Subject: March 2012 Employer Monthly Update.

Dear PERS employer,

In this update:

1) 2011 MACR closes Monday, March 5, 2012.
2) Thursday, March 15, 2012: member annual statement mailing address deadline.
3) Annual Prior Year Earnings (PYE) variation.
4) Reporting reminder.

1) 2011 MACR closes Monday, March 5, 2012.

The 2011 MACR process will close Monday, March 5, 2012. We ask that employers continue their efforts to resolve remaining 2011 membership questions, release all corrected records and reports for processing no later than Monday, March 5, 2012, and pay their March 5th statement in full. Earnings on contributions generated by records and reports posted no later than Monday, March 5, 2012 will be provided from PERS 2011 investment earnings. Earnings on contributions generated by records and reports posted Tuesday, March 6, 2012 and after will be considered prior year earnings (PYE) and become the responsibility of the employer.

Due to the increased volume of suspended records as a result of the EDX Release 6.0 installation on June 29, 2011, PERS staff has been focusing on correcting accounts impacting contributions that might otherwise lead to prior year earnings (PYE); See section 2 of this notice for more information on PYE. Employers who receive Prior Year Earnings invoices for 2011 account corrections may appeal those invoices. Pursuant to Oregon Administrative Rule (OAR) 459-001-0030, an employer who disagrees with invoice charges may request a review by sending an e-mail or writing to their ESC Account Representative within 60 days after the date of the invoice letter. The request must include the following information:

1. a description of the determination you want reviewed;
2. a short statement describing how and why you think the determination is wrong;
3. a statement of facts that you believe show the determination is wrong;
4. a list of any statutes, rules, or court decisions that you believe support your position;
5. a statement of the action you seek; and
6. a request for review.

Your request for a review may be denied if it does not contain the required information. We will mail a response letter within 45 days after we receive your request.

With the close of 2011 MACR approaching PERS staff is focused upon the remaining account corrections, and must defer to employer “hire intent” for positions prior to June 29, 2011 in order to work quickly and accurately. If you did not complete the employer hire intent survey when it was available please contact any member of your 2011 MACR

team with that information. Find your 2011 MACR team by starting at the PERS employer website, www.oregon.gov/pers/emp/index.shtml . Under the "ESC Account Team Locator" heading, click "Find Your ESC Account Team for MACR 2011", and contact any member of your 2011 MACR account team with your "hire intent" information.

2) Annual Prior Year Earnings (PYE) variation.

The Prior Year Earnings (PYE) process creates employer invoices for IAP earnings on contributions to member accounts for qualifying service in past years. The PYE process is initiated by PERS on the 6th of each month by posting invoices for prior year earnings to the Un-Billed Activity area of employer online statements for affected employers. An invoice letter is sent to affected employers informing them of the pending invoice and providing the invoice detail. The invoice activity is completed with the 20th of the month employer statement.

The PERS Board will meet at the end of March to adopt earnings rates for 2011. These rates will be used to credit earnings to PERS accounts for 2011. This annual process will delay the posting of PYE earnings to affected employer Un-Billed Activity areas until March 15. The March 16-31, April and May PYE process will be combined so that the remainder of March, April and May PYE earnings will appear in employer Un-Billed Activity areas on May 6 and PYE invoicing will be complete with the May 20 employer statement. There will be no PYE invoicing for April.

3) Thursday, March 15, 2012: member annual statement mailing address deadline.

2011 Member Annual Statements will be mailed to member home addresses by late spring, 2012. The deadline for member address correction for annual statement mailing is Thursday, March 15, 2012. Please make sure address corrections are posted on or before that date.

4) Reporting reminder.

Just a reminder that Regular report dates are determined by your reporting frequency which is chosen to most closely match your pay dates. Employers are assigned one of four Regular reporting frequencies:

1) Monthly: Regular report dates are the last day of the month.
2) Semi-Monthly: Regular report dates are the 15th and the last day of the month.
3) Bi-Weekly: Regular report dates are every other Friday.
4) Weekly: Regular report dates are every Friday.

Regular reports are on these specific dates, even if the date falls on a weekend, holiday, or agency furlough day. Regular reports are considered submitted on time if they are released for processing within three business days of the report due date. (Example: An

employer had a monthly regular report due December 31, 2011. The report date fell on a Saturday, the 2012 New Year holiday was Monday, January 2, 2012, so the report would be considered submitted on time if released for processing no later than Thursday, January 5, 2012). On time submission is based on the report release date, NOT on posting of the report or any records in the report.

Best regards,