

# Determining Qualification for a Partial Year

October 2022



### Introduction

A full year of employment begins on January 1 and continues through December 31. During a full year of employment, an employee must work 600 hours or more for their position to be considered “qualifying”; that is, for their hours and wages to earn PERS benefits and for you to be required to pay contributions on those wages.

Anything less than a full calendar year is considered a partial year. All the following are partial years:

- An employee is hired after the first working day of the year and works through December 31.
- An employee is hired or already employed on January 1 and leaves the job before December 31.
- An employee is hired after the first working day of the year and leaves before December 31.

### Partial-year rules

In any of the partial-year scenarios listed above, when an employee works fewer than 600 hours with one or more PERS-covered employers, it’s the posted employee’s status that makes the determination. An employee’s status as “qualifying” or “non-qualifying” is based on the hire intent that you selected in their new-hire record.

**For the year of hire**, an employee hired into a *qualifying* position is considered qualifying for that year, even if they don’t work 600 hours.

**For the year of separation** (i.e., the year when they leave their employment), their hours that year are considered *qualifying* if they worked 600 hours or more in the previous year. If they did not work 600 hours or more in the previous year (meaning their hours that year were *non-qualifying*), but the hire intent for that position is *qualifying*, then the employee’s hire intent will determine if that partial year qualifies for benefits or not.

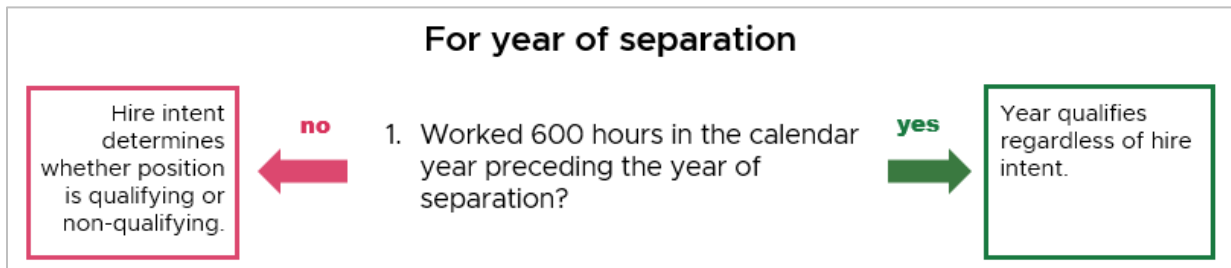
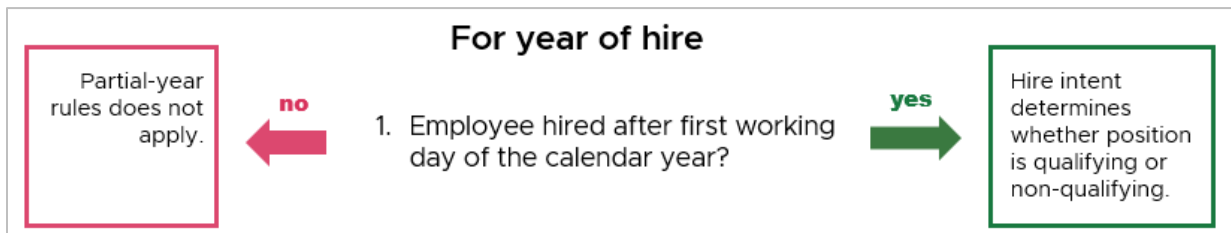
### Short segment rules

A “short segment” is when employee is hired after the first working day of the year and separates from employment before the last working day of the same calendar year.

If an employee is hired and separates within the same calendar year and they work fewer than 600 hours with all PERS-covered employers, their hire intent will determine if the position is qualifying or non-qualifying.

**See images on next three pages for more explanation.**

Decision charts



### Qualifying hire intent on new-hire record

**ADD/EDIT A MEMBER RECORD**

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

**DETAIL 1 - MEMBER DEMOGRAPHICS:**

SSN

Status Code

Status Date   
(MM/DD/YYYY)

### Non-qualifying hire intent on new-hire record

**ADD/EDIT A MEMBER RECORD**

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

**DETAIL 1 - MEMBER DEMOGRAPHICS:**

SSN

Status Code

Status Date   
(MM/DD/YYYY)

## Checking hire intent with View Employee Info

**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](#)
- [View IAP Voluntary Contribution Report](#)

BS

BEAVERTON SCH DIST #48J  
Employer Number: 04062

### VIEW EMPLOYEE INFORMATION

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

[Return to Employee Info search results page](#)

AL

AMY  
PERS ID:

<b>SSN</b>	<b>Contribution Start Date</b>	
<b>Date of Birth</b>	<b>IAP Voluntary Contribution Effective Date</b>	None
	<b>IAP Voluntary Contribution Stop Date</b>	None

Employment History
Address Details
Salary Details
Demographic Correction Request (DCR)

### EMPLOYMENT HISTORY

Hire Intent	Start Date	Last Day Service	Term/End Date	Gross Unused Sick Leave	Transferred
NQ	12/06/2021				
	12/06/2021				

Verify All

Save

Cancel