

- Year-end reconciliation continues
- Employer Rate Projection Tool
- Comprehensive Annual Financial Report
- Inactive employee list

2017 year-end reconciliation phase 2 begins January 2, 2018

There are two phases to year-end reconciliation. The first phase focuses on correcting and posting suspended records for calendar year 2017. The second phase is PERS' final push to get records posted before the official close of 2017 calendar year.

The second phase of 2017 year-end reconciliation begins January 2, 2018. Although 2017 year-end reconciliation will close February 28, 2018, employers are encouraged to continue correcting and posting records for the 2017 calendar year through the first March 2018 statement date, which is March 5, 2018. Contributions invoiced through March 5, 2018, and paid when due, will be credited with earnings from the PERS trust for calendar year 2017. If contributions are not paid when due, earnings for 2017 will be invoiced to the employer.

Employer Rate Projection Tool

PERS has created a new tool for employers to use for planning purposes to help forecast their possible contribution rates and amounts into the future and to understand the potential impact of creating new side accounts. This is a special Excel spreadsheet available for download from <http://www.oregon.gov/pers/EMP/Pages/Employer-Rate-Projection-Tool.aspx>. The tool is also linked from the PERS [Employer](#) homepage. The tool will not work on Macintosh (Apple) or some older versions of Excel. Employers should read the online user guide and then enter individual employer data available on the same website to calculate possible rates.

The tool and user guide make it clear that the data and results are for forecasting purposes only. Questions about tool results may be directed to actuarial.services@pers.state.or.us. PERS will not be able to assist with technical difficulties.

Comprehensive Annual Financial Report

PERS' Comprehensive Annual Financial Report (CAFR) for the fiscal year ended June 30, 2017, is now available [online](#). The report is available on the PERS website under the Financials tab: <http://www.oregon.gov/pers/Pages/Financials/Actuarial-Financial-Information.aspx>.

**PERS would
like to wish
you all a
happy, healthy
New Year.**

Inactive employee list

Do you have employees who are no longer actively working for you and have not been terminated yet?

If you are not sure of the answer to this question, the Inactive Employment Report will show you a list of your employees who have had no wages reported within the last 90 days.

You can access the Inactive Employment Report by using this procedure:

1) In the Site Navigation of any EDX page, click the Inactive Employment Report link.

Site Navigation

Employer Home

[View Your Statement](#)

[Work on Reports](#)

[View Employee Info](#)

[View Year-to-Date Wage and Contribution Summary](#)

[Update My Profile](#)

[Work with Contacts](#)

[Admin Web Accounts](#)

[Work List](#)

[Request Information](#)

[Eligibility Reports](#)

[Status Check](#)

[Inactive Employment Report](#)

2) The “Download CSV File” button will pull the following information into a CSV file: PERS ID, SSN, last name, first name, middle initial, last pay date, hire date, and contribution start date.

Inactive Employment Report

This report lists all employees who have open employment segments and appear to be inactive.

[Learn more about inactive employment reports](#)

Inactive Employment Report

[Download CSV File](#)

Tell Me More

- This report is for informational purposes only and is intended to list employees that may need terminations reported to PERS through EDX. No action is taken by PERS.
- The “Download CSV File” button will pull the following information into a CSV file: PERS ID, SSN, last name, first name, middle initial, last pay date, hire date and contribution start date.

3) Review the file. If any employee on the list is no longer actively working for you, the employer, please submit a DTL1 record with 02 - termination wage code to end the open employment segment.