Beginner Employer Reporting 2

Reporting Wages & Status

ESC Training Manual

How to report a new employee, wages and contributions, leave of absence, and job termination.

Employer Service Center

Contents

Continued

Revised April 2024

Reports review

There are two types of reports you will need to create in EDX: **Regular reports** and **Demographics and Adjustment reports**. As shown in the image below, Regular reports are for reporting wages and hours. Demographics and Adjustment reports are for reporting employee status changes and demographic changes.

REGULAR REPORT
For reporting wages and hours

DTL2 record	DTL2 record	DTL2 record
Regular wages	Retiree wages	Non-qualifying wages

DEMOGRAPHICS & ADJUSTMENT REPORT
For reporting status changes

DTL1 record	DTL1 record	DTL1 record
New hire	Termination	Address change
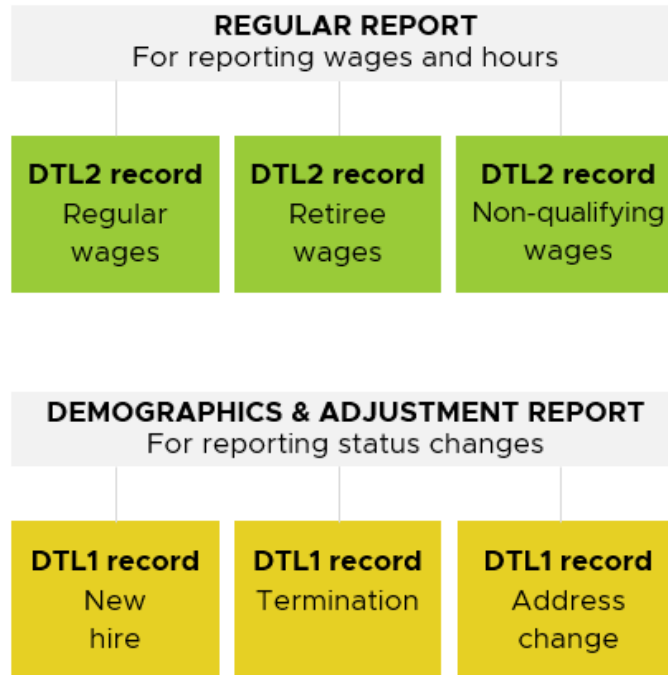
Regular report

Regular reports are reserved for submitting your normal payroll on assigned dates. Each report contains Detail 2 records with wage, hour, and contribution information from every pay date between the last Regular report and the next Regular report.

Rules for Regular reports

▪ Regular reports are submitted on specific dates assigned to match your pay date schedule most closely (this is referred to as your "reporting frequency"). Your reporting frequency is one of the following:

- Monthly: Last day of the month.

- Semi-monthly: 15th and last day of the month.

- Bi-weekly: Every other Friday.

- Weekly: Every Friday.

▪ Regular report dates are listed on the Regular Report Dates webpage.

▪ All Detail 1 status codes and all Detail 2 wage codes are permitted.

- You have a three-business-day grace period after the assigned report date to release the report and still be considered on time.

Example: A semi-monthly reporter schedule

Regular pay date: 5th Supplemental pay date: 9th Supplemental pay date: 12th	Report due on 15th of the month
Regular pay date: 16th Supplemental pay date: 20th Supplemental pay date: 26th	Report due on last day of the month

Demographics and Adjustment report

Demographics and Adjustment reports inform PERS about new employees, their membership qualification status, and status changes like taking a leave of absence. They are also used to report corrections to hours and wages.

A Demographics and Adjustment report can contain:

- A Detail 1 record to report a new hire.
- A Detail 1 record to report an employee's demographic or status change.
- A Detail 2 wage record to adjust posted data.
- A Detail 2 wage record that was missed from a previous Regular report.

Rules for Demographics and Adjustment reports

- Submitted on any date **except** one of your Regular report dates.
- All Detail 1 status codes and all Detail 2 wage codes are permitted except 01, 07, 08, and 11.

Tips for avoiding errors

- Double check records before you save them. Accuracy is crucial.
- At least 85% of the records in any report must be correct or none of the records in the report will post.
- If only one record in a report posts, you cannot delete the report. It's best to include all Detail 1 records **only** in Demographics and Adjustment reports to avoid a possible error.
- You must submit a new employee's Detail 1 new-hire record before their first Detail 2 wage record. Submitting them in the same report may suspend both records.

What does it mean for a report to "post"?

When your report is complete, you submit it to PERS by clicking Release. EDX checks your report for errors in its overnight batch run. If it has no errors, the report will post and EDX will update your employees' PERS accounts with the information you reported.

The reporting process

Create a report.

| Regular | Demographics and Adjustment |

Add records to report.

| Detail 1 | Detail 2 |

Release the report.

Correct and save any suspended records.

Correct records generate invoice activity.
Invoice date = record posting date.

Invoice activity accumulates in Unbilled Activity area of employer online statement.

On statement date (5th or 20th), invoice activity moves from Unbilled Activity to online employer statement.

Pay invoice.

Legend

Employer reporter steps

Employer reporter, if needed

EDX steps

Reporting a new hire

Terms to understand before reporting a new employee

'Qualifying' and 'non-qualifying' (also called 'hire intent')

Not everyone who works for a PERS-participating employer earns benefits. To be eligible to earn PERS benefits, an employee must work in a "qualifying" position.

The status of a position as "qualifying" or "non-qualifying" is initially assigned by you, the employer reporter, when you report the new hire to PERS. The status is called your "hire intent," meaning that this is what you intend the employment segment to be. This sets the position type upon hire.

Determining hire intent

To determine if the new employee's employment is qualifying or non-qualifying, follow these steps:

1. **Answer this question**: *Is this employment segment expected to require 600 hours or more if employee is employed for a full calendar year?*

   Yes — The employee's position is **qualifying**. Use status code 01 – Qualifying New Hire when you report the new employee.

   No — The employee's position is **non-qualifying**. Use status code 15 – Non-Qualifying Hire when you report the new employee.

2. **Perform a status check** to find out if the new employee is a PERS member.

   If the employee is not a PERS member, they need to serve a six-month "wait time" to establish membership before contributions begin. (Learn about contributions on the next page.)

   If the employee is already a PERS member because of other PERS-covered employment, they do not have to serve another waiting period and are eligible for contributions upon hire into a qualifying employment.

   You have three options for performing a status check:

   a) Call the ESC Call Center at 888-320-7377 and ask them to check the employee's contribution status.

   b) Contact your ESC representative and ask them to check the employee's contribution status.

   c) Use the Status Check function in EDX (shown on next page). For instructions, read employer reporting guide 24, *Running Reports*.

Contributions

Your qualifying employees' future retirement benefits are funded by the "contributions" you pay to PERS. You pay two types of contributions:

1. **Pension contributions**: These are calculated automatically by EDX, which takes your reported payroll and multiplies it by your employer contribution rate (plus other fees). The sum is billed to you in your EDX statement.

2. **Individual Account Program (IAP) contributions**: IAP contributions for active members are calculated and entered by you, the employer reporter. These contributions are the employee's subject salary multiplied by 6%. The sum is deposited in the employee's IAP account, which they will receive at retirement. A portion of the 6% may be redirected into the employee's Employee Pension Stability Account (EPSA) if they earn over a certain amount. The EPSA account will help pay for their pension at retirement. Learn more about EPSA on the PERS website.

There are three types of IAP contributions an employer can report:

1. **Member-paid after-tax (MPAT).** The 6% IAP contribution is withdrawn from the employee's pay after tax.

2. **Member-paid pre-tax (MPPT).** The 6% IAP contribution is withdrawn from the employee's gross pay before tax.

3. **Employer-paid pre-tax (EPPT).** The 6% IAP contribution is "picked-up" on behalf of the member and paid by the employer.

The one you use depends on your employment policies or collective bargaining agreement. If your type of IAP contribution changes, you must notify PERS before the change can be effective. To learn about changing your employee's contribution type, read the special-circumstances FAQ, "How do I change IAP contribution type?"

Wait time

To become a PERS member and begin earning benefits, a new employee who is not a PERS member must complete a six-month "wait time." The wait time starts on the first of the month following the hire date unless the hire date is the first of the month or first business day of the month (i.e., a weekday that is not a holiday).

Examples:

Hire date	Wait time begins	Membership begins
Thursday, February 2	March 1	September 1
Friday, February 18	March 1	September 1
Monday, February 1	February 1	August 1
Monday, February 2	February 2	August 1

For your employee's wait time to be successful, it must satisfy these rules:

- The employee works six months of uninterrupted service* in a qualifying position (i.e., no break in service for more than 30 consecutive working days) with one PERS-participating employer.

- The employee is still employed by the same employer at the end of the six-month period.

- The employee is still employed by the same employer on the day after the six-month period ends.

*If a new employee takes an approved "leave without pay" (LWOP) during their wait time that is 11 or more business days, it does not count as an interruption. The wait time is just extended by the length of the leave.

Contribution start date

The first day after an employee's wait time is successfully completed is the employee's "contribution start date" (CSD). That is the first day of their PERS membership and the date when someone in a "qualifying" position begins earning retirement benefits.

Example: On December 16, 2022, Amy Employee began a new job that qualifies to earn PERS benefits. Her six-month wait-time period starts January 1, 2023, and ends on June 30, 2023. Amy works for six months with no breaks in service, and she is in the same job on July 1. July 1 is Amy's contribution start date and the first day of her PERS membership. Wages she earns on the first full pay period and after this date will be subject to PERS contributions.

Job class code

PERS provides slightly different benefits to employees based on the type of job they have, called their job classification or "job class." The job class code assigned to an employee's position identifies the type of job the employee performs and determines which PERS benefit structure applies to them. For example, an employee whose job is in the Police & Fire job class earns different benefits than someone whose job is in General Service.

For a list of job class codes, reference employer reporting quick reference guide "EDX Job Class Codes."

Changing a job class code

If you discover that a job class code was entered incorrectly, submit a Demographic Correction Request (DCR) to ask PERS to change the code.

Notes about School Employee job class:

- School district, universities, and community college employers report a new employee as job class 09 School Employee, regardless of what job the employee performs (e.g., teacher, bus driver, janitor).

- For education employers who have police employees, hire them with job class 09, then submit a DCR to ask PERS to change the job class to 02 Police and Fire.

For instructions on submitting a DCR, read employer reporting guide 20, *Creating a DCR.*

Average overtime for OPSRP employees

"Average overtime" is an estimate of the number of overtime hours a position might be expected to work in a calendar year. It is determined at the class or position level, not on an individual employee level.

Reporting the average overtime number allows PERS to determine the cap or maximum number of overtime hours that can be included in calculating an employee's final average salary (FAS) at retirement. It does not limit the amount of overtime each employee is allowed to work nor how much they are paid for that overtime.

The average overtime number only affects OPSRP members; however, a number must be entered into the Average Overtime field for a Tier One or Tier Two members to get the record to post. This number may be zero for these members.

To learn more about average overtime, read employer reporting guide 18, *Reporting or Changing Average Overtime*.

Contract number of months

The Contract Number of Months field on a new hire Detail 1 record refers to the number of months in a year that school employee is expected to work for their education employer. This number is important because it used to calculate retirement service credit.

Employers have five options in the Contract Number of Months field. All school employees (job Class 09) need to have a number selected; they cannot have the 00 default.

Any employee whose job class is other than 09 School Employee must have the 00 default.

Contract No. of Months	00 ⌄
	00
	09
	10
	11
	12

Reporting your new employee to PERS

To report a new employee, create a Demographics and Adjustment Report and add a Detail 1 record.

Instructions

1   Click the **Work on Reports** link in the Site Navigation menu of any EDX page.
The Work on Wage and Contribution Reports screen appears.

2   Click the Create a New Report link.

3   On the Create a New Report screen, enter the report date and select Report Type: Demographics and Adjustment. The report date can be that day's date unless that day is a Regular report date. If it is, use any other date available as long as it is after the employee's hire date.

4   Choose a method to populate your report. For this example, we will create an empty report. Click the third radio button to create an empty report to which you can add individual records manually. Click **Next**.

Tip   If you try to submit more than one report with the same report date, an error
message appears. Either change the report date or delete the previous report
before creating a new one for that same date.

CREATE A NEW REPORT   ❓ Tell Me More

⚠ **Error**

Please correct the following error(s) before proceeding:

A Regular report for the specified report date has already been created. You must delete the existing
report before you can create a new report for this report date.

5   When the confirmation screen appears, click <u>Return to Report Summary Page</u> to return
to the Work on Wage and Contribution Reports page.

CREATE RETIREMENT DETAIL REPORT CONFIRMATION

The wage and contribution report has been successfully created for the following :

Report Date

What Next?

You may continue to work with the web site if you desire. Click on any link below to visit other areas of
the web site.

    View Information about your Agency
    View your Agency Statement
    View the Current Employee List for your Agency
    Return to Report Summary Page

6   Find the report you just created. It will be in "Added" status under Unposted
Demographics and Adjustment Reports with the date you entered. Click the <u>edit</u> link for
that report.

UNPOSTED DEMOGRAPHICS AND ADJUSTMENT REPORTS

Status	Date Submitted	Report Date	Delete	Edit	Release / Un-Release	Reject/Edit Report
Added	08/31/2022	01/30/2007	delete	edit	n/a	View Report
Added	03/09/2023	12/16/2018	delete	edit	Un-Release	View Report

7   The Edit Retirement Detail Reports screen appears. Scroll down to Option 2 - Add or Edit a Record, enter your new employee's Social Security number (no dashes or spaces), and click **Add or Edit Record**.

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

8   On the Add/Edit Member Records screen, keep the default record type, Detail 1, and click **Add New Record**.

ADD/EDIT MEMBER RECORDS

Working With SSN

Choose the type of record to create from the list below, then click Add New Record.

ADD NEW RECORD

⦿ Detail 1 - Member Demographics.
◯ Detail 2 - Wage and Service.

Add New Record

Click **OK** to return to the Edit Retirement Detail Reports page.

OK

9 On the Detail 1 screen, fill in all the following fields:

SSN: Auto filled.

Status Code: 01 – Qualifying New Hire or 15 – Non-Qualifying New Hire.

If you are hiring a PERS retiree, read employer reporting guide 8, *Hiring a PERS Retiree*, to learn which retiree status code to use.

Status Date: Their date of hire when the employee-employer relationship started.

Name: Required. Use full legal name. Include either middle name or middle initial.

Name Change Indicator: Required. N is the default.

Address - 1: In all caps. If address includes a unit, apartment, or condo number, enter it in this field. Use a PO box instead of a street address if one is available.

Address - 2: Optional. Do not enter a unit, apartment, or condo number in this field.

Address - 3: Optional. Do not enter a unit, apartment, or condo number in this field.

City, State, Zip - 1: Required.

Zip - 2: Optional field for the four extra digits of a zip code.

Province: For foreign address, where Country Code is other than "USA."

Country Code: Required.

Postal Code: For foreign address with a Country Code other than "USA."

DETAIL 1 - MEMBER DEMOGRAPHICS:

Field	Value
SSN	1112233
Status Code	01 - Qualifying New Hire
Status Date	01/03/2023 (MM/DD/YYYY)
Last Day Service	(MM/DD/YYYY)
Old SSN	
First Name	Jane
Last Name	Doe
Middle Name	
Name Change Indicator	N
Address - 1	1234 FICTIONAL ST.
Address - 2	
Address - 3	
City	CITY
State	OREGON
Zip - 1	97212
Zip - 2	
Province	
Country Code	USA
Postal Code	

Continued

Date of birth: Required.

Gender: Their current legal gender.

You must select Female or Male to get the record to post. If your employee does not identify as strictly female or male, however, you can ask PERS to update their gender to Non-Binary/Other after you submit the new-hire record. To request that change, after you submit the new-hire record, submit a DCR. In the employer Comments box, ask PERS staff to change the gender to Non-Binary/Other. For DCR instructions, read employer reporting guide 20, *Creating a Demographic Correction Request (DCR).*

Date Of Birth	12/01/1975
	(MM/DD/YYYY)
Gender	Female
PERS Job Class Code	01 - General Service
Average Overtime Hours	100
Unused Sick Leave Hours	
Contract No. of Months	00
Employer Site Distribution Code	
Non PERS Data Memo	

Save   Cancel

PERS Job Class Code: Most common codes are 01 - General Service, 02 - Police and Fire, and 09 - School Employee. For a list of job class codes, reference employer reporting quick reference guide "EDX Job Class Codes."

Average Overtime Hours: The average calendar year overtime hours expected for this position. This value affects only OPSRP members, but if you hire a Tier One/Tier Two member, you will have to enter a value just to get the Detail 1 new-hire record to post.

Contract No. of Months: Number of months in a year a school employee (job class 09) is expected to work for their education employer. The options are 09, 10, 11, and 12. An employee whose job class is other than 09 should *always* have the 00 default.

Example 1 — Report a new hire

Mr. Frank N. Stein is a new hire for a local government employer and has no previous PERS membership history. Frank will be in a full-time position and will become an OPSRP member upon completion of his six-month wait time.

Name	Frank N. Stein
SSN	112233445
Status	Qualifying New Hire
Status Date	November 4, 2023
Report Date	November 5, 2023
Address	1234 N. Street, Portland, Oregon 97212, USA
Date of Birth	July 12, 1978
Gender	Male
Job Class Code	01 - General Service
Average OT Hours	100
Contract No. of months	00 default

Instructions

Create a Demographics and Adjustment report and add a Detail 1 new-hire record to the report using the information above. The image on the next page shows what fields are required to be filled out on this type of record.

1. Click the **Work on Reports** link in the Site Navigation area of any EDX page.

2. When the Work on Wage and Contribution Reports screen appears, click the Create a New Report link.

3. On the Create a New Report screen, enter the report date, choose the Demographics and Adjustment report type, and choose to manually add records to the report.

4. Click **Next**. If all entries are correct, the confirmation screen appears.

5. Click the Return to Report Summary Page link, which returns you to the Work on Wage and Contribution Reports screen.

6. Find the report you just created. It will be in "Added" status as an un-posted Demographics and Adjustment report. Click the edit link for that report.

7. When the Edit Retirement Detail Reports page appears, scroll down to Option 2 - Add or Edit a Record. Enter Frank's Social Security number and click **Add or Edit Record**.

8. On the Add/Edit Member Records screen, take the default record type, Detail 1, and click **Add New Record**.

Continued

9. Fill in the required fields (as shown below) to complete a Detail 1 new-hire record.

10. Click **Save**.

DETAIL 1 - MEMBER DEMOGRAPHICS:

SSN	112233445
Status Code	01 - Qualifying New Hire
Status Date	11/04/2023 (MM/DD/YYYY)
Last Day Service	(MM/DD/YYYY)
Old SSN	
First Name	FRANK
Last Name	STEIN
Middle Name	
Name Change Indicator	N
Address - 1	1234 N STREET
Address - 2	
Address - 3	
City	PORTLAND
State	OREGON
Zip - 1	97212

Continued

Zip - 2	
Province	
Country Code	USA
Postal Code	
Date Of Birth	07/12/1978
	(MM/DD/YYYY)
Gender	Male
PERS Job Class Code	01 - General Service
Average Overtime Hours	100
Unused Sick Leave Hours	
Contract No. of Months	00
Employer Site Distribution Code	
Non PERS Data Memo	

Save **Cancel**

Reporting wages

Terms to understand before reporting a new employee's wages

Subject salary and non-subject salary

"Salary" means wages paid to an employee in return for services to the participating public employer.

For PERS purposes, there are two types of salary (or other payments):

Subject salary: Payments on which an active member earns benefits. The payments must meet PERS' definition of "salary" (see Oregon Revised Statute 238A, section 005 Definitions, term number 17).

Employers are charged contributions to pay for PERS benefits based upon subject salary for active members and retirees (based upon what the employer would pay if the retired member were active). An employee's regular pay is usually subject salary unless it does not meet PERS' salary definition.

EDX provides separate fields for regular subject salary and overtime subject salary.

Non-subject salary: Payments that do not meet PERS' definition of "salary." Employees do not earn benefits on non-subject salary, nor is an employer charged contributions for non-subject salary.

To see if a payment is subject or non-subject salary, review the Payment Categories chart.

Wage code

A wage code tells PERS how to interpret the information on the wage record and determine if the employer should pay contributions on the wages or not. For example, if you choose wage code 01, EDX will multiply your contribution rate for that employee's membership and job class by the employees' subject salary. It will add that amount to your invoice for that pay period.

Wage code	Used for
01	Reporting wages for periods of qualifying service.
02	Reporting wages for periods of non-qualifying service.
17	Reporting wages without benefits earned. Used to report wages for regular service retirees working as retirees (because retirees do not earn benefits).

Work period begin and end dates

Local government employers *always* use Work Period Begin/End Dates on Detail 2 records when reporting wages, hours, and contributions. Two Detail 2 records must be used to report wages, hours, and contributions for pay periods that cross a monthly boundary.

Non-local government employers, such as schools, *never* use Work Period Begin/End Dates on Detail 2 records when reporting wages, hours, and contributions. A single record can be used to report a pay period.

Member paid after-tax (MPAT)

PERS IAP contribution deducted from a member's salary after the withholding of federal and state income taxes from their gross salary.

Member paid pre-tax (MPPT)

PERS IAP contribution deducted from a member's salary before the withholding of federal and state income taxes from their gross salary.

Employer paid pre-tax (EPPT)

PERS IAP contributions paid by employers and sent to PERS on behalf of members. The contribution amount is calculated on the employee's total reported subject salary.

Reporting wages and hours to PERS

Instructions

1 Select the **Work on Reports** function in the Site Navigation menu of any EDX page. The Work on Wage and Contribution Reports screen appears.

2 Click the Create a New Report link.

3 On the Create a New Report screen, enter your assigned Regular report date and select Report Type: Regular.

4 Choose a method to populate your report. For this example, we will create an empty report and add records manually. Click the third radio button to create an empty report to which you can add single records. Click **Next**.

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5   On the confirmation screen, click <u>Return to Report Summary Page</u>.

CREATE RETIREMENT DETAIL REPORT CONFIRMATION

The wage and contribution report has been successfully created for the following :

Report Date

What Next?

You may continue to work with the web site if you desire. Click on any link below to visit other areas of the web site.

> View Information about your Agency
> View your Agency Statement
> View the Current Employee List for your Agency
> <u>Return to Report Summary Page</u>

6   Find the report you just created. It will be in "Added" status under Unposted Regular Reports with the date you entered. Click the <u>edit</u> link for that report.

UNPOSTED REGULAR REPORTS

Status	Date Submitted	Report Date	Delete	Edit	Release / Un-Release	Reject/Edit Report	View Details	View Totals
Suspended	07/26/2022	07/30/2022	delete	edit	n/a	View Report	View Details	View Totals
Suspended	08/30/2022	08/30/2022	delete	edit	n/a	View Report	View Details	View Totals
Added	01/12/2023	12/15/2022	delete	edit	n/a	View Report	View Details	View Totals

7   The Edit Retirement Detail Reports screen appears. Scroll down to Option 2 - Add or Edit a Record, enter your new employee's Social Security number (no dashes or spaces), and click **Add or Edit Record**.

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]

8   On the Add/Edit Member Records screen, select Detail 2 – Wage and Service record and click **Add New Record**.

ADD/EDIT MEMBER RECORDS

Working With SSN

Choose the type of record to create from the list below, then click Add New Record.

ADD NEW RECORD

○ Detail 1 - Member Demographics.
⦿ Detail 2 - Wage and Service.

[Add New Record]

Click **OK** to return to the Edit Retirement Detail Reports page.

[OK]

9   A new Detail 2 record opens. It is blank other than the employee's Social Security number and name.

   Note: The Pay date will default to the chosen report date during the manual process for populating your report. Pay date will need to be changed to actual date paid.

10 Fill in the record as shown in the next section.

Reporting wages for new employee during six-month wait time

While an employee is serving their six-month wait time to establish membership, they are not a PERS member yet. Non-PERS members do not earn benefits and the employer does not pay contributions on their salary until membership is established.

For a new employee who has not established PERS membership, report their wages during the first six months using wage code 01 Regular/Qualifying or 02 Regular/Non-Qualifying (never 08 Contributions/No Service), depending on the reported hire intent.

Enter wages into the Subject Salary (Regular) field, as shown on the next page.

Basically, you are reporting their wages as you normally would except for the following:

- PERS does not charge your contribution rate during this period. This applies to all wages *earned* during the six-month wait time. Your organization will not be charged pension contributions on the employee's subject salary until the first full pay period after they have established PERS membership.

- Do not collect member-paid IAP contributions from the employee's pay nor report 6% Individual Account Program (IAP) contributions on their wage records. New employees do not begin contributing to their IAP until after their wait time is completed.

Considerations for existing PERS members

If you are reporting wages for a new qualifying employee who has already established a PERS membership, you will be charged your contribution rate on their salary beginning with their first day on the job. They served their six-month wait time when they were first hired.

Considerations for local government employers

Local government employers can be identified by a PERS employer number in the 2000–2899 range. According to Oregon law, "a 'local government' means all cities, counties, and local service districts located in this state, and all administrative subdivisions of those cities, counties, and local service districts."

Unlike other types of employers, local government employers report wages based on when they are earned, not when they are paid. EDX is designed to accept wages when they are paid; therefore, local government employers enter work period dates to tell EDX when the wages were earned.

Work period begin date and work period end date

Local government employers always fill in the Work Period Begin/End Date fields on Detail 2 wage records.

Other types of employers, such as schools, do not fill in these fields.

When to report wages with two Detail 2 records

Work period begin and end dates must be in the same month; they will not cross a monthly boundary.

Therefore, local government employer reporters must use two Detail 2 records to report wages, hours, and contributions for pay periods that cross monthly boundaries (i.e., begin in one month and end in the next).

When to report wages with one Detail 2 record

Employers can use a single Detail 2 record with Work Period Begin/End Date and Pay Date fields filled in the following situations:

- The pay period begin, pay period end, and pay date are in the same month.

- The pay period begin and end are in one month and the pay date is in the next month.

Considerations for Police and Fire (P&F) unit program participants

If you are submitting two Detail 2 records for pay periods crossing a monthly boundary for a Tier One/Tier Two P&F member who is participating in the unit program, enter unit contributions in only one of the two Detail 2 records. Do not split the unit contribution between the two Detail 2 records.

Example of reporting wages during wait time for a non-local-government employee

SSN: Auto filled.

Name: Auto filled.

Pay date: Date on their paycheck.

Hours Worked (Regular): Includes regular hours plus any paid leave, including vacation or sick leave, an employee used in that reporting period.

Hours Worked (Overtime): Any overtime hours worked in that reporting period.

Reported Wage Code: Choose the wage code that aligns with the status code you chose on their new-hire record: In this example, Jane Doe is non-qualifying.

- **Qualifying position**: Use wage code 01 – Regular wages.

- **Non-qualifying position**: Use wage code 02 – Regular/Non-Qualifying.

Note: Don't use wage code 08 Contributions/No Service during wait time. EDX will flag it as an error and reject the record. If needed, contact your ESC rep for assistance.

DETAIL 2 - WAGE AND SERVICE	
SSN	✱✱✱✱✱✱✱✱
First Name	JANE
Last Name	DOE
Pay Date	12/20/2022
	(MM/DD/YYYY)
Work Period Begin Date	
	(MM/DD/YYYY)
Work Period End Date	
	(MM/DD/YYYY)
Hours Worked (Regular)	128.01
Hours Worked (Overtime)	0.00
Reported Wage Code	02 - Regular/Non-Qualifying
Subject Salary (Regular)	4852.84
Subject Salary (Overtime)	0.00
Non-Subject Salary	0.00
Lump Sum Payoff	0.00
Lump Sum Vacation Payoff	0.00
Gross Salary	4852.84

Subject Salary (Regular): Enter wages as subject salary during wait time.

Subject Salary (Overtime): Salary paid for overtime hours goes in this field.

Non-Subject Salary: Normally, you would not enter salary in this field during wait time.

Gross Salary: Total salary for that pay period.

Continued

Leave the **MPAT**, **MPPT**, and **EPPT** fields blank. The employee will not be contributing to the IAP account until after their wait time is complete.

Leave the remaining fields blank. You already reported job class and average overtime hours when you hired the employee. If this information needs to change, submit a DCR and request the change.

The final two fields don't need to be filled out.

Click **Save**.

Member Paid After-Tax Contribution (MPAT)	0.00
Member Paid Pre-Tax Contribution (MPPT)	0.00
Unit Contribution	0.00
Employer Paid Pre-Tax Contribution (EPPT)	0.00
Optional Employer IAP Percentage	0%
Optional Employer IAP Contribution	0.00
PERS Job Class Code	
Average Overtime Hours	
Employer Site Distribution Code	
Non PERS Data Memo	

Save   Delete

Example of reporting wages during wait time for a local-government employee

SSN: Auto filled.

Name: Auto filled.

Pay date: Date on their paycheck.

Work Period Begin Date: First day of the two-week work period.

Work Period End Date: Last day of the two-week work period.

Hours Worked (Regular): Includes regular hours plus any paid leave, including vacation or sick leave, an employee used in that reporting period.

Hours Worked (Overtime): Any overtime hours worked in that reporting period.

Reported Wage Code: Choose the wage code that aligns with the status code you chose on their new-hire record:

- **Qualifying position**: Use wage code 01 – Regular wages.

- **Non-qualifying position**: Use wage code 02 – Regular/Non-qualifying. Jane Doe is non-qualifying for this example.

Note: Don't use wage code 08 Contributions/No Service during wait time. EDX will flag it as an error and reject the record. If needed, contact your ESC rep for assistance.

Subject Salary (Regular): Enter wages as subject salary during wait time.

Subject Salary (Overtime): Salary paid for overtime hours goes in this field.

Non-Subject Salary: Normally, you would not enter salary in this field during wait time.

Gross Salary: Total salary for that pay period.

DETAIL 2 - WAGE AND SERVICE

SSN	*********
First Name	JANE
Last Name	DOE
Pay Date	12/20/2023 (MM/DD/YYYY)
Work Period Begin Date	12/01/2023 (MM/DD/YYYY)
Work Period End Date	12/15/2023 (MM/DD/YYYY)
Hours Worked (Regular)	80
Hours Worked (Overtime)	
Reported Wage Code	02 - Regular/Non-Qualifying
Subject Salary (Regular)	3600.00
Subject Salary (Overtime)	
Non-Subject Salary	
Lump Sum Payoff	
Lump Sum Vacation Payoff	
Gross Salary	3600.00

Continued

Leave the **MPAT**, **MPPT**, and **EPPT** fields blank. The employee will not contribute to the IAP account until after their wait time is complete.

Leave the remaining fields blank. You already reported job class and average overtime hours when you hired the employee. If this information needs to change, submit a DCR and request the change.

The final two fields don't need to be filled out.

Click **Save**.

Member Paid After-Tax Contribution (MPAT)	0.00
Member Paid Pre-Tax Contribution (MPPT)	0.00
Unit Contribution	0.00
Employer Paid Pre-Tax Contribution (EPPT)	0.00
Optional Employer IAP Percentage	0%
Optional Employer IAP Contribution	0.00
PERS Job Class Code	
Average Overtime Hours	
Employer Site Distribution Code	
Non PERS Data Memo	

Save   Delete

Reporting wages for new employee at end of wait time

Once your employee's CSD hits, EDX begins charging contributions on all posted pay dates after the CSD.

However, if a pay date that occurs after the CSD includes wages earned during the wait time, you need to report wages differently for that wage record because contributions are not due until the first *full pay period* after the CSD. All wages for that pay period that contain wait time hours need to be reported as non-subject salary. This prevents EDX from charging your contribution rate on wages earned during wait time.

Example of non-local government employee

Rose Thorn's pay period is January 16 through February 15, paid on February 28. Her CSD is February 1. All wages earned during this period are reported as non-subject salary. The following pay period, Rose's employer will report her wages as subject salary and she will start earning a PERS pension and IAP.

DETAIL 2 - WAGE AND SERVICE

SSN	•••••••••
First Name	Rose
Last Name	Thorn
Pay Date	02/28/2023
	(MM/DD/YYYY)
Work Period Begin Date	
	(MM/DD/YYYY)
Work Period End Date	
	(MM/DD/YYYY)
Hours Worked (Regular)	184
Hours Worked (Overtime)	
Reported Wage Code	01 - Regular wages
Subject Salary (Regular)	
Subject Salary (Overtime)	
Non-Subject Salary	7360.00
Lump Sum Payoff	

Lump Sum Vacation Payoff	
Gross Salary	7360.00
Member Paid After-Tax Contribution (MPAT)	
Member Paid Pre-Tax Contribution (MPPT)	
Unit Contribution	
Employer Paid Pre-Tax Contribution (EPPT)	
Optional Employer IAP Percentage	0%
Optional Employer IAP Contribution	
PERS Job Class Code	
Average Overtime Hours	
Employer Site Distribution Code	
Non PERS Data Memo	

[Save] [Cancel]

Local government employers

Local government employers would handle this example slightly differently. They must submit two wage records when a pay period crosses two months.

They would report the wages in the period before the CSD as subject salary and the wages in the period after the CSD as non-subject salary. For the next pay period, they report wages as subject salary as they normally would.

Example:

Detail 2 wage and service record #1	
Pay Date	2/28/2023
Work Period Begin Date	01/16/2023
Work Period End Date	01/31/2023
Subject Salary	$3,840
Non-Subject Salary	$0
Gross Salary	$3,840
MPAT, MPPT, EPPT	$0

Detail 2 wage and service record #2	
Pay date	2/28/2023
Work Period Begin Date	02/01/2023
Work Period End Date	02/15/2023
Subject Salary	$0
Non-Subject Salary	$3,520
Gross Salary	$3,520
MPAT, MPPT, EPPT	$0

For help, call your ESC rep.

Reporting wages for new employee after six-month wait time

Starting with the **first full pay period** following the six-month wait time, continue to report the employee's wages as Subject Salary (Regular). If the employee is in a non-qualifying position, report hours and wages with wage code 02 – Regular/Non-Qualifying. Record any overtime wages in the Subject Salary (Overtime) field.

SSN: Auto filled.

Name: All caps preferred.

Pay date: Date on their paycheck.

Hours Worked (Regular): Includes regular hours plus any paid leave, including vacation or sick leave, an employee used in that reporting period.

Hours Worked (Overtime): Any overtime hours worked in that reporting period.

Reported Wage Code: Choose the wage code that aligns with the status code you chose on their new-hire record:

- **Qualifying position**: Use wage code 01 – Regular wages.
- **Non-qualifying position**: Use wage code 02 – Regular/Non-qualifying.

Subject Salary (Regular): Most salary will be entered in this field. Check the Payment Categories chart.

Subject Salary (Overtime): Salary paid for overtime hours goes in this field.

Non-Subject Salary: Any salary that qualifies as non-subject goes in this field.

Gross Salary: Total salary for that pay period.

DETAIL 2 - WAGE AND SERVICE

SSN	········
First Name	JANE
Last Name	DOE
Pay Date	01/05/2023 (MM/DD/YYYY)
Work Period Begin Date	(MM/DD/YYYY)
Work Period End Date	(MM/DD/YYYY)
Hours Worked (Regular)	128.01
Hours Worked (Overtime)	0.00
Reported Wage Code	01 - Regular wages
Subject Salary (Regular)	4852.84
Subject Salary (Overtime)	0.00
Non-Subject Salary	0.00
Lump Sum Payoff	0.00
Lump Sum Vacation Payoff	0.00
Gross Salary	4852.84

Continued

IAP contributions: Begin reporting the employee's IAP contribution. Whether it's member-paid after tax, member-paid pre-tax, or employer-paid pre-tax is up to your organization.

You can leave the remaining fields blank.

Click **Save**.

Member Paid After-Tax Contribution (MPAT)	
Member Paid Pre-Tax Contribution (MPPT)	
Unit Contribution	
Employer Paid Pre-Tax Contribution (EPPT)	291.17
Optional Employer IAP Percentage	0% ⌄
Optional Employer IAP Contribution	
PERS Job Class Code	⌄
Average Overtime Hours	⌄
Employer Site Distribution Code	
Non PERS Data Memo	

Save   Cancel

Example 2a — Report wages for an individual, qualifying employee

Iman Employee is an executive assistant for a state agency. Iman worked during pay period October 1 through 15 with a pay date of October 31. She worked 80 hours and earned $3,042.22 in wages. She is a qualifying employee, and her employer picks up the 6% IAP member contributions.

Name: Iman Employee

SSN: 112233446

Pay date: 10/15/2023

Hours worked (regular): 80

Wage code: 01 - Regular Wages

Subject Salary (regular): $3,042.22

Contribution type EPPT: $182.53

Instructions

Create a Regular report and add a Detail 2 wage and contribution record to the report using the information above. The image on the next page shows what fields are required to be filled out on this type of record.

Select the **Work on Reports** link from the site navigation area of any EDX page.

When the Work on Wage and Contribution Reports screen appears, click the Create a New Report link.

On the Create a New Report screen, enter the report date, choose Regular report type, and choose to manually add records to the report.

Click **Next**. If all entries are correct, the confirmation screen appears.

Click the Return to Report Summary Page link, which returns you to the Work on Wage and Contribution Reports screen.

Find the report you just created. It will be in "Added" status as an un-posted Regular report. Click the edit link for that report.

When the Edit Retirement Detail Reports screen appears, scroll down to Option 2 - Add or Edit a Record. Enter Iman Employee's Social Security number and click Add or Edit Record.

On the Add/Edit Member Records screen, click the radio button next to Detail 2 – Wage and Service. Click Add New Record.

Fill out the Detail 2 record. Click **Save**.

ADD/EDIT A MEMBER RECORD

The status of this member record is: **Added**

DETAIL 2 - WAGE AND SERVICE

SSN	•••••••••
First Name	Iman
Last Name	Employee
Pay Date	10/15/2023
	(MM/DD/YYYY)
Work Period Begin Date	
	(MM/DD/YYYY)
Work Period End Date	
	(MM/DD/YYYY)
Hours Worked (Regular)	80
Hours Worked (Overtime)	
Reported Wage Code	01 - Regular wages
Subject Salary (Regular)	3042.22
Subject Salary (Overtime)	
Non-Subject Salary	

Lump Sum Payoff	0.00
Lump Sum Vacation Payoff	0.00
Gross Salary	3042.22
Member Paid After-Tax Contribution (MPAT)	0.00
Member Paid Pre-Tax Contribution (MPPT)	0.00
Unit Contribution	0.00
Employer Paid Pre-Tax Contribution (EPPT)	182.53
Optional Employer IAP Percentage	0%
Optional Employer IAP Contribution	0.00
PERS Job Class Code	
Average Overtime Hours	
Employer Site Distribution Code	
Non PERS Data Memo	

Save   Delete

Example 2b — Report wages for an individual, non-qualifying employee

Report wages for Joe Worker, a part-time custodian at an elementary school. His pay period is October 1 through 31 with a pay date of November 5.

He worked 65 hours and earned $1,300.00 in wages. He is a non-qualifying employee, so member (IAP) and employer (pension) contributions are not due.

Name: Joe Worker

SSN: 112233447

Pay date: 11/5/2023

Hours worked (regular): 65

Wage code: 02 - Regular/Non-Qualifying Wages

Subject Salary (regular): $1,300.00

Contribution type: N/A

Instructions

Create a Regular report and add a Detail 2 Wage and Contribution record to the report using the information above. The image on the next page shows what fields are required to be filled out on this type of record.

Select the **Work on Reports** link from the site navigation area of any EDX page.

When the Work on Wage and Contribution Reports screen appears, click Create a New Report link.

On the Create a New Report screen, enter the report date, choose Regular report type, and choose to manually add records to the report.

Click **Next**. If all entries are correct, the confirmation screen appears.

Click the Return to Report Summary Page link, which returns you to the Work on Wage and Contribution Reports screen.

Find the report you just created. It will be in "Added" status as an un-posted Regular report. Click the edit link for that report.

When the Edit Retirement Detail Reports screen appears, scroll down to Option 2, Add or Edit a Record. Enter Iman Employee's Social Security number and click Add or Edit Record.

On the Add/Edit Member Records screen, click the radio button next to Detail 2 – Wage and Service. Click Add New Record.

Fill out the Detail 2 record. Click **Save**.

ADD/EDIT A MEMBER RECORD

The status of this member record is: **Added**

DETAIL 2 - WAGE AND SERVICE

SSN	*********
First Name	Joe
Last Name	Worker
Pay Date	10/31/2023
	(MM/DD/YYYY)
Work Period Begin Date	
	(MM/DD/YYYY)
Work Period End Date	
	(MM/DD/YYYY)
Hours Worked (Regular)	65
Hours Worked (Overtime)	
Reported Wage Code	02 - Regular/Non-Qualifying
Subject Salary (Regular)	1300.00
Subject Salary (Overtime)	
Non-Subject Salary	

Lump Sum Payoff	0.00
Lump Sum Vacation Payoff	0.00
Gross Salary	1300.00
Member Paid After-Tax Contribution (MPAT)	0.00
Member Paid Pre-Tax Contribution (MPPT)	0.00
Unit Contribution	0.00
Employer Paid Pre-Tax Contribution (EPPT)	0.00
Optional Employer IAP Percentage	0%
Optional Employer IAP Contribution	0.00
PERS Job Class Code	
Average Overtime Hours	
Employer Site Distribution Code	
Non PERS Data Memo	

Save   **Delete**

Example 3a — Report wages for new local-government employee at end of six-month wait time

In this exercise, a local government employer has a pay period that begins on December 26 and ends January 9 with a pay date of January 13. Employee establishes OPSRP membership on January 1 after completing the six-month wait time.

This pay period crosses the boundary between two months, so you must use two Detail 2 records to report all employees in this pay period. Wages, hours, and contributions for the pay period will need to be split between the two records. All wages, hours, and contributions for each reported employee must be covered by the two records.

For this pay period, report wages earned prior to the membership date (pay period 12/26/2022 to 12/31/2022) as subject salary. Report wages earned after the membership date (pay period 01/01/2023-01/09/2023) as non-subject salary because this pay period includes hours worked prior to the CSD.

Instructions

Report wages for José Worker, an admin assistant for an Oregon county. As explained in example 2, create a report and add a Detail 2 record for the pay he earned in December. José earned $2,000 in this pay period. The two-week pay is split in half by the monthly boundary, so split the wages, hours, and contributions evenly between the records. A payroll period of 12/26/2022 to 01/09/2023 would be split as follows:

The first Detail 2 record for our example employee:

Pay Date: 01/13/2023

Work Period Begin: 12/26/2022

Work Period End: 12/31/2022

Hours Worked (Regular): 40

Subject Salary, Regular: $1,000.00

Contributions (MPPT in this example): $0.00

The second Detail 2 record for our example employee:

Pay Date: 01/13/2023

Work Period Begin: 01/01/2023

Work Period End: 01/09/2023

Hours Worked (Regular): 40

Subject Salary, Regular: $0.00

Non-subject Salary: $1,000.00

Contributions (MPPT in this example): $0.00

ADD/EDIT A MEMBER RECORD

The status of this member record is: **Added**

DETAIL 2 - WAGE AND SERVICE

SSN	*********
First Name	JOSE
Last Name	WORKER
Pay Date	01/13/2023
	(MM/DD/YYYY)
Work Period Begin Date	12/26/2022
	(MM/DD/YYYY)
Work Period End Date	12/31/2022
	(MM/DD/YYYY)
Hours Worked (Regular)	40
Hours Worked (Overtime)	
Reported Wage Code	01 - Regular wages
Subject Salary (Regular)	1000.00
Subject Salary (Overtime)	
Non-Subject Salary	

Lump Sum Payoff	
Lump Sum Vacation Payoff	
Gross Salary	1000.00
Member Paid After-Tax Contribution (MPAT)	
Member Paid Pre-Tax Contribution (MPPT)	0.00
Unit Contribution	
Employer Paid Pre-Tax Contribution (EPPT)	
Optional Employer IAP Percentage	0%
Optional Employer IAP Contribution	
PERS Job Class Code	
Average Overtime Hours	
Employer Site Distribution Code	
Non PERS Data Memo	

ADD/EDIT A MEMBER RECORD

The status of this member record is: **Added**

DETAIL 2 - WAGE AND SERVICE

SSN	*********
First Name	JOSE
Last Name	WORKER
Pay Date	01/13/2023
	(MM/DD/YYYY)
Work Period Begin Date	01/01/2023
	(MM/DD/YYYY)
Work Period End Date	01/09/2023
	(MM/DD/YYYY)
Hours Worked (Regular)	40
Hours Worked (Overtime)	
Reported Wage Code	01 - Regular wages
Subject Salary (Regular)	
Subject Salary (Overtime)	
Non-Subject Salary	1000.00

Lump Sum Payoff	
Lump Sum Vacation Payoff	
Gross Salary	1000.00
Member Paid After-Tax Contribution (MPAT)	
Member Paid Pre-Tax Contribution (MPPT)	0.00
Unit Contribution	
Employer Paid Pre-Tax Contribution (EPPT)	
Optional Employer IAP Percentage	0%
Optional Employer IAP Contribution	
PERS Job Class Code	
Average Overtime Hours	
Employer Site Distribution Code	
Non PERS Data Memo	

Example 3b — Report wages for local-government employee when pay period crosses two months

A local government employer has a pay period that begins on August 24 and ends September 6 with a pay date of September 19.

This pay period crosses the boundary between two months, so you must use two Detail 2 records to report all employees in this pay period.

Wages, hours, and IAP contributions for the pay period will need to be split between the two records. All wages, hours, and contributions for each reported employee must be covered by the two records.

Instructions

Create a new (or edit an existing) Regular report. Add two Detail 2 records for a local government employee who earned $2,000 in this pay period. The two-week pay is split in half by the monthly boundary, so split the wages, hours, and IAP contribution evenly between the records.

The first Detail 2 record for our example employee:

Pay Date: 09/19/2022

Work Period Begin: 08/24/2022

Work Period End: 08/31/2022

Hours Worked (Regular): 40

Subject Salary, Regular: $1,000.00

Contributions (MPPT in this example): $60.00

The second Detail 2 record for our example employee:

Pay Date: 09/19/2022

Work Period Begin: 09/01/2022

Work Period End: 09/06/2022

Hours Worked (Regular): 40

Subject Salary, Regular: $1,000.00

Contributions (MPPT): $60.00

DETAIL 2 - WAGE AND SERVICE

SSN	********
First Name	John
Last Name	Doe
Pay Date	09/19/2022 (MM/DD/YYYY)
Work Period Begin Date	08/24/2022 (MM/DD/YYYY)
Work Period End Date	08/31/2022 (MM/DD/YYYY)
Hours Worked (Regular)	40
Hours Worked (Overtime)	
Reported Wage Code	01 - Regular wages
Subject Salary (Regular)	1000.00
Subject Salary (Overtime)	
Non-Subject Salary	
Lump Sum Payoff	
Lump Sum Vacation Payoff	
Gross Salary	1000.00
Member Paid After-Tax Contribution (MPAT)	
Member Paid Pre-Tax Contribution (MPPT)	60

DETAIL 2 - WAGE AND SERVICE

SSN	********
First Name	John
Last Name	Doe
Pay Date	09/19/2022 (MM/DD/YYYY)
Work Period Begin Date	09/01/2022 (MM/DD/YYYY)
Work Period End Date	09/06/2022 (MM/DD/YYYY)
Hours Worked (Regular)	40
Hours Worked (Overtime)	
Reported Wage Code	01 - Regular wages
Subject Salary (Regular)	1000.00
Subject Salary (Overtime)	
Non-Subject Salary	
Lump Sum Payoff	
Lump Sum Vacation Payoff	
Gross Salary	1000.00
Member Paid After-Tax Contribution (MPAT)	
Member Paid Pre-Tax Contribution (MPPT)	60

Adjusting previously reported wages

Making a positive adjustment (increase) to posted hours and/or wages

Correcting a posted Detail 2 record to increase the number of hours worked and/or salary earned is done by creating a new Detail 2 record with a positive-adjustment wage code.

Notes: Unposted (i.e., suspended or newly added) records can be edited until correct.

Do not submit an adjustment record unless the original record has posted. Unposted records can be edited until correct.

Make sure to use the same pay date, Social Security number, and work period (if applicable) as you did on your original record.

If employee is in an active-service position, additional pension contributions may be invoiced.

Instructions

1   Create a new Demographics and Adjustment report (or edit an existing one). The report date must be a date after the pay date.

2   Add a new Detail 2 record. Use one of the following positive wage codes in the Reported Wage Code field:

   ▪ 02 - Regular/Non-Qualifying: For non-qualifying wages, there is no positive adjustment wage code. Use the same wage for reporting wages and adjusting wages.

   ▪ 05 - Positive Adjustment: Use to increase wages for an employee in an active service, qualifying position.

   ▪ 17 – Retiree wage: Use to report or adjust service retiree wages (after 1/1/2020).

3   Adjust the hours and/or wages by only entering the additional hours worked and/or salary earned. This will adjust data values to what they should have been originally.

4   If the employee is in a qualifying position, enter the 6% IAP contribution in the appropriate field. If they are in a non-qualifying position, leave it blank.

DETAIL 2 - WAGE AND SERVICE

Field	Value
SSN	*********
First Name	JACK
Last Name	O'LANTERN
Pay Date	12/01/2022 (MM/DD/YYYY)
Work Period Begin Date	01/01/2023 (MM/DD/YYYY)
Work Period End Date	01/09/2023 (MM/DD/YYYY)
Hours Worked (Regular)	8
Hours Worked (Overtime)	
Reported Wage Code	05 - Positive Adjustment
Subject Salary (Regular)	350.00
Subject Salary (Overtime)	
Non-Subject Salary	
Lump Sum Payoff	
Lump Sum Vacation Payoff	
Gross Salary	350.00
Member Paid After-Tax Contribution (MPAT)	
Member Paid Pre-Tax Contribution (MPPT)	21.00

Making a negative adjustment (decrease) to posted hours and/or wages

To decrease previously posted hours or wages or both, you need to remove or "back out" the incorrect data by posting an identical record with a negative-adjustment wage code. EDX reporting does not use negative numbers — only negative adjustment wage codes.

This can be a one-step process or a two-step process:

- **One step** if posted data were reported in error and need to be **removed**.

- **Two steps** if posted data were reported in error and need to be **corrected**.

   o Step one is to submit a negative adjustment record that is identical to the posted original to fully back out the originally posted wage record. Wait for it to post overnight.

   o Step two is to submit a positive adjustment record with the correct wage data.

Do all negative adjustments for a posted pay date before submitting any positive adjustments for the same pay date(s). Let each adjustment record post before submitting the next adjustment record(s).

Note: Do not submit an adjustment record unless the original record has posted.

Instructions

1   Create a new Demographics and Adjustment report (or edit an existing). The report date must be a date after the pay date.

2   Add a record that is identical to the posted original and use one of the following negative-adjustment wage codes. Make sure to use the same pay date, Social Security number, and work period begin and end dates as the original record (if these were used).

06 - Negative adjustment (use if original wage code was 01, 04, 05, or 08).

14 - Negative adjustment (use if original wage code was 02 or 07).

16 - Negative adjustment (use if original wage code was 11, USERRA wages).

18 - Negative adjustment (use if original wage code was 17, service retiree).

3   Click **Save**.

DETAIL 2 - WAGE AND SERVICE

SSN	*********
First Name	MARY
Last Name	CONTRARY
Pay Date	12/01/2022
	(MM/DD/YYYY)
Work Period Begin Date	
	(MM/DD/YYYY)
Work Period End Date	
	(MM/DD/YYYY)
Hours Worked (Regular)	8
Hours Worked (Overtime)	
Reported Wage Code	06 - Negative Adjustment
Subject Salary (Regular)	3500.50
Subject Salary (Overtime)	
Non-Subject Salary	
Lump Sum Payoff	
Lump Sum Vacation Payoff	
Gross Salary	3500.50
Member Paid After-Tax Contribution (MPAT)	
Member Paid Pre-Tax Contribution (MPPT)	210.03

Example 4a — Make a positive adjustment to a posted wage report

Your employee Angel informs you that she worked eight hours of overtime on December 19, 2022. You already posted the pay and contributions for that period, so you need to make a positive adjustment to add the hours and wages that were not included in the original wage record.

Create a new Demographics and Adjustment report (or edit an existing one) and add a new Detail 2 Wage and Service record. Report Angel's overtime hours with wage code 05 - Positive Adjustment in the Reported Wage Code field. Angel is in a qualifying position, so include IAP contributions.

Adjust the hours and/or wages by only entering the additional hours worked and/or salary earned. This will increase data previously reported.

DETAIL 2 - WAGE AND SERVICE

Field	Value
SSN	·········
First Name	Angel
Last Name	Wings
Pay Date	12/19/2022 (MM/DD/YYYY)
Work Period Begin Date	(MM/DD/YYYY)
Work Period End Date	(MM/DD/YYYY)
Hours Worked (Regular)	
Hours Worked (Overtime)	8
Reported Wage Code	05 - Positive Adjustment
Subject Salary (Regular)	
Subject Salary (Overtime)	320
Non-Subject Salary	
Lump Sum Payoff	
Lump Sum Vacation Payoff	
Gross Salary	320
Member Paid After-Tax Contribution (MPAT)	
Member Paid Pre-Tax Contribution (MPPT)	19.20

Example 4b — Make a negative adjustment to a posted wage report

During an internal audit of 2022 payroll information, your payroll staff determine that a record was entered in error and the information must be removed from the member's PERS account. The record posted, so a negative adjustment must be done to remove the entire record.

Create a Demographics and Adjustment report (or edit an existing one) and add a new Detail 2 Wage and Service record. Enter data identical to the original posted record, including pay date, work period (if used), wages, hours, and IAP contribution. Use a negative adjustment wage code.

Original record **Negative adjustment record**

DETAIL 2 - WAGE AND SERVICE		**DETAIL 2 - WAGE AND SERVICE**	
SSN	•••••••••	SSN	•••••••••
First Name	Tulip	First Name	Tulip
Last Name	Stem	Last Name	Stem
Pay Date	06/30/2022 (MM/DD/YYYY)	Pay Date	06/30/2022 (MM/DD/YYYY)
Work Period Begin Date	(MM/DD/YYYY)	Work Period Begin Date	(MM/DD/YYYY)
Work Period End Date	(MM/DD/YYYY)	Work Period End Date	(MM/DD/YYYY)
Hours Worked (Regular)	80	Hours Worked (Regular)	80
Hours Worked (Overtime)		Hours Worked (Overtime)	
Reported Wage Code	01 - Regular wages	Reported Wage Code	06 - Negative Adjustment
Subject Salary (Regular)	3500.00	Subject Salary (Regular)	3500.00
Subject Salary (Overtime)		Subject Salary (Overtime)	
Non-Subject Salary		Non-Subject Salary	
Lump Sum Payoff		Lump Sum Payoff	
Lump Sum Vacation Payoff		Lump Sum Vacation Payoff	
Gross Salary	3500.00	Gross Salary	3500.00
Member Paid After-Tax Contribution (MPAT)		Member Paid After-Tax Contribution (MPAT)	
Member Paid Pre-Tax Contribution (MPPT)	210.00	Member Paid Pre-Tax Contribution (MPPT)	210.00

Adjusting qualification status

Sometimes the hours required by an employee's job will change. How you handle this change depends on if the new qualification status is due to an employment change or to the number of hours worked in a calendar year.

Employment status change going forward

Sample scenarios

- Employee was hired into a non-qualifying employment. The position is changed to add an extra duty and now the position will require more than 600 hours per calendar year.

- Employee was hired into a non-qualifying part-time employment. Employee applies for and accepts a full-time employment with the same PERS-covered employer.

- Employee was hired into a full-time qualifying employment. Employee wants to work fewer hours and moves into a part-time employment that requires fewer than 600 hours per calendar year with the same employer.

How to change qualification status

1 Submit a **Detail 1 demographic record** with a 02 Termination status code to end the original employment. The status date is the employee's last day of that employment.

2 Wait until the next business day and make sure the record posted.

3 Submit a second **Detail 1 demographic record** with either a 01 Qualifying New Hire status code or 15 Non-Qualifying status code to begin a new employment segment with the new qualification status. The status date is the first day of the new employment.

Position type change for current year

Sample scenarios

- Employee was hired into a qualifying employment with the expectation of working more than 600 hours/year. Toward the end of the year, the employer reporter runs an Eligibility report and discovers that the employee has only worked 460 hours that year and will not reach 600.

- Employee was hired by multiple PERS-covered employers in non-qualifying employment. The expectation of hours to be worked for each individual employment was less than 600 hours per calendar year. However, the combined hours from all PERS-covered employers exceeded 600 hours for the calendar year.

How to change qualification status

For these scenarios, only PERS can change the position type. If you become aware that an employee is working more or fewer hours than intended, submit a **Demographic Correction Request** (DCR) to request that PERS change the position type from non-qualifying service to active service or vice versa. The hire intent for the employment remains the same.

For instructions on submitting a DCR, read employer reporting guide 20, *Creating a Demographic Correction Request.*

If PERS staff become aware of the difference in hours, we will change the position type in the system once the employee reaches 600 hours or at year end.

If you were paying contributions on an employee who did not qualify, you will be refunded those contributions. The credit will appear on your statement.

If you were not paying contributions on an employee who did qualify, you will be invoiced for those contributions. The invoice will appear on your statement.

Reporting a leave without pay

When to report

When an employee takes employer-paid leave, such as sick leave or vacation, do not report the leave to PERS. PERS only needs to know about periods of leave without employer pay that last 11 business days in a month or more (days do not need to be consecutive).

If the unpaid days of leave are not consecutive but do equal at least 11 business days in a month, do report that leave; however, you must report each separate period of sequential days separately. When an employee returns to work, that ends the leave segment. If they go out on leave again, that begins a new segment.

> **For example:** An employee takes a leave without pay (LWOP) for:

- Four days in the first week of the month, then returns for a day.
- Three days in the second week, then returns for two days.
- Five days in the third week of the month, then returns for the rest of the month.

That totals 12 business days in the month taken in three different segments. If the employee had taken 12 business days in a row, that would be one segment.

How to report

Report the first day of leave by submitting a Detail 1 Member Demographics record in a Demographic and Adjustment report. Report their first day back in another Detail 1 Member Demographics record in a Demographic and Adjustment report.

Example of non-sequential LWOP

> This employee took 11 days of LWOP in one month in three leave segments. Submit a Detail 1 demographic record for the beginning and ending of each leave segment, equaling six demographic records total.

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

The employee took 11 days of leave in one month in three separate segments.

Example of sequential days of LWOP

This employee took 12 business days of LWOP in one month. Because the days were sequential business days, two demographics records are needed: one to report the beginning of the leave and one to report the employee's return to work.

1	2	3	4	5	6	7
			LWOP	**LWOP**	**LWOP**	
8	9	10	11	12	13	14
	LWOP	**LWOP**	**LWOP**	**LWOP**	**LWOP**	
15	16	17	18	19	20	21
	LWOP	**LWOP**	**LWOP**	**LWOP**		
22	23	24	25	26	27	28
29	30	31				

This employee took 12 days of LWOP in a row; two records are needed to put the employee on a LWOP and to return from a LWOP.

Example of LWOP that does not need to be reported

Periods of 10 or fewer days of LWOP in a month do not have to be reported. When you submit the employee's wage record, you'll report the reduced total of wages received and hours worked for that period.

| 1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
			LWOP	**LWOP**	**LWOP**	
22	23	24	25	26	27	28
	LWOP	**LWOP**	**LWOP**	**LWOP**	**LWOP**	
29	30	31				

This employee took 8 days of LWOP; no record is needed.

Example of LWOP taken during the six-month waiting period

If an employee takes an approved LWOP during their six-month waiting period, the employee does not have to start their waiting period over. Instead, the waiting period is extended by the amount of time the employee was gone. If the employee is gone more than half the business days in a month, the time they need to make up is rounded up to a whole month. That is because you need to work at least half the business days in a month to get service credit for that month.

1. If an employee takes a LWOP of at least 11 days during their wait time, report their leave status in EDX.

   ▪ If the leave lasts 10 days or fewer, do not report the leave. The wait time will not need to be extended.

   ▪ If the employee's leave lasts a whole pay period and they don't earn any wages for a pay period, do not submit a wage record for that pay period for the employee.

2. When they return to work, report their return to work in EDX.

3. Submit a Demographic Correction Request (DCR) to inform PERS about the employee's leave. Check the Review Contribution Start Date box and include the date range of their leave in the Comments box. The account rep will extend the employee's wait time in EDX.

Example: Amy Employee started working on February 28 and began her six-month wait time on March 1. The wait time was scheduled to last until August 31. Amy went on a LWOP from April 11 to May 20 to take care of some family business. Because she was on unpaid leave for more than half the days of April, she has to make up that whole month, and the same for May. Her wait time is extended by two months. The new wait-time ending date is October 31, and Amy's new contribution start date is November 1.

PERS staff promptly extends Amy's wait time based on the employer's prompt reporting of her leave.
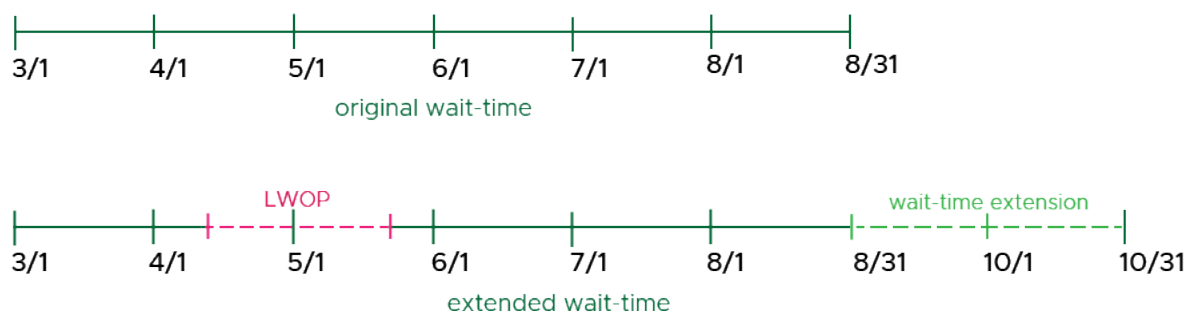
LWOP considerations

- No service credit accrues during reported periods of LWOP of 11 business days or more.

- The beginning of a LWOP and end of a LWOP are reported separately on two different Detail 1 Member Demographics records in separate reports.

- If an employee takes any type of employer-paid leave such as sick leave, vacation, or comp time, do not report this as a leave without pay to PERS. Continue to report as regular hours and wages.

- If the employee returns to work for even one business day and then leaves again, that starts a new LWOP period.

- Leave segments should be reported as soon as they total 11 business days in a calendar month. Otherwise, manual corrections to the employee's account may be needed later.

- If the LWOP falls within a "qualifying" year (i.e., a year in which the employee qualifies for benefits), any employer payment made to the employee during the leave is due contributions (like an allowance payment).

- You cannot report employer-paid time off for an employee while they are on an unpaid leave. If a paid holiday falls during a LWOP, you must end the employee's leave, submit the holiday pay and hours on a Detail 2 wage record, and then submit another Detail 1 record to restart the employee's leave the next business day.

Instructions for reporting the start of a leave

Open a new Detail 1 record for your employee. Fill in the following required fields:

SSN: Auto filled.

Status Code: Choose the relevant leave of absence code. For descriptions of the leave of absence status codes, refer to employer reporting guide 11, *Reporting a Leave*.

Status Date: The first day of the employee's leave.

First Name, Last Name: Required. Auto filled

Name Change Indicator: Required. N is the default.

ADD/EDIT A MEMBER RECORD

The status of this member record is: **Added**

DETAIL 1 - MEMBER DEMOGRAPHICS:

SSN	
Status Code	07 - On Leave of Absence
Status Date	11/14/2022
	(MM/DD/YYYY)
Last Day Service	
	(MM/DD/YYYY)
Old SSN	
First Name	Jane
Last Name	Doe
Middle Name	
Name Change Indicator	N

Instructions for reporting the end of a leave

Open a Detail 1 record for your employee. Fill in the required fields:

SSN: Auto filled.

Status Code: 08 - Return from Leave.

Status Date: The employee's first day back at work.

First Name, Last Name: Auto filled.

Name Change Indicator: Required. N is the default.

ADD/EDIT A MEMBER RECORD

The status of this member record is: **Added**

DETAIL 1 - MEMBER DEMOGRAPHICS:

SSN	
Status Code	08 - Return from Leave
Status Date	11/21/2022
	(MM/DD/YYYY)
Last Day Service	
	(MM/DD/YYYY)
Old SSN	
First Name	Jane
Last Name	Doe
Middle Name	
Name Change Indicator	N

Tips It is very important to **report the end of a leave as soon as the employee returns to work**. PERS reporting is processed in chronological order, so to avoid errors you must report the end of an employee's leave before you submit any wages they earn once they are back at work.

Local government employers who report work period dates: The pay period may need to be adjusted in the wage and service record to match up to when the employee left or returned from a leave of absence. If needed, contact your ESC rep for help.

Example 5 — Report leave without pay

Frank N. Stein begins an unpaid leave of absence on January 12, 2023. Frank returns from unpaid leave and begins work effective January 27, 2023.

Instructions

Create a Demographics and Adjustment report and add a Detail 1 record to report the beginning of Frank's unpaid leave. Then create a second Demographics and Adjustment report and add a Detail 1 record to report Frank's return from leave.

Report beginning of leave

DETAIL 1 - MEMBER DEMOGRAPHICS:

SSN	*********
Status Code	07 - On Leave of Absence
Status Date	01/12/2023 (MM/DD/YYYY)
Last Day Service	(MM/DD/YYYY)
Old SSN	
First Name	Frank
Last Name	Stein
Middle Name	
Name Change Indicator	N
Address - 1	
Address - 2	
Address - 3	
City	

Report end of leave

DETAIL 1 - MEMBER DEMOGRAPHICS:

SSN	*********
Status Code	08 - Return from Leave
Status Date	01/26/2023 (MM/DD/YYYY)
Last Day Service	(MM/DD/YYYY)
Old SSN	
First Name	Frank
Last Name	Stein
Middle Name	
Name Change Indicator	N
Address - 1	
Address - 2	
Address - 3	
City	

Reporting a termination

When an employee is no longer working for you — whether they retire, resign, get laid off, or are let go — you need to report their final wages on a Detail 2 record and their termination status on a Detail 1 record to PERS right away.

Tip For final wages to be included in the member's retirement calculation, make sure to submit the final wage record prior to submitting the Detail 1 status code 02 termination record.

Report final wages	→	Make sure the record posted	→	Report the termination
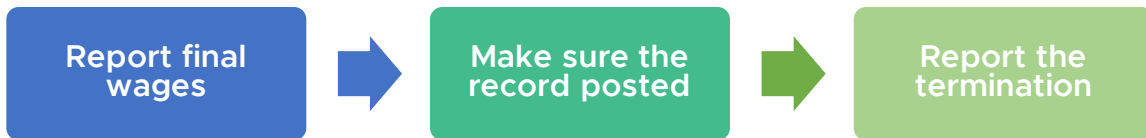
Important fields on the Detail 1 record

Status code

Use status code 02 – Termination to end the employment segment with you.

Status date

This is the date the work status change became effective. This is when the employer/employee relationship ended because of resignation, layoff, or firing.

For a retirement, members retire with PERS only on the first of any month, so the Detail 1 02 - Termination date must be *no later than the day before* the member's requested retirement date with PERS (e.g., if they retire on August 1, their termination date is July 31).

Example

An employee has chosen a July 1 PERS retirement date. The status date for termination can be no later than June 30.

If the status date is July 1 or later, the member cannot retire July 1 and must change their retirement date to August 1.

Last Day Service

The last day of service is the last day the employee was working or receiving paid leave such as sick leave or vacation. The last day of service date can be same as the status date but not later.

Example

If the employee used vacation time from 01/06/2023 to 01/15/2023, the Last Day Service would be 01/15/2023

However, if the employee were on unpaid leave from 01/06/2023 to 01/15/2023 and resigned on 01/16/2021, the Last Day Service would be 01/05/2021 because that's the last day for which they were paid.

If the employee is retiring from a local government employer, the work period end date on the last Detail 2 wage record for the retiring member *must be the same as or earlier than* the last day of service.

Instructions

On the Detail 1 screen, enter:

SSN: Auto filled.

Status Code: Use 02 – Terminated.

Status Date: The date of termination, or date of death if the employee died while still employed.

Last Day Service: The last date on which the employee worked or for which they were paid.

Name: Auto filled.

Address 1: Try to fit the whole street address in this field. Enter information in all capital letters with no punctuation. If address includes a unit, apartment, or condo number, enter it in this field. Use a PO box instead of a street address if one is available.

Address 2: Optional. Do not enter a unit, apartment, or condo number in this field.

ADD/EDIT A MEMBER RECORD

The status of this member record is: **Added**

DETAIL 1 - MEMBER DEMOGRAPHICS:

SSN	
Status Code	02 - Terminated
Status Date	06/30/2022 (MM/DD/YYYY)
Last Day Service	06/30/2022 (MM/DD/YYYY)
Old SSN	
First Name	Jane
Last Name	Doe
Middle Name	
Name Change Indicator	N
Address - 1	1234 N STREET AVE
Address - 2	

Continued

Address 3: Avoid using this field. Do not enter a unit, apartment, or condo number in this field.

Name Change Indicator: Required. N is the default.

City, State, Zip - 1: Required.

Zip - 2: Optional for the four extra digits of a zip code.

Province: For foreign address, where Country Code is other than "USA."

Country Code: Required.

Postal Code: For foreign address.

Unused Sick Leave Hours: Required. Enter zero into this field for OPSRP members and employers who did not elect to participate in the PERS Unused Sick Leave program.

For instructions on calculating unused sick leave, read employer reporting guide 17, *Calculating Unused Sick Leave Hours at Termination or Retirement*.

Field	Value
Address - 3	
City	JOSEPH
State	OREGON
Zip - 1	97846
Zip - 2	
Province	
Country Code	USA
Postal Code	
Date Of Birth	
	(MM/DD/YYYY)
Gender	
PERS Job Class Code	
Average Overtime Hours	
Unused Sick Leave Hours	0
Contract No. of Months	00
Employer Site Distribution Code	
Non PERS Data Memo	

Save   Cancel

Example 6a — Report a termination

Frank N. Stein ends his leave of absence (reported in exercise 5) on January 27, 2023, and works on January 28 and 29. On January 29, he submits his resignation, effective that day.

Instructions

Create a Demographics and Adjustment report (or edit an existing one) and add a Detail 1 termination record with a 02 - Termination status code.

Frank's name and address are the only demographic information on this record.

No job class information is needed.

The termination status date is 01/29/2023, which is the date the employer-employee relationship ended. In this instance, the last day service is also 01/29/2023.

Frank is an OPSRP member and unused sick leave is not used in OPSRP benefit calculation, so the Unused Sick Leave Hours field is 0. It can't be left blank.

DETAIL 1 - MEMBER DEMOGRAPHICS:

SSN	*********	State	OREGON
Status Code	02 - Terminated	Zip - 1	97846
Status Date	01/29/2023 (MM/DD/YYYY)	Zip - 2	
Last Day Service	01/29/2023 (MM/DD/YYYY)	Province	
		Country Code	USA
Old SSN	000000000	Postal Code	
First Name	FRANK	Date Of Birth	(MM/DD/YYYY)
Last Name	STEIN	Gender	
Middle Name		PERS Job Class Code	
Name Change Indicator	N	Average Overtime Hours	
Address - 1	1234 N STREET AVE	Unused Sick Leave Hours	0
Address - 2		Contract No. of Months	00
Address - 3		Employer Site Distribution Code	
City	CITY	Non PERS Data Memo	

[Save] [Cancel]

Example 6b — Report a termination while on LWOP

Marty Gras begins a LWOP on February 3, 2023. On February 20 (12 business days into his leave), he calls his manager and says he is resigning. His last day as an employee is Tuesday, February 21, 2023.

On the Detail 1 Termination record, Status Date will be when the work status became effective, which is 02/21/2023.

Last Day Service will be his last date on the job or on paid leave. In this case, it was the day before his leave started, 2/2/2023, because his leave was unpaid.

Instructions

Create a Demographics and Adjustment report (or edit an existing one) and add a Detail 1 termination record with a 02 – Termination status code.

Marty's last day of service is the last date he worked (February 2, 2023). The status date is Marty's last day as an employee (February 21, 2023). You do not need to report the return from his LWOP — the termination record will serve double duty.

The Unused Sick Leave Hours field is required. Enter zero into this field for OPSRP members and for those employers who do not participate in the PERS unused sick-leave program. For Tier One and Tier Two members, follow the instructions in employer reporting guide 17, *Calculating Unused Sick Leave at Termination or Retirement*.

DETAIL 1 - MEMBER DEMOGRAPHICS:

Field	Value
SSN	*********
Status Code	02 - Terminated
Status Date	02/21/2023 (MM/DD/YYYY)
Last Day Service	02/02/2023 (MM/DD/YYYY)
Old SSN	
First Name	MARTY
Last Name	GRAS
Middle Name	
Name Change Indicator	N
Address - 1	345 6TH ST
Address - 2	
Address - 3	
City	BAKER CITY
State	OREGON
Zip - 1	97814
Zip - 2	
Zip - 1	97814
Zip - 2	
Province	
Country Code	USA
Postal Code	
Date Of Birth	(MM/DD/YYYY)
Gender	
PERS Job Class Code	
Average Overtime Hours	
Unused Sick Leave Hours	40
Contract No. of Months	00
Employer Site Distribution Code	
Non PERS Data Memo	

Save   Cancel

Reporting an employee death

Reporting an employee death is very similar to reporting a termination. When an employee dies while still employed with you, report their final wages, make sure all their records are posted, and then report their date of death by submitting a Detail 1 record with a 10 - Deceased status code. This record does double duty by posting a death status on the account and terminating the open employment segment.

This process is not for reporting a past employee's death; it's only for reporting the death of an employee who is actively working for you. This includes an employee who is on leave or receiving disability benefits.

For more information about reporting an employee's death, read employer reporting guide 15, *Reporting a Termination or Death.*

Important fields

Status code

Use status code 10 – Deceased to report the death and end the open employment segment.

Status date

The date on which the employee died.

Completing the record

Fill in the **required** fields, as shown in the example below.

SSN: Already filled.

Status Code: 10 – Deceased.

Status Date: Date of death.

Last Day of Service: Their last day on the job.

First Name: Already filled.

Last Name: Already filled.

Address: In all caps, per USPS standard.

DETAIL 1 - MEMBER DEMOGRAPHICS:

SSN	*********
Status Code	10 - Deceased
Status Date	11/15/2022 (MM/DD/YYYY)
Last Day Service	11/14/2022 (MM/DD/YYYY)
Old SSN	
First Name	JANE
Last Name	DOE
Middle Name	
Name Change Indicator	N
Address - 1	123 4TH STREET
Address - 2	
Address - 3	
City	JOSEPH
State	OREGON
Zip - 1	97846
Zip - 2	

Continued

Province: For foreign address, where Country Code is other than "USA."

Country Code: USA is the default. Click to view the pull-down list, if needed.

Postal Code: For foreign address.

Unused Sick Leave Hours: Required. Enter zero into this field for OPSRP members and those who do not participate in the PERS unused sick-leave program. For Tier One and Tier Two members, read the instructions in employer reporting guide 17, *Calculating Unused Sick Leave at Termination or Retirement*.

Province	
Country Code	USA
Postal Code	
Date Of Birth	
	(MM/DD/YYYY)
Gender	
PERS Job Class Code	
Average Overtime Hours	
Unused Sick Leave Hours	0
Contract No. of Months	00
Employer Site Distribution Code	
Non PERS Data Memo	

Save   Cancel

Example 7 — Report an employee death

Jane Doe passes away on November 15, 2022. As soon as her employer is notified by the family, the employer reporter submits Jane's final wages, ensures all of Jane's records are posted, and then reports the death to PERS to end the employment segment.

Instructions

Create a Demographics and Adjustment report (or edit an existing one) and add a Detail 1 record with a 10 - Deceased status code.

DETAIL 1 - MEMBER DEMOGRAPHICS:

Field	Value
SSN	*********
Status Code	10 - Deceased
Status Date	11/15/2022 (MM/DD/YYYY)
Last Day Service	11/14/2022 (MM/DD/YYYY)
Old SSN	
First Name	JANE
Last Name	DOE
Middle Name	
Name Change Indicator	N
Address - 1	123 4TH STREET
Address - 2	
Address - 3	
City	JOSEPH
State	OREGON
Zip - 1	97846
Zip - 2	
Province	
Country Code	USA
Postal Code	
Date Of Birth	(MM/DD/YYYY)
Gender	
PERS Job Class Code	
Average Overtime Hours	
Unused Sick Leave Hours	0
Contract No. of Months	00
Employer Site Distribution Code	
Non PERS Data Memo	

Save   Cancel