Creating a Record

Employer Reporting Guide

This guide explains how to create the two types of records used to report employee information and wages to PERS.

Employer Service Center

Contents

Revised January 2023

Introduction

Employers report their employees' wages, hours, and demographic information to PERS through detailed records that are submitted to PERS in reports.

There are two types of records called Detail 1 – Member Demographic records and Detail 2 – Wage and Service records. Each type of record is used to report different kinds of information, as explained in the table below.

	Detail 1 – Member Demographics record	Detail 2 – Wage and Service record
EDX abbreviation	DTL1	DTL2
Usage	Use to report employment status, such as new hire, leaves, or terminations. Also use to update demographic information such as name, address, or an incorrectly reported Social Security number (SSN).	Use to report new wages, correct old wages, and add wages to a past pay period (called "retroactive wages").
Type of report they usually go in	Demographics and Adjustment report.	Regular report – when you're reporting new wages. Demographic and Adjustment report – when you're reporting adjustments and/or missed wages.
Best practice	Do not create and submit a Detail 1 record for each of your employees in every report. Only submit a new Detail 1 record for an employee when one or more of the following types of changes is occurring: ▪ Employment status (hire, termination, job class change, start and end of a leave, or employee death). ▪ Name change. ▪ Address change. ▪ SSN correction.	A Detail 2 record that is adjusting a previously reported wage should be submitted in a report that is dated *after* the pay date. It should not be included in the same report as the original record. Be sure to use the same pay date as the wage you are adjusting.

Tip

Accuracy is crucial when creating records. At least 85% of the records in any report must be correct or no records in the report will post.

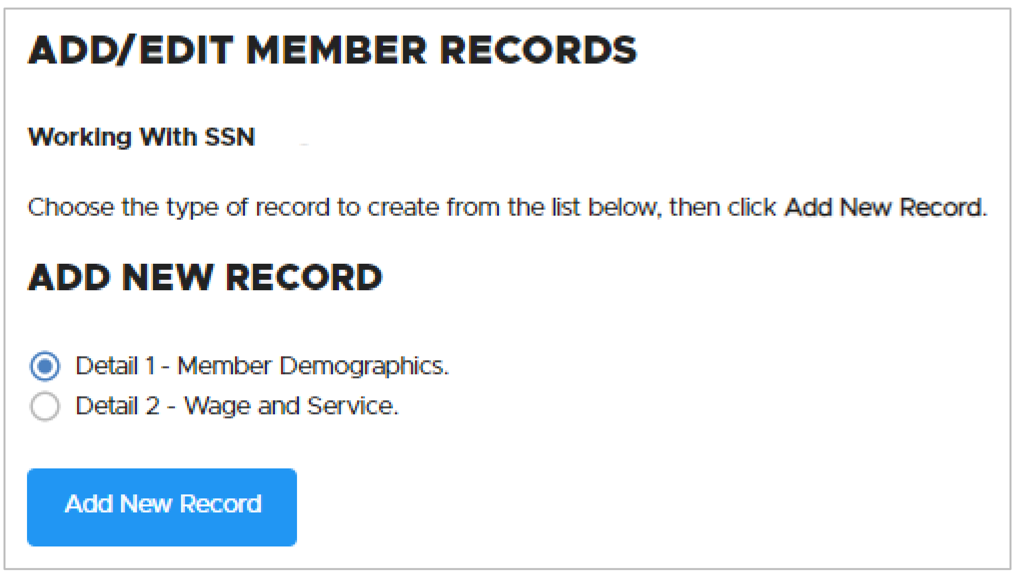
Creating a new Detail 1 – Member Demographics record

Purpose of this record

The Detail 1 – Member Demographics record informs PERS about the status of your employees. The status needs to match the information you submit with your Detail 2 - Wage and Service record. If EDX finds an inconsistency between the demographic status of an employee and the wage and service information submitted, it will flag the error, alerting you that you might have to submit demographic-change information.

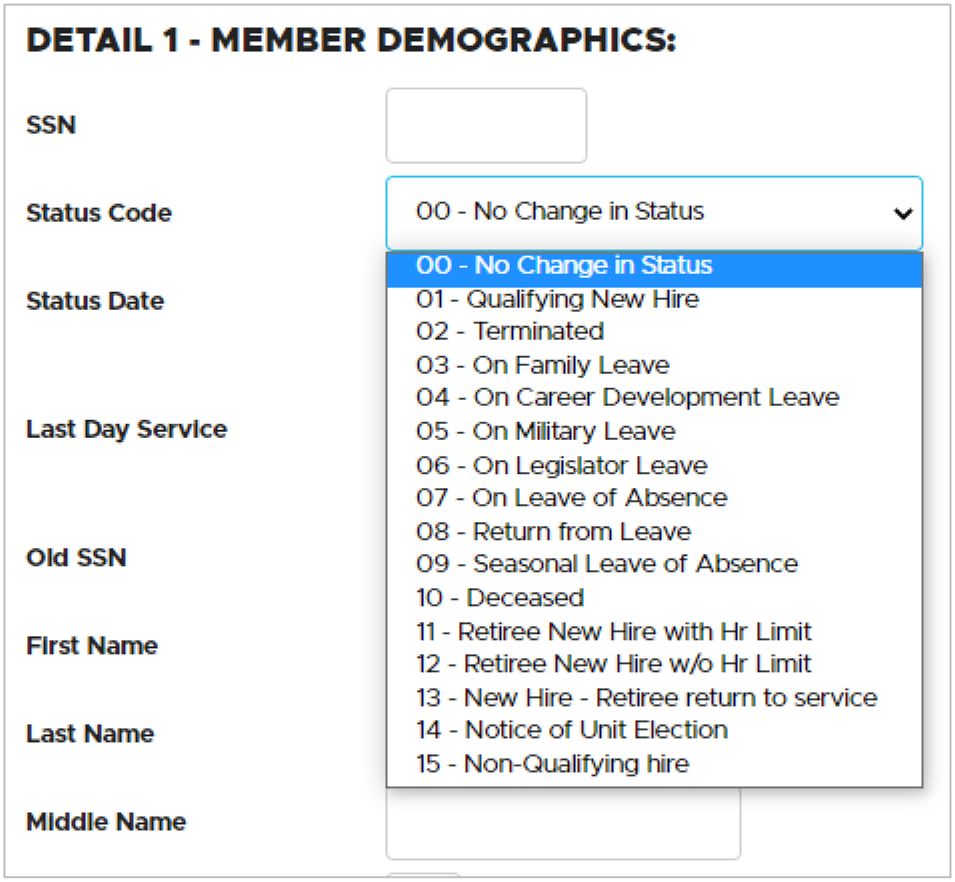
For example, if you submit a demographic record reporting that an employee is beginning an unpaid leave of absence on June 1 then you submit a wage record for wages earned June 1 through 5, EDX will catch the inconsistency and assign the wage record a "suspended" status. It will not post the record until you fix either the posted leave start date or the wage record.

The Detail 1 record is a multi-purpose record. You can make various demographic changes simultaneously on a single record. For instance, if an employee changes his or her name and is also going on leave, you can make both changes on the same record.



Status codes

There are 16 types of status changes you can report with a Detail 1 record. For a description of the status codes, see employer instructions quick reference "EDX Status Codes."



DETAIL 1 - MEMBER DEMOGRAPHICS:

SSN

Status Code: 00 - No Change in Status

Status Date

Last Day Service

Old SSN

First Name

Last Name

Middle Name

00 - No Change in Status
01 - Qualifying New Hire
02 - Terminated
03 - On Family Leave
04 - On Career Development Leave
05 - On Military Leave
06 - On Legislator Leave
07 - On Leave of Absence
08 - Return from Leave
09 - Seasonal Leave of Absence
10 - Deceased
11 - Retiree New Hire with Hr Limit
12 - Retiree New Hire w/o Hr Limit
13 - New Hire - Retiree return to service
14 - Notice of Unit Election
15 - Non-Qualifying hire

Fields

The following table provides a description of each field on the Detail 1 Member Demographics record.

Field	Description
SSN	Employee's Social Security number. In a case when a SSN correction is being reported, use this field for the new SSN. In a case in which an incorrect SSN and a correct SSN have been used, resulting in two accounts for one person, send a DCR to request that PERS fix this. (For instructions, see employer reporting guide 20 *Creating a DCR*.
Status Code	This code tells EDX what type of work status is being reported (hire, termination, death, starting or returning from leave). Use code 00 when updating only personal information (name, address, SSN, etc.).
Status Date	Date the work status became effective. Must be in the format *MM/DD/YYYY*. Required with status codes other than 00.
Last Day Service	Date work was last performed or the last date of paid leave (such as vacation, sick leave, comp time, etc.), whichever is later. The date cannot be later than the termination date. Must be in the format *MM/DD/YYYY*. Required when using status code 02 or 10.
Old SSN	In cases where an SSN change is being reported, this will be the old, incorrect SSN. A value in this field tells EDX the SSN is being changed.
First Name	Employee's first name in all capital letters.
Last Name	Employee's last name in all capital letters.
Middle Name	Employee's middle name or initial (optional) in all capital letters.
Name Change Indicator	Type "Y" if the employee's name has changed or use the default "N" if the employee's name has not changed.
Address 1	First line of the employee's mailing address in all capital letters. Include unit, apartment, or condo number in this field.
Address 2	Second line of the mailing address, if needed, in all capital letters.
Address 3	Third line of the mailing address, if needed, in all capital letters.
City	City of mailing address in all capital letters.

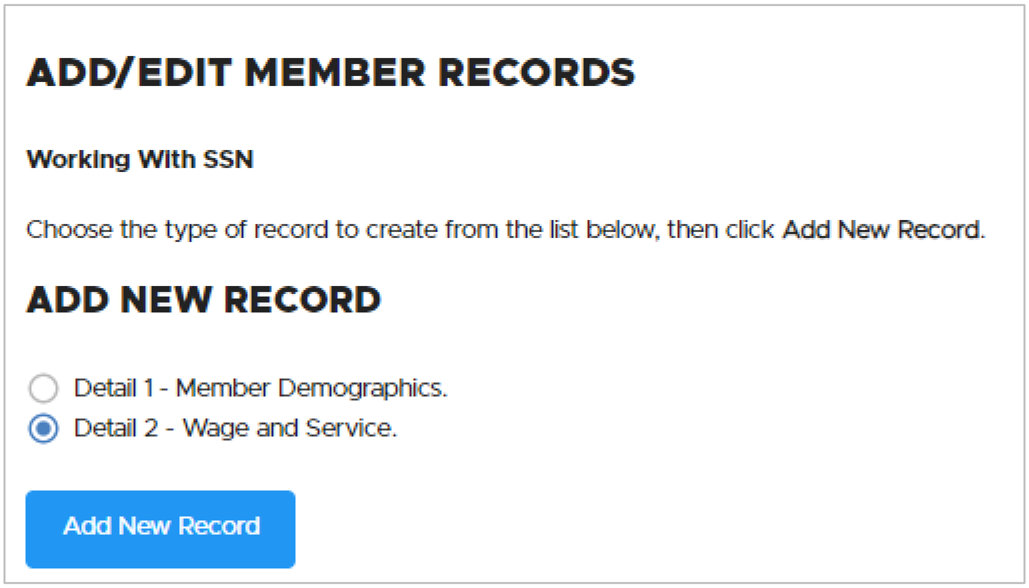
Continued

Field	Description
State	State of mailing address. Select from the pull-down list.
Zip 1	Five-digit ZIP code for the employee's mailing address.
Zip 2	Four-digit ZIP code extension, if you have it.
Province	Province in which the employee resides. Note: This field is required if Country Code is not "USA."
Country Code	Code for the foreign country. USA is the default. To choose a different country, select from the pull-down list. The country code is not saved if Address – 1 is blank.
Postal Code	Postal code for the foreign country. Note: This field is required if Country Code is not USA.
Date of Birth	Employee's date of birth. Must be in the format *MM/DD/YYYY*.
Gender	Gender as reported by the employee. Select from pull-down list.
PERS Job Class Code	The PERS job class code under which a person is hired. Required only if you use a status code 01, 11, 12, 13, or 15.
Average Overtime Hours	If PERS Job Class Code has a value in it, select the number of annual overtime hours considered average/reasonable for those employees in the same classification. This sets a cap on how many overtime hours PERS will use to calculate an OPSRP retiree's final average salary.
Unused Sick Leave Hours	Number of accumulated unused sick leave hours. Only enter a value when using status code 02 or 10.
Contract No. of Months	Number of actual months the employee is contracted to work, regardless of how they are paid. Required only if you use job class code 09 - School Employee. Values are restricted to the following: 00, 09, 10, 11, and 12.
Employer Site Distribution Code	Optional field you can use to sort or code employees, such as by position or location.
Non PERS Data Memo	Optional field you can use to make notes about the record.

Creating a new Detail 2 – Wage and Service record

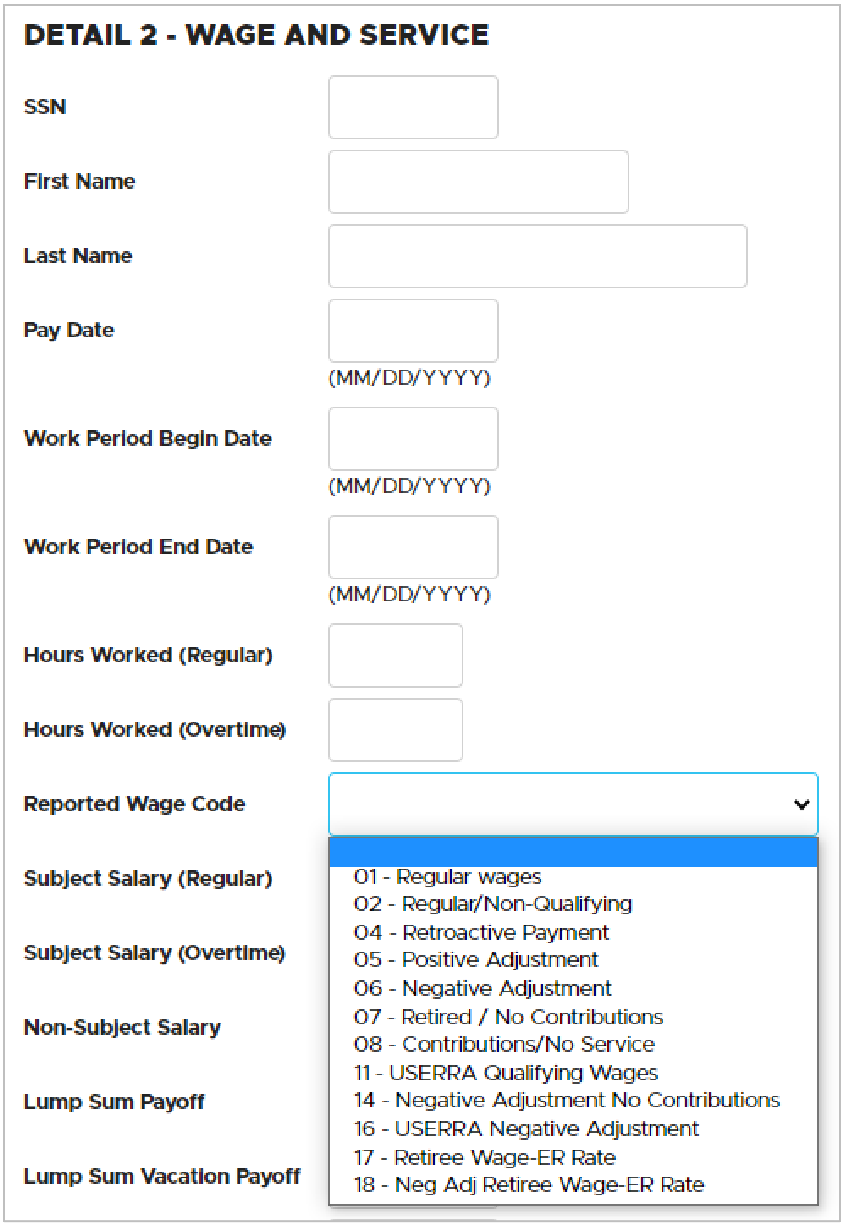
Purpose of this record

A Detail 2 – Wage and Service record informs PERS about different types of pay your employee received. It also enables you to back out, change, and add pay to a previous pay period.



Wage codes

There are 12 types of wages and wage adjustments you can choose in a Detail 2 record. For descriptions of the wage codes, see employer reporting quick reference, "EDX Wage Codes."



DETAIL 2 - WAGE AND SERVICE

SSN

First Name

Last Name

Pay Date
(MM/DD/YYYY)

Work Period Begin Date
(MM/DD/YYYY)

Work Period End Date
(MM/DD/YYYY)

Hours Worked (Regular)

Hours Worked (Overtime)

Reported Wage Code

01 - Regular wages
02 - Regular/Non-Qualifying
04 - Retroactive Payment
05 - Positive Adjustment
06 - Negative Adjustment
07 - Retired / No Contributions
08 - Contributions/No Service
11 - USERRA Qualifying Wages
14 - Negative Adjustment No Contributions
16 - USERRA Negative Adjustment
17 - Retiree Wage-ER Rate
18 - Neg Adj Retiree Wage-ER Rate

Subject Salary (Regular)

Subject Salary (Overtime)

Non-Subject Salary

Lump Sum Payoff

Lump Sum Vacation Payoff

Fields

Field name	Description
SSN	Employee's Social Security number. In cases where a change in SSN is being reported in a Detail 1 record, use the new SSN in this field.
First Name	Employee's first name.
Last Name	Employee's last name.
Pay Date	Date the employer paid the employee. The date typed in the Pay Date field cannot be earlier than the date typed in the Work Period End Date field. Must be in the format *MM/DD/YYYY*.
Work Period Begin Date	Work Period Begin Date and Work Period End Date fields are used to allocate wages to the periods in which they were earned. The hours and salary need to be allocated to pay periods and along month boundaries. This field must contain a date if the employer reports for a local government organization. The date must be in the format *MM/DD/YYYY*. The date typed in the Work Period Begin Date field cannot precede the employee's start date for the current job segment. School reporters do not use work periods.
Work Period End Date	This field must contain a date if the employer reports for a local government organization. The date cannot be later than a date reported in the Last Date Worked field if the employee has been terminated in a Detail 1 record.
Hours Worked (Regular)	Total hours the employee worked that are considered regular salary. Use a decimal to report partial hours.
Hours Worked (Overtime)	Total overtime hours an employee worked. Use a decimal to report partial hours.
Reported Wage Code	This code tells EDX how to treat the reported wage and contribution amounts. Typically, this is 01 – Regular Wages, 02-Regular/Non-Qualifying. Other codes identify retroactive payments, adjustments, retiree wages, and other special situations. For a complete list, see employer reporting quick reference guide "EDX Wage Codes."

Continued

Field name	Description
Subject Salary, Regular	Salary, excluding overtime pay and amounts expressly considered non-subject to PERS contributions, paid to the employee on the given pay date. The Payment Categories chart lists example payment types and identifies their treatment.
Subject Salary, Overtime	Salary, excluding regular pay and amounts expressly considered non-subject to PERS contributions, paid to the employee on the given pay date for hours worked beyond those used to compute Subject Salary, Regular.
Non-Subject Salary	Salary excluded from PERS and OPSRP contributions, such as a check issued for expense reimbursement. The Payment Categories chart lists example payment types and identifies their treatment. Also used to report wages for a pay date after the contribution start date that are not eligible for contributions (in accordance with House Bill 3495).
Lump-sum Payoff	Lump-sum payments made to the employee for various reasons such as accrued compensatory time, severance pay for involuntary termination (except retirement severance), or bonuses (except retirement bonus). The Payment Categories chart provides a more complete list of lump-sum payment types and how to report them.
Lump-sum Vacation Payoff	Lump-sum vacation payoff payments are made to the employee for accrued vacation only. No other amounts should be reported in this field. The Payment Categories chart lists example payment types and identifies their treatment.
Gross Salary	Gross salary paid on the given pay date. This field must equal the sum of the values typed in: Subject Salary, Regular, Subject Salary, Overtime, Non-Subject Salary, Lump-sum Payoff, and Lump-sum Vacation Payoff.
Member Paid After-Tax Contribution (MPAT)*	IAP contributions paid by the employee, which, if entered, must equal 6% of total subject salaries. Type the member IAP contribution in this field if it is deducted from the employee's pay on an after-tax basis.
Member Paid Pre-Tax Contribution (MPPT)*	IAP contributions paid by the employee, which, if entered, must equal 6% of total reported subject salaries. Type the member IAP contribution in this field if it is deducted from the employee's pay on a pre-tax basis.
Unit Contribution	Voluntary member contributions made by PERS (i.e., Tier One/Tier Two) police- or firefighter-class employees who submit a unit election under ORS 238.440. Not offered to OPSRP plan members.

Continued

Field name	Description
Employer Paid Pre-Tax Contribution (EPPT)*	IAP contributions paid by employers, which, if entered, must equal 6% of subject salaries.
Optional Employer IAP Percentage	An optional contribution made by employers to employees' IAP accounts. The contribution is in addition to required member contributions and must be between 1% and 6% of the total subject salary. Before optional matching IAP contributions can be made, the employer is required to submit a written agreement or employment policy to PERS.
Optional Employer IAP Contribution	The dollar amount of the calculated contributions represented by the percentage selected in the previous field.
PERS Job Class Code	If the employee has changed his or her job class, you can update the code in this field. However, if an active employee is changing from one job class to another, ESC prefers that you leave this field blank and instead submit a DCR requesting that PERS change the employee's job class code. A change in this field also requires selecting a value in the Average Overtime Hours field. If there is no job class change in this reporting period, leave this field blank.
Average Overtime Hours	If you are reporting a new employee or if the PERS Job Class Code has a value in it, select the number of annual overtime hours considered average or reasonable for the employee's job class. The selected hours provide a reasonableness cap on how many overtime hours are used for calculating a retiree's final average salary. A change in this field also requires selecting a value in the PERS Job Class Code field. If you need to change a current employee's average OT number, submit a DCR to ask PERS to change it. If there is not a change in average overtime hours in this reporting period, leave this field blank.
Employer Site Distribution Code	Optional field (up to 15 characters in length) you can use to sort employee information by division or geographic location. For example: For a large employer with employees at five different work sites, use an employer site distribution code of "A" for the employees at site A, "B" for the employees at site B, and so on)
Non PERS Data Memo	Optional field you can use to make notes about the record.

*The 6% member contribution (unless the employee is in his or her waiting period) must be entered in only one of these fields. Note that the 6% member contribution is entered on the Detail 2 record but not the employer portion of contributions nor the Member Redirect voluntary IAP contributions. The employer contribution rate is calculated when Detail 2 records post and can be viewed on the Employer Remittance Statement. The IAP voluntary contributions are calculated and invoiced when the 6% member contributions are paid.

Editing a record

Editing an unposted record

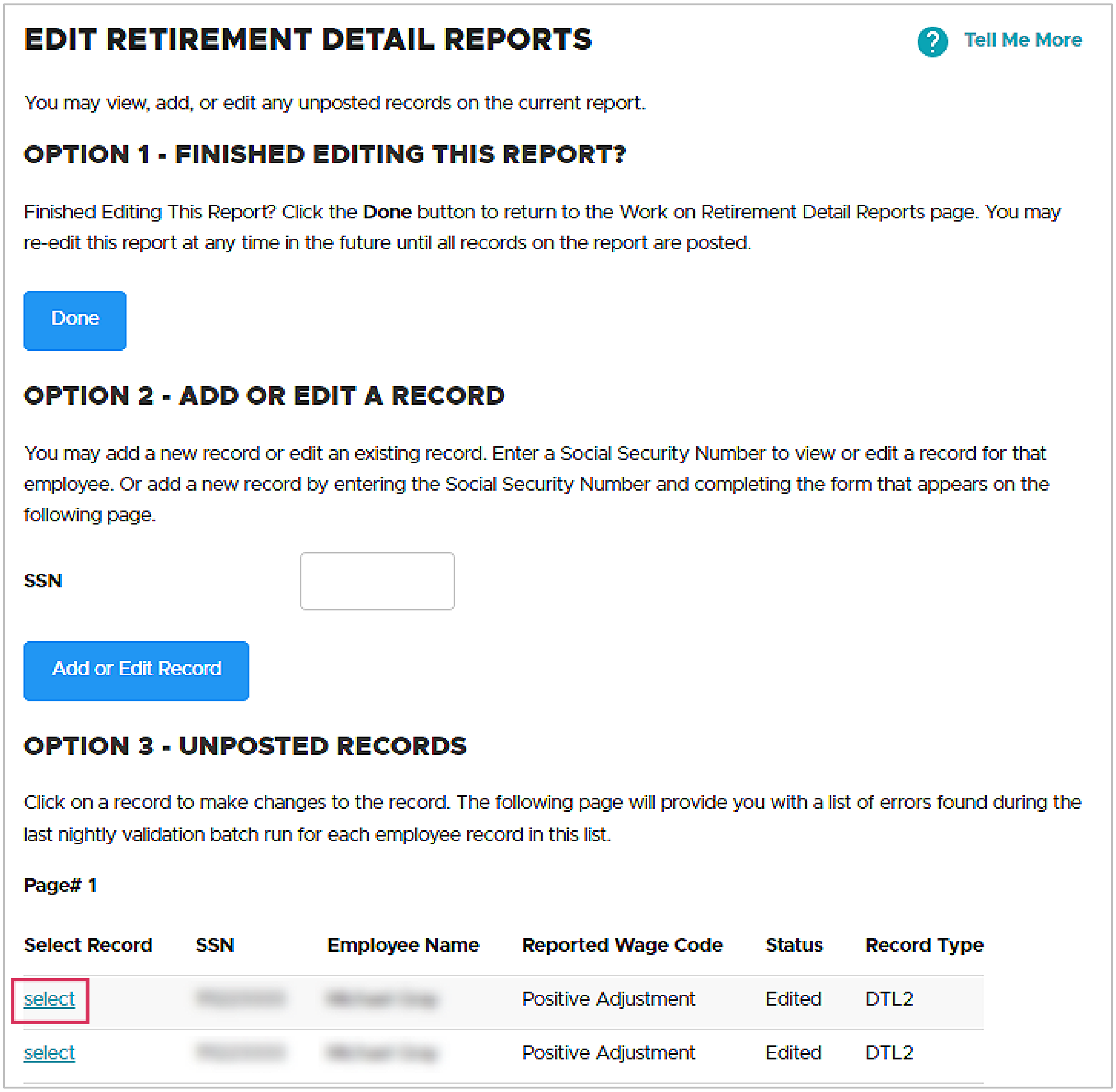
Before a record has been posted, you can change or add to the information in it. You need to navigate to your unposted report, choose the unposted record, and edit it.

1. Choose Work on Reports from the Site Navigation menu.
2. Scroll down to either Unposted Regular Reports or Unposted Demographics and Adjustment Reports.
3. Click edit to access the report in which the record resides.

UNPOSTED REGULAR REPORTS

Status	Date Submitted	Report Date	Delete	Edit	Release / Un-Release	Reject/Edit Report	View Details	View Totals
Suspended	08/31/2022	08/31/2022	delete	edit	n/a	View Report	View Details	View Totals
Added	10/21/2022	10/21/2022	delete	edit	n/a	View Report	View Details	View Totals

4. The Edit Retirement Detail Reports screen opens. It offers three options. Scroll to Option 3 – Unposted Records to see every record in the report, as shown on the next page.
5. Click select for the record you want to edit.



EDIT RETIREMENT DETAIL REPORTS

Tell Me More

You may view, add, or edit any unposted records on the current report.

OPTION 1 - FINISHED EDITING THIS REPORT?

Finished Editing This Report? Click the **Done** button to return to the Work on Retirement Detail Reports page. You may re-edit this report at any time in the future until all records on the report are posted.

Done

OPTION 2 - ADD OR EDIT A RECORD

You may add a new record or edit an existing record. Enter a Social Security Number to view or edit a record for that employee. Or add a new record by entering the Social Security Number and completing the form that appears on the following page.

SSN

Add or Edit Record

OPTION 3 - UNPOSTED RECORDS

Click on a record to make changes to the record. The following page will provide you with a list of errors found during the last nightly validation batch run for each employee record in this list.

Page# 1

Select Record	SSN	Employee Name	Reported Wage Code	Status	Record Type
select	[illegible]	[illegible]	Positive Adjustment	Edited	DTL2
select	[illegible]	[illegible]	Positive Adjustment	Edited	DTL2

6 The record opens. Make your changes or additions.

7 When you're finished, click **Save**.

Editing a posted record

You can't edit a record once it's been posted. To change the information in a posted Detail 2 record, you need to submit a new record that tells EDX what to change in the original record. PERS calls this kind of record an "adjustment record."

For instructions, read employer reporting guide 23 *Submitting an Adjustment Record*.

Deleting a record

If an unposted record has incorrect information or just too many mistakes, you can choose to delete it and create a new one. You can delete a record any time before it posts. After it posts, it is closed to further edits or deletions.

Important: Once you delete a record, you cannot restore it.

1 Select **Work on Reports** from the main menu.

2 On the Work on Wage and Contribution Reports screen, click on the edit link for the report you need to access.

   Do not click delete. This will delete the whole report, not just an individual record, if no records in that report have posted yet. If at least one record has posted in the report, then the report cannot be deleted. Either way, you need to click edit to delete one or more records within the report.

WORK ON WAGE AND CONTRIBUTION REPORTS

Tell Me More

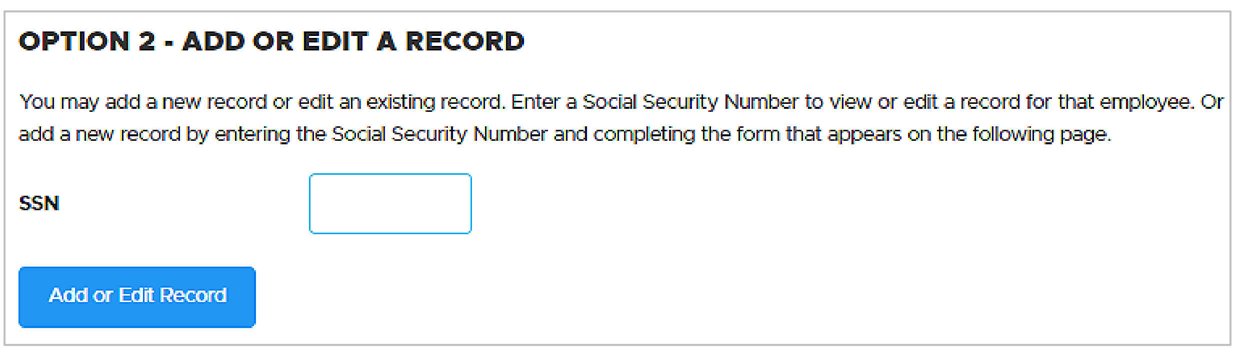
Below is a list of the latest Wage and Contribution Reports. Select an action that is available next to the report or you can also Create a New Report

Work with Unposted Reports
Work with Posted Reports
Work with Posted IAP Voluntary Contributions Reports

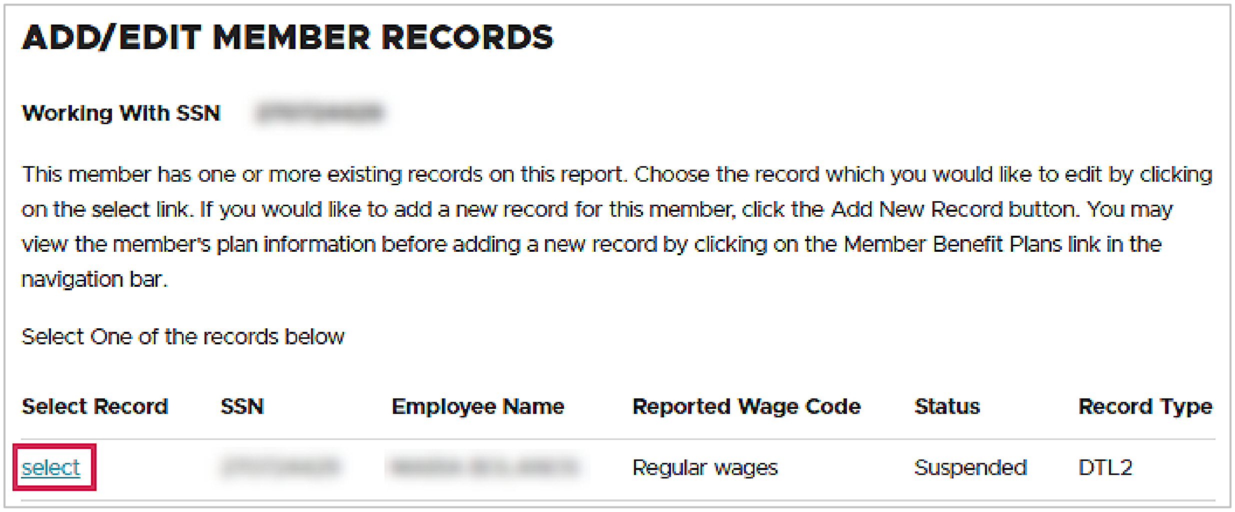
UNPOSTED REGULAR REPORTS

Status	Date Submitted	Report Date	Delete	Edit	Release / Un-Release	Reject/Edit Report	View Details	View Totals
Suspended	08/31/2022	08/31/2022	delete	edit	n/a	View Report	View Details	View Totals
Suspended	07/28/2022	07/31/2022	delete	edit	n/a	View Report	View Details	View Totals

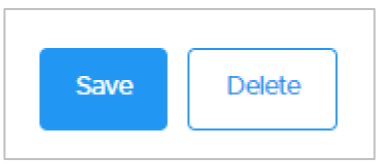
3 Under option 2, type the employee's Social Security number (no dashes) in the SSN text box and click the **Add or Edit Record** button.



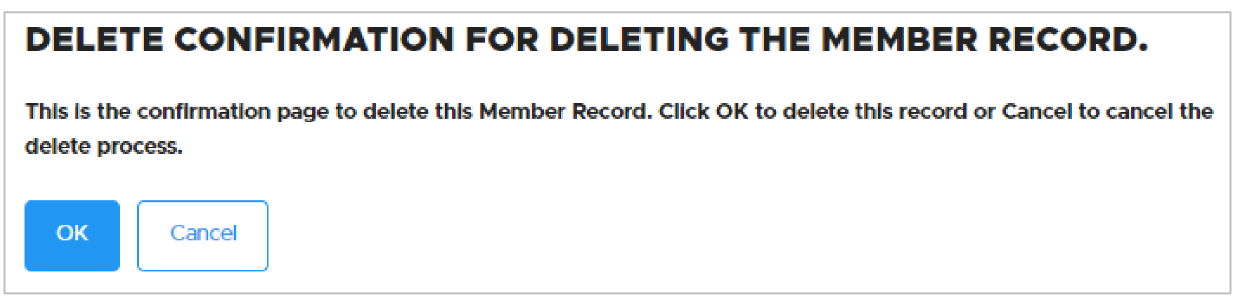
4 The Add/Edit Member Records screen opens. Click the select link to view the record.



5 The record opens, displaying the error messages at the top. If you choose to remove this record from the report, scroll to the bottom of the screen and click the **Delete** button.



6 A confirmation screen opens. Click **OK** to delete the employee record or click **Cancel** to keep the record and correct the errors.



EDX returns you to the Add/Edit Member Records screen.