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Good morning,

It's "Member Statement of Account" season here at PSERS and we need your help making sure that all information submitted for the 2022-2023 fiscal year is accurate and complete. After submitting your August work report (due Wednesday September 20th) you should have received an email from PSERS with instructions for how to complete your review of your PSERS reporting. This review should be completed within 30 days of submitting the August work report.

In August, the Employer Service Center hosted a webinar training that reviewed these steps. The recording can be found on the PSERS public website. Other tools, like the template for your summary report and instructions for how to make individual adjustments can be found on the website too: [SOA Training for Employers](#) [Employer Self Service \(pa.gov\)](#) [PSERS Reporting Resources \(pa.gov\)](#)

If you have questions or need assistance completing a large adjustment, please reach out so we can help. For those of you who have already completed your 2023 review and confirmed to your ESC Rep that we may generate statements for the members of your school, thank you!

Don't forget to review your DC reporting as well! Most corrections can be made by yourself within your payroll file submissions, as long as the overall net total of the file is positive. Voya will be happy to assist if you need help. Double check that all payroll dates were submitted and keep an eye out for part-time members who may have qualified late in the year or are only paid a few times a year, like coaches.

Thank you for the hard work you do!

Public School Employees' Retirement System (PSERS)
Employer Service Center
Bureau of Communication and Counseling
5 N 5th ST | Harrisburg, PA 17101-1905
Phone: 1.866.353.1844
Fax: 717.772.3860
www.psers.pa.gov