

PUBLIC EMPLOYEES RETIREMENT SYSTEM (PERS)

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OVERVIEW

The Public Employees Retirement System (PERS) is the state agency charged with administering the retirement plans for public employers.

OSPA currently calculates contributions for state employees for the following PERS retirement plans (see Notes, PERS Retirement Plans):

- ORS Chapter 238, Tier 1, employees who became members between 1945 and December 31, 1995
- ORS Chapter 238, Tier 2, employees who became members between January 1, 1996 and August 28, 2003
- ORS Chapter 238A, OPSRP, employees who became members after August 28, 2003
- ORS 238.500 to 238.585, Judge Members, Supreme Court, Court of Appeals, Oregon Tax Court and Circuit Court judges appointed or elected on or after January 1, 1984
- ORS 237.650 to 237.660 Legislator Retirement Plans

Within these programs, the employee's position and appointment status determine the applicable classification, including the following (see Notes, PERS Retirement Plans):

- Elected official
- General service
- Judge member
- Legislature
- Police and fire
- Returning retiree
- School employee

Both the employee and the position must meet eligibility requirements (see Notes, Determining Eligibility below).

When an employee begins working for your agency, the agency's HR staff enters the demographic information in the Position and Personnel Database (the PPDB). They also enter any employment changes in the PPDB. This includes a determination of whether the employee is in a PERS eligible position and whether the employee is already a member of or will be eligible for membership in a PERS retirement plan. This data displays in OSPA on the P030 Job Status Data screen in the PERS JOB CLASS CODE field. See Notes, Determining Eligibility and Screens, P030 below.

For employees who are new to your agency or have job changes within your agency, the payroll office will evaluate the data from the PPDB and determine if the employee is eligible for retirement contributions. Payroll will also determine when contributions start for eligible employees. The RTMT SYST and RTMT STAT on the P010 Withholding Data / Locator Data screen tell OSPA if the employee is eligible for contributions. If the employee is eligible, they tell OSPA what retirement plan applies and whether the employee or employer will pay the employee contribution, if eligible. See Entries, Start Contributions and Screens, P010 below.

There are also situations where payroll will want to adjust subject wages and/or contributions. Payroll makes adjustments for the current tax year on the P060 Tax/OPE Adjustment on File screen. See

Entries, Adjust Subject Wages and/or Contributions and Screens, P060 below. Work with the DAS HRSD Centralized PERS Services Team to adjust subject wages and contributions for prior tax years.

The following systems / applications support the management of retirement contributions and benefits (see Responsibilities, Systems below):

- Position and Personnel Database (the PPDB)
- Oregon Statewide Payroll Application (OSPA)
- PERS jClarety / EDX

RESPONSIBILITIES

APPLIES TO

This handbook applies to all state agencies that use OSPA and have employees who are PERS eligible.

ORGANIZATIONAL UNITS

Within the state, several organizational units play a role in determining eligibility, contributing to PERS on behalf of the employee and employer and tracking the contributions. They include:

Entity	Responsibility
Agency HR Office	<ul style="list-style-type: none"> • Determines if the employee is in a PERS eligible position • Processes employment changes and enters them in the PPDB, including: <ul style="list-style-type: none"> ▪ Name and address changes ▪ New hires ▪ Separations ▪ Transfers ▪ LWOP that will exceed 15 calendar days ▪ Job class and/or wage category changes
Agency Payroll Office	<ul style="list-style-type: none"> • For new hires, transfers and job status changes, determines if employee is eligible for contributions • When applicable, makes entries to start contributions • When necessary, makes adjustments for the current tax year in OSPA. For prior tax years, works with the DAS HRSD Centralized PERS Services Team. • Works with Centralized PERS Services Team to ensure employees on a military leave of absence receive proper retirement credits and contributions, see the OSPA Reference Manual, Handbooks, Military Leave of Absence • Researches wage, hour and contribution questions for PERS and Centralized PERS Services Team

Entity	Responsibility
Centralized PERS Services Team, HR Systems and Services, Human Resource Services Division (HRSD), Department of Administrative Services (DAS), Central.PERSServicesTeam@state.or.us	<ul style="list-style-type: none"> • Acts as the direct contact to PERS for all state agencies • Are the only state employees who have access to jClarety/EDX • Ensures the preparation and transmission of the monthly electronic data file from the PPDB and OSPA to jClarety, see Notes, Monthly Reporting to PERS below • Clears records that suspend during the monthly electronic reporting process • Reconciles the monthly reports from EDX • Informs agencies about errors in reporting • Ensures military leave time and contributions under USERRA are reported, see the OSPA Reference Manual, Handbooks, Military Leave of Absence • Identifies and implements reporting system modifications • Assists in resolving specific employee issues • Assists agencies with ORS, OAR and policy interpretation
Public Employees Retirement System (PERS), PERS-employer.info.services@state.or.us	<ul style="list-style-type: none"> • Assists employees, DAS HRSD Centralized PERS Services Team, OSPS and agencies in resolving issues • Implements changes in laws, rules and contribution rates • Maintains the jClarety / EDX system • Determines eligibility for retirement and applicable benefits
Oregon Statewide Payroll Services (OSPS), State Controller's Division (SCD), Department of Administrative Services (DAS), OSPS.Help@state.or.us	<ul style="list-style-type: none"> • Reconciles reports and processes payments to PERS • Assists PERS, DAS HRSD Centralized PERS Services Team and agencies in resolving issues • Ensures OSPA has the correct contribution rates and calculates contributions correctly • Assists in resolving issues between the PPDB and OSPA • Helps problem-solve issues with the electronic data file for jClarety / EDX, see Notes, Monthly Reporting to PERS below

SYSTEMS

System / Application	Functionality
Position and Personnel Database (the PPDB)	<ul style="list-style-type: none"> • Maintains employment history for state employees • Interfaces employee job status changes to OSPA "real-time"
Oregon Statewide Payroll Application (OSPA)	<ul style="list-style-type: none"> • Calculates retirement subject wages and contributions for eligible employees during each payroll run • Produces reports, payments and pay advices after each final payroll run • Produces payment to PERS after each final run 2
PERS EDX	<ul style="list-style-type: none"> • Reporting system employers use to load electronic data into jClarety
PERS jClarety	<ul style="list-style-type: none"> • Maintains record of subject wages and hours and employer and employee contributions for PERS accounts

RECOMMENDED PRACTICE, PAYROLL

PREREQUISITES

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EXCEPTIONS

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PRACTICE

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Action

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ENTRIES

This section includes guidelines for making the following entries:

- Adjust Subject Wages and/or Contributions
- Set the RETIREMENT START DATE on the P010 Screen
- Start Contributions

It is important to carefully research and plan any of these entries. It is also important to use the screens and reports in OSPA to confirm that your entries had the desired results.

OSPA screens that will confirm entries include the following (see Screens below):

- P370 Calculation of Current Payoff
- P090 and P091 YTD Wages, Taxes, and Retirement
- P191 Register Summary

OSPA reports that will confirm entries include the following (see Reports below):

- XREF68N Employees with Negative Amount(s) Listed
- XREF18, XREF24 P&F Extra Retirement Units
- XREF43, XREF44, XREF45 and XREF46 Payroll Registers
- XREF16, XREF17 Regular Contributions
- XREF85 Year to Date and Current Correction

ADJUST SUBJECT WAGES AND/OR CONTRIBUTIONS

NOTE: this section does not apply to Legislators who choose to have the 6% employee contribution paid to a deferred compensation account. For these participants, do the following:

- For contributions entered late where the pay period is still on the P190 Payroll Register Data screen, make the P050 and P070 screen entries in the appropriate pay period(s) and set correctives.
- For contributions entered late where the pay period is no longer on the P190 screen, started early or made to the plan incorrectly, contact OSPS. Changes require programmer action.

For other PERS participants, agency payroll will adjust subject wages and retirement contributions for the current tax year on the P060 Tax/OPE Adjustments on File screen. Do not make prior tax year adjustments in OSPA. Instead, work with the DAS HRSD Centralized PERS Services Team and make any needed payments outside OSPA.

Some of the reasons for adjusting PERS contributions and/or subject wages include:

- The employee was made PERS subject late. You will add subject earnings and the employer and employee contributions for the month(s) missed.
- The employee was made PERS subject when the employee was not eligible. You will decrease the subject earnings and recover the prior contributions.
- The P010 Withholding Data / Locator Data screen has the wrong RTMT SYST and/or RTMT STAT. You need to reverse the original amounts and enter the correct ones.

It is important to make these entries timely to keep the employee and agency whole. It is also important to carefully plan and execute your entries to ensure that they are accurate.

- To begin, evaluate and understand the adjustment that you need to make:
 - Why do you need to make the adjustment?
 - What evidence do you have to support it?
 - Will someone in your agency approve it?
- In making entries, be sure to:
 - Research what happened and what should have happened (see Screens and Reports below)
 - Gather reports and make screen prints to document what happened (see Creating an Audit Trail below)
 - Carefully plan the necessary changes
 - As you make the entries, gather screen prints and reports to confirm your entries are correct and to document your changes

Correcting Entries in General

Action	More
1. After you have researched what happened, planned your entries and made "before" screen-prints to create an audit trail, make the entries on the P060 Tax/OPE Adjustments on File screen. To access the screen: <ul style="list-style-type: none"> ▪ On any screen, in the upper left corner, type P060 and SSN or Employee ID (P060 OR#####) ▪ Press [ENTER] 	OSPA will default to your sign-on agency and current pay period. Make all entries in the current pay period for the current month.
P060 OR#####	

Action	More
<p>2. The data elements on the P060 include the following:</p> <ul style="list-style-type: none"> ▪ ? : a ▪ CUR/YTD: c ▪ RET SYS/MS TR: Retirement plan, see Screens, P010 and Entries, Start Contributions below ▪ DATA ELEMENT ID: See Screens, P060, DATA ELEMENT ID below ▪ ADJ VALUE: #####.## or #####.##- ▪ REASON: 12 alphanumeric characters to create an audit trail <p>See examples below</p>	<p>If you are adjusting earnings and contributions for more than one month, make one set of entries for the total amount in the current month. See Screens, P060, Duplicate Entries and Timing and Screens, P010, EFF DATE below.</p>
<pre> P060 OR##### ,##### ,0131YY TAX/OPE ADJUSTMENTS ON FILE LASTNAME, FIRSTNAME TO05 NO ADJUSTMENT SEGMENTS EXIST TAX CUR/ RET --DATA ELEMENT-- TRAN YEAR YTD SYS/ ID DESC ADJ VALUE REASON DATE ERROR MSG MS TR a c g rse 2832.90 12YY subj a c g rsm 228.05 12YY subj a c g rsp 169.97 12YY subj ? ? </pre>	<p>RET SYS = G, OPSRP general service</p> <p>RSE = subject earnings</p> <p>RSM = employer contribution, 8.05% (OPSRP)</p> <p>RSP = state pick-up of employee contribution, 6.00% (OPSRP)</p>
<p>3. Check your entries. If they are right, press [ENTER]. Watch for the message TO93 TRANSACTION COMPLETE. If you receive other messages, see the OSPA Reference Manual, Codes, Screen Message Codes, or Screen Descriptions, P060.</p>	
<pre> P060 OR##### ,##### ,0131YY TAX/OPE ADJUSTMENTS ON FILE LASTNAME, FIRSTNAME TO93 TRANSACTION COMPLETE TAX CUR/ RET --DATA ELEMENT-- TRAN YEAR YTD SYS/ ID DESC ADJ VALUE REASON DATE ERROR MSG MS TR ? C G RSE RET SUB EARN 2832.90 12YY SUBJ 0114YY ? C G RSM RET STATE MT 228.05 12YY SUBJ 0114YY ? C G RSP RET STATE PU 169.97 12YY SUBJ 0114YY ? ? </pre>	
<p>4. Make a screen print of the P060 screen for your audit trail.</p>	

Action	More																																																																																	
<p>5. Check the results of your entries on the P370 Calculation of Current Payoff screen.</p> <p>To access the P370 screen:</p> <ul style="list-style-type: none"> ▪ In the upper left corner of any screen, type P370, employee ID or SSN, pay period end date, and check date (P370 OR##### MMDDYY MMDDYY) ▪ Press [ENTER] 	<p>OSPA will default to your log-on agency.</p>																																																																																	
<pre>P370 OR##### 0131YY 0125YY</pre>																																																																																		
<p>6. Look for the results in the TAX / RET column. If you see the correct results, make a screen print.</p>																																																																																		
<pre>P370 OR##### ,##### ,0131YY,0125YY,O CALCULATION OF CURRENT PAYOFF 370 LASTNAME, FIRSTNAME</pre> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">INCOME TYPE</th> <th style="text-align: right;">RATE</th> <th style="text-align: right;">UNITS</th> <th style="text-align: right;">AMOUNT</th> <th style="text-align: left;">TAX /RET</th> <th style="text-align: right;">AMOUNT</th> <th style="text-align: left;">DEDUCTIONS</th> <th style="text-align: right;">AMOUNT</th> </tr> </thead> <tbody> <tr> <td>TOTAL-R T</td> <td style="text-align: right;">14.91</td> <td style="text-align: right;">160.00</td> <td style="text-align: right;">2385.60</td> <td>FIT</td> <td style="text-align: right;">141.14</td> <td>DONN SEIU</td> <td style="text-align: right;">40.56</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td>SIT</td> <td style="text-align: right;">139.00</td> <td>KMNNBBB KAIS</td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td>SSEC</td> <td style="text-align: right;">147.91</td> <td>OPNNBBB ODS</td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td>MEDR</td> <td style="text-align: right;">34.59</td> <td>SINN001 PEBB</td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td>WBF</td> <td style="text-align: right;">2.13</td> <td>SLNN001 BASI</td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td>ERETG</td> <td style="text-align: right;">420.09</td> <td>TDNN SEIU</td> <td style="text-align: right;">2.75</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td>SRETG</td> <td style="text-align: right;">313.11</td> <td></td> <td></td> </tr> <tr> <td>GROSS</td> <td style="text-align: right;">2385.60</td> <td>TX/RT</td> <td style="text-align: right;">464.77</td> <td>DED</td> <td style="text-align: right;">43.31</td> <td>NET/ACH</td> <td style="text-align: right;">1877.52 /</td> </tr> <tr> <td>CALC YTD? N</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td style="text-align: right;">.00</td> </tr> </tbody> </table>		INCOME TYPE	RATE	UNITS	AMOUNT	TAX /RET	AMOUNT	DEDUCTIONS	AMOUNT	TOTAL-R T	14.91	160.00	2385.60	FIT	141.14	DONN SEIU	40.56					SIT	139.00	KMNNBBB KAIS						SSEC	147.91	OPNNBBB ODS						MEDR	34.59	SINN001 PEBB						WBF	2.13	SLNN001 BASI						ERETG	420.09	TDNN SEIU	2.75					SRETG	313.11			GROSS	2385.60	TX/RT	464.77	DED	43.31	NET/ACH	1877.52 /	CALC YTD? N							.00	<p>See Screens, P370 below.</p> <p>ERETG = state match or employer contribution, OPSRP general service, 192.04 for Jan. + 228.05 P060 entry</p> <p>SRETG = state pick-up of employee contribution, OPSRP general service, 143.14 for Jan. + 169.97 P060 entry</p>
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(OTI) OTHER TAXABLE INCOME	0.00	(MTT) MASS TRANSIT TAX PAID	0.00																																																																														
(EIC) EARNED INCOME CREDIT	0.00	(FSW) SOC SEC SUBJ WAGES	2385.60																																																																														
(FIT) FED. TAX WITHHELD	141.14	(FTE) SOC SEC TAX PD EMPLYE	147.91																																																																														
(SIT) STATE TAX WITHHELD	139.00	(FTS) SOC SEC TAX PD EMPLR	147.91																																																																														
(WES) WBF PAID - EMPLOYE	2.13	(HSW) MEDR SUBJECT WAGES	2385.60																																																																														
(WSS) WBF PAID - EMPLOYER	2.13	(HTE) MEDR TAX PD - EMPLOYE	34.59																																																																														
		(HTS) MEDR TAX PD - EMPLR	34.59																																																																														
		(LRO) LEGIS RETIREMENT OPT	0.00																																																																														
----- RETIREMENT -----																																																																																	
SYSTEM ACCOUNT	SUBJ WAGES	STATE PU	EMP CONTRIB STATE MATCH																																																																														
G 000000	5218.50	313.11	0.00 420.09																																																																														
<p>9. After the next payroll run, check the following:</p> <ul style="list-style-type: none"> ▪ P090 YTD Wages, Taxes, and Retirement screen ▪ P191 Register Summary screen ▪ XREF43, XREF44, XREF45 or XREF46 Payroll Registers ▪ XREF68N Employees with Negative Amount(s) Listed report ▪ XREF85 Year to Date and Current Correction report 	<p>See Screens and Reports below.</p>																																																																																
<p>10. If you have not already done so and it is appropriate to do so, make the needed entries on the P010 Withholding Indicator / Locator Data screen for the on-going retirement contributions. See Entries, Start Contributions below.</p>																																																																																	

Made Retirement Subject in Error

There may be times when OSPA sends payments to PERS when the employee is not eligible. This could be because the employee was in a position that is not PERS eligible, the employee has not yet fulfilled the wait period requirements to start contributions, or incorrect entries are on the P010 screen.

Use the P010 screen to identify the RTMT SYST and RTMT STAT. Then, use one of the following tools to identify the subject wages reported and the employee and employer contributions made:

- P090 YTD Wages, Taxes, and Retirement screen
- XREF16 Regular Contributions for Current Employees or XREF17 Regular Contributions for Terminated Employees report
- XREF43, XREF44, XREF45, XREF46 Payroll Registers

Make two or three **negative** entries on the P060 screen for the total amount reported and contributed in error in the **current tax year**, see Screens, P060. The entries will include:

- RSE = subject wages
- RSM = employer contribution or state match
- RSP or REP = employee contribution
 - Use RSP if the P010 screen RTMT STAT = D, the state paid the contribution on behalf of the employee (state pick-up)
 - Use REP if RTMT STAT = E on the P010 screen, OSPA deducted the employee contribution from the employee's wages
 - Do not make an employee contribution entry if RTMT STAT = N or P on the P010 screen

For our example, we discovered that we should have not started contributions in January, which is closed. We will make the adjustment in February.

- The P090 screen shows the following:

----- RETIREMENT -----					
SYSTEM	ACCOUNT	SUBJ WAGES	STATE PU	EMP CONTRIB	STATE MATCH
G	000000	2385.60	143.14	0.00	192.04

- We will reverse these entries on the P060 screen

P060		OR##### , ##### , 0228YY		TAX/OPE ADJUSTMENTS ON FILE				
		LASTNAME, FIRSTNAME		TO05 NO ADJUSTMENT SEGMENTS EXIST				
TAX YEAR	CUR/ YTD	RET SYS/ MS TR	--DATA ID	ELEMENT-- DESC	ADJ VALUE	REASON	TRAN DATE	ERROR MSG
a	c	g	rse		2385.60-	not eligible		
a	c	g	rsm		192.04-	not eligible		
a	c	g	rsp		143.14-	not eligible		
?								

Made Retirement Subject Late

The values in the RTMT SYST and RTMT STAT on the P010 Withholding Data / Locator Data screen determine when OSPA will calculate PERS contributions for the employee. There will be times when payroll did not get the contributions started as soon as the employee was eligible.

For example, you may learn that the employee is eligible for the current month after run 1 final. Because of the way OSPA calculates subject wages and contributions, enter the retirement information on the P010 screen with an EFF DATE of the next pay period. Then, make a P060 screen adjustment in the current pay period to report subject wages and to make contributions for the first pay period. See Screens, P010 Withholding Data / Locator Data, EFF DATE and P060 Tax/OPE Adjustments on File, Timing below.

Before making entries:

- Determine the appropriate RTMT SYST and RTMT STAT for the P010 screen entry, see Entries, Start Contributions below
- Identify the subject wages for the pay period(s) for which the state should have made contributions, see Screens, PTB2 Payroll Benefit Package Table below
- Calculate the employer and employee (if applicable) contribution, based upon the RTMT SYST and RTMT STAT you identified, see Notes, PERS Rates

Make two or three **positive** entries on the P060 screen. The entries will include:

- RSE = subject wages
- RSM = employer contribution or state match
- RSP or REP = employee contribution
 - Use RSP if the P010 screen RTMT STAT = D, the state will pay the contribution on behalf of the employee (state pick-up)
 - Use REP if RTMT STAT = E on the P010 screen, OSPA will deduct the employee contribution from the employee's wages
 - Do not make an employee contribution entry if RTMT STAT = N or P on the P010 screen

For our example, we discovered that we should have started contributions in December, which is closed, rather than January. We will make the adjustment in the current pay period.

- This is a new employee who will become a member of OPSRP General Service
- The state will "pick-up" the employee contribution (RTMT STAT on the P010 screen = D)
- These entries represent the December wages and contributions.
 - Subject wages for December = \$2832.90
 - Employer contribution = \$2832.90 * .0805
 - Employee contribution = \$2832.90 * .0600

P060		OR##### ,##### ,0131YY				TAX/OPE ADJUSTMENTS ON FILE				
		LASTNAME, FIRSTNAME				TO93 TRANSACTION COMPLETE				
TAX	CUR/	RET	--DATA ELEMENT--						TRAN	
YEAR	YTD	SYS/	ID	DESC	ADJ	VALUE	REASON	DATE		
ERROR MSG										
		MS	TR							
?	C	G	RSE	RET	SUB	EARN	2832.90	12YY	SUBJ	0114YY
?	C	G	RSM	RET	STATE	MT	228.05	12YY	SUBJ	0114YY
?	C	G	RSP	RET	STATE	PU	169.97	12YY	SUBJ	0114YY
?										

Wrong RTMT STAT on the P010 Screen

The RTMT STAT on the P010 screen tells OSPA the following:

- If the employee is eligible for the employee's PERS contribution
- If so, who will pay

The incorrect RTMT STAT on the P010 may result in one of the following:

- OSPA may have paid the employee contribution when the employee was not eligible. Make a negative entry on the P060 screen with DATA ELEMENT ID = either RSP or REP. This will reduce the contribution and reduce the payment to PERS.
- The employee may have been eligible for the employee contribution and OSPA did not pay it. Make a positive entry on the P060 screen with either DATA ELEMENT ID = RSP or REP. This will increase the contribution.
- OSPA may have deducted the contribution from the employee's wages and the state should have paid it. Make two entries on the P060 screen:
 - Enter a negative amount with DATA ELEMENT ID = REP to reimburse the employee
 - Enter a positive amount with DATA ELEMENT ID = RSP to charge the agency
- The agency may have paid the employee contribution when OSPA should have deducted it from the employee's wages. Again, make two entries on the P060 screen:
 - Enter a negative amount with DATA ELEMENT ID = RSP to reimburse the agency
 - Enter a positive amount with DATA ELEMENT ID = REP to charge the employee

For our example, we discovered that the employee should have paid the employee contribution. We will change the contributions on the P060 screen.

- The P090 screen shows the following:

----- RETIREMENT-----						
SYSTEM	ACCOUNT	SUBJ	WAGES	STATE PU	EMP CONTRIB	STATE MATCH
G	000000		2385.60	143.14	0.00	192.04

- We will change the employee contribution as follows:

P060		OR##### ,##### ,0131YY				TAX/OPE ADJUSTMENTS ON FILE			
		LASTNAME, FIRSTNAME				TO05 NO ADJUSTMENT SEGMENTS EXIST			
TAX	CUR/	RET	--DATA ELEMENT--				TRAN		
YEAR	YTD	SYS/	ID	DESC	ADJ VALUE	REASON	DATE	ERROR MSG	
		MS	TR						
a	c	g	rsp		143.14-	emp pays			
a	c	g	rep		143.14	emp pays			
?									

- The P370 screen displays the change:
 - RETG = employee pays employee contribution for OPSRP general services
 - ERETG = employer match for OPSRP general services
 - TX/RT includes the RETG 143.14

```

P370  OR##### ,##### ,0131YY,0114YY,O CALCULATION OF CURRENT PAYOFF
370
LASTNAME, FIRSTNAME

INCOME TYPE    RATE    UNITS    AMOUNT    TAX /RET AMOUNT    DEDUCTIONS    AMOUNT
TOTAL-R T      14.91    160.00    2385.60    FIT      119.67    DONN      SEIU      40.56
                                           SIT      129.00    KMNNBBB   KAIS
                                           SSEC     147.91    OPNNBBB   ODS
                                           MEDR     34.59    SINN001   PEBB
                                           WBF       2.13    SLNN001   BASI
                                           RETG     143.14    TDNN      SEIU      2.75
                                           ERETG    192.04

GROSS    2385.60  TX/RT    576.44  DED      43.31  NET/ACH   1765.85 /    .00
CALC YTD? N
  
```

- The P091 screen also shows the change:
 - The STATE PU is now 0.00
 - EMP CONTRIB reflects the amount the employee paid

```

----- RETIREMENT -----
SYSTEM ACCOUNT  SUBJ WAGES  STATE PU  EMP CONTRIB  STATE MATCH
G      000000      2385.60      0.00      143.14      192.04
  
```

Wrong RTMT SYST on the P010 Screen

The incorrect RTMT SYST on the P010 may result in the following:

- Incorrect percentage for the state match or employer contribution
- Incorrect percentage for the employee contribution
- Incorrect reporting to PERS

If OSPA reported the subject wages and contributions to the wrong retirement system, make two sets of entries:

- Negative entries for the original subject earnings, employer contributions, and employee contributions
- Positive entries to record the subject earnings and contributions in the correct system. You will need to calculate the contribution amounts, see Notes, PERS Rates below.

NOTE: if the rates are different for the two different retirement plans, the negative and positive RSM and RSP or REP amounts will not be the same. Make sure you use the amount on the P090 / P091 or the registers for the negative entry. If you do not use the correct amount, the employee may be on the XREF68N Employee with Negative Amount(s) Listed report. See Reports below.

For our example, we discovered that the new employee was a Tier 2, general service member. We had entered the retirement system as G, OPSRP General Service. We will reverse the original entries and make the correct ones for the prior month on the P060 screen.

- The P090 screen shows the following:

```

----- RETIREMENT -----
SYSTEM ACCOUNT  SUBJ WAGES  STATE PU  EMP CONTRIB  STATE MATCH
G      000000      2385.60      143.14      0.00      192.04
  
```

- We will change the employee contribution as follows:

- The first three entries reverse the subject wages, state pick-up and state match for the G retirement system
- The last three entries record the correct S retirement system. The RSM amount is different because the OPSRP rate = .0805 * subject wages and the Tier 1/Tier 2 rate = .0955 * subject wages.

P060		OR##### ,##### ,0131YY		TAX/OPE ADJUSTMENTS ON FILE				
LASTNAME, FIRSTNAME				TO05 NO ADJUSTMENT SEGMENTS EXIST				
TAX YEAR	CUR/ YTD	RET SYS/ MS TR	--DATA ID	ELEMENT-- DESC	ADJ VALUE	REASON	TRAN DATE	ERROR MSG
a	c	g	rse		2385.60-	chg rtmt sys		
a	c	g	rsm		192.04-	chg rtmt sys		
a	c	g	rsp		143.14-	chg rtmt sys		
a	c	s	rse		2385.60	chg rtmt sys		
a	c	s	rsm		227.82	chg rtmt sys		
a	c	s	rsp		143.14	chg rtmt sys		
?								

- The P091 screen displays the changes:
 - OPSRP General Services (SYSTEM G) is now zero
 - Tier 1 / Tier 2 General Services (SYSTEM S) has the data from the P060 screen.

----- RETIREMENT -----						
SYSTEM	ACCOUNT	SUBJ WAGES	STATE PU	EMP CONTRIB	STATE MATCH	
G	000000	0.00	0.00	0.00	0.00	
S	000000	2385.60	143.14	0.00	227.82	

SET THE RETIREMENT START DATE ON THE P010 SCREEN

If an employee is in a qualifying position and has not yet met the requirements to become eligible for PERS (see Notes, Determining Eligibility below), you can enter a tickler in the RETIREMENT START DATE on the P010 Withholding Data / Locator Data screen. The employee will be on the E357-020 Employees Eligible for Participation in Retirement report the month prior to the RETIREMENT START DATE you enter. You will still need to determine if the employee is eligible after appearing on the report.

Action	More
1. First, see Notes, Determining Eligibility. If the employee is not yet eligible, see the PERS Employer Manual or the DAS HRSD PERS Contribution Start Date Worksheet to determine the estimated eligibility date.	See Authority / References below.
2. Then, enter the estimated PERS eligible date in the RETIREMENT START DATE on the P010 Withholding Data / Locator Data screen. To retrieve the employee's record on the P010: <ul style="list-style-type: none"> ▪ In the upper left corner of any screen, type P010 Employee ID or SSN (P010 OR#####) ▪ Press [ENTER] 	OSPA will default to the agency number you used to log on.

Action	More
<p>P010 OR#####</p>	
<pre> P010 OR##### ##### WITHHOLDING DATA / LOCATOR DATA 010 LASTNAME, FIRSTNAME WH02 ENTER UPDATES RDC/CREW/CST CTR 200 -----MANDATORY WITHHOLDING----- ? TAX DATA FOLLOW-UP FLAG: N BEG DATE STAT EXEM ADDL END DATE ? FINAL CHECK ISSUED: 000000 ? FED 000000 00 0000 000000 ? FINAL CHECK PERIOD ENDING: 000000 ? STATE 000000 00 0000 000000 ? RETIREMENT START DATE: 000000 EFF ----FEDERAL---- ----STATE----- RTMT RTMT RTMT FICA SAIF UNEM DATE STAT EXEM ADDL STAT EXEM ADDL SYST STAT ACCT SUBJ SUBJ SUBJ ? 0731YY J 00 0000 J 00 0000 N N 000000 Y Y Y ? 000000 S 00 0000 S 00 0000 N N 000000 Y Y Y ----WAIVERS---- CLASS DATE CLASS DATE CLASS DATE CLASS DATE CLASS DATE CLASS DATE ? ? ? ? ? ? </pre>	<p>For a new employee, the RTMT SYST and RTMT STAT default to N. OSPA will not contribute to PERS when RTMT SYST = N.</p> <p>CAUTION: If you change the RTMT SYST, OSPA will begin paying the employer contribution (match).</p> <p>See Screens, P010 below</p>
<p>3. On the P010, type:</p> <ul style="list-style-type: none"> ▪ ? : c ▪ RETIREMENT START DATE: end of pay period for the date you determined from step #1, MMDDYY 	<p>You can only use c over the ? on this line.</p>
<pre> P010 OR##### ##### WITHHOLDING DATA / LOCATOR DATA 010 LASTNAME, FIRSTNAME WH02 ENTER UPDATES RDC/CREW/CST CTR 200 -----MANDATORY WITHHOLDING----- ? TAX DATA FOLLOW-UP FLAG: N BEG DATE STAT EXEM ADDL END DATE ? FINAL CHECK ISSUED: 000000 ? FED 000000 00 0000 000000 ? FINAL CHECK PERIOD ENDING: 000000 ? STATE 000000 00 0000 000000 c RETIREMENT START DATE: 0131YY EFF ----FEDERAL---- ----STATE----- RTMT RTMT RTMT FICA SAIF UNEM DATE STAT EXEM ADDL STAT EXEM ADDL SYST STAT ACCT SUBJ SUBJ SUBJ ? 0731YY J 00 0000 J 00 0000 N N 000000 Y Y Y ? 000000 S 00 0000 S 00 0000 N N 000000 Y Y Y ----WAIVERS---- CLASS DATE CLASS DATE CLASS DATE CLASS DATE CLASS DATE CLASS DATE ? ? ? ? ? ? </pre>	
<p>4. Check your entries. If right, press [ENTER]. Watch for the message "WH09 UPDATE COMPLETED." If you receive other messages, see the OSPA Reference Manual, Codes, Screen Message Codes or Screen Descriptions, P010.</p>	

Action	More
<pre> P010 OR##### ##### WITHHOLDING DATA / LOCATOR DATA 010 LASTNAME, FIRSTNAME WH09 UPDATE COMPLETED WH66 ENTER NEW KEY OR MORE UPDATES RDC/CREW/CST CTR 200 -----MANDATORY WITHHOLDING----- ? TAX DATA FOLLOW-UP FLAG: N BEG DATE STAT EXEM ADDL END DATE ? FINAL CHECK ISSUED: 000000 ? FED 000000 00 0000 000000 ? FINAL CHECK PERIOD ENDING: 000000 ? STATE 000000 00 0000 000000 ? RETIREMENT START DATE: 0131YY EFF ----FEDERAL---- ----STATE----- RTMT RTMT RTMT FICA SAIF UNEM DATE STAT EXEM ADDL STAT EXEM ADDL SYST STAT ACCT SUBJ SUBJ SUBJ ? 0731YY J 00 0000 J 00 0000 N N 000000 Y Y Y ? 000000 S 00 0000 S 00 0000 N N 000000 Y Y Y ----WAIVERS---- CLASS DATE CLASS DATE CLASS DATE CLASS DATE CLASS DATE CLASS DATE ? ? ? ? ? ? </pre>	

- The monthly E357-020 Employees Eligible for Participation in Retirement report lists employees who have a RETIREMENT START DATE in the next month. When an employee is on the report, see Entries, Start Contributions below.

See the OSPA Reference Manual, Report Guides, Employees Eligible for Participation in Retirement.

START CONTRIBUTIONS

OSPA uses the RTMT SYST and RTMT STAT on the P010 Withholding Data / Locator Data screen to determine if the employee is eligible for retirement contributions and, if so, which percentage(s) to use to calculate contributions. When the employee is eligible, payroll changes the defaults of N on the P010 screen.

NOTE: If the employee's PERS JOB CLASS CODE on the P030 screen is 3 or C, see Entries, Start Contributions, Legislators below.

Action	More
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Action	More
<p>1a. A new employee may be immediately eligible for contributions, see Notes, Determining Eligibility.</p> <p>1b. When the employee is on the E357-020 Employees Eligible for Participation in Retirement report, confirm that the employee is eligible for contributions before you make the entries on the P010 screen.</p> <ul style="list-style-type: none"> ▪ See the PERS Employer Manual or the DAS HRSD PERS Contribution Start Date Worksheet for guidance (see Authority / References below) ▪ The most reliable tools for confirming the employee's hours are the: <ul style="list-style-type: none"> ○ Employee's timesheets ○ XREF44 and XREF46 Combined Payroll Registers ○ E480-A Seasonal / Temporary / Part-time Hours Worked report 	<p>See Reports below</p>
<p>2. Find the employee's PERS JOB CLASS CODE on the P030 Job Status Data screen:</p> <ul style="list-style-type: none"> ▪ In the upper left corner of any screen, type P030 SSN or Employee ID (P030 OR#####) ▪ Press [ENTER] 	<p>OSPA will default to the agency number you used to log in and CCJ #1.</p>
<p>P030 OR#####</p>	
<pre> P030 OR##### ,##### ,1,999999 JOB STATUS DATA 030 LASTNAME, FIRSTNAME *** JOB STATUS INFO *** JOB STAT START/STOP 0715YY/999999 PERS AGY/POS/DFC/SC #####/0004281/E/0 PT-FT CD/PCT F/1.0000 APPOINTMENT TYP DT/CD 0715YY/S EMP REPR/CLS/OPT/STEP OA /C6698 /A/A/01 PERSONNEL TRANS CD 151 237 BENEFIT PKG CD CO LEAVE ACCRUAL SVC CD 1 PERS JOB CLASS CODE G CREW-UNIT 200 WAGE BASIS CD H PERSONNEL BASE RATE 2585.00 ADJUSTED BASE 2585.00 PERSONNEL PAY RATE 14.91 EQUIVALENT RATE 14.91 HOLIDAY PKG CD O LOA BEG DT/CD/END SEPARATION DT/REASON O-T/FLSA CD Y/N LAST PA NUMBR/TRAN DT NEWHIR 0717YY *** CONCURRENT JOB INFO *** REPORT DISTR CD 200 RECOG SVC DT 0715YY CITY CNTY CD 03/E STANDARD HRS PER DAY 8.000 MASS TRANSIT DIST T TIMESHEET CD N EMPLOYEE ID ##### ---FUND SPLITS--- LABOR COSTING PCT 1.0000 FIXED MLY DIFFS-- PAY PCT/ PCT/ TYPE AMT AMT CD </pre>	

Action	More
<p>3. Look at the Wage Job Class Codes crosswalk on the HRSD HR Systems and Services, PPDB Group web site: http://www.das.state.or.us/DAS/HR/docs/ppdb/WageJobClassCde.pdf .</p> <ul style="list-style-type: none"> ▪ The first and third columns labeled PPDB = the PERS JOB CLASS CODE on the P030 screen. ▪ The second and fourth columns labeled OSPA = the value that you will enter in the RTMT SYST field on the P010 Withholding Data / Locator Data screen to begin contributions. 	
<p>4. Retrieve the employee's record on the P010 Withholding Data / Locator Data screen:</p> <ul style="list-style-type: none"> ▪ In the upper left corner of any screen, type P010 Employee ID or SSN (P010 OR#####) ▪ Press [ENTER] 	<p>If you have signed on with an agency number, the agency number will default.</p>
<p>P010 OR#####</p>	
<pre> P010 OR##### ##### WITHHOLDING DATA / LOCATOR DATA 010 LASTNAME, FIRSTNAME WH02 ENTER UPDATES RDC/CREW/CST CTR 200 -----MANDATORY WITHHOLDING----- ? TAX DATA FOLLOW-UP FLAG: N BEG DATE STAT EXEM ADDL END DATE ? FINAL CHECK ISSUED: 000000 ? FED 000000 00 0000 000000 ? FINAL CHECK PERIOD ENDING: 000000 ? STATE 000000 00 0000 000000 ? RETIREMENT START DATE: 0131YY EFF -----FEDERAL----- -----STATE----- RTMT RTMT RTMT FICA SAIF UNEM DATE STAT EXEM ADDL STAT EXEM ADDL SYST STAT ACCT SUBJ SUBJ SUBJ ? 0731YY J 00 0000 J 00 0000 N N 000000 Y Y Y ? 000000 S 00 0000 S 00 0000 N N 000000 Y Y Y -----WAIVERS----- CLASS DATE CLASS DATE CLASS DATE CLASS DATE CLASS DATE CLASS DATE ? ? ? ? ? ? </pre>	

Action	More
<p>5a. If you make the entry on an existing line, type:</p> <ul style="list-style-type: none"> ▪ ?: A ▪ EFF DATE: end of pay period you have determined to be the start date (if after run 1, the next pay period), MMDDYY. See Screens, P010, EFF DATE below. ▪ RTMT SYST: from the Wage Job Class Code crosswalk: http://www.das.state.or.us/DAS/HR/docs/ppdb/WageJobClassCde.pdf . See Screens, P010, RTMT SYST below. ▪ RTMT STAT: see Screens, P010, RTMT STAT below ▪ RTMT ACCT: account number for Tier 1 or Tier 2 members only <p>5b. In addition, if you make the entry on a blank line, make sure FEDERAL STAT, EXEM, and ADDL; STATE STAT, EXEM and ADDL; FICA SUBJ, SAIF SUBJ and UNEM SUBJ have the same values as the line currently in effect.</p>	<p>You cannot use c over the ? on this line.</p>
<pre> P010 OR##### ##### WITHHOLDING DATA / LOCATOR DATA 010 LASTNAME, FIRSTNAME WH02 ENTER UPDATES RDC/CREW/CST CTR 200 -----MANDATORY WITHHOLDING----- ? TAX DATA FOLLOW-UP FLAG: N BEG DATE STAT EXEM ADDL END DATE ? FINAL CHECK ISSUED: 000000 ? FED 000000 00 0000 000000 ? FINAL CHECK PERIOD ENDING: 000000 ? STATE 000000 00 0000 000000 ? RETIREMENT START DATE: 0131YY EFF ----FEDERAL---- ----STATE----- RTMT RTMT RTMT FICA SAIF UNEM DATE STAT EXEM ADDL STAT EXEM ADDL SYST STAT ACCT SUBJ SUBJ SUBJ a 0131YY J 00 0000 J 00 0000 g d 000000 Y Y Y c 000000 S 00 0000 S 00 0000 N N 000000 Y Y Y -----WAIVERS----- CLASS DATE CLASS DATE CLASS DATE CLASS DATE CLASS DATE CLASS DATE ? ? ? ? ? ? </pre>	
<p>6. Check your entries. If right, press [ENTER]. Watch for the message "WH09 UPDATE COMPLETED." If you receive other messages, see the OSPA Reference Manual, Codes, Screen Message Codes, or Screen Descriptions, P010.</p>	

Action	More
<pre> P010 OR##### ##### WITHHOLDING DATA / LOCATOR DATA 010 LASTNAME, FIRSTNAME WH09 UPDATE COMPLETED WH66 ENTER NEW KEY OR MORE UPDATES RDC/CREW/CST CTR 200 -----MANDATORY WITHHOLDING----- ? TAX DATA FOLLOW-UP FLAG: N BEG DATE STAT EXEM ADDL END DATE ? FINAL CHECK ISSUED: 000000 ? FED 000000 00 0000 000000 ? FINAL CHECK PERIOD ENDING: 000000 ? STATE 000000 00 0000 000000 ? RETIREMENT START DATE: 0131YY EFF ----FEDERAL---- ----STATE----- R1MT R1MT R1MT FICA SAIF UNEM DATE STAT EXEM ADDL STAT EXEM ADDL SYST STAT ACCT SUBJ SUBJ SUBJ ? 0131YY J 00 0000 J 00 0000 G D 000000 Y Y Y ? 0731YY J 00 0000 J 00 0000 N N 000000 Y Y Y ----WAIVERS---- CLASS DATE CLASS DATE CLASS DATE CLASS DATE CLASS DATE CLASS DATE ? ? ? ? ? ? </pre>	
<p>7. Between preliminary and final run for the EFF DATE on the P010 screen, check the P370 Calculation of Current Payoff screen and compare the P090 YTD Wages, Taxes, and Retirement screen to the P091 YTD Wages, Taxes, and Retirement screen. Make screen prints to document your changes.</p> <p>To access the P090:</p> <ul style="list-style-type: none"> ▪ In the upper left corner of any screen, type P090, employee ID or SSN (P090 OR#####) ▪ Press [ENTER] <p>OSPA updates the P090 screen after each final payroll run. You access the P091 screen through the P370 screen. It is the result of an on-line calculation for entries made since the last final run. The P090 screen shows the “before” for your entries on the P010 screen to start contributions. The P091 screen shows the “after” for your P010 entries.</p>	<p>OSPA will default to your log-on agency number.</p>
<pre> P090 OR##### </pre>	<p>OSPA will default to your log-on agency and the current tax year</p>

Action	More																																																																
<p>P090 OR##### ##### YY LASTNAME, FIRSTNAME</p> <p style="text-align: center;">YTD WAGES, TAXES, AND RETIREMENT</p> <table border="0"> <tr> <td>(TXI) TAXABLE INCOME</td> <td style="text-align: right;">2832.90</td> <td>(SSS) SAIF-EMPLR CONTRIB.</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td>(ROE) REIMB. OF EXPENSES</td> <td style="text-align: right;">0.00</td> <td>(PER) PERS ASSESMENT PAID</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td>(NTI) NON-TAXABLE INCOME</td> <td style="text-align: right;">0.00</td> <td>(ERB) ERB ASSESMENT PAID</td> <td style="text-align: right;">1.75</td> </tr> <tr> <td>(OTI) OTHER TAXABLE INCOME</td> <td style="text-align: right;">0.00</td> <td>(MTT) MASS TRANSIT TAX PAID</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td>(EIC) EARNED INCOME CREDIT</td> <td style="text-align: right;">0.00</td> <td>(FSW) SOC SEC SUBJ WAGES</td> <td style="text-align: right;">2832.90</td> </tr> <tr> <td>(FIT) FED. TAX WITHHELD</td> <td style="text-align: right;">208.24</td> <td>(FTE) SOC SEC TAX PD EMPLOYE</td> <td style="text-align: right;">175.64</td> </tr> <tr> <td>(SIT) STATE TAX WITHHELD</td> <td style="text-align: right;">174.00</td> <td>(FTS) SOC SEC TAX PD EMPLR</td> <td style="text-align: right;">175.64</td> </tr> <tr> <td>(WES) WBF PAID - EMPLOYE</td> <td style="text-align: right;">2.55</td> <td>(HSW) MEDR SUBJECT WAGES</td> <td style="text-align: right;">2832.90</td> </tr> <tr> <td>(WSS) WBF PAID - EMPLOYER</td> <td style="text-align: right;">2.55</td> <td>(HTE) MEDR TAX PD - EMPLOYE</td> <td style="text-align: right;">41.08</td> </tr> <tr> <td></td> <td></td> <td>(HTS) MEDR TAX PD - EMPLR</td> <td style="text-align: right;">41.08</td> </tr> <tr> <td></td> <td></td> <td>(LRO) LEGIS RETIREMENT OPT</td> <td style="text-align: right;">0.00</td> </tr> </table> <p style="text-align: center;">----- RETIREMENT -----</p> <p style="text-align: center;">SYSTEM ACCOUNT SUBJ WAGES STATE PU EMP CONTRIB STATE MATCH</p>	(TXI) TAXABLE INCOME	2832.90	(SSS) SAIF-EMPLR CONTRIB.	0.00	(ROE) REIMB. OF EXPENSES	0.00	(PER) PERS ASSESMENT PAID	0.00	(NTI) NON-TAXABLE INCOME	0.00	(ERB) ERB ASSESMENT PAID	1.75	(OTI) OTHER TAXABLE INCOME	0.00	(MTT) MASS TRANSIT TAX PAID	0.00	(EIC) EARNED INCOME CREDIT	0.00	(FSW) SOC SEC SUBJ WAGES	2832.90	(FIT) FED. TAX WITHHELD	208.24	(FTE) SOC SEC TAX PD EMPLOYE	175.64	(SIT) STATE TAX WITHHELD	174.00	(FTS) SOC SEC TAX PD EMPLR	175.64	(WES) WBF PAID - EMPLOYE	2.55	(HSW) MEDR SUBJECT WAGES	2832.90	(WSS) WBF PAID - EMPLOYER	2.55	(HTE) MEDR TAX PD - EMPLOYE	41.08			(HTS) MEDR TAX PD - EMPLR	41.08			(LRO) LEGIS RETIREMENT OPT	0.00	<p>See Screens, P090 below.</p> <p>The employee does not yet have PERS subject wages and contributions.</p>																				
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<p>8. Now, access the P370 screen:</p> <ul style="list-style-type: none"> ▪ In the upper left corner of any screen, type P370, employee ID or SSN, pay period end date, and check date (P370 OR##### MMDDYY MMDDYY) ▪ Press [ENTER] 	<p>OSPA will default to your log-on agency.</p>																																																																
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<p>9. To access the P091 screen from the P370 screen:</p> <ul style="list-style-type: none"> ▪ On the P370, change CALC YTD? to Y ▪ Press [ENTER] 																																																																	

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<p>10. Also, after the final payroll run 1 for the EFF DATE, check the following:</p> <ul style="list-style-type: none"> ▪ P090 YTD Wages, Taxes, and Retirement screen ▪ P191 Register Summary screen ▪ XREF43, XREF45 Payroll Registers 	<p>See Screens and Reports below.</p>																																																																
<p>11. If you need to make changes, see Entries, Adjust Subject Wages and/or Contributions above.</p>																																																																	

Legislators

ORS 237.655 allows Legislators who take office after August 29, 2003 to put the 6% employee contribution into a deferred compensation plan. If the employee has JOB CLASS CODE 3 or C on the P030 screen, make the following entries.

Action	More
<p>1. The employee's PERS JOB CLASS CODE on the P030 Job Status Data screen will be 3 or C Legislature: Contributions go to OSGP. To view the P030 screen:</p> <ul style="list-style-type: none"> ▪ In the upper left corner of any screen, type P030 SSN or Employee ID (P030 OR#####) ▪ Press [ENTER] 	<p>OSPA will default to the agency number you used to log in and CCJ #1.</p>
<p>P030 OR#####</p>	
<pre> P030 OR#####,15500,1,999999 JOB STATUS DATA 030 LASTNAME, FIRSTNAME *** JOB STATUS INFO *** JOB STAT START/STOP 0701YY/999999 *** CONCURRENT JOB INFO *** PERS AGY/POS/DFC/SC 15500/0000202/0/0 REPORT DISTR CD 200 PT-FT CD/PCT F/1.0000 RECOG SVC DT 0113YY APPOINTMENT TYP DT/CD 0113YY/P CITY CNTY CD 24/M EMP REPR/CLS/OPT/STEP LE /Y9991 /A/B/00 STANDARD HRS PER DAY 8.000 PERSONNEL TRANS CD 237 MASS TRANSIT DIST X BENEFIT PKG CD XL TIMESHEET CD N LEAVE ACCRUAL SVC CD N EMPLOYEE ID ##### PERS JOB CLASS CODE C CREW-UNIT 52500 WAGE BASIS CD S PERSONNEL BASE RATE 1801.00 ---FUND SPLITS--- -FIXED MLY DIFFS-- ADJUSTED BASE 1801.00 LABOR COSTING PCT PAY PCT/ PCT/ PERSONNEL PAY RATE 1801.00 TYPE AMT AMT EQUIVALENT RATE 10.39 CD HOLIDAY PKG CD O YY1240000000 1.0000 LOA BEG DT/CD/END SEPARATION DT/REASON O-T/FLSA CD N/X LAST PA NUMBR/TRAN DT LABOR 0720YY </pre>	
<p>2. Retrieve the employee's record on the P010 Withholding Data / Locator Data screen:</p> <ul style="list-style-type: none"> ▪ In the upper left corner of any screen, type P010 Employee ID or SSN (P010 OR#####) ▪ Press [ENTER] 	<p>If you have signed on with an agency number, the agency number will default.</p>
<p>P010 OR#####</p>	

Action	More
<pre> P010 OR##### 15500 WITHHOLDING DATA / LOCATOR DATA 010 LASTNAME, FIRSTNAME WH02 ENTER UPDATES RDC/CREW/CST CTR 200 -----MANDATORY WITHHOLDING----- ? TAX DATA FOLLOW-UP FLAG: N BEG DATE STAT EXEM ADDL END DATE ? FINAL CHECK ISSUED: 000000 ? FED 000000 00 0000 000000 ? FINAL CHECK PERIOD ENDING: 000000 ? STATE 000000 00 0000 000000 ? RETIREMENT START DATE: 000000 EFF ----FEDERAL---- -----STATE----- RTMT RTMT RTMT FICA SAIF UNEM DATE STAT EXEM ADDL STAT EXEM ADDL SYST STAT ACCT SUBJ SUBJ SUBJ ? 0131YY J 00 0200 J 00 0050 N N 000000 Y Y N ? 000000 S 00 0000 S 00 0000 N N 000000 Y Y N ----WAIVERS---- CLASS DATE CLASS DATE CLASS DATE CLASS DATE CLASS DATE CLASS DATE ? ? ? ? ? ? </pre>	
<p>3a. If you make the entry on an existing line, type:</p> <ul style="list-style-type: none"> ▪ ? : A ▪ EFF DATE: end of pay period you have determined to be the start date (if after run 1, the next pay period), MMDDYY. See Screens, P010, EFF DATE below. ▪ RTMT SYST: L. See Screens, P010, RTMT SYST below. ▪ RTMT STAT: D. See Screens, P010, RTMT STAT below <p>3b. In addition, if you make the entry on a blank line, make sure FEDERAL STAT, EXEM, and ADDL; STATE STAT, EXEM and ADDL; FICA SUBJ, SAIF SUBJ and UNEM SUBJ have the same values as the line currently in effect.</p>	<p>You cannot use c over the ? on this line.</p>
<pre> P010 OR##### 15500 WITHHOLDING DATA / LOCATOR DATA 010 LASTNAME, FIRSTNAME WH02 ENTER UPDATES RDC/CREW/CST CTR 200 -----MANDATORY WITHHOLDING----- ? TAX DATA FOLLOW-UP FLAG: N BEG DATE STAT EXEM ADDL END DATE ? FINAL CHECK ISSUED: 000000 ? FED 000000 00 0000 000000 ? FINAL CHECK PERIOD ENDING: 000000 ? STATE 000000 00 0000 000000 ? RETIREMENT START DATE: 000000 EFF ----FEDERAL---- -----STATE----- RTMT RTMT RTMT FICA SAIF UNEM DATE STAT EXEM ADDL STAT EXEM ADDL SYST STAT ACCT SUBJ SUBJ SUBJ A 0228YY J 00 0200 J 00 0050 l d 000000 Y Y N ? 000000 S 00 0000 S 00 0000 N N 000000 Y Y N ----WAIVERS---- CLASS DATE CLASS DATE CLASS DATE CLASS DATE CLASS DATE CLASS DATE ? ? ? ? ? ? </pre>	

Action	More
4. Check your entries. If right, press [ENTER]. Watch for the message "WH09 UPDATE COMPLETED." If you receive other messages, see the OSPA Reference Manual, Codes, Screen Message Codes, or Screen Descriptions, P010.	

```

P010  OR##### 15500          WITHHOLDING DATA / LOCATOR DATA      010
      LASTNAME, FIRSTNAME      WH09 UPDATE COMPLETED

      RDC/CREW/CST CTR          200          -----MANDATORY WITHHOLDING-----
? TAX DATA FOLLOW-UP FLAG:      N          BEG DATE  STAT  EXEM  ADDL  END DATE
? FINAL CHECK ISSUED:          000000 ? FED  000000          00  0000  000000
? FINAL CHECK PERIOD ENDING: 000000 ? STATE 000000          00  0000  000000
? RETIREMENT START DATE:      000000

      EFF  ----FEDERAL----  -----STATE-----  RTMT RTMT RTMT  FICA SAIF UNEM
      DATE  STAT EXEM  ADDL  STAT EXEM  ADDL  SYST STAT ACCT  SUBJ SUBJ SUBJ
? 0228YY  J  00  0200  J  00  0050          L  D 000000  Y  Y  N
? 0131YY  J  00  0200  J  00  0050          N  N 000000  Y  Y  N

      ----WAIVERS----
      CLASS DATE  CLASS DATE  CLASS DATE  CLASS DATE  CLASS DATE  CLASS DATE
?                ?                ?                ?                ?                ?
  
```

5. Next, make an RPO entry on the P050 Gross Pay Adjustments on File screen. To retrieve a record: <ul style="list-style-type: none"> In the upper left corner of any screen type P050 Employee ID or SSN (P050 OR#####) Press [ENTER] 	OSPA will default to your log-on agency, current pay period and CCJ 1. If needed, you can change the pay period and CCJ. Use the same pay period as the EFF DATE on the P010 screen.
----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

P050 OR#####

```

P050  OR##### ,15500,1,MDDYY  GROSS PAY ADJUSTMENTS ON FILE
      LASTNAME, FIRSTNAME

      PAY  STRT  STOP ADJ          DAYS  TRAN
      TYP  DATE  DATE TYP  RATE  UNITS  AMOUNT  WRKD  DATE  ERROR MSG
?                A  .00  .00  .00          COMMENT
?                A  .00  .00  .00          COMMENT
?                A  .00  .00  .00          COMMENT
  
```

See the OSPA Reference Manual, Screen Descriptions, P050

Action	More
<p>6. Make the following entry:</p> <ul style="list-style-type: none"> ▪ ? : A ▪ PAY TYP: RPO ▪ STRT DATE: Will default to the pay period used to retrieve the record ▪ STOP DATE: With ADJ TYP blank, it will default to 999999, an on-going adjustment ▪ ADJ TYP: space through the field to erase the default "A". This will create an on-going adjustment ▪ COMMENT: 12 alphanumeric characters to create an audit trail 	
<pre> P050 OR##### ,15500,1,MDDYY GROSS PAY ADJUSTMENTS ON FILE LASTNAME, FIRSTNAME PAY STRT STOP ADJ TYP DATE DATE TYP RATE UNITS AMOUNT DAYS TRAN a rpo .00 .00 .00 WRKD DATE ERROR MSG COMMENT Leg OSGP </pre>	
<p>7. Check your entries. If right, press [ENTER]. Watch for the message "GP93 TRANSACTION COMPLETE." If you receive other messages, see the OSPA Reference Manual, Codes, Screen Message Codes or Screen Descriptions, P050.</p>	
<pre> P050 OR##### ,15500,1,MDDYY GROSS PAY ADJUSTMENTS ON FILE LASTNAME, FIRSTNAME GP93 TRANSACTION COMPLETE PAY STRT STOP ADJ TYP DATE DATE TYP RATE UNITS AMOUNT DAYS TRAN ? RPO MDDYY 999999 .00 .00 .00 WRKD DATE ERROR MSG LEGIS RET TX COMMENT LEG OSGP </pre>	
<p>8. Make a deferred comp deduction on the P070 Deductions and Deduction Adjustments screen. To retrieve a record on the P070:</p> <ul style="list-style-type: none"> ▪ In the upper left corner of any screen type P070 Employee ID or SSN (P070 OR#####) ▪ Press [ENTER] 	<p>OSPA will default to your log-on agency and current pay period. Enter the deduction in the same pay period as the entry on the P010 and P050 screens.</p>
<pre> P070 OR##### </pre>	

Action	More
<pre> P070 OR##### ,15500,MMDDYY DEDUCTIONS AND DEDUCTION ADJUSTMENTS LASTNAME, FIRSTNAME A DED PLAN OPE DATE -EMPLOYEE---SHARE- JOB EMPLR PEBB VENDOR D CODE CODE CD BEGIN END PCT PCT FIXED SHR SHARE ADMIN SHARE J DESC DESC GRS NET AMOUNT PCT ? OTNN AAA D 013103 113011 .00 .00 .00 .00 ODS TRD DENT EMP ONLY COMM NH 1/13/03 TRANS DATE 102111 ACH ACCT ACCT CD ? OTNN 901 D 013103 113011 .00 .00 .00 .00 ODS TRD DENT EE YTD/AGCY\$ COMM NH 1/13/03 TRANS DATE 102111 ACH ACCT ACCT CD ? SWNN AAA H 123109 113011 .00 .00 .00 .00 PSWP EMP ONLY COMM TRANS DATE 102111 ACH ACCT ACCT CD ? SWNN 901 H 123109 113011 .00 .00 .00 .00 PSWP EE YTD/AGCY\$ COMM TRANS DATE 102111 ACH ACCT ACCT CD </pre>	<p>See the OSPA Reference Manual, Screen Descriptions, P070</p>
<p>9. Make the following entry:</p> <ul style="list-style-type: none"> ▪ ? : A ▪ ADJ: allow to default to blank ▪ DED CODE DESC: DCNN – PERS Oregon Savings Growth Plan ▪ PLAN CODE DESC: 010 -- Legislator Retirement Option ▪ COMM: 12 alphanumeric characters to create an audit trail 	
<pre> P070 OR##### ,15500,MMDDYY DEDUCTIONS AND DEDUCTION ADJUSTMENTS LASTNAME, FIRSTNAME A DED PLAN OPE DATE -EMPLOYEE---SHARE- JOB EMPLR PEBB VENDOR D CODE CODE CD BEGIN END PCT PCT FIXED SHR SHARE ADMIN SHARE J DESC DESC GRS NET AMOUNT PCT a dcnn 010 .00 .00 .00 .00 COMM TRANS DATE ACH ACCT ACCT CD </pre>	
<p>10. Check your entries. If right, press [ENTER]. Watch for the message "DA96 TRANSACTION COMPLETE." If you receive other messages, see the OSPA Reference Manual, Codes, Screen Message Codes, or Screen Descriptions, P070.</p>	
<pre> P070 OR##### ,15500,MMDDYY DEDUCTIONS AND DEDUCTION ADJUSTMENTS LASTNAME, FIRSTNAME DA96 TRANSACTION COMPLETE A DED PLAN OPE DATE -EMPLOYEE---SHARE- JOB EMPLR PEBB VENDOR D CODE CODE CD BEGIN END PCT PCT FIXED SHR SHARE ADMIN SHARE J DESC DESC GRS NET AMOUNT PCT ? DCNN 010 N MMDDYY 999999 .00 .00 .00 .00 DEF/COMP LEGIS PLAN COMM TRANS DATE MMDDYY ACH ACCT ACCT CD </pre>	

Action	More																																																																																																
<p>11. Between preliminary and final run for the EFF DATE on the P010 screen, check the P370 Calculation of Current Payoff screen and compare the P090 YTD Wages, Taxes, and Retirement screen to the P091 YTD Wages, Taxes, and Retirement screen. Make screen prints to document your changes.</p> <p>OSPA updates the P090 screen after each final payroll run. The P090 screen shows the “before” for your entries to start contributions. The P091 screen displays the results of an on-line calculation for entries made since the last final run. Use it to document the “after” for your entries.</p> <p>First, to access the P090:</p> <ul style="list-style-type: none"> In the upper left corner of any screen, type P090, employee ID or SSN (P090 OR#####) Press [ENTER] 	<p>OSPA will default to your log-on agency number.</p>																																																																																																
<p>P090 OR#####</p>	<p>OSPA will default to your log-on agency and the current tax year</p>																																																																																																
<table border="1"> <thead> <tr> <th colspan="2">P090</th> <th colspan="2">OR##### ,15500 YY</th> <th colspan="2">YTD WAGES, TAXES, AND RETIREMENT</th> </tr> <tr> <th colspan="2"></th> <th colspan="2">LASTNAME, FIRSTNAME</th> <th colspan="2"></th> </tr> </thead> <tbody> <tr> <td>(TXI)</td> <td>TAXABLE INCOME</td> <td>41945.00</td> <td></td> <td>(SSS)</td> <td>SAIF-EMPLR CONTRIB. 0.00</td> </tr> <tr> <td>(ROE)</td> <td>REIMB. OF EXPENSES</td> <td>0.00</td> <td></td> <td>(PER)</td> <td>PERS ASSESMENT PAID 0.00</td> </tr> <tr> <td>(NTI)</td> <td>NON-TAXABLE INCOME</td> <td>972.54</td> <td></td> <td>(ERB)</td> <td>ERB ASSESMENT PAID 0.00</td> </tr> <tr> <td>(OTI)</td> <td>OTHER TAXABLE INCOME</td> <td>0.00</td> <td></td> <td>(MTT)</td> <td>MASS TRANSIT TAX PAID 0.00</td> </tr> <tr> <td>(EIC)</td> <td>EARNED INCOME CREDIT</td> <td>0.00</td> <td></td> <td>(FSW)</td> <td>SOC SEC SUBJ WAGES 42917.54</td> </tr> <tr> <td>(FIT)</td> <td>FED. TAX WITHHELD</td> <td>6626.70</td> <td></td> <td>(FTE)</td> <td>SOC SEC TAX PD EMPLYE 1802.54</td> </tr> <tr> <td>(SIT)</td> <td>STATE TAX WITHHELD</td> <td>1397.00</td> <td></td> <td>(FTS)</td> <td>SOC SEC TAX PD EMPLR 2660.89</td> </tr> <tr> <td>(WES)</td> <td>WBF PAID - EMPLOYE</td> <td>25.98</td> <td></td> <td>(HSW)</td> <td>MEDR SUBJECT WAGES 42917.54</td> </tr> <tr> <td>(WSS)</td> <td>WBF PAID - EMPLOYER</td> <td>25.98</td> <td></td> <td>(HTE)</td> <td>MEDR TAX PD - EMPLOYE 622.30</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td>(HTS)</td> <td>MEDR TAX PD - EMPLR 622.30</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td>(LRO)</td> <td>LEGIS RETIREMENT OPT 972.54</td> </tr> <tr> <td colspan="6" style="text-align: center;">----- RETIREMENT -----</td> </tr> <tr> <td>SYSTEM</td> <td>ACCOUNT</td> <td>SUBJ WAGES</td> <td>STATE PU</td> <td>EMP CONTRIB</td> <td>STATE MATCH</td> </tr> <tr> <td>L</td> <td>000000</td> <td>16209.00</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> </tr> </tbody> </table>	P090		OR##### ,15500 YY		YTD WAGES, TAXES, AND RETIREMENT				LASTNAME, FIRSTNAME				(TXI)	TAXABLE INCOME	41945.00		(SSS)	SAIF-EMPLR CONTRIB. 0.00	(ROE)	REIMB. OF EXPENSES	0.00		(PER)	PERS ASSESMENT PAID 0.00	(NTI)	NON-TAXABLE INCOME	972.54		(ERB)	ERB ASSESMENT PAID 0.00	(OTI)	OTHER TAXABLE INCOME	0.00		(MTT)	MASS TRANSIT TAX PAID 0.00	(EIC)	EARNED INCOME CREDIT	0.00		(FSW)	SOC SEC SUBJ WAGES 42917.54	(FIT)	FED. TAX WITHHELD	6626.70		(FTE)	SOC SEC TAX PD EMPLYE 1802.54	(SIT)	STATE TAX WITHHELD	1397.00		(FTS)	SOC SEC TAX PD EMPLR 2660.89	(WES)	WBF PAID - EMPLOYE	25.98		(HSW)	MEDR SUBJECT WAGES 42917.54	(WSS)	WBF PAID - EMPLOYER	25.98		(HTE)	MEDR TAX PD - EMPLOYE 622.30					(HTS)	MEDR TAX PD - EMPLR 622.30					(LRO)	LEGIS RETIREMENT OPT 972.54	----- RETIREMENT -----						SYSTEM	ACCOUNT	SUBJ WAGES	STATE PU	EMP CONTRIB	STATE MATCH	L	000000	16209.00	0.00	0.00	0.00	<p>This is an example of the P090 / P091 where the Legislator opted to have the 6% deposited to deferred comp. The RPO P050 screen entry posts as (NTI) NON-TAXABLE INCOME. The LRO comes from the P070 screen deduction. The RETIREMENT information comes from the P010 screen, plus the calculated subject wages.</p>
P090		OR##### ,15500 YY		YTD WAGES, TAXES, AND RETIREMENT																																																																																													
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<p>12. Now, access the P091 screen through the P370 screen:</p> <ul style="list-style-type: none"> In the upper left corner of any screen, type P370, employee ID or SSN, pay period end date, and check date (P370 OR##### MMDDYY MMDDYY) Press [ENTER] 	<p>OSPA will default to your log-on agency.</p>																																																																																																
<p>P370 OR##### MMDDYY MMDDYY</p>																																																																																																	

Action	More
<pre> P370 OR##### 15500,MMDDYY,MMDDYY,O CALCULATION OF CURRENT PAYOFF 370 LASTNAME, FIRSTNAME INCOME TYPE RATE UNITS AMOUNT TAX /RET AMOUNT DEDUCTIONS AMOUNT TOTAL-R T 1801.00 176.00 1801.00 FIT 368.10 DCNN010 DEF/ AEXP TAX T 450.00 SIT 132.00 OTNNA001 ODS ALEGIS R N 108.06 SSEC 99.08 OTNN901 ODS MEDR 34.21 SLNN001 BASI WBF 2.24 SWNNA001 PSWP VSNNA001 VSP XDNN555 DIRE 1615.37 GROSS 2251.00 TX/RT 635.63 DED 1615.37 NET/ACH .00 / 1615.37 CALC YTD? N PRINT CHECK? N CORRECTIVE? N SEPARATION CHECK? N </pre>	<p>There is not an AMOUNT for the DCNN010 DEDUCTION because the employer pays the contribution.</p>

13. To access the P091 screen from the P370 screen:

- On the P370, change CALC YTD? to Y
- Press [ENTER]

OR##### 15500 11 LASTNAME, FIRSTNAME	YTD WAGES, TAXES, AND RETIREMENT *** CALCULATED FROM P370 ***
(TXI) TAXABLE INCOME	44196.00
(ROE) REIMB. OF EXPENSES	0.00
(NTI) NON-TAXABLE INCOME	1080.60
(OTI) OTHER TAXABLE INCOME	0.00
(EIC) EARNED INCOME CREDIT	0.00
(FIT) FED. TAX WITHHELD	6994.80
(SIT) STATE TAX WITHHELD	1529.00
(WES) WBF PAID - EMPLOYE	28.22
(WSS) WBF PAID - EMPLOYER	28.22
(SSS) SAIF-EMPLR CONTRIB.	0.00
(PER) PERS ASSESMENT PAID	0.00
(ERB) ERB ASSESMENT PAID	0.00
(MTT) MASS TRANSIT TAX PAID	0.00
(FSW) SOC SEC SUBJ WAGES	45276.60
(FTE) SOC SEC TAX PD EMPLOYE	1901.62
(FTS) SOC SEC TAX PD EMPLR	2807.15
(HSW) MEDR SUBJECT WAGES	45276.60
(HTE) MEDR TAX PD - EMPLOYE	656.51
(HTS) MEDR TAX PD - EMPLR	656.51
(LRO) LEGIS RETIREMENT OPT	1080.60
----- RETIREMENT -----	
SYSTEM ACCOUNT SUBJ WAGES STATE PU EMP CONTRIB STATE MATCH	
L 000000 18010.00 0.00 0.00 0.00	

14. Also, after the final payroll run 1 for the EFF DATE, check the following:

- P090 YTD Wages, Taxes, and Retirement screen
- P191 Register Summary screen
- XREF43, XREF45 Payroll Registers

See Screens and Reports below.

Action	More
<pre> P191 Oregon State Payroll - Register Summary EmpID: OR##### AG#: 15500 TxY: YY Pay Per: MMDDYY LASTNAME FIRSTNAME ORIGINAL Run: 01 Check Iss: MMDDYY Job: 1 MMDDYY Rep/Cls: LE Y9991 Ben: XL Adj Base: 1801.00 Basis: S PT/FT: F Hr-Rt: 10.39 A Typ Units Rate Amt A DED/PL EE Amt ER Amt T/S RG* 168.00 1801.00 1801.00 DCNN010 108.06 GPA EXT 450.00 OTNNAAA 58.62 GPA RPO 108.06 OTNN901 22.47 Total Gross 2251.00 SLNN001 1.00 Tax/Ret ER Amt EE Amt Subj Amt SWNNAAA 977.18 FIT J 0+ 200 368.10 2251.00 VSNAAA 14.66 SIT J 0+ 50 132.00 XDNN555 1615.27 SSEC 99.08 2359.06 MEDR 34.20 2359.06 WBF 2.35 SRETL 1801.00 ERETL 1801.00 Total Deductions 1181.99 Net Pay 1615.27 ACH: Y ENT=Fwd/Sel CLR=Exit F3=P190 F4=Prev PP F5=Next PP F7=Bwd F8=Fwd </pre>	<p>This is an example of the P191 Register Summary. The P050 RPO entry = the P070 DCNN 010 entry. The SRETL and ERETL indicate the subject wages.</p>
<p>15. If you need to make changes, see Entries, Adjust Subject Wages and/or Contributions above.</p>	

NOTES

DETERMINING ELIGIBILITY

An employee who is new to public service must meet four requirements to become eligible for membership in OPSRP:

- Complete six full months of service, uninterrupted by 30 or more consecutive working (not calendar) days
- Complete 600 hours of work in a calendar year
- Work in a qualifying position
- Be on the payroll during the first full pay period following the waiting period

In addition, some important points to remember include:

- The employee must begin and end the waiting period with the same employer and be employed by that employer on the effective date of membership. In establishing the waiting period, state agencies together constitute one employer.
- Hours in a temporary position count toward the waiting time. Hours as a student worker (defined in OAR 459-010-0025) do not. See the E480-A Seasonal / Temporary / Part-time Hours Worked report.

- An employee can actually work more than 600 hours in a 12-month period and still not qualify for PERS if that individual does not complete the six month waiting period due to interruptions in state employment of 30 or more consecutive working (not calendar) days.

When agency Human Resources enters job status changes in the PPDB, their entries include the PERS Job / Wage class code for the employee's position and job status. The code displays in the PERS JOB CLASS CODE field on the P030 Job Status Data screen in OSPA. This code indicates:

- If the employee is in a qualifying position
- If the position qualifies as either general service, police and fire, Legislator or judge member
- If the employee is already a Tier 1 or Tier 2 member and eligible to have contributions started immediately

Here are some general guidelines. Before making the entries, confirm eligibility for an individual employee. If the PERS JOB CLASS CODE on the P030 screen is:

- **1, 2, 4, 5, 6, 7, 8, 9, H, P, T, U, Y, or Z**, start contributions effective with the employee's first paycheck in this position. See Entries, Start Contributions above.
- **B, D, M, N, O, R, or X**, the employee will not be eligible for PERS contributions or is a State Legislator who has opted out. Make sure that the RTMT SYST and RTMT STAT fields on the P010 Withholding Data / Locator Data screen both have N. See Screens, P010 below.
- **G, F, E, L, or S**, determine whether the employee has worked six full calendar months with a public employer or is currently dormant with PERS.
 - If so, start contributions effective with the first paycheck in this position. See Entries, Start Contributions above.
 - If not, determine the first month the employee will be eligible for contributions and enter the RETIREMENT START DATE on the P010 screen. See Entries, Set the Retirement Start Date on the P010 Screen above.
- **3 or C**, the employee is a State Legislator who has chosen to have the 6% PERS employee contribution deposited to a deferred compensation account. Legislators must make an election within 30 days of taking office. See Entries, Start Contributions, Legislators above.

See the PERS Employer Manual for additional information:

http://oregon.gov/PERS/EMP/docs/er_general_information/employer_manual.pdf

If the employee's status is not evident from the PPDB or you do not believe the PERS JOB CLASS CODE is correct, contact the employee or PERS.

MONTHLY REPORTING TO PERS

Within three working days after payday for final run 2, the PERS Centralized Services Team sends an electronic file to PERS jClarety via EDX.

Data from OSPA includes the following:

- Contribution amounts
- Hours worked

- Sick leave ending balance and sick leave transferred to the clearing account for all state employees

Demographic (employee) data comes from the PPDB. The PPDB Personnel Action (PA) codes that trigger inclusion in the file include:

- Name and/or address changes
- Hires
- Separations, with a separate indicator for deceased employees
- Leaves without pay that will exceed 15 calendar days
- Job class and/or wage category changes

As part of the run 2 final process, OSPS also transfers funds to PERS to cover the contributions and any additional retirement units purchased. The contributions are for the same pay period as the data in the electronic file.

NOTE: It is important that HR enter all personnel actions timely, prior to preliminary cutoff for each payroll run 2 to ensure employee information in the retirement system is up-to-date.

Once a month, the Centralized PERS Services Team reconciles the subject wages and contributions reported in OSPA to those recorded in jClarety. The reconciliation will indicate when contributions should have started, have not been timely or posted to the incorrect retirement system. The Centralized PERS Services Team will work with your agency to make the corrections.

PERS RATES

The PERS Board normally adopts employer contribution rates at the beginning of each biennium. They base their decisions upon actuarial tables and estimated earnings rates.

Current rates for the **employer** contributions follow. For historic rates, see the OSPA web site: <http://www.oregon.gov/DAS/SCD/OSPS/persrates.shtml>

P010 RTMT SYST	Description	Rate (%)	Effective Date
F	OPSRP Police & Fire	10.76	07/01/11
G	OPSRP General Service	8.05	07/01/11
P	Judiciary	18.33	07/01/11
S	Tier 1 & 2, General Service	9.55	07/01/11
T	Tier 1 & 2, Police & Fire	17.40	07/01/11

The **employer** contribution rates are set in statute:

Description	Rate (%)	ORS
Judiciary	7.00	238.515
OPSRP	6.00	238A.330

Description	Rate (%)	ORS
Tier 1 & 2	6.00	238A.330

PERS RETIREMENT PLANS

OSPA currently calculates contributions for state employees for the following PERS retirement plans:

- ORS Chapter 238, Tier 1, employees who became members between 1945 and December 31, 1995
- ORS Chapter 238, Tier 2, employees who became members between January 1, 1996 and August 28, 2003
- ORS Chapter 238A, OPSRP, employees who became members after August 28, 2003
- ORS 238.500 to 238.585, Judge Members, Supreme Court, Court of Appeals, Oregon Tax Court and Circuit Court judges appointed or elected on or after January 1, 1984
- ORS 237.650 to 237.660 Legislator Retirement Plans

Within these programs, the employee's position and appointment status determines the applicable classification, including the following:

- General service
- Police and fire
- Judge member
- Legislature
- Elected official
- School employee
- Returning retiree

Three sources may fund the benefits:

- Member contributions either withheld from the employee's check or paid by the employer on the employee's behalf (the state "picks-up" most state employee member contributions)
- Employer contributions or "match"
- Earnings from investment of the employee and employer contributions

ORS Chapter 238, Tier 1 and Tier 2

Tier 1 and Tier 2 were defined benefit plans. Effective January 1, 2004, the 6% employee contribution for Tier 1 and Tier 2 members goes to the employees' OPSRP Individual Account Program (IAP, see below). The employer's contribution goes to the regular PERS account.

Police and Fire

Police officers and firefighters, who are part of the PERS Chapter 238 plan (Tier 1 and Tier 2) and are under the age of 60, can purchase additional retirement units. They can purchase up to eight units per month from after tax dollars. Their age at the time of purchase determines the unit cost; the older they are when they start, the higher the cost per month. The purchases go to the regular PERS account, rather than the employee's IAP account.

The assumption behind this option is that, on average, these members will retire at 60. The additional retirement units will help them financially until they reach social security age.

Once an employee reaches age 60 or meets the maximum dollar amount of \$4,000, contributions stop. If the employee reaches age 60 before contributing the \$4,000 maximum, s/he can purchase the additional units at retirement.

The employee submits a Notice of Unit Election form to Payroll or Personnel. Forward the form to the DAS HRSD Centralized PERS Services Team. They will forward the request to PERS. When PERS notifies you of the amount, enter a PRNN deduction on the P070 Deductions and Deduction Adjustments screen.

Employees who are police and fire members of OPSRP (see below) cannot purchase additional retirement units.

ORS Chapter 238A, Oregon Public Service Retirement Plan (OPSRP)

The 72nd Oregon Legislature created OPSRP to provide retirement benefits to public employees. OPSRP is a hybrid retirement plan with two components:

- Pension Program -- a defined benefit plan that applies to new employees hired after August 28, 2003
- Individual Account Program (IAP) -- defined contribution plan that applies to all participating public employees, including Tier 1 and Tier 2

The Pension Program uses specific criteria to determine the pension benefit (salary x length of service x a factor). The employer contributions fund this program.

Employee contributions fund the IAP, which has no guarantees. When a member retires, s/he receives the contributions plus any earnings and minus any losses accrued. These funds belong to the employee and are held in trust. As of January 1, 2004, the 6% employee contributions for PERS Chapter 238 members go into the IAP.

Judge Members

Legislation in 1983 (ORS 238.500 to 238.585) created the PERS Judge Member Program for Oregon Supreme Court, Court of Appeals, Oregon Tax Court and Circuit Court judges. Judge Members will not have an Individual Account Program (IAP) account unless they have a prior membership in Tier 1, Tier 2 or OPSRP.

Legislators

Under ORS 237.650, a person who took / takes office as a member of the Legislative Assembly after August 29, 2003 must decide within 30 days after taking office if the person will:

- Become a member of the Oregon Public Service Retirement Plan established under ORS chapter 238A;
- Become a legislator member of the state deferred compensation plan under ORS 237.655; or

- Decline to become a member of the Oregon Public Service Retirement Plan, or to become a legislator member of the state deferred compensation plan

Anyone who was a member of the Legislative Assembly on August 29, 2003 and who was a member of PERS on that date may elect to remain a member of PERS Tier 1 or Tier 2.

If the legislator elects to become a member of the deferred compensation plan under ORS 237.655, the Legislature pays the 6% employee contribution to OSGP on behalf of the Legislator. They do not make an employer contribution.

HELP / TROUBLESHOOTING

Intentionally left blank

SCREENS

See the OSPA Reference Manual, Screen Descriptions for additional information on these screens.

P010 Withholding Data / Locator Data -- Agency payroll makes entries in the RTMT SYST and RTMT STAT fields on the P010 Withholding Data / Locator Data screen to tell OSPA when to contribute to PERS for an employee and the percent to use in the calculation. They can also use the RETIREMENT START DATE as a tickler to begin retirement contributions.

P010		OR##### #####		WITHHOLDING DATA / LOCATOR DATA				010				
LASTNAME, FIRSTNAM				WH02 ENTER UPDATES								
RDC/CREW/CST	CTR	200		-----MANDATORY WITHHOLDING-----								
? TAX DATA FOLLOW-UP FLAG:		N		BEG DATE	STAT	EXEM	ADDL	END DATE				
? FINAL CHECK ISSUED:		000000	? FED	000000		00	0000	000000				
? FINAL CHECK PERIOD ENDING:		000000	? STATE	000000		00	0000	000000				
? RETIREMENT START DATE:		0131YY										
EFF	----FEDERAL----	----STATE----		RTMT	RTMT	RTMT	FICA	SAIF	UNEM			
DATE	STAT	EXEM	ADDL	STAT	EXEM	ADDL	SYST	STAT	ACCT	SUBJ	SUBJ	SUBJ
? 0131YY	J	00	0000	J	00	0000	G	D	000000	Y	Y	Y
? 0731YY	J	00	0000	J	00	0000	N	N	000000	Y	Y	Y
-----WAIVERS-----												
CLASS DATE	CLASS DATE	CLASS DATE	CLASS DATE	CLASS DATE	CLASS DATE	CLASS DATE	CLASS DATE	CLASS DATE	CLASS DATE	CLASS DATE	CLASS DATE	CLASS DATE
?	?	?	?	?	?	?	?	?	?	?	?	?

EFF DATE – If you make the entry prior to run 1, OSPA will begin calculating the PERS contributions during the first payroll run for the pay period indicated with the EFF DATE on the P010 screen. If you make the entry after run 1 of the indicated pay period, OSPA will not go back and recalculate the PERS contributions for that month. If the employee has additional pay in run 2, OSPA will calculate PERS contributions for those wages only.

If you determine that the employee should have retirement contributions for the current pay period after run 1 of the applicable pay period, make the P010 entry effective for the next pay

period. Make an entry on the P060 Tax/OPE Adjustments on File screen to report subject wages and make contributions for the first pay period. See Entries, Adjust Subject Wages and/or Contributions above.

RTMT SYST -- The RTMT SYST on the P010 tells OSPA the following:

- If the employee is eligible for PERS contributions
- If eligible, the percent to use in calculating the employer and employee contributions

Possible values include:

- F -- Police and Fire, OPSRP
- G -- General Service, OPSRP
- L -- Legislator, Deferred Compensation
- N -- OSPA will not make either an employee or an employer PERS contribution. Default.
- P -- Judge Member
- S -- General Service, PERS, tier 1 or tier 2
- T -- Police and Fire, PERS, tier 1 or tier 2

If there is a value other than L or N in the RTMT SYST field, OSPA will make employer contributions on behalf of the employee.

The RTMT SYST should correspond to the PERS JOB CLASS CODE on the employee's P030 Job Status Data screen. See <http://www.das.state.or.us/DAS/HR/docs/ppdb/WageJobClassCde.pdf> for a crosswalk for the values on the P030 and P010 screens.

RTMT STAT -- The RTMT STAT field on the P010 screen tells OSPA the following:

- Whether the employee is eligible for the employee's contribution to PERS
- If so, who will pay

Possible values include:

- D -- State pays or picks-up employee contribution
- E -- Employee pays employee contribution
- N -- OSPA will not make an employee contribution
- P -- OSPA will not make an employee contribution

If the RTMT SYST field is N, OSPA will not make an employee contribution, even if the RTMT STAT value is D or E.

P030 Job Status Data - A Human Resources staff member enters retirement applicable data in the PPDB, which then displays on the P030 Job Status Data screen in OSPA. This includes the PERS JOB CLASS CODE, which indicates whether the employee is in an eligible position and the position's job class. If the position is eligible, it also indicates the PERS program for the individual employee. See Notes, Determining Eligibility and Screens, P010 Withholding Locator / Data Locator above.

For employees new to a PERS qualifying position, the RECOG SVC DT, PT-FT CD/PCT and WAGE BASIS CD help determine if and when the state will begin making retirement contributions on behalf of the employee.

P050 Gross Pay Adjustments on File -- If a Legislator chooses to have the 6% employee contribution deposited to a deferred compensation account, make an RPO entry on the P050 screen and offset it with a DCNN 010 deduction on the P070 screen. You do not enter amounts. With RTMT SYST L on the P010 screen, OSPA will calculate the 6% of subject wages.

P060 Tax/OPE Adjustments on File – Agencies can use the P060 screen to make PERS adjustments in the current month. (NOTE: do not use the P060 screen to make adjustments for Legislators who have the 6% employee contribution paid to a deferred compensation account. Instead, either make entries on the P050 and P070 screens and set correctives or contact OSPS for programmer action.)

The fields on the P060 screen include:

DATA ELEMENT ID – You will normally make a minimum of three entries on the P060 screen with three different DATA ELEMENT ID's. Possible values include:

ID	Description	When Use on the P060
RSE	Retirement subject wages	
RSM	Employer contribution (state match)	
RSP	State picks-up employee contribution	P010 RTMT STAT = D
REP	Employee pays employee contribution	P010 RTMT STAT = E

If you are adjusting prior contributions, you can find the starting values for the DATA ELEMENT ID's on the following screens and reports:

Screen/Report	RSP	RSM	REP
P090/P091	STATE PU	STATE MATCH	EMP CONTRIB
P191	ER AMT SRET	ER AMT ERET	EE AMT ERET
P370	SRET	ERET	RET
Registers	PICKUP	MATCH	CUR-AMT

Duplicate Entries – The P060 screen will only allow one transaction for a given pay period with the same RET SYS/MS TR and DATA ELEMENT ID. If you need to make a second entry for the same pay period, delete or change the first entry to include both changes. See Timing below.

Timing – OSPA calculates the contributions for the pay period during run 1. If the employee has additional wages or LWOP that processes during run 2, OSPA will calculate retirement contributions for the gross wages for run 2 only; it does not re-calculate the total wages for the entire month. If you make PERS related changes on the P010 screen between run 1 and run 2, you will need to make adjustments on the P060 for that month for wages paid in run 1.

The P060 screen is unique in that OSPA views the P060 screen independently for run 1 and run 2 of the pay period. If you make an entry prior to run 1 and then realize you need to change the entry before run 2, make sure that the entry for run 2 reflects the total change you want for the month.

For example:

- o You entered subject earnings of \$2,000 for run 1

- After run 1, you learned that the amount should have been \$2,100
- On the P060 screen, change (? = c) the amount of the existing transaction to \$2,100 – not just \$100

Conversely, if you make an entry on the P060 screen after run 1 and delete it prior to the next run 1, the entries will have zero impact on wages and contributions for the month entered.

P070 Deductions and Deduction Adjustments -- If the employee is eligible for and elects to purchase additional police and fire units, PERS will notify agency payroll with the amount to deduct each month. Enter an on-going PRNN deduction on the P070 Deductions and Deduction Adjustments screen with the EMPLOYEE SHARE FIXED AMOUNT provided by PERS.

If a Legislator chooses the 6% employee contribution to deferred compensation, make a DCNN 010 entry on the P070 screen. You do not enter amounts. With RTMT SYST L on the P010 screen, OSPA will calculate the 6% of subject wages.

P090 YTD Wages, Taxes, and Retirement -- OSPA updates the P090 screen after each final payroll run.

P090	OR#####	####	YY	YTD WAGES, TAXES, AND RETIREMENT	
	LASTNAME, FIRSTNAME I				
(TXI)	TAXABLE INCOME	30954.00	(SSS)	SAIF-EMPLR CONTRIB.	0.00
(ROE)	REIMB. OF EXPENSES	0.00	(PER)	PERS ASSESMENT PAID	0.00
(NTI)	NON-TAXABLE INCOME	5355.00	(ERB)	ERB ASSESMENT PAID	10.50
(OTI)	OTHER TAXABLE INCOME	0.00	(MTT)	MASS TRANSIT TAX PAID	0.00
(EIC)	EARNED INCOME CREDIT	0.00	(FSW)	SOC SEC SUBJ WAGES	36309.00
(FIT)	FED. TAX WITHHELD	5037.75	(FTE)	SOC SEC TAX PD EMPLYE	2251.16
(SIT)	STATE TAX WITHHELD	2261.00	(FTS)	SOC SEC TAX PD EMPLR	2251.16
(WES)	WBF PAID - EMPLOYE	13.50	(HSW)	MEDR SUBJECT WAGES	36309.00
(WSS)	WBF PAID - EMPLOYER	13.50	(HTE)	MEDR TAX PD - EMPLOYE	526.48
			(HTS)	MEDR TAX PD - EMPLR	526.48
			(LRO)	LEGIS RETIREMENT OPT	0.00
----- RETIREMENT -----					
	SYSTEM ACCOUNT	SUBJ WAGES	STATE PU	EMP CONTRIB	STATE MATCH
	S #####	36309.00	2178.54	0.00	2142.23

The values in the RETIREMENT fields include the following:

- **SYSTEM** = RTMT SYST from the P010 screen
- **ACCOUNT** = RTMT ACCT number from the P010 screen, Tier 1 and Tier 2 members only
- **SUBJ WAGES** = Year-to-date total of the employee's subject wages used to calculate PERS contributions
- **STATE PU** = Year-to-date amount the **state paid** (pick-up) for the **employee's contribution**. RTMT STAT on the P010 = D.
- **EMP** = Year-to-date amount the **employee paid** for the **employee's contribution**. RTMT STAT on the P010 = E. Currently, only used in agency 62800, Oregon Forest Services Institute.
- **STATE MATCH** = Year-to-date amount the state paid for the **employer's contribution** (match). Based on the SYSTEM, see Notes, PERS Rates.

(LRO) LEGIS RETIREMENT OPT will have a value for a Legislator who chooses to have the employee contribution deposited in a deferred compensation account. See Entries, Start Contributions, Legislators above.

P091 YTD Wages, Taxes, and Retirement – The P091 screen displays the same data elements as the P090 screen. It displays the results from an on-line calculation of entries made since the last final payroll run. Access the P091 through the P370 Calculation of Current Payoff screen.

P191 Register Summary -- The P191 Register Summary screen shows the pay registers for an employee for the last three pay periods in run, register set, and concurrent job number order. OSPA updates the screen after each final payroll run.

P191 Oregon State Payroll - Register Summary						
EmpID: OR##### AG#: ##### TxY: YY Pay Per: MMDDYY LASTNAME, FIRSTNAME I						
ORIGINAL Run: 01 Check Iss: 070109 Job: 1 110108 Rep/Cls: OA C1339						
Ben: CO Adj Base: 5187.00 Basis: S PT/FT: F Hr-Rt: 29.93						
A Typ	Units	Rate	Amt	A DED/PL	EE Amt	ER Amt
T/S RG*	176.00	5187.00	5187.00	AKNN001	51.35	
Total Gross			5187.00	BK11	30.00	
Tax/Ret	ER Amt	EE Amt	Subj Amt	DCNN100	765.00	
FIT S 0		700.65	4422.00	DONN	88.18	
SIT S 0		323.00		LCNN	75.00	
SSEC		321.60	5187.00	OTNNAAA		61.00
MEDR		75.21	5187.00	OTNN901		13.10
WBF		1.30		RGNNAAA		815.75
SRETS	311.22		5187.00	SINN001		
ERETS	106.85		5187.00	SLNN001		1.10
				STNN001	29.57	
				TDNN	2.75	
				VSNNAAA		18.43
				XDNN111	490.00	
				XDNN222	30.00	
				XDNN555	2203.60	
ENT=Fwd/Sel CLR=Exit F3=P190 F4=Prev PP F5=Next PP F7=Bwd F8=Fwd						

For non-Legislators, the **Tax/Ret section** includes PERS contributions and subject wages:

- If the state picked-up or paid the employee contribution:
 - Both the employer and employee contributions will be in the ER Amt column
 - The pick-up (employee contribution) will be on the SRET line
 - The match (employer contribution) will be on the ERET line
- If the employee paid his/her contribution:
 - The employer contribution (match) will be in the ER Amt field
 - The employee contribution will be in the EE Amt field
 - Both will be on the ERET line
- The final character for SRET and ERET (F, G, P, S or T) is the RTMT SYST from the P010 screen
- The PERS subject wages that OSPA used to calculate the contributions is under Subj Amt for the SRET or ERET line.

```

P191 Oregon State Payroll - Register Summary
EMPID: OR##### AG#: 15500 TxY: YY Pay Per: MMDDYY LASTNAME FIRSTNAME

ORIGINAL Run: 01 Check Iss: MMDDYY Job: 1 MMDDYY Rep/Cls: LE Y9991
Ben: XL Adj Base: 1801.00 Basis: S PT/FT: F Hr-Rt: 10.39
  A Typ Units Rate Amt A DED/PL EE Amt ER Amt
T/S RG* 168.00 1801.00 1801.00 DCNN010 108.06
GPA EXT 450.00 OTNNAAA 58.62
GPA RPO 108.06 OTNN901 22.47
Total Gross 2251.00 SLNN001 1.00
Tax/Ret ER Amt EE Amt Subj Amt SWNNAAA 977.18
FIT J 0+ 200 368.10 2251.00 VSNNAAA 14.66
SIT J 0+ 50 132.00 XDNN555 1615.27
SSEC 99.08 2359.06
MEDR 34.20 2359.06
WBF 2.35
SRETL 1801.00
ERETL 1801.00
Total Deductions 1181.99
Net Pay 1615.27 ACH: Y

ENT=Fwd/Sel CLR=Exit F3=P190 F4=Prev PP F5=Next PP F7=Bwd F8=Fwd
  
```

For Legislators who choose the 6% for deferred compensation:

- GPA RPO is the entry on the P050 Gross Pay Adjustments on File screen
- DED/PL includes the DCNN 010 entry from the P070 Deductions and Deduction Adjustments screen
- SRETL and ERETl indicate the subject wages

P370 Calculation of Current Payoff -- The P370 screen displays the results of an on-line calculation of entries made since the last final payroll run. The display includes the calculations for the payroll run and adjustments entered on the P060 screen.

```

P370 OR##### ,##### ,073109,072409,0 CALCULATION OF CURRENT PAYOFF 370
LASTNAME, FIRSTNAME I

INCOME TYPE RATE UNITS AMOUNT TAX /RET AMOUNT DEDUCTIONS AMOUNT
TOTAL-R T 5442.00 184.00 5442.00 FIT 764.40 AKNN001 LONG 53.88
SIT 346.00 BK11 FOOD 30.00
SSEC 337.40 DCNN100 DEF/ 765.00
MEDR 78.91 DONN SEIU 92.51
WBF 2.46 LCNN UN L 75.00
ERETS 112.11 OTNNAAA ODS
SRETS 326.52 OTNN901 ODS
RGNNAAA REGE
SINN001 PEBB
SLNN001 BASI
STNN001 SHOR 31.02
TDNN SEIU 2.75
VSNNAAA VSP
XDNN111 DIRE 490.00
XDNN222 DIRE 30.00
XDNN555 DIRE 2342.75
9999001 PRIO .08-
GROSS 5442.00 TX/RT 1529.17 DED 3912.83 NET/ACH .00 / 2342.75
CALC YTD? N
  
```

TAX / RET -- For employees with retirement contributions, the TAX / RET column will have a code that includes RET and an amount:

- RET means the employee paid his/her own contribution
- ERET is the employer contribution or state match

- SRET is the employee contribution or state pick-up
- The last character indicates the RTMT SYST from the P010 screen

PTB2 Payroll Benefit Package Table -- To record the employee's hours and pay each month, the employee and/or agency payroll enters pay and leave codes on the P003 or P004 Time Capture and the P050 Gross Pay Adjustments on File screens. OSPA looks up these pay codes on the Payroll Benefit Package Table to calculate the employee's retirement subject wages for the pay period. Subject wages will have INC SUBJ TO RMT: Y on the PTB2 screen.

PTB2		CO,999999,CTL											PAYROLL BENEFIT PACKAGE TABLE			
PKG CODE	CO	DESCRIPTION											SEIU/OPEU	EE		
TRN	PAY	PAY TYPE	LV	RATE	TIM	O/T	INCOME-SUBJ-TO				REG	INC	O/T	SAIF		
TYP	TYP	DESCRIPTION	TP	UNIT	SHT	ELG	SS	RMT	TAX	UNP	MT	PY	OT	TYP	MLT	PCT
?	AST	ADDNL STRGHT	N	00.00	Y	N	Y	Y	Y	Y	Y	N	B	T	1.0000	1.0000
?	BAV	BP/AWRD VALU	N	00.00	N	N	Y	Y	Y	N	N	N	D	O	0.0000	0.0000
?	BP	BONUS PAY	N	00.00	N	N	Y	Y	Y	Y	N	N	D	T	0.0000	0.0000
?	BPS	SPECL AWARD	N	00.00	N	N	Y	Y	Y	N	N	N	N	T	0.0000	0.0000
?	BT	BREAK TIME	N	00.00	Y	Y	Y	Y	Y	Y	Y	N	O	T	1.5000	1.0000
?	CBO	CALL BACK OT	N	00.00	Y	N	Y	Y	Y	Y	Y	N	O	T	1.5000	0.0000
?	CD	CAREER DVLP	N	00.00	Y	N	Y	Y	Y	Y	Y	N	N	T	1.0000	1.0000
?	CDN	CD NO ACCRL	N	00.00	Y	N	Y	Y	Y	Y	Y	N	N	T	1.0000	1.0000
?	CDO	CAR DVLP OT	N	00.00	Y	Y	Y	Y	Y	Y	Y	N	O	T	1.5000	1.0000
?	CLA	CLOTH ALLOW	N	00.00	N	N	N	Y	N	N	N	N	N	R	0.0000	0.0000
?	CLT	CL ALW TXBL	N	00.00	N	N	Y	Y	Y	N	Y	N	N	T	1.0000	0.0000
?	CMN	MILG NONTAX	N	00.00	N	N	N	N	N	N	N	N	N	R	0.0000	0.0000
?	CPH	HO PAY DYOFF	N	00.00	Y	N	Y	Y	Y	Y	Y	N	N	T	1.0000	1.0000
?	CTA	COMP TM ACCR	A	00.00	Y	Y	N	N	N	N	N	N	P	N	1.5000	1.0000
?	CTF	CT FMLA LV	P	00.00	Y	N	Y	Y	Y	Y	Y	N	N	T	1.0000	0.0000
?	CTG	CT CBIW LV	P	00.00	Y	N	Y	Y	Y	Y	Y	N	N	T	1.0000	0.0000
?	CTH	COMP TM HOL	A	00.00	Y	N	N	N	N	N	N	N	P	N	1.5000	1.0000
?	CTL	COMP TM TKN	P	00.00	Y	N	Y	Y	Y	Y	Y	N	N	T	1.0000	0.0000

In addition to the flags on the PTB2 screen, OSPA has hard coding to comply with PERS legislation. Under law, the PERS subject payment categories vary with the PERS plan. The PERS Employer Manual contains a more detailed table. Some of the common payment types include:

Payment Type	Tier 1 & 2	OPSRP
Allowances, Non-taxable	Subject	Non-subject
Allowances, Taxable	Subject	Subject
Differentials	Subject	Subject
Lump Sum VAP	Subject	Non-subject
Lump Sum CTP	Subject	Non-subject
Overtime	Subject	Subject
Premium Pay	Subject	
Salary	Subject	Subject
Travel reimbursements	Non-subject	Non-subject

FORMS

If PERS or the employee on behalf of PERS asks the agency payroll office to send forms or information to PERS, contact the DAS Centralized PERS Services Team.

REPORTS

See the OSPA Reference Manual, Report Descriptions for additional information on these reports.

XREF76, XREF76C Deduction Register Detail – These reports list the deductions for each payroll run by deduction code. They include the DCNN 010 deductions for State Legislators who choose the OSGP option (DCNN 010). OSPA produces the XREF76 after each payroll run; it includes deductions for that run. OSPA produces the XREF76C after each payroll run 2; it combines the deductions for both runs for the pay period.

E357-020 Employees Eligible for Participation in Retirement – For new hires who are not yet members of a PERS retirement plan, agency payroll can enter a RETIREMENT START DATE on the P010 Withholding Data / Locator Data screen. OSPA will include the employee on the E357-020 report the month prior to the start date. This serves as a tickler for changing the RTMT SYST and RTMT STAT on the P010 screen so that OSPA begins calculating PERS contributions for the employee. See Entries, Set Retirement Start Date on the P010 Screen above.

XREF68N Employees with Negative Amount(s) Listed – The report includes employees that have negative retirement contribution amounts. These may occur when you change the employee's RTMT SYST and RTMT STAT and do not make all of the required entries or use the wrong amounts.

XREF24 P&F Extra Retirement Units for Current Employees, XREF18 P&F Extra Retirement Units for Terminated Employees -- The reports list the dollar amounts withheld from employees' wages to purchase extra P & F (police and fire) retirement units. OSPA produces the reports each quarter, see the OSPS Processing Calendar Q# dates, <http://www.oregon.gov/DAS/SCD/OSPS/processtools.shtml>

B075B Gross Pay Adjustments – The report lists entries, other than IR, made on the P050 Gross Pay Adjustments on File screen. OAM 45.35.00.PO requires that a manager not attached to payroll review and approve the B075B report prior to release of pay checks and pay stubs each payroll run. The RPO entries for State Legislators will be included on the report.

XREF43, XREF44, XREF45 and XREF46 Payroll Registers – The registers summarize reported time, payroll costs and deductions for each employee for a pay period and payroll run. The XREF43 and XREF45 contain data from a single payroll run. The XREF44 and XREF46 combine the data from run 1 and run 2.

- The RTMT line includes the subject wages and the state pick-up, state match, and employee paid contributions.
- If the employee pays his/her own contribution, the pick-up columns will be blank and there will be a value >0.00 in the CUR-AMT column.
- To the right of "RTMT," the reports display the RTMT STAT, RTMT SYST and RTMT ACCT from the P010 screen.
- See Deciphering the Payroll Register, <http://www.oregon.gov/DAS/SCD/OSPS/docs/pubs/xref44ref.pdf>

XREF16 Regular Contributions for Current Employees, XREF17 Regular Contributions for Terminated Employees -- OSPS and agency payroll use these reports to verify and reconcile

regular PERS contributions. OSPA produces the reports each quarter, see the OSPS Processing Calendar, Q# dates, <http://www.oregon.gov/DAS/SCD/OSPS/processtools.shtml>

XREF32 Retirement Remittance Advice Detail -- This report summarizes the amount OSPS paid PERS on behalf of the agency. OSPA produces it after each final payroll run.

E480-A Seasonal / Temporary / Part-time Hours Worked – OSPA produces this report after each final payroll run 2. This is a tool in determining eligible hours.

XREF85 Year to Date and Current Correction – Produced after each final payroll run, the report lists the adjustments made on the P060 screen for the payroll run.

CREATING AN AUDIT TRAIL

Before making entries, make screen prints and gather reports to create an audit trail.

- Possible OSPA screens to use include the following (see Screens above):
 - P370 Calculation of Current Payoff
 - P090 and P091 YTD Wages, Taxes, and Retirement
 - P191 Register Summary
- OSPA reports to use include the following (see Reports above):
 - XREF68N Employees with Negative Amount(s) Listed
 - XREF43, XREF44, XREF45 and XREF46 Payroll Registers
 - XREF85 Year to Date and Current Correction

Then, carefully check and document your entries as you make them, including:

- The reason for the adjustment
- Approvals if needed
- Your calculations
- Screen prints and reports

AUTHORITY REFERENCES

Oregon Revised Statutes (ORS), <http://www.leg.state.or.us/ors/>

- Chapter 238 Public Employees Retirement System
- Chapter 238A Oregon Public Service Retirement Plan

Oregon Administrative Rules (OAR), Chapter 459 Oregon Public Employees Retirement System, http://arcweb.sos.state.or.us/pages/rules/oars_400/oar_459/459_tofc.html

Public Employees Retirement System (PERS):

- Web site: <http://www.oregon.gov/PERS/index.shtml>
- Employer Handbook: http://www.oregon.gov/PERS/EMP/docs/er_general_information/employer_manual.pdf
- Judge Members: http://www.oregon.gov/PERS/MEM/section/judge_member/judge.shtml

DAS HRSD Systems and Services:

- Web site: <http://www.oregon.gov/DAS/HR/HRSS.shtml>

- Centralized PERS Services Team Contact information:
http://www.oregon.gov/DAS/HR/HRSS.shtml#Centralized_PERS_Team
- PERS Wage/Job Class Codes (crosswalk for P030 and P010):
<http://www.das.state.or.us/DAS/HR/docs/ppdb/WageJobClassCde.pdf>

OSPA Reference Manual, <http://www.oregon.gov/DAS/SCD/OSPS/referencemanual.shtml>

- Codes, Screen Message Codes
- Handbooks, Military Leave of Absence
- Report Descriptions
- Screen Descriptions

OSPS Processing Calendar, <http://www.oregon.gov/DAS/SCD/OSPS/processtools.shtml>

REVISION HISTORY

Date	Rev. No.	Modification
01/27/10	1.0	Original
12/06/11	1.1	2011-13 PERS rates; WR#2564, Legislators; WR#3735, end AEIC; correct monthly reporting; correct links for SOS and Wage/Job Class Codes; correct judge members

ATTACHMENTS

Intentionally left blank