

# How to Report New Hires

New hire first works on or after 9/4/2012

RU gives employee *New Hire Retirement Plan Election Form (R094C)*  
Employee has 75 days from last day of first pay period to submit their election

Meanwhile...  
RU reports employee as Pension Plus with PHF  
DTL2: Report employee and employer contributions rates based on reportable gross year-to-date wages  
DTL 4: record contributions based on gross wages  
Employee: 4% (2% PHF, 2% DC): Employer: 3%, (2% PHF, 1% DC)

Employee submits election to RU.  
RU faxes election to ORS within 5 business days.  
#517-322-5190.

Employee elects to stay Pension Plus

Employee elects to go DC

Employee does not submit election before 75 days of first pay date.

No additional reporting changes required

*Next available pay period:*  
DTL2: Report Employer contributions only based on reportable wages.  
DTL4: Report contributions based on gross wages:  
Employee: 8% (2% PHF, 6% DC)  
Employer 5% (2% PHF, 3% DC)

Employee remains Pension Plus with PHF; no additional reporting changes required

Positive adjustments needed to previously posted and any unposted DTL4 records.  
See [7.21.05.03](#) and [7.21.05.02](#) for instructions