Employer Announcement #68, Retirement Data Verification
(Steps 3 and 6 have been modified to reflect reduction in the employer response time from 60 to 30 days, and reduction in the extension request time from 45 to 21 days. These reductions are effective with employer data verifications made on or after January 25, 2013)

In this announcement:

SB 897 became law in the 2010 legislative session and provides the requirements for retirement data verification. The processes satisfying those requirements are outlined in the following steps.

Step 1: Request for Retirement Data Verification.

Beginning July 1, 2011, eligible PERS members may begin requesting retirement data verifications. An eligible PERS member is any active or inactive Tier One, Tier Two, or OPSRP member within two years of earliest service retirement age. Tier One or Tier Two members anticipating retiring with 30 years of service become eligible to request retirement data verifications at the 28th year of service.

Initial requests must be made in writing, but as Online Member Services (OMS) is phased in following the installation of EDX Release 6.0, members will be able to request retirement Data Verifications and review member accounts online. OMS is expected to be available to the PERS active and inactive member population sometime in fall 2011.

Step 2: Member review of existing data.

Upon receipt of a valid retirement Data Verification request, PERS will ask the member to review salary and employment data previously reported by all the member’s past and present PERS employers. PERS will ask the member to report any perceived discrepancies between previously reported data and what the member believes to be correct.

Prior to the phased introduction of OMS, members will receive a hardcopy of current data for review. With the introduction of OMS, a summary of demographic and financial data and detailed depictions of that data will be available for review. That review will be accomplished on the following screens, beginning with the Account Summary screen:

The Account Summary screen will show a summary of the member’s demographic and financial history spanning his/her entire PERS career, back to the first date of hire with his/her first PERS employer.

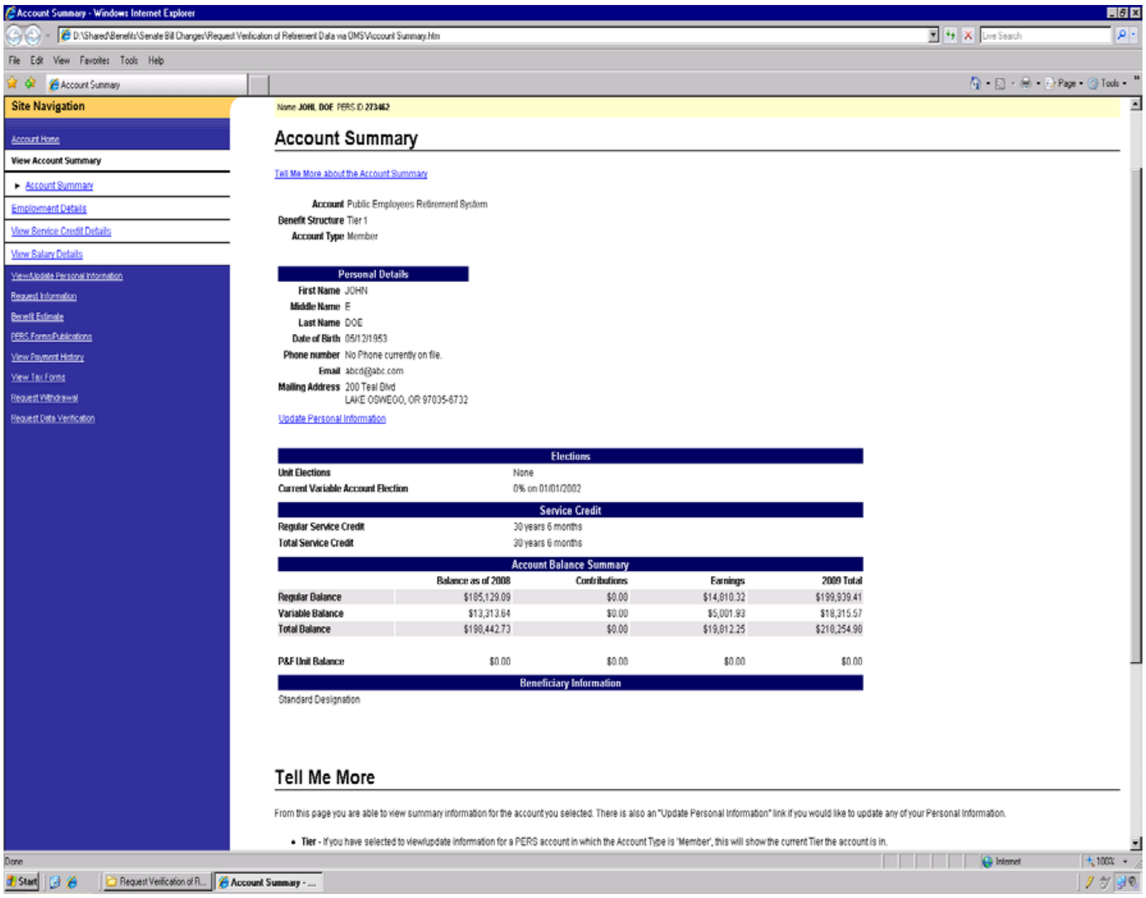
The address in the demographic information will be the most recent address posted by any of the individual’s present PERS employers.

The Elections section will show the PERS programs in which the member elected to participate during their PERS career. For example: The individual is in a Tier One/Tier Two Police and Fire (P&F) position and has elected to participate in the Tier One/Tier Two P&F Units program, or the individual is a Tier One/Tier Two member and elected to participate in the Variable Account program before December 31, 2002.

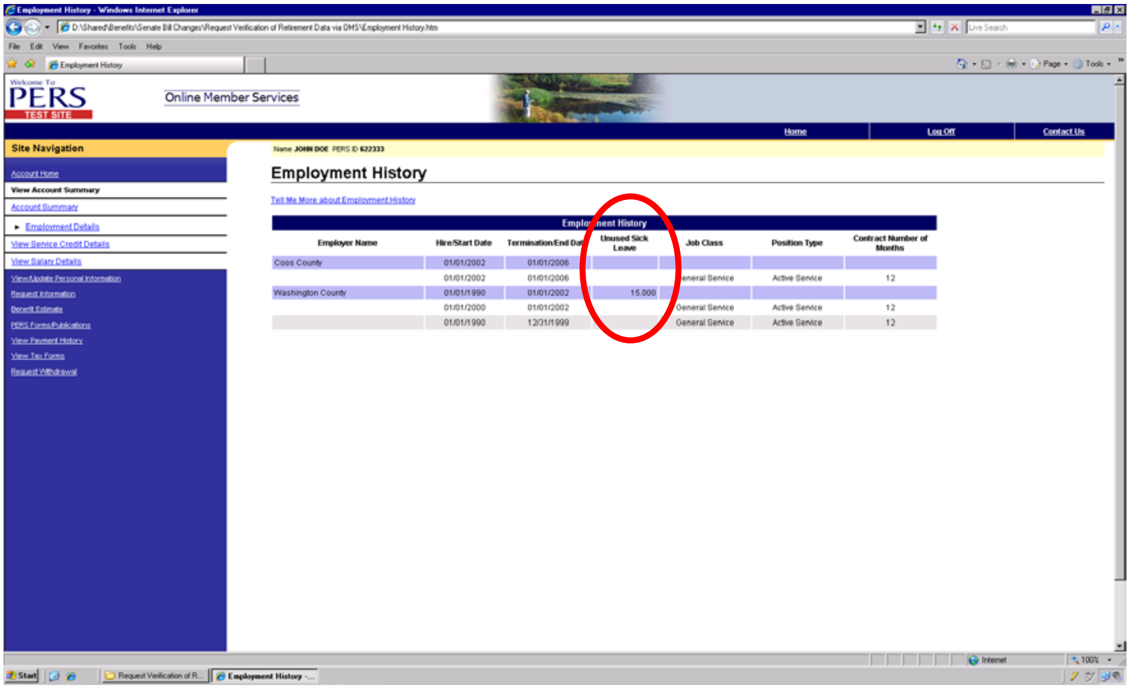
The Service Credit summary will show service credit, in years and months, accumulated throughout the member’s PERS employment career. Service credit is divided into two categories: 1) Regular Service Credit, representing service credit granted for periods of qualifying employment during the member’s career and 2) Total Service Credit, the total of Regular Service credit and any service credit granted by other means, such as credit for service with an employer prior to the employer's entry into the PERS system or any service purchases allowed prior to retirement.

Account Balance Summary represents annual contributions and earnings accumulated by the member's Tier One/Tier Two Regular Account and Variable Account, if the individual elected to participate in the Variable program.

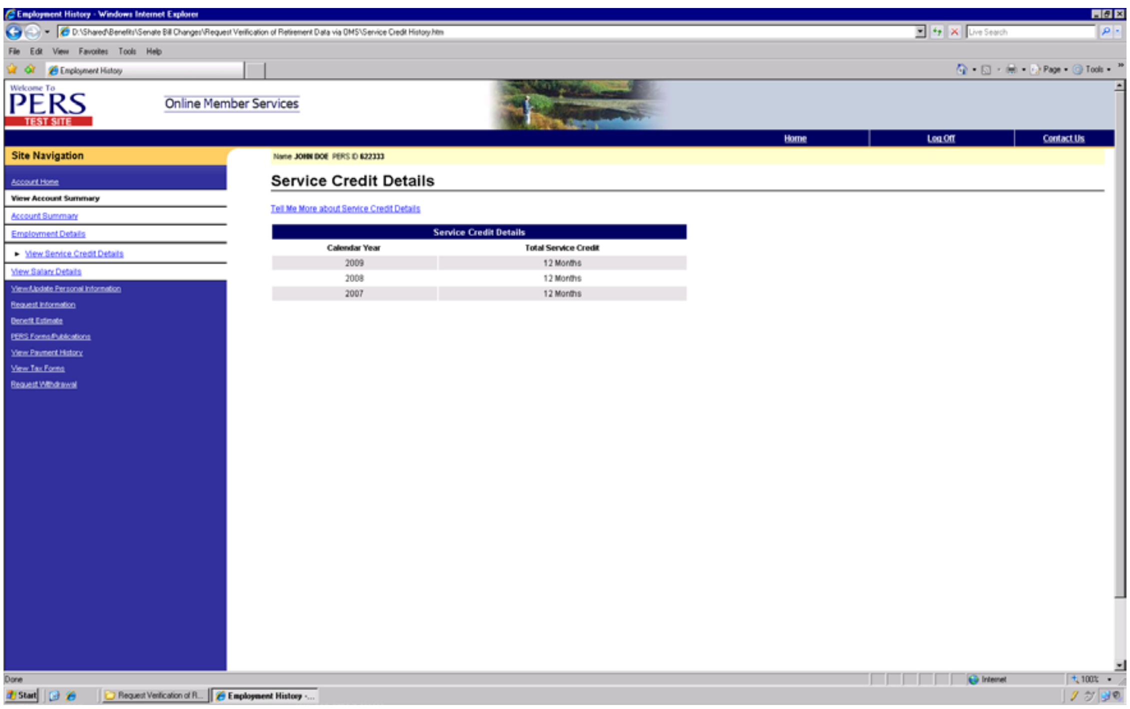
The last item on the summary page represents the recently received and recorded beneficiary information for the member's Tier One/Tier Two Regular and Variable accounts or OPSRP Pension account.



The Account Summary screen is followed by the Employment History screen spanning the member's entire PERS career, back to his/her first date of hire. Unused Sick Leave is also listed on this screen. PERS has historically requested that employers report total unused sick leave hours accumulated by a member when the individual terminates employment and will ask employers to continue that practice. However, SB 897 requires that, as of July 1, 2012, unused sick leave hours be included in the retirement Data Verification. At that point employers will be asked to report unused sick leave as part of the verification process.



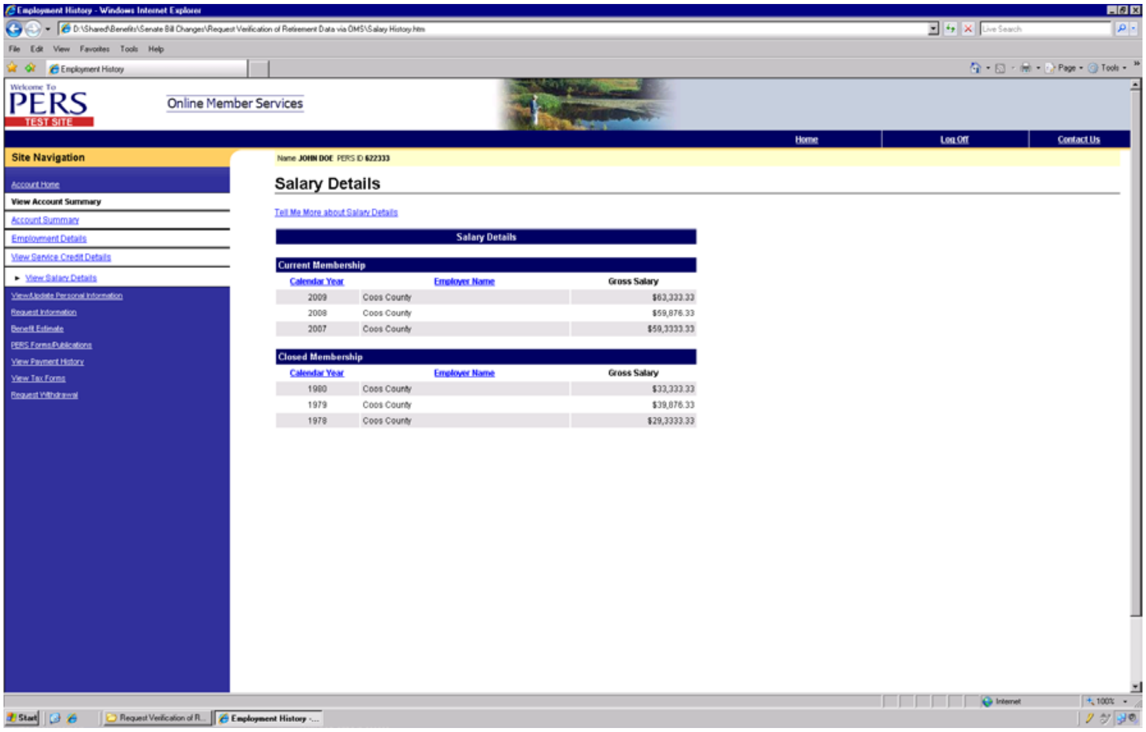
The next screen is the Service Credit Details screen, showing total service credit, in months, for each year of qualifying employment in the member's PERS employment history. This screen will be updated monthly, after the 15th of each month.



The Salary Details screen follows the Service Credit Details screen. This screen shows salary paid to the member by all of the member's PERS employers in each qualifying year of employment throughout the member's PERS employment history.

Salary information is split into current and closed memberships. A current membership is one for which the individual completed a waiting time, established PERS membership, and still retains membership rights, even though there may be active and inactive employment segments within the membership.

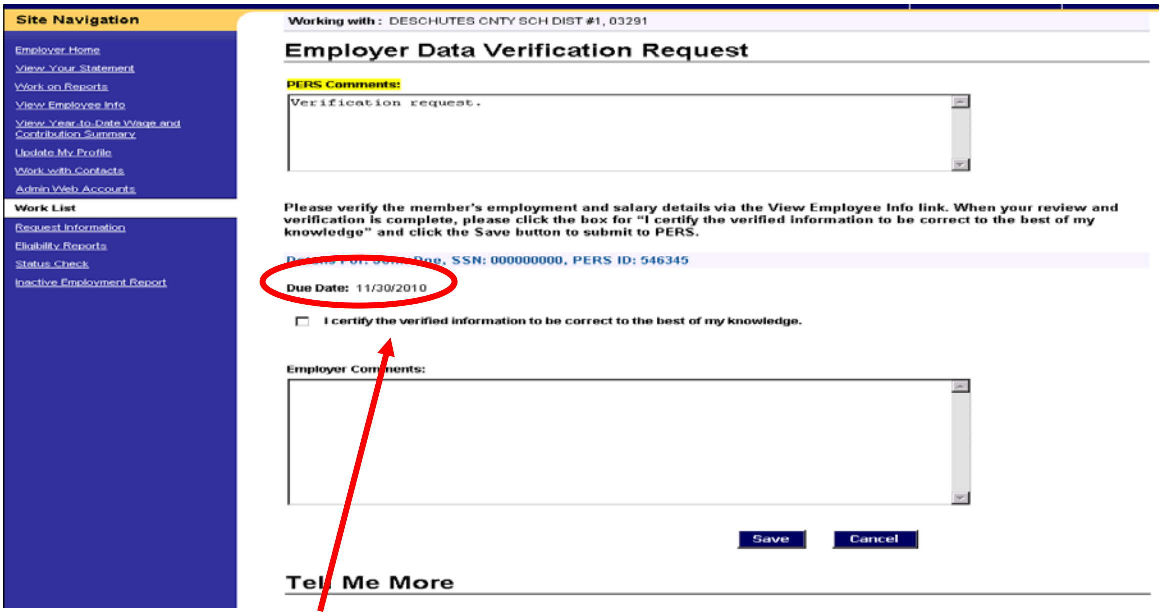
A closed membership is one in which the individual completed a waiting time, established PERS membership, but at some point did one of two actions: 1) terminated all PERS-covered employment and withdrew his/her PERS member account or OPSRP pension benefit or 2) terminated all PERS employment and was not vested in PERS at the time of termination, elected to leave his/her accounts in the PERS system, and did not return to PERS-covered employment within five years of termination. At the fifth anniversary of absence from PERS-qualifying employment, the member enters Loss of Membership (LOM) status. In either situation, the member loses all rights to the membership in question, and the membership moves to “closed” status.



Step 3: The employer receives a Data Verification Request.

PERS staff will attempt to resolve any disparities in data reported by the member after the member’s data review. When any necessary resolution efforts are complete, PERS staff will then inform the employer that a request for retirement Data Verification has been made. Notification will be made by entering an online Employer Data Verification Request form in the Work List for each of the member’s past and present PERS employers, then informing the employers by e-mail that the verification request is in the employer’s Work List. Like other EDX-generated e-mails, this notification will be sent to the individual listed as the ERP1 contact on the employer’s EDX “contacts” page. If the employer has no ERP1 contact, the email goes to the individual listed on the “contacts” page as the Web Administrator.

Upon receipt of the Work Item employers should open the Employer Data Verification Request and leave it open until Data Verification efforts are complete.



<u>**Employers will have 30 days from the notification date to complete the Data Verification.**</u> A one-time extension of that 30-day period is available for an individual member. **The extension must be requested within the first 21 days of the 30-day period** and must outline the reason for the extension request, the length of the extension, and the date the extension will terminate.

Upon the earlier of : 1) expiration of the 30-day period (or an extension period if requested for a specific member) or 2) completion of the employer's verification efforts as signaled by the employer closing the online Employer Data Verification Request, data on the system will be considered verified, or "locked," and <u>cannot be changed</u> except as directed by PERS to:

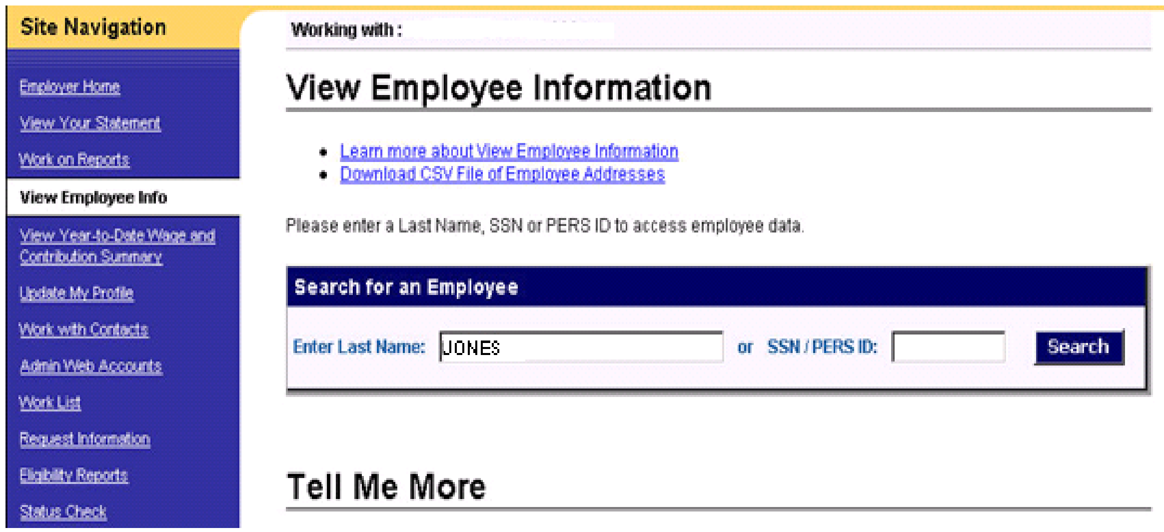
- reconcile the member's records before the verification is issued;
- implement changes resulting from a member's successful dispute of the data;
- re-issue a verification to comply with adjustments for USERRA or to implement a judgment, administrative order, arbitration award, a conciliation or settlement agreement;
- accommodate an account divided by divorce, and/or
- restore Tier One status to a Tier Two member making a service purchase.

Verified data will extend from the Data Verification Effective Date (DVED) back to the first date of hire for requesting member by this/her first PERS-covered employer. The DVED is December 31 of the last "closed" year prior to the verification request. A "closed" year is any calendar year for which the PERS Board has declared an earnings rate for PERS accounts and earnings have been credited to those accounts. **So, for the first round of verification requests, beginning July 1, 2011, the last "closed" year will be 2010, the DVED will be December 31, 2010, and upon the earlier of the expiration of the 30-day verification period or the employer's completion of verification efforts, data will be considered verified, thus "locked", <u>from December 31, 2010, back to the member's date of hire with his/her first PERS employer.</u>**

Step 4: The employer begins verification of data for the requesting member.

Verification of data for a requesting member begins at the View Employee Info link located in the Site Navigation area of each EDX screen. When employers click the View Employee Info link, they'll see an obvious difference between EDX Release 6.0 and past EDX releases.

Past releases of EDX led employers to a screen that requested employers to specify a time frame for searching employee information. That screen is gone under Release 6.0, and employers will start at the search screen. Input a last name, click search, and a list of past and present employees with that last name will appear. A search can be restricted to a specific individual by entering the individual's SSN or PERS ID.



If the employer used a last name to search, the member for whom the employer is verifying data will need to be identified from the list.

After locating the requesting member, the employer should click on the SSN link to begin verifying data for that specific member.

Employers who searched for a specific individual or clicked on the SSN link in a list of names, will now see the Employee Employment History Details screen, the first of two screens used to verify member data. These screens replace the transaction history and employment history screens found in previous releases of EDX. Under Release 6.0, transaction detail by member is available only through the SSN link for members on the Year-to-Date Wage and Contribution Summary screens.

Working with :

Employee Employment History Details

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

- View Address Details for this employee.
- View Salary Details for this employee.
- Create Demographic Correction Request (DCR).
- Create Salary Breakdown Request.

Employment Details For: Joe Jones, SSN: 000000000, PERS ID: 111111

Date of Birth: 01/01/1940

Contribution Start Date: 01/01/1970

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
N/A	11/30/2004		11/30/2004	0.000	0.000								
	11/30/2004		11/30/2004			General Service	Active Service	PERS Tier 1	0		☐		
Q	08/22/1960	12/31/1998	12/31/1998	2770.000	0.000								
	08/22/1960		12/31/1998			General Service	Active Service	PERS Tier 1	0		☑	06/25/2010	AAABBB
	08/22/1950		12/31/1955			General Service	Active Service	PERS Tier 1	0		☑	06/24/2010	AAABBB

Verify All Save Cancel

This screen provides a detailed employment history of this member, with this specific employer, back to the member's first date of hire with this employer. This history applies only to a specific employer; employers will not see the member's employment history with other employers.

Changes made to this screen include addition of PERS ID, date of birth, contribution start date, gross unused sick leave, transferred unused sick leave, and removal of the "confirm" box. For Data Verification purposes, we have added a "Verify" box, a "Verified Date," and a "User ID." If the employer determines that all positions are correct, they should click "Verify All" which will check all verify boxes, then click "Save" to commit the changes to the positions. However, if not all segments are correct, employers should check the "Verify" box on the correct positions, click "Save," and submit a Demographic Correction Request (DCR) to PERS to make corrections in previously posted employment history.

The next screen used in Data Verification is the Employee Salary Details screen, which will show annual salary paid to the member by a specific employer, back to the member's first date of hire with the employer. Salary history is divided into Current and Closed memberships, previously described. If the employer feels that all annual salary is correct, the employer may click "Verify All" and "Save," resulting in verified salary being reflected on the member's account. **If salary history for 2003 and before is incorrect, the employer should create and complete a Salary Breakdown form and submit the form to PERS to request salary corrections. Employers can correct salary history for 2004 and beyond using DTL2 adjustment records in EDX.**

Working with : CROOK COUNTY, 02044

Employee Salary Details

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.
- Create Demographic Correction Request (DCR).
- Create Salary Breakdown Request.

Salary Details For: John Doe, SSN: 000000000, PERS ID: 546345

Date of Birth: 01/01/1940

Contribution Start Date: 01/01/1970

Current Membership

Plan	Calendar Year	Subject Salary	LSP	LSVP	Gross Salary	Verify	Verified Date	User ID
PERS	2000	$10,000.00	$0.00	$0.00	$10,000.00	☑	01/20/2009	AACCBB
PERS	2001	$10,000.00	$0.00	$0.00	$10,000.00	☑	01/20/2009	AACCBB
PERS	2002	$10,000.00	$0.00	$0.00	$10,000.00	☐		
PERS	2003	$10,000.00	$0.00	$0.00	$10,000.00	☐		
PERS	2004	$10,000.00	$0.00	$0.00	$10,000.00	☐		
PERS	2005	$10,000.00	$0.00	$0.00	$10,000.00	☐		

Verify All | Save | Cancel

Closed Membership

Plan	Calendar Year	Subject Salary	LSP	LSVP	Gross Salary	Verify	Verified Date	User ID
PERS	1970	$10,000.00	$0.00	$0.00	$10,000.00	☐		
PERS	1971	$10,000.00	$0.00	$0.00	$10,000.00	☐		
PERS	1972	$10,000.00	$0.00	$0.00	$10,000.00	☐		
PERS	1973	$10,000.00	$0.00	$0.00	$10,000.00	☐		
PERS	1974	$10,000.00	$0.00	$0.00	$10,000.00	☐		
PERS	1975	$10,000.00	$0.00	$0.00	$10,000.00	☐		

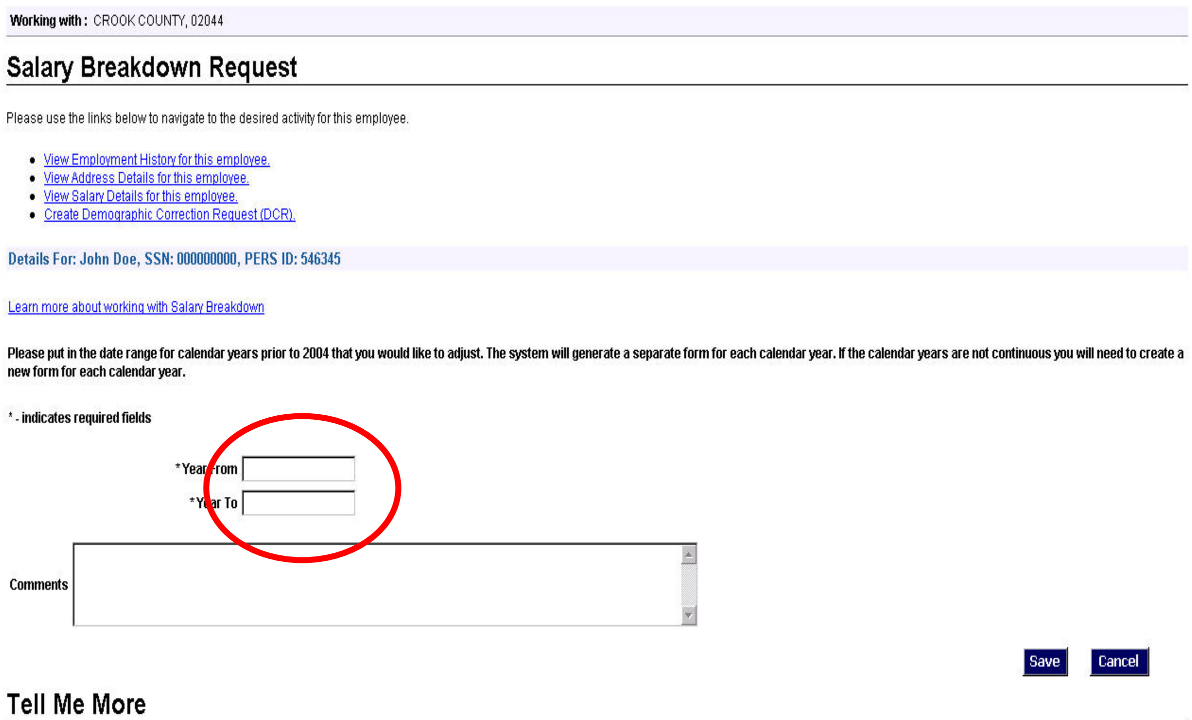
Tell Me More

Step 5: Make corrections to previously posted salary & employment history.

Corrections to a member’s previously posted demographic or employment history are made by PERS staff and requested by employers through the Demographic Correction Request (DCR) online form. This online form has been in use since installation of EDX Release 5.0 in June 2009 and has not changed in form or function. New links to the online DCR can be found at the top of the Employee Employment History Details screen, the Employee Salary Details screen, the Employee Address Details screen, and the Salary Breakdown screen. Creating a DCR from the new links will be the same as if the DCR had been created from the existing link on the Work List. The employer completes the form, adds any relevant comments about changes requested on the form, and clicks “Save” on the bottom of the form. Employers should indicate in the form’s comments area if a DCR is being submitted in response to a request for Data Verification. The DCR is then transmitted to PERS and routed to the PERS staff member who will make the changes. Employers will receive an email when the form has reached PERS and when the requested changes are complete.

Corrections to a member’s previously posted salary history are made either by use of the online Salary Breakdown form or by submitting DTL2 adjustment records. **A Salary Breakdown form would be used to correct posted salary for 2003 and prior years; DTL2 adjustment records would be used to correct posted salary history for 2004 and subsequent years.**

The link to create a Salary Breakdown form can be found at the top of the Employee Employment History Details screen, the Employee Salary Details screen, the Employee Address Details screen, and the Demographic Correction Request (DCR) screen. Clicking the Salary Breakdown link at the top of any of these screens produces this form:


Working with : CROOK COUNTY, 02044

Salary Breakdown 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 Demographic Correction Request (DCR).

Details For: John Doe, SSN: 000000000, PERS ID: 546345

Learn more about working with Salary Breakdown

Please put in the date range for calendar years prior to 2004 that you would like to adjust. The system will generate a separate form for each calendar year. If the calendar years are not continuous you will need to create a new form for each calendar year.

* - indicates required fields

*Year From

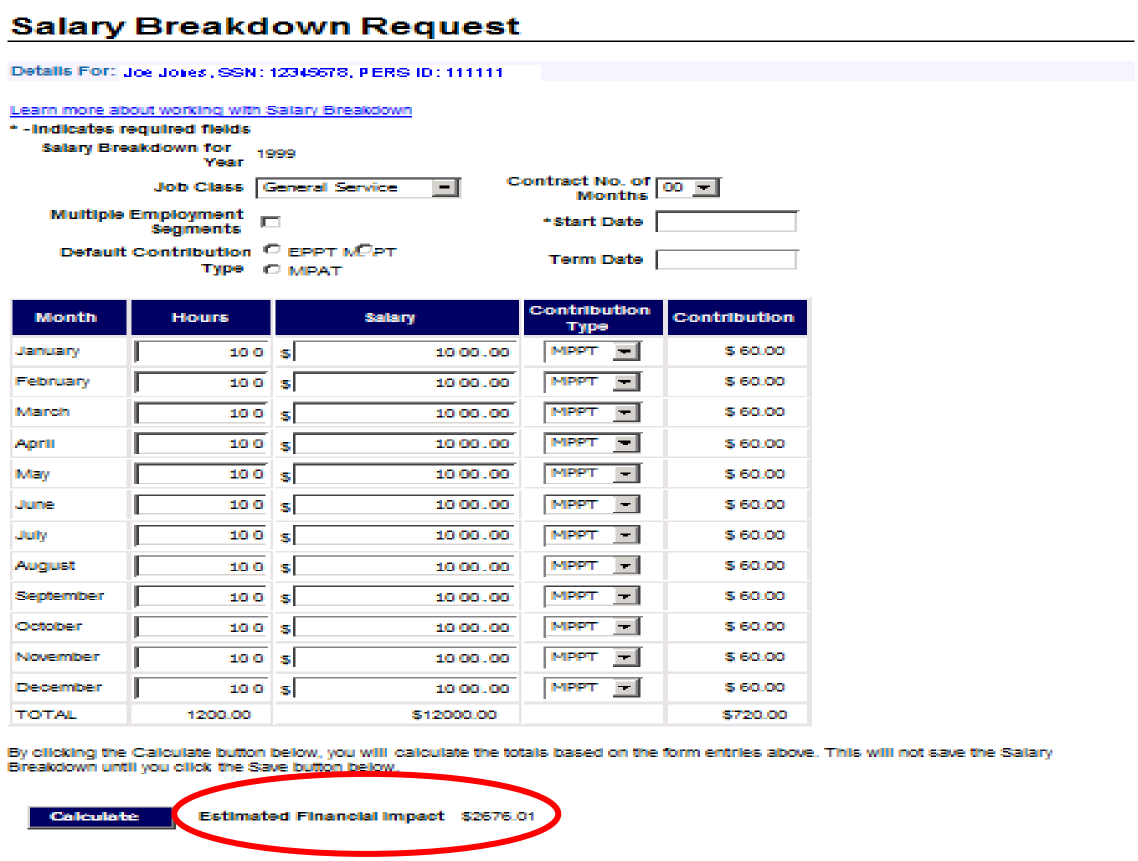
*Year To

Comments

Save Cancel

Tell Me More

Fill in the Year From and Year To fields, add any relevant comments, click Save, and the following form will be generated for each year covered by the Year From and Year To fields and added to the employer's Work List. If only one year is to be corrected, the Year From and Year To fields would be the same year.


Salary Breakdown Request

Details For: Joe Jones, SSN: 12345678, PERS ID: 111111

Learn more about working with Salary Breakdown

* -Indicates required fields

Salary Breakdown for Year 1999

Job Class General Service

Contract No. of Months 00

Multiple Employment Segments

*Start Date

Default Contribution Type EPPT MPPT MPAT

Term Date

Month	Hours	Salary	Contribution Type	Contribution
January	100	$ 1000.00	MPPT	$ 60.00
February	100	$ 1000.00	MPPT	$ 60.00
March	100	$ 1000.00	MPPT	$ 60.00
April	100	$ 1000.00	MPPT	$ 60.00
May	100	$ 1000.00	MPPT	$ 60.00
June	100	$ 1000.00	MPPT	$ 60.00
July	100	$ 1000.00	MPPT	$ 60.00
August	100	$ 1000.00	MPPT	$ 60.00
September	100	$ 1000.00	MPPT	$ 60.00
October	100	$ 1000.00	MPPT	$ 60.00
November	100	$ 1000.00	MPPT	$ 60.00
December	100	$ 1000.00	MPPT	$ 60.00
TOTAL	1200.00	$12000.00		$720.00

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.

Calculate

Estimated Financial Impact $2676.01

One Salary Breakdown Request will be generated for each year specified on the previous form. The Estimated Financial Impact is generated by hours and salary data entered into the form and consists of contributions for the year in question, generated from data entered on this form, and annual earnings on those contributions from the past year covered by this form forward to the last year for which account earnings have been credited.

Add comments in the area provided on the form (not shown), click Save (not shown), and this data will be transmitted to PERS. PERS staff will make changes to salary history specified by this form, and the employer will be notified when the changes have been made and data is ready for re-review. Employers should indicate in the form's comments area if a Salary Breakdown Request is being submitted in response to a request for data verification.

Step 6: The employer verification process is complete.

The verification process is considered complete and data on the system considered verified at the earlier of: 1) the employer completes review, checks the verification certification box on the online Employer Data Verification Request in the employer Work List, and saves the form or 2) the 30-day verification period expires.

If additional information is required, the form will be returned to the employer, again entered in the employer's Work List, and a notification email will be sent. This action will not restart the 30-day time period. PERS will prioritize DCRs and Salary Breakdown forms generated by employers to observe the 30-day verification period. PERS will also inform requesting members if account correction activity exceeds the 30-day verification time frame (or its extension, if requested by the employer).

Step 7: The requesting member receives a copy of the verified data.

When Data Verification is complete, PERS staff will complete the verification process and send the requesting member a copy of the verified data. The requesting member will then have 60 days to review the data and challenge anything in the verified data.

An age-eligible member may request more than one retirement data verification. The first request is without cost, but a fee will be assessed for any additional requests, payable to PERS. Additional requests will verify only years between the most recent request and the subsequent request; years verified by one request will not be re-verified in any subsequent requests.

Please direct any questions on this subject to your ESC account representative.