

Employer Service Center Staff

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Region 1 - Vacant

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Beaver, Butler, Cameron,
Centre, Clarion, Clearfield,
Clinton, Crawford, Elk, Erie,
Forest, Jefferson, Lawrence,
McKean, Mercer, Potter,
Venango, and Warren Counties

Region 2 - Crystal Houser

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Bradford, Carbon, Columbia,
Lackawanna, Lehigh, Luzerne,
Lycoming, Monroe, Montour,
Northampton, Northumberland,
Pike, Snyder, Sullivan,
Susquehanna, Tioga, Union,
Wayne, and Wyoming Counties

Region 3 - Jonathan Malnick

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Allegheny, Armstrong, Fayette,
Greene, Indiana, Washington,
and Westmoreland Counties

Region 4 - Carolina Baez

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Adams, Bedford, Blair, Cambria
Cumberland, Dauphin, Franklin,
Fulton, Huntingdon, Juniata,
Mifflin, Perry, Somerset, and
York Counties

Region 5 - Michael Chappuis

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Berks, Bucks, Lancaster,
Lebanon, Montgomery,
and Schuylkill Counties

Region 6 - Vacant

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Chester, Delaware, and
Philadelphia Counties

(Reporting Coaches' Information...continued from page 1)

Thirdly, know how to report the wages the coach earns:

- If the employee only works as a coach, then the wages/salary should be reported in the Base field.
- If the employee has more than one position, a separate contract record should be submitted for each position and the wages/salary should be reported in the Base field.

*Note: If the coach was hired as a part-time per diem or hourly employee, you may, if desired, report the employee's wages in the WNC field **until the school employee qualifies for PSERS membership.***

The Member Contributions should be reported based on the school employee's salary/wages multiplied by the Member Contribution Rate in effect for the fiscal year the employee earned the money.

Lastly, you need to report service units (i.e., days or hours). See "Chapter 9: Reporting – Service Time" for more details about calculating service units:

- If the employee has a Wage Type of Salaried or Per Diem, then you must report service units in Days.
- If the employee has a Wage Type of Hourly, then you must report service units in Hours.

To determine the correct service units, remember the following:

- If the employee is paid by the hour, report the number of hours based on the actual hours worked.
- If the employee is paid by the day, then report the number of days based on the actual days worked.
- If the employee is paid a salary, it might be more difficult to determine the days the coach worked. Use the information outlined in "Chapter 9: Reporting – Service Time" in the *Employer's Reference Manual*. If you cannot calculate the service, you can use the information we outline below based on the PIAA season the coach worked:

- Fall Season: Runs the beginning of the second week in August through the end of the second week in November:
 - PSERS will assume the coach works two (2) hours per day for six (6) days per week.
 - There are 14 weeks in the Fall Season.
 - Service Units to be reported as 34 days.

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- Winter Season: Runs the beginning of the third week in November through the end of the second week in March.
 - PSERS will assume the coach works two (2) hours per day for six (6) days per week.
 - There are 17 weeks in the Winter Season.
 - Service Units to be reported as 41 days.
- Spring Season: Runs the beginning of the first week in March through the end of the second week in June.
 - PSERS will assume the coach works two (2) hours per day for six (6) days per week.
 - There are 16 weeks in the Spring Season.
 - Service Units to be reported as 38 days.

Note: The coach does not receive service for off-season work. The service performed during the off-season is considered volunteer service time.

In Summary:

1. Create the School Employee's Member Demographic Record.
2. Create the Contract Record:
 - Employment Type = Full- or Part-Time
 - Wage Type = Salaried, Hourly, or Per Diem.
 - Job Title = Be specific, don't just provide the title "Coach."
 - Work Status = Active (unless the school employee waives PSERS membership, then the Work Status should be ACTIVW).
 - Start Date = First day of work.
 - Expected Months = 10.
 - Expected Units = 180 (Salaried / Per Diem) or 1,100 (Hourly) based on the Wage Type.
3. Report Wages earned, unless the school employee waives PSERS membership:
 - If the employee is salaried, you must deduct retirement contributions from the first day of employment.
 - If the employee is per diem or hourly, you may begin deducting retirement contributions from the first day of employment or you must begin deducting retirement contributions when PSERS notifies you the member has qualified for PSERS membership.
4. Calculate Days / Hours worked (based on the Wage Type).
5. Report Days / Hours worked, unless the school employee waives PSERS membership.

Return to Service Guidelines and Clarifications Updated

PSERS has updated the *Return to Service Guidelines and Clarifications* (Publication #9682) available on the PSERS website at www.psers.pa.gov to help you and our members better understand the return to service process.

Please carefully review this publication before hiring a PSERS annuitant.

Visit the PSERS website to view the *Return to Service Guidelines and Clarifications*. If you have any questions, contact your ESC representative.

Employer Self-Service (ESS) Portal Update

PSERS is preparing to launch the new ESS portal which will replace the Employer Web.

To prevent affecting other critical functions occurring at the end of the year, including the distribution of annual member *Statements of Account*, Health Options Program plan selection, and 1099-R preparation, PSERS will implement the ESS portal during the spring of 2018.

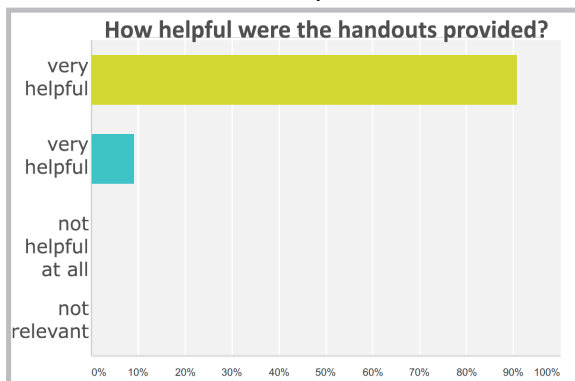
Details about training for your staff to use the ESS portal will be provided in an upcoming newsletter along with a list of action items necessary so you can be prepared to go live with the new system.

Your Feedback on the Employer Workshops

We asked attendees to complete surveys at the end of our Employer Workshops held earlier this year. We are pleased that the results show the majority of survey respondents were extremely satisfied with the workshop.

Survey Highlights:

- Of 521 respondents, 78.3% rated the workshop as “Excellent” and 21.62% rated it as “Very Good”.
- 97.61% rated the presenter as “Very knowledgeable.”
- 90.89% found the presentation handouts to be “Very Helpful.”

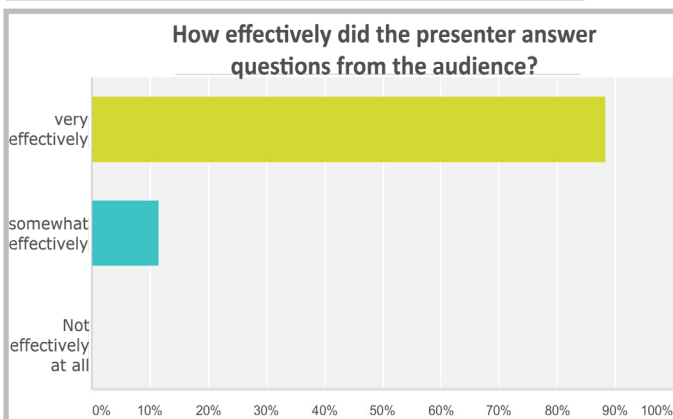


What attendees are saying:

“These annual seminars are a great refresher to make sure we are meeting expectations.”

“Enjoyed group conversations and knowing how other districts work with PSERS.”

“Helpful in confirming that our processes are correct as well as where we may be falling short.”



For those who could not attend, this year’s presentation was titled “Back to Basics: A Review of Fundamental Concepts and Tips for Making your Job Easier” and focused on the following topics:

- Membership Eligibility
- Member Data
- Reporting to PSERS
- Service Provided by ESC

The full presentation for the 2017 Employer Workshop is available for your review on www.psers.pa.gov under “Employers,” “Employer News,” and “Employer Workshop Presentation.”

It is our goal to provide employers with relevant information that is applicable to your jobs and clarify any questions you may have. Your feedback helps us further refine our process to make these workshops a more valuable experience for you.

Thank you for your participation. We look forward to seeing you again for next year’s workshop!

Employer Service Center Resources

The Employer Service Center (ESC) communicates in a variety of ways in an effort to proactively share important information with our employers. Representatives provide written communications and reference material such as:

- *Employer Reference Manual* – Rules, policies, and the “how to” manual for reporting and formatting requirements that is available online
- Email Blasts – regularly sent to alert districts about important events
- Newsletters and Bulletins – articles about policy changes, enhanced features, and upcoming dates/deadlines
- Reports generated for the employer – Summary, Service, Open Active Contract Record Reports, and Employer Statements.

ESC representatives also provide:

- On-site trainings and webinars for new reporting personnel or for training as needed.
 - WebEx is an online interactive tool representatives use to assist in solving your everyday issues. It allows representatives to demonstrate how to use the system and where you can find resources. Your representative will lead you through the training and you will be able to see images and cursor movements on your screen as the training progresses.
- Spring workshops to share information and to meet employers in person. We encourage anyone responsible for member data to attend. During the workshops, you have a chance to ask questions, meet your representative and nearby district staff.
- Review of employment contracts, court awards, or settlements. You must provide, for PSERS review, grievance settlements, court awards, or sections of your Collective Bargaining Agreement or other employment contracts that may contain questionable provisions related to retirement-covered compensation versus non-retirement-covered compensation.

Representatives are available to assist you with questions related to reporting member data, troubleshoot system issues, and connectivity issues. We currently have four representatives serving six regions within the Commonwealth. ESC call center hours are 8:00 a.m. to 4:00 p.m. You may also contact your representative through email (see page 2 for your representative's email).

PSERS anticipates it will Meet Shared Risk Investment Target

Act 120 of 2010 included an innovative risk-sharing program for all members who are new to PSERS after June 30, 2011. With the shared risk program, Class T-E and Class T-F members benefit when investments of the fund are doing well but share some of the risk when investments underperform. The member contribution rate begins within the specified range established for Class T-E or Class T-F members and is subject to an increase or decrease of 0.5 percent every three years depending on PSERS investment performance. With the passage of Act 5 of 2017 the member contribution rate, however, will never go below 5.5 percent for Class T-E and 8.3 percent for Class T-F members, nor above 9.5 percent for Class T-E and 12.3 percent for Class T-F members.

It is anticipated PSERS investment performance will meet the shared risk target range for the six-year evaluation period which ended June 30, 2017. This will be the second time that PSERS has been successful in meeting the targeted investment performance. This means the member contribution rate will not change. At its December 2017 meeting, PSERS Board will officially certify the member contribution rates for Class T-E and Class T-F effective for the three period from July 1, 2018 to June 30, 2021. The next Shared Risk evaluation period ends June 30, 2020 and will establish the Class T-E and Class T-F members rates effective July 1, 2021.