

Correcting **Suspended Records**

Employer Reporting Guide

This guide lists common reporting errors and provides step-by-step instructions for correcting them.

**Employer
Service
Center**



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Introduction

When you complete a report and release it, it goes through a validation process during Employer Data Exchange's (EDX) overnight batch run. EDX checks the information in the records to ensure it adds up and that all required fields are completed correctly. If it detects an error, it flags the report as "suspended."

If a report is suspended for any of the following errors, it will not post until you correct the error and save the record.

Error	Explanation	Example
Suspended	This is the most common error status. It can happen when information in different fields does not match, numbers don't add up, the wage code entered does not match the employee's job status, a non-qualifying position has surpassed 600 hours, and so on.	<p>"S - Subject Salary, Regular is greater than Gross Salary."</p> <p>"S - Dates reported correspond to a Leave of Absence segment on file; only wage codes of 06, 08, 14 can be reported for Leave of Absence segments."</p> <p>S - Employee has 600 or more hours of service reported in the plan year; wage code '02 - Regular/Non-Qualifying' may not be used.</p>
Bad Format	The format of your uploaded or entered data is incorrect.	<p>"B - Date of Birth must be numeric."</p> <p>"B - Last Day Service must be 8 characters."</p>
Flagged	EDX found a possible error based on reasonableness checks of your data. Review the record to ensure the information is correct. Then the record will post when the rest of the report posts.	<p>"F - The Hours Worked (Regular) are greater than 200."</p> <p>"F - The Regular Hours are zero and the wage code is 01."</p>
Valid	This is the least common error status. There are several reasons why a record may be flagged "VLID." The most common reasons are (1) 15% or more of a report's records have errors and (2) multiple records for one member exist in the same report and at least one of those records is suspended. You may need to contact your account representative for help.	A wage code 08 record being reported during a member's wait time when no 6% IAP contributions are due. Wage code 08 must have contributions included.

Finding suspended records

To find your suspended records, follow these instructions.

- 1 Log on to EDX.
- 2 If you report for multiple employers, select an employer from the Switch Employer drop-down box (upper right of your screen), if not already selected. If you only report for a single employer, you will not see the Switch Employer drop-down box; your employer will already be selected.



- 3 In the Site Navigation menu, select **Work on Reports**.
- 4 Select Work with Unposted Reports from the list of links or scroll down to Unposted Regular Reports or Unposted Demographics and Adjustment Reports.

WORK ON WAGE AND CONTRIBUTION REPORTS ? Tell Me More

Below is a list of the latest Wage and Contribution Reports. Select an action that is available next to the report or you can also [Create a New Report](#)

- [Work with Unposted Reports](#)
- [Work with Posted Reports](#)
- [Work with Posted IAP Voluntary Contributions Reports](#)

- 5 Continue to the next section to learn about the options EDX provides for addressing the records in a suspended report.

Addressing suspended records

EDX gives four options for addressing a suspended record, which are explained in this section:

- Delete.
- Edit.
- View Report.
- View Details.

UNPOSTED DEMOGRAPHICS AND ADJUSTMENT REPORTS								
Status	Date Submitted	Report Date	Delete	Edit	Release / Un-Release	Reject/Edit Report	View Details	View Totals
Suspended	06/02/2022	06/04/2022	delete	edit	n/a	View Report	View Details	n/a
Suspended	09/07/2022	09/10/2022	delete	edit	n/a	View Report	View Details	n/a

Delete

The [delete](#) option deletes the whole report and all the records in it, if no records in that report have posted yet. Choose this option if your report has too many errors and you want to start over.

EDX will prompt you to confirm the deletion. EDX then returns you to the Work on Wage and Contribution Reports screen.

REPORT DELETION CONFIRMATION

ARE YOU SURE YOU WANT TO DELETE THIS REPORT?

Important: Once you delete a report, it cannot be restored.

Edit

The edit option displays a list of all suspended records in the report. Choose this option to open each suspended report and fix the errors.

When you click edit, the Edit Retirement Detail Reports screen opens. It offers three options. Scroll to Option 3 – Unposted Records to see every record in the report with a suspended status.

Click select to open a record.

EDIT RETIREMENT DETAIL REPORTS

? Tell Me More

You may view, add, or edit any unposted records on the current report.

OPTION 1 - FINISHED EDITING THIS REPORT?

Finished Editing This Report? Click the **Done** button to return to the Work on Retirement Detail Reports page. You may re-edit this report at any time in the future until all records on the report are posted.

Done

OPTION 2 - ADD OR EDIT A RECORD

You may add a new record or edit an existing record. Enter a Social Security Number to view or edit a record for that employee. Or add a new record by entering the Social Security Number and completing the form that appears on the following page.

SSN

Add or Edit Record

OPTION 3 - UNPOSTED RECORDS

Click on a record to make changes to the record. The following page will provide you with a list of errors found during the last nightly validation batch run for each employee record in this list.

Page# 1

Select Record	SSN	Employee Name	Reported Wage Code	Status	Record Type
select	[blurred]	[blurred]	Positive Adjustment	Suspended	DTL2
select	[blurred]	[blurred]	Positive Adjustment	Suspended	DTL2

CORRECTING SUSPENDED RECORDS

The record opens and displays a message in red at the top identifying the error(s).

ADD/EDIT A MEMBER RECORD

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



Error Messages For Member

S - Dates reported correspond to a Leave of Absence segment on file; only wage codes of 06, 08, 14 can be reported for Leave of Absence segments.

Correct the errors on the record and click **Save** at the bottom of the screen. If you need help understanding or fixing the error(s), contact your ESC representative. Representatives and instructions for calling them are listed on the [PERS Employer website](#).

View Report

The [View Report](#) option displays a Reject/Edit report of all the suspended records in the report with the reason or reasons why each one was suspended.

REJECT/EDIT REPORT

[Return to report summary page](#)

OREGON PUBLIC EMPLOYEES RETIREMENT SYSTEM REJECT/EDIT REPORT

Organization

Report Date 07/29/2022

SSN	Last Name	First Name	Record Type	Record Status	Pay Date
██████████	██████████	██████████	DTL2	SUSP	07/22/2022

S - Dates reported correspond to a Family Leave segment on file; only wage codes of 06, 08, 14 can be reported for Family Leave segments.
S - The reported member contributions are not within five cents of the calculated member contributions of \$48.75 and wage code is 01, 04, 05, 06, 08, 11, or 16

██████████	██████████	██████████	DTL2	SUSP	07/29/2022
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F - The Regular Hours are zero and the wage code is 01.
S - The employer reported wages are equal to zero and the wage code is not 05, 06, 14, 16 or 18.

To fix the errors in each record, click [Return to report summary page](#) (upper left of the screen) and then follow the instructions in the “Edit” section on the previous page of this guide.

View Details

The [View Details](#) option displays the status of every record in the report and its status (posted (PSTD) or suspended (SUSP)), separated by type.

When you click [View Details](#), the Wage and Contribution Report screen opens. It will display the Detail 1 Records screen first. To view Detail 2 records, move your cursor to the Detail 2 tab and click.

WAGE AND CONTRIBUTION REPORT... DETAIL 1 RECORDS

[Return to report summary page](#)

Working with

Report Date 07/31/2022

Detail 1 **Detail 2**

You can choose whether reports are in order by [SSN](#) or [Last Name](#) by clicking the underlined title of the column. The screen shows the information from every field of every record, so make sure to scroll to the right.

WAGE AND CONTRIBUTION REPORT... DETAIL 2 RECORDS

[Return to report summary page](#)

Working with [REDACTED]

Report Date 05/31/2022

Detail 1 **Detail 2**

Download as CSV
Previous
Next

Record	<u>SSN</u>	<u>Last Name</u>	First Name	Pay Date	Work Period Begin Date
PSTD	[REDACTED]	[REDACTED]	[REDACTED]	05/20/2022	00000000
PSTD	[REDACTED]	[REDACTED]	[REDACTED]	05/20/2022	00000000
PSTD	[REDACTED]	[REDACTED]	[REDACTED]	05/20/2022	00000000

Error messages

Five most common error messages explained

Error message	Reason(s)	Solution(s)
S – the SSN entered is not found to have a record of open employment with this employer.	Someone entered the SSN incorrectly. or Records were not submitted in the right order. PERS reporting sequence needs to be in chronological order. A Detail 2 wage record will not post unless it has a posted employment segment to attach to.	You need to report a Detail 1 member demographic record to indicate someone is your employee in EDX prior to submitting any wage records for an individual.
S – The reported member contributions are not within five cents of the calculated member contributions of \$XXX.XX and wage code is 01, 04, 05, 06, 08, 11, or 15.	You have calculated the gross salary or IAP contribution (MPPT, MPAT, or EPPT) or both incorrectly. Gross salary is the sum of all other salary entries on a Detail 2 wage record. EDX will not calculate gross salary, but it will check your calculation for accuracy. Contributions to member IAP accounts are 6% of all wages that are defined as PERS subject salary (check the Payment Categories chart for exclusions to subject salary). For a complete, legal definition of “salary” for a Tier One/Tier Two member, see ORS 238.005(26) . For an OPSRP member, see ORS 238A.005(17) .	Verify your gross salary (sum of all salaries) is correct. Verify that the IAP amount is 6% of all subject salary.
S – Member is not eligible to receive contributions on this record.	You used a 01 – Regular wages wage code, but the employee either: <ul style="list-style-type: none"> Has not yet met membership requirements. Is not working in a qualifying position. 	Check the wage code used in the record. Either the wage code needs to change to 02 - Non-Qualifying or the position type needs to change to qualifying. If the position type needs to change, submit a Demographics Correction Request (DCR) to PERS requesting the change.

Continued

CORRECTING SUSPENDED RECORDS

<p>S – Dates reported correspond to a Non-Qualifying Service segment on file; only wage codes of 02, 14 can be reported for Non-Qualifying Service segments.</p>	<p>You used a qualifying wage code for a work period in which the employee was in a non-qualifying position.</p> <p>or</p> <p>You assigned the employee an incorrect hire intent.</p> <p>or</p> <p>You assigned the employee the wrong position type.</p> <p>Position Service segments (also called position types) are established by posting a Detail 1 member demographic new-hire record or by submitting a Demographic Correction Request to ask PERS staff to change the position type.</p>	<p>Change the wage code. Only a 02 wage code will post to non-qualifying service segment. Only 01 wage code will post to an active service segment.</p> <p>Or</p> <p>You need to correct the employee’s hire intent and position type to active service by submitting a Demographics Correction Request (DCR).</p> <p>Or</p> <p>Change position type to active service when member has reached 600 hours in a calendar year by submitting a DCR to PERS.</p>
<p>S – Employee has 600 or more hours of service reported in the plan year; wage code ‘02 – Regular/Non-Qualifying’ may not be used.</p>	<p>Why are the hours over 600? Did they have concurrent employment?</p> <p>600 hours or more with all PERS employment in any calendar year makes all positions qualifying, regardless of hire intent.</p>	<p>Submit a DCR to change position type from NQ service to Active Service.</p> <p>See next section in this guide for more information on avoiding this common error.</p>

Unclear error messages

If any of the following occurs, contact your ESC representative for help.

- You receive an error message you don’t understand.
- You receive an error message, but your report seems correct.
- You receive error messages that seem to conflict.
- You fix the error and then receive a different error message that you don’t understand.

Avoiding a common error when reporting part-time employees

S - Employee has 600 or more hours of service reported in the plan year; wage code '02 - Regular/Non-Qualifying' may not be used.

If you receive this common error code, it means your non-qualifying employee has reached or surpassed 600 hours for that calendar year working for you or all their PERS-covered employers combined.

When this happens, update the wage code in the record from 02 – Regular/Non-Qualifying to 01 – Regular wages. You may also need to submit a DCR to request that PERS change the employee’s position type to Active Service. Even if the employee was hired into a non-qualifying position and has fewer than 600 hours working for you, you still need to change the position type. This will not change the original hire intent.

To prevent receiving this error message, it’s good practice to check your part-time employees’ hours every autumn. Also, EDX does not give an error message for qualifying employees who may not reach their 600 hours. You can only learn this by checking employees’ hours.

How to find employees’ total hours

To find the hours to date for your employees, use the **Eligibility Reports** function in EDX. It provides two kinds of reports that you can run:

- 1 Members Approaching Qualifying Hours** report displays members who:
 - Have 550 or more posted hours with all their employers in the specified year.
 - Have two or more non-qualifying wage records posted in the specified year.
 - Are not retired in the specified year.
- 2 Members with Contributions Who May Not Qualify** report displays members who:
 - Have less than 600 hours with all employers in the specified year.
 - Have contributions reported in the specified year.
 - Are not retired in the specified year.

Note: Having fewer than 600 hours in the year someone is hired or leaves their position does not necessarily mean that year does not qualify for benefits. Read employer reporting quick reference, “[Determining Qualification for a Partial Year](#)” for details.

Filter your report by year
Enter a year (YYYY)

Members Approaching Qualifying Hours [Download CSV File](#)

Members with Contributions Who may not Qualify [Download CSV File](#)

- 3** To see the report, click **Download CSV file**. The report shows how many hours each employer has with your agency (called Posted Hours This ER (Employer)) and with all agencies for which they work (called Posted Other ER Hours).

How to submit a DCR to change position type

- 1 Select **Work List** from the Site Navigation menu.
- 2 Click the **Create Demographic Correction Request (DCR)** button.



WORK LIST ? Tell Me More

Below is a list of employees for which PERS is requesting Information. The Work Item Type indicates the type of information that is required. Please complete and return each Work Item. Click on the SSN to enter salary information.

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

- 3 On the Demographic Correction Request screen, enter the employee's Social Security number or PERS ID. Click **Search**.

DEMOGRAPHIC CORRECTION REQUEST ? Tell Me More

SSN or PERS ID

- 4 The screen expands to display more information about the employee. In the Job Segment column, click the radio button next to the job segment you want changed.
- 5 The screen expands again. Scroll down to the New Position Type box and click to open the pull-down list. Select either Active Service or Non-Qualifying Service. (See image on next page of this guide.)
- 6 In the Comments box, enter the number of hours this employee has this year (according to the report you ran) and why you are changing their position type. If changing to Active Service, include the contribution type (MPPT, MPAT, or EPPT) in effect during the time period affected by this requested change.
- 7 Click **Save**.

You will see an Information message confirming that the form has been submitted to PERS for review.

Information

Member's form has been submitted to PERS for review.

CORRECTING SUSPENDED RECORDS

Job Segment	Hire Intent	Start Date	Term/End Date	Day Service	Job Class	Position Type	Plan	OT Hours	No. of Months
1	Q	08/26/2002							
<input checked="" type="radio"/>		08/15/2016			School Employee	Active Service	PERS -Tier 2	0	0
<input type="radio"/>		08/25/2014	08/14/2016		School Employee	Leave of Absence	PERS -Tier 2	0	0
<input type="radio"/>		07/01/2003	08/24/2014		School Employee	Active Service	PERS -Tier 2	0	9
<input type="radio"/>		08/26/2002	06/30/2003		School Employee	Active Service	PERS -Tier 2	0	9

Start Date **From** 08/15/2016 **To**

Term/End Date **From** **To** Remove Term/End Date

Last Day Service **From** **To**

Job Class **From** School Employee **To** **Start Date** **End Date**

New Position Type **Start Date** **End Date**

- Active Service
- Career Development Leave
- Family Leave
- Leave of Absence
- Legislator Leave
- Military Leave
- Non-Qualifying Service
- Seasonal Leave

Average OT Hours

Contract No. of Months

Hire Intent

Unused Sick Leave

Review Contribution Start Date

Delete Position

Comments

Invoicing

Once a position type is changed from non-qualifying service to active service, you may be invoiced for contributions on that employees' wages back to hire date, contribution start date, or beginning of the year.

If you were paying contributions for an employee whose position type changes to non-qualifying service, you may be refunded for contributions that were not due for that calendar year.