Employers' Reference Manual – Chapter 3

Public School Employees' Retirement System

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Member Demographic and Contract Information

What is Member Demographic Information?

Demographic Information is the school employee's personal information. Member Demographic Information includes the employee's:

- Name

- Social Security Number

- Date of Birth

- Gender

- Address

- Phone Number(s)

- Email Address

You must provide Member Demographic and Contract Information for each eligible school employee when you hire the employee. If an employee is coming to you from another employer, or otherwise exists in the system, you must still submit Member Demographic Information. PSERS will use the information to create or update the member's or potential member's record on file.

PSERS must send demographic and contract information to Voya to create participant accounts for employees in Class T-G, Class T-H and Class DC for reporting of the defined contribution component for these classes. If employees are full-time (salaried, hourly or per diem) or part-time salaried, they are qualified members of PSERS and it is mandatory that contributions be withheld from day 1 for both DB and DC reporting.

You are also responsible for notifying PSERS if the school employee's demographic information changes. You are responsible for verifying the information prior to submitting it to PSERS.

You must see a copy of one of the following documents when verifying the school employee's social security number (SSN):

1. Social Security Card (issued by Social Security Administration)

2. Medicare Card (issued by Social Security Administration)

3. Military Identification Card – DD Form 2 or its equivalent (issued by branch of military service)

4. *Certificate of Release or Discharge from Active Duty* – DD Form 214 (available from the National Archives and Records Administration's National Personnel Records Center)

5. Veterans Administration Identification (issued by the U.S. Department of Veterans Affairs)

Provide PSERS with the employee's full legal name, nicknames are not acceptable. The following documents are acceptable proofs for verifying the date of birth and name:

1. Birth certificate
2. Baptismal record
3. Selective Service record
4. Armed Forces discharge (DD Form 214)
5. Passport (need not be current)
6. School record
7. Life insurance policy
8. Naturalization record
9. Alien registration record
10. PennDOT-issued photo ID (need not be current)
11. Current driver's license or non-driver photo ID issued by any of the 50 states or U.S. territories or possessions
12. Military ID (DD Form 2) or its equivalent
13. Court Order
14. Marriage License
15. Divorce Certification

The Member Demographic Record is the instrument PSERS uses to create the member record and to maintain the member's personal information. PSERS is responsible for keeping this information updated and sharing demographic updates with Voya.

How is Member Demographic Information Sent to PSERS?

All Member Demographic Information is sent to PSERS through the Employer Self-Service (ESS) portal*. Reporting units are able to upload as many demographic files during a month as needed. Demographic and contract information for new employees in Class T-G, Class T-H and Class DC is needed as soon as possible, so PSERS can transmit information for qualified members to Voya to ensure a participant account is set up and ready for DC payroll reporting to begin.

There are two ways to submit the information to PSERS using ESS:

1. Manual New Hire – for an individual employee, by entering information into ESS one employee at a time

2. Upload File – for a group of employees, by uploading a file into ESS that was exported from your payroll/HR software system

*if you are not certain how to access ESS, see Chapter 1: "Accessing the Employer Self-Service (ESS) Portal"

If you are using the Manual New Hire Wizard, then you can either:

a) Access it from the Quick Links section of your ESS homepage by selecting the "Enroll an Employee" link highlighted below, or

b) Access it using the Manual New Hire button located on the Roster Tab within ESS as shown below,
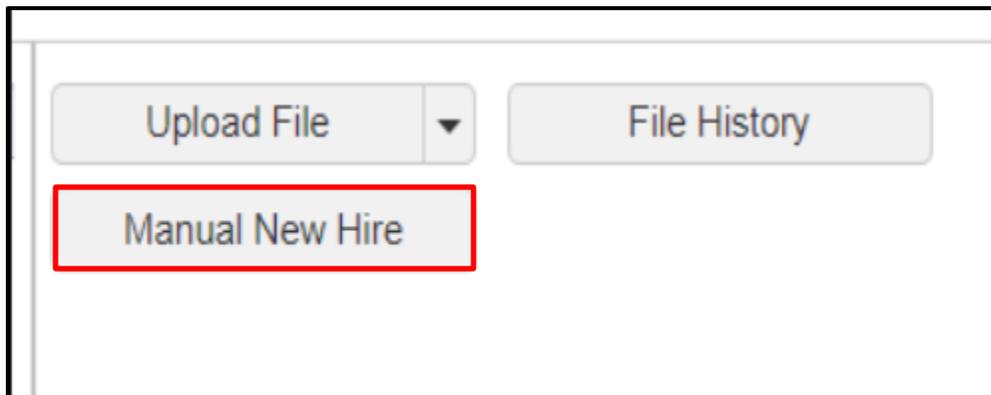
The file upload process is also initiated from the Roster Tab by selecting Member Demographic Import from the Upload File dropdown menu shown below,

The file must be uploaded in the correct format. See *Importing a Member Demographic File* explained later in this chapter. A list of previously uploaded files may be viewed using the File History button.
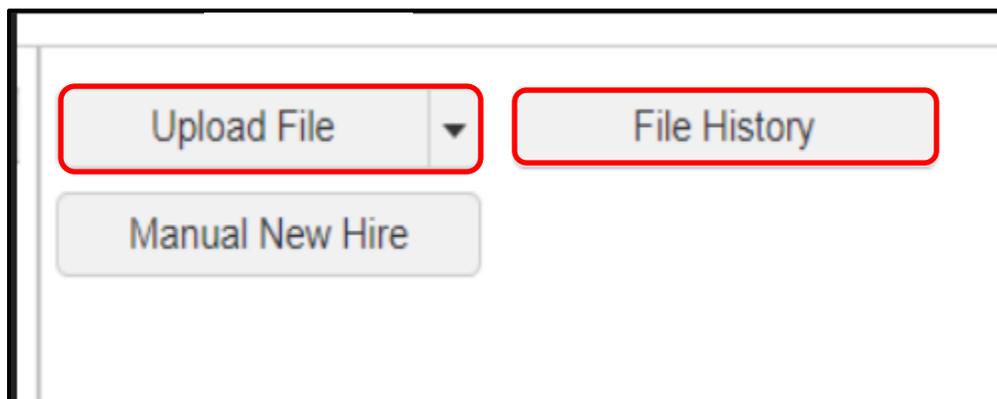
Using Manual New Hire

Member demographic and contract records must be submitted for new employees as soon as ~~possible~~ a start date is established so PSERS' system can determine who is qualified based on the contract records. PSERS must send demographic and contract information to Voya to create participant accounts for employees in Class T-G, Class T-H and Class DC for reporting of the defined contribution component for these classes. If employees are full-time (salaried, hourly or per diem) or part-time salaried, they are qualified members of PSERS and it is mandatory that contributions be withheld from day 1 for both DB and DC reporting.

Utilizing the Manual New Hire wizard is a great way to enter the demographic and contract information for new employees in one easy process. After selecting either, the "Enroll an Employee" function from the homepage or "Manual New Hire" button from the Roster Tab, you will be directed to the Person Info page within the Add Member screen. Here you will enter the employee's social security number (SSN) as well as first and last name. You may choose to enter a date of birth as well; if you do not, you will be required to do so on the Member Demographics page.

SSN: The 9-digit social security number (SSN) may be entered with or without dashes; the system will standardize it to include dashes following entry.

The SSN is used to establish the employee's account at PSERS so it is extremely important that this number be entered correctly. You ***must request*** to see proof confirming the school employee's SSN, although it is not necessary to send a copy of the proof to PSERS. If the SSN was previously reported incorrectly, submit the *Demographic Information Change Request* with both the old and new numbers. *Demographic Information Change Request* is explained later in this chapter. A copy of the employee's valid proof ***must*** accompany the form.

- If you submit the *Demographic Information Change Request*, continue to submit monthly Work Report Records for the employee **using the originally registered SSN** until you have been notified by PSERS that the correction has been made.

First and **Last Name:** These fields are limited to 50 characters (valid characters include an apostrophe and a hyphen).

Once all information has been entered, select the "Search" button.

After selecting the Search button - provided the member is in fact new to PSERS - you will be directed to the Validate Individuals page within the Add Member screen. The phrase "This member is not found." will appear below the Entered Fields as follows:

After selecting the New Member button, you will be directed to the Member Demographics page within the Add Member screen:

Here you will be required to enter a Residence address, Gender and – if not previously entered on the Person Info page – a Date of Birth. Additionally, a work email address (Employer-Provided Email) and member phone number(s) should be provided. NOTE: The member-provided email address can only be altered by the individual member via direct contact with PSERS. If you enter anything in this field, it will not be saved.

When PSERS requires proof to certify a change, PSERS will send a letter and form requesting proof directly to the employee. The employee will then complete the form and return it directly to PSERS with the required proof.

Most of the Demographic fields are self-explanatory, but a few details are provided below:

Middle Name: This field may be left blank. Entries are limited to 50 characters (valid characters include an apostrophe and a hyphen).

Residence: Enter the employee's residential address. Upon entering the ZIP code, plus additional four digits if available, the system will populate the City, State and County. In addition to street name, post office box or route number provide all information necessary to complete the applicable fields, including apartment/suite number or "Care of", required for accurate mail delivery.

Date of Birth: Enter the birth date in the format MMDDYYYY (e.g., 10261972)

<callout>NOTE: The employer's representative must verify the employee's date of birth by examining an acceptable proof document. The acceptable proof documents are listed in the *What is Member Demographic Information?* section earlier in this chapter. As with the SSN, you cannot change a Date of Birth using Employer Self-Service. If the birth date needs to be changed after an employee's record is already created, you must submit a *Demographic Information Change Request* to PSERS. See *Demographic Information Change Request* information provided in this chapter. <callout>

Gender: Use this field to provide PSERS with the school employee's gender or to correct the information if the wrong gender was incorrectly used when entering the original Demographic Information. If the person's gender has changed, proof will be required to determine if this is, in fact, the same person.

Employer-Provided Email: **NEW required field!** The employee's work email address or a personal email address is required.
NOTE: This field is limited to 100 characters.

Day/Evening/Other Phone: Enter all available phone numbers, beginning with Area Code. Extensions may be entered as well if applicable. NOTE: parentheses and dashes are not required - but may be entered - as the system will standardize the number to the required 10 digits and format after entry.

After completing all the necessary fields on the Demographics page, and selecting the Next button, you will be directed to the Process Employer Enrollment page within the Add Member screen. ***You have now transitioned to entering the member's Contract Record.*** Here you will need to enter all the required details of the member's employment contract. The screen appears as follows:

After having entered all the information required to create a member's contract record, you will need to select the "Next" button on the Process Employer Enrollment page in order to move to the Confirmation page.

After reaching the Confirmation page, you will need to review all the information entered in order to confirm it is accurate. Once you are certain all the information is correct, you may select the "Confirm" button.

What are Member Contract Records?

Member Contract Records provide a way to define the position(s) in which each employee works, in a way that helps automate the pension process. You must provide at least one Member Contract Record for each eligible school employee when you first hire the employee. Refer to Chapter 2 for guidance on which employees are eligible.

Remember, before you can add a Member Contract Record, you must first enter the employee's Member Demographic Information. You must create a Member Contract Record before you can add your employee to your Work Report Record.

A Member Contract Record contains the following information:

- Employer's Name and Employer Code

- Employee's Job Title

- Employment Type (part-time or full-time)

- Wage Type (hourly, per diem, or salaried)

- Work Status (e.g., actively working, on leave of absence, terminated, deceased, membership waiver request, etc.)

- Start Date of the Work Status

- End Date of the Work Status for a previously submitted Member Contract Record

- Expected Months – full time equivalent for a standard school year

- Expected Units (days or hours) – full time equivalent for a standard school year

- Contract Status – "Eligible" for all records except for ACTIVW status

- Voting Status (certified or non-certified position)

- BOC Flag/Service Flag/BOC Svc Rpt (only upon termination of contract)

NOTE: End Date, BOC Flag, Service Flag and BOC Svc Rpt are not entered until an employee is ~~ending~~ terminating service under the specific employment contract.

Member contract records must be created as soon as a start date has been established. Qualification for PSERS membership is based on the contract. If an employee works full time (salaried, hourly or per diem) or if the employee is part-time salaried, they are qualified from day 1 and it is mandatory that member contributions are withheld and reported. If the employee is qualified and in Class T-G, Class T-H, or Class DC, PSERS will need to transmit the contract information to Voya to establish a participant account. If the employer tries to submit a DC payroll file with an employee who does not have a participant account, that employee's record will be rejected.

Export files are sent by PSERS to Voya weekly, via a secure file feed. For employees who are part- time hourly or per diem and have not yet qualified for PSERS membership, the employee will need to work 500 hours, 80 days or a combination totaling .44 service credit in order to qualify. Contributions cannot be withheld for the defined contribution component until after a part-time employee qualifies.

To determine if an employee has already qualified, first create a contract record. Once a contract record has been created, go to the Roster Tab of ESS, search for the employee by social security number. Once the contracts are displayed, click Actions and View/Edit Member Contract. Once the contract window is open, you will see the employee's rate, class and qualification status displayed. This information is also displayed on an uploaded and processed contract record file.

In most circumstances, a member Contract Record should be created for EACH position a school employee works. Under some circumstances, multiple contract records may not be needed. To determine whether multiple contract Records are required, see the section later in this chapter entitled *Employee Working Multiple Jobs for One Employer*.

What follows here is a review of each of the items contained in the member's Contract Record.

- **Job Title:** A Job Title must be entered for every Member Contract Record. The Job Title should represent the position for which the school employee is working. This is a required field. This field has a maximum entry of 50 letters and/or characters.

  Independent contractors are not eligible for PSERS membership. If you are not sure whether an individual working in a position (Job Title) is an employee or an independent contractor, see *Membership Eligibility Questionnaire* defined later in this chapter.

- **Employment Type:** Select "Full Time" or "Part Time" from the drop-down menu. See Chapter 2: *Membership – Mandatory, Optional, or Prohibited* for the definition of full-time and part-time employment. PSERS' definition of full-time may be different from yours. You must report the school employee's employment type based on PSERS' definition. Employment Type must be entered for every Member Contract Record. This is a required field.

- **Wage Type:** Select "Hourly," "Per Diem or "Salaried" from the drop-down menu based on how this position is paid.

- **Work Status:** Use the drop-down menu to select the appropriate work status for this Member Contract Record, such as "ACTIVE - Actively Working."

  Work Status is reported in all monthly Work Reports, and the status that is reported must match a Member Contract Record for that employee.

  The various Work Status options are described in the next section entitled Work Status Descriptions.

- **Work Status Start Date – MM/DD/YYYY:** Enter the date the Work Status described in this Member Contract Record begins. For an actively working part-time hourly or per diem employee, enter the first day for which the employee was paid, not the first day contributions were withheld from the employee's salary and reported to PSERS. If the Member Contract Record is for an employee who went on leave, died, or terminated all employment with you, set the Work Status **Start Date** with the date the leave began, or the date of death, or date of termination.

  Example: A teacher is hired to begin work August 16, 2019. Enter the Work Status as "ACTIVE - Actively Working" and enter the Start Date as 08/16/2019.

  Example: When an employee resigns, his last day of paid work will be the start date of his termination contract. If the employee's last paid day of service was on June 15, 2020, and the resignation is received on August 1, 2020, the Work Status Start Date is 06/15/2020 unless the employee is granted a leave after June 15, 2020.

- **Work Status End Date – MM/DD/YYYY:** Enter the date the Work Status described in this member Contract Record will end or has ended.

  For an employee who is expected to work multiple years, the End Date should be left blank. In this case, the Member Contract Record will renew automatically each school year, remaining in effect until you enter an End Date later (such as when the employee ends work in this position or goes on leave).

  If you enter a Contract record for Leave of Absence or Termination, the system will automatically end date all open contract records. You do not need to submit two transactions.

Example: A teacher is hired, and is expected to work for multiple school years, so no End Date is entered. In January, the teacher takes a job as Principal, which requires leaving the teaching position. On the existing teacher member Contract Record, the End Date should be updated to be the last day the employee works as a teacher. A new member Contract Record must be created for the Principal position.

Note: In some cases, the End Date is modified automatically by PSERS. If an employee goes on a non-contributing leave, dies, or terminates all employment with you, you do not need to set the End Date on the employee's existing Member Contract Records. Instead, create a single new Member Contract Record for that employee with the new Work Status (e.g., the type of leave, "DECESD - Deceased," or "TRMNTN – Termination") and with the Work Status **Start Date** set to the date the leave began or the date of death or the date of termination. In response to this new Member Contract Record, PSERS will change the End Date on the entire employee's other Member Contract Records appropriately. When the employee returns from leave, create a new Member Contract Record for each position the employee resumes.

Example: The school librarian currently has an open ACTIVE (Actively Working) Contract Record with a Start Date of 08/23/2017. The member is initiating a maternity leave which is an unpaid leave of absence on 10/01/2019 and you need to update the member Contract Record for her non-contributing leave. Enter a member Contract Record with a Work Status equal to LEAVEN (Any Other Leave not Listed) with a Work Status Start Date of 10/01/2019. When the LEAVEN Contract Record is approved, the ACTIVE (Actively Working) Contract Record automatically will be end dated with a date of 09/30/2019. The employer does not need to enter an End Date in the ACTIVE (Actively Working) Contract Record prior to submitting the LEAVEN Contract Record.

- **Expected Months:** Enter the number of months (i.e., 9, 10, 11, or 12) equivalent to a full-time employee working in the position for an entire fiscal (school) year. This field does not represent the number of months this school employee is actually working this fiscal (school) year. PSERS calculates the actual number of months worked for the school employee based on the information provided in your monthly Work Report.

  This field must be set if Work Status is set to "ACTIVE - Actively Working" or "ACTIVW - Waiver Request" AND Employment Type is set to "Full Time"; otherwise, this field is optional. If left blank, this field will default to 10.

  Example: If a full-time teacher is hired to work a 10-month school year, whether or not they are paid over the summer, enter "10" months.

- **Expected Units:** Enter the number of days or hours equivalent to a full-time employee working in the position for an entire fiscal (school) year. This field does not represent the number of days or hours (units) this school employee is actually working this fiscal (school) year. PSERS calculates the actual number of units worked for the school employee based on the information provided in your monthly Work Report. This field must be set if Work Status is set to "ACTIVE - Actively Working" or "ACTIVW - Waiver Request" AND Employment Type is set to "Full Time";

otherwise, this field is optional. If left blank, this field will default to 180 for part-time per diem and salaried employees and 1100 for part-time hourly employees.

Do not use default values for full-time hourly employees. The Expected Months and Expected Units are used when determining service credit calculates if the Expected Months are set to 9 or 10 months and the Expected Units (hours) are less than 1100 hours. If the values don't accurately reflect the member's information, the member will not receive the correct service credit.

Example: A full-time hourly secretary works for 9 months at 25 hours per week. The Expected Units for this employee is 900 (9 months times 100 hours per month). The employee will receive credit for a full year of service if the employer reports 900 hours in the Monthly Work Reports. This only applies to full-time hourly employees who work 9 to 10 months.

If an employee is hired partway through the school year, enter the Expected Units that would apply if the position lasted an entire school year. The employee's service time will be determined from Work Reports, not from Expected Units.

Example: If a full-time teacher is hired for a 9 or 10 month school year, the expected number of units would be 180 – 195 days. The range assumes there are 18-22 workdays per month. Entering a value outside this range will generate an exception message. To determine expected units for a part-time, salaried position, such as a coach, see Chapter 9: *Reporting – Service Time*.

> **It is extremely important to correctly reflect a school employee's Expected Month and Expected Units. This information is a component in the calculation of the final average salary and full-time hourly employee's service credits as stated above.**

- **Voting Status:** Use the drop-down menu to select "Certified" if this Member Contract Record describes a position that requires certification through the Pennsylvania Department of Education or other licensing agency, such as a teacher position. Otherwise, select "Non-Certified." This classification is used to determine in which election the employee will vote to fill a seat on the PSERS Board. This field must be set if Work Status is set to "ACTIVE - Actively Working" or "ACTIVW - Waiver Request"; otherwise, it is optional. The job titles that shall be considered "Certified" as defined in the Public School Code, Section 1101, 24 PS 11-1101 are as follows:
  - ✓ Teachers
  - ✓ Substitute teachers
  - ✓ Vocational instructors
  - ✓ Supervisors (instructional)
  - ✓ Principals
  - ✓ Assistant principals
  - ✓ Vice-principals
  - ✓ Directors of Vocational education
  - ✓ Superintendents

- ✓ Assistant Superintendents
- ✓ IU Executive Directors
- ✓ IU Assistant Executive Directors
- ✓ Dental hygienists
- ✓ Visiting teachers
- ✓ Home and school visitors
- ✓ School counselors
- ✓ Child nutrition program specialists
- ✓ School librarians
- ✓ School nurse

Even if a member's certification has recently expired or they have not formally attained certification, PSERS looks at the **position** the member holds, not the unique status of the individual member's certification. If the position does not require certification then the member's voting status is "non-certified".

- **BOC Flag:** The BOC (Balance of Contract) Flag field is to be completed as a result of a termination or death of an employee. You must select either "Yes" or "No" from the drop-down menu. Select "Yes" if additional salary is to be reported in the month(s) following termination or death of the employee; otherwise, select "No".

- **Outstanding Service Credit Flag:** This field is to be completed as a result of a termination or death of an employee. Use the drop-down menu to select "Yes" or "No." Only set this field to "Yes" if the employee has been terminated or has died and has additional service time to be reported after the month of termination or death; otherwise select "No."

- **BOC/SVC End Date – MM/YYYY:** If either the BOC Flag or the Outstanding Service Credit Flag is set to "Yes," enter the month in which the last piece of information (e.g., salary, days, hours, etc.) will be reported to PSERS. After the Work Report for that month has been submitted, PSERS will assume that all information has been reported, and Final Benefit Calculation will take place.

  The BOC/SVC End Date cannot be more than three months from the Work Status Start Date. Example: If an employee terminates on June 3rd, the BOC/SVC End Date must be September or earlier.

Work Status Descriptions

The Work Statuses are designed to aid the employer in the communications to PSERS regarding the school employee's current work activity. There are 18 Work Statuses available for your use. Because the School Code and the Retirement Code have very specific requirements regarding leaves of absence and their return requirements, PSERS needs you to select the most accurate Work Status that explains the school employee's current work activity. ~~Because~~ Since school employees on a leave of absence may be eligible to select a contributing or non-contributing leave of absence, PSERS has created

separate codes for each situation. Work Statuses that describe leaves of absence are divided into two categories: the final letter of the Work Status code for any type of leave is either "C" for contributing or "N" for non-contributing, based on whether or not the employee is making retirement contributions while on leave. For employees on leave, select the Work Status that matches the reason for the leave, as well as whether or not the employee is contributing to their retirement account while on leave. Some of the non-contributing leaves are eligible for Purchase of Service, while others are not, as indicated for each.

For information on how different Work Statuses affect Work Reports, see Chapter 10: *Reporting – Leaves of Absence.*

- **ACTIVE - Actively Working**: This is the most common status. It is used when an employee is actively working, whether or not the employee is making contributions.

- **ACTIVW - Waiver Request:** Part-time employees have the opportunity to waive PSERS membership once they reach the qualification threshold providing they are able to certify that they hold a qualified IRA. Beginning July 1, 2019, electing to waive through an enrollment waiver is included in the class election process in which a qualified employee has the opportunity to select one of the two elective classes. Once a part-time employee has successfully waived PSERS membership, all schools will be unable to enter an Active part-time contract. ESS will provide an alert that the only contract that can be entered is an ACTIVW. If the employee begins a full-time position, then an Active full-time contract can be entered and the member will no longer be eligible to waive.

- **ACTMLC - Activated Military Leave (Contributing):** You must use this Work Status for employees who make retirement contributions while on a military leave activated prior to July 1, 2013, to fulfill an obligation in the Armed Forces of the United States in time of war or armed conflict.   This leave also applies to a reserve member of the armed forces pursuant to an order on or after July 1, 1990, to enter active military service for an order other than to enter into active duty to meet periodic training requirements.

  An employee serving the regular 15 days of active duty for Reserves should be reported as if in regular employment (with Work Status set to "ACTIVE - Actively Working").

  Employees called to order on or after July 1, 2013 (this excludes military leaves re-activated or extended), may not be reported on "ACTMLC – Activated Military Contributing Leave". The passage of ACT 2013-120 (HEART Act) prohibits individuals who were activated under the Uniformed Services Employment and Reemployment Rights of 1994 (USERRA) Leave to make contributions to PSERS while on leave. The member may elect to purchase the leave at the time of return to active service. PSERS will contact the member and provide them with the requirements needed to make this purchase. When the member is billed for the USERRA leave, PSERS will send the employer a *Statement of Amount Due* to the employer contributions due for the period of leave.

- **ACTMLN - Activated Military Leave (Non-Contributing):** This Work Status is used for an employee who is on activated military leave and has decided to *discontinue* making or *is not eligible* to make retirement contributions to PSERS during the leave. The service time from this leave may be purchased later if the employee chooses.

  Military leaves initiated prior to July 1, 2013, are different from other leaves in that you, the employer, must continue to contribute the employer's share of retirement contributions whether or not the employee chooses to contribute. In limited situations, you may receive a credit for these contributions. See Chapter 10: *Reporting Leaves of Absence for more details*.

  For military leaves initiated on or after July 1, 2013, you, the employer, may not make employer contributions while the school employee is on USERRA leave. Unfortunately, you will initially be charged for the employer contributions when your work report is approved, but PSERS will apply a credit to your account for the erroneous charges. PSERS is in the process of enhancing the rules and validations in the pension system to eliminate this charge. When the member returns to active contributing status with PSERS and elects to purchase the USERRA leave, PSERS will send a *Statement of Amount Due* to the employer. You should not remit any funds associated with the USERRA leave until you receive the bill.

  When the employee returns to school employment, the employee must provide a copy of the discharge documentation to you, the employer, so that you can update the Member Contract Record accordingly. **A copy of this documentation must be submitted to PSERS.**

- **DECESD – Deceased:** Select if the employee died while in active, waived, or leave status. Entering this status on any Member Contract Record automatically ends ALL Member Contract Records for this employee. Because it is important to begin benefits processing quickly after an employee's death, the Contract Record should be submitted within one day of the date in which you learn about the death. Do not wait until the next batch of Member Contract Records is being submitted unless a file will be uploaded that day anyway.

- **EXCHGC - Exchange Teacher Leave (Contributing):** This leave is granted to a school employee who exchanges teaching positions with a teacher from another country and wishes to make retirement contributions while on leave. The foreign exchange teacher should not be added as a PSERS member and should not be reported through monthly Work Reports.

- **EXCHGN - Exchange Teacher Leave (Non-Contributing):** This Work Status is used for an employee who exchanges teaching positions with a teacher from another country and who does NOT wish to make retirement contributions while on leave. The employee may choose to purchase the service time from this leave at a later date.

- **LEAVEN – Any Other Leave Not Listed (Non-Contributing):** Use this status when the employee is on a leave of absence not defined as one of the contributing or non-contributing leave codes. This leave may last up to 24 months. The employee may NOT purchase service time from this leave.

Note: Jury Duty is considered to be active employment rather than a leave. Report employees on Jury Duty as if they were working normally with a Work Status of "ACTIVE – Actively Working." If you have a policy of paying employees on Jury Duty the *difference* between their regular, full salary and the amount they are paid for Jury Duty, see Chapter 10: *Reporting – Leaves of Absence*.

- **SABTLC - Sabbatical Leave (Contributing):** Select if the employee is on a sabbatical leave as defined in the School Code. The employee must receive at least one-half regular salary during the period of the sabbatical leave. Both you and the employee must make retirement contributions on the full salary that would have been earned had the employee been working.

  In order to retain service credit for the period of the sabbatical, a member must return to the employer that granted a sabbatical leave for a period equal to at least one school term immediately following the end of the leave. PSERS defines the school term as 180 days, regardless of the fiscal year or the number of days the member is contracted to work. For more information, see Chapter 10: *Reporting – Leaves of Absence.*

- **SSLSSC - Special Sick Leave, School Sponsored (Contributing):** This leave is granted to an employee who is ill and wishes to receive credit towards retirement. Granting of special sick leave is optional and must be approved by your (the employer's) board of directors. The leave may not exceed one year.

  To qualify for the leave, the employer must pay for disability insurance sufficient to provide the employee with at least one-half regular salary. Both you and the employee must be willing to contribute based on the employee's full contract salary.

- **SSLSSN - Special Sick Leave, School Sponsored (Non-Contributing):** This leave is granted to an employee who is ill and who does not wish to make retirement contributions while on leave. The employee may choose to purchase the service time from this leave upon return to active PSERS membership. Granting of special sick leave is optional and must be approved by your (the employer's) board of directors. The leave may not exceed one year.

  To qualify for the leave, the employer must pay for disability insurance sufficient to provide the employee with at least one-half- regular salary.

- **SSLWCC - Special Sick Leave, Worker's Compensation (Contributing):** This leave is granted to an employee who has been injured on the job and wishes to receive credit towards retirement. Granting of special sick leave is optional and must be approved by your (the employer's) board of directors. The leave may not exceed one year.

  To qualify for the leave, the employee must receive at least one-half regular salary through Worker's Compensation. Both you and the employee must be willing to contribute based on the employee's full contract salary.

- **SSLWCN - Special Sick Leave, Worker's Compensation (Non-Contributing):** This leave is granted to an employee who has been injured on the job and who does not wish to make retirement contributions while on leave. The employee may choose to purchase the service time from this leave upon return to active PSERS membership. Granting of special sick leave is optional and must be approved by your board of directors. The leave may not exceed one year.

  To qualify for the leave, the employee must receive at least one-half regular salary through Worker's Compensation.

- **STUDYC - Professional Study Leave (Contributing):** This Work Status is used for an employee who has been granted a leave for professional study as defined in the School Code and who wishes to make retirement contributions while on leave.

  When your board of directors approves a Professional Study Leave, the board minutes should contain a note that the leave is for professional study.

- **STUDYN - Professional Study Leave (Non-Contributing):** This Work Status is used for an employee who has been granted a leave for professional study and who does NOT wish to make retirement contributions while on leave. The employee may choose to purchase the service time from this leave upon return to active PSERS membership.

  When your board of directors approves a Professional Study Leave, the board minutes should contain a note that the leave is for professional study.

- **TRMNTN - Termination:** Select if the employee has ended ALL work for you, the employer. Any other member Contract Records this employee has with you will be ended automatically. If the employee has only ended one position but is still working for you in another position, do not set the Work Status to "TRMNTN - Termination." Instead, set the Work Status End Date to indicate this position has ended. If necessary, enter another member Contract Record to describe the continued employment.

- **UNIONC - Collective Bargaining Unit Leave (Contributing):** Select if the employee has been granted a leave for collective bargaining unit, only full-time work is permitted to use this leave type. Report the full contracted salary and service the employee would have worked for your school, not the salary the employee is earning from the collective bargaining unit.

- **WKCMPN - Worker's Compensation Non-Contributing Leave:** This leave is granted to an employee who has been injured while on the job, is receiving Worker's Compensation, is not making retirement contributions while on leave or has exceeded the one-year time frame to contribute to PSERS and is NOT eligible to purchase service time from this leave. This leave may last up to two years.

  The employee may NOT purchase service time from this leave. Use this Work Status if you, the employer, have not approved a special sick leave as a contributable or purchasable leave.

Work Status for Non-Contributing Leaves that can be Purchased

- ✓ ACTMLN - Activated Military Leave (Non-Contributing)

- ✓ SSLSSN - Special Sick Leave, School Sponsored (Non-Contributing)

- ✓ SSLWCN - Special Sick Leave, Worker's Compensation (Non-Contributing)

- ✓ STUDYN - Professional Study Leave (Non-Contributing)

Note: To be eligible to purchase a non-contributing leave, the employee must meet the eligibility criteria.

Work Status for Non-Contributing Leaves that cannot be Purchased

- ✓ WKCMPN - Worker's Compensation Non-Contributing Leave

- ✓ LEAVEN – Any Other Leave Not Listed (Non-Contributing)

Work Status Quick Reference Table

Work Status	Description
ACTIVE - Actively Working	The employee is actively working, whether contributing or not.
ACTIVW - Waiver Request	A Waiver Request has been made by an actively working part-time employee, whether contributing or not.
ACTMLC - Activated Military Contributing Leave	The employee is contributing while on activated military leave. This work Status is to be used only for military leave which began before July 1, 2013. This Work Status may not be used for any military leave orders activated on or after July 1, 2013.
ACTMLN - Activated Military Leave (Non-Contributing)	The employee is NOT contributing while on activated military leave or the military leave. The employee may choose to purchase the service time from this leave at a later date.
DECESD - Deceased	The employee has died.
EXCHGC - Exchange Teacher Contributing Leave	The employee is contributing while working in a foreign teacher exchange program.
EXCHGN - Exchange Teacher Leave (Non-Contributing)	The employee is NOT contributing while working in a foreign teacher exchange program. The employee may choose to purchase the service time from this leave at a later date.

Work Status	Description
LEAVEN - Any Other Leave Not Listed (Non-Contributing)	The employee is on a leave of absence not defined as one of the contributing or non-contributing leave statuses. The employee CANNOT purchase the service time from this leave.
SABTLC - Sabbatical Leave (Contributing)	The employee is contributing while on sabbatical. The employee must receive at least 1/2 regular salary during this leave.
SSLSSC - Special Sick Leave, School Sponsored (Contributing)	The employee is contributing while on a special sick leave. The board of directors must approve this leave. The employer must pay for disability insurance sufficient to provide the employee with at least 1/2 regular salary.
SSLSSN - Special Sick Leave, School Sponsored (Non-Contributing)	The employee is NOT contributing while on a special sick leave. The board of directors must approve this leave. The employer must pay for disability insurance sufficient to provide the employee with at least 1/2 regular salary. The employee may choose to purchase the service time from this leave at a later date.
SSLWCC - Special Sick Leave, Worker's Compensation (Contributing)	The employee is contributing while on a special sick leave. This leave must be approved by your board of directors, and the employee must be receiving at least 1/2 regular salary through Worker's Compensation.
SSLWCN - Special Sick Leave, Worker's Compensation (Non-Contributing)	The employee is NOT contributing while on a special sick leave. The board of directors must approve this leave and the employee must be receiving at least 1/2 regular salary through Worker's Compensation. The employee may choose to purchase the service time from this leave at a later date.
STUDYC - Professional Study Leave (Contributing)	The employee is contributing while on a leave for professional study.
STUDYN - Professional Study Leave (Non-Contributing)	The employee is NOT contributing while on a leave for professional study. The employee may choose to purchase the service time from this leave at a later date.
TRMNTN - Termination	The employee has ended ALL employment with you. If only some positions have ended, instead set the Work Status End Date on the appropriate Member Contract Records.

Work Status	Description
UNIONC - Collective Bargaining Unit Leave (Contributing)	The employee is contributing while on a leave for collective bargaining.
WKCMPN - Worker's Compensation Leave (Non-Contributing)	The employee is NOT contributing while on leave and receiving partial salary from Worker's Compensation. The employee CANNOT purchase the service time from this leave.

Employee Working Multiple Jobs for One Employer

It is not unusual for an employee to work multiple jobs for different employers. For example, a teacher may coach a sports team or tutor students after school. In this case, depending on the types of jobs worked, it may or may not be necessary to submit multiple Member Contract Records for the employee.

Employee Works a Full-Time Position Plus Other Positions

Only one Member Contract Record is needed for each full-time position held. Enter a Member Contract Record for the full-time position(s). If the full-time school employee holds a part-time position(s), no additional Member Contract Record is required, but including the part-time contract may help explain supplemental wages that are reported.

Example: A full-time teacher chaperones a school activity, takes tickets for an event, and oversees the yearbook club. Enter a single Member Contract Record for the full-time teaching position. Report the additional work on the employee's monthly Work Report as follows: Record the additional wages in the "Supplemental Wages" field. Record the extra contributions in the "Contributions" field. Record the extra service in the "Hours" or "Days" field.

Note: *Per the information provided above, it is not required for districts to create multiple contracts for their employees in different circumstances. PSERS processing does review supplemental income to determine if it is retirement covered compensation. If there is not a contract that explains how the salary is earned, they will contact the district to inquire. It is beneficial to the district to create contracts for each position the employee holds at the district.*

Employee Works Multiple Part-Time Positions but NO Full-Time Position

Each part-time SALARIED position requires its own Member Contract Record. All other part-time positions require only one contract record per wage type (e.g. per diem or hourly).

- Member Contract Record is required for each part-time SALARIED position the employee works.

- Only one Member Contract Record is required for all part-time HOURLY positions the employee works.

- Only one Member Contract Record is required for all part-time PER DIEM positions the employee works.

Example #1: An employee works a part-time per diem job as a substitute teacher. She also works a part-time hourly job in the cafeteria and another part-time hourly job teaching a high school science class. You would need to create two Member Contract Records for this employee: one for her per diem position and one for the two hourly positions.

Example #2: An employee works a part-time per diem job as a substitute teacher. He also works a part-time salaried job teaching a high school English class and another part-time salaried job coaching a football team. You would need to create three Member Contract Records for this employee: one for his per diem position, one for his salaried teaching position, and one for his salaried coaching position.

In general, there is no harm in creating a Member Contract Record even if it is not required. If you find it easier to create a Member Contract Record for every position an employee works, this is fine.

NOTE: When submitting the associated wages on your monthly Work Report, you will need to report a separate record for each Member Contract Record/Wage Type combination.

- If multiple Member Contract Records for an employee have the same Wage Type (hourly, per diem, or salaried), earnings for these Member Contract Records will be reported on the same Work Report Record in your monthly Work Reports.

- If multiple Member Contract Records for an employee have different Wage Types (hourly, per diem, or salaried), earnings for these Member Contract Records will be reported on a separate row within your monthly Work Reports.

Example #1: A member has two part-time hourly positions. The wages from both positions are reported on one line in the work report. The wage type for this member is hourly.

Example #2: A member has two part-time positions, one hourly and one per diem. The wages from hourly positions are reported on one line within the work report. The wage type for this Member Contract Record is hourly. The wages from per diem positions are reported on another line within the work report. The wage type for this Member Contract Record is per diem.

Demographic Information Change Request (PSRS-1870)

If an error was made when entering a school employee's SSN or date of birth after you have initially submitted the member demographic information to PSERS, you will need to use a *Demographic Information Change Request* form instead of the PSERS Employer Online System. The school employee's SSN and date of birth are considered Personal Identification Information (PII) and must be correct for each individual's retirement record. PSERS needs to ensure the record is unique to each individual and the information does not become corrupted.

The *Demographic Information Change Request* is available on the PSERS website. Only use this form to change social security, date of birth, or when a person's gender has changed (not a correction to the record). Do not use this form to change any other information.

Note: When submitting a *Demographic Information Change Request* form, write the member's name and SSN on the top of each page of the submission. A picture of this form is shown next:

Commonwealth of Pennsylvania - Public School Employees' Retirement System   1810

5 N 5th Street
Harrisburg PA 17101-0905
Toll-free: 1.888.773.7748
www.psers.state.pa.us

PSRS-1870 (09/2013)

Member Demographic Change Request

PSERS

A member's social security number and date of birth are critical factors used to establish the member's account, report service and salary, and/or calculate retirement benefits. Therefore, it is critical that the member's correct information is on file and verified.

Complete Parts A and B, attach a legible copy of the appropriate proof, and return this form at your earliest opportunity.

Note: This form should <u>not</u> be used to request changes to the member's name, address, or gender. Instead, submit such changes in a member demographic record on the PSERS Employer Web.

PART A - MEMBER DEMOGRAPHIC VERIFICATION

Member Full Name

Member Social Security Number on file with PSERS	Corrected Social Security Number (if applicable)

Member Date of Birth on file with PSERS	Corrected Date of Birth (if applicable)

PART B - EMPLOYER CERTIFICATION

By my signature below, I hereby affirm that the foregoing information is true and correct to the best of my knowledge and belief; said affirmation is being made subject to the penalties prescribed by 18 Pa. C.S. A. Section 4904 (unsworn falsifications to authorities).

Authorized Signature of Employer	Printed Name	Date
Title/Position	Employer Name	Employer ID

For proof of social security number, attach a copy of the member's social security card. For proof of the member's date of birth, attach any of the following:
- Birth certificate
- Baptismal record
- Passport
- PA Driver's License
- School record
- Life insurance policy (listing full date of birth)
- Naturalization record
- Selective Service record
- Armed Forces discharge
- Alien registration record

Attach copy of proof here or on a separate sheet of paper

Upon completion, forward or fax this form to: **PSERS**
5 N 5th Street
Harrisburg PA 17101-0905
FAX: 717.772.3860

Member Demographic Change Request   Page 1 of 1

View/Edit Member Contract

End Dating an Employee's Member Contract Record

From the "Member Contract Record" sub-menu on the left side of the screen, click "**View/Edit Member Contract**" to view and/or end date an employee's current Member Contract Record. You will be prompted to enter the SSN (social security number) for the employee you are updating.

The SSN is used to identify the employee's account at PSERS. Always verify that the social security number matches the employee whose information you are changing. Once the social security number has been entered, click "**Submit**."

- If you attempt to view or change information for an employee who does not have a record, you will see the message, "Error – Member does not exist." In this case, use the "Create Demographic Info" option on the left-hand menu to enter this employee's information.

The Member Contract Record Window appears. See the *Create Member Contract* for the window layout.

- You can end date an employee's position when the employee is not terminating all employment with you. This should be done prior to submitting the new position information in a new Member Contract Record.

- You can correct an employee's Voting Status.

Importing a Member Demographic File

You will use the Upload File button on the Roster tab to upload your Member Demographic File. Use the pull down arrow to select Member Demographic Import.
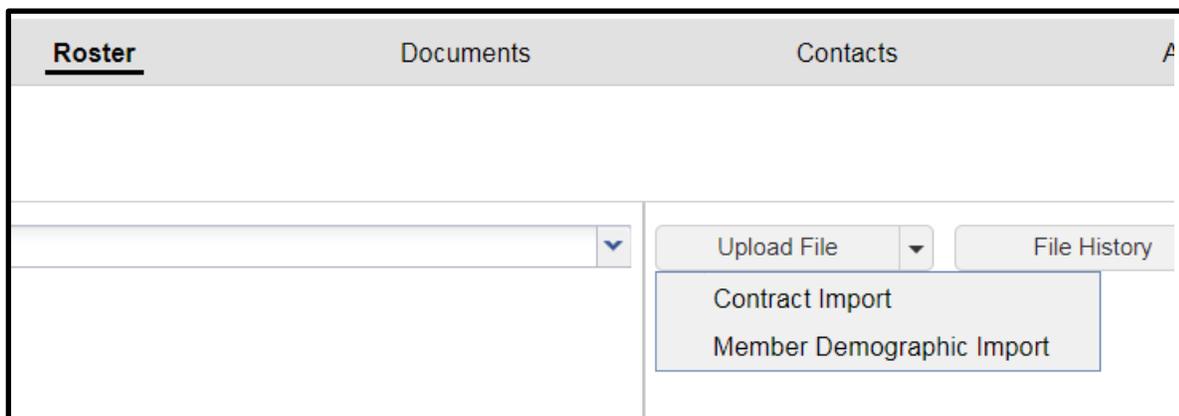
The Upload Member Demographic Import box will appear. Use the Browse button beside the Import Filename field to look through your files for the demographic file you would like to import. The Import Description populates the "D" code to show that this is a demographic file and your school number will populate behind that letter. You may change the Import Description to include the month and year of the file you are reporting. (Our sample school is #1004.)

When you have found the file you would like to import and made any desired changes to the Import Description, click the Next button at the bottom right of the screen to continue to processing.

You will receive a message that "The file has been submitted for processing." To view the file, select Details.
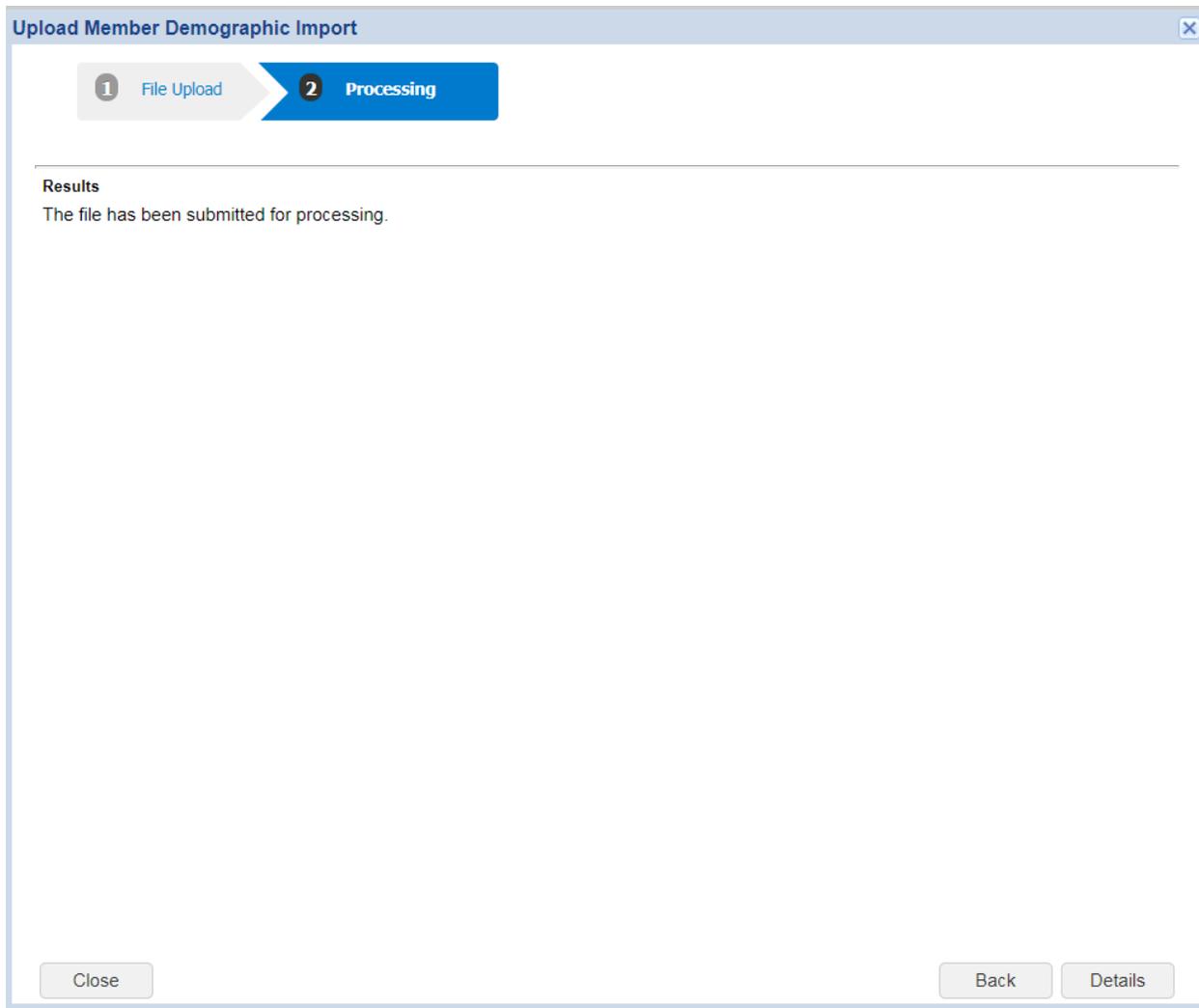
The Details button will take you to the Details page. You are in Edit mode and can make changes immediately.

New: Files are accepted into ESS even if there is a corrupted file header row. In our example below, the header row has been Validated with Errors. At this point, the rest of the file has not been reviewed against the rest of the system validations. The header must be corrected to continue processing your file.

Because this is a demographic file, the Header Row should start with "D" rather than "A". To fix this, click inside the Header field and make this change. Sometimes this field will have extra blank spaces behind the title that may interfere with the validation process. These extra spaces should be deleted.

When corrected, save your changes, and click the Validate button. The Import Detail Status shows as "Validated Successful." This will also allow the ESS system to check the specific records on the file to see if they individually are validated.

The pull down menu on the Exception Filter allows you to see what Invalid (Errors) or Exception (Warning) records are within your file. When a specific item is chosen, only records with that type of error or warning will display.

Invalid and Exception records may also be viewed on an individual line using the Actions button at the beginning of the transaction line.

For example, when Jane Yellow's Actions button is clicked, select the Show Errors option to see what validations failed for this record. The exception is this case is a warning stating that the address will be standardized based on the postal specifications.

Import Errors and Exceptions				
Close				

Tools	Seq No	Message		
	2	YELLOW, JANE		

|◀ ◀ | Page 1 of 1 | ▶ ▶| | ⟳

Errors

Tools	Seq No	Nu...	Exception Filter	Message

|◀ ◀ | Page 1 of 1 | ▶ ▶| | ⟳

Exceptions

Tools	Seq No	Nu...	Exception Filter	Message
	2	1	IMPORT_ADD...	Address will be standardized to postal specification upon file approval

Click Close to return to the Details page.

When looking at the street addresses for Jane Yellow and John Pink, you may notice that both have "Street" spelled out. This exception message is telling you that the system will abbreviate that last word when the record is approved. To fix this, you may click inside that field and shorten the word "Street" to "St." Remember, you must be in edit mode to effect change in the system! Click Save and Validate to clear out this exception.

Note: ESS no longer requires that all addresses enter the system fully spelled out and will accept the abbreviated last word without abbreviating any other words in the address.

Can I continue working on my file later?

Yes. If you are working within your file and realize that you can't complete it during this sitting be sure to save all edits made, validate, and use the Close button at the top left to leave the Details page.

File History

To view files you are currently working on or to view files that you have previously processed, use the File History button on the Roster tab.

The File History button provides details about previous files that have been uploaded. The left-hand side of the screen shows details about what Report Type was submitted, the status of the file, and the date that the file was loaded. Each transaction row has an Actions button which provides options for what happens next with the file.

If you continue to scroll to the right-hand side of the screen additional transaction details are available. This includes how long it took for the file to process, the numbers of Rows Processed number of invalid and exception rows, and the person who uploaded the file.

Rows Imported	Rows Processed	Valid Rows	Invalid Rows	Exception Rows	Rows Added	Rows Deleted	Inserted By	Comments
8	0	0	8	0			KRGOODLING	💬
8	8	4	0	4			KRGOODLING	💬

Click Actions to the left of the file that still needs to be corrected and select Details to go back into the file to make corrections. Once all corrections have been made, Save and Validate the file one final time. If you are inside the Details of the file, select Close in the upper left-hand corner of the screen. You are now back in File History.

Processing the File

Once you have made all corrections, Saved and Validated your file, you are ready for the final step-processing the file. From the File History screen, click Actions to the left of the file you would like to process and select Process.

Actions	400652	Validated	01/03/2018	Member Dem...	D003404 Jan ...	Validated with Exceptions
Validate						
Details						
Process						
Void						
Download						

When the Process action is clicked, ESS will begin to process the file. The Process Flag will go through a series of messages while this is happening: "Queued Processing," then "Processing," and finally "Completed".

File History

Close

Report Type:	All	Date Range:	11/06/2017	To:	01/05/2018
Status:	All				

Tools	Import Header Id	Process Flag	Inserted Date	Report Type	Import Description	Status	File Load Start	File Process Start	Duration
Actions	400655	Validated	01/04/2018	Contract Import	C003404 Jan	Validated with Errors	01/04/2018	01/04/2018	2 sec
Actions	400652	Completed	01/03/2018	Member Dem...	D003404 Jan ...	Processed with Exceptions	01/03/2018	01/05/2018	11 sec

Your Demographics File has now been submitted.