

From: PERS-Employer Info Services
To: PERS Employers
Date: 11/2/2009 2:30 PM
Subject: PERS: November 2009 employer update.

Dear PERS employer,

In this update:

- 1) **H1N1 contingency planning and available EDX training.**
- 2) **PERS holidays in the month of November 2009.**
- 3) **2009 Annual reconciliation process begins.**
- 4) **Work List and EDX online forms tutorial.**
- 5) **2010 compensation limits posted.**

1) H1N1 contingency planning and available EDX training.

PERS contingency planning for possible H1N1-related personnel absences is nearly complete. PERS staff realize employers are doing similar preparation, and that contingency plans may place into EDX reporting positions employer staff members with little or no EDX reporting experience. If you have five or more personnel, from your staff alone or including staff from other nearby PERS employers, and have a computer lab with Internet access, PERS staff would be available at a mutually-agreeable date to provide EDX training at your worksite. Please e-mail: pers-employer.info.services@state.or.us if you are interested in EDX training at your worksite.

PERS also offers monthly EDX training classes at the PERS Tigard headquarters. Class dates and times can be found through the PERS employer website, www.oregon.gov/pers/emp/index.shtml by clicking on the "EDX Class Schedule and Registration" link under the "Employer Training & Education" heading. Registration for EDX classes at the Tigard headquarters is done exclusively online.

2) PERS holidays in the month of November 2009.

PERS offices are closed and no PERS staff are available on PERS-observed holidays. There is no EDX batch processing on the evening of the holiday. EDX online is normally available, but no PERS staff are available if EDX online problems arise.

Here are the list of holidays observed by PERS staff during the month of November 2009:

Wednesday, November 11, 2009 - Veteran's Day.
Thursday, November 26, 2009 - Thanksgiving Day, and
Friday, November 27, 2009 - the day following Thanksgiving.

3) 2009 Annual reconciliation process begins.

An employer-wide e-mail sent Tuesday, October 27, 2009, announced the beginning the 2009 annual reconciliation process. The 2009 annual reconciliation process will be divided into to phases:

Phase 1: Clearing suspended records and posting reports. From now until December 31, 2009, we ask that employers concentrate on clearing suspended records and posting all reports for calendar year 2009.

Phase 2: Resolving 2009 eligibility issues. From January 4, 2009 through March 5, 2009 we ask that employers concentrate on resolving 2009 eligibility issues for their employees, and posting eligibility-dependent records and any required adjustments for those employees.

More information on the 2009 annual reconciliation process will be forthcoming in the near future. As always, your ESC account representative is available throughout the work day to help with any reporting problems you may have. You can find your ESC account representative and instructions to contact your representative toll-free by clicking on the "Find Your ESC Account Representative" link, under the "Employer Resources" heading, on the PERS employer web page.

4) Work List and EDX online forms tutorial.

Almost all employer forms went online with the installation of EDX Release 5.0 on June 15, 2009. A self-paced tutorial on the Work List, used to access online forms requested of employers by PERS, and the forms themselves are available through the "EDX Self-paced Education" link under the "Employer Training & Education" heading on the PERS employer website. On the "EDX Self-Paced Education" page, under the "Using EDX" heading, click on "The Work List and EDX Online Forms" link to view the tutorial. The tutorial can be completed in approximately 15 minutes.

5) 2010 compensation limits posted.

Subject salary compensation limits for 2010 are now available through the "Payment Categories" chart on the PERS employer website. You may access the "Payment Categories" chart through the "Employer Tools" link in the navigation area of the PERS employer website. On that chart, look for the "Salary Limit" payment type on Page 5; a history of subject salary compensation limits, including the 2010 limits, can be found through the "Click here for 2010 limits" link in the "Salary Limit" subject area.

Best regards,

PERS Employer OCE Team