



# Instructions for Completing the PERS Salary and Hour Request

## Things to know about the form you received:

- This form replaces the Salary Certification and Salary Breakdown Forms previously used by PERS and the DAS Centralized PERS Services Team. Old forms will no longer be accepted. We have created this one form to simplify processing for agencies as well as for our office.
- The Employer Number is the four-digit number identified by PERS for the specific agency. If you are unsure what the employer number is for your agency, please contact the DAS Centralized PERS Services Team analyst for your agency.

## Completing the Form:

1. Verify the hire and term dates provided. If these dates are incorrect, please e-mail the DAS Centralized PERS Services Team analyst for your agency at [Central.PERSServicesTeam@oregon.gov](mailto:Central.PERSServicesTeam@oregon.gov), or write a comment in the "Comment(s)" box.
2. Mark the appropriate box for who paid the PERS pick-up (6%) contributions. For Employer Paid Pre Tax it is EPPT (this is probably 99.9% of the State of Oregon), for Member Paid Pre Tax it is MPPT, and for Member Paid After Tax it is MPAT.

## Complete the Table as Follows:

**Column 1:** Enter the pay periods for the time period identified above: i.e. 7/31/2003, 8/31/2003, etc.

**Column 2:** Enter the number of hours worked by the employee during the pay period in that row, excluding any differentials. This includes overtime hours (hour for hour worked - not time and a half). Furlough hours are not included when reporting hours for retirees or employees who are on leave without pay (LWOP) and are reported for employees regularly reporting for work. To determine whether hours are calculated for PERS, match the pay type code to the PAY TYP and RMT columns on the OSPA PTB2 screen for the employee's benefit package code as entered in the PPDB. OSPA is programmed to look at the RTMT SYST and RTMT STAT codes on the P010 screen to determine the employee's PERS Membership (Tier 1, Tier 2 or OPSRP).

If no paper timesheet is available, use the employee's hourly rate to estimate the number of hours worked.

**Column 3:** Enter the appropriate pay date by using either the actual pay date from the payroll registers or by using the "Pay Dates and PERS Rates" guide available at <http://www.oregon.gov/DAS/Financial/Payroll/Documents/Paydatesandpersrates.pdf>.

For example, for the January pay period row report the 1/1 pay date for December wages earned because they were paid in the January 1/31/PPE row. (\*See Column 4 below for more information.)

**Column 4:** Enter the PERS subject salary paid to the employee for the pay date(s) that fell within the pay period listed. If more than one pay date fell within that pay period, combine both subject salary amounts for both pay dates and report under the 1st of the month pay date. For example, for the January pay period row report the December subject salary paid on 1/1. To determine whether certain pay type codes are calculated for PERS, match the pay type code to the PAY TYP and RMT columns on the OSPA PTB2 screen for the benefit package code as entered in the PPDB. OSPA is programmed to look at the RTMT SYST and RTMT STAT codes on the P010 screen to determine the employee's PERS Membership (Tier 1, Tier 2 or OPSRP). Subject Salary: OSPA sets up pay type codes on these screens to be PERS subject or non-subject based upon the member's collective bargaining agreement and the PERS Payment Categories document from the following PERS link:

[http://www.oregon.gov/pers/EMP/Pages/section/er\\_tools/tools\\_index.aspx](http://www.oregon.gov/pers/EMP/Pages/section/er_tools/tools_index.aspx)

**Column 5:** Contributions Paid is the amount actually paid. See the OSPA "Deciphering the Payroll Register" document located at the following OSPA web page for where to find the contribution amounts paid.

<http://www.oregon.gov/DAS/Financial/Payroll/docs/xref44ref.pdf>

**Column 6:** If the employee was considered to be in a police and fire position by statute and coded as such in PPDB, please mark this box. HOWEVER: If the employee became police and fire during the middle of the month, start the employee as police and fire effective the first of the following month due to system constraints .

**Column 7:** List the PRNN OSPA monthly deduction amount the employee paid using the same rules as in the instructions above for Column 4. Only Tier 1 and Tier 2 employees are eligible for this deduction and only if the employee is in a police and fire designated position.

**Please see next page for examples and further instructions to complete this form.**

Example of how this data will be reported for columns 1-7:

- In this scenario the employee was hired 2/15/2002 into a police and fire position. He had previous PERS history as a Tier 2 plan member who wanted to purchase additional police and fire units.
- The hours worked in February are entered into the "Hours" field for February.
- However, the salary earned in February was paid in March, and is entered in the "Salary" field for March.
- Additionally, since both February and March salary was paid in March, the total salary for both months is entered in the "Salary" field for March.

**Year: 2002**

Pay Period	Hours	Pay Date	PERS Subject	Contributions Paid	Police & Fire	P&F Unit Amounts Paid
2/28/2002	80	2/1/2002			✓	
3/31/2002	176	3/1/2002	\$ 3,700.00	\$ 222.00	✓	\$ 2.80
4/30/2002	168				✓	
5/31/2002	176	5/1/2002	\$ 5,000.00	\$ 300.00	✓	
6/30/2002	160				✓	
7/31/2002	176	7/1/2002	\$ 2,500.00	\$ 150.00	✓	
8/31/2002	184	8/1/2002	\$ 5,000.00	\$ 300.00	✓	
9/30/2002	168				✓	
10/31/2002	184	10/1/2002	\$ 2,500.00	\$ 150.00	✓	
11/30/2002	168	1/1/2002	\$ 5,000.00	\$ 300.00	✓	
12/31/2002	176					
<b>Totals</b>	<b>1816</b>		<b>\$ 23,700.00</b>	<b>\$ 1,422.00</b>		<b>\$ 22.40</b>

4. Enter any comments as needed. If the agency was unable to find any reportable wages for the employee after checking OSPA microfiche or State Archives, indicate on the form that the information is no longer available and in line with the State of Oregon Archives Retention Schedule.
5. Sign and Date.
6. Enter the phone number of the person completing the form in case there are questions.