



PERSONNEL INFORMATION EXCHANGE
MEETING RECAP
For November 5, 2008

Online HR Reference Guide:

Guest Speaker: Cindy Forest from DAS HRMC

Announced was the new Online HR Reference Guide. The web page was designed to assist HR professionals by providing basic HR procedures and information to use as a resource. The guide was designed to be used only as a tool and does not override federal and state law, administrative rules, and collective bargaining agreements. You may contact Cindy Forest at (503)373-7062 or Cynthia.L.Forest@das.state.or.us for more information.

HRIS Update:

Guest Speakers: Jeanette Miley, and Sharon Beck from HRIS Project Team

The HRIS Project Team has begun formulating "could be" processes for review. They also announced that ODOT has decided to withdraw as project partner because of budgeting reasons. The HRIS project and team will continue to move forward.

PERS Update:

Guest Speakers: Jannel Vachter from DAS HR Services PERS Centralized Unit.

Jannel reviewed information regarding Work After Retirement for Tier One/Tier Two Retirees and the importance of knowing how the option chosen at the time of retirement can affect how the employee is eligible to work. The PERS Status Check Worksheet was introduced as a tool to fill out or as a guide for checking status. A DAS HR Services PERS Centralized Unit web page will be coming soon. See Attachment.

Future Transactions:

HR Systems has implemented the future transaction PA code in PPDB. Agencies can enter an employee into PPDB up to one month prior to the employee's effective start date in order to create a user ID. This will enable IT staff to setup access to e-mail and other systems prior to the employee's first day of work and to minimize workload at the beginning of each month. The PA code "FUT" is used to enter the future transaction however the record will not go to Payroll. Once the effective date of the FUT becomes current month the agency must use PA code PAC to change the FUT into a valid 1XX appointment PA code. See Attachment.

Compensation Plan Changed:

A cost of living increase was implemented 11/4/08 which resulted in a 3.2% or \$85 dollar minimum increase effective 11/1/08 for applicable representations. Changes to SEIU(OA,OB), UA, and AFSCME Central Table representations were implemented 11/4/08 which resulted in the truncation of salary ranges one through ten effective 11/1/08.

Contact HR Systems:

[Donna Lantz](#), HR Systems & Services Manager (503) 378-3145
[Kim Courtright](#), HR Systems Technical Analyst (503) 378-8547
[Brandon Dolquist](#), HR Systems Analyst (503) 378-8548
[Tamara Loyola](#), HR Systems Security Officer (503) 373-0959
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HR Systems on the web:

<http://www.das.state.or.us/DAS/HR/ppdb.shtml>

PPDB Group E-mail:

Group.PPDB@state.or.us

AGENDA

Personnel Information Exchange



Meeting Date: November 5, 2008

Time: 1:30 to 3:00 p.m.

Location: ODFW Commission Room

Note: No food or drink is allowed in the room. Please park in designated areas.

ITEM	PRESENTER	TIME	ACTION, NOTES
Online HR Reference Guide			
	Cindy Forest	1:30 to 1:50	
HRIS Update			
	Steve Schafer, Sharon Beck, Jeanette Miley	1:50 to 2:05	
PERS Update			
	Jannel Vachter, Linda Ely, Cheryl Luth	2:05 to 2:20	
Future Transactions in PPDB			
	Brandon Dolquist	2:20 to 2:45	
11/1/08 Cost of Living Adjustment (3.2%)			
	Brandon Dolquist	2:45 to 3:00	

HR Systems and Services on the Web
<http://www.das.state.or.us/DAS/HR/ppdb.shtml>
E-mail us
Group.ppdb@state.or.us
Check PBNG for notification and updates

Next meeting:
To be announced.

Future Transactions in PPDB

- The PA code to enter a future transaction in PPDB is 'FUT'. Enter 'FUT' in the PA code field and the effective date. The system will prompt for a valid position number just as it would during a normal hire. Populate all the necessary fields in order to complete the action. Type 'CHG' in the action field to close the new record. The FUT transaction functions similar to the 141 however not all edits will prompt you if you are missing information so be sure you know what is required based on the type of appointment.
- The effective date of the FUT can only be a date that is on or between the first day and last day of the following future month. Example: It is currently the month of October so the effective date of the FUT must be any day November 1 through November 30. Make sure the effective date of the FUT transaction is correct as it cannot be corrected until the action reaches current month.
- The FUT transaction does not go to Payroll.
- The FUT should only be done where the appointment code is 1XX, excluding 167 and 168. The FUT cannot be done for temporary appointments.
- If the FUT information needs to be changed before that future month arrives you must reopen the FUT transaction with the agency number and it will open most fields. There may be some fields that may not reopen and may have to add additional PA codes while the FUT action is open in order to update. PA codes cannot be added to the FUT record unless the FUT record is open.
- On or after first of the next month use PA code 'PAC' to change the 'FUT' to a valid 1XX PA code (141, 142, 144, 146, 147, 148, 151, 152, 153, 171, 172, 173, 175, 181; Not 167, 168, 199).
- After processing the PAC, reopen the 1xx record and change items such as RSD if necessary, adding appointment method if necessary, assure TS ends, PAD, SED are correct for that repr code.
- The FUT/PAC codes do not give all the normal edits that would be given in a normal 141, 142, 1xx hire. So it is important to understand the fields that may need to be adjusted during this process.
- Before entering your FUT action, determine what PA code this action should be. For example, if an employee is brand new to the state and not a retiree the PA code you would use might be a 141. If so, read the matrix to assure you have completed the appropriate fields. This will be the process for any FUT entry to refer to the PA code intended.

- When the future month arrives, the HR Tech must do a PAC on the FUT code in the PPDB System. Below is a matrix to help determine important coding for fields on the hire.

PA CODE	Employee Status	Recognized Service Date	Appointment Type	PERS Wage/Job Class	
141 - Permanent, Limited Duration & Academic. (Not For PERS Retiree And Not Temporary Appointments)	T or R (A if Exec Service or Board members)	Keep as assigned	P, L, or A (Do not assign S, see pa codes 151,152, 153)	See Wage Chart, depending on type of service (Do not assign R for this PA Code)	
142 - Reemployment of a previous state employee within two years to state service in a classification with a salary range same or lower - Permanent, Limited Duration & Academic. (Not For PERS Retiree And Not Temporary Appointments)	T or R (A if Exec Service or Board members)	May need to adjust	P, L, or A (Do not assign S, see pa codes 151,152, 153)	See Wage Chart, depending on type of service (Do not assign R for this PA Code)	
144 - Return from Layoff within two years - Permanent, Limited Duration, Seasonal & Academic (Not For PERS Retiree And Not Temporary Appointments)	T or R (A if Exec Service or Board members and other types of service)	May need to adjust	P, L, or A (Do not assign S, see pa codes 151,152, 153)	See Wage Chart, depending on type of service (Do not assign R for this PA Code)	
146 - Appointment from Unclassified Service - Permanent, Limited Duration & Academic (Not For PERS Retiree And Not Temporary Appointments)	T or R (A if Exec Service or Board members and other types of service)		P, L, or A (Do not assign S, see pa codes 151,152, 153)	See Wage Chart, depending on type of service (Do not assign R for this PA Code)	

147 - Appointment of a previous state employee within two years to state service in a classification with a salary range higher than previously held. Permanent, Limited Duration & Academic (Not For PERS Retiree And Not Temporary Appointments)	T or R (A if Exec Service or Board members and other types of service)	May need to adjust	P, L, or A (Do not assign S, see pa codes 151,152, 153)	See Wage Chart, depending on type of service (Do not assign R for this PA Code)	
148 - PERS RETIREE Appointment (New Hire or Reemployment) - Permanent, Limited Duration, Seasonal & Academic (Not Temporary Appointments)	T or R (A if Exec Service or Board members and other types of service)	May need to adjust, 148 is used as a new hire or reemployment depending on Retiree Previous status in state government or Private entity	P, L, or A (Do not assign S, see pa codes 151,152, 153)	HR Tech must enter the R because the FUT code will not populate automatically	
151 - Initial appointment of a Seasonal Employee (Not For PERS Retiree And Not Temporary Appointments)	Assign T- but will have to delete the TS ends date	May need to adjust	Only S Appt Type acceptable for this PA Code	See Wage Chart, depending on type of service (Do not assign R for this PA Code)	
152 - Appointment of a returning Seasonal employee to a classification having the same class, equal salary range or lower salary range. (Not For PERS Retiree And Not Temporary Appointments)	Assign T or R - but may have to delete the TS ends date if it populates	May need to adjust	Only S Appt Type acceptable for this PA Code	See Wage Chart, depending on type of service (Do not assign R for this PA Code)	

153 - Appointment of a returning Seasonal employee to a classification having a higher salary range than previously held. (Not For PERS Retiree And Not Temporary Appointments)	Assign T- but will have to delete the TS ends date	May need to adjust	Only S Appt Type acceptable for this PA Code	See Wage Chart, depending on type of service (Do not assign R for this PA Code)	
171 - Transfer-in with Promotion to a Higher Salary Range <u>from a Different Agency Number</u> . Do not use on employee within the same agency. (Other agency should use PA Code 580)	T or R (A if Exec Service or Board members and other types of service)	RSD will be assigned from previous record	P, L, or A (Do not assign S, see pa codes 151,152, 153)	See Wage Chart, depending on type of service (Do not assign R for this PA Code) On this code you can determine what to enter from the previous record.	
172 - Return from Trial Service Removal to <u>Previous Agency</u> and Class. Do not use on employee within same agency. (Other agency should use PA Code 572 to show transferring back to other agency)	T or R (A if Exec Service or Board members and other types of service)	RSD will be assigned from previous record	P, L, or A (Do not assign S, see pa codes 151,152, 153)	See Wage Chart, depending on type of service (Do not assign R for this PA Code) On this code you can determine what to enter from the previous record.	
173 - Transfer-in to Lower Salary Range (Demotion) <u>from a Different Agency</u> Do not use on employee within same agency. (Other agency should use PA Code 580)	T or R (A if Exec Service or Board members and other types of service)	RSD will be assigned from previous record	P, L, or A (Do not assign S, see pa codes 151,152, 153)	See Wage Chart, depending on type of service (Do not assign R for this PA Code) On this code you can determine what to enter from the previous record.	

<p>175 - Transfer-in to equal Salary Range <u>from a Different Agency</u> Do not use on employee within same agency. (Other agency should use PA Code 580)</p>	<p>T or R (A if Exec Service or Board members and other types of service)</p>	<p>RSD will be assigned from previous record</p>	<p>P, L, or A (Do not assign S, see pa codes 151,152, 153)</p>	<p>See Wage Chart, depending on type of service (Do not assign R for this PA Code) On this code you can determine what to enter from the previous record.</p>	
<p>181 - Transfer-in to equal Salary Range <u>from a Different Agency</u> Do not use on employee within same agency. (Other agency should use PA Code 580)</p>	<p>T or R (A if Exec Service or Board members and other types of service)</p>	<p>RSD should be adjusted to reflect the previous time in the OUS or Semi-independent agency</p>	<p>P, L, or A (Do not assign S, see pa codes 151,152, 153)</p>	<p>See Wage Chart, depending on type of service (Do not assign R for this PA Code)</p>	

PERS STATUS CHECK WORKSHEET

PERS Customer Service 1-888-320-7377 (8:30 a.m. - 12:00 p.m.)

Supply This Information to PERS Customer Service Representative

PERS EMPLOYER NUMBER:	<input style="width: 90%;" type="text"/>
EMPLOYEE NAME:	<input style="width: 95%;" type="text"/>
EMPLOYEE SSN:	<input style="width: 75%;" type="text"/>

Following are questions to ask PERS: (If the PERS staff employee says you have access to do status checks on EDX, please tell them the following: Our PERS reporting is done by the DAS Centralized Team. We currently do not have access to EDX.)

	YES	NO
PERS TIER 1 OR 2 (no waiting time to serve) or OPSRP (may need to serve waiting time)	<input type="checkbox"/>	<input type="checkbox"/>

Wage Job Class Code

(Refer to Wage/Job Class Code Table to Determine Appropriate Code, PERS will not know)

	YES	NO
ELIGIBLE FOR CONTRIBUTIONS UPON HIRE or WAITING TIME	<input type="checkbox"/>	<input type="checkbox"/>

	DATE	HOURS
**RETIRED--Ask the following:		
RETIREMENT DATE	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>
ELIGIBLE TO WORK 1039 HRS OR 599 HRS	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>

****If retired, please fax to the DAS Centralized PERS Team at (503) 378-5734.**

(Provide to Payroll for appropriate deduction, this form can be attached to the personnel action forwarded to Payroll.)

Work After Retirement Information for Tier One/Tier Two Retirees

Oregon statute imposes certain restrictions on members who work for PERS covered public employers after retirement. The following paragraphs describe these rules for service retirees.

If you return to employment with a private employer or non-PERS covered public employer, your PERS retirement benefits will continue unchanged. PERS does not limit the hours you may be employed or the amount of money you can earn from a private or non-PERS covered employer.

①

Tier One/Tier Two Retirees Who Elect a Total Lump-Sum Option (will NOT receive a monthly retirement allowance)

If you select the total lump-sum retirement option as a Tier One/Tier Two retiree and return to work in a PERS-covered position, you can work up to 599 hours within the first six months following your retirement date without having to repay benefits, IF you are designated by your employer as a casual, emergency, or seasonal worker (OAR 459-005-0001).

If you **ARE** designated a casual, emergency, or seasonal worker (OAR 459-005-0001) and you return to a PERS-covered position and exceed 599 hours in the first six months after retirement, your retirement will be canceled, and you will become an active member. You must then repay the entire total lump sum retirement benefit you received.

If you are **NOT** designated a casual, emergency, or seasonal worker (OAR 459-005-0001) and you return to a PERS-covered position in the first six months after retirement, your retirement will be canceled, and you will become an active member. You must then repay the entire total lump sum retirement benefit you received.

Once the six-month period ends, you can work unlimited hours without having to repay benefits, but when you exceed 599 hours in a calendar year you will again become an active member. Employee/employer contributions to PERS will resume at that time. When you subsequently leave active membership, you must re-apply for any additional retirement benefits.

The 1,039-hour limitation and exceptions provided under ORS 238.082 for retirees receiving a monthly retirement allowance do not apply to retirees who have elected a total lump-sum option.

②

Tier One/Tier Two Retirees Who Elect a Retirement Option Other Than a Total Lump-Sum Option, But Receive a Lump-Sum Payment In Lieu of a Monthly Allowance

If you are a Tier One/Tier Two member who elects a service retirement allowance, but your monthly allowance is less than \$200 per month, by statute you will receive instead a single lump-sum payment equal to the actuarial value of your retirement benefit. This is called an Aggregate Sum Refund (AS Refund). If you receive an AS Refund you are subject to the same work after retirement restrictions as a member who elected the total lump-sum option. Those restrictions are outlined in the section immediately above.

③

Tier One/Tier Two Retirees Who Elect a Retirement Option Other Than a Total Lump-Sum Option (will receive a monthly retirement allowance)

If you are a Tier One/Tier Two member who elects a service retirement allowance, you may be employed by a participating public employer without loss of benefits as long as the period

or periods of employment by one or more participating public employers does not exceed 1,039 hours in a calendar year.

You can work for an employer or in a position that is excluded from the 1,039 rule (these exceptions are shown below) and work simultaneously for another employer under the 1,039 rule. However, when the combined total of hours worked with both employers reaches 1,039 hours in the calendar year, you must stop working for the employer for which the 1,039-hour limit is in effect or you will become an active member again (see below about working more than the 1039 hour limit). You can continue to work for the employer excluded from the 1,039 rule without affecting your benefit payments.

By keeping under the 1039-hour limit or working under an exception to the rule, you will retain your status as a PERS retired member and will continue to receive monthly retirement benefits. You will not accrue any new benefits under either PERS or OPSRP for employment while you retain your status as a retired member.

Please note that hours are counted in the year in which you performed the service, not in the year in which the hours were reported.

Exceptions to the 1,039 Hour Rule

If you are a Tier One/Tier Two retiree receiving a monthly retirement allowance and are reemployed as follows, the 1,039-hour limitation does not apply to that employment and you may work any number of hours. Unless noted otherwise, these exceptions are not available to Tier One members who retire before age 58 or Tier Two members who retire before age 60 unless the member qualified for retirement with 30 years of service.

- As a teacher or administrator employed by a community college district or school district located in a county with a population of not more than 35,000 inhabitants. Members who took early retirement are eligible for this exception provided they are not employed in the position until at least six months after their effective retirement date.
- As a teacher or administrator employed by an education service district (ESD), and the primary duties of the retired employee are performed in a county with 35,000 or less inhabitants. Members who took early retirement are eligible for this exception provided they are not employed in the position until at least six months after their effective retirement date.
- As a speech-language pathologist or speech-language pathologist assistant employed by a school district or ESD. Members who took early retirement are eligible for this exception provided they are not employed in the position until at least six months after their effective retirement date. This exception ends January 2, 2017.
- By the Sheriff of a county with a population of fewer than 75,000 inhabitants,
- By the municipal police department of a city with less than 15,000 inhabitants,
- By the State or a county for work in a correctional institution located in a county with less than 75,000 inhabitants,
- By the Oregon State Police for work in a county with less than 75,000 inhabitants,
- By the Black Butte Ranch Rural Fire Protection District, the Black Butte Ranch Service District or the Sunriver Service District,
- By any participating employer if the retired member is employed to temporarily replace an employee serving in the National Guard or in a reserve unit of the United States Armed Forces who is called to federal active duty,
- By a road assessment district organized under ORS 371.405-.535,
- Is on active state duty in the organized militia and has reached normal retirement age.

- As Director of the Department of Human Services or Assistant Director if the Governor approves the exception for the specific person in the position,
- The retired member is a nurse and employed as a nurse or to teach nursing during a nursing workforce shortage declared by the Governor or Legislative Assembly,
- The retired member is a registered nurse employed as a nursing instructor. This exception ends January 2, 2017,
- By the Legislative Assembly or the Oregon State Police for service during a legislative session,
- By the Department of Public Safety Standards and Training to provide training under ORS 181.610 – 181.712. This exception ends January 2, 2017.

NOTE: The latest federal decennial census is for the year 2000. Population figures from the 2000 census are used to determine the applicability of certain exceptions to the 1039-hour limitation.

CAUTION: Current estimated population and year 2000 population figures are available at: <http://quickfacts.census.gov/qfd/states/41000.html>. BE SURE that you use the year 2000 population figures, NOT the population estimates.

Social Security Exceptions to the 1,039 Hour Rule

Tier One or Tier Two retirees who have reached full retirement age under Social Security may work an unlimited number of hours. Remember that full retirement age under Social Security varies by birth date.

Tier One or Tier Two retirees who are receiving Social Security benefits and have not reached full retirement age under Social Security may work either 1,039 hours in a calendar year or, if greater, the total number of hours, at the retiree's hourly rate of pay, that would not exceed the annual earnings limit set by the Social Security Administration.

The Social Security Administration annually establishes the calendar year earnings limits for recipients of Social Security benefits. Annual changes to earnings limits established by the Social Security Administration are not effective for Tier One or Tier Two retirees until PERS amends its administrative rule that specifies the limits. Effective January 1, 2008, the Board has adopted the following limits:

- For retired members who have not reached full retirement age under the Social Security Act, the annual compensation limit is \$13,560.
- For the calendar year in which the retired member reaches full retirement age under the Social Security Act and only for compensation for the months before reaching full retirement age, the annual compensation limit is \$36,120.

Working More Than 1,039 Hours in a PERS-Covered Position

As a Tier One or Tier Two retiree, if you return to public employment and exceed the 1,039-hour or Social Security limits explained above, and your employment continues into the month following the month in which you exceeded the limits, your PERS benefits cease. Your retirement benefits will be stopped as of the first of the calendar month following the date the limit was exceeded. Your PERS Tier One or Tier Two account will be rebuilt, adjusted for benefits received, and credited with any applicable interest while you are employed. When you re-retire, your benefit will be calculated based on the Tier One or Tier Two program laws and administrative rules in place at that time.

Once you exceed the 1,039-hour limit in a calendar year, your retirement is canceled. You cannot begin the new calendar year and expect to work 1,039 hours again. For example, a retiree who works 1,050 hours by the middle of December and continues employment into the next month becomes active again and benefits will be stopped as of January 1. Your retirement benefits will not re-start until you separate from covered employment and reapply for retirement benefits.

Elected or Appointed Officials: Tier One or Tier Two Retirees as Elected Officials or Appointed Officials

An "Elected Official" is a person who is elected to a full-time salaried office of the state or a participating political subdivision of the state. An "Appointed Official" is a person who is appointed to a full-time salaried office with a fixed term. "Elected Official" and "Appointed Official" do not include a member of the Legislative Assembly.

If you are a Tier One or Tier Two retiree who is an elected or appointed official, your employment is **NOT** subject to the 1,039-hour exception. Instead, your retirement benefits cease once you take office and will not be paid for your entire term of office. Once the term is over, you may re-apply for benefits. The benefits will be re-computed based on your age, account balance, and other calculation factors in effect at the time you re-retire.

If you are an elected or appointed official who is a retired Tier One or Tier Two member, you may elect to become an active a Tier One or Tier Two member by giving the PERS Board written notice within 30 days after taking office. This election is irrevocable during the term of office for which the election is made. Even if you do not make this election, your retirement benefits will still cease unless you qualify for the exception below.

There is one exception for retired Tier One or Tier Two members who did not retire under the early retirement provisions of ORS 238.280(1), (2), or (3). If you are elected or appointed as a sheriff, judge, or commissioner in a county with a population of less than 75,000, you may continue to receive retirement benefits during your term of office as long as you do not elect to become an active member. The benefit will continue during and after the term of office. If you did take an early retirement, then your benefit will stop during your term of office.

Address Changes

After you retire, keep PERS informed of your correct mailing address. That way, you will continue to receive tax reporting forms, retiree health insurance information, *Perspectives* newsletter, and other important information. For your protection, address change requests must be in writing, signed, and dated. Please use the [Retiree Name and Address Change Request Form](#).

