

PERS Employer Outreach, Communication and Education

Welcome!

Employer Actions Prior to Member
Retirement

V3 January 22, 2016

Contents

- **Please enter data as accurately as possible. This will keep member account information accurate and prevent repeated PERS requests for information.**
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New Hire DTL1 Member Demographics

The DTL1 record is not submitted with each report, but only when the individual's status with the employer changes, or something about the individual changes.

For PERS reporting purposes you'll concentrate on status information (top of the record) and job class information (bottom of the record).

The main body of the record is self-explanatory, providing demographic information for an employee. When entering employee demographic information, please:

- 1) Enter all data in upper case as requested by the Post Office.
- 2) Please don't use commas “,” in the name fields on a DTL1 record. Commas in the Name Fields will destroy the “Download as CSV” function which allows data downloads from some EDX pages into an Excel-compatible report format. Other punctuation is OK, but please don't use commas in the DTL1 name fields.
- 3) Enter an address in the United States using the Zip-1 and Zip-2 fields, and the default country code, USA. Don't use postal code with an address in the United States.
- 4) The “Last Day Service” and “Unused Sick Leave Hours” fields are filled only when reporting a termination (status code 02/Termination).

Detail 1 - Member Demographics:

SSN:

Status Code: 00 - No Change in Status

Status Date: (MM/DD/YYYY)

Last Day Service (MM/DD/YYYY)

Old SSN:

First Name:

Last Name:

Middle Name:

Name Change Indicator: N

Address - 1:

Address - 2:

Address - 3:

City:

State: NONE

Zip - 1:

Zip - 2:

Province:

Country Code: USA

Postal Code:

Date Of Birth: (MM/DD/YYYY)

Gender:

PERS Job Class Code:

Average Overtime Hours:

Unused Sick Leave Hours:

Contract No. of Months: 00

Employer Site Distribution Code:

Non PERS Data Memo:

Save Cancel

New Hire DTL1 Member Demographics

1) **Status Code: What's happening with this individual with you, the employer?** And what's the effective date of that status?

The most frequently used status codes are:

01- New hire (qualifying position).

15- New hire (non-qualifying position).

00- No change.

02- Termination (employee-employer relationship ends),

00 is used when the individual's status with the employer remains unchanged, but something about the individual changes (Ex: name or address change).

Detail 1 - Member Demographics:

SSN:

1) Status Code:
Status Date: (MM/DD/YYYY)

Last Day Service (MM/DD/YYYY)

Old SSN:

First Name:

Last Name:

Middle Name:

Name Change Indicator:

Address - 1:

Address - 2:

Address - 3:

City:

State:

Zip - 1:

Zip - 2:

Province:

Country Code:

Postal Code:

Date Of Birth: (MM/DD/YYYY)

Gender:

PERS Job Class Code:

Average Overtime Hours

Unused Sick Leave Hours

Contract No. of Months

Employer Site Distribution Code

Non PERS Data Memo

New Hire DTL1 Member Demographics

Job Class information must be entered with each DTL1 new hire record. Job Class information has three elements:

- 1) PERS Job Class Code,
- 2) Contract No. of Months, and
- 3) Average Overtime Hours.

2) PERS Job Class Code basically describes the type of job the employee performs. The most common job class codes are:

- 01-General Service.**
- 02-Police and Fire.**
- 09-School employee.**

If you are an education employer, all of your employees are Job Class 9, regardless of what duties they have.

3) The Contract No. of Months table has five options: 00, 09, 10, 11, 12. Any employee whose job class is other than “09-school employee” should ALWAYS have the 00 default. All school employees, Job Class 09, need a non-zero value and should NEVER have the 00 default.

The Contract No. of Months option states how many months in a year period a school employee is expected to work for their education employer and is also used to calculate retirement credit.

Detail 1 - Member Demographics:

SSN:

Status Code:

Status Date: (MM/DD/YYYY)

Last Day Service (MM/DD/YYYY)

Old SSN:

First Name:

Last Name:

Middle Name:

Name Change Indicator:

Address - 1:

Address - 2:

Address - 3:

City:

State:

Zip - 1:

Zip - 2:

Province:

Country Code:

Postal Code:

Date Of Birth: (MM/DD/YYYY)

Gender:

2) **PERS Job Class Code:**

Average Overtime Hours

Unused Sick Leave Hours

3) **Contract No. of Months:**

Employer Site Distribution Code

Non PERS Data Memo

New Hire DTL1 Member Demographics

4) The Average Overtime Hours value is the average calendar year overtime hours expected for those in specific jobs with the employer (payroll specialist, receptionist, teacher, firefighter, etc.). This value affects only OPSRP Members, but if you hire a Tier One/Tier Two member you'll have to enter a value just to get the DTL1 new hire record to post. **This value does not affect how much overtime an OPSRP member can work or how much the individual is paid for overtime work but it does affect the Final Average Salary (FAS) used in OPSRP benefit calculation.**

An OPSRP pension benefit is calculated by a single formula: Final Average Salary (FAS) X Retirement Credit X a decimal multiplier, .015 for OPSRP General Service or .018 for OPSRP Police and Fire. FAS is the greater of: 1) The high three continuous years of salary anywhere in the OPSRP member's employment history, or 2) The final 36 months of salary just prior to termination. **The Average Overtime Hours value limits how much overtime money paid in any calendar year can be used in the FAS calculation.**

So, how can you pick the right value from the Average Overtime Hours menu to make sure an OPSRP member has the correct amount of overtime pay used in calculation of FAS? Ask yourself this question when coding the DTL1 new hire record: **“On an average, in any calendar year, how much OT would this person accrue in their type of job with me, the employer?”** For a teacher, the answer could be “0” because teachers rarely get overtime; for a police officer/fire fighter (Job Class 2), the answer could be in the hundreds of hours.

Example: The fire fighters employed by a city are paid a salary equal to \$50.00/hour and work an average of 800 hours overtime each calendar year. The city determines that Average Overtime Hours for firefighters should be 800, but the city's PERS reporting payroll specialist codes the Average Overage Overtime Hours as 100 on fire fighter DTL1 new hire records. If overtime is paid at the “straight” time rate of 50.00/hour, a firefighter will have only \$5,000 overtime salary per year used in the FAS retirement calculation. **Correctly coded at 800 hours per calendar year, \$40,000 overtime salary per year would be used in the FAS retirement calculation. Incorrect coding will cost these employees \$35,000 overtime salary per year in the FAS retirement calculation.**

Detail 1 - Member Demographics:

SSN:

Status Code: 00 - No Change in Status

Status Date: (MM/DD/YYYY)

Last Day Service (MM/DD/YYYY)

Old SSN:

First Name:

Last Name:

Middle Name:

Name Change Indicator: N

Address - 1:

Address - 2:

Address - 3:

City:

State: NONE

Zip - 1:

Zip - 2:

Province:

Country Code: USA

Postal Code:

Date Of Birth: (MM/DD/YYYY)

Gender:

PERS Job Class Code:

4) Average Overtime Hours

Unused Sick Leave Hours

Contract No. of Months: 00

Employer Site Distribution Code

Non PERS Data Memo

Changes during a member's career. The Demographic Change Request (DCR)

Correcting posted DTL1 records.

Employers can change a member's name, address and very carefully, a Social Security number, but employers cannot change posted employment history. **Employers must ask PERS staff to change a member's posted employment history, and that request is made using the Demographic Correction Request form. The DCR is an online form, and can be found by two different methods:**

1) Begin by clicking the "View Employee Info" link:

View Employee Information

- Learn more about Using Employee Information
- Viewing GET File of Employee Information

Please enter a Last Name, SSN or PERS ID to access employee data.

Search for an Employee

Enter Last Name: or SSN / PERS ID:

1A) Enter the member's PERS I.D. or SSN and click "Search"

Employee Employment History Details

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.

1B) The member's employment history with you, the employer, appears. Click the "Work with Demographic Correction Request" link. On the next page...

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 Demographic Correction Request (DCR).**

To create and submit a new Demographic Correction Request,

Create Demographic Correction Request (DCR).

1C) Click the "Create Demographic Correction Request" link...

2) Begin by clicking the "Work List" link:

Work List

Information Message

- No Work List items exist for this agency.

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

Create Demographic Correction Request (DCR).

Learn more about working with Work List

Work List

Information Message

- No Work List items exist for this agency.

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

Create Demographic Correction Request (DCR).

Learn more about working with Work List

2A) On the Work List page, click the "Create Demographic Correction Request (DCR)" link.

Demographic Correction Request

SSN/PERS ID

2B) Enter the member's PERS I.D. or SSN and click "Search"...

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

...and the Demographic Correction (DCR) History appears. Click the "Create Demographic Correction Request (DCR)" link...

and the member's employment history appears.

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	N/A	02/02/2008			General Service	Retiree with Hour Limit	PERS -Tier 1		0	
		02/02/2008								
2	Q	01/02/2008	01/31/2008	01/31/2008	General Service	Active Service	PERS -Tier 1	100	0	
		01/02/2008	01/31/2008							
3	N/A	01/15/2004	12/31/2007	12/31/2007	General Service	Retiree with Hour Limit	PERS -Tier 1	0	0	0.000
		01/15/2004	12/31/2007							

Comments

Changes during a member's career. The Demographic Change Request (DCR)

Correcting posted DTL1 records.

The member employment history is with you, the employer; no other employer history is included. A member employment history may have many job segments.

1) Click the job segment to be changed.

2) The change format appears. Enter ONLY the changes you want made; its not necessary to fill every field.

3) After you've entered your desired changes, add comments to clarify what you want done. If you've requested a Position Type change or requested action which will alter a Contribution Start Date, please enter the contribution type (MPPT, MPAT or EPPT) in effect during the time period affected by the requested change. **Adding comments is always helpful and can prevent the need for additional clarification. When in doubt, please add comments.**

4) When all required changes and relevant comments have been entered, click "Save" which will route this form back to your ESC Account Team representative. Your ESC Account Team representative will make the requested changes or route the form to other PERS sections to have changes made.

When all changes have been made, you will receive an EDX e-mail message indicating your DCR is complete.

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	N/A	02/02/2008								
	<input type="radio"/>	02/02/2008			General Service	Retiree with Hour Limit	PERS -Tier 1		0	
2	Q	01/02/2008	01/31/2008	01/31/2008						
	<input type="radio"/>	01/02/2008	01/31/2008		General Service	Active Service	PERS -Tier 1	100	0	
	<input checked="" type="radio"/>	01/15/2004	12/31/2007	12/31/2007						0.000
	<input type="radio"/>	01/15/2004	12/31/2007		General Service	Retiree with Hour Limit	PERS -Tier 1	0	0	

1)

Start Date From 01/15/2004 To

Term/End Date From 12/31/2007 To Remove Term/End Date

Last Day Service From 12/31/2007 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

2)

3)

Comments

4)

“Hire Intent”

- The employer’s **expectation** of hours to be worked by any employee in a specific position in any calendar year.
 - **“Would any employee in this position normally be expected to work 600 or more hours in any calendar year while working for me, the employer?”**
 - **If “yes” the position “hire intent” is “qualifying”.**
 - DTL1 status code is 01.
 - DTL2 wage code is 01.
 - Wage codes 04, 05, 08 are used in periods of “qualifying” service for specific reporting requirements.
 - **If “no” the position “hire intent” is “non-qualifying”.**
 - DTL1 status code is 15.
 - DLT2 wage code is 02.

Changing “Hire Intent” or Position Type

- 1) States the employer’s expectation of present and future hours of service per calendar year by anyone in that position.
 - **Hire intent for an employment segment will not change unless the employer makes a change by terminating and rehiring into a segment with different hire intent, or submits a DCR asking PERS staff to make a change.**
- 2) Sets the “position type” for at least the year of hire.
 - Position type can change each calendar year based on total service time that year.
 - **600 hours total service in any calendar year would require the member account to have an active (qualifying) position for that year.**

“Hire Intent”

Example:

A) **Hire Intent:**

Non-qualifying 

B) **Position Type:**



Employment segment hire intent will not change unless the employer makes a change (termination and rehire) or asks PERS staff to make a change.

Position Type can change each calendar year based on total service time in that year.

Reporting LWOP (Leave Without Pay)

- **Prompt reporting of LWOP periods keeps career service time and account values accurate.**
 - **Member retirement planning is affected by delayed reporting.**
 - **PERS staff must correct records which may cause additional employer research efforts.**
- **LWOP is a period of time in which the employee remains employed by the employer but is on an authorized unpaid leave of absence. LWOP can impact retirement credit.**
 - Full month and “major fraction of a month.”
 - OAR 459-075-0150(1)(b).
 - OAR 459-010-0010(1).
- **No retirement credit accrues during reported periods of LWOP.**
- **Member and employer contributions are not normally reported for periods of LWOP.**
 - If the employee receives any payments that are due contributions during period of LWOP, these payments can be reported using DTL2-08/Contributions/No Service.
- **The employee is not considered terminated during an official period of LWOP.**
- **An official period of LWOP will not be considered an interruption of a “waiting time” period for Tier One/Tier Two members at any point or for OPSRP members on or after 11/23/2007.**
 - For OPSRP members from 8/29/2003 to 11/22/2007 an LWOP of more than 30 consecutive working days is considered a break in the waiting period.
 - A period of leave without pay will extend the waiting time by the length of the LWOP period.
- Statue references: OAR 459-010-0010, 459-075-0010

Reporting LWOP (Leave Without Pay)

- **Periods of LWOP in any calendar month which equal or exceed 11 business days must be reported separately.**
 - **A PERS business day is any day Monday through Friday in which PERS is open for business (OAR 459-070-0001(2), OAR 459-005-0001(14)).**
 - **Example: An individual has periods of LWOP of 4 business days in the first week of a month, 4 business days in the second week and 3 business days in the third week. The total is 11 business days and each period of LWOP which is part of a total of 11 or more PERS business days must be reported separately. (DTL1-07/Leave of Absence followed by DTL1-08/Return from Leave).**
- **Periods of LWOP which DO NOT equal or exceed 11 business days SHOULD NOT be reported.**
- **DLT2 records including wages, **HOURS** and contributions should be submitted for periods of PAID leave of absence (ex: sick leave, vacation or personal leave).**
- **Paid leave is not Leave w/o Pay (LWOP).**

As the end of a PERS career approaches:

- **The member:**
 - Begin retirement education.
 - Register for member retirement education presentations.
 - Request benefit estimates.
 - **Choose a retirement date.**
 - **PERS members retire only on the first of any month.**
 - Qualified for PERS retirement by age or total service time.
 - Financially able to retire.
 - **Within 90 days of the chose retirement date:**
 - Register for a Retirement Application Assistance (RAAS) session.
 - Submit all PERS retirement forms.
 - **Resign all PERS-covered employment prior to the chose retirement date.**
 - Resignation must be **effective no later than the last day of the month prior to the PERS retirement date.**
- **PERS employers:**
 - Submit DTL1-02/Termination record after member submits resignation.
 - Resignation must be **effective no later than the last day of the month prior to the PERS retirement date.**
 - Example: For a July 1st PERS retirement, resignation from all PERS-covered employment must be effective no later than June 30th.
- **PERS staff:**
 - Begins member account review at the member's retirement date.

Member termination and retirement: DTL1-02/Termination record

02-Termination marks the end of the employer-employee relationship, effective on the Status Date. Last Day Service must be entered on a termination record. Last Day Service is the last date the individual worked or was on paid leave. Last Day Service can be the same as the termination date or before the termination date, but Last Day Service can never be after the termination date.

- **Unused Sick Leave hours** are reported only with DTL1-02/Termination records. Any lump-sum payout of unused sick leave is considered non-subject salary for Tier One/Tier Two and OPSRP members, and should be reported as non-subject salary. **Unused sick leave hours paid out cannot also be reported as unused sick leave on DTL1-02 records.**
- For PERS reporting sick leave accumulates at the lowest accrual rate of any employee entitled to sick leave, with a maximum of 8 hours/month. Employers may allow a greater accumulation amount per month, but a maximum of 8 hours/month can be accrued for PERS reporting (i.e., sick leave is “capped” at that 8 hour/month maximum). **Sick leave use rate occurs at the employer specified rate**, possibly greater than 8 hours/month.
- **Transferred sick leave** is an employee’s unused sick leave transferred to you from another employer. A group of employers may agree to allow accumulated sick leave to move between those employers with an individual who changes employment within that group of employers.
- **Reinstated sick leave** would be hours retained by an employer when an employee departs employment and credited to that employee upon re-employment.
- **SB 454, the “sick time” legislation passed in the 2015 legislative session, DOES NOT affect the PERS sick leave program.**

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

* see definitions for more information

Detail 1 - Member Demographics:

SSN:

Status Code: 00 - No Change in Status

Status Date: (MM/DD/YYYY)

Last Day Service (MM/DD/YYYY)

Old SSN:

First Name:

Last Name:

Middle Name:

Name Change Indicator: N

Address - 1:

Address - 2:

Address - 3:

City:

State: NONE

Zip - 1:

Zip - 2:

Province:

Country Code: USA

Postal Code:

Date Of Birth: (MM/DD/YYYY)

Gender:

PERS Job Class Code:

Average Overtime Hours:

Unused Sick Leave Hours

Contract No. of Months: 00

Employer Site Distribution Code:

Non PERS Data Memo:

Save

Cancel

Final DTL2 Wage and Service

When reporting wages, hours and contributions ONLY “local government” employers use Work Period Begin/End Dates.

To avoid suspension of the employee’s final DTL2 record the Work Period End Date should be on or before the “Last Day Service” date on the DTL-1/02 Termination record. The pay date for that final record must be within 31 days of the employee’s termination date.

Non- “local government” employers, such as schools, NEVER use Work Period Begin/End Date fields on DTL2 records.

Non-local government employers need only be sure that the pay date for the employee’s final DTL2 record is within 31 days of the employee’s termination date.

Detail 2 - Wage and Service:

SSN:

First Name:

Last Name:

Pay Date: (MM/DD/YYYY)

Work Period Begin Date: (MM/DD/YYYY)

Work Period End Date: (MM/DD/YYYY)

Hours Worked: (Regular)

Hours Worked: (Overtime)

Reported Wage Code:

Subject Salary, Regular

Subject Salary, Overtime

Non-Subject Salary

Lump-sum Payoff

Lump-sum Vacation Payoff

Gross Salary

Member Paid After-Tax Contribution (MPAT)

Member Paid Pre-Tax Contribution (MPPT)

Unit Contribution

Employer Paid Pre-Tax Contribution (EPPT)

Optional Employer IAP Percentage

Optional Employer IAP Contribution

PERS Job Class Code

Average Overtime Hours

Employer Site Distribution Code

Non PERS Data Memo

Work List requests you may receive.

Please complete Work List requests as quickly as possible; benefit calculation and payment depend on form completion.

There are a number of “Work Item Types” which may appear on the Work List: “**Service Retiree**” or “**Disability Retiree**”, “**Salary Breakdown**”, “**Employment Confirmation**”, “**Termination Request**”, “**Unused Sick Leave**” and “**Demographic Correction Request**” and “**Employer Data Verification Request**”. Please note: an “**Employer Data Verification Request**” must be completed within 30 days after the request receipt by an employer. If required, a one-time extension of that 30 day period must be requested within 21 days after request receipt.

There are three “Status” types:
“New”-a new request for employer attention.
“Pending”-the employer has begun work on the form, but has not completed the form and will complete it later.
“Returned”-the form was submitted to PERS, but was found to have errors and was returned for correction

Work List

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 \(DCR\)](#)

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

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

SSN	PERS ID	Last Name	First Name	Plan	Year	Request Date	Work Item Type	Status
112233445	778899	SMITH	JOE	PERS-Tier 2		12/22/2015	Employer Data Verification Request	New
112233445	778899	SMITH	JOE	PERS-Tier 2		12/22/2015	Unused Sick Leave	New

Salary Breakdown (SBD) form completion.

- Salary Breakdown (SBD) forms are the only method used to provide salary information for years prior to January 1, 2004. Salary and hours are to be reported for each month the member worked and was paid a salary. **Hours are reported for the month in which they were worked, and salary is reported for the month in which it was paid.**
- Please review existing hire/term dates before submitting the SBD to make sure incorrect information is not entered on the form.**
- Information for “non-qualifying” years should not be entered. The date on the SBD is the hire date for a qualifying position.**
- SBD forms cover calendar years, and ALL wages and hours paid in any calendar year should be entered on the SBD covering that calendar year.**
- Example:** An employer receives an SBD request from PERS for a part-time employee for years 1996 and 1997. The employer pays on the 1st of the month for hours worked in the previous month (ex: hours worked for the month of July 1996 were paid in the August 1, 1996 paycheck). However, the SBD data validations **require both hours and salary entries if either is entered**. Since hours are reported for the month worked and salary is reported for the month paid, we must use a “place holder” value to satisfy SBD validation requirements. The “place holder” value is 0.01 which will not impact salary, contributions and hours.

Salary Breakdown for Year 1996

Job Class: School Employee

Contract No. of Months:

Multiple Employment Segments:

*Start Date:

Default Contribution Type: EPPT MPPT MPAT

Term Date:

Month	Hours	Salary	Contribution Type	Contribution
January		\$	EPPT	\$ 0.00
February		\$	EPPT	\$ 0.00
March		\$	EPPT	\$ 0.00
April		\$	EPPT	\$ 0.00
May		\$	EPPT	\$ 0.00
June		\$	EPPT	\$ 0.00
July	53.33	\$ 0.01	EPPT	\$ 0.00
August	53.33	\$ 900.00	EPPT	\$ 54.00
September	53.33	\$ 900.00	EPPT	\$ 54.00
October	53.33	\$ 900.00	EPPT	\$ 54.00
November	53.33	\$ 900.00	EPPT	\$ 54.00
December	53.33	\$ 900.00	EPPT	\$ 54.00
TOTAL	319.98	\$12600.01		\$756.00

Salary Breakdown for Year 1997

Job Class: School Employee

Contract No. of Months:

Multiple Employment Segments:

*Start Date:

Default Contribution Type: EPPT MPPT MPAT

Term Date:

Month	Hours	Salary	Contribution Type	Contribution
January	53.33	\$ 900.00	EPPT	\$ 54.00
February	53.33	\$ 900.00	EPPT	\$ 54.00
March	53.33	\$ 900.00	EPPT	\$ 54.00
April	53.33	\$ 900.00	EPPT	\$ 54.00
May	53.33	\$ 900.00	EPPT	\$ 54.00
June	53.33	\$ 900.00	EPPT	\$ 54.00
July	53.33	\$ 900.00	EPPT	\$ 54.00
August	53.33	\$ 900.00	EPPT	\$ 54.00
September	53.33	\$ 900.00	EPPT	\$ 54.00
October	53.33	\$ 900.00	EPPT	\$ 54.00
November	0.01	\$ 900.00	EPPT	\$ 54.00
December		\$	EPPT	\$ 0.00
TOTAL	533.31	\$9900.00		\$594.00

Salary Certification for year: 2000
 Reported Annual Salary: \$ 39,429.87
 Member's Plan: PERS -Tier 1

*Tier 1: Report salary in month paid. Include Lump Sum vacation payments.
 *Tier 2: Do not include Lump Sum vacation payments.
 *Tier 2: If your organization is a city, county or political subdivision, report salary when earned, not when paid.

Month	Subject salary	EPPT	Subject salary + EPPT
January	\$ 3,285.82	\$ 197.15	\$ 3,482.97
February	\$ 3,285.82	\$ 197.15	\$ 3,482.97
March	\$ 3,285.82	\$ 197.15	\$ 3,482.97
April	\$ 3,285.82	\$ 197.15	\$ 3,482.97
May	\$ 3,285.82	\$ 197.15	\$ 3,482.97
June	\$ 3,285.82	\$ 197.15	\$ 3,482.97
July	\$ 3,285.82	\$ 197.15	\$ 3,482.97
August	\$ 3,285.82	\$ 197.15	\$ 3,482.97
September	\$ 3,285.82	\$ 197.15	\$ 3,482.97
October	\$ 3,285.82	\$ 197.15	\$ 3,482.97
November	\$ 3,285.82	\$ 197.15	\$ 3,482.97
December	\$ 3,285.82	\$ 197.15	\$ 3,482.97
TOTAL	\$ 39,429.84	\$ 2,365.80	\$ 41,795.64

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

Comments:

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

If the "Work Item Type" for an Individual is "**Disability Retiree**" or "**Service Retiree**", the **Salary Certification Form** will appear when you click on the SSN.

Fill out the monthly salary for each month of the indicated year. If contributions for this person were made by the EPPT method, then enter 6% of subject salary in the EPPT column for each month. **DO NOT enter member-paid contributions**; EPPT contributions are entered because they are used in benefit calculations, but member-paid contributions are not used in those calculations.

Click "Calculate" after subject salary and any EPPT contributions are entered and totals in the TOTAL row and "Subject Salary + EPPT" column will appear.

Make any necessary comments. If the form is ready to submit, click the "I certify..." button and "Save" buttons to submit the form to PERS, and the form will disappear from the Work List. If the form isn't complete, click "Save work in progress" and "Save" buttons and the form will remain on the work list in "Pending" status for future completion.

This form does “triple duty”. If the Work Item Type was “**Employment Confirmation Request**”, “**Termination Request**”, or “**Unused Sick Leave Request**”, the body of this form will appear. Depending on the Work Item Type, the form title will be “**Termination Request**”, “**Unused Sick Leave Request**”, or “**Employment Confirmation**”. The “**Employment Confirmation**” will be based on age and retirement eligibility.

The “**Termination Request**” form completion replaces the DTL1-02/Termination record; **there is NO NEED TO DO BOTH unless specifically requested by PERS staff.**

The Confirm, Last Day Service, Term End Date and Unused Sick Leave fields are mandatory. The Confirm box must be checked, and confirms that all employment dates are correct. If your organization does not participate in the PERS Sick Leave program, then “0” must be entered in the Unused Sick Leave Field; the field cannot be blank. Don’t use the “Date of Death” field unless you are reporting a member’s death.

Working with : _____

Termination Request

Employment Details For: J B 3001

Job Segment	Confirm	Hire Intent	Start Date	Last Day Service	Term / End Date	Unused Sick Leave	Job Class	Position Type	Plan	Average OT Hours	Contract No. of Months
1	<input type="checkbox"/>	0	01/01/2005				General Service	Active Service	OPSRPOB	0	
			06/26/2006				Police and Fire	Active Service	OPSRPOB	2000	

Date of Death _____

Click “Save” when the form is completed. The form will be transmitted to PERS and will drop off the Work Items list.

[Tell Me More](#)

Questions?

