Instructions to
generate the Total Se

It is time to generate the 2023 Total Service Credit Report. This report helps keep your contract records clean and accurate. Generating a Total Service Credit Report is available using the Generate Reports link on the ESS Home page of ESS. You must specify Fiscal Year 2023 when scheduling the report. This report includes all your employees who currently have an open contract record with PSERS. Members with multiple open contracts will have multiple lines on the report. Instructions are attached explaining how to generate the Total Service Credit Report.

Reviewing the Report:

- ✓ SSN – if anyone is listed with more than one SSN, please verify their correct social security number and fax a copy of their SS card, along with the Demographic Change Request form: https://www.psers.pa.gov/FPP/Forms/Documents/f1870.pdf, to PSERS so PSERS can merge the account data and delete the incorrect record.
- ✓ Name – If a member's name is incorrect, please fix it on the Roster Page in ESS. Search the employee, open the record and under Member Demographic Info, View/Edit Demographic Info.
- ✓ Birth Date – If a member's date of birth is incorrect, please verify the correct date and send a copy of their driver's license, birth certificate, passport, or other government issued photo ID along with the Demographic Change Request form to PSERS: https://www.psers.pa.gov/FPP/Forms/Documents/f1870.pdf.
- ✓ Service – This is the member's total accumulated service credits as of 6/30/2023. This number includes all reported service for all employers and all *processed* purchases of service for prior school years as of the date the report was generated.
- ✓ Enrollment Date – This is the date the employee first qualified for membership in PSERS. It is used to determine the Act 29 subsidy reimbursement rate.
- ✓ Status – this is the member's current work status with PSERS.
  A = Active. Member is actively working and is qualified.
  PE = Pending Qualification. Member is working but is currently non-qualified.
  I = Inactive. Member is on any leave status. This includes sabbaticals, special sick leaves, unpaid leaves, workers' comp leaves, military leaves, union leaves, study leaves, and exchange leaves.
  T = Terminated. Member's status is currently terminated, but they have a recent open contract record. No wages have been reported under that contract yet.
- ✓ Contribution Rate – This is the member's contribution rate as of the date the report was generated.

- ✓ Membership Class – TC, TD, TE, TF, TG, TH and DC. Please take this opportunity to verify that each employee's class is listed correctly in your payroll software. Having the correct class designation is very important.
- ✓ Address—If the column displays an "N" meaning an invalid address, please obtain and update the member's address through ESS.

Please contact your ESC Representative if you have questions about anything contained in your reporting unit's Total Service Credit Report.

Thank you!