to click this button unless the position type you are changing has no term/end date.

DEMOGRAPHIC CORRECTION REQUEST   ❓ **Tell Me More**

SSN or PERS ID

JANE DOE

Job Segment	Hire Intent	Start Date	Term/End Date	Last Day Service	Job Class	Position Type	Plan	Average OT Hours	Contract No. of Months	Unused Sick Leave
1	Q	08/02/2006								
⦿		05/01/2012			School Employee	Active Service	OPSRPDB	2000	12	
○		03/16/2012	04/30/2012		School Employee	Leave of Absence	OPSRPDB	2000	12	

5 The page expands to provide options for information you can request to have changed. Fill in only what needs to be changed — you don't need to fill out every field.

Notes: If a box is gray, you cannot enter text into it.

6 Explain the reason for the change(s) in the Comments box.

If the requested change will have financial impact, such as backdating a hire date or changing a position type to active service, state the contribution to be invoiced for that time period: member-paid pretax (MPPT), member-paid after tax (MPST), or employer-paid pretax (EPPT).

7 Click **Save** (or click **Cancel** to exit without saving) when all entries are complete (including comments).

The completed form is sent to your ESC representative. When a PERS staff member makes the requested changes, EDX will generate a completion message and email it to the person who requested the change.

If the ESC representative has a question about your request, they will add a comment in the PERS Comments box and return the DCR back to you. See the "Responding to a DCR from PERS" section in this guide for more information.

Option 2 — View Employee Info

1 Click View Employee Info in the Site Navigation.

2 The View Employee Information screen opens. Enter the last name, Social Security number, or PERS ID of the employee about whom you need to submit a DCR. Click **Search**.

The screen expands to show either a list of names (if you entered a last name) or the individual whose Social Security number or PERS ID you entered.

3   Click the employee's Social Security number.

The View Employee Information screen displays five tabs: Employment History (the default), Address Details, Salary Details, Demographic Correction Request (DCR), and Salary Breakdown Request.

4   Click the Demographic Correction Request (DCR) tab.

The Demographic Correction Request (DCR) History screen appears. Any previous DCRs for that employee will be listed.

5   Click the Create Demographic Correction Request (DCR) link to create a new DCR.

6   The Demographic Correction Request screen opens. Proceed with steps 4 through 7 in the previous section of this guide, "Option 1: Work List."

Responding to a DCR Work List item from PERS

You will receive a DCR Work List item email from PERS when we need more information or clarification on a DCR that you submitted.

Follow these steps to respond to the DCR.

1   Navigate to your Work List and locate your Demographic Correction Request Work List item. It will be in a Returned status.

2   Click the SSN associated with the work item.

3   Read and address the comment in the PERS Comments box.

4   Write a comment back to PERS in the Comments box at the bottom of the screen. Make sure to write above your previous comments. Click **Save**.

See a sample of a returned DCR on the next page.

DEMOGRAPHIC CORRECTION REQUEST

? Tell Me More

ⓘ PERS Comments

CSD of 1/1/2007 is correct based on Hire Intent, and Wait Time met, with another employer in that calendar year.

Re: Start Date Change - Did you submit a Termination Date for the 2009-2010 segment of the MBR's employment? Our records show continuous employment from 2009 to present. If you could please provide us with the Term Date for the first portion of 2011, we can close out that segment and begin a new segment with the 8/31/2011 Start Date. Thanks.

SSN or PERS ID

Job Segment	Hire Intent	Start Date	Term/End Date	Last Day Service	Job Class	Position Type	Plan	Average OT Hours	Contract No. of Months	Unused Sick Leave
1	NQ	11/01/2009	01/18/2013							80.000
○		01/01/2011	01/18/2013		School Employee	Active Service	OPSRPDB	2000	12	
●		11/01/2009	12/31/2010		School Employee	Non-Qualifying Service	OPSRPDB	2000	12	

Start Date	**From** 11/01/2009	**To** [ ]	
Term/End Date	**From** 12/31/2010	**To** [ ]	☐ Remove Term/End Date
Last Day Service	**From** 01/18/2013	**To** [ ]	
Job Class	**From** School Employee	**To** [▾]	**Start Date** [ ] **End Date** [ ]
New Position Type	[Active Service ▾]	**Start Date** [08/31/2011]	**End Date** [ ]
Average OT Hours	[▾]		
Contract No. of Months	[▾]		
Hire Intent	[Q ▾]		
Unused Sick Leave	[ ]		
Review Contribution Start Date	☑		
Delete Position	☐		
Comments	WAS HIRED 11/1/2009 AS NON-QUAL. 527 HRS FOR 2010. HIRED IN QUAL 8/31/2011 - PLEASE REVIEW CSD		

[Save] [Cancel]