

Subject: July 2011 employer monthly update.

Dear PERS employer,

In this update:

- 1) The MACR ‘tip’ for July.**
- 2) EDX Release 6.0**
- 3) Password requirements.**
- 4) Employer and EDX helpfile updates.**

1) The MACR ‘tip’ for July.

Those hired December 2-31, 2011 will complete their six full month waiting time on June 30, 2011. If they also continue the “employer-employee” relationship beyond that date (they don’t terminate employment), they’ll establish membership with a CSD (contribution start date) of July 1, 2011. New restrictions on posting DTL2 records became effective when EDX Release 6.0 became operational Wednesday, June 29. The new restrictions allow DTL2 wage code 01 (Regular wages) records to post only to positions with “qualifying” hire intent, and DTL2 wage code 02 (Regular/Non-Qualifying) records to post only to positions with “non-qualifying” hire intent.

Contact your ESC account representative if you have questions about the use of DTL2 wage codes.

2) EDX Release 6.0

EDX Release 6.0 became operational Wednesday, June 29, and introduces restrictions on posting DTL2 records. Details on those new restrictions and a list of new EDX features are outlined in Employer Announcement #67, EDX Release 6.0, posted on the PERS employer website, www.oregon.gov/pers/emp/index.shtml and also attached to this update. We ask all employers to review that announcement to fully understand the effect of those DTL2 posting restrictions. Please contact your ESC account representative if you have further questions on the effects of either new DTL2 posting restrictions or new EDX features. You can find your account representative through the “Find Your ESC Account Representative” link on the PERS employer webpage.

3) Password requirements and use of the “back” button when working in EDX.

3A) Questions about the requirements for password creation have recently surfaced. These password requirements can be found by logging onto EDX and clicking the “Update My Profile” link in the site navigation area. On the Update Profile Form which appears, click the link: ([password requirements](#)) located under the *Password title, and the information pictured below will appear. Use of your first and last name is also prohibited in passwords.

3B) The “back” button (on many browsers, it looks like an arrow and is located at the top of the screen) should NOT be used any time you are in an EDX screen where data can be updated. The “back” button can be used if you are in a “view” function, such as viewing your employer statement.

Employers Password Page

Password Requirements

Minimum password length is 7 characters. Windows will support passwords up to 28 characters.

User passwords must also meet the following requirements:

The password contains characters from at least three of the following four categories:

- English uppercase characters (A - Z)
- English lowercase characters (a - z)
- Base 10 digits (0 - 9)
- Non-alphanumeric (example: !, \$, #, or %)

The password does not contain three or more characters from the user's account name.

Password history is 12. This determines the number of unique new passwords a user must use before an old password can be reused.

Maximum password age is 90. This determines how many days a password can be used before the user is required to change it.

Minimum password age is 2. This determines how many days a user must keep a new password before it can be changed. This setting is designed to work with the **password history** setting so users cannot quickly reset their passwords the required number of times and then change back to their old passwords.

4) Employer and EDX helpfile updates.

The EDX User Quick Info Help File has been updated and is available through a link on the PERS employer webpage. The updated print-ready version of the EDX User Guide, available through the “EDX User Guide” link, was available on Employer webpage June 30, 2011. The print-ready Employer Manual and Employer Quick Info Help File will be updated in the near future.

Best regards,