Choosing the Best Record and Report Types

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OREGON PERS

PUBLIC EMPLOYEES RETIREMENT SYSTEM

Contents

Introduction

This quick reference guide enables you to quickly check the best kinds of reports and records to use for reporting different information to PERS. The combinations of reports and records shown here are not the only ways to report information, but they tend to have the most success.

Wages and hours

Information you are reporting	Regular report	Demographics and Adjustment report	Detail 1 – Member Demographics record	Detail 2 – Wage and Service record	Demographic Correction Request (DCR)
Regular, qualifying wages (paid hours and wages, including sick leave or vacation)	✓			✓	
Late regular, qualifying wages		✓		✓	
Positive or negative wage adjustment (i.e., increase or decrease past salary or change subject salary to non-subject or vice versa)		✓		✓	
Non-qualifying wages	✓			✓	
Overtime wages (qualifying or nonqualifying)	✓			✓	
Working PERS retiree wages	✓			✓	
Paid leave wages and hours (if paid by employer)	✓			✓	

Employment status: hires, terminations, and leaves

Information you are reporting	Regular report	Demographics and Adjustment report	Detail 1 – Member Demographics record	Detail 2 – Wage and Service record	Demographic Correction Request (DCR)
Qualifying hire		✓	✓		
Non-qualifying hire		✓	✓		
Termination (laid off, quit, terminated, or retiring)		✓	✓		
Retiree hire		✓	✓		
Leave without pay		✓	✓		
Military leave		✓	✓		
Death while still employed		✓	✓		

Demographic-information changes or corrections

Information you are changing	Regular report	Demographics and Adjustment report	Detail 1 – Member Demographics record	Detail 2 – Wage and Service record	Demographic Correction Request (DCR)
Name		✓	✓		
Social Security Number (to correct clerical error)		✓	✓		
Address		✓	✓		
Date of birth (to correct clerical error)					✓
Gender					✓
Average overtime					✓
Hire intent (qualifying or nonqualifying)					✓
Start date (i.e., hire date)					✓
Term/end date (last day of employment)					✓
Last day of service (last day physically on the job)					✓
Contract number of months					✓
Job class (e.g., general service, police & fire)					✓