

**Instructions for completion of the Domestic Partner Medical Premium Retroactive Reporting Template** (The template is available through the “Reporting Template” hyperlink in announcement #69)

**Use the template to report only retroactive employer-paid domestic partner medical premiums.** If you began to report this salary type at some point in the past, use this template to report this salary type from that point in the past, back to January 1, 2004. (Example: an employer began reporting these payments on March 1, 2007. This employer would use the template to report retroactive payments for this salary type between January 1, 2004, and March 1, 2007). **If you never reported this salary type, you would use the template to report these payments from December 31, 2010, back to January 1, 2004.** **Report all members receiving this type of payment for the retroactive period, including present and past members and those who’ve withdrawn from PERS.** We suggest you download and save the template then complete entry of the required data. Completed templates should be returned as email attachments to: [pers.edx.support@state.or.us](mailto:pers.edx.support@state.or.us) **Please include your employer number in the email subject line.**

All information should be positive adjustments, using wage code 5, and entering only additional salary represented by the **previously unreported payment**. If negative adjustments are necessary, contact your ESC account representative before using the template.

Complete only the applicable fields of this spreadsheet. Enter only required data, and **make no modifications to the spreadsheet format. Please do not change formatting of columns, rows or individual cells. (Please note: columns on the Excel template are not in alphabetic order; some of the columns will not be used or have been prefilled with information used only for this retroactive reporting activity, and have been “hidden”):**

Column A) SSN (last four): **DO NOT enter full SSN, only the last four digits.**

Column B) Last Name (no apostrophes).

Column C) First Name (no apostrophes).

Column D) Paydate: Enter the **original paydate for the past reporting period**. The date format is: MMDDYYYY, numbers only—no other characters.

Column H) Subject Salary, Regular: Enter the subject salary represented by this previously unreported payment. Remember this payment type is considered subject salary only for OPSRP members. Should be entered in this format: \$\$\$\$.\$\$ (Example: \$1200.50 should be entered as: 1200.50) **Please note: The template will remove “trailing” zero characters.**

Column K) Gross Salary: Should be the same number as the Subject Salary, Regular field. Should be entered in this format: \$\$\$\$.\$\$ (Example: \$1200.50 should be entered as: 1200.50).

Columns M, N, or P) Contribution category (MPAT, MPPT, or EPPT): Enter 6% of Subject Salary, Regular into the contribution field applying to this member. Should be entered in this format: \$\$\$\$.\$\$ (Example: 6% of \$1200.50 is \$72.00 and should be entered as: 72.00)

Columns Y and Z) Work Period Begin Date and Work Period End Date. If these dates were used in records for the past reporting period, those same dates should be included in the template. If used, the date format is: MMDDYYYY, numbers only—no other characters.

Here’s an example of a completed record. In this example the reported member has member account contributions made by EPPT, and the Work Period Begin Date and Work Period End Dates were used by the employer in the past reporting period.

A	B	C	D	H	K	M	N	P	Y	Z
SSN Last 4	Last Name	First Name	Pay Date	Subject Salary, Regular	Gross Salary	Member Paid After-Tax Contribution (MPAT)	Member Paid Pre-Tax Contribution (MPPT)	Employer Paid Pre-Tax Contribution (EPPT)	Work Period Begin Date	Work Period End Date
7777	Smith	Joe	11302008	1200.5	1200.5			72	11012008	11302008

