Employer Contact Information

Toll-Free: (866) 353-1844
Local: (717) 787-1755
FAX:　(717) 783-8760

Jayne Buchwach
Supervisor
(717) 720-6325
jbuchwach@state.pa.us

Carolina Baez
(717) 720-6320
cbaez@state.pa.us
Allegheny, Bedford, Blair, Cambria, Fayette, Greene, Indiana, Somerset, Washington and Westmoreland Counties

Rose Diehl
(717) 720-6323
rosdiehl@state.pa.us
Armstrong, Beaver, Bradford, Butler, Cameron, Centre, Clarion, Clearfield, Clinton, Crawford, Elk, Erie, Forest, Jefferson, Lawrence, Lycoming, McKean, Mercer, Potter, Sullivan, Tioga, Union, Venango, Warren Counties and Warrior Run SD

Ellen Harrington
(717) 720-6321
eharringto@state.pa.us
Charter Schools, Philadelphia County and Philadelphia School District

Rosie Mesich
(717) 720-6324
rmesich@state.pa.us
Adams, Chester, Cumberland, Dauphin, Delaware, Franklin, Fulton, Huntingdon, Juniata, Lancaster, Mifflin, Montgomery, Perry, and York Counties

Loralie Rebuck
(717) 720-6326
lrebuck@state.pa.us
Berks, Bucks, Carbon, Columbia, Lackawanna, Lebanon, Lehigh, Luzerne, Monroe, Montour, Northampton, Northumberland, Pike, Schuylkill, Snyder, Susquehanna, Wayne and Wyoming Counties

Processing Time Frames

PSERS has revised the benefit processing procedures. Processing of retirement benefits will begin only when all information necessary to calculate the member's benefit is received by PSERS. Balance of Contract information is a vital component in calculating retirement benefits.

Retirement benefits are typically processed within 4 weeks after PSERS receives the properly completed application(s), the date of termination, or after the final work report is submitted by the employer, whichever is later. For this reason it is important that work reports be correct and submitted to PSERS on time. Work reports are due by the 20th of each month for the prior month (June information is due by July 20th). The following are different benefit payment scenarios that may occur:

IF	AND	AND	THEN *
Member is a 10 month employee and the last paid day of service is in June…	Balance of Contract for July and August is paid in June	The June work report is submitted on time July 20	Benefit would be processed no later than August 20
Member is a 10 month employee and the last paid day of service is in June…	Balance of Contract is paid in July and in August	The August Work Report is submitted on time September 20	Benefit would be processed no later than October 20
Member is a 12 month employee and the last paid day of service is in June 30…	No balance of contract but last pay is in July	The July work report is submitted on time August 20	Benefit would be processed no later than September 20

*Important note: The benefit pay date in the table above assumes that all salary and service is reported correctly and the member's benefit is processed as a one step benefit. When the final work report contains errors; for example is missing service or salary, PSERS will contact the employer for correct or needed information. This could result in the member receiving an initial benefit within 4 weeks but not the final benefit. Final benefit processing could take up to 18 months to complete.

Important Employer Web Announcement

On Thursday, June 23, 2011, the Employer Web will be unavailable for use until noon on Monday, June 27, 2011. We ask that you do not attempt to log onto the system during this time. Your employer representative will send you reminder emails along with any new information that you may need. Any updates will also be posted on our website under **Important Announcements**.

Furloughed Employees

The proper work status code to use when reporting employees who are furloughed or laid off from employment is LEAVEN. Salary or service is not reported and the start date is the day after the last day of paid service. The employees may be reported as LEAVEN for up to 24 months, until they are hired back, or until they refund or retire from PSERS. End dates are not entered until the employee terminates employment, is re-employed, or after the 24 months of inactivity with no status change.

Membership Class Changes

On July 1, 2011, employees who are reported in the PSERS system but have never qualified for membership will be entered in the system as Class T-E once they qualify for membership. Employers will be notified of membership class changes via a new report which will be known as the CROQ Report (Membership Class, Contribution Rate, or Obtaining Qualification Report). This report will be available after July 1 in the employer "Report Drop Down Box."

Future Change in Methods
to Remit Contributions

PSERS is reviewing the methods employers use to remit contributions to PSERS. The main purpose of this review is the elimination of employers remitting checks to PSERS and the eventual upgrading of the current ACH electronic method to a "best practices" process. The target date for this change is the 2012-2013 school year. Details will follow in future *Employer Bulletins* and on the PSERS website.

Purchasing Non-Qualifying Part-Time Service

PSERS wants to give you a heads up that you may notice an increase in employees who wish to purchase previous non-qualified part-time (NQPT) service credit. This increase is due to newly enacted time restraints that limits the time members have to purchase this service. Just a reminder, qualified employees who wish to purchase NQPT service must submit a *Purchase of Former Part-Time Uncredited Service* (PSRS-100) form. Employers must sign and date the form even if salary and service was reported as WNC (Wages No Contributions). In Section D of the application, employers should write "Service & Salary Reported as WNC." No other information needs to be provided.

Valid Address Verification Letters

From time to time, you may receive a letter from PSERS requesting an updated address for an employee. If the employee is actively working at your school, you need to go to the Employer Web and update the employee's demographic record with the employee's current address. If the member is no longer your employee, you should submit a termination record with a start date to be the last day of paid service. We thank you in advance for your cooperation in assisting us in maintaining accurate records to facilitate communication with our members.

Work Report Exceptions

A recent enhancement incorporated into the Employer Web is a new column in the work area where you can see, at a glance, the number of exceptions in your monthly report.

It is very important that you take the time to review these exceptions by clicking on "Detail" and filtering for the exceptions. This is particularly important if your work area indicates that you have been approving your monthly work reports with exceptions.

One important exception to be aware of is a contribution rate exception. Sometimes you may be withholding the wrong rate for your employee, or the incorrect rate is in our system. You must first notify your employer service representative that you received a rate exception. Your representative will verify the employee's correct rate, correct the employee's account if necessary, and advise you of any actions you may need to take. When a rate exception happens, your member contributions account will be billed at the rate listed in the PSERS system, and the employee's account will be credited with that amount, even if that is not the amount withheld from the employee's pay and listed in the contributions column of your work report.

After your file is approved, you should go back to your work area. If you see any invalid records, those records dropped off the report during transmission. You will have to do an adjustment to re-enter that data. PSERS suggests re-entering this data as soon as possible. Check the approved adjustments if you have invalid records showing in your work area and are not sure if adjustments were done. Using a description such as "March 2011 Invalids" to name the adjustment will make it easier to see if the adjustment was done without having to open up the files. If you fix all the invalids before approving the file, the only time records should drop off is if you have more than one record per wage type. If records drop off repeatedly, you might want to check your payroll software to determine why it is not combining all salary information into one record.

There will be more changes coming as we implement Act 120 (the pension reform legislation passed in November 2011). Our goal is to make it easier for you to submit your work reports as timely and accurately as possible.

Non Retirement Covered Compensation

There are certain earnings that qualify as Retirement Covered Compensation (RCC) and some that do not. Regular salary and wages, overtime, extracurricular activities, paid sick and personal leave are all RCC. When earnings qualify as RCC, contributions must be made to PSERS. All other earnings are considered unqualified earnings or Non Retirement Covered Compensation (NRCC) and no contributions should be withheld for these earnings. If reporting unqualified earnings, do so using NRCC in your monthly work reports.

Next are some examples of the types of payments made to an employee that are considered unqualified earnings:

- Bonuses

- Severance Payments

- Unused sick leave paid in a lump sum

- Payment for unused vacation, annual, or personal days

- Payment of salary from sick leave, annual, or personal leave while an employee is on a non-contributing leave and is receiving a Workers' Compensation benefit

- Payment to an employee while on a non-contributing leave when the compensation does not equal at least one-half of the employee's regular contract salary

- Payments for attending school seminars and conventions

- Reimbursements for expenses, including tuition

- Payments or a profit derived from one's office that may be negotiated in a collective bargaining agreement for the express purpose of enhancing the compensation factor for retirement benefits

- Payments made because of settlement, an arbitration, or court case when the settlement involves less than full reinstatement, back pay, and benefits

- Payment to an employee in lieu of a benefit the employee is eligible to receive or any reimbursement received by the employee (for example, money instead of dental insurance)

It is very important to classify employee earnings correctly. Because these earnings are used to calculate the employee's final average salary, an audit may be conducted when an employee's salary unexpectedly changes without a change in work status or job title. This review may require you to retrieve old records for this employee. If you have questions about qualified versus unqualified earnings, contact your employer service representative for assistance.