



EDX Reporting Quick Reference Guide

Current as of: 5/26/17

Getting started: first steps:

- 1) Find the EDX “Welcome” page.**
- 2) Report types, report creation and report submission.**
- 3) Create and complete a DTL1 Member Demographics record.**
- 4) Create and complete a DTL2 Wage & Service record.**
- 5) Frequent record suspension errors, causes and fixes.**
- 6) Useful shortcuts.**

<u>Member Data Life Cycle Significant Reporting Events:</u>	<u>Page #</u>
1) Hiring an employee.	4
2) Hire intent change.	5
3) Annual Reconciliation.	6
4) Reporting Leave without Pay (LWOP).	9
5) Processing member Data Verification requests.	10
6) Processing member disabilities.	11
7) Change member contribution type (MPPT/MPAT/EPPT).	12
8) Reporting terminations.	13
9) Completing Salary Breakdown (SBD) forms.	14
10) Reporting retirees returning to work as retirees.	15
11) Submitting a Demographic Correction Request (DCR).	17

Please note: PERS staff may contact employers by e-mail if required. Staff contacts will be initiated to the person holding the ERP1 position as noted on the employer’s EDX “Contacts” page. If no ERP1 position is listed, PERS staff will attempt to contact the person listed as Web Administrator. **Employers are strongly urged to keep EDX “Contacts” page entries up-to-date in order to receive PERS staff e-mails.** If you have two individuals you wish to be notified by PERS staff, consider asking your IT staff to establish a common e-mail address, and enter that address for the ERP1 or Web Administrator position.

You may use the links provided below, or follow the steps indicated by the “>” symbol. Steps begin at the PERS employer web page: www.oregon.gov/pers/emp/pages/index.aspx

1) Find the EDX “Welcome” page.

The EDX “Welcome” page is found through this link:

https://orion.pers.state.or.us/SelfService/viewPage?component=/home.jsp&dialog_id=DState_44&mode=EMPR Or you may begin at the PERS employer web page, then click the “EDX Login” tab in the heading and then click the green “EDX Login” tab:



2) Report types, report creation and report submission:

<http://www.oregon.gov/pers/EMP/Documents/Employer-Training/EDX-Training/EDX-Basic-Concepts.pdf> pages 5-17. You may also begin at the PERS Employer web page, then click links in this order: Under the “Resources” heading > Training & Presentation Schedules > Employer Class Schedule, Information, and Registration > (Under the “EDX Basic Concepts” heading) Basic Concepts.

3) Create and complete a DTL1 Member Demographics record.

Follow the steps outlined in 2) above: Pages 18-21.

4) Create and complete a DTL2 Wage & Service record.

Follow the steps outlined in 2) above: Pages 30-38.

5) Frequent record suspension errors, causes and fixes.

<http://www.oregon.gov/pers/EMP/Documents/Employer-Training/Outreach-Presentations/Outreach-Fall-2012.pdf> pages 14-30. Or, under the “Resources” heading on the employer web page, click “Training & Presentation Schedules” > “Outreach Presentation Schedule and Registration” > (Under “Past Presentations”) “Fall 2012 Outreach”

6) Useful shortcuts:

EDX login screen:

<https://orion.pers.state.or.us/SelfService/viewPage?component=/loginForm.jsp&mode=EMPR>

Find Your ESC Account Team:

<http://www.oregon.gov/pers/EMP/Pages/ESC-Representatives.aspx>

Frequently Asked Questions:

<http://www.oregon.gov/pers/EMP/Pages/FAQS.aspx>

Employer Training and Education Opportunities:

<http://www.oregon.gov/pers/EMP/Pages/Training-and-Presentation-Schedules.aspx>

Employer Announcements:

<http://www.oregon.gov/pers/EMP/Pages/Employer-Publications.aspx>

Employer Publications:

<http://www.oregon.gov/pers/EMP/Pages/Employer-Publications.aspx>

Payment Categories chart:

<http://www.oregon.gov/pers/EMP/Documents/Misc-Documents/Payment-Categories.pdf>

Web Administrator Agreement form:

<http://www.oregon.gov/pers/Documents/Form/425-Web-Administrator-Agreement.pdf>

1) Hiring an employee.

- All your employees should be reported upon hire except: 1) Individuals who are incarcerated, 2) Individuals in this country on specific types of training and education visas, and 3) Individuals in “student” positions, positions defined as “student” by the employer.
- Member demographic and employment information is reported on a DTL1 Member Demographics record.
- Status code/status date, name, address, birth date, gender, PERS job class, Contract Number of Months and Average Overtime Hours information must be entered on each DTL1 new hire record.
- Creating Demographics and Adjustment reports and a DTL1 new hire record is presented on pages 11-21 of the document found through this link: <http://www.oregon.gov/pers/EMP/Documents/Employer-Training/EDX-Training/EDX-Basic-Concepts.pdf> or by clicking links in this order: Begin at the PERS employer web page, <http://www.oregon.gov/pers/EMP/Pages/index.aspx> > (under the “Resources” heading) “Training & Presentation Schedules” > “Employer Class Schedule, Information, and Registration” > (under the “EDX Basic concepts” heading) > “Basic Concepts”

2) Hire Intent change.

- Employers determine “hire intent” for a job, either “qualifying” or “non-qualifying”. Hire intent can be determined by asking this question:
Would anyone in this job with me, the employer, normally be expected to work 600 hours or more in any calendar year?
 - If the answer is “yes”, hire intent for the job segment is “qualifying”.
 - If the answer is “no” hire intent for the job segment is “non-qualifying”.
- Hire intent is expressed by use of status codes on a DTL1 new hire record: Status Code 01- New hire or Status Code 15 – Non-Qualifying hire.
- **The status code sets the hire intent for the duration of the job segment and the position type for partial year job segments in years of less than 600 hours total service.**
- **Hire intent will not change unless the employer terminates the individual and re-hires the individual into a new job segment with different hire intent, or submits a Demographic Correction Request (DCR) asking PERS staff to change hire intent for a job segment.**
- **Position Type can change each calendar year based on service time.** Position type may be “non-qualifying” in a year with less than 600 hours total service with all PERS employers, and becomes “qualifying” in any calendar year with 600 hours or more total service time with all PERS employers.
- Hire intent detailed information can be found through this link: <http://www.oregon.gov/pers/EMP/Documents/Employer-Training/EDX-Training/EDX-Eligibility.pdf> or begin at the PERS employer web page, www.oregon.gov/pers/emp/pages/index.aspx then click: (under the “Resources” heading) “Training& Presentation Schedules” > “Employer Class schedule, Information, and Registration” > (under the “EDX Advanced Topics” heading) > “Eligibility”

3) Annual Reconciliation

- Annual Reconciliation begins October 1 of any calendar year and ends February 28 of the following year, although employers are encouraged to continue correcting and posting records for the reconciliation year through the March 5th statement date of the following year.
- Annual reconciliation is divided into two phases:
 - October 1 – December 31 of each calendar year. Employers are asked to correct suspended records and reports for the calendar year in question.
 - January 1 – February 28 of the following year. Employers are asked to resolve membership questions for the previous year and make any required record corrections and pay any resulting invoices.
- EDX tools available to provide member information for a calendar year:
 - Eligibility Reports: 1) Members approaching qualifying hours and 2) Members with contributions who may not qualify.

Q_02121_2006_09222008[1].csv										
	A	B	C	D	E	F	G			
1	Members Approaching Qualifying Hours Report			Employer 7777			Data as of 02/04/2008			
2	SSN	Last Name	First Name	Posted Hours	This ER	Unposted Hours	This ER	Posted Other ER Hours	Unposted Other ER Hours	
43	112233445	JONES	JOE	367.5		0		1080	0	
44	223344556	SMITH	SAM	567.05		0		0	0	
45	667788990	SMITH	SUSAN	130		0		498	0	
46	334455667	BLOW	JOE	804.3		-74		0	0	
47	445566778	JETT	JOAN	20		0		575.45	0	

This report shows members who: 1) Have 550 or more hours with all employers in the specified year, and 2) Have two or more DTL2-02 records or three or more records with no contributions and 3) are not retired in the specified year.

	A	B	C	D	E	F	G
1	Members with Contributions Who may not Qualify Report			Employer 7777		Data as of 02/04/2008	
2	SSN	Last Name	First Name	Posted Hours This ER	Unposted Hours This ER	Posted Other ER Hours	Unposted Other ER Hours
3	112233445	SMITH	JOHN	480	0	0	0
4	223344556	BLOW	JOE	280	0	0	0
5	667788990	JONES	JOHN	290.5	0	0	0
6	445566778	STEIN	FRANK	37	98.5	0	0

This report shows members who: 1) Have less than 600 hours with all employers in the specified year, and 2) Have contributions reported in the specified year, and 3) Are not retired in the specified year.

➤ Inactive Employment Report:

	A	B	C	D	E	F	G	H
1		Inactive Employments Report			Report Date:	10/31/2007		
2	ER#	ER Name						
3								
4	PERS ID	SSN	Last Name	First Name	MI	Last Pay Date	Hire Date	Contribution Start Date
5		999999999	MANN	ROBERT	J	10/31/2005	05/01/2000	11/01/2000
6		999999999	SAND	JANE	C	01/01/2004	01/01/2000	null
7								

This report shows members with no posted DTL2-02/Termination record and no posted wages within the last 90 days.

- The Year-to-Date Wage and Contribution Summary page can be found through the “View Year-to-Date Wage and Contribution Summary” link in the Site Navigation area of any EDX page. This report will show concurrent employment hours for a selected year.
- Employers should correct records and reports and pay resulting invoices for the reconciliation calendar year on or before the March 5th statement of the following year in order to avoid Prior Year Earnings (PYE) charges for the reconciliation year.

- **Reporting contributions for past (closed) years:** Here are guidelines for selection of the contribution type used when reporting retroactive salary:
 - If the employer would normally report as EPPT, continue to report as EPPT.
 - 2) If the employer would normally report as MPAT, continue to report as MPAT.
 - 3) If the employer would normally report as MPPT:
 - ✓ If the employer actually collected the member-paid contributions by a pre-tax deduction from salary, report as MPPT. Examples: The employer actually collected MPPT at the time salary was paid, but failed to submit the contribution, or the employee is still employed by the employer and retroactive contributions are collected by pre-tax deduction(s).
 - ✓ If the employer collected the member-paid contributions from the member without a pre-tax deduction from salary, report as MPAT. Example: Employee has been terminated but pays former employer the retro contributions due.
 - ✓ If the employer pays the contributions without salary deduction or collecting from the employee, report as EPPT. Example: The employer cannot contact former employee. There is no salary reduction or collection from employee, so the employer just pays the invoice.

4) Reporting Leave without Pay (LWOP).

- During a period of leave without pay, an employee is not coming to work nor receiving pay for work performed, but remains employed (the individual has not been terminated; the employer-employee relationship still exists.)
- **Leave without pay (LWOP) should not be reported to PERS if the individual in a qualifying (active service) position has departed on a leave of absence but is still receiving payments for paid leave, such as sick leave or vacation.** Paid leave for individuals in qualifying positions should be reported on a DTL2 record as regular hours and subject salary with contributions due. **When all paid leave has been reported,** submit a DTL1 record with the appropriate LWOP code. LWOP codes can be found in the appendix of the online EDX User Guide.
- If an individual has eleven (11) or more business days of LWOP in any calendar month, each LWOP in that month must be reported separately (a business day is any day PERS is open for business, Monday – Friday, weekends and holidays excluded)
- When an employee returns from a leave without pay and resumes job duties, immediately submit a DTL1-08/Return from Leave record. Unless the DTL1-08 record is submitted and posted, all DTL2-01 and -02 records will suspend.
- **Employee resignation while on LWOP:** Report the resignation with a DTL1-02/Termination record. Last Day Service should be the last day the individual was on the job or on paid leave (if accrued leave was paid out after a leave of absence began, the reported leave of absence begin date should be after all accrued leave is paid out). Any remaining Unused Sick Leave hours should be reported on the DTL1-02/Termination record.
 - The Status Date for the termination should be the effective date of resignation, which is the day the employer-employee relationship ended. The Last Day Service and Termination Status Date could be a number of months, or years, apart.
 - **Reporting any remaining payment at termination while on LWOP:** Any final payment, such as lump-sum vacation pay, paid at termination while on LWOP should be done using DTL2-08/Contributions, No Service. Pay date can be the most recent pay date prior to the termination date. **No employers should use Work Period Begin/End Dates on this record.**

5) Processing member Data Verification requests.

- Active and inactive Tier One/Tier Two and OPSRP members may request verification of retirement data within two years retirement eligibility based on 30 years' service time or age. Verified data includes total service time, historical salary paid on an annual basis, and total unused sick leave hours at the date of verification.
- Member data verification begins by clicking the "View Employee Info" link in the Site Navigation area of any EDX page. A "search" screen will then appear and the member's Social Security number or PERS ID should be entered; clicking the "Search" button will bring up the first of four information screens, the member's employment history with the employer. Salary information and member address, and a link to Demographic Correction Request history for the member with the employer can be found through links at the top of each of these four screens.
- Employers will receive a verification request in their EDX Work List following receipt of a member data verification request. The verification request must be completed within 30 days of receipt by an employer, and requires the employer to acknowledge as accurate the member's employment history with the employer and the annual salary paid during employment with the employer. **Member data recorded on the system will be assumed as verified if the employer fails to complete verification within the 30-day time frame or request a one-time extension of the completion time frame.**
- The process to complete member data verification is described in [Employer Announcement #76](#) Employer Data Verification on EDX Screen by Screen (12/17/12) or by starting at the PERS Employer web page, <http://www.oregon.gov/pers/EMP/Pages/index.aspx> then clicking links in this order: (under the "Get Help" box) "Publications" > "Employer Announcements" > (at the bottom of the "Employer Announcements" page) > "Employer Announcements Archive" > "2012" > "Employer Announcement #76"

6) Processing member disabilities.

- The PERS disability process is not dependent on any other disability program, including Social Security or private insurance disability programs.
- The disability process is initiated strictly by the member. Employers can do nothing in behalf of their members to facilitate the process. Employers should refer members to the PERS Customer Service Call Center rather than attempting to answer member disability questions.
- If the disability process results in award of a Tier One/Tier Two disability retirement or an OPSRP disability benefit, PERS will enter disability forms in the employer's EDX Work List. **Prompt return of those forms is essential to quick calculation and payment of disability benefits. If you are an education employer and close your administrative offices for summer break, please provide PERS with an "on call" individual who will be available to complete and pending member disability forms during summer break.**
- **Tier One/Tier Two disability recipients may return to work part-time while receiving a disability retirement benefit. The annual work hour limit for Tier One/Tier Two disability recipients is 599 hours/calendar year, NOT the 1039.99 hours available to Tier One/Tier Two service retirees. OPSRP disability benefit recipients CANNOT return to work part-time while receiving a PERS disability benefit.**

Additional information on employer responsibilities and requirements in the PERS disability process can be found in [Employer Announcement # 84](#) PERS Disability and Employer Reporting (1/6/14)(Replaces Announcement #31), or by starting at the PERS Employer web page, <http://www.oregon.gov/pers/EMP/Pages/index.aspx> then clicking links in this order: (under the "Get Help" box) "Publications" > "Employer Announcements" > (at the bottom of the "Employer Announcements" page) > "Employer Announcements Archive" > "2014" > "Employer Announcement #84"

7) Changing member contribution type (MPPT/MPAT/EPPT).

- The contribution to member IAP accounts is 6% of reported total subject salary, no more and no less. Contributions are reported on DTL2 records by one of three methods: MPPT (Member Paid Pre-Tax), MPAT (Member Paid After-Tax) and EPPT (Employer Paid Pre-Tax), and must be of only one kind.
- An employer may designate the contribution type for all employees or for a specific class of employees. A “class” of employees is usually determined by whether they are in similarly situated positions, but may be defined as broadly as the members of a collective bargaining unit, a particular department, or an individual position (such as CEO). If the type of PERS contributions is set forth in a collective bargaining agreement (CBA), that agreement must contain the appropriate language relative to the type of contributions being made for that employee group. Similarly, appropriate language regarding the contribution type(s) for non-represented groups, individual employment agreements, or for all employees, may be included in the official policy, ordinance, resolution, or personnel manual relating to that group. Note that management is not typically included in a CBA, and so needs to be treated separately as a group unto itself, like unrepresented employees such as on-call, temporary, or substitute employees.
- Federal law prohibits changes to contribution types retroactively. This means that if you settle a CBA after its effective date, the contributions you’ve already remitted cannot be changed from one type to another. They can only change prospectively. Oregon statute requires that employers notify PERS of a proposed change in contribution type and that they provide a copy of the instrument that implements the change. It also states that no change is effective until PERS has received and approved the document. **Only after the official document copy has been received and accepted by PERS should the employer begin making member account contributions by the method applying to each employee.** These steps must be repeated each time the method of member account contribution changes for any employee group. Employers should allow sufficient time for the submission and approval process prior to the effective date of the contribution type change.
- Contact your ESC Account Team representative for a sample resolution containing appropriate language for the contribution type you’ll be using.

8) Reporting terminations.

- A DTL1-02/Termination record should be submitted when the employer-employee relationship ends, either by employee resignation or termination. The 02/Termination status code should not be used when reporting a period of Leave without Pay (LWOP).
- Last Day Service should be reported only on a 02/Termination record. Last Day Service is the last day the employee was on the job or on paid leave. Last Day Service can be on, or before, the termination date, but can never be after the termination date.
- Unused sick leave hours are reported only when using the DTL1-02/Termination status code. Hours reported as unused sick leave cannot include sick leave hours paid out as a lump sum at termination. Unused sick leave hours reported on an 02/Termination record should be calculated by this formula:

Employer Responsibility:		Hours
A	Accrued sick leave before capping <i>(Capping is required if sick leave accrual is other than eight hour per month)</i>	144
B	Accumulated sick leave (after capping when required)	96
C	Add transferred in and reinstated unused sick leave	100
D	Total sick leave at termination <i>(Capped accumulated, transferred in and reinstated sick leave)</i>	196
E	Less actual sick leave used <i>(Do not use pro-rated or converted sick leave in this calculation)</i>	60
	The result is Gross Unused Sick Leave Hours* ((B+C=D)-E=Gross Unused SL)	136

Report to PERS:		Hours
1	Gross Unused Sick Leave Hours* <i>(To be reported on the request for Unused Sick Leave)</i>	136
2	Less sick leave transferred in and reinstated sick leave <i>(To be reported on the request for Unused Sick Leave under Transferred Unused Sick Leave Hours*)</i>	100
3	NET Unused Sick Leave Hours* (1-2=Net Unused SL) <i>(To be reported on the DTL1-02/Termination)</i>	36

Further information on calculation and reporting unused sick leave hours can be found in [Employer Announcement # 88](#): Accumulated Unused Sick Leave (7/15/14 or by starting at the PERS Employer web page, <http://www.oregon.gov/pers/EMP/Pages/index.aspx> then clicking links in this order: (under the “Get Help” box) “Publications” > “Employer

Announcements” > (at the bottom of the “Employer Announcements” page) > “Employer Announcements Archive” > “2014” > “Employer Announcement #88”

9) Completing Salary Breakdown (SBD) forms.

- Salary Breakdown (SBD) forms are used to report salary, hours and contributions for years prior to 2004 (on or before December 31, 2003). An employer may find this form in their Work List, entered as a request by PERS staff, or the employer may generate this form as a request to PERS staff to modify salary for years prior to 2004.

Salary Breakdown for Year 1998

Job Class Contract No. of Months

Multiple Employment Segments *Start Date

Default Contribution Type EPPT MPPT MPAT Term Date

Month	Hours	Salary	Contribution Type	Contribution
January	<input type="text" value=".01"/>	<input type="text" value="\$ 100.00"/>	<input type="text" value="MPPT"/>	<input type="text" value="\$ 6.00"/>
February	<input type="text" value="100.00"/>	<input type="text" value="\$ 0.01"/>	<input type="text" value="MPPT"/>	<input type="text" value="\$ 0.00"/>
March	<input type="text" value="100.00"/>	<input type="text" value="\$ 1000.00"/>	<input type="text" value="MPPT"/>	<input type="text" value="\$ 60.00"/>
April	<input type="text" value="100.00"/>	<input type="text" value="\$ 1000.00"/>	<input type="text" value="MPPT"/>	<input type="text" value="\$ 60.00"/>
May	<input type="text"/>	<input type="text"/>	<input type="text" value="MPPT"/>	<input type="text" value="\$ 0.00"/>
June	<input type="text"/>	<input type="text"/>	<input type="text" value="MPPT"/>	<input type="text" value="\$ 0.00"/>
July	<input type="text"/>	<input type="text"/>	<input type="text" value="MPPT"/>	<input type="text" value="\$ 0.00"/>
August	<input type="text"/>	<input type="text"/>	<input type="text" value="MPPT"/>	<input type="text" value="\$ 0.00"/>
September	<input type="text"/>	<input type="text"/>	<input type="text" value="MPPT"/>	<input type="text" value="\$ 0.00"/>
October	<input type="text"/>	<input type="text"/>	<input type="text" value="MPPT"/>	<input type="text" value="\$ 0.00"/>
November	<input type="text"/>	<input type="text"/>	<input type="text" value="MPPT"/>	<input type="text" value="\$ 0.00"/>
December	<input type="text"/>	<input type="text"/>	<input type="text" value="MPPT"/>	<input type="text" value="\$ 0.00"/>
TOTAL	<input type="text" value="300.01"/>	<input type="text" value="\$2100.00"/>		<input type="text" value="\$126.00"/>

Hours should be reported in the month they were worked.

Salary should be reported in the month it was paid.

Salary and hours must both be entered if either is entered. Use .01 as a “place holder” if you enter salary without hours, or hours without salary. Months with no hours worked should be left blank.

By clicking the Calculate button below, you will calculate the totals based on the form entries above. This will not save the Salary Breakdown until you click the Save button below.

Estimated Financial Impact \$549.35

Comments

Save work in progress
 I certify the above to be correct to the best of my knowledge

The method of contribution should be that used for qualifying members in the year being reported, even if the member was non-qualifying in that year. If you wish to be invoiced for a different method, indicate the method in the “Comments” section.

10) Reporting retirees returning to work as retirees.

- Two DTL1 status codes are used to report retirees returning to work as retirees:
 - Status Code 11: Used to report Tier One/Tier Two retirees returning part-time as retirees with an annual work hour limit which cannot equal or exceed 1,040 hours/calendar year. The retiree may work up to 1,039.99 hours per calendar year and still remain a retiree, but active membership is re-established, and retirement is canceled, if work hours equal or exceed 1,040 in any calendar year.
 - Status Code 11: Used to report an OPSRP retiree returning as a retiree to a “non-qualifying” job with an annual work limit of 599.99 hours/calendar year. Active membership is re-established, and retirement is canceled, if 600 hours are reached in any calendar year. An OPSRP retiree hired into a “qualifying” position has their retirement canceled, and active membership re-established, effective at the date of hire into the “qualifying” position.
 - **Status Code 12: Used to report only Tier One/Tier Two members** who are returning to work as retirees with no annual work hour limit. Three types of Tier One/Tier Two retirees may have no annual work hour limit:
- Tier One/Tier Two retirees who receive a benefit unreduced for early retirement (a “normal” benefit) and are hired into any job type listed in ORS 238.082 as exempt from the 1,040 hour/calendar year work limit.
- Tier One/Tier Two retirees who receive a benefit reduced for early retirement may be hired into a very limited number of job types listed in ORS 238.082, and must also wait six full calendar months before returning to one of those limited number of positions. Failure to wait the full six months after retirement before returning to one of those limited number of exempt positions results in loss of the 1,040 hour exemption as assumption of the annual 1,040 hour/calendar year work hour limit.
- Any Tier One/Tier Two member who reaches Social Security full retirement age (65-67, depending on birthdate) has no work hour limit at the first of the month after that full retirement age birthday month.

- Status Code 13 would be used to report any retiree who has exceeded a work hour limit and re-established active membership, or voluntarily given up their retirement benefit to return to active service.
- DTL2-07/Retiree wages, entered only in Regular reports, should be used to report wages paid retirees for hours worked as retirees. No contributions should be entered on Wage Code 07 records.
- There is no time required between a member's retirement at the first of any month and re-hire as a retiree, but DTL1-11 or -12 records and Wage Code 07 records for a retiree re-hired soon after retirement will suspend until EDX is updated to reflect the member's retired status.
 - If you are hiring an OPSRP retiree into a "non-qualifying" position and the retiree records suspend, please wait a minimum of 90 days or until you're sure the member has received their first OPSRP retirement benefit before you re-save those records.
 - Don't use DTL1 status code 15 to return an OPSRP retiree to part-time work as a retiree unless advised to do so by your ESC Account Team representative.
- **Tier One/Tier Two disability recipients may return to work part-time while receiving a disability retirement benefit. The annual work hour limit for Tier One/Tier Two disability recipients is 599 hours/calendar year, NOT the 1039.99 hours available to Tier One/Tier Two service retirees. OPSRP disability benefit recipients CANNOT return to work part-time while receiving a PERS disability benefit.**

Reporting retirees returning to work is further explained in the document found at this link: <http://www.oregon.gov/pers/EMP/Documents/Employer-Training/EDX-Training/EDX-Reporting-Retirees.pdf> or begin at the PERS employer web page, www.oregon.gov/pers/emp/pages/index.aspx then click: (under the "Resources" heading) "Training& Presentation Schedules" > "Employer Class schedule, Information, and Registration" > (under the "EDX Advanced Topics" heading) > "Reporting Retirees"

11) Submitting a Demographic Correction Request (DCR).

- **The Demographic Correction Request (DCR) is an online form used by PERS employers to request changes to posted member employment history.** Employers can change a member's name, address, and Social Security number. (Please note: Social Security number changes should be checked with your ESC Account Team representative to avoid creating a second account for the member).
- The DCR online form can be found through two sources: 1) The View Employee Info. screens for any member, and 2) The employer's EDX Work List page.
- **View Employee Info:** Begin by clicking the View Employee Info link, found in the Site Navigation area of any EDX page. A Search message box will appear; enter the member's Social Security number or PERS ID in the blank field provided and click Search.

The screenshot shows a web application interface. On the left is a 'Site Navigation' menu with links like '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', and 'Eligibility Reports'. The main content area is titled 'View Employee Information' and includes a 'Working with:' field, a search instruction 'Please enter a Last Name, SSN or PERS ID to access employee data.', and a 'Search for an Employee' section. This section has two input fields: 'Enter Last Name:' and 'or SSN / PERS ID:'. The 'Search' button is circled in red.

The first of four data screens for the member will appear. At the top of each of these screens are links to the remaining three screens in this group and a link to the DCR activity for this member. Click the DCR link and any previously submitted DCRs will appear, along with the link to create a new DCR.

This page displays the employee's employment history with this employer, starting with the most recent employment.

- [View Address Details for this employee.](#)
- [View Salary Details for this employee.](#)
- [Work with Demographic Correction Request \(DCR\)](#)
- [Create Salary Breakdown Request](#)

Employment Details For:

Date of Birth: 10/18/1958
Contribution Start Date: 11/01/1996

Hire Intent	Start Date	Last Day Service	Term/End Date	Gross Unused Sick Leave	Transferred Unused Sick Leave	Job Class	Position Type	Plan	Average OT Hours	Contract No. of Months	Verify	Verified Date	User ID
Q	02/01/2012					General Service	Active Service	PERS Tier 2	0		<input type="checkbox"/>		

[Verify All](#) [Save](#) [Cancel](#)

Note: The verification of an employment also includes the net Unused Sick Leave. If this information is incorrect, please submit a DCR.

Demographic Correction Request (DCR) History

This page displays the history of Demographic Correction Request forms submitted for this employee.

- [View Employment History for this employee.](#)
- [View Address Details for this employee.](#)
- [View Salary Details for this employee.](#)
- [Create Salary Breakdown Request](#)

To create and submit a new Demographic Correction Request, click on the link below.

- [Create Demographic Correction Request \(DCR\).](#)

DCR History For:

Date of Birth: 10/18/1958
Contribution Start Date: 11/01/1996

No DCR History exists for this employee.

Click the link to create a DCR, and the DCR format will appear:

Demographic Correction Request

Please use the links below to navigate to the desired activity for this employee.

- [View Employment History for this employee.](#)
- [View Address Details for this employee.](#)
- [View Salary Details for this employee.](#)
- [Create Salary Breakdown Request](#)

SSN/PERS ID

[Learn more about working with Demographic Correction Request](#)

Job Segment	Hire Intent	Start Date	Term/End Date	Last Day Service	Job Class	Position Type	Plan	Average OT Hours	Contract No. of Months	Unused Sick Leave
1	Q	02/01/2012			General Service	Active Service	PERS -Tier 2	0	0	

Comments

- **Employer's EDX Work List page:** Click the Work List link, found in the Site Navigation area of any EDX page.

[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

Below is a list of employees for which PERS is requesting information. The Work Item Type indicates the type of information.

[Create Demographic Correction Request \(DCR\).](#)

[Learn more about working with Work List](#)

Click on the leftmost column to get the detail of the clicked record.

Click the “Create Demographic Correction Request (DCR)” link and the Search screen appears. Enter the member’s Social Security number or PERS ID in the field provided and click Search. The employee’s work history with you, the employer, will appear.

Demographic Correction Request

Please use the links below to navigate to the desired activity for this employee.

- [View Employment History for this employee.](#)
- [View Address Details for this employee.](#)
- [View Salary Details for this employee.](#)
- [Create Salary Breakdown Request](#)

SSN/PERS ID

CHAD OLSEN

[Learn more about working with Demographic Correction Request](#)

Job Segment	Hire Intent	Start Date	Term/End Date	Last Day Service	Job Class	Position Type	Plan	Average OT Hours	Contract No. of Months	Unused Sick Leave
1	Q	02/01/2012			General Service	Active Service	PERS -Tier 2	0	0	

Comments

An employment history may have more than one employment segment; find the segment you want PERS staff to correct and click the radio button in front of that segment. The DCR change format will appear.

Job Segment	Hire Intent	Start Date	Term/End Date	Last Day Service	Job Class	Position Type	Plan	Average OT Hours	Contract No. of Months	Unused Sick Leave
1	Q	02/01/2012			General Service	Active Service	PERS -Tier 2	0	0	

Start Date From 02/01/2012 To

Term/End Date From To Remove Term/End Date

Last Day Service From To

Job Class From General Service To

New Position Type

Average OT Hours

Contract No. of Months

Hire intent

Unused Sick Leave

Review Contribution Start Date

Delete Position

Start Date: End Date:

Start Date: End Date:

Comments

- Indicate any and all changes you want PERS staff to make to this employment segment, **but enter ONLY the changes you want made. You don't need to fill out every field.** When you've entered the desired changes, enter comments to clarify what you want done. **If the requested change will have financial impact, please state the contribution type (MPPT, MPAT or EPPT) to be invoiced.** Click the "Save" button when all entries are complete (including comments), and the completed form will be electronically returned to your ESC Account Team representative. When the requested changes are made, EDX will generate a completion message and send it to the person holding the ERP1 position, or to your Web Administrator if there is no ERP1 position holder.