



How to apply the Employer Contributions Forfeiture Credit to your pay cycle payment

1. Determine the balance due for the current pay cycle.

- On the Reporting website, click the **View Employer Statement** link in the left navigation.
- Go to the *Balance Due* section of the *Pay Cycle Statement*.

2. Determine the pay cycle Defined Contribution (DC) and Personal Healthcare Fund (PHF) employer contributions due.

- On the Reporting website, click the **View Employer Statement** link in the left navigation.
- Click the **Contributions** link to open the *Contributions* page.
- Under the *Defined Contribution* section, go to the *Total for all Reports in this statement period* section.
- Go to the *Total Amount for the Report* columns and add the following:
 - DC Employer Contributions Regular.
 - DC Employer Contributions Adjustment.
 - PHF Employer Contributions Regular.
 - PHF Employer Contributions Adjustment.

3. Determine if the employer contributions due are greater than or less than the Employer Contributions Forfeiture Credit.

Keep track of the forfeiture contributions remaining credit with the [Forfeiture Credit Calculation Tool](#).

- **Less than:** Subtract the employer contributions due for this pay cycle from the balance due for the pay cycle. This is the amount you will remit to ORS.
- **Greater than:** Subtract the remaining credit from the balance due for the pay cycle. This is the amount you will remit to ORS.