

Good afternoon,

PSERS will be processing the Non-Qualifying (NQ) Partial Refund report for FY2024 (23/24 school year). This report identifies members that have not rendered qualifying service based on their contract history and the work reporting received by PSERS for the fiscal year.

Each year PSERS refunds contributions for employees who did not qualify the previous year and PSERS contributions were withheld. To qualify, employees must work 80 days or 500 hours or have a full time or salaried work status. PSERS will send a check returning member contributions directly to employees who did not qualify in **2023/2024**.

**Important Information:**

**Employers:**

- PSERS is running this report on 2/16/2025.
- Employers can expect to see the employer contribution credit on their February statement that is received in early March.
- The credit on your employer statement will read as: "PT Non-Qual" "Refund 2024".
- Employers will receive a letter with a list of employees, SSN's, wages, and employer contributions.

**Employees:**

- Employees can expect a check in the mail with a 3/3/2025 pay date.
- Employees will receive this check in 2-4 weeks.

If there are any discrepancies, please contact your Employer Service Center (ESC) Rep or call the ESC helpline at 1-866-353-1844.

Thank you,