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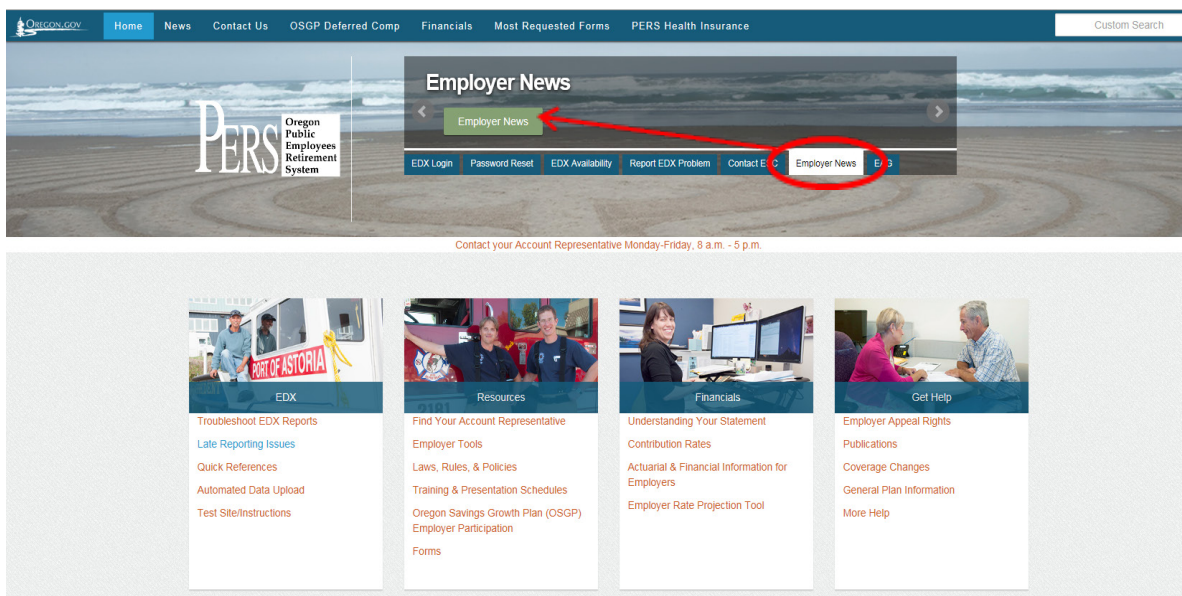
Updated PERS forms

Do you have old PERS forms lying around the office? It might be time to clean them out.

Most of PERS reporting is done electronically through the Employer Data Exchange (EDX) system to report payroll and demographic information; however, there are a few member and employer forms separately available online. PERS regularly updates our forms, so please be sure you are using the latest version of the form. Updated [employer forms](#) are available on the PERS website under [Resources](#).

Governmental Accounting Standards Board (GASB) information

Current GASB 68 information can be found on the [GASB 68 Audited Schedules \(Updated 3/1/2018\)](#) link under the [Employer News](#) heading on the PERS employer homepage.



Reminder: Use of employer number

Please include your individual employer number on all correspondence. If you are unsure of your employer number, you can find it at the top of any page once logged in to the EDX system. Your employer number is five digits, beginning with a zero.

All GASB-related questions need to be directed to the PERS GASB mailbox at PERS.GASB.Questions@pers.state.or.us. GASB 75 statements will be posted separately by April 15.

Employer EDX training availability

The Employer EDX training schedule has been updated to add classes through July 2018. EDX training presentations are being offered online only through iLinc, the PERS distance presentation platform. Internet-based training can be done from any site with an internet-capable workstation and phone (preferably with speaker phone capability).

Registration for EDX employer Basic Concepts and Advanced Topics presentations can be found at <http://www.oregon.gov/pers/EMP/Pages/Training-and-Presentation-Schedules.aspx> or by starting at the PERS Employer homepage: www.oregon.gov/pers/emp/pages/index.aspx then clicking links in this order: Training & Presentation Schedules (found under the Resources heading) > Employer Class Schedule, Information, and Registration. Click on one of the preferred dates under the class sessions to register.

The EDX Basic Concepts class is recommended for those new to PERS reporting duties. This course will review:

- PERS reporting roles,
- Regular and Demographics and Adjustment reports and their functions, and
- DTL1 Member Demographics and DTL2 Wage and Service records, which will be reviewed in depth, field by field, and followed by a hands-on lab session.

The EDX Advanced Topics class will cover a variety of reporting topics, including:

- reporting leave without pay (LWOP),
- determination and reporting of USERRA-qualified military service,
- completion of Salary Breakdown (SBD) forms,
- changing member account contribution methods,
- determination of “employee” status, and
- Police and Fire Unit program participation.

The presentation also includes a review of PERS membership eligibility rules and reporting retirees returning to work part-time as retirees.

For specific training needs or suggestions, please submit comments to: Employer.Support@pers.state.or.us.
