

From: PERS-Employer Info Services
To: PERS Employers
Date: 4/3/2008 4:29 PM
Subject: PERS: April 08 employer update.

Dear PERS employer,

In this month's update:

- 1) Appeal process and prior year contribution OAR status.**
- 2) Spring 08 Outreach-EDX classes.**
- 3) Designation of Beneficiary forms.**
- 4) Updating the number of "Perspectives" copies you receive.**
- 5) Prior-year earnings invoice one-time change for April 08 invoice.**

1) Appeal process and prior year contribution OAR status.

The following OARs have been the focus of interest for many employers. These OARs were adopted in the March 08 PERS Board meeting, and will become effective upon filing with State Archives, which should occur the week of 31 March - 4 April 08:

OAR 459-001-0030, -0035, -0040: Staff Actions & Determinations regarding Persons, Contested Case Hearing, Petitions for Reconsideration.

OAR 459-001-0032: Review of Staff Actions & Determinations Regarding Employers.

OAR 459-009-0130: Employer Contributions for Prior Periods.

You can find pending and recently-adopted OARs by going to the PERS Employer website, www.oregon.gov/pers/emp/index.shtml, clicking on the "About Us" link in the navigation area, then choosing the appropriate link under the "Administrative Rules" heading on the "About Us" page.

2) Spring 08 Outreach-EDX classes.

This year we are offering employer EDX training classes with the Spring 08 Outreach presentation at locations around the state of Oregon. Locations and dates of EDX classes-Outreach presentations may be found by clicking the "Presentation Schedule and Registration" link under the "Employer Education & Training" heading on the PERS Employer website, www.oregon.gov/pers/emp/index.shtml Registration for all Outreach presentations and classes is online.

3) Designation of Beneficiary forms.

Submission of IAP and PERS Ch.238 Tier1/Tier2 member account Designation of Beneficiary forms IS THE MEMBER'S RESPONSIBILITY. However, if you are going to help your employees by providing and returning Designation of Beneficiary forms, the PLEASE:

A) USE THE FORMS LOCATED ON THE PERS MEMBER WEBSITE, www.oregon.gov/pers/index.shtml
Please don't use Designation of Beneficiary forms you may have been keeping in a desk drawer, and

B) If you choose to submit completed Designation of Beneficiary forms for your employees, then SUBMIT DESIGNATION OF BENEFICIARY FORMS AS SOON AS EMPLOYEES RETURN THEM TO YOU! Don't "batch" the forms and send them in groups. In the event of a member's death while actively employed in a PERS-covered position, PERS will use the most recently-received Designation of Beneficiary form, so it's important to submit new or changed Designation of Beneficiary forms as soon as your employees give them to you.

4) Updating the number of "Perspectives" copies you receive.

Contact your Employer Service Center (ESC) account representative if you are receiving the incorrect number of active member "Perspective" copies each month. Your account representative can arrange to have the number of copies changed. "Perspectives" for both active and retired members can be found through links under the "Perspectives" heading on the PERS member website, www.oregon.gov/ers/index.shtml

5) Prior-year earnings invoice one-time change for April 08.

Invoicing for prior-year earnings began with the 5 Feb 08 invoice. The process is described in a document accessed through the "Prior Year Earnings Invoicing" link in the "Employer News" area, and through the "General Information" link, on the PERS employer website, www.oregon.gov/pers/emp/index.shtml

This one-time change is caused by the end date for the 2007 annual reconciliation process, 29 February 08. Earnings for contributions generated by records posted between 29 February 08 and 13 March 08 will not be considered prior-year earnings, and will be provided by PERS investment earnings for 2007. Earnings for contributions generated by records posted after 13 March 08 are considered "prior-year" earnings, to be paid by employers.

Consequently, the April 08 prior-year earnings invoice will include earnings for records posted from 13 - 31 March 08.

Please e-mail: pers-employer.info.services@state.or.us if you have questions about any topic in the April 08 employer update.

Best regards,

PERS Employer OCE Team

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