

OREGON PERS

PUBLIC EMPLOYEES RETIREMENT SYSTEM



EMPLOYER NEWS

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- 1 When to report employee time off to PERS
- 3 Want to save your organization money? Check for suspended records
- 4 PERS disability questions and answers
- 5 How to report an employee death

QUICK LINKS

[PERS employer website](#)
[Newsletter archive](#)
[SB 1049 programs](#)

SUPPORT

[Employer Service Center](#)
[Employer support email](#)
[Contact PERS](#)



Incense cedar (*calocedrus decurrens*)

For employer reporters

When to report employee time off to PERS

When your employee takes time away from work, how do you know if you need to report that time off to PERS?

PERS only needs to know about time away from work that meets both of these requirements:

- Lasts at least half the working days of the month.
- Is unpaid by the employer.

Pay from a third party (like workers' compensation, disability insurance, or the state-run or third party-run Paid Leave Oregon program) does **not** count as pay from the employer.

Reporting a leave

If you determine that your employee's leave qualifies as a leave without pay based on the decision chart on the next page, create a Detail 1 demographics record. Choose one of the leave status codes explained in [employer reporting guide 11, Reporting a Leave](#). When the employee returns to work, submit another Detail 1 record with a 08 – Return From Leave status code.

Learn more

- To look up a status code, check the [“Status Codes” quick reference guide](#).
- For instructions on reporting different types of leave, read [employer reporting guide 11, Reporting a Leave](#).
- For information specifically about family or medical leave, read [employer guide 13, Family and Medical Leave](#).
- For information about PERS disability benefits, read [employer guide 14, Disability Benefits](#).

continued on page 2

continued from page 1

DECISION CHART



Questions?

Read the new [Leave Without Pay FAQ](#) on the PERS website.

*PERS has determined the majority of a calendar month for most employers to be 11 business days. A business day is any [day PERS is open](#). If your organization has a nonstandard schedule, contact your ESC representative to discuss establishing your organization's schedule with PERS.

For employer reporters

Want to save your organization money? Check for suspended records

If you have outstanding suspended records (from this year or any previous year), these unposted records are **costing your employees and your organization**. The Employer Service Center representatives are ready to help you tackle those old, unposted records so you can enjoy the gains of getting all your reports posted.

Instructions: [Employer reporting guide 6, Correcting Suspended Records](#).

Gains for your employees

- ✓ **More** accurate member annual statements.
- ✓ **More** accurate account information in Online Member Services (OMS).
- ✓ **Faster** retirement process.

Perks for your organization's budget

- ✓ **IAP account earnings paid by PERS** (instead of invoiced to you).
- ✓ **No surprise invoices** for incorrect past reporting.
- ✓ **Credits** — sometimes correcting erroneous records results in funds credited back to your organization.

Advantages for your reporters

- ✓ **A more easily reconciled** EDX account.
- ✓ **Faster** data verification process.
- ✓ **Less frustration** with domino effect of multiple error messages.

Need help? Have questions? [Contact ESC](#).



For HR professionals

PERS disability questions and answers

When an employee becomes too sick or injured to work, they can apply for disability benefits from PERS. These benefits provide income while your employee is not able to work.

To help you understand how the program works, here are some common questions that employers ask about PERS disability. (Note: These answers are general — for more detail, check the resources listed at the end of this article.)

Q: Are disability benefits the same for everyone?

A: No. The disability criteria, rules, and benefits are different for members of the Tier One and Tier Two PERS plans and the OPSRP plan.

Tier One/Tier Two disability retirement: Tier One and Tier Two members are eligible to apply for a disability retirement.

OPSRP disability benefits: OPSRP members are not eligible for a disability retirement; instead, they are eligible to apply for a disability benefit. The benefit provides monthly payments during their period of disability that equal 45% of their last full month's salary.

Q: Can anyone apply?

A: No. It depends on the cause of your disability, which is categorized as one of the following.

Duty disability: If their PERS employment is the primary contributing cause of the employee's disability, they may apply for disability retirement regardless of their length of service.

Nonduty disability: If their PERS employment is not the primary contributing cause of their disability, the employee must have 10 years of PERS service time in order to apply. If an employee is close to 10 years, however, they should still apply.

Q: Can an employee keep working (e.g., part time, light duty) until they find out if they are approved for disability?

A: No. Your employee cannot apply until they have stopped working.

Q: How does a PERS member qualify for disability?

A: To qualify for disability retirement or benefits, the PERS member must be totally, not partially, disabled and unable to perform any work for which they are qualified for at least **90 days**. As soon as they are on leave, employee should contact PERS Member Services to talk about whether they qualify for disability (888-320-7377, Monday through Friday).

Q: What is the employer's role in helping the employee apply for disability?

A: Once the PERS Disability team receives the employee's completed application packet, they will send a request for information via your EDX Work List. You need to reply as soon as possible to not delay the start of benefits.

If you are an education employer and close your administrative offices for summer break, please ensure that you have people listed on your EDX Contacts List who are available to complete member disability forms during summer break.

Learn more

For complete information about disability retirement and disability benefits, read [employer guide 14, Disability Benefits](#).

For your employees, direct them to the [PERS Disability webpage](#).



For employer reporters

How to report an employee death

When an employee dies before retirement, the employee's family and employer must follow a few important steps to report the death to PERS and ensure the employee's account is updated and beneficiary benefits can begin, if applicable.

For instructions on completing the steps below, read the [“How do I report an employee's death?” FAQ](#) and/or [employer reporting guide 15, Reporting a Termination or Death](#).

1. Notify PERS (family and employer).

As soon as possible, the employee's death should be reported to PERS by either the employee's family, a representative of the employee's family, or the employer. (A family member or representative can call PERS Member Services at 888-320-7377.)

2. Report final wages (employer reporter).

It's important to report the employee's final wages (and wait until they successfully post) before completing the next step.

3. Report the death (employer reporter).

Report the employee's death by submitting a Detail 1 record with a 10 - Deceased status code. This also closes out the employment segment.