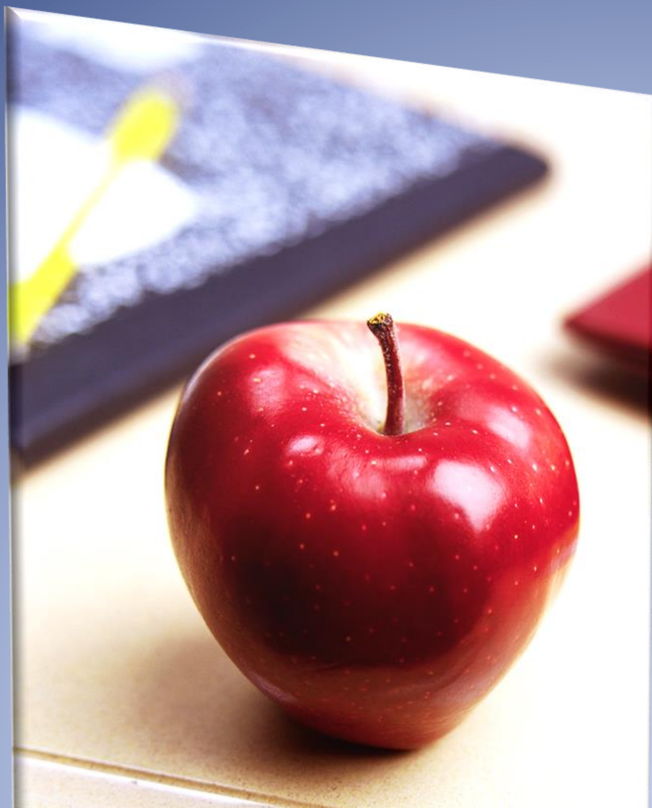
2020



Employers' Reference Manual – Chapter 1

Public School Employees' Retirement System

5 N. 5th Street
Harrisburg PA 17101-1905
Phone 1.866.353.1844
Fax 717.772.3860
Email ContactESC@pa.gov
www.psers.pa.gov

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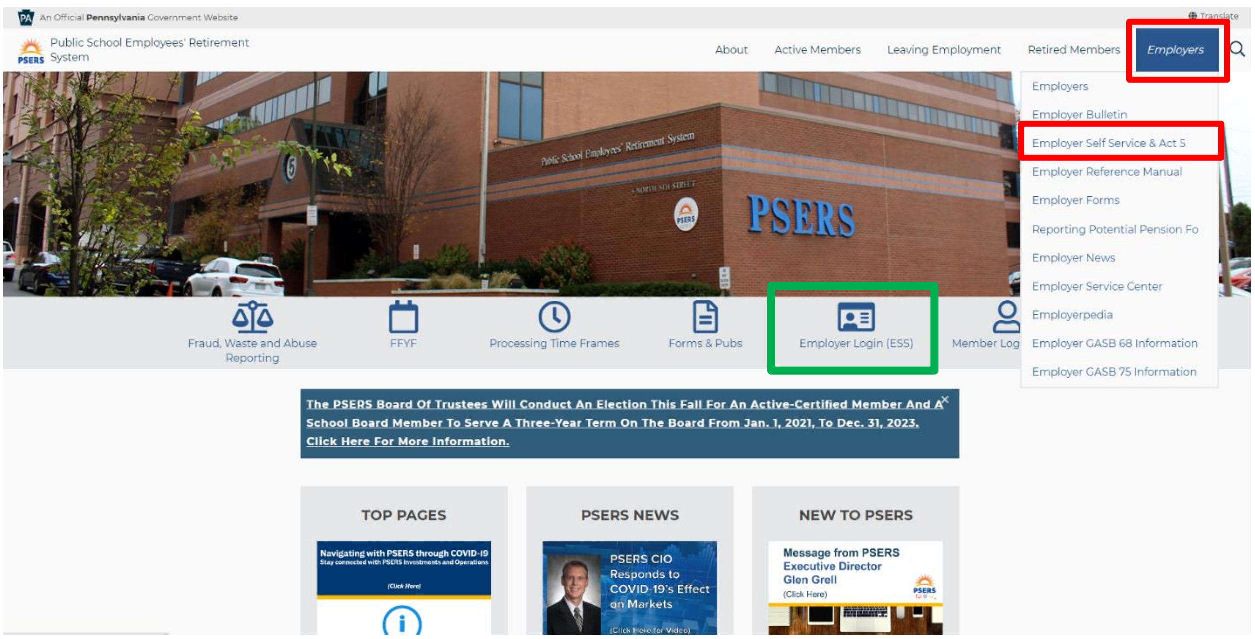
Chapter 1: Accessing the Employer Self Service (ESS) Portal

The Employer Self Service (ESS) portal is the online system used to submit most required reporting as well as view available account information. Before attempting any procedure described in this manual, ensure that you know how to access the system and that your contact information is correct.

To access ESS, navigate to www.psers.pa.gov in your web browser. ESS is compatible with all three major browsers (Google Chrome, Firefox, and Internet Explorer) but works best with Google Chrome.

There are two ways to access ESS from the PSERS website:

1. Use the “EMPLOYERS” tab on the far right within the top banner, then select “EMPLOYER SELF SERVICE” from the dropdown menu. This is shown in red below.
2. Select “EMPLOYER LOGIN” located within the gray banner, which will take you directly to the ESS log in screen. This is shown in green below.



Using the Employer Tab to access ESS will take you to the Terms and Conditions page. To reach the ESS login screen, you must scroll down and <u>ACCEPT</u> the terms and conditions.

Terms and Conditions

By registering and logging on to this site, you are representing that you are an authorized user, and you will be deemed to have read, understood and accepted the disclaimers that are a part of this site.
PLEASE READ THE DISCLAIMERS BEFORE YOU ENTER THE APPLICATIONS. PSERS DISCLAIMERS.

PSERS web-based applications and PSERS information assets are to be used by authorized users strictly for business purposes. As the owner of a PSERS Employer Web Application account, it is important that you understand you have the responsibility to:

use the system only for the purposes specified by PSERS;
comply with controls established by the Commonwealth of Pennsylvania, PSERS, and public law as referenced on the PSERS website;

- prevent disclosure of sensitive information.

Please remember, for your own personal protection, do not keep your password written down, do not give your password to anyone, even to employees of PSERS. It is important that you keep your email address current with PSERS. We advise that the email address you supply to PSERS is an account to which you have exclusive access. All Commonwealth systems and usage are monitored for security purposes. Violations of PSERS' security policy will result in the termination of your account.

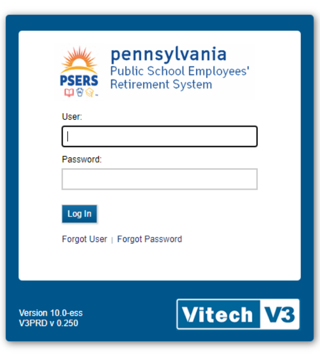
If you ACCEPT the above Terms and Conditions, please indicate below:

Accept **Cancel**

Clicking Accept will take you to the PSERS' Employer Self-Service Portal.

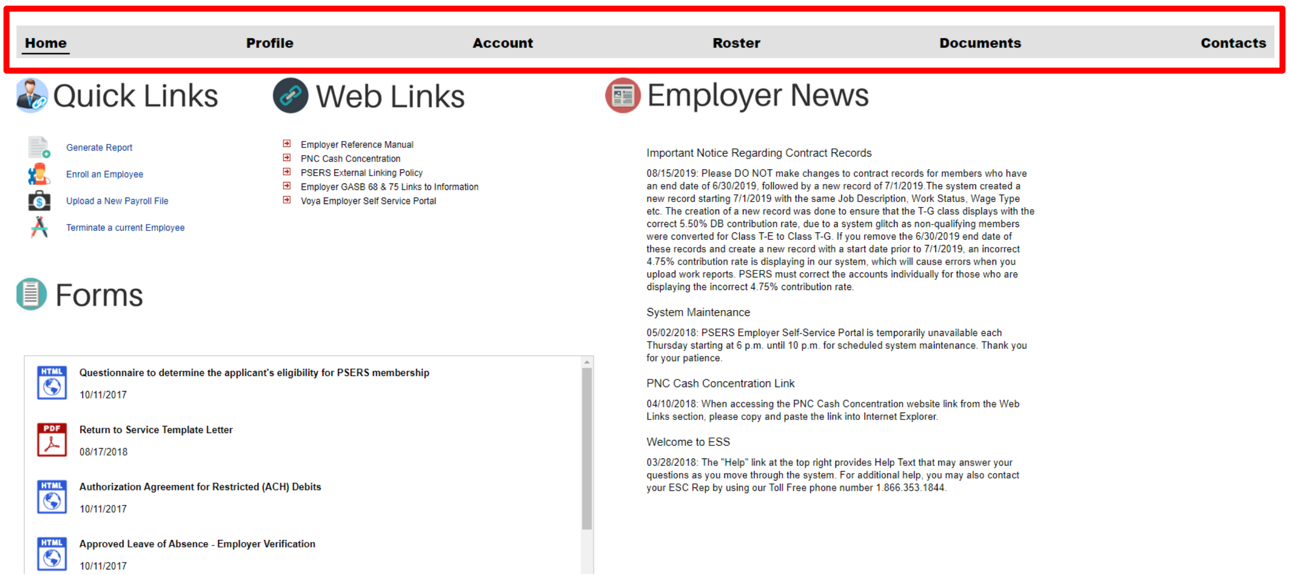
Clicking Cancel will return you to the PSERS' Home Page

After accepting the Terms and Conditions, you will see the ESS log in screen:



Enter the **User** Name and **Password (PSERS ID)** provided to you by PSERS. If you do not have a User Name set up yet, see *Setting up Your Online User Names and Passwords* for more information.

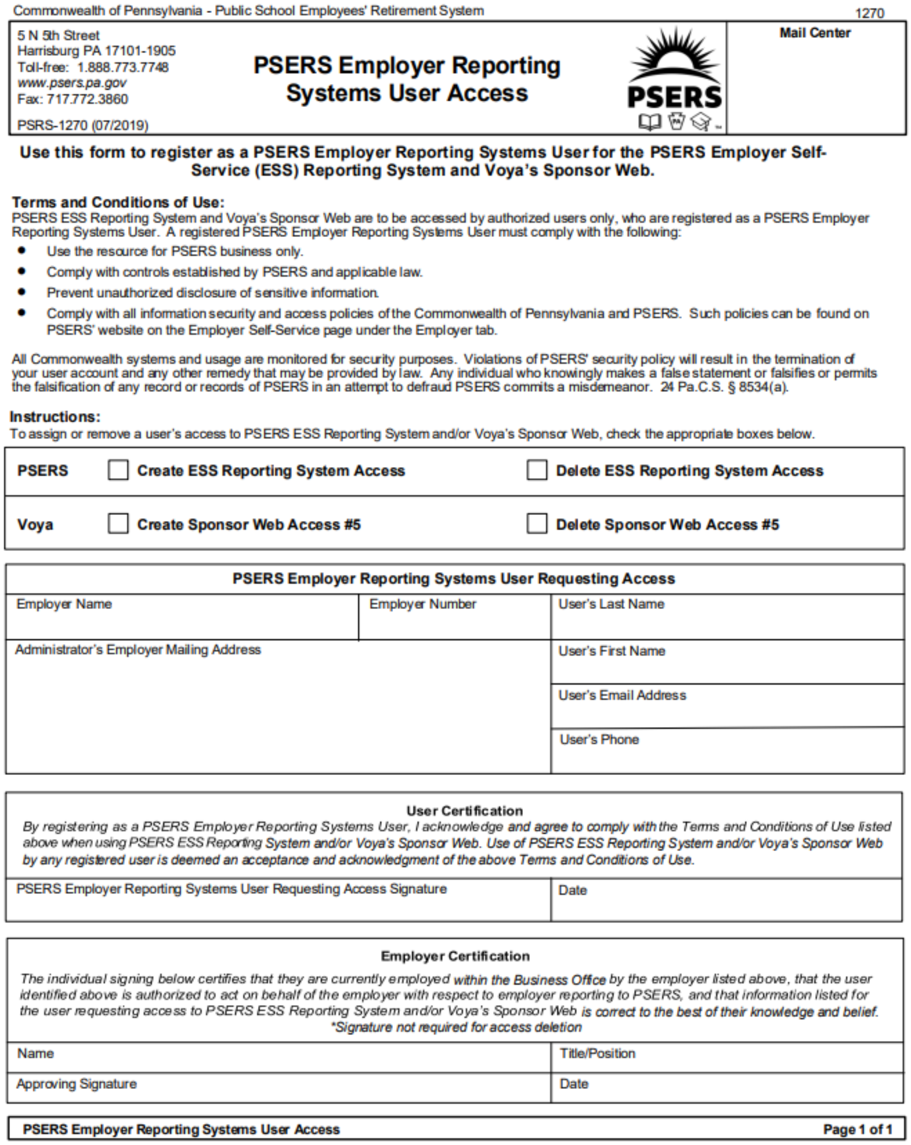
After entering your User Name and Password, select the "**Log In**" button. The ESS Homepage appears. This is your main screen for the ESS portal. All of the online functions described in this *Employers Reference Manual* are accessed from the Tabs located from left to right across the top of the page.



Requesting User Access for the ESS Portal

You must complete and submit a *PSERS Employer Reporting Systems User Access* (PSRS-1270) form to request access from PSERS to use the ESS portal. The *PSERS Employer Systems User Access* (PSRS-1270) form is on the PSERS website, under the Employer Tab, under Forms. You may also request this form by calling the Employer Service Center toll-free at 1.866.353.1844. Your signature, and a co-signature from another person in your business office are required for this form to be processed.

PSERS recommends that each employer have at least two users with access to the Employer Self Service portal.



Commonwealth of Pennsylvania - Public School Employees' Retirement System 1270

5 N 5th Street
Harrisburg PA 17101-1905
Toll-free: 1.888.773.7748
www.psers.pa.gov
Fax: 717.772.3860
PSRS-1270 (07/2019)

PSERS Employer Reporting Systems User Access

PSERS

Mail Center

Use this form to register as a PSERS Employer Reporting Systems User for the PSERS Employer Self-Service (ESS) Reporting System and Voya's Sponsor Web.

Terms and Conditions of Use:
PSERS ESS Reporting System and Voya's Sponsor Web are to be accessed by authorized users only, who are registered as a PSERS Employer Reporting Systems User. A registered PSERS Employer Reporting Systems User must comply with the following:

- Use the resource for PSERS business only.
- Comply with controls established by PSERS and applicable law.
- Prevent unauthorized disclosure of sensitive information.
- Comply with all information security and access policies of the Commonwealth of Pennsylvania and PSERS. Such policies can be found on PSERS' website on the Employer Self-Service page under the Employer tab.

All Commonwealth systems and usage are monitored for security purposes. Violations of PSERS' security policy will result in the termination of your user account and any other remedy that may be provided by law. Any individual who knowingly makes a false statement or falsifies or permits the falsification of any record or records of PSERS in an attempt to defraud PSERS commits a misdemeanor. 24 Pa.C.S. § 8534(a).

Instructions:
To assign or remove a user's access to PSERS ESS Reporting System and/or Voya's Sponsor Web, check the appropriate boxes below.

PSERS	☐ **Create ESS Reporting System Access**	☐ **Delete ESS Reporting System Access**
Voya	☐ **Create Sponsor Web Access #5**	☐ **Delete Sponsor Web Access #5**

PSERS Employer Reporting Systems User Requesting Access		
Employer Name	Employer Number	User's Last Name
Administrator's Employer Mailing Address		User's First Name
		User's Email Address
		User's Phone

User Certification

By registering as a PSERS Employer Reporting Systems User, I acknowledge and agree to comply with the Terms and Conditions of Use listed above when using PSERS ESS Reporting System and/or Voya's Sponsor Web. Use of PSERS ESS Reporting System and/or Voya's Sponsor Web by any registered user is deemed an acceptance and acknowledgment of the above Terms and Conditions of Use.

PSERS Employer Reporting Systems User Requesting Access Signature	Date

Employer Certification

The individual signing below certifies that they are currently employed within the Business Office by the employer listed above, that the user identified above is authorized to act on behalf of the employer with respect to employer reporting to PSERS, and that information listed for the user requesting access to PSERS ESS Reporting System and/or Voya's Sponsor Web is correct to the best of their knowledge and belief.
**Signature not required for access deletion*

Name	Title/Position
Approving Signature	Date

PSERS Employer Reporting Systems User Access **Page 1 of 1**

PSERS will process your request and will send you; 1) an email containing your User Name and, 2) a letter - via U.S. mail - containing a PSERS ID for your ESS account. The first time you log in you will be required to set up a new password as well as select, from a pre-established list, three security questions for use in resetting the password going forward. **NOTE:** The ESS portal will prompt you to change your password every 120 days.

MFA – Multi Factor Authentication

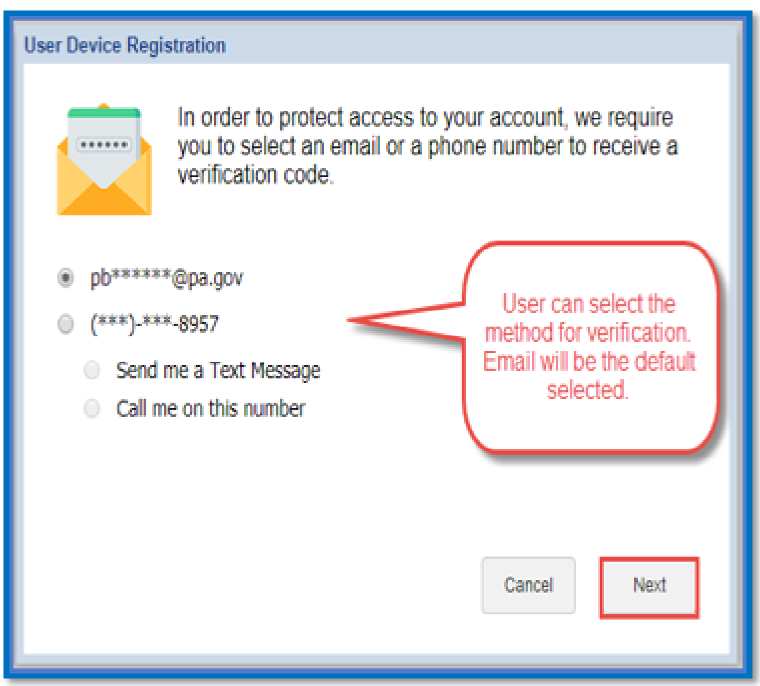
Multi-Factor Authentication (MFA) is one of the most effective ways to prevent security threats to protect sensitive data. MFA is an authentication method in which a computer user is granted access only after successfully presenting two of more pieces of information (factors). This is to ensure that sensitive data is kept secure and is only available to the authorized user.

You will be required to perform an MFA transaction when you log into ESS for the first time as well as on the same schedule that you are asked to update your password. ESS users are required to update their ESS password every 120 days. You may update your password more frequently if you wish. This will also trigger an MFA transaction.

When you are prompted to complete the MFA transaction, you must choose a method to receive a verification code. Available information for you to choose from, such as your email address and phone number, are pulled from the contact information displayed in the Contacts tab in ESS. If one of those fields is blank in your contact record, then the field will not display on the screen as an available option, so it is important to enter in as much information as possible when creating a new contact inside ESS. Additionally, it is your responsibility to update your contact information if there is a change to your phone number or email address.

***NOTE: Employers should use email to receive their verification code to complete MFA unless they already have a contact phone number that will allow for a direct call/text. MFA outreach does not handle phone extensions.**

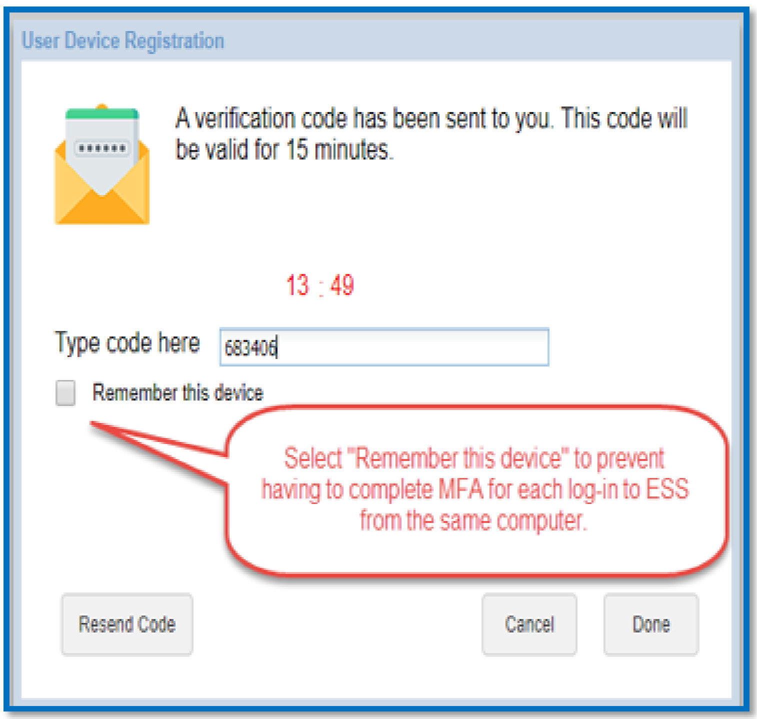
Select the method in which you wish to receive the verification code. After selecting the verification method either via email or phone, click **Next.**



The verification code is then sent via the method selected. There is a 15-minute time limit to which to enter the verification code. Once the code has been received the user will enter the code into the screen, then click **Done**.

If a different verification method is preferred while on this screen, click **Cancel** and restart the login process.

There is a check box beside **Remember this Device** by selecting that check box the MFA does not need to be completed for each login. This is only an option for employers accessing the ESS portal. Remember you will still be prompted to use Multi Factor Authentication when prompted to update your password.



What do I do if my verification code does not work?

Time Limit expires: If you do not enter the code within the 15-minute time limit, a pop-up message will appear stating that your verification code has expired. Click **Resend Code** to receive a new code.

Verification code is not received: If that code is not received, or if the code expires, click **Resend Code** to send a new code via the selected verification method. The 15-minute countdown restarts when this new code is sent.

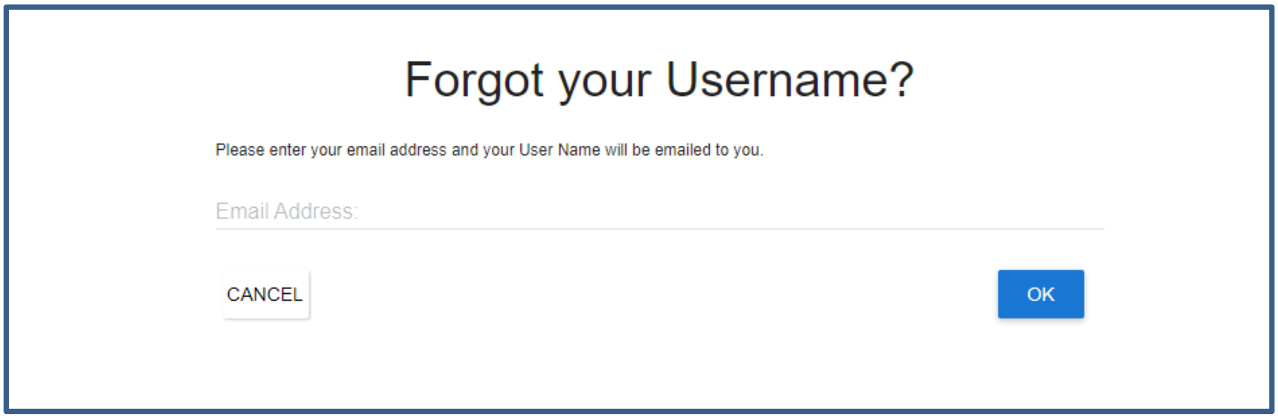
- Check your spam/junk email folder in case verification code got stuck there.
- Verifying that your phone number or email address is correct

- Your main office number may have an extension - MFA outreach does not handle extensions.
- Works best with Google Chrome.

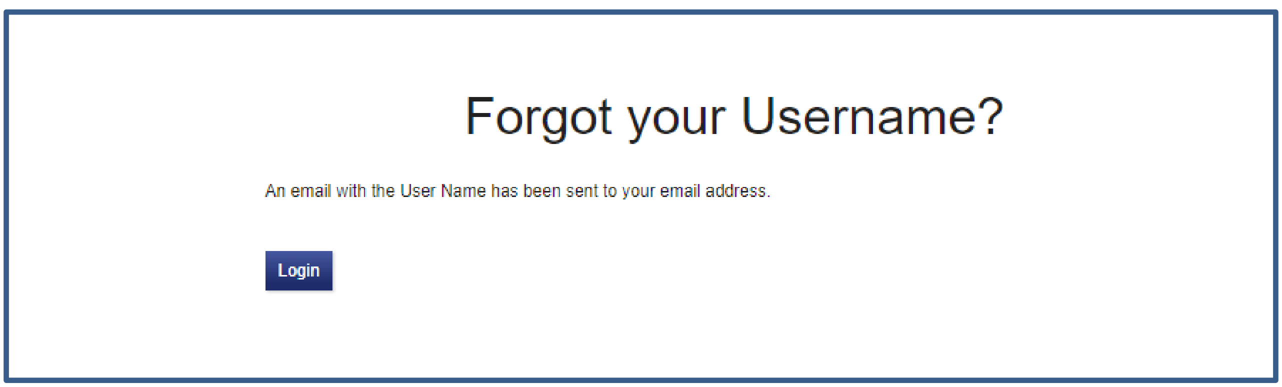
System will not accept verification code: The verification code is looking for a 6-digit number. If you receive your verification code by text or email and double-click on it to copy and paste, an extra space is sometimes also brought forward. If the system seems to be rejecting your verification code, look to see if there is an extra space behind the last number.

Forgot User Name

When an employer forgets their User Name, the user should click the ‘Forgot User’ link on the Login Page. Clicking the link will begin the Forgot User Name process. There are two screens within this process.

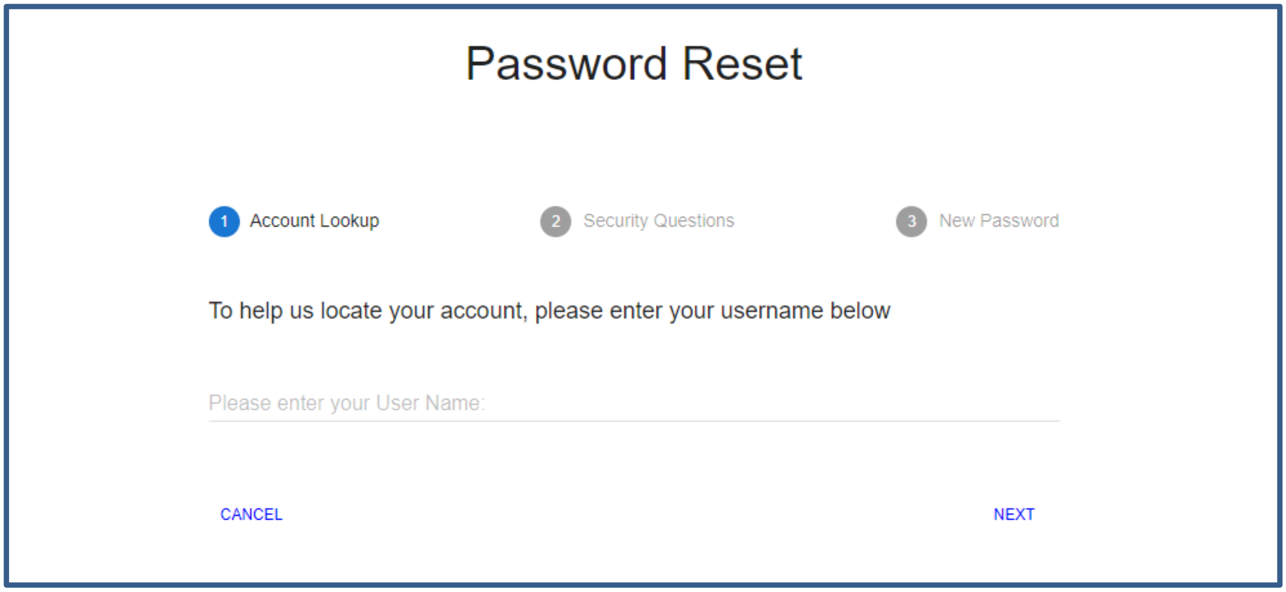


In the Forgot User Name screen, the user enters the email address that was used when registering for ESS. Then, the user clicks ‘Ok.’ If the email address is found in V3, then V3 sends an email to the user with their ESS User Name. Next, a Forgot User Name Confirmation window will appear. The user can then click ‘Login’ to return to the Login Page.

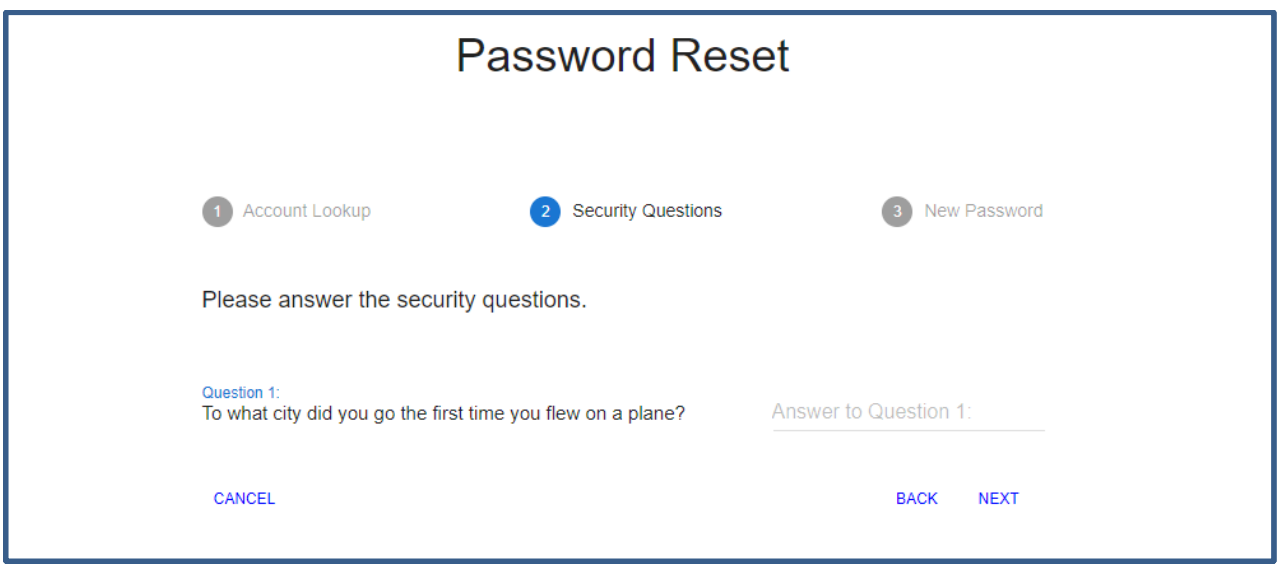


When an employer forgets their password, the user should click the 'Forgot Password' link on the Login Page. Clicking the link will begin the Forgot Password process. There are four screens within this process.

In the Account Lookup screen, the user enters their ESS Username and clicks 'Next'. If the User Name exists in V3, the process continues to the next screen



In the Security Questions screen, the user answers the Security Questions that they set up when registering for ESS (i.e., the first time they logged into ESS). When finished, the user clicks 'Next'. If the questions were answered correctly, the process continues to the next screen.



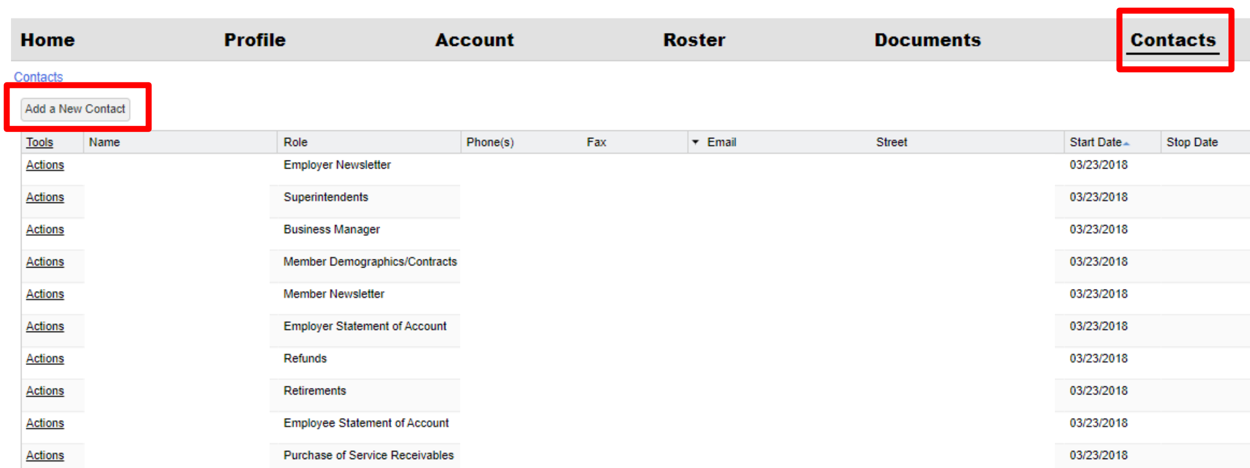
In the Password Reset screen, the user updates their password and clicks 'Confirm'. They then continue to the complete screen.

The complete screen indicates that the user has successfully finished resetting their password. The user can then click 'Login' to return to the Login Page or can simply wait to be returned to that page.

Add a New Contact

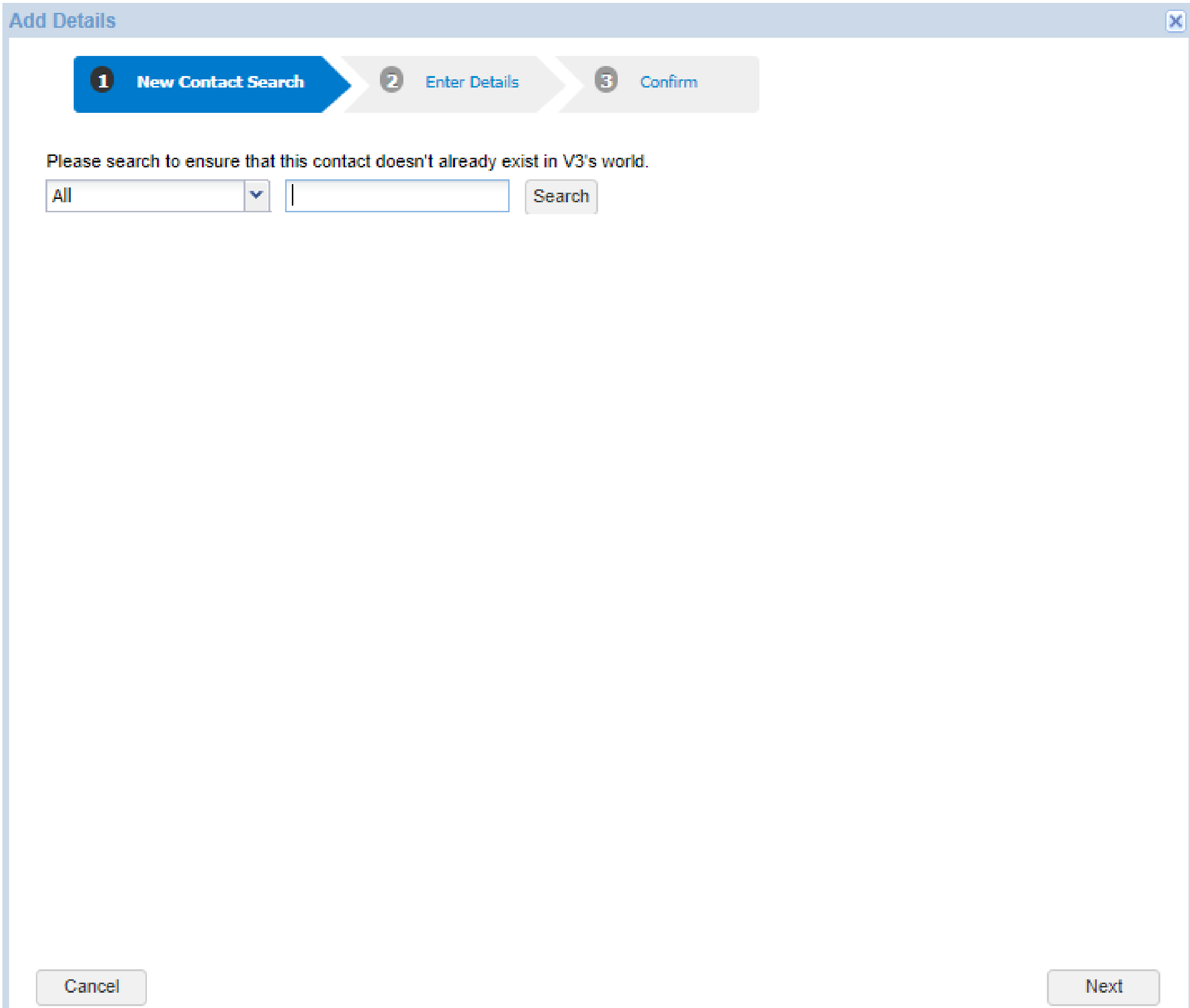
There are many occasions when PSERS needs to contact an employer. To ensure that PSERS communicates with the correct person about each issue, keep all your contact information current.

A new contact may be added by selecting the "**Add a new Contact**" button under the "Contacts" tab.

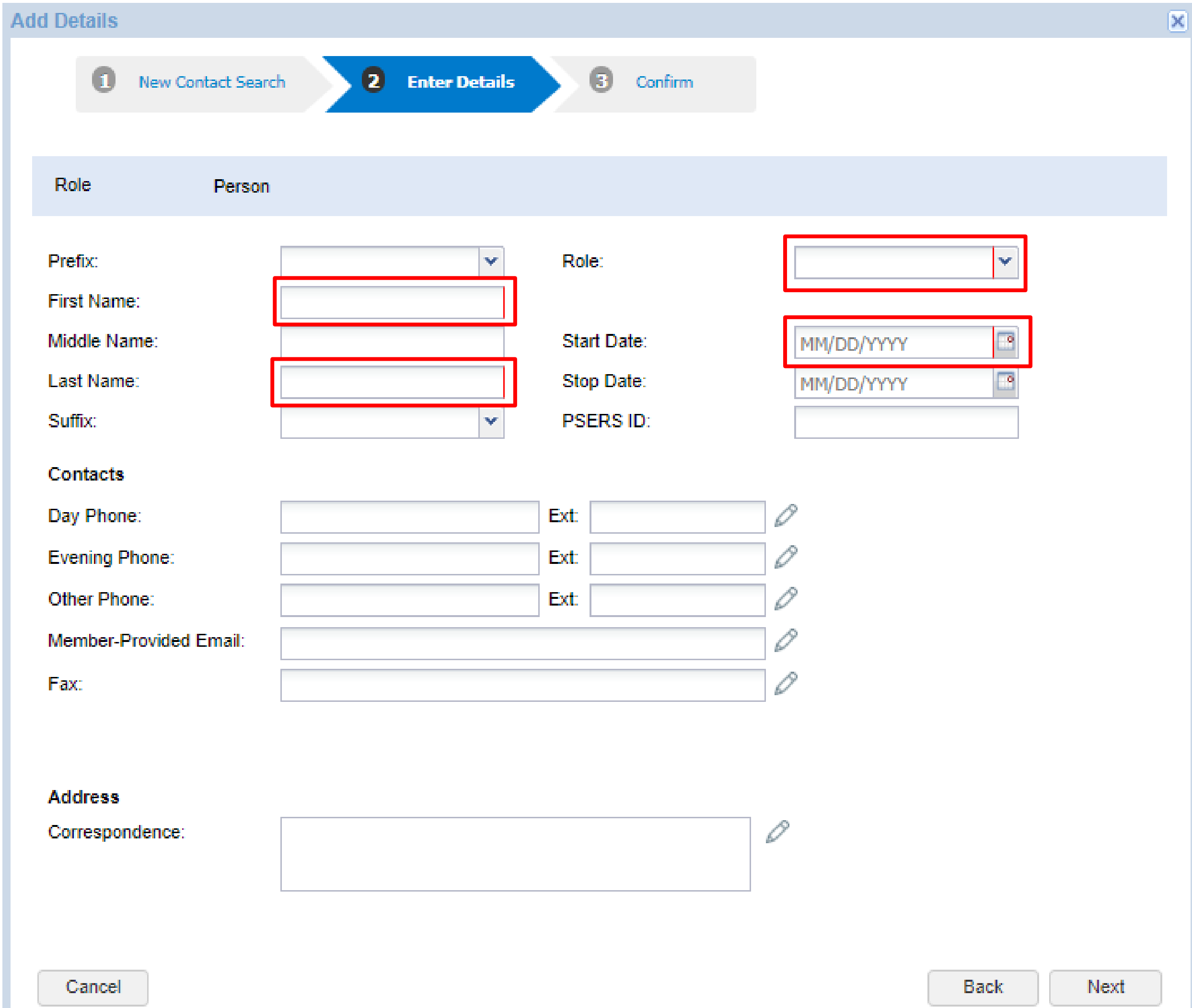


Tools	Name	Role	Phone(s)	Fax	Email	Street	Start Date	Stop Date
Actions		Employer Newsletter					03/23/2018	
Actions		Superintendents					03/23/2018	
Actions		Business Manager					03/23/2018	
Actions		Member Demographics/Contracts					03/23/2018	
Actions		Member Newsletter					03/23/2018	
Actions		Employer Statement of Account					03/23/2018	
Actions		Refunds					03/23/2018	
Actions		Retirements					03/23/2018	
Actions		Employee Statement of Account					03/23/2018	
Actions		Purchase of Service Receivables					03/23/2018	

After selecting "Add a new Contact" the "New Contact Search" screen will appear. Enter the new contact's last name in the empty search box and then select the "**Search**" button to ensure that the contact is not already in the system.



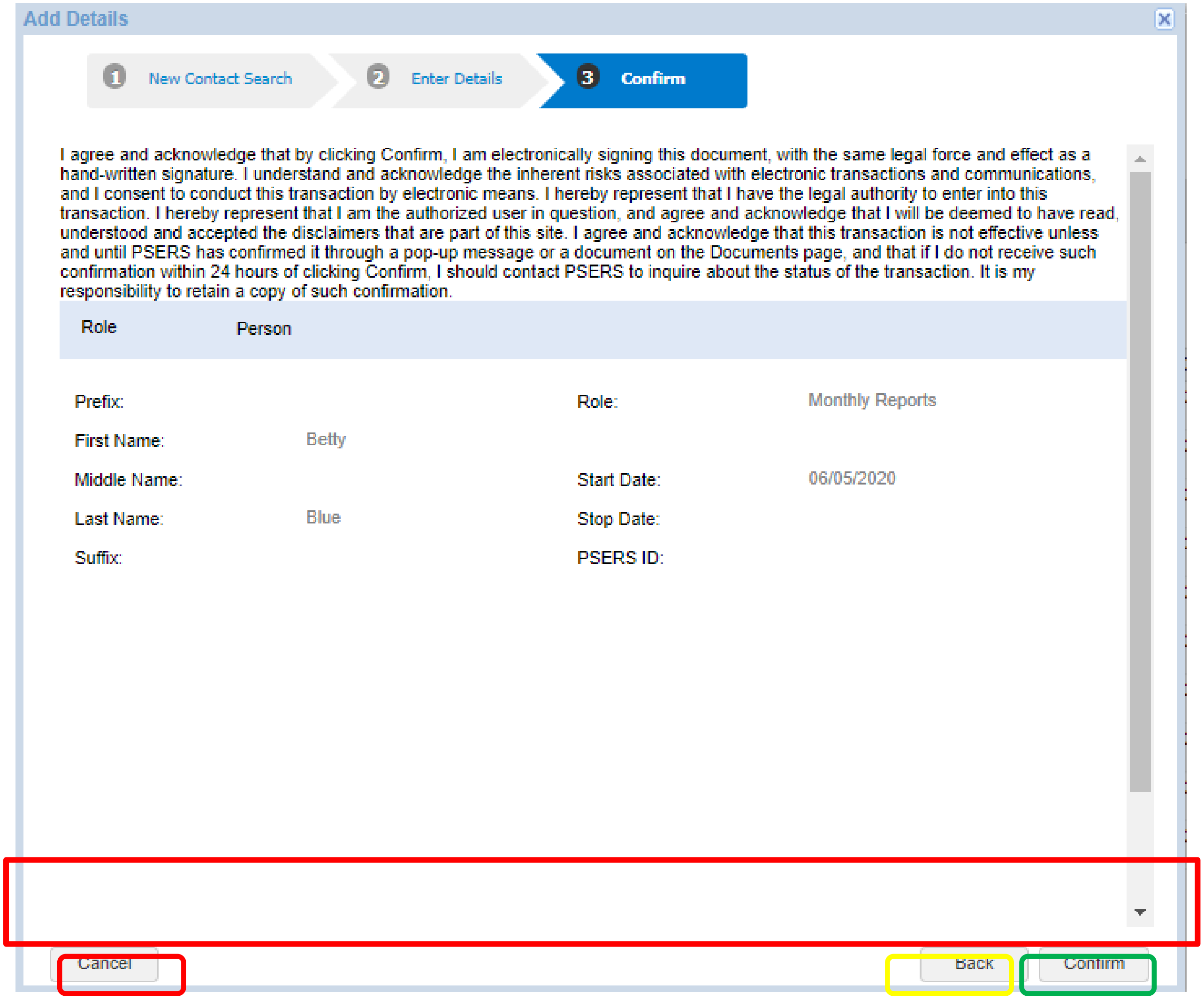
If no matches are found, then the "**Add Person**" button may be selected to move to the "Add Details" screen where all pertinent Contact information should be entered. First Name, Last Name, Role and Start Date are all required information. After entering the information, the "**Next**" button should be selected to move to the "Confirm" page.



IMPORTANT: You must enter a stop date for a role before adding a new contact for that role.

Example: Your new staff person Betty will be taking the Monthly Reporting role. Sarah is currently listed as the Monthly Reporting contact. You must update Sarah's contact information by entering a stop date <u>before</u> you enter Betty as a new contact for this role.

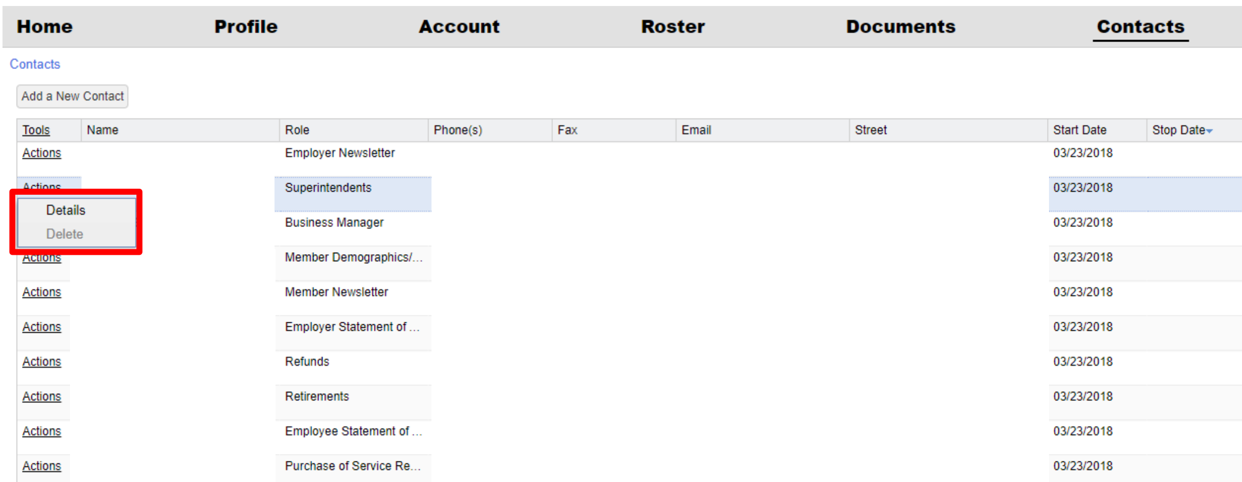
Provided all the information is correct the "**Confirm**" button should be selected. The "**Back**" or "**Cancel**" buttons may be selected to either revise the information submitted or cancel the addition of the new Contact's information.


Add Details
1 New Contact Search
2 Enter Details
3 Confirm
I agree and acknowledge that by clicking Confirm, I am electronically signing this document, with the same legal force and effect as a hand-written signature. I understand and acknowledge the inherent risks associated with electronic transactions and communications, and I consent to conduct this transaction by electronic means. I hereby represent that I have the legal authority to enter into this transaction. I hereby represent that I am the authorized user in question, and agree and acknowledge that I will be deemed to have read, understood and accepted the disclaimers that are part of this site. I agree and acknowledge that this transaction is not effective unless and until PSERS has confirmed it through a pop-up message or a document on the Documents page, and that if I do not receive such confirmation within 24 hours of clicking Confirm, I should contact PSERS to inquire about the status of the transaction. It is my responsibility to retain a copy of such confirmation.
Role
Person
Prefix:
Role:
Monthly Reports
First Name:
Betty
Middle Name:
Start Date:
06/05/2020
Last Name:
Blue
Stop Date:
Suffix:
PSERS ID:
Cancel
Back
Confirm

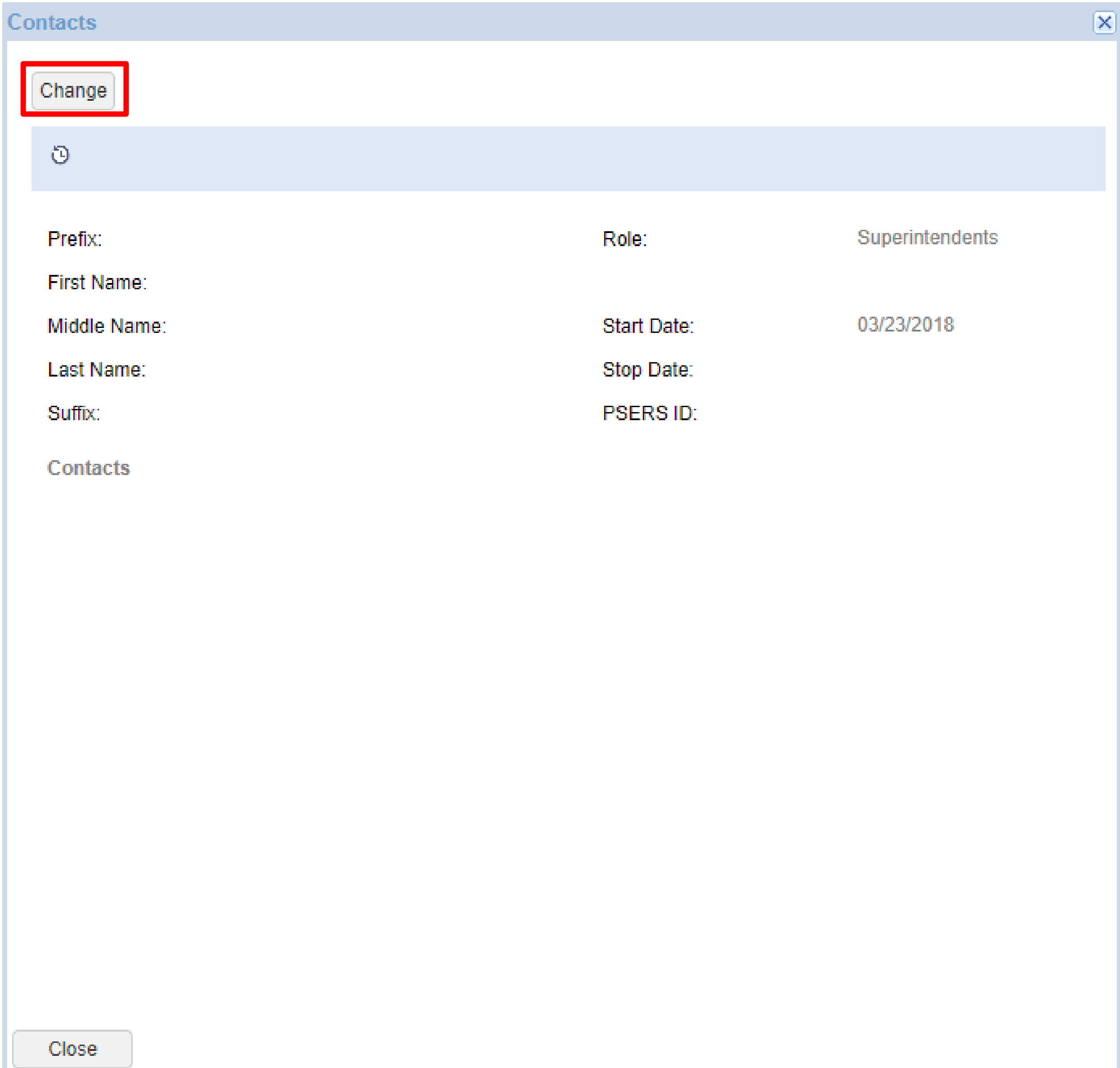
Updating an Existing Contact

If there is a change regarding an existing contact, this information should be updated as soon as possible.

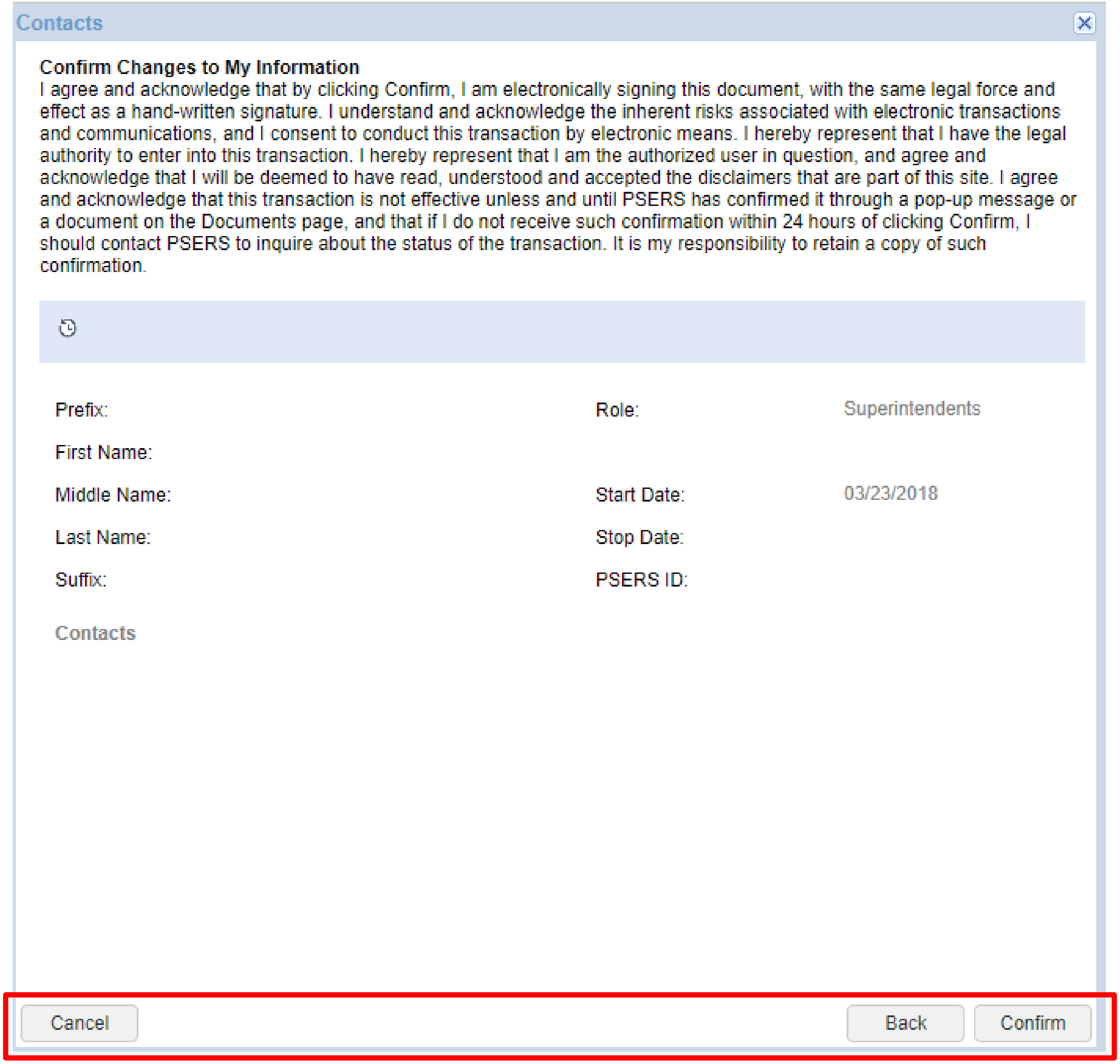
To update contact information, select the "**Contacts**" tab. The "Contacts" window will appear showing a list of all contacts. Select the "Actions" menu to the left of the contact you would like to edit and then select "**Details.**"



After selecting "Details", the "Demographics" page will display for the chosen contact and by selecting the "**Change**" button the contact's information may be modified on the next page shown.



Make the desired changes to the Contact's information and then select the "**Next**" button. Following this, a confirmation disclosure page will appear, and the "**Confirm**" button must be selected to complete any edits. The "**Back**" or "**Cancel**" buttons may be selected to either revise the information submitted or cancel the modification to the Contact's information.


Contacts

Confirm Changes to My Information

I agree and acknowledge that by clicking Confirm, I am electronically signing this document, with the same legal force and effect as a hand-written signature. I understand and acknowledge the inherent risks associated with electronic transactions and communications, and I consent to conduct this transaction by electronic means. I hereby represent that I have the legal authority to enter into this transaction. I hereby represent that I am the authorized user in question, and agree and acknowledge that I will be deemed to have read, understood and accepted the disclaimers that are part of this site. I agree and acknowledge that this transaction is not effective unless and until PSERS has confirmed it through a pop-up message or a document on the Documents page, and that if I do not receive such confirmation within 24 hours of clicking Confirm, I should contact PSERS to inquire about the status of the transaction. It is my responsibility to retain a copy of such confirmation.

Prefix:		Role:	Superintendents
First Name:			
Middle Name:		Start Date:	03/23/2018
Last Name:		Stop Date:	
Suffix:		PSERS ID:	

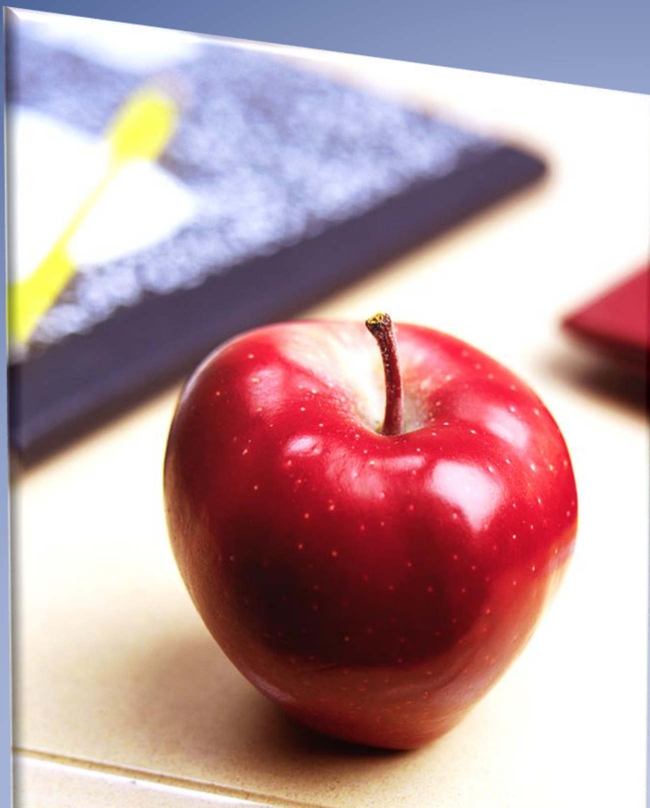
Contacts

Cancel Back Confirm

Contact Role Descriptions

Monthly Reports	The person who will submit monthly Work Reports to PSERS
Employer Newsletter	The person who should receive a PSERS newsletter with information pertaining to business operations
Refunds	The person who should be contacted regarding any refunds of contributions being processed for a former employee
Retirements	The person who handles retirement application processing within your district or entity
Business Manager	The Business Manager or person in charge of Accounting
Information Technology	The person in charge of your Information Technology (computer) needs
Healthcare	The person who handles the health care program/insurance for your employees
Superintendents	The individual who oversees the activities of the entire entity. • For a school district, this is the District Superintendent • For a charter school, this is the Director, Principal, Board Chairperson, or other relevant position • For a non-school entity, this is the CEO, President, or other relevant position
Member Newsletter	The person who should receive a copy of all newsletters that PSERS sends to its members (your employees)
Purchase of Service Receivables	The person who coordinates the completion of forms and the payments of Purchase of Service for the members (employees) and employer
Member Demographics/Contracts	The person who enters Member Demographic Records and Member Contract Records for employees
Employer Statement of Accounts	The person who receives *Employer Statement of Accounts* (billings) from PSERS. This *Employer Statement of Accounts* shows the following activity: • Member Savings • Employer Share • Member Purchase of Service Payments

2019



Employers' Reference Manual- Chapter 2

Public School Employees' Retirement System

5 N. 5th Street
Harrisburg PA 17101-1905
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Fax 717.772.3860
Email ContactESC@state.pa.us
www.psers.pa.gov

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Chapter 2: Membership – Mandatory, Optional, and Prohibited

Whether an employee's class has only the Defined Benefit (DB) component, or also has a Defined Contribution (DC) component , PSERS membership eligibility guidelines remain the same. This chapter contains information regarding the eligibility requirements for PSERS membership and the requirements and procedures for waiving PSERS membership. It also describes the various membership statuses that PSERS maintains and explains how membership status impacts eligibility requirements.

Membership Eligibility

Employment type (full-time or part-time) is a key element in determining PSERS membership eligibility for both the DB and the DC components of the retirement plans. For PSERS' purposes, full-time employment is classified

- Salaried = works at least 5 full days per week
- Hourly = works at least 25 hours per week not including overtime hours
- Per Diem = works at least 5 full days per week and is hired and paid on a daily basis
- Adjunct = works at least 30 credit hours in a fiscal year

Part-time employment is defined as:

- Salaried = works fewer than 5 full days a week
    - Works five (5) or more hours per day, but fewer than five (5) days per week

      Example: works 3 days for 36 weeks and worked 5 full days (in service)

      3 x 36 = 108 + 5 = 113 days
    - Works fewer than five (5) hours per day

      Example: 3 hours for 180 days and worked an additional 3 full days (in service)

      3 / 5 = .60 x 180 = 108 = 3 = 111 days
- Hourly (hired and paid on an hour-to-hour basis) = works less than 25 hours a week
- Per Diem (hired and paid on a day-to-day basis) = works fewer than 5 days a week. A workday must include a minimum of 5 hours to be considered a full day.
- Adjunct = work fewer than 30 credit hours in a fiscal year

Note: PSERS defines a full day as 5 hours worked in a day, even if an employer defines a full day differently. Employees must be reported to PSERS according to PSERS definition of full-time and part-time, which may not match the employer's definition, and the additional rules defined below.

DB Service Credits Vs DC Eligibility Points

For the DB component of the system, members earn service based on the days or hours worked within a fiscal year. A full year of service for salaried or per diem employees is based on 180 days and for hourly employees a full year is based on 1100 hours. Service is earned incrementally as days and hours are reported throughout the year. Partial years of service are earned by employees who work less than the minimum 180 days or 1100 hours.

For the DC component of the plan, participants earn eligibility points. To earn an eligibility point in a fiscal year, a participant must be qualified and contribute to the DC plan. Eligibility points are not earned incrementally. Even if a participant works one day and contributes one dollar to the plan, this employee has earned one eligibility point for that fiscal year.

For additional information about reporting service time, please see Chapter 9 Reporting—Service Time.

Mandatory (eligible) Membership

Membership in PSERS is mandatory for *all* full-time and salaried school employees unless one of the criteria listed under Optional or Prohibited Membership is met. Membership is mandatory for:

- Any full-time officer or employee of the Department of Education, State-owned educational institutions, community colleges, area vocational-technical schools, technical institutes, or the Pennsylvania State University who ***is not*** a member of the State Employees' Retirement System (SERS) or of an alternate retirement plan approved by the employer (e.g. TIAA CREF, etc.) *unless* one of the criteria listed below under Optional or Prohibited Membership is met.
- Any full-time Charter School Employee, whose charter school does not have a retirement program which covers the employees or the employee is not currently enrolled in another retirement program *unless* one of the criteria listed below under Optional or Prohibited Membership is met.
- Retirees who return to school service in a non-emergency or extracurricular position and do not meet the conditions identified in the PSERS publication *Return to Service Exceptions* (Publication #9682).

Employees in the mandatory membership category must be enrolled and reported to PSERS. Employee contributions must be withheld from the first day of paid service. Further details on how to enroll, report, and withhold contributions can be found in later chapters of this manual. If the employer is enrolling a retiree who is returning to active school service, who does not meet the allowable exceptions, the employer must complete a *PSERS Retirees Returning to Service* form (PSRS-1299). The form is accessible on the PSERS website or in ESS on the Home Tab under Forms.

Employees in the mandatory membership category must be enrolled and reported to PSERS. Mandatory Class T-G, Class T-H, and Class DC members must also be reported to the Third-Party Administrator for the DC component. Employee contributions must be withheld from the first day of paid service. Further details on how to enroll, report, and withhold contributions can be found in later chapters of this manual.

Part-Time Members Pending Qualification

Membership in PSERS is optional for the school employees categorized below:

- Part-time Employees **who are not already a PSERS member** and are either:
    - Hourly (hired and paid on an hour-to-hour basis) and work fewer than 25 hours a week, but work at least 500 hours in the school year.
    - Per Diem (hired and paid on a day to- -day basis) and work fewer than 5 days a week, but work at least 80 days in the school year. A workday must include a minimum of 5 hours to be considered a full day.
- Adjunct and work fewer than 30 credit hours in a fiscal year

Technically, until and unless a part-time hourly or per diem employee works *at* least 500 hours, 80 days, or an equivalent combination, the employee is *prohibited* from PSERS membership. Throughout the school year, however, as long as the employee is otherwise eligible, PSERS views part-time hourly and part-time per diem employees as "potentially eligible" members. This is true unless the employee requests to waive PSERS membership, in which case the employer should refer to *Determining if a Part-Time Employee may Waive Membership in PSERS* detailed later in this chapter. Employers are required to enroll and report all part-time employees. Withholding contributions for these part-time hourly and per-diem employees, however, is optional until and unless the employee meets the minimum service requirement (500 hours, 80 days, or an equivalent combination) and becomes a member of PSERS.

Throughout the school year, PSERS will monitor the service reported for these employees and determine if and when the service requirements have been met. Once the employee qualifies for PSERS membership, PSERS will notify each employer on the Change in Member Class / Rate or Obtaining Qualification (CROQ) report. (See Chapter 14: *How PSERS Responds to Work Reports and Payments* for more information about the CROQ report). At that point, employers are required to withhold DB and DC contributions.

If the employee qualifies for membership and the employer did not withhold DB contributions from the first day of employment, PSERS will automatically send a *Statement of Amount Due* to both the employee and the employer. The cost of this purchase will be the member contributions and the employer contributions due, respectively, plus 2 percent interest for the fiscal year the money was due PSERS.

Note: The above paragraph only refers to the DB portion of the retirement plan. Participant contributions can only be submitted to the DC plan upon reaching the qualification threshold. The contributions are submitted prospectively upon notification of qualification from PSERS. If contributions are withheld from the first day of employment for the DB component, but the employee does not qualify for membership during that fiscal (school) year, PSERS will credit the employer contributions to your account automatically after the fiscal year reporting cycle is complete for all reporting units. The employee will receive a refund directly from PSERS for the member contributions withheld and reported during this non-qualifying fiscal year. No interest accrues on non-qualifying contributions for either the school employee or the employer. PSERS will send you a letter listing all non-qualifying part-time employees and the amount of funds to be credited to your account.

Prohibited (Ineligible) Membership

Membership in PSERS is prohibited for the employees categorized below:

- Any officer or employee of the Department of Education, State-owned educational institutions[1], community colleges[1], area vocational-technical schools, technical institutes, or the Pennsylvania State University and who ***is*** a member of the State Employees' Retirement System (SERS) or of an alternate retirement plan through and approved by the employer (e.g. TIAA, etc.).
- Any retiree who returns to school service under the emergency situation that causes an impairment of services to the public, shortage of subject certified teachers or other personnel, or in an extracurricular position under separate written contact. Refer to the PSERS publication *Return to Service Guidelines and Clarifications* (PSRS-9682) for more information.
- A Student who is hired to render service that is part of the student's curriculum, if:
  - ✓ The position is part of a financial aid package.
  - ✓ The student receives a tuition waiver for the employment.
  - ✓ The service is part of the student's curriculum.
  - ✓ The student receives academic credit for the employment.
  - ✓ The employment is only available to students, and no one from the outside workforce could fill the position in the absence of student applicants for the position(s).
  - ✓ The position is that of a Graduate Assistant or a Resident Assistant.
- A person performing services as an independent contractor. If the employer is unable to determine membership eligibility, then the employer must submit a *Questionnaire to Determine PSERS Eligibility* (PSRS-349) form so that PSERS may make the determination.
- A person compensated on a fee basis.

- School Crossing Guards, as per an amendment made in 2000 to the (Pennsylvania) Township and Borough Codes, which expressly excludes school crossing guards as school employees and prohibits them from membership in PSERS.

Employers should not enroll, report, or withhold contributions for employees who are prohibited from PSERS membership.

The **only** exception is Pennsylvania College of Technology (PCT), an affiliate of PSU, which was recognized by separate legislation in 1989. The act does not allow PCT to offer PSERS as a retirement option for new employees, but does require that it continue to offer PSERS to employees who were participating members of PSERS when employed at the predecessor institution – the Williamsport Area Community College – and who continued to work at PCT.

Charter schools **may**, but are **not required** to offer PSERS as a retirement option; if not, they must offer an alternate retirement plan which must be approved by PSERS.

Membership Statuses

What is a member?

- Any person that is Active, Inactive, Vestee, or Retiree.
  - ✓ An eligible school employee must meet minimum service requirements to establish membership in PSERS and become an Active member.
  - ✓ Membership status for an inactive member is retained for two full school years from the last qualifying year (see Note 1).
  - ✓ A Vestee or retiree does not have their membership status expire.

Note 1: Inactive membership status is retained if a member was granted Multiple Service and is active with SERS; therefore, a break in membership does not occur while the member is active with SERS, unless the member refunds all contributions and interest.

There are four primary PSERS' membership statuses: Active, Inactive, Vestee, and Retiree. An employee in any of these statuses is considered a PSERS member. Specific definitions for each member status are as follows:

Active member

A school employee who has met the eligibility (qualification) requirements for membership and for whom pickup contributions are being made to PSERS or for whom such contributions otherwise required for current school service are not being made due to limitations under section 401(a)(17) or 415(b) of the Internal Revenue Code of 1986.

Inactive member

A member for whom no pickup contributions are being made, except in the case of an active member for whom such contributions otherwise required for current school service are not being made due to the limitations under section 401(a)(17) or 415(b) of the Internal Revenue Code of 1986 (Public Law 99-514, 26 U.S.C. § 401(a)(17) or 415(b)), who has accumulated deductions standing to his credit in the fund and for whom contributions have been made within the last two school years or a multiple service member who is active in the State Employees' Retirement System.

Vestee

A Class T-C or Class T-D member with five (5) or more years of service who has terminated school service on or after July 1, 2001, has left his accumulated deductions in the fund and is deferring filing of an application for receipt of an annuity. For Class T-E and Class T-F members, a member with ten (10) or more years of service who has terminated school service, has left his accumulated deductions in the fund and is deferring filing of an application for receipt of an annuity.

For the defined benefit component for a Class T-G or Class T-H members, a member with ten (10) or more years of service who has terminated school service, has left his accumulated deductions in the fund, and is deferring filing of an application for receipt of an annuity.

For the defined contribution plan for Class T-G, Class T-H or DC participants, a participant will always be 100% vested in, and eligible to receive, the balance in their PSERS DC Plan account that is attributable to their DC participant contributions, their after-tax voluntary contributions, and their rollover contributions. To be vested and eligible to receive the employer's DC contributions in their PSERS DC Plan account and the earnings on those contributions, if any, after termination of employment, the participant must earn three (3) eligibility points. A participant earns one eligibility point for each fiscal year in which the participant contributes to the PSERS DC Plan.

A retiree is any member on or after the effective date of retirement until the annuity is terminated.

Determining Qualification

- An eligible school employee must meet minimum service requirements to establish membership in PSERS. The Minimum Service Requirements are:
    - Full Time, regardless of Wage Type, and Salaried (both full time and part time) Employees:
        - ✓ First Day of Paid Service or Paid Leave
    - Part-Time Hourly and Per Diem Employees:
        - ✓ 500 Hours of Paid Service or Paid Leave
        - ✓ 80 Days of Paid Service or Paid Leave
        - ✓ Equivalent Combination of days and hours where the service credit calculation is equal to .44 (i.e., Actual days/180 + actual hours/1100 = .44)

Example: School Employee works 69 days and 130 hours within a fiscal year. The service credit calculation would be as follows:

(69 / 180 days) + (130 / 1100 hours) = .50

In other words: .38 + .12 = .50

Note: If the employee works only hours or days, the service credit calculation of .44 year is irrelevant. The determination of .44 is based on the standard service credit calculation of:

- *Actual Days Worked divided by the Salary or Per Diem Service Bases of 180 days.*
- *Actual Hours Worked divided by the Hourly Bases of 1100 hours.*

- Once a member qualifies for membership all service earned after the initial qualification will be considered qualified unless there is a break in membership. Prior to the passage of Act 120-2010 (November 23, 2010), part-time hourly and per diem members had to qualify each year (500 hours or 80 days for hourly and per diem employees) (For more information on breaks in service and breaks in membership, see Chapter 7: *Reporting – Determining Member Contribution Rates*).
- Any **member** who works between 11/23/2010 and 06/30/2011 is considered qualified for FY 2011, regardless of whether or not the member met the current qualification rules, if the member:
  - Was vested (meets the vesting or superannuation rules) as of 11/23/2010 or earlier or Qualified in FY 2009 or 2010.
- Determining whether or not a person has qualifying time for 10/11 fiscal year, example:

FY Ending	Status
08/09	Qualified (700 hours)
09/10	Did Not Qualify (200 hours)
10/11	Qualified if worked one day on or after 11/23/10

- If a Vestee or superannuated member returns to service on or after November 23, 2010, the first day of service will be qualifying, regardless of the employment or wage type (i.e., full time or part time; salary, hourly or per diem).

  Exception: A retiree working in an emergency return to service capacity or a return in an extracurricular position.

Determining Qualification-Class DC Participants

Once a member qualifies for membership, all service earned after the initial qualification will be considered qualified until their membership is broken. Members who break membership must re-qualify to receive retirement credit for service upon their return. This requirement does not apply to Class DC members. Once a Class DC member attains three eligibility points, they will not need to requalify upon returning to service.

Impacts on All Members With a DB Component

Members who have a break in membership must re-qualify to receive retirement service credits upon their return. PSERS Membership is broken (terminated) when:

- A member terminates and refunds his contributions and interest,
- A non-vested member (see chart above) who terminates all public school employment without refunding his/her contributions and interest AND does not return to service prior to the expiration of Inactive status.

  Note: Inactive membership status is retained if a member was granted Multiple Service and is active with the State Employees' Retirement System (SERS); therefore, a break in membership does not occur while the member is active with SERS unless the member refunds all contributions and interest (See definition of "Inactive" stated in section Membership Statuses above).

- A non-vested member is not reported as being employed by a public school employer for a period of two full fiscal years from June 30 of the last fiscal year of the member's last day of paid service, regardless of whether the member withdraws his/her contributions and interest.
- A non-vested disability retiree whose annuity is terminated.

Example: A person was employed as a full-time employee who had not earned five years of credited service, therefore the member is non-vested. The Member Status in FY 12/13 was Active. Member goes on unpaid leave September 15, 2012. The member stopped working and was no longer reported by an employer.

Fiscal Year	**Member Status**
12/13	Active Member until 9/15/12 and Inactive as of 9/16/12
13/14	Inactive Member
14/15	Inactive Member
16/17	Non-Member at start of fiscal year

Membership Class

PSERS Membership Class is defined by legislation and is used to determine the member's benefit structure, including the Member Contribution Rate (For more information on Member Contribution Rate, see Chapter 7: *Reporting – Determining Member Contribution Rates*). A member may only have one 'active' Membership Class. Based on the provisions of legislation, a member may have the opportunity to elect to change their Membership Class.

Class	Time Period Covered	Rules for Eligibility	Associated Rate(s)
Class DC	July 1, 2019 and forward	The **first day** of **qualifying** school service is on or after July 1, 2019, if the member elects DC membership	7.50% to the DC Plan
Class T-H	July 1, 2019 and forward	The **first day** of **qualifying** school service is on or after July 1, 2019, if the member elects T-H membership	7.50%; 4.50% to DB Plan with Shared Risk/Shared Gain Provision and 3.00% to DC Plan
Class T-G	July 1, 2019 and forward	The **first day** of **qualifying** school service is on or after July 1, 2019, unless the member elected Class T-H or DC membership.	8.25%: 5.50% to DB Plan with Shared Risk/Shared Gain Provision and 2.75% to DC Plan
Class T-F	July 1, 2011 through June 30, 2019	The **first day** of **qualifying** school service is on or after July 1, 2011, if the member elected Class T-F membership.	10.30% with Shared Risk/Shared Gain Provision
Class T-E	July 1, 2011 through June 30, 2019	The **first day** of **qualifying** school service is on or after July 1, 2011, unless the member elected Class T-F membership.	7.50% with Shared Risk/Shared Gain Provision
Class T-D	July 1, 2001 through June 30, 2011	The **first day** of **qualifying** school service is after June 30, 2001 and before July 1, 2011	7.50%
	Prior to July 1, 2001	The **first day** of **qualifying** school service was prior to July 1, 2001,	6.50%

		and the member elected Class T-D membership	
	July 1, 2001 and forward	A person whose **first day** of **qualifying** school service was prior to July 1, 2011, but was not a school employee or a State employee on June 30, 2001, and July 1, 2001, and subsequently returns to service. Such a member shall not receive Class T-D service credit for school service performed before July 1, 2001, until the person becomes an active member or an active member of the State Employees' Retirement System and a multiple service member and earns three eligibility points by performing credited school service or State service after June 30, 2001.	7.50%
	Note: *Within the Membership Class T-D benefit structure, if a member purchased non-school service other than intervening or activated military service, the service must be classified as T-C even though the member has a Membership Class of T-D.*		
Class T-C	July 1, 1967 through June 30, 2001	The **first day** of **qualifying** school service is after June 30, 1967 and before July 1, 2001, unless the member elected Class T-D membership.	5.25% 6.25%
	Prior to July 1, 1967	The **first day** of **qualifying** school service is prior to July 1, 1967 and the member elected Class T-C membership	5.25% 6.25%
	July 1, 1967 through June 30, 2001	The **first day** of **qualifying** school service is prior to July 1, 1967 and the member leaves and then re-enters and subsequently re-qualifies for member-ship in	5.25% 6.25%

		PSERS on or after July 1, 1967, and does not elect Class T-D	
Note: If a member has a break in service or a break in membership, then the Class and Rate are reset based on the rehire and subsequent PSERS qualification date. If an employee has had a break in service or other qualifying event, consult the Quick Reference chart displayed later in this chapter to see if the employee's contribution rate has changed. *Keep in mind, that once an employee has qualified for PSERS membership their Class within PSERS has been established. If there is a Break in Service, upon return the member will retain their previous class.*			

When hiring a school employee, verify the member's Member Class and Contribution Rate by one of the following actions:

a. Enter the member's position information on the Contract Record (see Chapter 4: *Member Contract Records* for instructions). When the member's information is entered on the web site, the Member Contribution Rate will display on the Roster Tab under View/Edit Member Contract.

b. Contact your PSERS ESC representative.

Note: It is important to determine the member's contribution rate early in the hiring process so that the correct contributions can be deducted from the first day of employment. It is critical that members who are qualified based on a full-time contract record or a salaried wage type are enrolled in PSERS prior to their start date. PSERS will transfer this information to the Third Party Administrator (TPA) of the DC plan. The enrollment by the employer and the transfer of this information by PSERS must be done prior to the new employee's first pay because without this information the TPA cannot accept contributions. After all of these actions have occurred, DC reporting can then commence to the TPA, on a per pay basis, on behalf of the member.

Election Options for Class T-G Members

- A Class T-G member will have a ***one-time*** option to elect Class T-H or Class DC within 90 days of receiving notification from PSERS.

  Note: If a member is younger than age 18 at the time the member achieves the initial qualification date, the member will become eligible to elect Class T-H or Class DC following their 18th birthday. If such member is no longer in an 'Active' Member Status, the election will be offered when the member returns to 'Active' Member Status.

- Class T-G members can elect Class T-H and Class DC through MSS prior to the election due date.
- The decision to remain Class T-G, or elect Class T-H or Class DC is irrevocable.
- Election of Class T-H or Class DC
  - If a member elects to become Class T-H or Class DC, the employer will be notified via the CROQ Report. The Class T-H and Class DC elections are batched and processed weekly. It is your responsibility to review the CROQ Report weekly, each Monday. As soon as

you are notified, modify the member's PSERS Member Contribution deductions accordingly. The member will receive a *Confirmation of Class* letter when the election is approved. It is the employer's responsibility to review the CROQ report on a weekly basis and update rates as needed. The employer will be required to make contribution rate changes effective in their payroll software for the next payroll run date.

Part-Time Employee Waiving Membership in PSERS

Part time employees that have interest in and are eligible to waive PSERS membership **must first reach the qualification threshold for PSERS membership**. Any part-time employee (salaried, hourly, or per diem) has 90 days from notification by PSERS to choose to waive membership in PSERS.

To be eligible to waive membership the member must certify that they have sole ownership of one of the following types of Individual Retirement Accounts (IRA) as defined by section 408 in the Internal Revenue Code:

- Traditional IRA
- Roth IRA
- Simplified Employee Pension (SEP)
- Savings Incentive Match Plan for Employees of Small Employers (Simple) IRA

Note: A retiree who is returning to non-emergency or extracurricular service

New Part-Time Class T-G Members

If they choose to waive their membership with PSERS, they would do so through their membership class election tab in their PSERS Member-Self-Service (MSS) account at *psers.pa.gov*. At this time, Class T-G members can choose a class or waive membership. If the member elects to waive, the system will end-date the ACTIVE record and create an ACTIVW contract from that date forward. The employer will be notified through the following week's CROQ report. Please continue to report any work reporting that happened prior to notification that the person waived. If the member takes no action, or chooses to file a class election with PSERS, they will not be permitted to waive membership.

Returning Part-Time Members

Any returning part-time member, within 90 days of receipt of their Welcome Packet, is responsible for informing PSERS of their Intent to Waive PSERS Membership. Upon contacting PSERS the member will be sent a PSERS Membership Waiver (PSRS-51) form if they are eligible. The member will need to sign the form and return it to PSERS. The system will end-date the Active record and create an ACTIVW contract from that date forward. The member will be in a waived status until they decide they no longer wish to waive or obtain a full time position. Once approved, PSERS will notify you through the CROQ Report and the employee w**ill receive and enrollment waiver confirmation letter.**

Effects of the Enrollment Waiver:

- A member can **never** purchase or receive credit for previously waived service.
- If you waive membership and are subsequently enrolled by choice or mandated because of a change in employment status, your waiver is voided *prospectively* from the date of enrollment.
- If you hold multiple part-time positions and are eligible to waive membership, you must waive membership for *all* positions.

Employer's Action if Membership Waiver is Denied

Before a member can be eligible to waive membership, they must reach the qualification threshold, meaning that they will be reported in the system using an ACTIVE contract record. If the membership waiver is denied, no action is required of the district. The district would continue to report against the ACTIVE contract record.

Employer's Action if Membership Waiver is Terminated

Waived membership status will be terminated if the member obtains a full-time position or if they decide they no longer wish to waive. When an employer enters a full-time contract record, the system will automatically create a new ACTIVE record and end-date the existing ACTIVW record. If the member decides they no longer wish to be a waived member, they must contact PSERS in writing. PSERS will update the system with an ACTIVE record and manually end date the existing ACTIVW record.

In either situation, notification of the member's status change will be on the next CROQ report. Because the member needed to qualify prior to electing a waiver and has established membership, member contributions for both the DB and DC components should be withheld prospectively.

Quick Reference Table for Enrolling and Reporting Employees

Type of Employment	Description	Action Required
Full-time employee	Works 5 hours or more a day/5 days a week or its equivalent (25 or more hours a week).	Enroll, report, and withhold contributions from the first day of paid service.
Part-time salaried employee	Is contracted to work fewer than 5 hours a day/5 days a week, or its equivalent (fewer than 25 hours a week).	Enroll, report, and withhold contributions from the first day of paid service.
Full-time employee with another Pennsylvania public school employer, part-time with you	Works full-time with another Pennsylvania public school employer, but only works part-time with you.	Enroll, report, and withhold contributions from the first day of paid service.

Full-time employee with the Commonwealth of Pennsylvania (state employee), part-time hourly or per diem with you, and pending Multiple Service	Employee elected Multiple Service status (pending approval) and is working full-time for the State and part-time for you.	Enroll, report, and optionally withhold DB contributions from the first day of paid service, unless the employee already maintains PSERS membership in which case DB and DC contributions should be withheld from the first day of paid service. If and when membership status is acquired, DB and DC contributions must be withheld.
Part-time hourly	Works fewer than 5 hours a day and is paid on an hourly basis.	Enroll, report, and optionally withhold DB contributions from the first day of paid service, unless the employee already maintains PSERS membership in which case DB and DC contributions should be withheld from the first day of paid service. If and when membership status is acquired, DB and DC contributions must be withheld.
Part-time per diem	Works fewer than 5 days a week and paid on a day-to-day basis with a minimum 5 hours a day.	
PSERS Retiree - Employment under Return to Service provisions	A retiree returning to full-time and part-time under one of the Return to Service provisions for a public school, which include a shortage of personnel, emergency creating an increase in workload, extracurricular employment contract, independent contractor, employment with a third-party employer, or enrollment in an alternate retirement plan	Do not enroll, report or withhold DB or DC contributions.
PSERS Retiree - (Non-emergency – return to service or extracurricular service)	A retiree who becomes an active member. Retiree's monthly benefit stops.	Complete a *PSERS Retirees Returning to Service* (PSRS-1299) form. Enroll, report, and withhold DB and DC contributions (if applicable) from the first day of paid service.
Tax Collector, Solicitor, Doctor, Dentist, Consultant, Psychologist	Certain positions may not meet the true employer-employee relationship for member eligibility.	See *Membership Eligibility Questionnaire*.

If you require further PSERS' assistance in determining whether PSERS membership for an employee is mandatory, optional, or prohibited, please complete the *Questionnaire to Determine PSERS Membership Eligibility* (PSRS-349) form.

To prevent enrollment of ineligible employees, you **must** complete a *Questionnaire to Determine PSERS Eligibility* (PSRS--349) for employees hired in classifications the same as or similar to those listed below:

- Consultant
- Dentist
- Doctor
- Psychologist
- Solicitor
- Tax Collector

Questionnaire to Determine PSERS Membership Eligibility (PSRS--349)

Commonwealth of Pennsylvania - Public School Employees' Retirement System

5 N 5th Street
Harrisburg PA 17101-1905
Toll-free: 1.888.773.7748
www.psers.pa.gov
Fax: 717.772.3860
PSRS-349 (07/2019)

Questionnaire to Determine PSERS Eligibility

PSERS

The application will be used to determine the applicant's eligibility for PSERS membership. If the applicant's situation requires different answers for different services and/or contexts, please elaborate as necessary. *Applicants with tax collection responsibilities should also complete questions 30 and 31. If elected or paid by commission or on a fee basis, applicant is NOT eligible to apply for membership.*

A Employer (Reporting Unit) Information

Employer	Employer #
Employer Contact	Employer Phone

B Applicant Information

Name	SS#
Address ____________	Date of Birth
____________	Phone

Position Title ____________
For what period(s) of time did applicant perform these services? Mon/Yr ____________ - Mon/Yr

1.	Was this position an already existing position or was it newly created for the applicant?	☐ Existing position ☐ Created for applicant
2.	Is the applicant the first person to do these duties? If not, who did these duties prior to applicant?	☐ Yes ☐ No, they were previously done by:
3.	Does the employer provide any fringe benefits to the applicant?	☐ Yes *(indicate)* __Pd. Vacation __Pd. Sick __Health Ins. __Life Ins. __Worker's Comp. __Unemployment __Other (list below) ☐ No ____________
4.	Are work hours assigned by employer? If yes, by whom?	☐ Yes, by ____________ ☐ No
5.	How are the hours of the applicant determined?	☐ Works prescribed hours ☐ Works own schedule ☐ Other (list)
6.	What procedure is followed if the employer wants to vary the applicant's work hours?	
7.	Does the employer provide written instructions for this applicant?	☐ Yes ☐ No - indicate who does:
8.	If applicable, does applicant hire their own support staff?	☐ Yes ☐ No
9.	Does the employer supervise the applicant?	☐ Yes ☐ No
10.	Identify the supervisor's name and position title.	Name Title
11.	If applicable, is the supervisor enrolled in PSERS?	☐ Yes ☐ No
12.	Does the employer prepare a performance evaluation for the applicant?	☐ Yes ☐ No

13.	Is the applicant's position covered by a currently active contract (used by other district employees) relating to these services?	❑ Yes ❑ No	
14.	Does the employer have board minutes relating to the applicant's assumption of this position? *(please provide)*	❑ Yes ❑ No	
15.	Is there a written job description? *(please provide)*	❑ Yes ❑ No	
16.	Does the applicant provide these same services outside the school district?	❑ Yes ❑ No	
17.	Where does the applicant perform their duties?	❑ Employer premises ❑ Applicant's home/office ❑ Other *(list)*	
18.	Is the individual engaged in a distinct occupation or business? *(If yes, please indicate)*	❑ Yes ______________________ ❑ No	
19.	What percentage of the applicant's total income is derived as compensation from this employer?	❑ 100% ❑ Less than 100% - explain:	
20.	Does the employer furnish supplies and equipment utilized by the applicant in the performance of their duties?	❑ Yes ❑ No - Furnished by:	
21.	How is the applicant paid?	❑ Weekly/Bi-weekly ❑ Upon completion of the job	❑ Lump Sum ❑ Fee Basis
22.	What is the basis upon which the applicant's compensation is determined? Other? *(describe)*	❑ Hourly ❑ Commission	❑ Salary ❑ Per Job
23.	What does the applicant submit to employer for verification of time/service rendered?	❑ Time Sheet ❑ Invoice ❑ Other *(list)*	
24.	Does the employer have W-2s or Form 1099s for this period?	❑ W-2 ❑ 1099	❑ Neither
25.	Does the employer have the authority to hire or fire?	❑ Yes ❑ No	
26.	Are the applicant's services being covered by any other retirement plans? If yes, please indicate which plan.	❑ Yes______________________ ❑ No	
27.	Who pays for any legal advice the applicant needs relating to the applicant duties?		
28.	If applicable, is the applicant's solicitor also the employer's solicitor?	❑ Yes ❑ No	
29.	Is the applicant required to be bonded/covered by liability insurance?	❑ Yes ❑ No	
	This section to be completed only for Tax Collection Service positions.		
30.	Indicate what taxes the applicant collects and if they were (E) elected, (A) appointed, or (H) hired by the district to collect the tax indicated.	__ School Tax __ Per Capita __ Municipal Tax __ Earned Income	__ Real Estate __ Occ. Privilege __ Other
31.	If both municipal and school taxes are collected, indicate what percentage of time each day is used for each tax.	School %	Municipal/Other %
32.	Was applicant elected to this position?	❑ **Yes (see above)**	❑ No

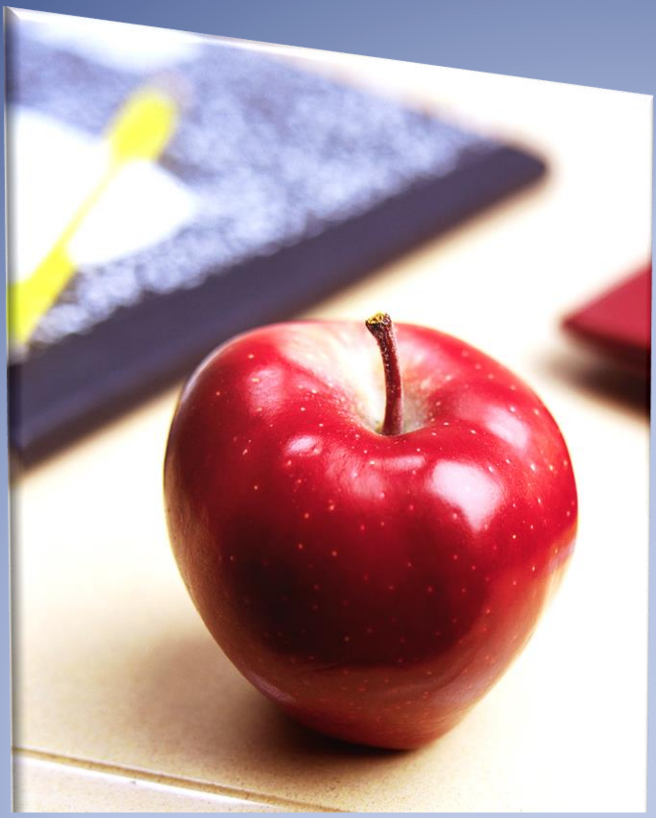
C	**Employer Certification**

I certify that all statements provided on this form are true and accurate to the best of my knowledge. I understand that any falsification of this certification may subject me to contempt of court or to criminal liability as an Unsworn Falsification to Authorities (18 Pa.C.S. Section 4904).

Employer Representative Signature	Title	Date Signed

PSERS will review the questionnaire and determine if the employee is eligible to be enrolled. The questionnaire should only be completed if you are unsure if an employee is or is not an actual employee of the district.

2019



Employers' Reference Manual – Chapter 3

Public School Employees' Retirement System

5 N 5th Street
Harrisburg PA 17101-1905
Phone 1.866.353.1844
Fax 717.772.3860
Email ContactESC@pa.gov
www.psers.pa.gov

TABLE OF CONTENTS

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:

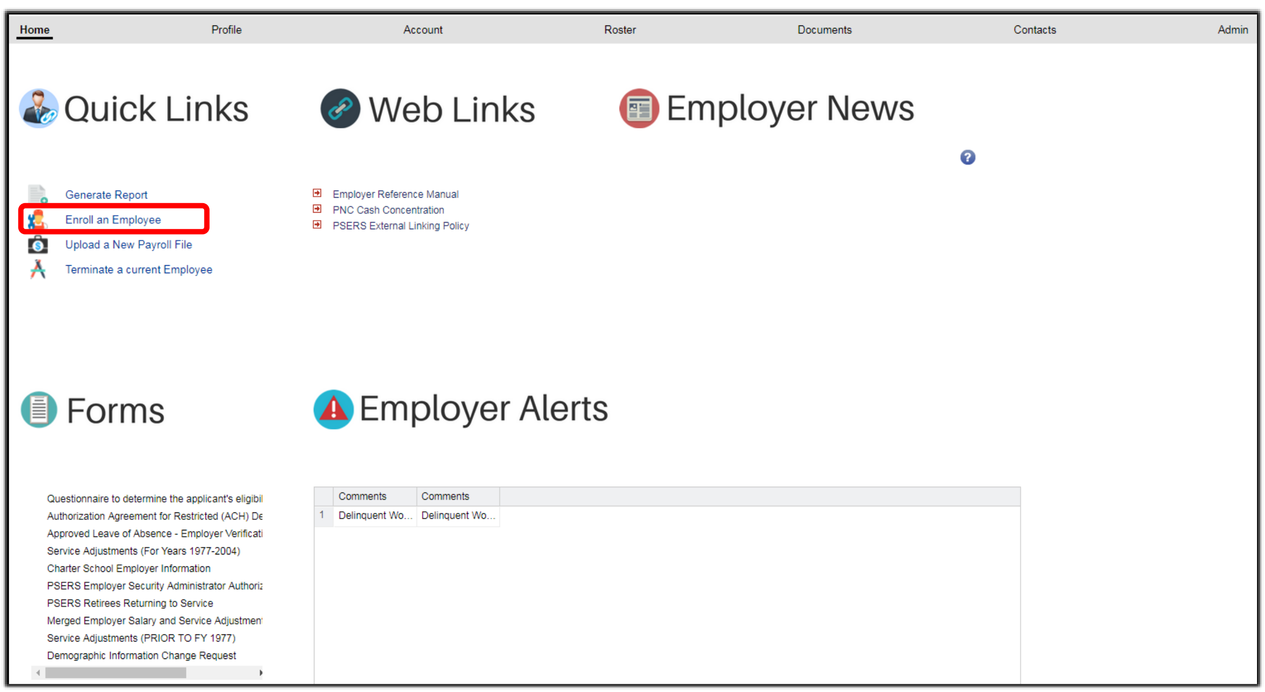
1. Manual New Hire – for an individual employee, by entering information into ESS one employee at a time

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

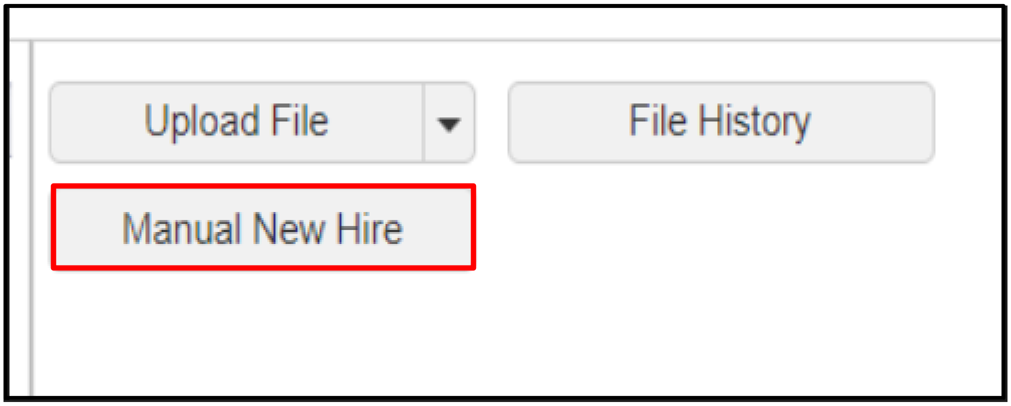
**if you are not certain how to access ESS, see Chapter 1: "Accessing the Employer Self-Service (ESS) Portal"*

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

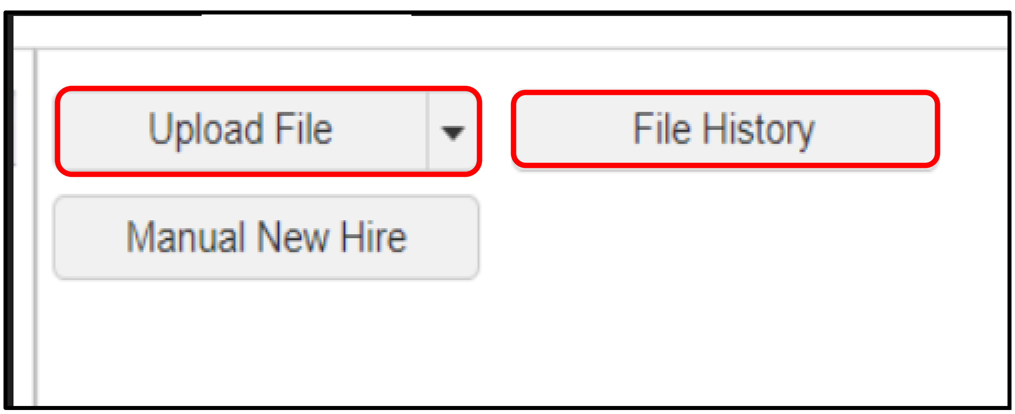


b) Access it using the Manual New Hire button located on the Roster Tab within ESS as shown below,



The file upload process is also initiated from the Roster Tab by selecting Member Demographic Import from the Upload File dropdown menu shown below,

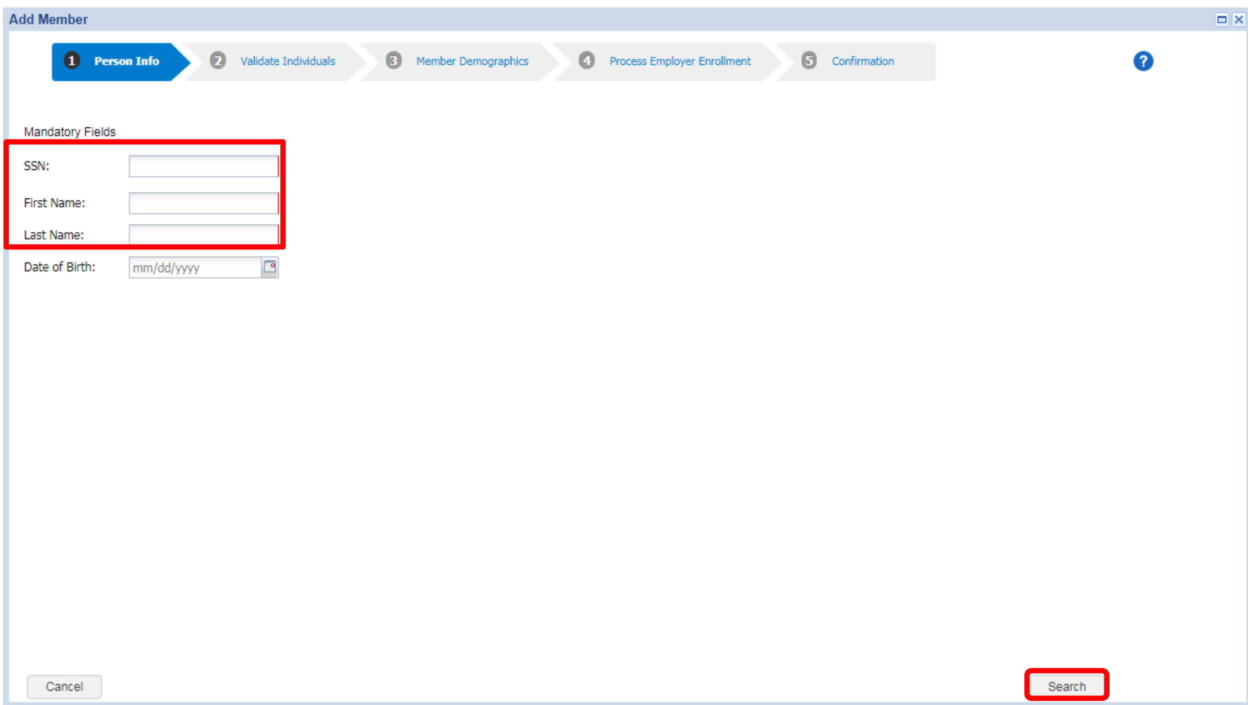
The file must be uploaded in the correct format. See *Importing a Member Demographic File* explained later in this chapter. A list of previously uploaded files may be viewed using the File History button.



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.

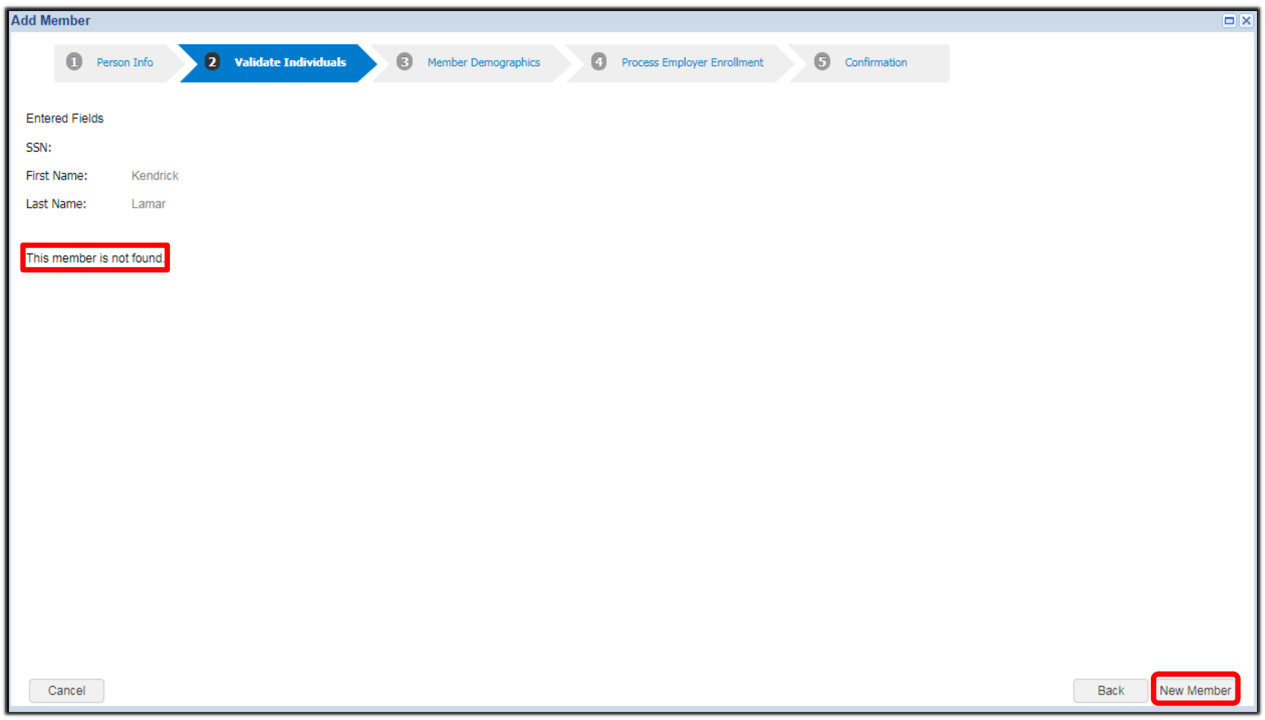
The SSN is used to establish the employee's account at PSERS so it is extremely important that this number be entered correctly. You ***must request*** to see proof confirming the school employee's SSN, although it is not necessary to send a copy of the proof to PSERS. If the SSN was previously reported 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.

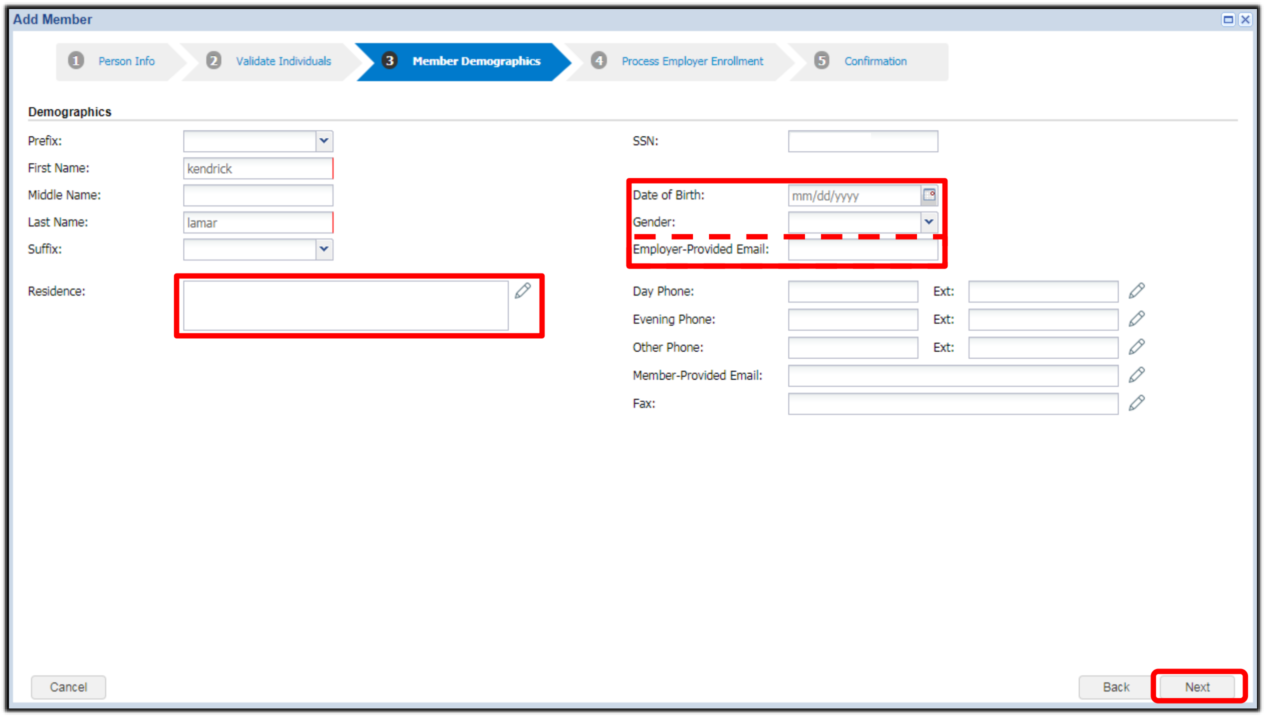
First and **Last Name:** These fields are limited to 50 characters (valid characters include an apostrophe and a hyphen).

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)

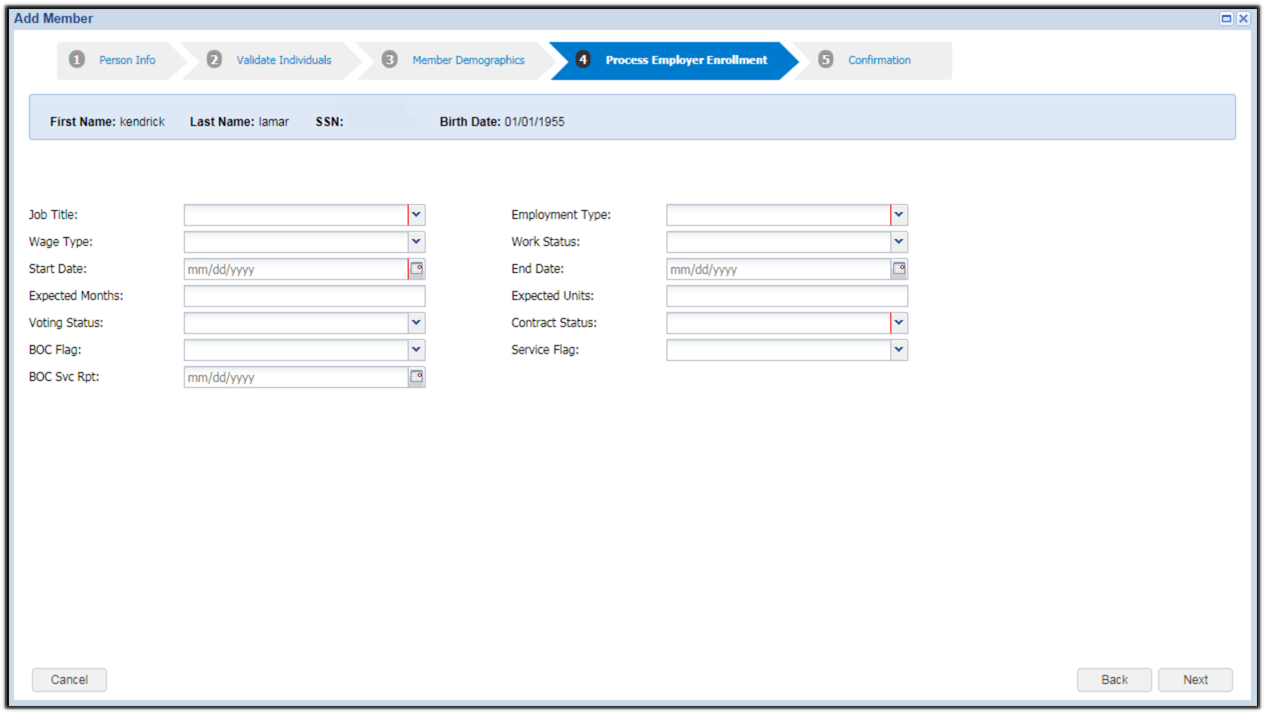
<callout>NOTE: The employer's representative must verify the employee's date of birth by examining an acceptable proof document. The acceptable proof documents are listed in the *What is Member Demographic Information?* section earlier in this chapter. As with the SSN, you cannot change a Date of Birth 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.

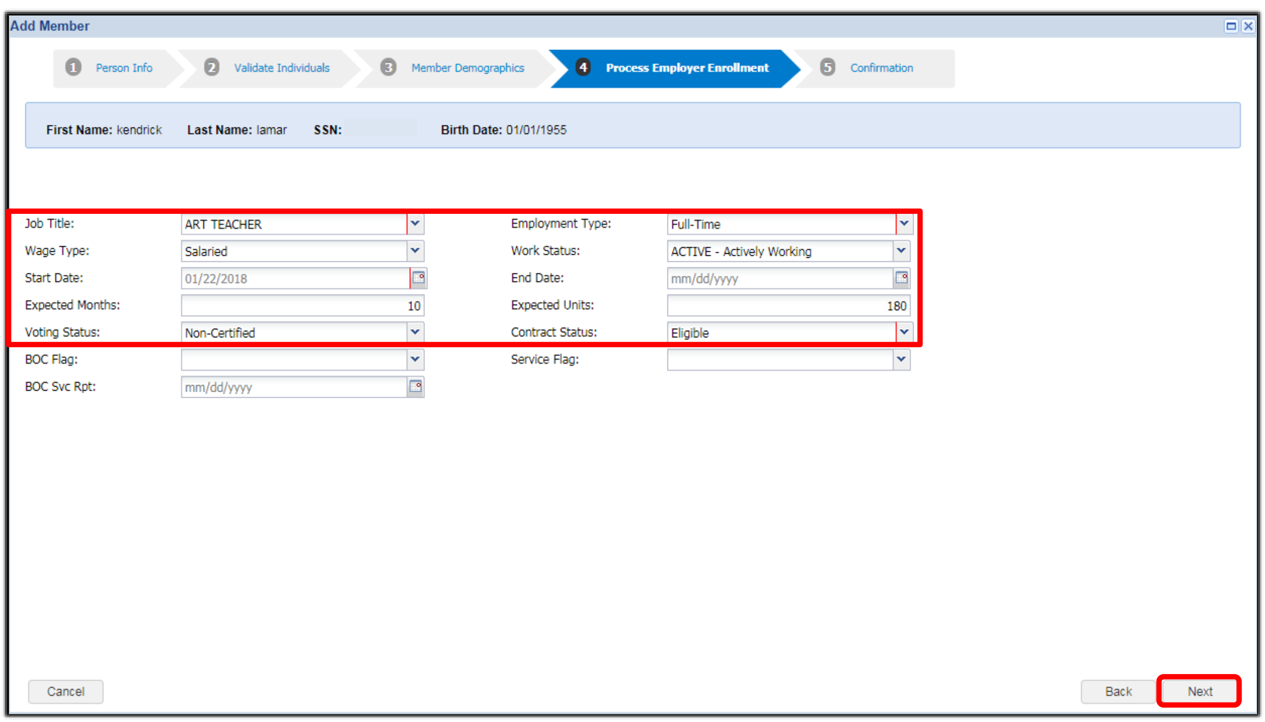
Employer-Provided Email: **NEW required field!** The employee's work email address or a personal email address is required.
NOTE: This field is limited to 100 characters.

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.

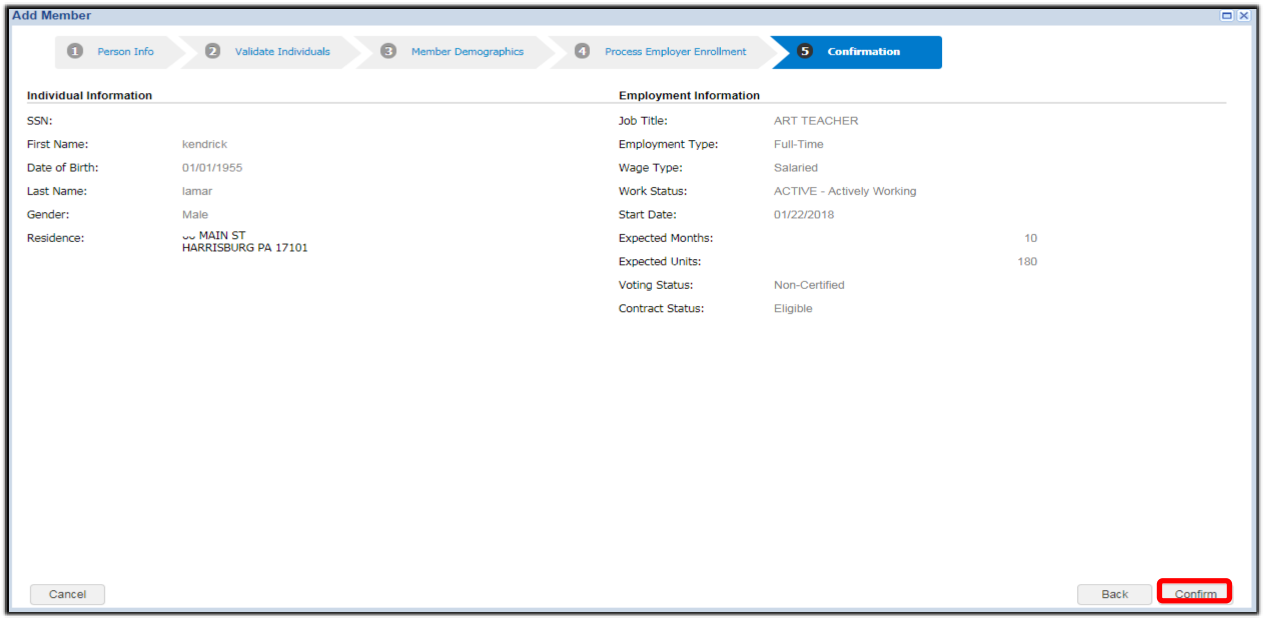
After completing all the necessary fields on the Demographics page, and selecting the Next button, you will be directed to the Process Employer Enrollment page within the Add Member screen. ***You have now transitioned to entering the member's Contract Record.*** Here you will need to enter all the required 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 <u>not</u> 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

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 not 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**

Demographic Information Change Request **(PSRS-1870)**

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**."

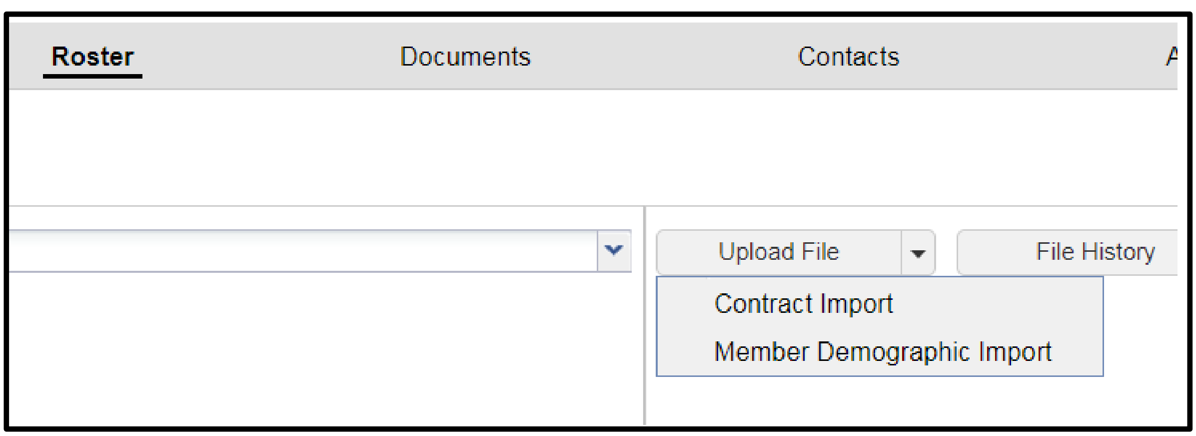
- If you attempt to view or change information for an employee who does not have a record, you will see the message, "Error – Member does not exist." In this case, use the "Create Demographic Info" option on the left-hand menu to enter this employee's information.

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

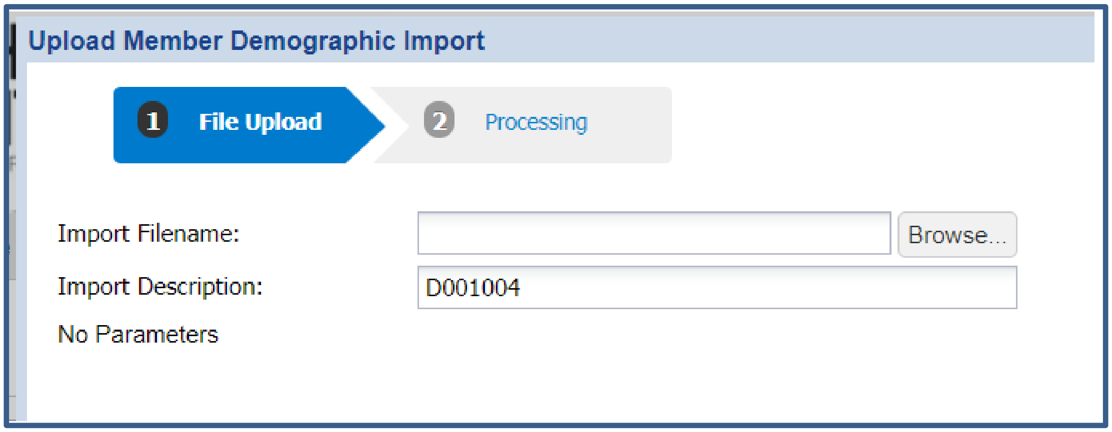
- You can end date an employee's position when the employee is not terminating all employment with you. This should be done prior to submitting the new position information in a new Member Contract Record.
- You can correct an employee's Voting Status.

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.

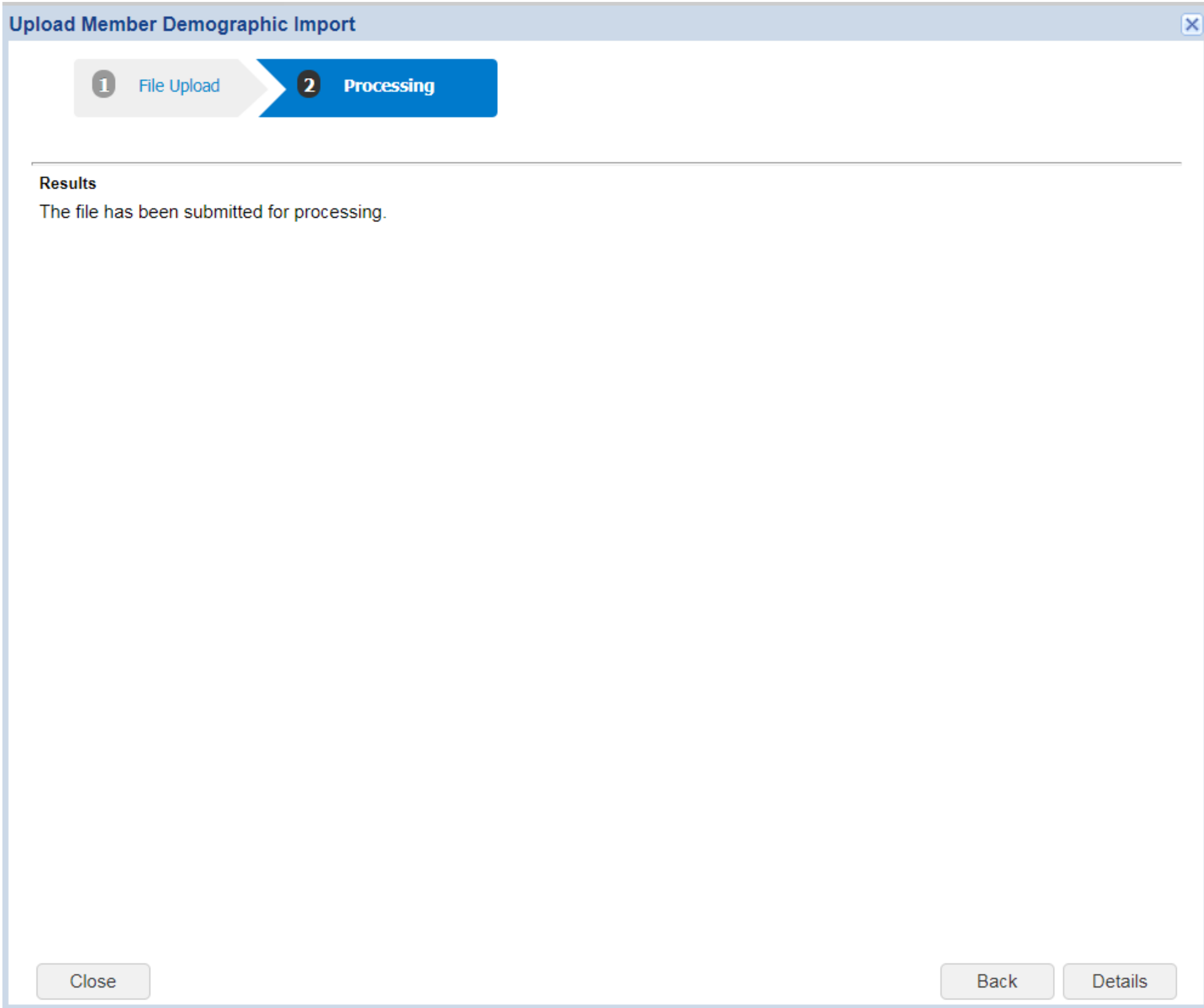


The Upload Member Demographic Import box will appear. Use the Browse button beside the Import Filename field to look through your files for the demographic file you would like to import. The Import Description populates the "D" code to show that this is a demographic file and your school number will 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.)



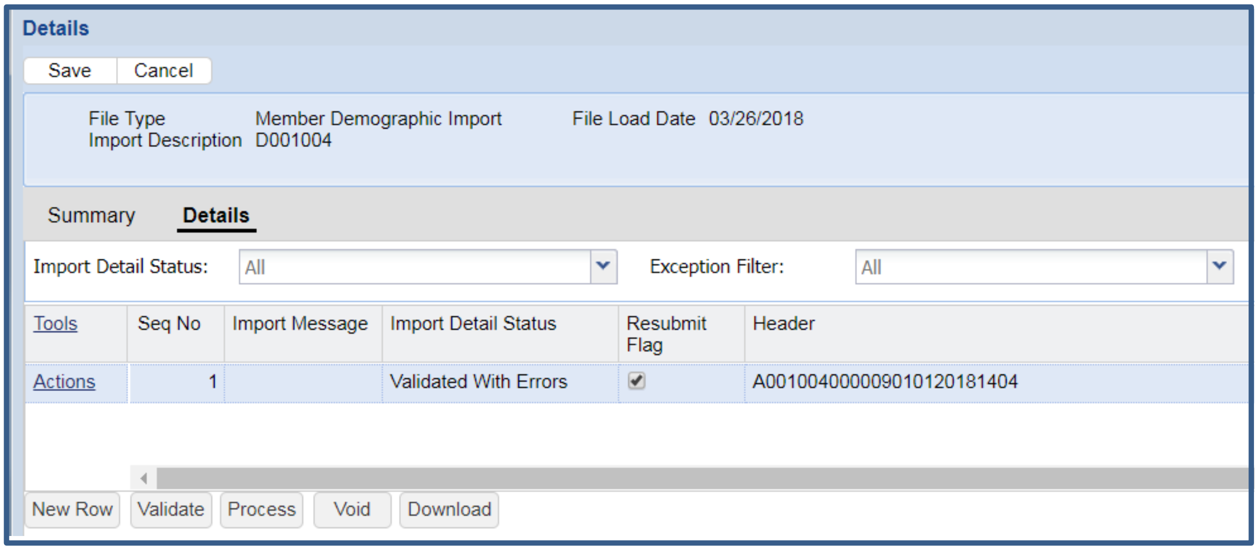
When you have found the file you would like to import and made any desired changes to the Import Description, click the Next button at the bottom right of the screen to continue to processing.

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.

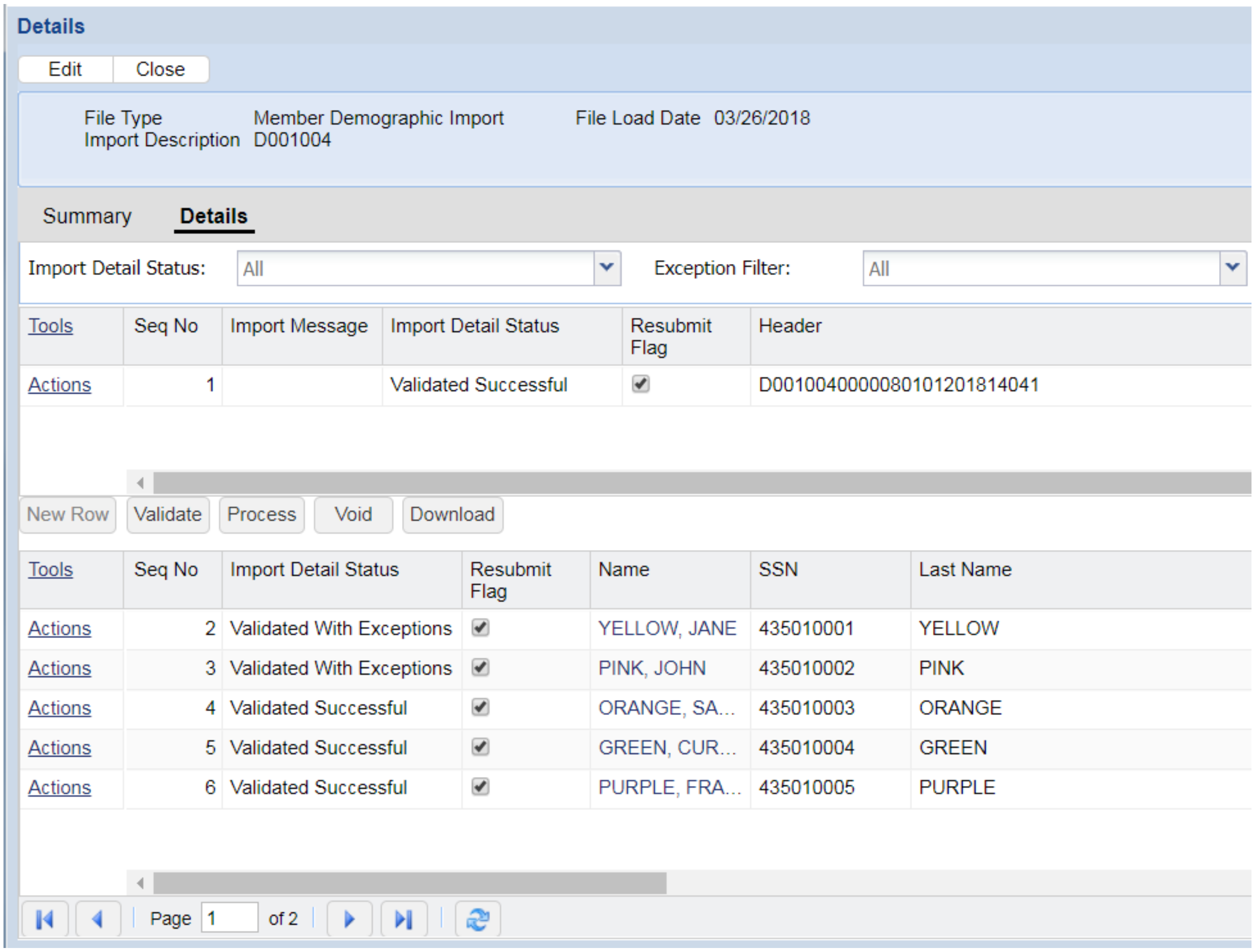
New: Files are accepted into ESS even if there is a corrupted file header row. In our example below, the header row has been Validated with Errors. At this point, the rest of the file has not been reviewed against the rest of the system validations. The header must be corrected to continue processing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



Details

Edit | Close

File Type Member Demographic Import File Load Date 03/26/2018
Import Description D001004

Summary **Details**

Import Detail Status: All Exception Filter: All

Tools	Seq No	Import Message	Import Detail Status	Resubmit Flag	Header
Actions	1		Validated Successful	✔	D0010040000080101201814041

New Row | Validate | Process | Void | Download

Tools	Seq No	Import Detail Status	Resubmit Flag	Name	SSN	Last Name
Actions	2	Validated With Exceptions	✔	YELLOW, JANE	435010001	YELLOW
Actions	3	Validated With Exceptions	✔	PINK, JOHN	435010002	PINK
Actions	4	Validated Successful	✔	ORANGE, SA...	435010003	ORANGE
Actions	5	Validated Successful	✔	GREEN, CUR...	435010004	GREEN
Actions	6	Validated Successful	✔	PURPLE, FRA...	435010005	PURPLE

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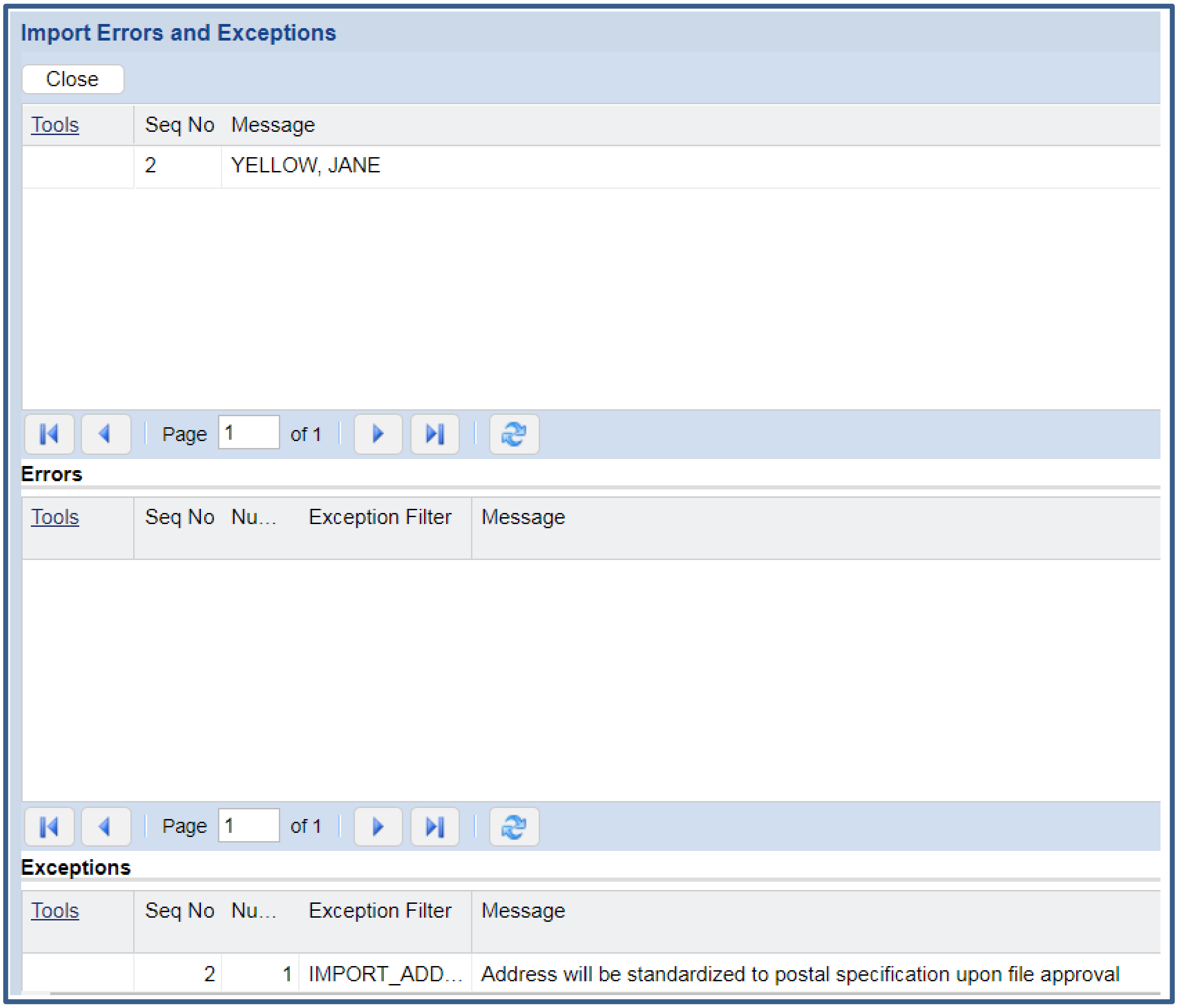
Invalid and Exception records may also be viewed on an individual line using the Actions button at the beginning of the transaction line.

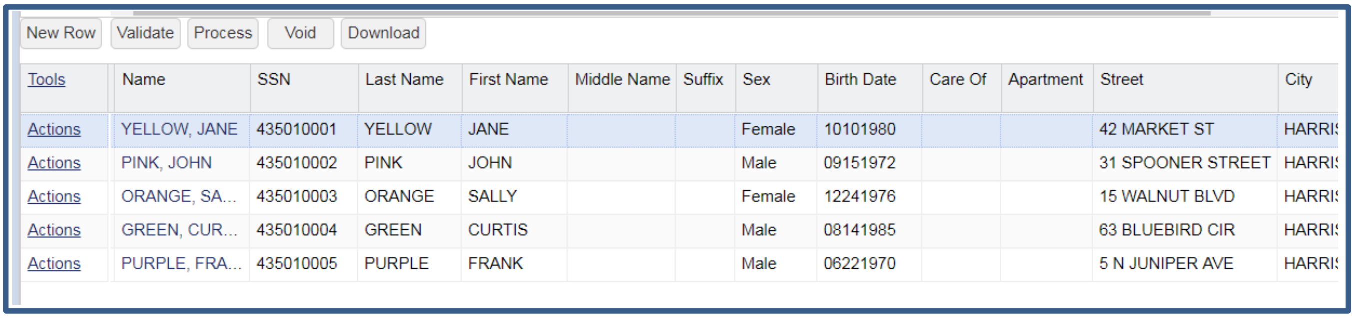
For example, when Jane Yellow's Actions button is clicked, select the Show Errors option to see what validations failed for this record. The exception is this case is a warning stating that the address will be standardized based on the postal specifications.



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.



New Row | Validate | Process | Void | Download

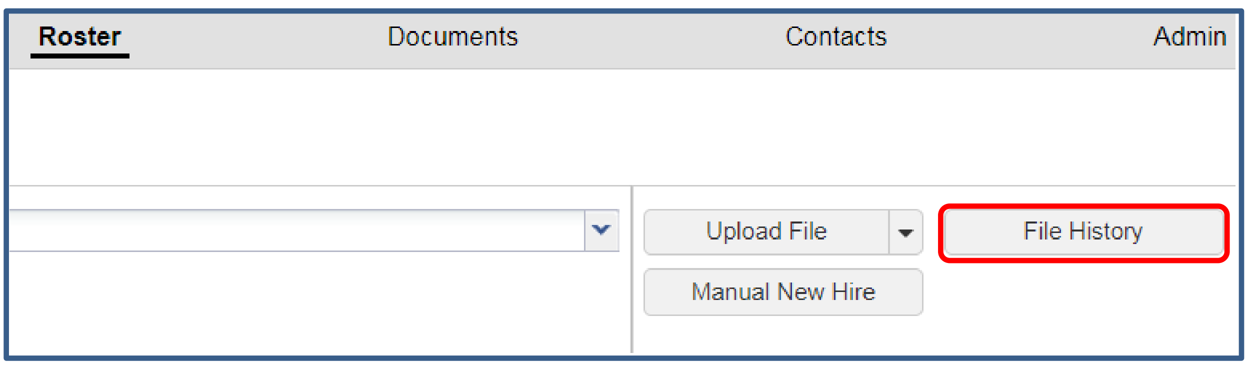
Tools	Name	SSN	Last Name	First Name	Middle Name	Suffix	Sex	Birth Date	Care Of	Apartment	Street	City
Actions	YELLOW, JANE	435010001	YELLOW	JANE			Female	10101980			42 MARKET ST	HARRI
Actions	PINK, JOHN	435010002	PINK	JOHN			Male	09151972			31 SPOONER STREET	HARRI
Actions	ORANGE, SA...	435010003	ORANGE	SALLY			Female	12241976			15 WALNUT BLVD	HARRI
Actions	GREEN, CUR...	435010004	GREEN	CURTIS			Male	08141985			63 BLUEBIRD CIR	HARRI
Actions	PURPLE, FRA...	435010005	PURPLE	FRANK			Male	06221970			5 N JUNIPER AVE	HARRI

Can I continue working on my file later?

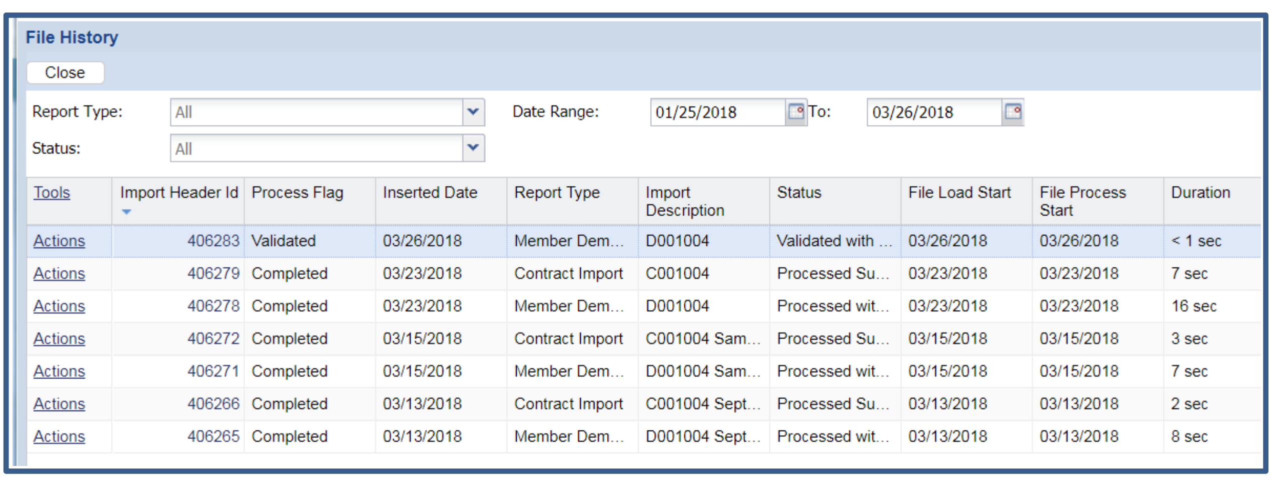
Yes. If you are working within your file and realize that you can't complete it during this sitting be sure to save all edits made, validate, and use the Close button at the top left to leave the Details page.

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.



File History

Close

Report Type: All — Date Range: 01/25/2018 To: 03/26/2018

Status: All

Tools	Import Header Id	Process Flag	Inserted Date	Report Type	Import Description	Status	File Load Start	File Process Start	Duration
Actions	406283	Validated	03/26/2018	Member Dem...	D001004	Validated with ...	03/26/2018	03/26/2018	< 1 sec
Actions	406279	Completed	03/23/2018	Contract Import	C001004	Processed Su...	03/23/2018	03/23/2018	7 sec
Actions	406278	Completed	03/23/2018	Member Dem...	D001004	Processed wit...	03/23/2018	03/23/2018	16 sec
Actions	406272	Completed	03/15/2018	Contract Import	C001004 Sam...	Processed Su...	03/15/2018	03/15/2018	3 sec
Actions	406271	Completed	03/15/2018	Member Dem...	D001004 Sam...	Processed wit...	03/15/2018	03/15/2018	7 sec
Actions	406266	Completed	03/13/2018	Contract Import	C001004 Sept...	Processed Su...	03/13/2018	03/13/2018	2 sec
Actions	406265	Completed	03/13/2018	Member Dem...	D001004 Sept...	Processed wit...	03/13/2018	03/13/2018	8 sec

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

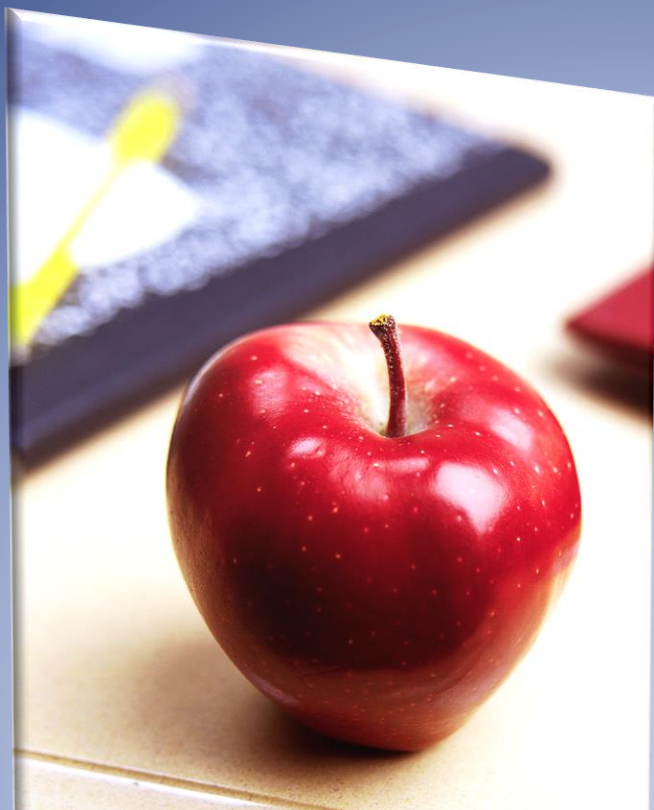
Report Type: All   Date Range: 11/06/2017 To: 01/05/2018

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.

2018



Employers' Reference Manual – Chapter 4

Public School Employees' Retirement System

5 N. 5th Street
Harrisburg PA 17101-1905
Phone 1.866.353.1844
Fax 717.772.3860
Email ContactESC@pa.gov
www.psers.pa.gov

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Chapter 4
Member Contract Records

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. See the Chapter 3: *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, a 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
- Voting Status (certified or non-certified position)
- Items relating to a terminated or deceased employee (Balance of Contract and Outstanding Service Credit status)

In general, a Member Contract Record should be created for EACH job a school employee works. If an employee works for multiple employers, a Member Contract Record needs to be submitted by each employer. If an employee works multiple positions for a single employer, this may or may not require multiple Member Contract Records. To determine whether multiple contract Records are required, see the next section *Employee Working Multiple Jobs for One Employer*.

Employee Working Multiple Jobs for One Employer

It is not unusual for an employee to work more than one job for a single employer. For example, a teacher may coach a sports team or help at lunchtime. 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.

Example: A full-time teacher chaperones a school activity, takes tickets for an event, and oversees a 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.

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.

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.

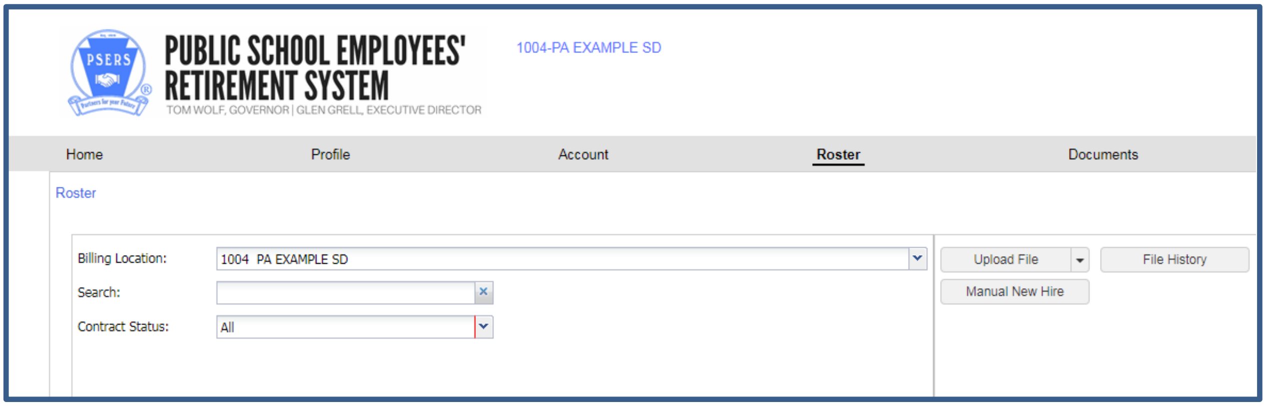
How are Member Contract Records Transmitted to PSERS?

All Member Contract Records are transmitted to PSERS through the Employer Self Service (ESS) portal. There are two ways to submit the information to PSERS using ESS:

1. File Upload – for a batch of employees, by uploading a file into ESS that was exported from your payroll/HR software system
2. Online System - for an individual employee, by entering them into the online system one at a time

Either way, you begin by accessing the system:

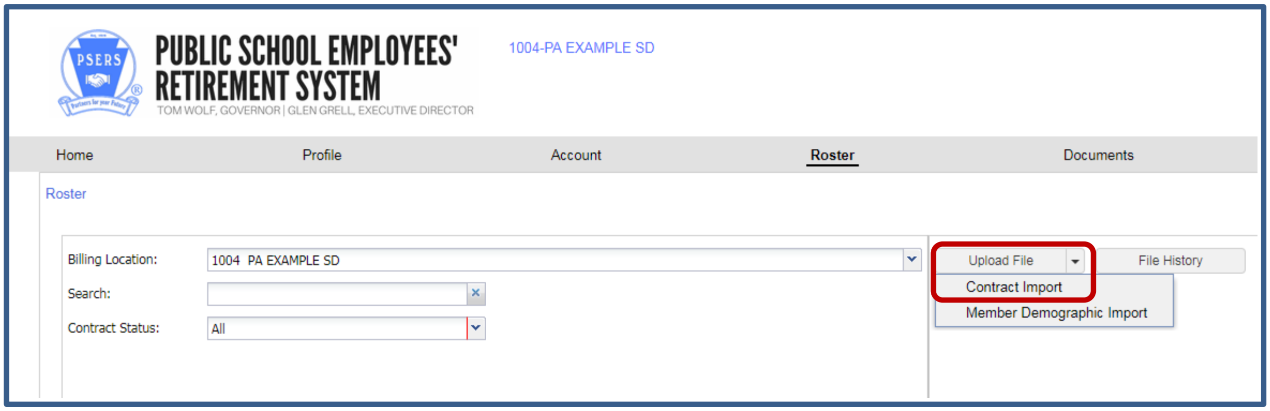
1. Access the Employer Services window in the online system. If you are not familiar with how to do this, see Chapter 1: *Accessing the Online System*.
2. Login to ESS and click on the Roster Tab located across the top banner above the **Dashboard**.


PUBLIC SCHOOL EMPLOYEES' RETIREMENT SYSTEM
TOM WOLF, GOVERNOR | GLEN GRELL, EXECUTIVE DIRECTOR
1004-PA EXAMPLE SD
Home
Profile
Account
Roster
Documents
Roster
Billing Location:
1004 PA EXAMPLE SD
Search:
Contract Status:
All
Upload File
File History
Manual New Hire

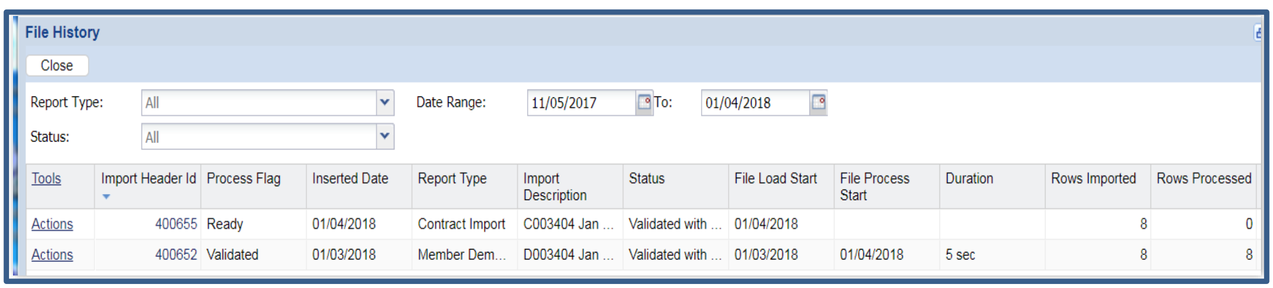
Member Contract Record Sub-Menus

There are 3 action buttons on the Roster Tab

- **Upload File/Contract Import** lets you submit new records and make changes to existing records by uploading a file that was exported from your payroll/HR software system. In this case, you must upload a file in the correct format. See *Uploading a Member Contract Information File* explained later in this chapter.

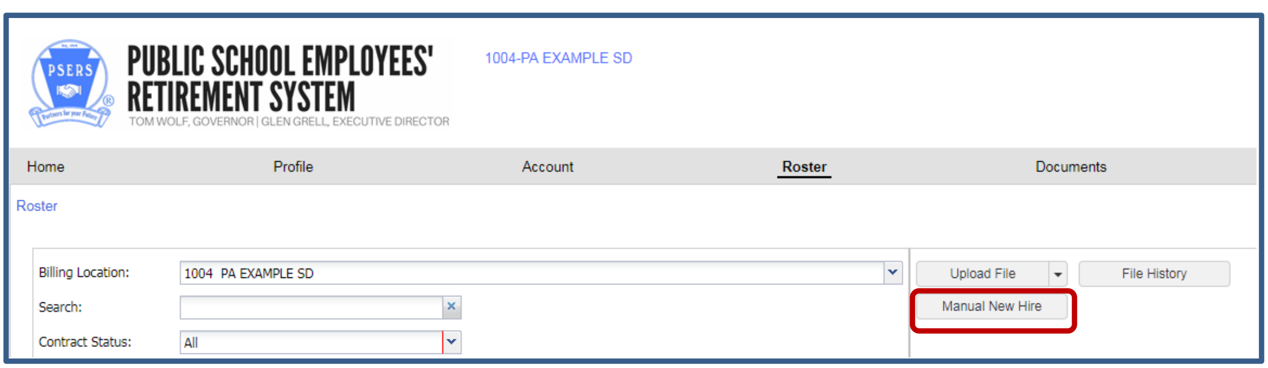


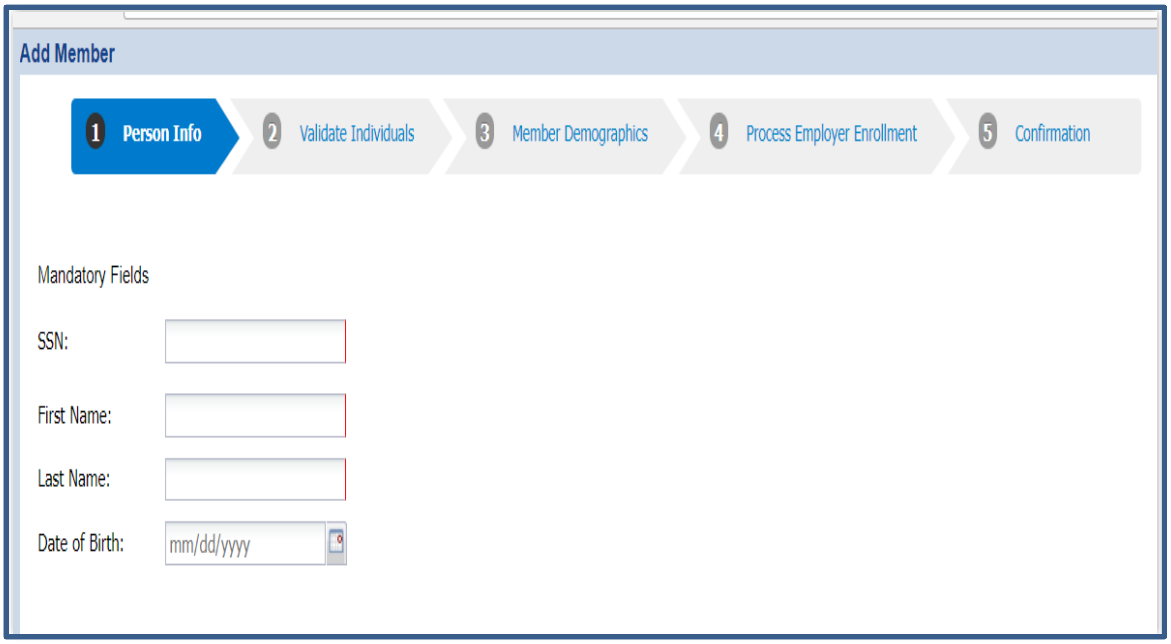
- **File History** is used in connection with the File Upload option. See *Uploading a Member Contract Information File* explained later in this chapter for more information in this option.



Tools	Import Header Id	Process Flag	Inserted Date	Report Type	Import Description	Status	File Load Start	File Process Start	Duration	Rows Imported	Rows Processed
Actions	400655	Ready	01/04/2018	Contract Import	C003404 Jan ...	Validated with ...	01/04/2018			8	0
Actions	400652	Validated	01/03/2018	Member Dem...	D003404 Jan ...	Validated with ...	01/03/2018	01/04/2018	5 sec	8	8

- **Manual New Hire** for entering Demographic and Contract information for new hires manually.





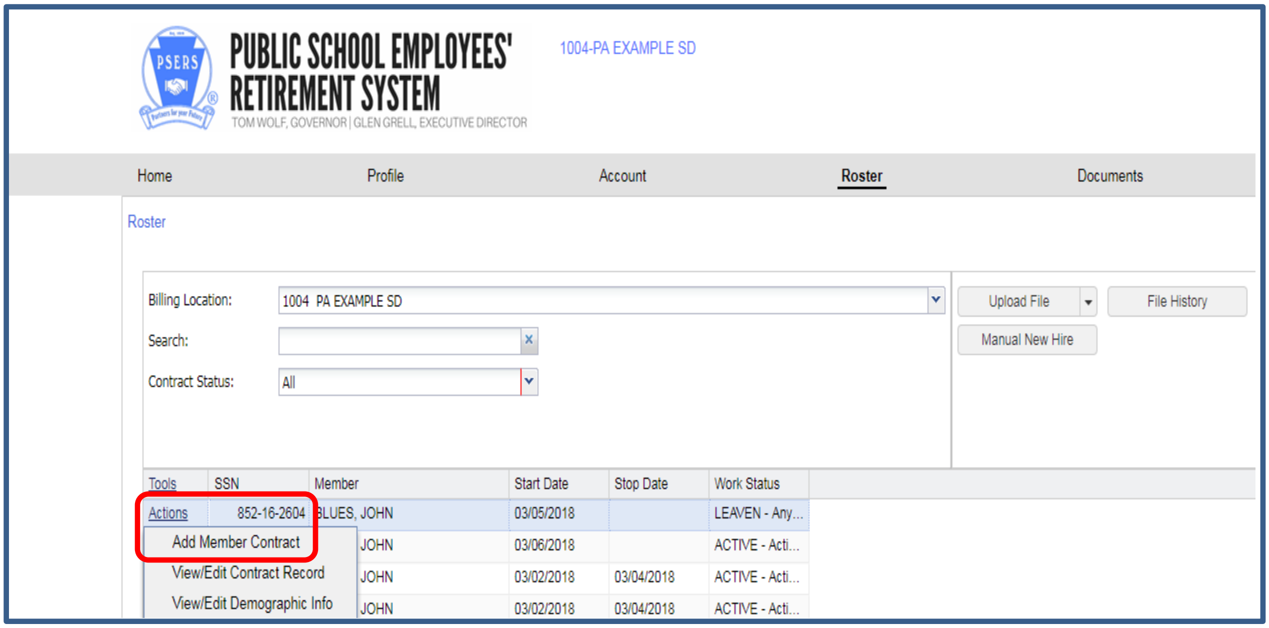
Using the Add Member Contract Action Button

Add Member Contract

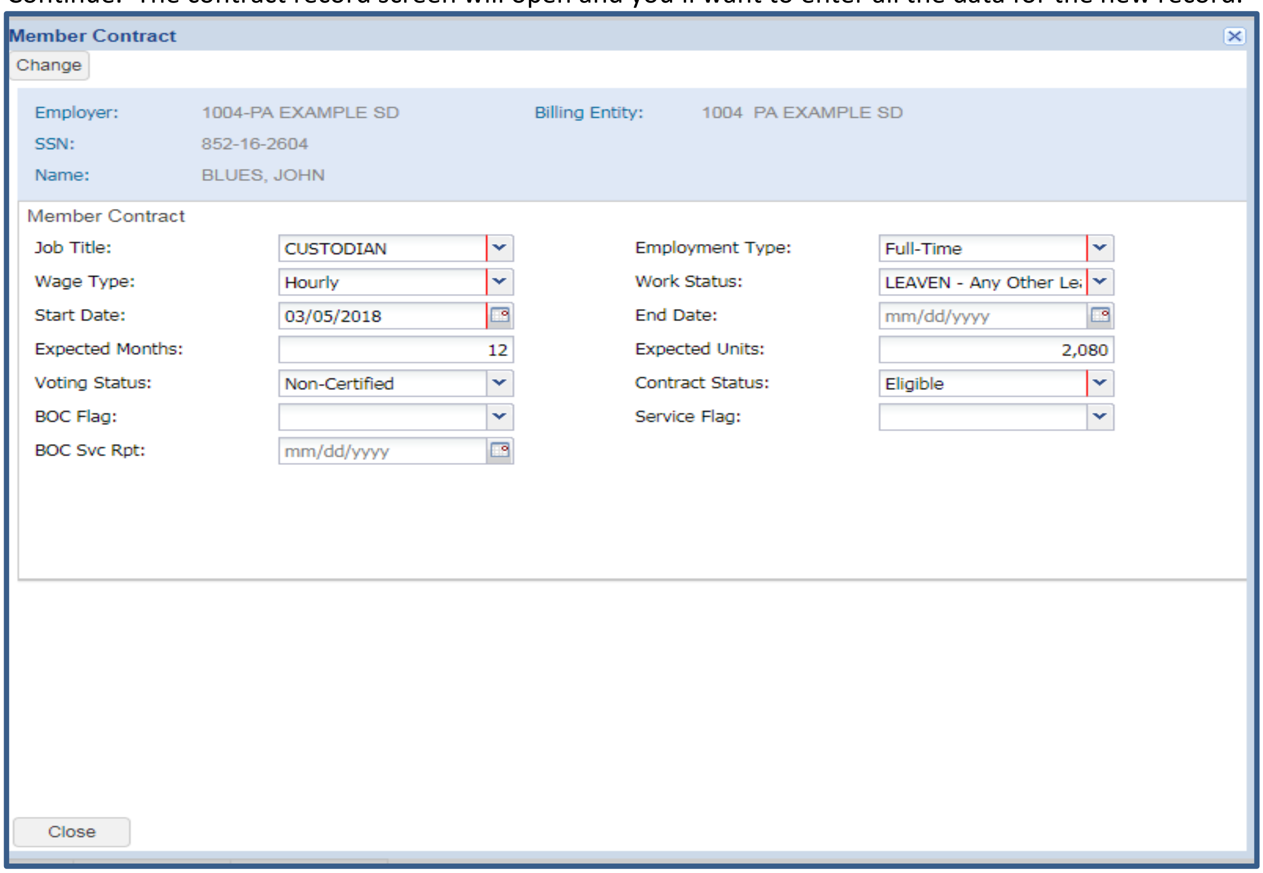
To manually enter a contract for a district new hire, please refer to Chapter 3 of the Employers' Reference Manual under the Manual New Hire.

Place the employee's full Social Security Number

Click on the actions button on the left side of the screen next to a members' name, click "**Add Member Contract**."



This will open a new window that identifies the School District you are creating the record for. Click Continue. The contract record screen will open and you'll want to enter all the data for the new record.



Member Contract Information Window

The fields at the top of this screen are displayed for reference but cannot be edited. In the other fields on this screen, enter information about the employee's position.

If the employee works more than one job for you, it may or may not be necessary to enter multiple Member Contract Records for this employee. To determine this, see *Employee Working Multiple Jobs for One Employer referenced earlier in this chapter*.

The fields on this screen are:

- **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 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 *Work Status Descriptions* explained later in this chapter.

- **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, 2016. Enter the Work Status as "ACTIVE - Actively Working" and enter the Start Date as 08/16/2016.

Example: When an employee resigns, his last day of paid work will be the start date of his termination contract. If the employees last paid day of service was on June 15, 2016, and the resignation is received on August 1, 2016, the Work Status Start Date is 06/15/2016 unless the employee is granted a leave after June 15, 2016.

- **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 the school employee is initiating a leave of absence or terminating employment, PSERS will automatically enter the End Date on the Member Contract Record that is being end dated based on the submission of the leave or termination record's Start Date. You do not need to submit two transactions.

  Example: A teacher is hired. The teacher is expected to continue working 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 08/23/2010. The member is initiating an unpaid leave on 10/01/2017 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 10/01/2017. When the LEAVEN Contract Record is approved, the ACTIVE (Actively Working) Contract Record automatically will be end dated with a date of 09/30/2017. 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). 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 assumed 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".

- **Contract Status:** The contract status will be Eligible for all new contracts except for an Active Waiver Record, in which case the contract status should be set to Pending Waiver.

- **BOC Flag:** This 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.”

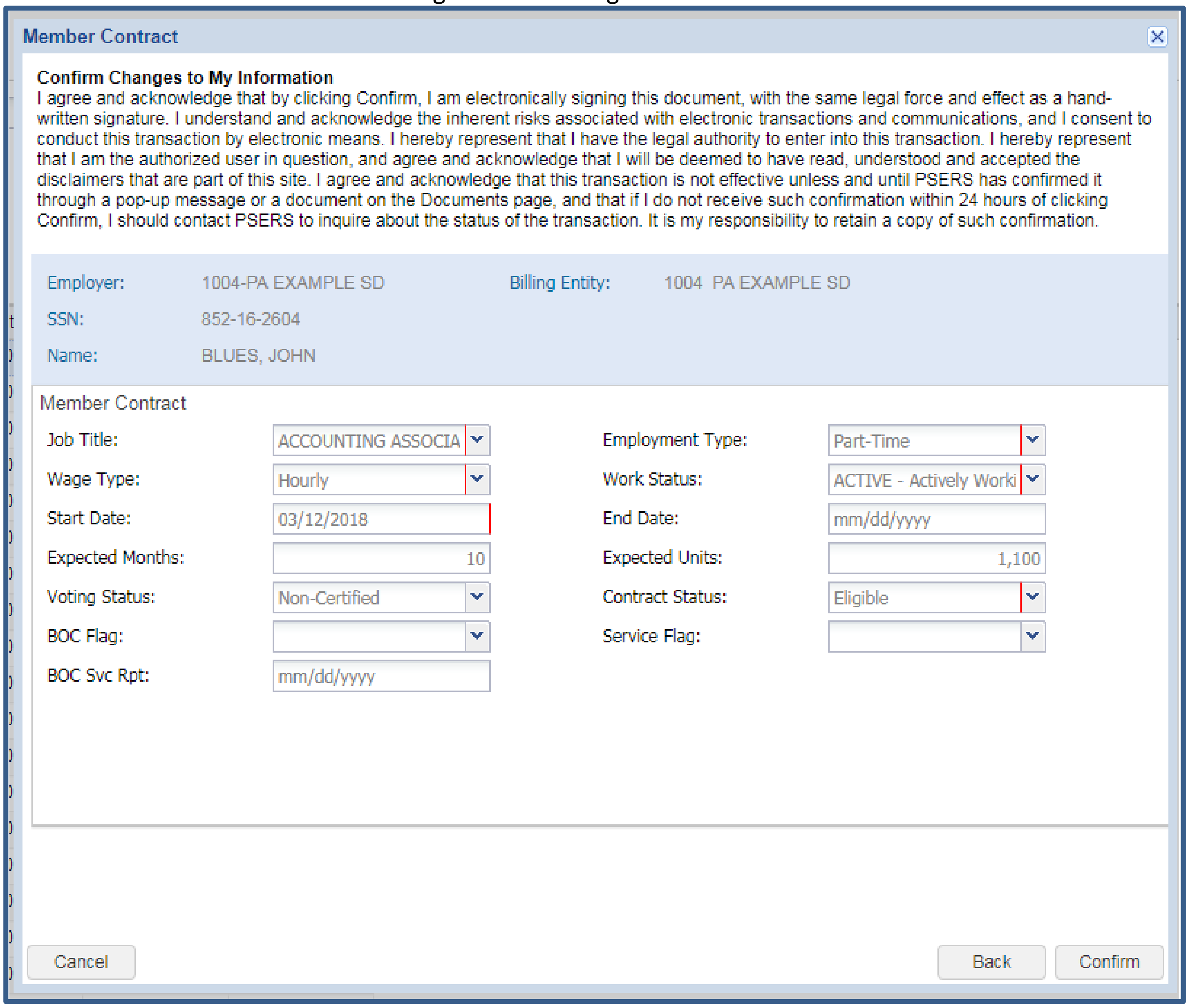
- **BOC/SVC End Date – MM/YYYY:** If either the BOC Flag or the Outstanding Service Credit Flag is set to “Yes,” enter the month in which the last piece of information (e.g., salary, days, hours, etc.) will be reported to PSERS. After the Work Report for that month has been submitted, PSERS will assume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

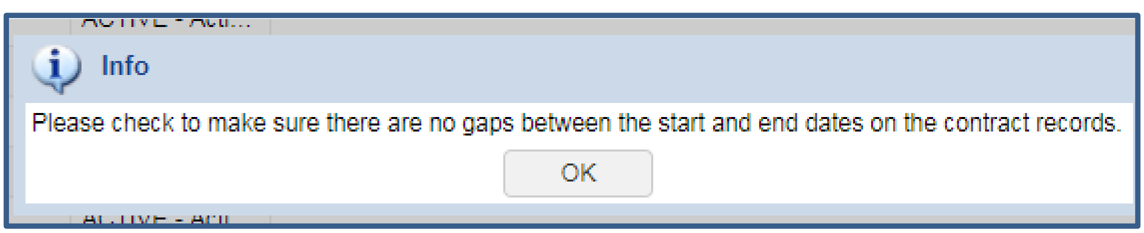
  The BOC/SVC End Date cannot be more than three months from the Work Status Start Date. Example: If an employee terminates on June 3rd, the BOC/SVC End Date must be September or earlier.

Saving the Member Contract Record

When you are done entering information, click "**Save**." You will be brought to a confirmation screen. If everything is acceptable you'll want to click "**Confirm**" This will close the screen and a new row will appear for that member in your Roster Tab.

At this point, the record has been saved. You may **not** make additional changes to the contract except to enter a contract end date and changes to the voting status.





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 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. 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. 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. 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:** Select this Work Status if a part-time employee has requested a waiver from PSERS membership and meets the eligibility requirements outlined in Chapter 2: *Membership – Mandatory, Optional and Prohibited*. PSERS will send a packet of information to the employee automatically, explaining how waivers work and providing a *Membership Waiver* (PSRS-51) form.
- **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").

  "ACTMLC - Activated Military Contributing Leave" should not be used to report an employee who **volunteers** to join the Military Service or National Guard. In that case, the Work Status should be "LEAVEN – Any Other Leave Not Listed (Non-Contributing)" or "TRMNTN – Termination" as appropriate.

  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. 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. 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 leaves which began before July 1, 2013. This Work Status may <u>not</u> 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.

View/Edit Member Contract

End Dating an Employee's Member Contract Record

From the Roster Tab click the **Action** button next to the contract record you want to end date, click "**View/Edit Contract Record**" to view and/or end date an employee's current Member Contract Record.

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.

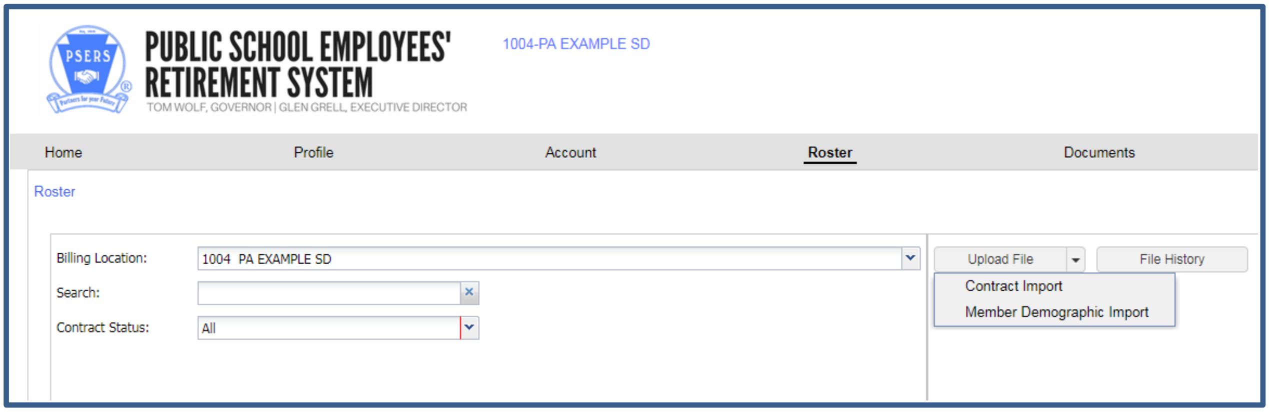
Uploading a Member Contract Information File

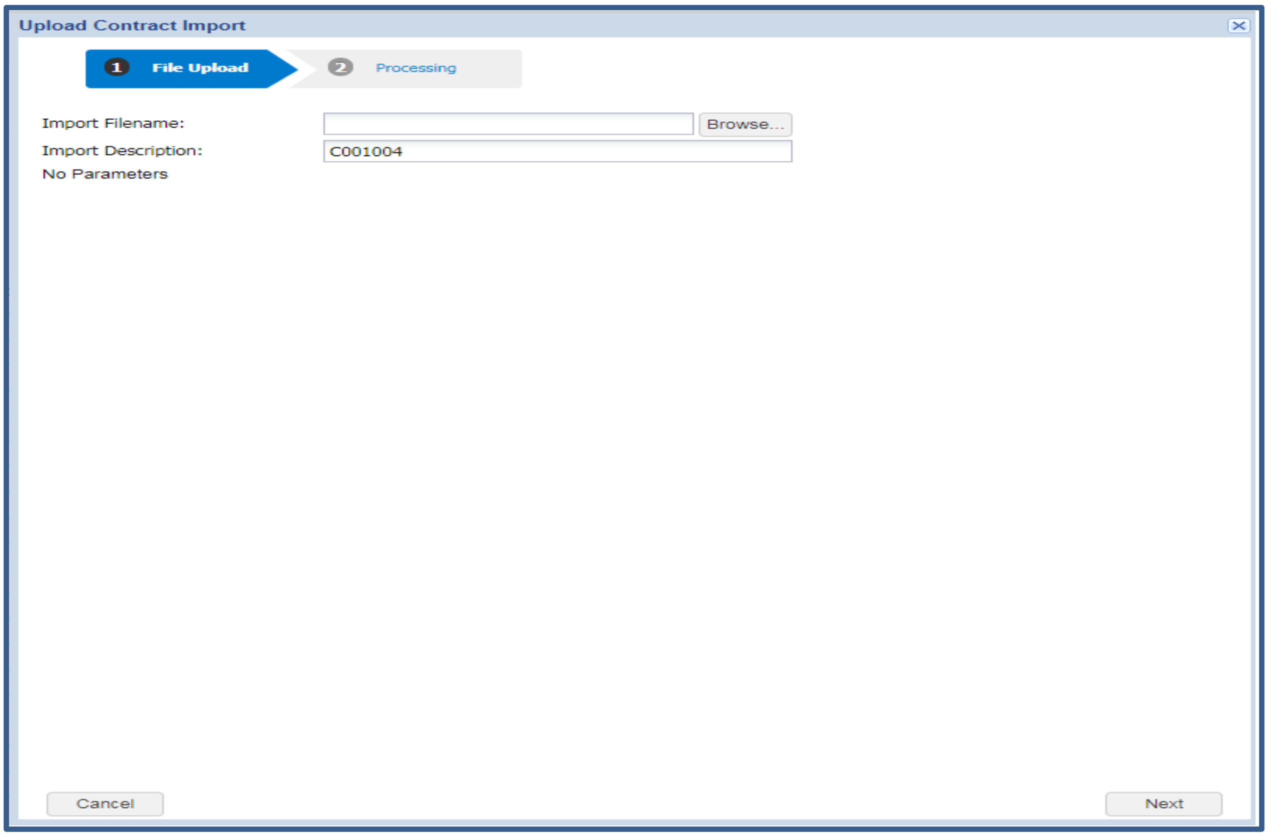
Member Contract Records – Create by Uploading a File

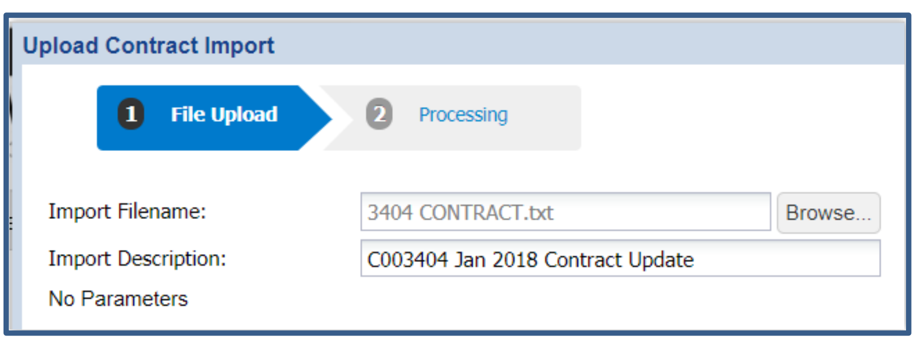
You can submit multiple Member Contract Records at once, by uploading a file to the online system. You may use this procedure to submit as few or as many Member Contract Records as you want, but if you only need to submit a small number of Member Contract Records, you may find it easier to enter them directly online – see Create *Member Contract* explained earlier in this chapter.

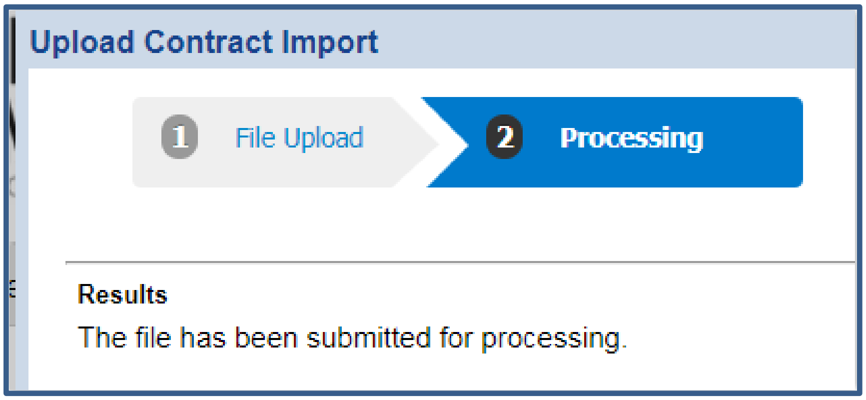
Submit Member Contract Records to PSERS whenever you hire a new employee and whenever an employee's work status and/or position change.

Before a Member Contract Record can be submitted for an employee, Member Demographic Information must be on file with PSERS for that employee. See Chapter 3*: Member Demographic Information* for more information.


PUBLIC SCHOOL EMPLOYEES' RETIREMENT SYSTEM
TOM WOLF, GOVERNOR | GLEN GRELL, EXECUTIVE DIRECTOR
1004-PA EXAMPLE SD
Home
Profile
Account
Roster
Documents
Roster
Billing Location:
1004 PA EXAMPLE SD
Search:
Contract Status:
All
Upload File
File History
Contract Import
Member Demographic Import


Upload Contract Import
1 File Upload
2 Processing
Import Filename:
Browse...
Import Description:
C001004
No Parameters
Cancel
Next


Upload Contract Import
1 File Upload
2 Processing
Import Filename:
3404 CONTRACT.txt
Browse...
Import Description:
C003404 Jan 2018 Contract Update
No Parameters



There are seven steps involved in submitting a file upload:

1. **Create** a file in the correct format. In most cases, this involves exporting the file from your payroll/HR software system. Name the file as specified in the PSERS Filename Convention, described later in this chapter. The file format is detailed under Chapter 18*: Standard File Format*.
2. **Upload** the file to PSERS, as described later in this chapter.
3. **Validate** the file to check for any errors or exceptions. PSERS will validate the file immediately upon submission.
4. **Fix** the records with errors. Go into the details of the file by clicking "**Details**". Any records that contain errors or exceptions will be flagged for you to examine. Exceptions are shown for your information. You may submit records with exceptions still in place, but you should be aware of what the issue is with the record before doing so.
5. **Save** the file after completing the changes.
6. **Validate** the file
7. **Process** the file once all exceptions are verified and all errors are corrected.

First, access the **Roster Tab**.

- Click the action button "**File upload"**
- Click "**Contract Import**"
- Click "**Browse**" to locate the file created by your payroll software to be uploaded to PSERS. This file must be in the correct format. Name the file as specified in the PSERS Filename Convention:

  A **Contract Information** filename must begin with your PSERS Employer Code followed by the 2-digit month, and the 4-digit year.

  Example: Employer 1234 is submitting a Member Contract Record file in July 2018. The file would be named: cntr001234072018.v3d

- After selecting the file, you must enter a brief description of the file in the **Description** field. After the file is transmitted, you will no longer see the file name. Instead, you will only see the description you entered.

  The description should contain the following:

  - ✓ Your Employer Code.
  - ✓ Name of the File on which you are working.
  - ✓ The 4-digit year and the 2-digit month.

  Sample Description: Employer 1234 is submitting a Member Contract Record file in August 2018. The description should be:

  1234 CR 201808

If you want to clear the information you entered into this window, click "Cancel." This will empty all the fields on the screen so you can start over.

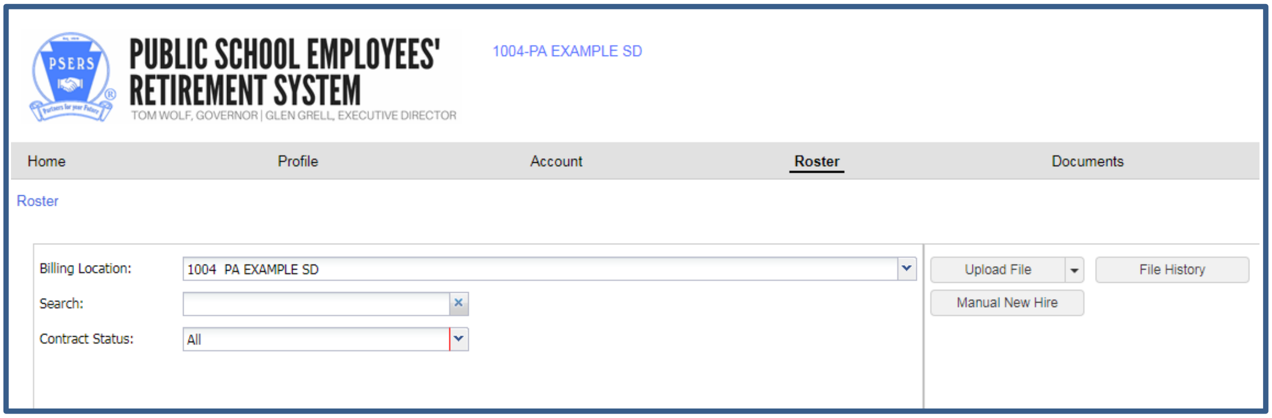
- When you are ready to transmit the file, click "**Next**" This transmits the file to PSERS. *Do not click this button more than once, even if it seems to be taking a long time*.
- Once the file has processed you can close the window and use the **File History** button which will display the following:

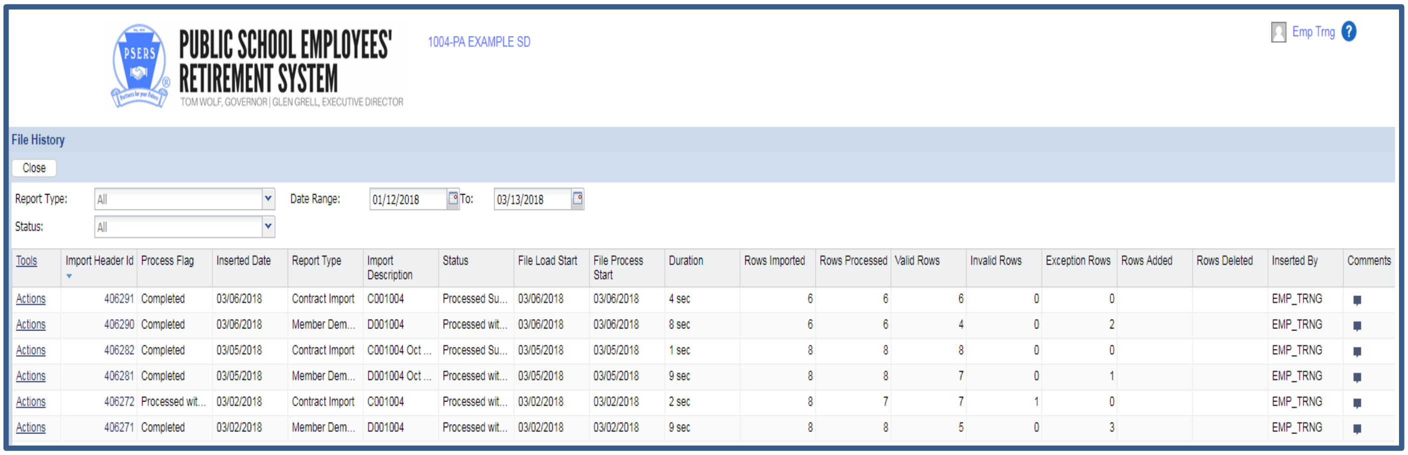
Records Transmitted: 330	*shows number of records that were transmitted from the file*
Records Validated: 330	*shows number of records that were validated*
Valid Records: 327	*shows number of records that passed validation check*
Invalid Records: 3	*shows number of records that failed validation check*
Exception Records: 3	*shows number of records with exceptions*
Elapsed Time: 900ms	*shows amount of time the upload and validation check took*

You can then click on the **Action button** and click "**Details**" to view the file. Or you can click the "**Details**" button directly from the File Processed successfully window after you clicked "**Next**"

Member Contract Info Work Area – File History

After uploading a file, you can click the “**File History**” button. The File History screen displays:





Tools	Import Header Id	Process Flag	Inserted Date	Report Type	Import Description	Status	File Load Start	File Process Start	Duration	Rows Imported	Rows Processed	Valid Rows	Invalid Rows	Exception Rows	Rows Added	Rows Deleted	Inserted By	Comments
Actions	406291	Completed	03/06/2018	Contract Import	C001004	Processed Su...	03/06/2018	03/06/2018	4 sec	6	6	6	0	0			EMP_TRNG	
Actions	406290	Completed	03/06/2018	Member Dem...	D001004	Processed wit...	03/06/2018	03/06/2018	8 sec	6	6	4	0	2			EMP_TRNG	
Actions	406282	Completed	03/05/2018	Contract Import	C001004 Oct ...	Processed Su...	03/05/2018	03/05/2018	1 sec	8	8	8	0	0			EMP_TRNG	
Actions	406281	Completed	03/05/2018	Member Dem...	D001004 Oct ...	Processed wit...	03/05/2018	03/05/2018	9 sec	8	8	7	0	1			EMP_TRNG	
Actions	406272	Processed wit...	03/02/2018	Contract Import	C001004	Processed wit...	03/02/2018	03/02/2018	2 sec	8	7	7	1	0			EMP_TRNG	
Actions	406271	Completed	03/02/2018	Member Dem...	D001004	Processed wit...	03/02/2018	03/02/2018	9 sec	8	8	5	0	3			EMP_TRNG	

Viewing the Work Area

Created by File Upload

The Work Area window displays the file that was just uploaded as well as files that were uploaded in the past. From the Work Area window, you have the following options:

- **Status:** Use this drop-down menu to view only files that meet a certain criterion.

  All - displays all files you have transmitted to the system. You will see an option to continue to the next “page” in the file list if there are more files than fit on the screen.

  Validated - displays only files that have been through the validation check but have not yet been approved

- **Actions**- Click on process to approve the file once all edits have been made.

  Note: When you are ready to approve a file, change the status in the drop-down box from “All” to “Validated” so that the only files visible are those that have not been approved yet. Select the desired file clicking the "**Actions**" button the click "**process**" Use the **Void** button to delete the file.

- Select one or more files and click "Validate" to validate the records in the selected file(s). Validation checks that the records in the uploaded file are in the correct format and that all necessary information is included. You will need to correct any records that do not pass the validation check before they can be submitted to PSERS.
- **Delete File:** Click the "**Actions**" button and click "**Void**". This can only be done before a file has been approved for submission to PSERS. Use this if a file contains too many errors to correct and you want to delete it and upload a new file instead.
- **Approve:** You should only approve the files after you have made all the necessary changes and you are ready to submit the records. Once you approve the file, you cannot delete or change it. For efficiency purposes, PSERS releases Work Reports and Work Report Adjustment files twice daily (mid-day and early evening).

  If you approve the file but some of the records still contain errors, those records will NOT be posted to the system. At this point, they cannot be fixed and submitted to PSERS. Instead, use the "View/Edit Member Contract Info" back in the **Roster Tab** to correct the record(s) that erred and did not post.

  For all of these reasons, a file should only be approved if the display indicates that ALL of the records in the file are valid. The number in the "Valid Rows" column should match the number in the "Rows Imported" column and in the "Rows Processed" column. The "Not Processed Rows" and "Invalid Rows" columns should both show "0."

  If the file contains any invalid records, those will be indicated in the "Invalid Rows" column. In this case, click "Detail" to view the records and correct the errors before approving the records.

- **Detail:** Click to view the individual records in the file. This option allows you to edit the information for a particular employee, add additional records, or delete an employee's record.

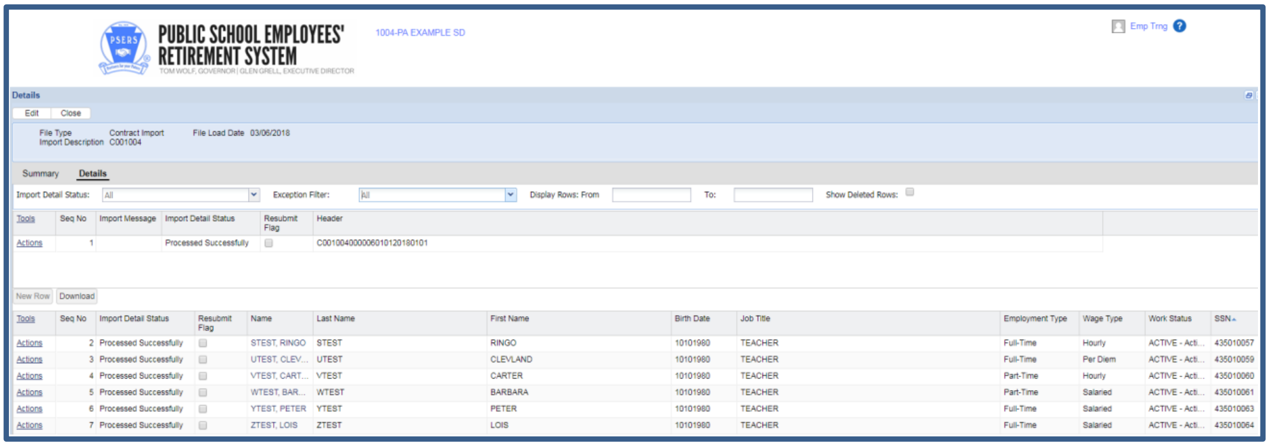
  Clicking "Detail" will take you to the Record Detail window described *in Member Contract Info Import details* –explained later in this chapter.

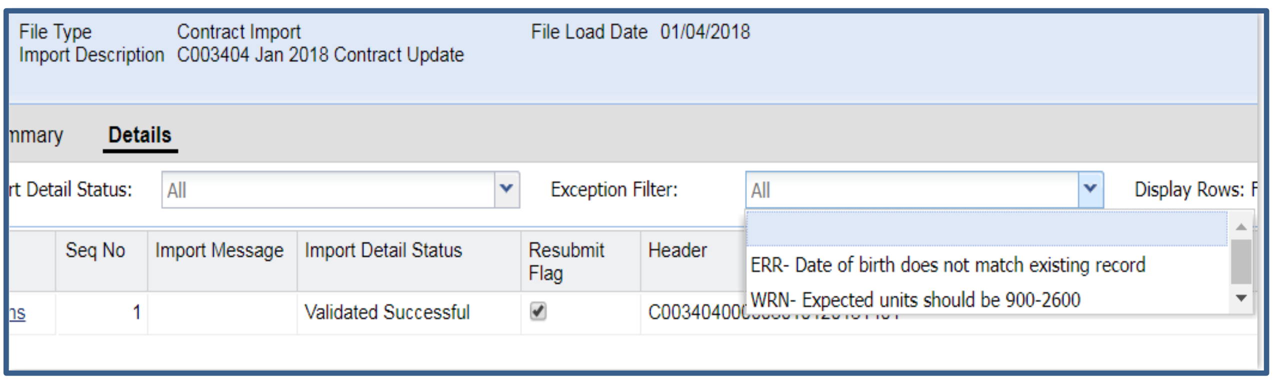
Member Contract Info Import Details

The Record Detail window in the Member Contracts is used to add to, delete, or edit the individual Member Contract Records that are included in an uploaded file.

Note: The file must be validated before the Record Detail window can be accessed for that file.

The Record Detail window looks similar to the following example:





You have the following options from the Record Detail window:

- **Status:** Use this drop-down menu to view only records that meet a certain criterion:

  All - displays all of the records in the selected file. Records with errors or exceptions will be highlighted in the list.

  Non validated - displays records that have been added or edited and have not yet been validated.

Valid - displays only records that have been through the validation check and are found to be in a valid format.

Exceptions - Records with non-standard data. They are shown for your reference so you can verify that the non-standard data is correct. These are often contribution rate discrepancies.

Invalid - displays records that have been through the validation check and are found to contain errors. You must correct all errors before the record can be submitted to PSERS.

- **Scroll:** Use the vertical scroll bar to see additional records. Use the horizontal scroll bar to view the fields in a particular record without editing that record.
- **Action Button/Delete:** Select the "Delete" check box for any records that you should delete rather than submit to PSERS. After you checked all desired records, click "Save", located under the SSN – Name column.
- **Edit:** If you need to change the information in a record, you can do so by clicking in the desired field and changing that field on the spot. If preferred, you can click "Edit" to the left of the record to edit the information in the Edit window. This window provides more information about the error(s) and exception(s) in the record. It also validates the information you add or edit.

  Near the top of the window, you will see any errors that need to be corrected for this record as well as any exceptions that you should verify are correct.

  Edit the information in each field to correct any errors. When done editing, click **"Save"** to accept the changes you made and exit from this window. Click "Cancel" to exit from this window without saving any changes.

- **Add:** Click to add another record to the current batch. You will be prompted to enter the additional employee's social security number. A new record with this social security number will be added to the Record Detail window. The other fields for this employee will be blank and will need to be filled in by editing the record. Use the "Add" function when an employee is left out of the batch by mistake or if an employee's social security number was incorrect in the file that was submitted. The social security number field cannot be edited so you would need to delete the incorrect record and add a correct record.
- **Save:** Click to save any changes you made to the records. Do this after you have finished all adding, deleting, and editing of records. If you exit the Record Detail window (for example, if you log out or go to another part of the system) without saving, you will lose ALL changes you made since the last save. In this case, any records you added will be lost, any records you deleted will be restored, and any records you edited will be returned to their previous information. It is advisable to save your work periodically during the editing session if you are editing extensively. Save twice!
- **Close:** to return to the File History Screen

You will be ready to submit your records to PSERS after you have…

- Finished adding, deleting, and editing records in the Record Detail window.
- Clicked "**Save**" to save your changes.

Click "**Close**" in the details screen to submit your finalized, saved file. This will return you to the File History window.

Change "Status" to display only "**Validated**" files. Then, click the "**Actions**" button of the file you want to submit and finally click "**Process**" to send the file to PSERS.

NOTE: To delete a file - change "**Status**" to display only "**Validated**" files. Then, click the **Action button** to select the file and finally click "**Void.**"

When you click "**process"** you will see: Completed under the Process Flag column when processing is complete.

The file has now been submitted to PSERS. It will continue to show in the File History Screen for review if needed, though no changes can be made at that time.

Saving Your Changes

After adding, deleting, or editing any records in the Record Detail window always save your work. To save, click "**Apply**" to stay in edit mode. Click "**Save**" will save the information and take you out of edit mode.

Submitting the Records to PSERS

For information on how to submit a Member Contract Record to *PSERS see Uploading a Member Contract Information File* explained earlier in this chapter.

Member Contract Records – Changing Information for an Employee

When an Employee…

- goes on leave
- terminates all jobs with you
- dies
- is furloughed

Submit a single new Member Contract Record with Work Status set to the appropriate leave, or "TRMNTN - Termination," or "DECESD - Deceased." Set the Work Status Start Date to the date the leave began, or the date of termination or the date of death. In the case of termination or death, also set the BOC Flag, Outstanding Service Credit Flag, and BOC/Svc End Date fields to appropriate values. All of the employee's other Member Contract Records will be end-dated automatically.

When an Employee…

- returns from a leave
- begins a new job with you
- receives a waiver denial

Submit a new Member Contract Record for each job the employee will be working for you. If the employee is returning from leave, the Member Contract Record(s) showing the leave will be end-dated automatically. (Waiver denials require the employer to manually end-date previous "ACTIVW" record.) If a member furloughs submit a LEAVEN record.

When an Employee…

- requests a waiver from PSERS membership

Submit a single new Member Contract Record with Work Status set to "ACTIVW - Waiver Request" and Work Status Start Date set to the date the waiver was requested. Do not edit the existing Member Contract Record(s) for this employee.

When an Employee…

- terminates one job with you but continues working for you in another job

End-date the Member Contract Record for the position being ended as described under *End-Dating an Employee's Member Contract Record*. Contact the Employer Service Center for further assistance. See Chapter 19*: Contacting PSERS*.

Member Contract Records cannot be changed once they are created. Employers may only edit the End Date and voting status of a contract.

If an error is found in an old Contract Record, call the Employer Service Center for assistance.

Correcting an Error in a Member Contract

If you make an error when you submit a Member Contract Record, follow the directions under *End-Dating a Member Contract Record*.

If you do not catch the error until after you have submitted your next monthly Work Report, you can only change the Work Status End Date field. To change another field, contact PSERS' Employer Service Center.

Changing Member Contract Records by Submitting a File

This process is the same as submitting new Member Contract Records. See *Member Contract Records – Create by Uploading a File* for details on this process. The only field that you can edit on a Member Contract is the End Date field.

Examples

The following examples detail how to create Member Contract Records when an employee's work status changes.

Example #1: A teacher takes on a job as Principal, which involves leaving the teaching job. End-date the existing teacher Member Contract Record by setting Work Status End Date to the last date the employee will work as a teacher. Then, create a new Member Contract Record for the Principal position, with Work Status Start Date as the following day. (The first day the employee works as a Principal.)

Example #2: An employee works multiple positions for you and goes on leave. Submit a single new Member Contract Record with Work Status set to the appropriate type of leave and Work Status Start Date set to the date the leave began. PSERS will modify all of the employee's existing Member Contract Records with you automatically to reflect the leave.

If an employee works multiple positions for you and is only going on leave from one or some of these positions, contact PSERS to set just the appropriate Member Contract Records to leave and keep the others open. See Chapter 19*: Contacting PSERS*.

When an employee returns from leave, submit new Member Contract Records for the position(s) being resumed. PSERS will automatically end-date all of the leave Contract Records.

Example #3: An employee dies. Submit a single new Member Contract Record with Work Status set to "DECESD – Deceased" and Work Status Start Date set to the date of death. Also set the BOC Flag, Outstanding Service Credit Flag, and BOC/Svc End Date fields to appropriate values. PSERS will modify all of the employee's existing Member Contract Records with you automatically.

Any Member Contract Records the employee has with other employers will not be affected, since the employee may have different Balance of Contract and Outstanding Service values with each employer.

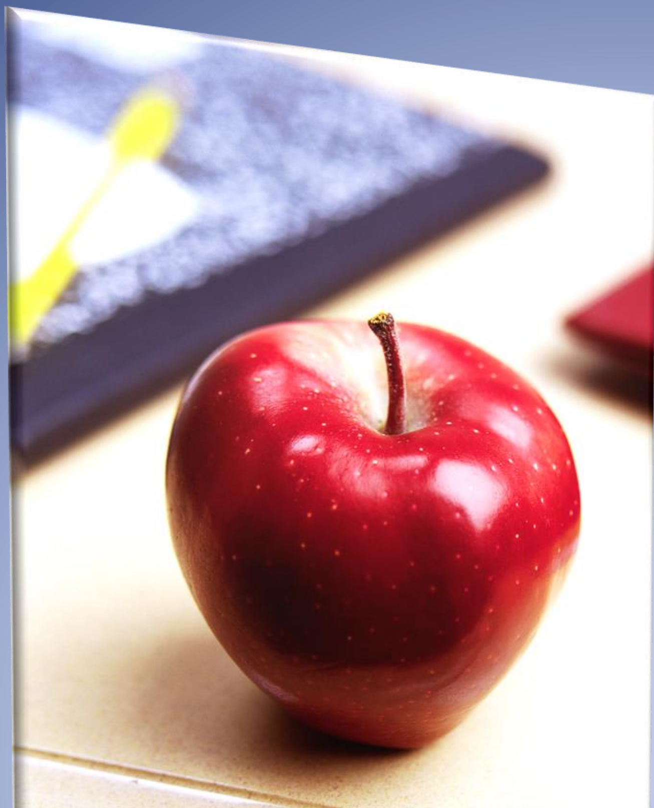
Example #4: An employee terminates all employment with you. Submit a single new Member Contract Record with Work Status set to "TRMNTN – Termination" and Work Status Start Date set to the date of termination. Also set the BOC Flag, Outstanding Service Credit Flag, and BOC/Svc End Date fields to appropriate values. PSERS will modify all of the employee's existing Member Contract Records with you automatically.

If the employee is only terminating one or more positions with you and is still working another position, do not set the Work Status to "TRMNTN - Termination." Instead, change the Work Status End Date for the positions that are ending.

Example #5: A part-time employee requests a waiver from PSERS membership. Submit a single new Member Contract Record with Work Status set to "ACTIVW - Waiver Request." Set the Work Status Start Date to the day of employment for the position being waived.

Only part-time employees can request a waiver from PSERS membership. To make sure the employee qualifies for the waiver, see *Determining if a Part-Time Employee may Waive Membership in PSERS*, found in Chapter 2: *Membership: Mandatory, Optional, and Prohibited*. When you set an employee's Work Status to indicate a waiver has been requested (ACTIVW contract), PSERS will send an informational letter to the employee automatically. This letter will explain how to contact a member field office so the employee can be counseled on how waivers work and provide a *Membership Waiver* (PSRS-51) form to be submitted by the employee. The employer is no longer required to provide this form to the employee, only to verify the existence of a qualified IRA plan.

2019



Employers' Reference Manual – Chapter 5

Public School Employees' Retirement System

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Fax 717.772.3860
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www.psers.pa.gov

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Chapter 5
PSERS Monthly Work Report (DB)

Your member demographic and contract record changes must be loaded prior to submitting your PSERS monthly work report. This Chapter describes the tasks necessary to submit the DB work report file to PSERS.

For more information on DC reporting to Voya, review the Sponsor Web User Guide found after the Employer Reference Manual on the PSERS website.

Each month you are required to report ***all*** of your eligible school employees' wages to PSERS, including all part-time employees as well as ***Class DC only employees You may exclude*** employees who have been approved to waive PSERS membership, or PSERS retirees working under one of the six Return to Service exceptions under the provisions of Act 2004-63. More information on Return to Service can be found in the *Return to Service Exceptions* publication found on the PSERS website under Publications.

All eligible school employees' retirement-covered compensation is needed for calculating the blended employer rate, which is calculated across payroll for all classes, and will assist in reconciliation with information reported to Voya for the DC component.

Work reports may be submitted through an upload process or by creating a manual work report. Work reports should be uploaded or entered manually via Employer Self-Service (ESS) by the 10^{th} of each month and then approved no later than the 20^{th} of the month for the prior month's activity. PSERS recommends that you submit your work reports prior to the due date of the Member (Employee) Contributions and Member (Employee) Purchase of Service Installment due amounts. When you submit your work report, PSERS calculates the due amounts to be charged to your PSERS' Employer Account. This knowledge will aid you in the timely and accurate submission of payments and will enable PSERS to have the total billed amounts accurately reflected on your monthly Statement of Account.

How are Work Reports Submitted to PSERS?

All work reports are submitted to PSERS through the ESS online system. You begin by accessing the system:

1. Access the Employer Services window in the online system. If you are not familiar with how to do this, see Chapter 1: "Accessing the Online System" for more information.
2. From the **Accounts tab**, click the **Upload File** drop-down menu if you are uploading a work report file or use the **Manual Report** drop-down menu if you are doing a manual work report. In both cases, select work report from the drop-down menu.

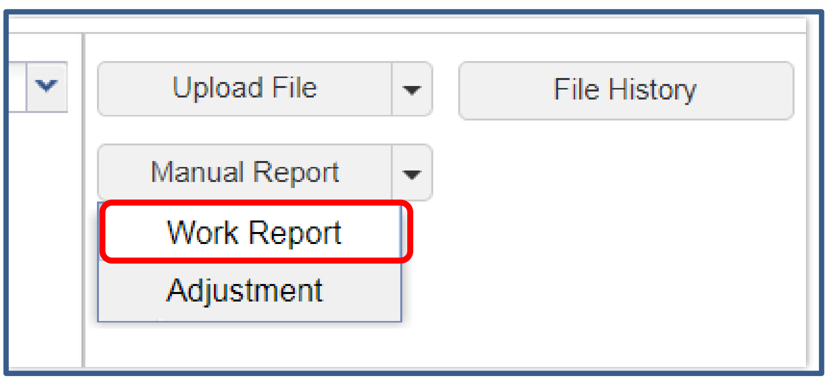
Once in the system, the Account tab is where you will submit your work report. There are two ways to submit the information through ESS:

1. **Manual Report** - for an individual employee, by entering work history data into the ESS system one at a time.
2. **Upload File** – for a group of employees, by uploading a file that was exported from your payroll/HR software system

Creating a Manual Work Report:

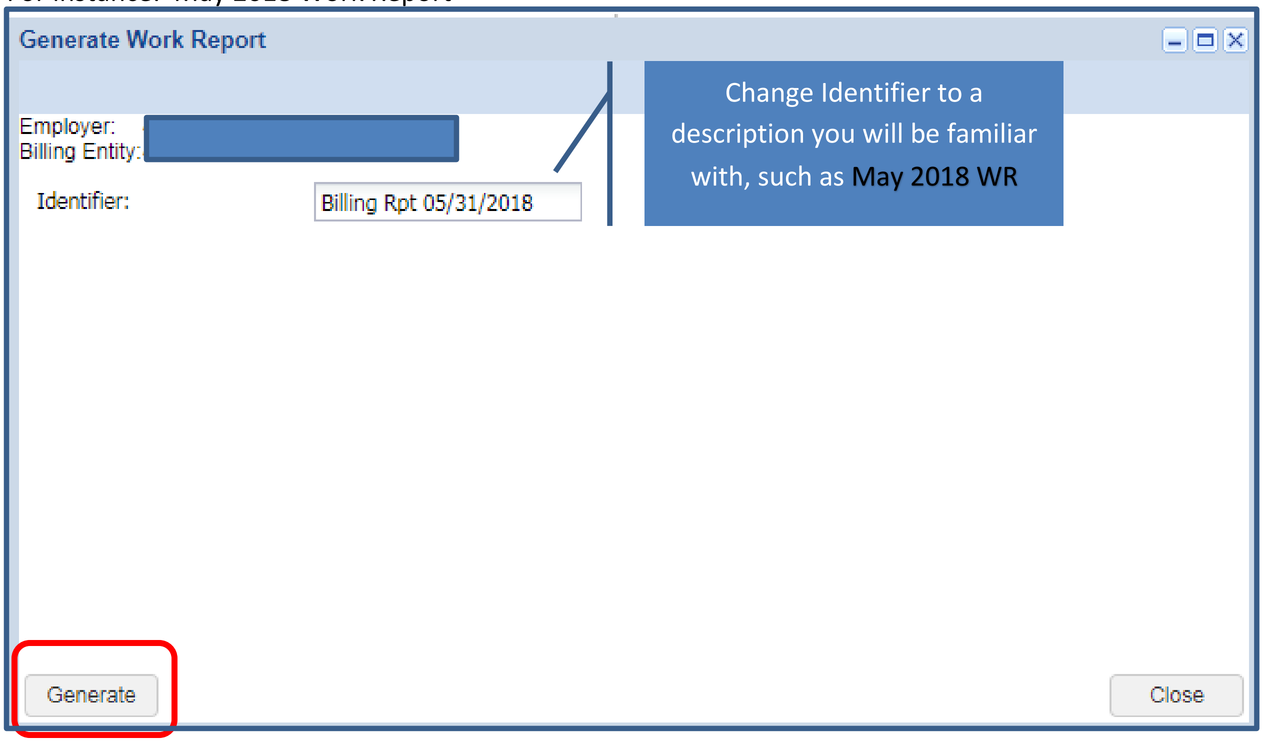
Some employers may prefer or need to enter their Work Report Records manually rather than uploading a file to PSERS. Small employers, who do not have a payroll/HR software system to create importable files, typically use this option. Creating a manual work report means that you will manually enter the work records individually for each member by keying the data into the system. The steps to this can be seen below:

From the Accounts tab, click the **Manual Report** drop-down menu and **Work Report.** You will see the following on your screen:



The **Identifier** field can be modified to a work report description you are more familiar with.

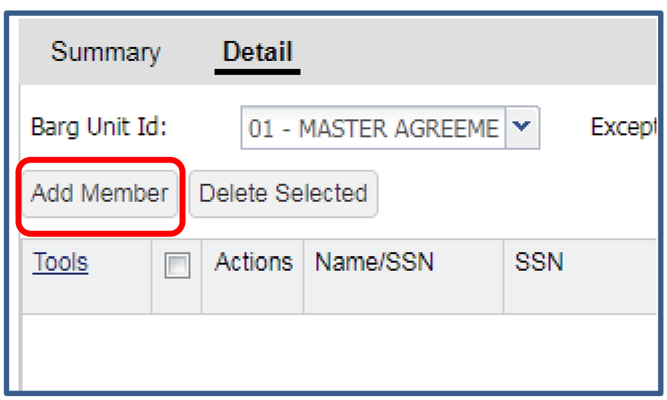
For instance: May 2018 Work Report



When you are satisfied with the file description, click **Generate**.

Once you click **Generate** the **Manual Work Report Screen** window will open. From here you will create your Work Report.

- To add an employee to the work report file, click the **Add Member** button.

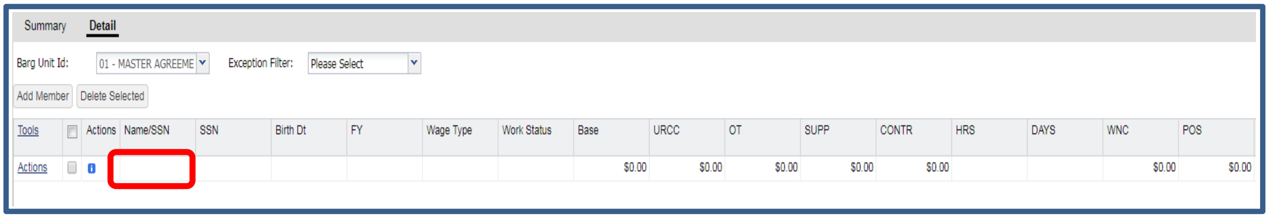


- To delete a record from the file, use **Actions** to the left of the line you would like to delete, select **Delete** from the drop-down menu and then click the **Apply** button.

- To save the work report after any edits, additions, or deletions, click the **Save** button.

- To cancel a record that has not been saved yet, click the **Cancel** button.

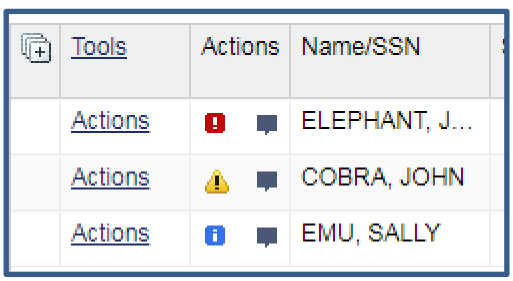
To begin adding employees to your work report file, double click in the **Name/SSN** field and enter the member's name or SSN. The SSN and Birth Date columns will populate based on the SSN or name entered in this field.



After adding each employee click **Apply**, then **Add Member** to enter the next employee.

NOTE: If you have records that are marked as "Warnings," a yellow indicator will appear in the Actions column to the left of the Name/SSN column. These records must be reviewed prior to approval. These records will be processed, but they may contain an error. If you have records that are marked as "Errors," a red indicator will appear in the Actions column. These records must be corrected or the information will not be posted to the PSERS system. To review the messages under the icons, simply click the icons and a message window will appear with the error and warning messages. If you have any questions regarding any error or warning messages, you can contact your Employer Service Center Representative.

See below for an example of all validation indicator icons:



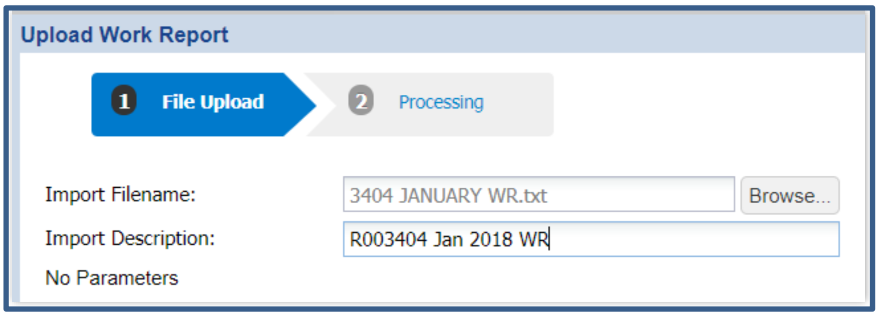
Once you have added all employees to your work report, click **Apply**, then **Save**. Clicking the Save button will automatically direct you to the main **Account tab**. Click **Actions** to the left of the work report you just created and select **Submit.** Your work report has now been submitted to PSERS.

Uploading a Work Report File:

To upload the monthly report file, click the **Upload File** button and select Work Report.

If you would like to submit your work reports using an Excel template (using the file import method) instead of submitting each record manually, please contact your Employer Service Center Representative.

- Browse your computer to find the correct month's work report.
- The import description will auto-populate with your employer number. In our example below we have shown a Work Report file for reporting unit (employer) code 3404. You can change this identifier to be more specific to include the month, year, or reason for uploading this file.



- When you successfully locate your file, click **Next** at the bottom right of the screen to move into the Processing phase.

- A message stating "**Processing file….Please wait**" will display on your screen while processing.

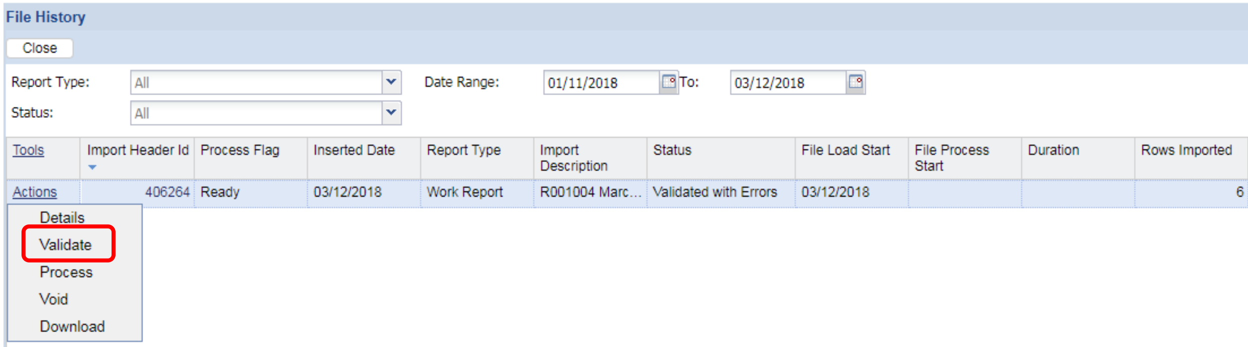
- Once you receive a message stating the file has been processed, click the **Details** button in the bottom right corner to view the individuals on the work report. To return to the main **Account tab**, click **Close**.

- Click **Details** to view the transaction rows and to use the **Exception Filter** to correct errors for the Work History Report file.

- The **Details** page puts you into **Edit** mode, enabling you to make changes to your file**.**

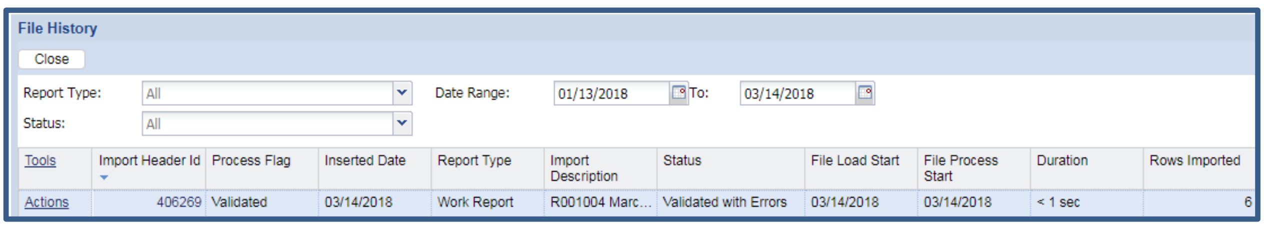
●TIP:	• You do not need to continue processing a file all at once. Once imported, you may come back to Validate, Correct, or Process the file. You can find any files imported by clicking the **Account tab** and selecting the **File History** button.

Click the **Actions** button to the left of the Work Report that was just uploaded and select **Validate** from the drop-down menu.

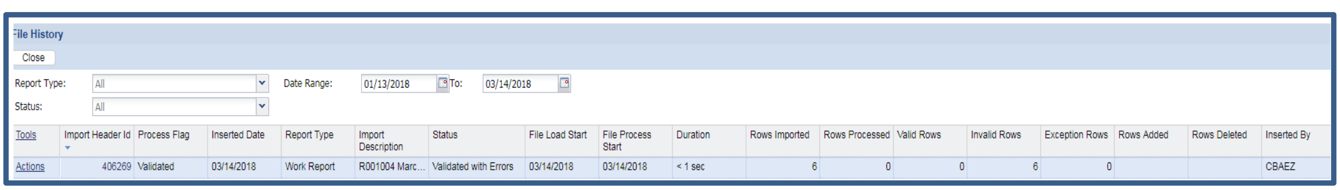


As the validation occurs, the Process Flag will read **"Queued Validation".**

After the file is validated, the status will update and the rows will populate.

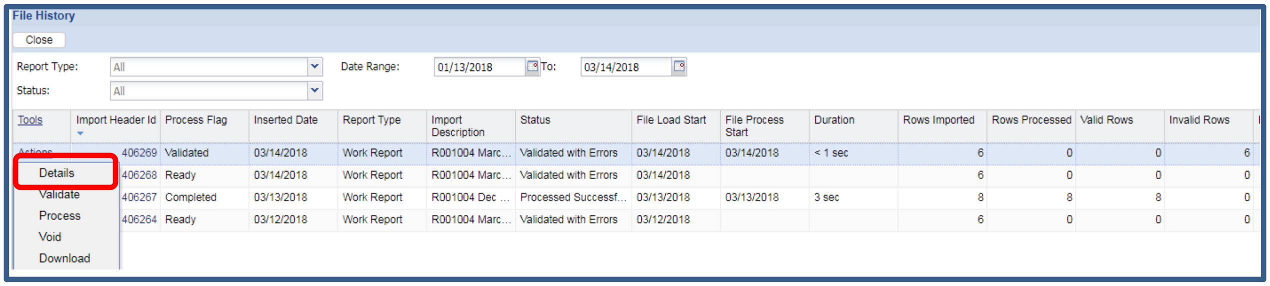


If you continue to scroll to the right, the imported row details of your file will be visible. There are 6 imported rows and 6 Invalid Rows that will need to be corrected prior to processing the work history report file in this example.

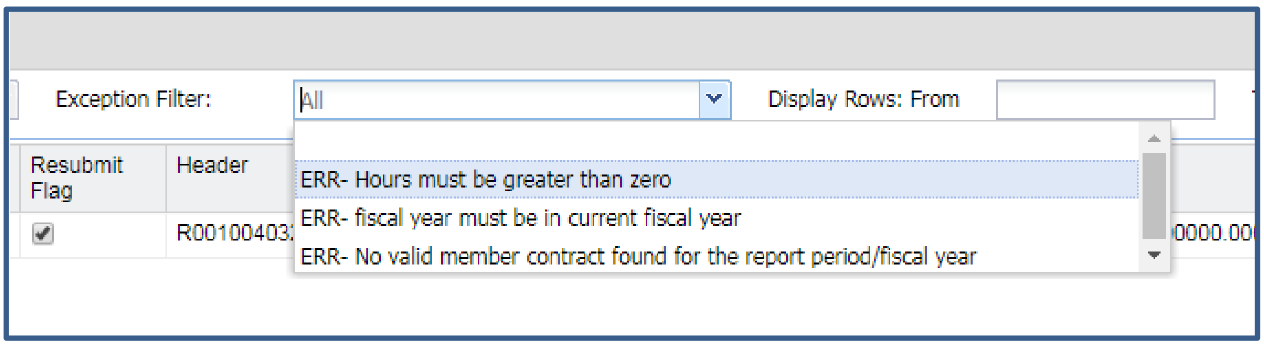


Filtering and Editing the Work Report:

From the **File History** screen, locate the report. Click on **Actions** and then select **Details**:

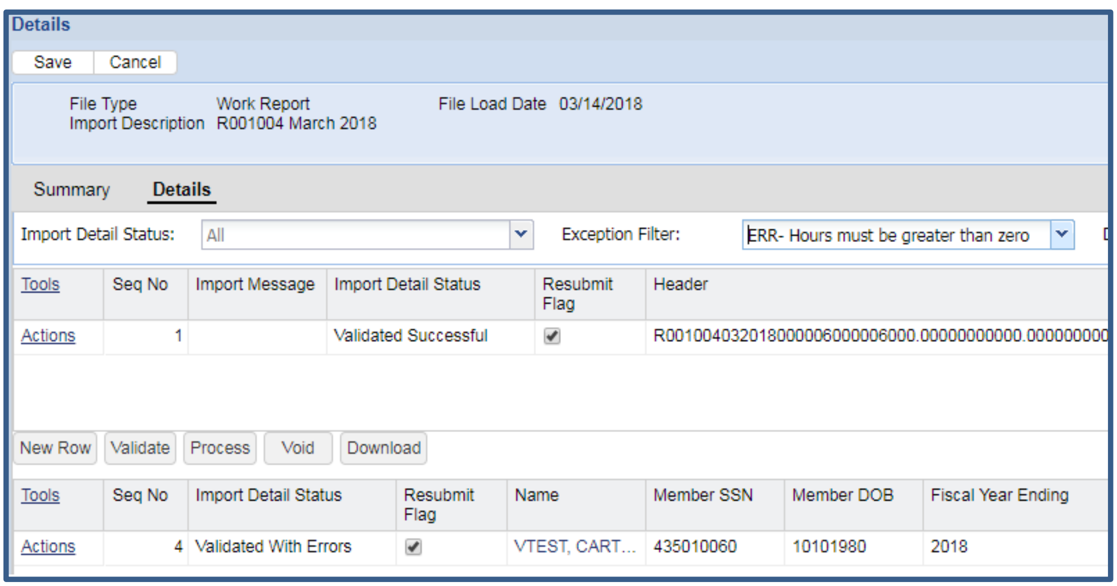


- Within the **Details** window, click the **Exception Filter** drop-down menu. You must be in edit mode to use the **Exception Filter** and filter by error type.



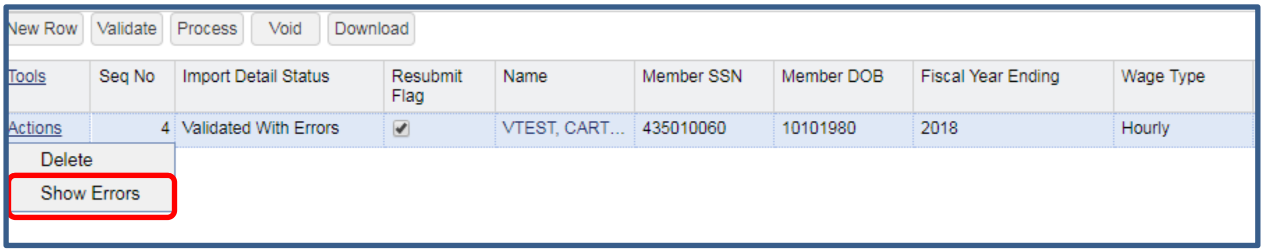
Select the error you would like to fix first. This will filter and display all members with that error message:

- In the following example, "**ERR-Hours must be greater than zero**" was the error selected.

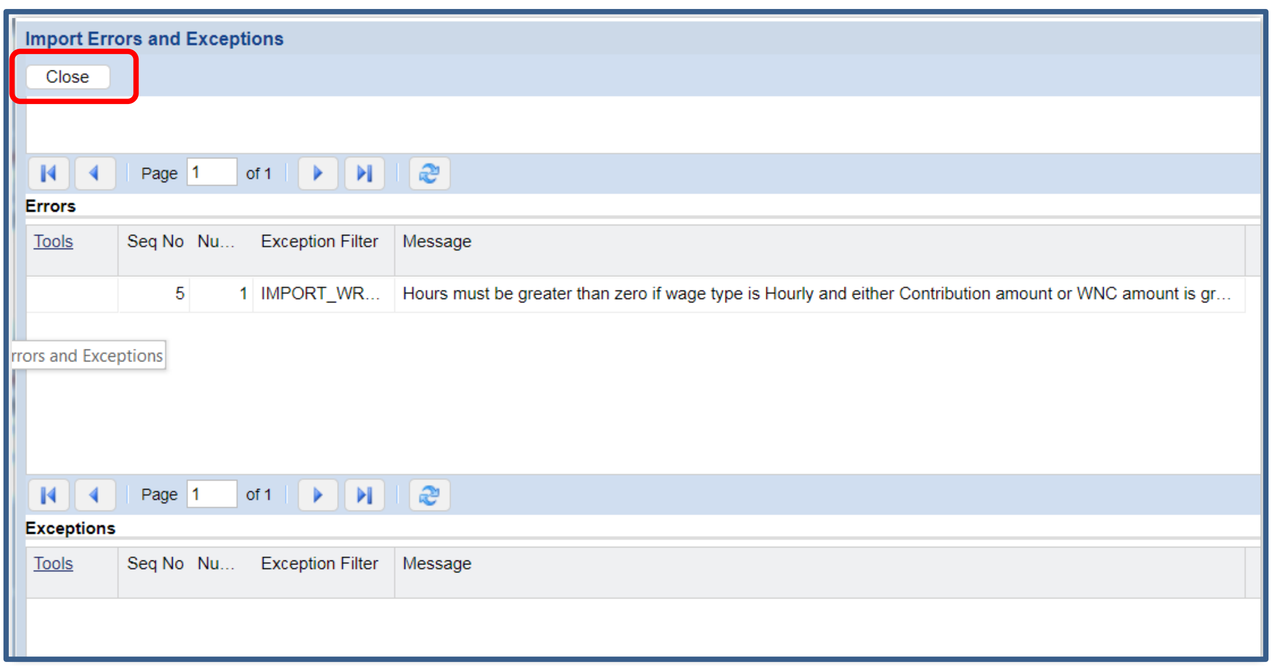


To fix this error, select the **Edit** button, from the top left (if not already in edit mode). Click inside the field under the Hours column and enter the hours. Click Save and then click **Validate** to update the information.

- If you would like to view the error message from a detail row, click the **Actions** button at the start of the row and select **Show Errors**.



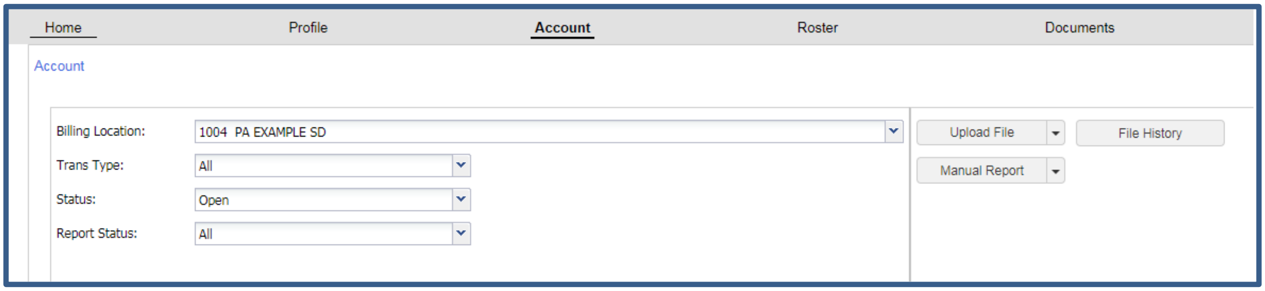
- The **Show Errors** function takes you to the **Import Errors and Exceptions** page. This page is broken into separate areas for **Errors** and **Exceptions**. A detailed message will display with the **Error** and/or **Exception** associated with that particular record.



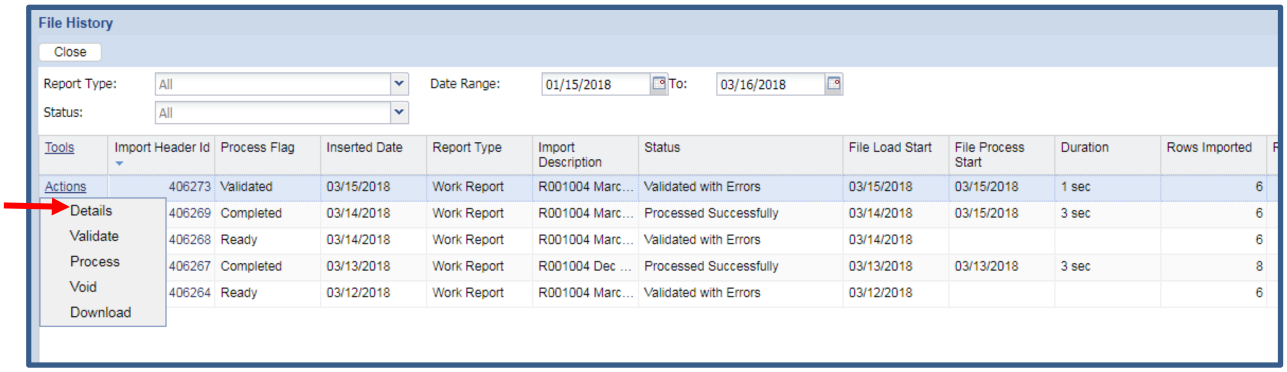
- After reviewing the error or exception messages, click the **Close** button on the top left.

Adding a Row to the Work Report

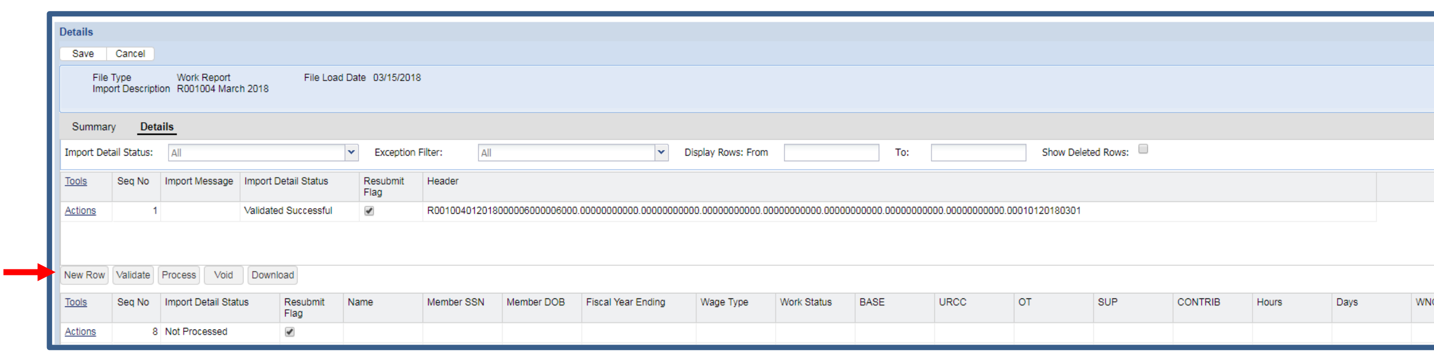
- To add an employee to the work report, click the **Account tab** and then **File History**:



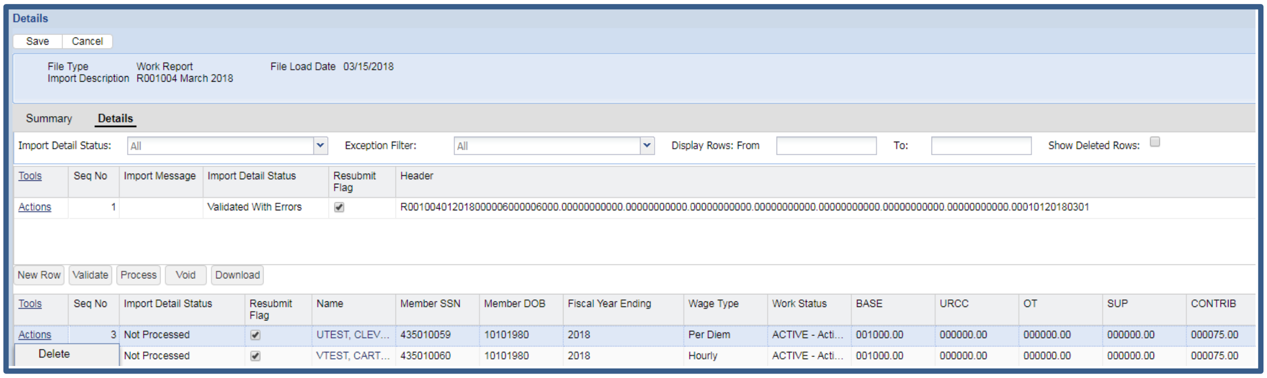
- On the **File History** screen, locate the work report that has not been processed. Under the **Tools** column, click the **Actions** button and then click on **Details**:



- When the **Details** screen opens, you will automatically be in **Edit** mode. Click the **New Row** button on the left hand side. Add the employee Social Security Number first and then continue adding data to the remaining columns, as appropriate. (The employee Name column will auto-populate after validating the report.) Click **Save**:

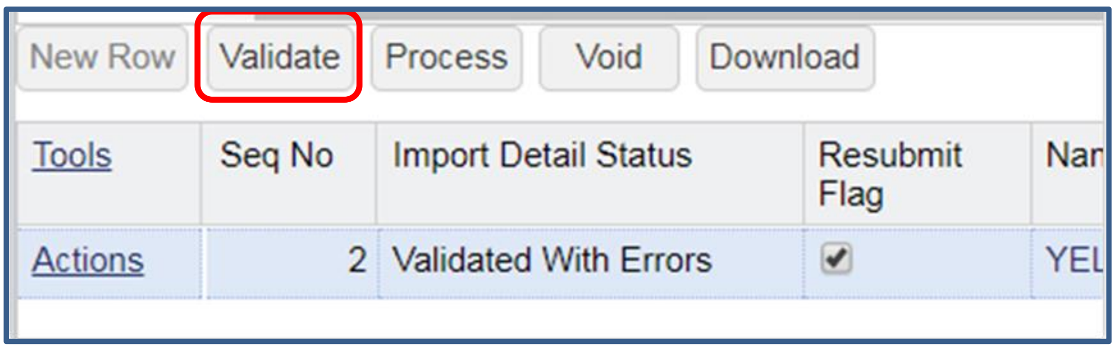


- To delete a record from the work report, from the row you want to delete click on **Actions** and **Delete**:



Validating the file:

- You can **Validate** your file as you make corrections by clicking **Save** and then the **Validate** button.

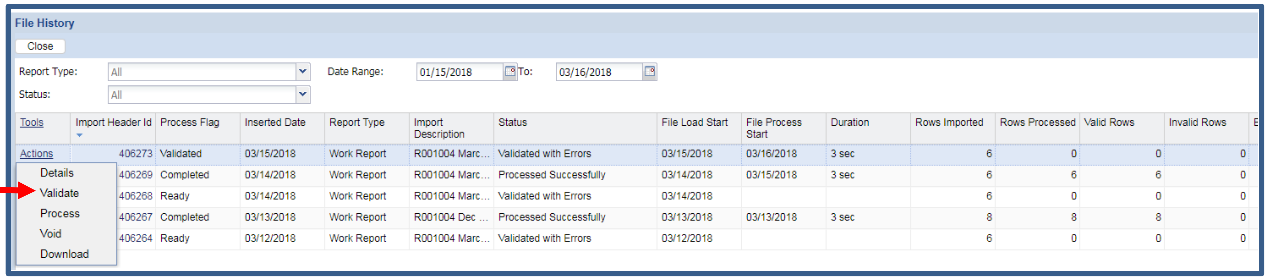


Note: It is recommended that you **Validate** your file from the **File History** tab one more time before you process the file. **If records were added to or deleted from the report prior to saving, the validation will stop at the Header Record row for a Detail Record Count error. You will need to correct the detail count within the header record and validate the file again so that the detail records re-validate.**

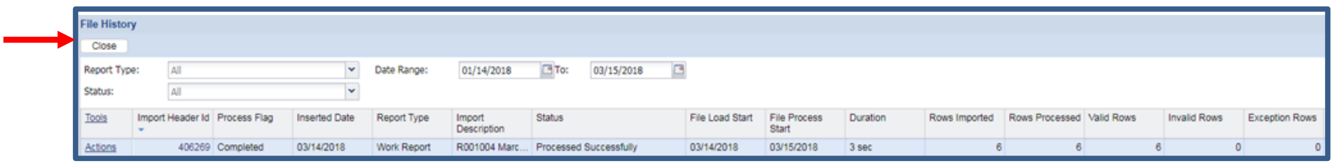
After reviewing and correcting all errors and exception messages, click the Close button on the top left and you will be able to process your file from the File History screen.

Processing the File:

After you have corrected all errors and exceptions, from the **File History** tab, select the file you would like to **Process**. From the **Actions** pull-down menu, click **Validate** one more time and then click **Process**:

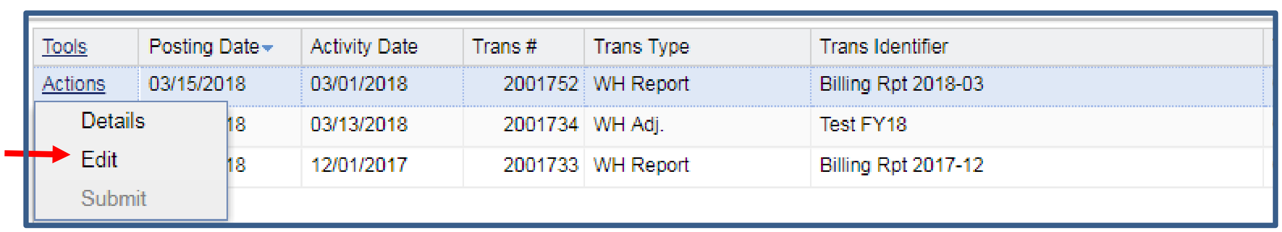


- In the following example, further to the right are the row counts showing that 6 rows were imported and there are 6 valid rows. The status of the file will show “Processed Successfully.”
- Click the **Close** button at the top left to return to the **Account tab**.



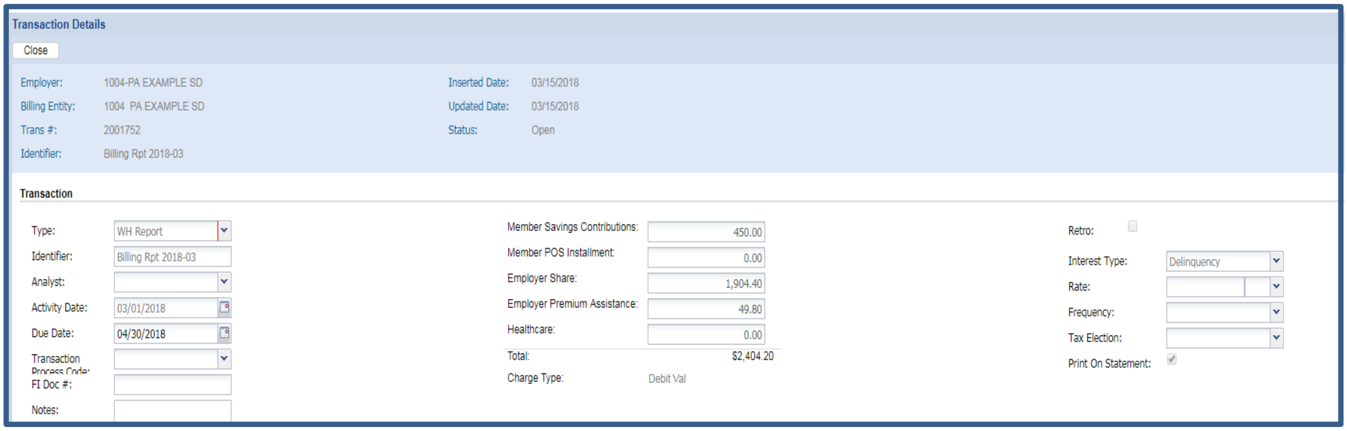
- The **Actions** button will offer options to see **Details** or **Edit** the work report.

By clicking the **Edit** button, the system will take you to the Work Report Editor screen allowing you to view the members on your approved work report.

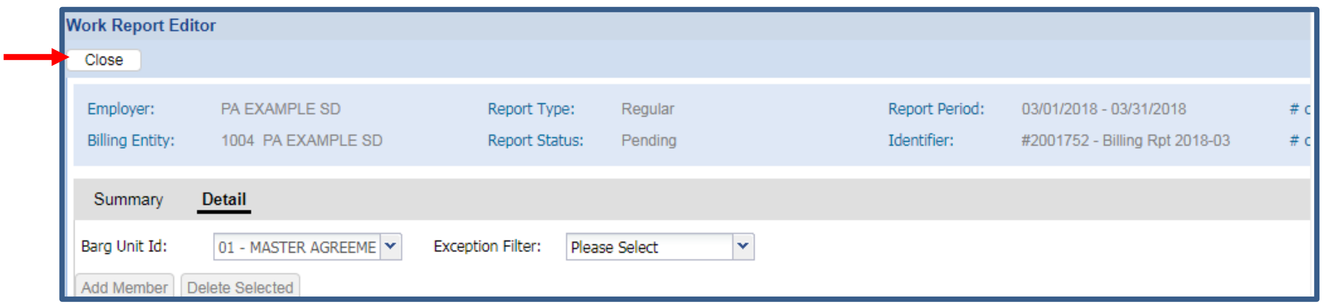


Note: After you have processed the file, the term “Edit” is misleading because there are no changes that can be made after the report is submitted.

- By clicking the **Details** button, the system will show the amounts the school will be billed in each category according to the information reported on this work history report. The transaction number can be found at the top of this screen. A total of the charges is provided at the bottom of the column.



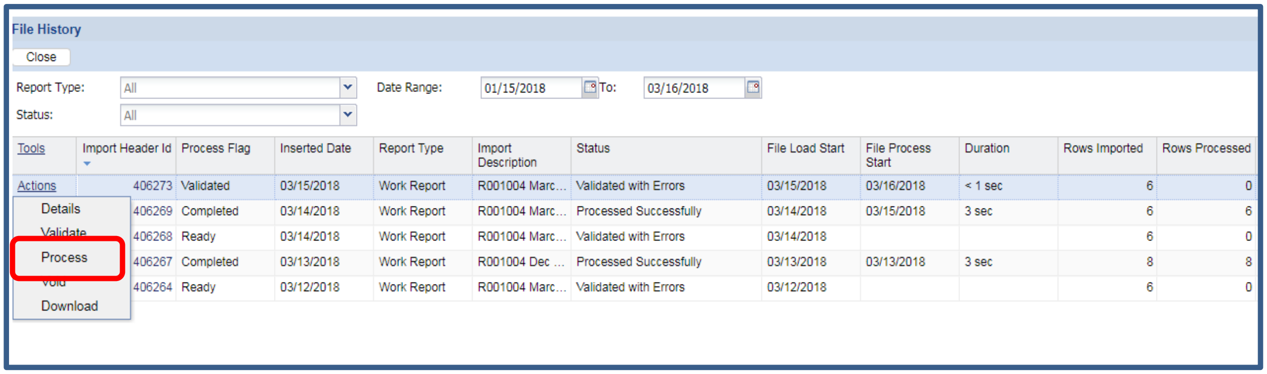
- Use the **Close** button at the top left to return to the **Accounts tab** when you are done viewing your work history report.



Saving and Processing the Work Report

If a record is invalid, it will not be saved. Invalid records will not transmit to PSERS and will drop off the report. The error must be fixed before moving forward or your data will need to be re-entered as an adjustment. If you have records that are marked as "Exceptions" after saving the file, they must be reviewed prior to approval. (These records will be processed but may contain an error.) If you have any questions regarding any Invalid or Exception messages, you should contact your Employer Service Center Representative.

Once all of your data entry is complete and verified for accuracy, click **Save** and **Validate** your work report. You can process your Work Report from the **File History** tab by clicking the **Actions** button and from the pull-down menu click **Process**.



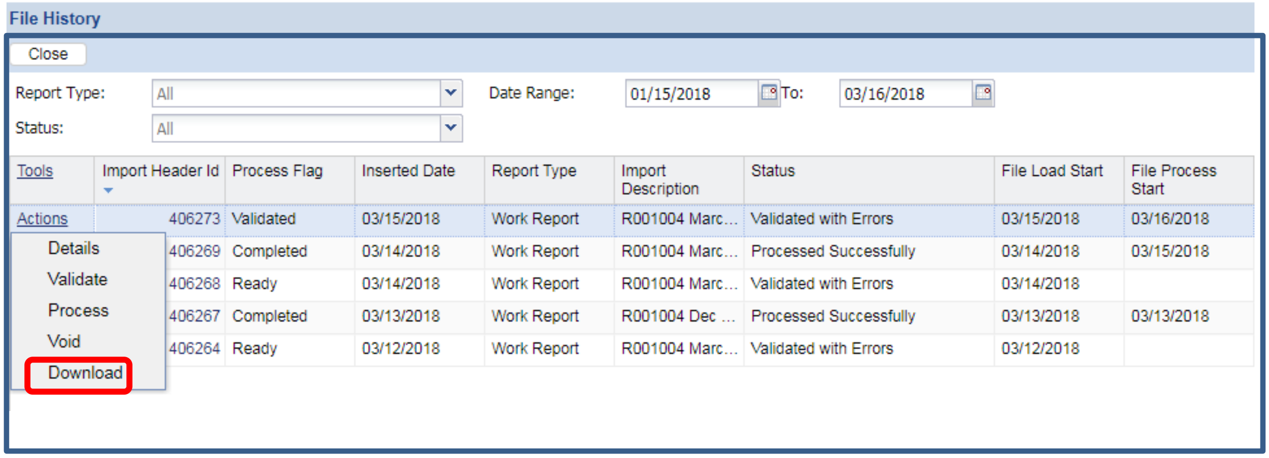
- You should only process the files after you have made all the necessary changes and you are ready to submit the records. Once you process the file, you cannot delete or change it. In an emergency, you can contact the Employer Service Center to delete a file that was approved but is still in a "Pending" status. **This must be done the same day that the file is approved; for efficiency, PSERS releases work reports and work report adjustments twice daily (mid-day and overnight).** Once the file status is "Released", no one can delete it.

  If you approve the file with errors, those records with errors will NOT be posted to the system. Once the file is approved, the records with errors cannot be fixed and will not be submitted to PSERS. You must create a work report adjustment file with the correct information and submit these records to PSERS. Delays in reporting Member (Employee) Contributions may cause you to be charged delinquency interest.

  Note: Court Awards must be reviewed by PSERS before being released. PSERS will automatically apply the entries to your account with PSERS and to your employees' accounts. After that time, you cannot change the file.

Voiding a file:

All files uploaded into ESS will be permanently stored in **File History**. In order to void a file that you may have uploaded in error and that has not been processed yet (or is in a pending status after clicking the process button), click the **Account tab** and select **File History**. Select the file you want to void, click the **Actions** tab pull-down menu and select **Void**:



Work Report Record Fields

Each Work Report Record contains the following fields:

- **Social Security Number:** this information cannot be edited within the Work Report Record window.
- **Date of Birth:** this information cannot be edited within the Work Report Record window
- **YEAR (Fiscal Year Ending):** A fiscal year starts July 1st and ends June 30th. Enter the ending year of the fiscal year in which the salary and service was earned (not paid). Enter the year in YYYY format, with no spaces, dashes, or other characters.
    - If an employee is getting paid for two different fiscal years on one monthly work report, two records must be submitted on the work report (one for each fiscal year).
    - July, August, and September are the only three months that PSERS will allow two different fiscal years on a work report.
    - Contract settlements must be reported in the correct fiscal year(s). Therefore,
        - If a settlement is for the current fiscal year, you can include it in your current work report.
        - If the settlement is for a prior fiscal year(s) and is paid in the current/different fiscal year, a Work History Adjustment must be submitted for the correct fiscal year(s) that the contract settlement applies to so that the correct Employer Share cost is calculated. See Chapter 11*: Work Report Adjustment* for instructions.
- **Wage Type:** Select "Hourly," "Per Diem," or "Salary" from the drop-down menu based on how this position is paid (the employee must have a Contract Record that matches this Wage Type).

If an employee is on a leave of absence, select the Wage Type for how the employee would be paid if not on leave.

- **Work Status:** Select the appropriate Work Status from the drop-down menu (the employee must have a Contract Record that matches this Work Status). Additional information on *Work Statuses* can be found in Chapter 4*: Member Contract Records*.

- **BASE:** Enter the employee's base salary earned during the period being reported. Do not include any earnings above the IRS 401(a) (17) limitations (see *EXSAL* for more information). Enter the earnings up to 6-dollar digits, a decimal point, and 2-cent digits. Do not enter the dollar sign or any punctuation other than the single decimal point.

  Example: If the employee earned $1,233.00, enter: 1233.00.

  This field must be higher than zero if **any** of the following is true:

  - Work Status is "ACTIVE - Actively Working" **AND** the SUP (Supplemental) **AND** WNC (Wages No Contribution) fields both equal zero.
  - Work Status is "SABTLC – Sabbatical Contributing Leave."
  - URCC (Unpaid Retirement Covered Compensation) equals zero **AND** Work Status is **any** paid/contributing leave of absence:
    - "ACTMLC - Activated Military Contributing Leave"
    - "STUDYC - Professional Study Contributing Leave"
    - "EXCHGC - Exchange Teacher Contributing Leave"
    - "SSLWCC - Special Sick Leave, Worker's Compensation (Contributing)"
    - "SSLSSC - Special Sick Leave, School Sponsored (Contributing)"
    - "UNIONC - Collective Bargaining Unit Contributing Leave"

- **URCC (Unpaid Retirement Covered Compensation):** The Unpaid Retirement Covered Compensation value equals the difference between the member's contracted salary and the actual wages paid to the school employee while on a contributing leave of absence. Enter any salary/wages that were not paid due to a contributing leave of absence, but on which contributions were paid by the employee. Enter the amount up to 6-dollar digits, a decimal point, and 2-cent digits. Do not enter the dollar sign or any punctuation other than the single decimal point.

  If you are paying partial salary to the employee during the leave, enter the amount you actually pay into the BASE field. In the URCC field, enter the *difference* between the amount you are actually paying to the employee and the full, regular salary the employee would have earned if not on leave. Contributions must be made on the employee's full, regular salary. For details, see Chapter 10*: Reporting – Leaves of Absence* for instructions**.**

Example: An employee with a 7.5% member contribution rate who normally earns $3,500 per month is earning $2,000 per month while on sabbatical. Enter 2000.00 in the **BASE** field and 1500.00 in the **URCC** field. Calculate contributions based on $3,500 and enter the amount due (262.50) into the **CONTRIB** field.

The URCC field must be higher than zero if **any** of the following is true:

- Work Status is "SABTLC – Sabbatical Contributing Leave"
- BASE equals zero **AND** Work Status is **any** paid/contributing leave of absence:
  - "ACTMLC - Activated Military Contributing Leave"
  - "STUDYC - Professional Study Contributing Leave"
  - "EXCHGC - Exchange Teacher Contributing Leave"
  - "SSLWCC - Special Sick Leave, Worker's Compensation (Contributing)"
  - "SSLSSC - Special Sick Leave, School Sponsored (Contributing)"
  - "UNIONC - Collective Bargaining Unit Contributing Leave"

- **OT (Overtime):** Enter any compensation paid to the employee over and above the regular salary for additional hours worked. Do not include any earnings above the IRS 401(a) (17) limitations (See *EXSAL* for more information). Enter the earnings up to 6-dollar digits, a decimal point, and 2-cent digits. Do not enter the dollar sign or any punctuation other than the single decimal point.

- **SUP (Supplemental):** Enter any compensation paid to the employee over and above the regular salary, for additional duties performed. Only enter earnings into this field if they are eligible for retirement contributions; if not, use EXSAL (Excess Salary), or NRCC (Non-Retirement Covered Compensation) field. Do not include any earnings above the IRS 401(a) (17) limitations. Enter the earnings up to 6-dollar digits, a decimal point, and 2-cent digits. Do not enter the dollar sign or any punctuation other than the single decimal point.

  This field also may be used to enter earnings from a part-time hourly or per diem position that is worked in addition to a salaried position. In this case, enter the supplemental hours worked in the HRS (Hours) field or the supplemental days worked in the DAYS field. Include contributions on the Supplemental wages in the CONTRIB (Contributions) field.

  This field must be higher than zero if **ALL** of the following are true:

  - Work Status is "ACTIVE - Actively Working"
  - BASE equals zero,
  - WNC (Wages No Contribution) equals zero.

- **CONTRIB (Contributions): This section does not apply to DC only employees. Their contributions field will be left blank.** Enter the contributions you withheld from the employee's paycheck. Contributions must be calculated on the total amount entered into the following fields: BASE, SUP (Supplemental), OT (Overtime), and URCC (Unpaid Retirement Covered Compensation). To determine the contribution rate for an employee, see Chapter 7: *Reporting – Determining Employee Contribution Rates* for instruction.

  Enter the amount up to 6-dollar digits, a decimal point, and 2-cent digits. Do not enter the dollar sign or any punctuation other than the single decimal point.

  The CONTRIB field must be higher than zero if **any** of the following is true:

    - BASE is greater than zero.
    - SUP (Supplemental) is greater than zero.
    - OT (Overtime) is greater than zero.

- **HRS (Hours):** Enter the number of hours the school employee worked during the reporting month. If the employee is on an approved leave of absence, enter the number of hours the school employee would have worked if the employee was not on leave.

- **DAYS:** Enter the number of days the school employee worked during the reporting month. If the employee is on an approved leave of absence, enter the number of days the school employee would have worked if the employee was not on leave.

- **WNC (Wages No Contributions):** Enter the employee's base salary earned during the period being reported. Do not include any earnings above the IRS 401(a) (17) limitations (see *EXSAL* for more information). Enter the earnings up to 6-dollar digits, a decimal point, and 2-cent digits. Do not enter the dollar sign or any punctuation other than the single decimal point.

  Example: If the employee earned $1,233.00, enter: 1233.00.

  This field must be higher than zero if **any** of the following is true:

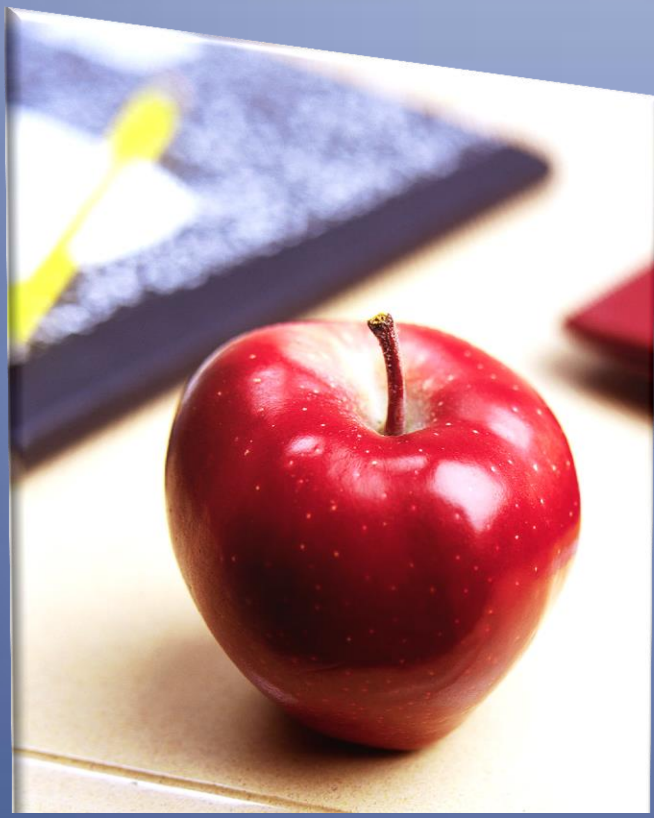
  - Work Status is "ACTIVE - Actively Working" **AND** the BASE **AND** SUP (Supplemental) fields both equal zero.
  - Work Status is any non-contributing leave of absence:
    - "ACTMLN - Activated Military Non-Contributing Leave"
    - "STUDYN - Professional Study Non-Contributing Leave"
    - "EXCHGN - Exchange Teacher Non-Contributing Leave"
    - "SSLWCN - Special Sick Leave, Worker's Compensation (Non-Contributing)"
    - "SSLSSN - Special Sick Leave, School Sponsored (Non-Contributing)"

- **POS (Purchase of Service):** Enter any payroll deductions from the member's salary to satisfy a purchase of service debt.

- **EXSAL (Excess Salary):** Enter any compensation in excess of the IRS 401(a) (17) limitations. The earnings limitation under 401(a)(17) is an annual limitation on what PSERS can recognize as retirement-covered compensation. This limitation is set by the IRS annually and is announced for the calendar year in which such fiscal year begins. If an employee earns more in a fiscal year than the limit, all salary that exceeds this limit should be reported in the EXSAL (Excess Salary) field on the employee's Work Report Records for the remainder of that fiscal year. No retirement contributions should be made on this excess salary. Any member who was enrolled prior to July 1, 1996, regardless of a break in service or membership, is not subject to the compensation limits set forth by the Internal Revenue Service in IRC Section 401(a)(17).

- **NRCC (Non-Retirement Covered Compensation):** This field is optional. Enter any unqualified compensation as defined in Chapter 8: *Reporting – Retirement Covered Compensation*. If you want to ensure that all salaries, qualified or unqualified, are mapped to a specific wage field within the monthly work report, this field gives you the ability to capture the values paid, but not eligible for retirement contribution deductions.

2016



Employers' Reference Manual – Chapter 6

Public School Employees' Retirement System

5 N. 5th Street
Harrisburg PA 17101-1905
Phone 1.866.353.1844
Fax 717.772.3860
Email ContactESC@state.pa.us
www.psers.state.pa.us

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Chapter 6
Reporting – An Introduction

Preparing for the Monthly Work Report Processing

First – Demographic (Member Personal Information):

Upload or manually submit **Demographic Information** for all new hires for the month. Submit demographic changes for all existing employees as needed. Enter and approve all the Demographic records and changes prior to moving on to Contract Records. Refer to Chapter 3*:* "Member Demographic Information" for instructions.

- If the employee is a PSERS retiree working under the provisions of Act 2004-63 (emergency or shortage of school personnel OR in an extracurricular position under a separate contract), do not submit a demographic record. If a **retiree** has an address change, the member must submit the change in writing and mail it to PSERS.

- If an employee has the wrong social security number or date of birth on file, you must send the *Demographic Information Change Request* (PSRS-1870) form with the appropriate proof to PSERS. See list of acceptable proof in Chapter 3*: "*Member Demographic Information" to have it corrected.

- If you're unsure of the employee's eligibility to be a PSERS member, you can contact your Employer Service Center Representative. The most common types of employees who are ineligible include: independent contractors, crossing guards, tax collectors, solicitors, doctors, dentists, consultants, psychologists, students receiving school credit or fulfilling a curriculum requirement, and employees at colleges and universities who are contributing to an alternate retirement plan (see Chapter 2: "Membership – Mandatory, Optional, and Prohibited").

Second – Contract Record (Member Position Information):

Upload or manually submit **Contract Record** information for all new hires for the month. Also submit contract record updates for existing employees as needed each month. Enter and approve all new Contract Records prior to moving on to the monthly Work Report. Refer to Chapter 4*:* "Member Contract Record" for instructions.

- Submit Contract Record changes when:
    - An employee's position changes.
    - An employee goes on a leave.
    - An employee terminates employment.
    - An employee dies in service.

- If the employee is a PSERS retiree working under the provisions of Act 2004-63 (emergency or shortage of school personnel OR in an extracurricular position under a separate contract), do not submit a contract record.

- If the employee has more than one wage type (hourly, per diem, salaried), a separate contract record should be created for each wage type. If the employee has multiple positions with the same wage type, only one contract record needs to be created.

  Exception: Full-time, salaried employees can have their supplemental earnings reported under the Supplemental field on the Work Report regardless of how the supplemental earnings are paid.

- It is important to make sure the Expected Months and Expected Units are properly filled out because this information is used to determine a member's service credit and Final Average Salary.

Third – Work Report (Member Financial Information):

Upload or manually submit the monthly Work Report for all employees paid that month. Refer to Chapter 5: "Monthly Work Report" for instructions.

- Work Reports should be uploaded to the Employer Web by the 10th of each month, and then approved no later than the 20th of the month for the prior month's activity. If a Work Report is approved late, all or a portion of your quarterly employer share subsidy reimbursement from the Commonwealth could be delayed.

- Wages must be reported for everyone for the month unless the member:

  - Has waived PSERS membership.
  - Is ineligible to participate in PSERS.
  - Is a PSERS retiree working under the provisions of Act 2004-63 (emergency or shortage of school personnel OR in an extracurricular position under a separate contract).
  - Is receiving non-retirement covered compensation. Refer to Chapter 8: "Retirement-Covered Compensation" for more details related to qualified wages.

- Service Reporting

  - Salaried Employees – Service is only required to be reported on an annual basis. This reporting is done on the June Work Report.
  - Per Diem & Hourly Employees – Service is required to be reported monthly.

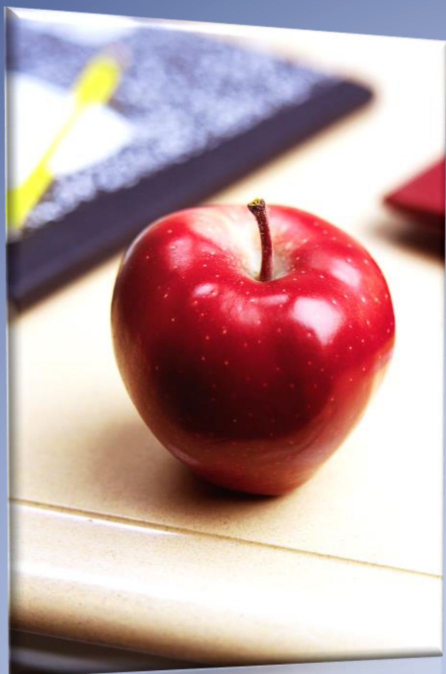
- Purchase of Service (POS) payments made through payroll deductions must be reported in the MemPOS field of the Work Report. See Chapter 15: "Purchase of Service – Employer Responsibilities" for instructions on how to check an employee's remaining debt balance with PSERS when he or she is nearing payoff to avoid over-withholding.

Prior to approving your Work Report, you should correct any errors/invalid records (highlighted in red) and verify the information reported for any warning/exception rows (highlighted in orange). You should also check the report after approval to be sure no records were dropped during the approval process. Any record showing as invalid after approval will need to be corrected through an Adjustment.

Note: Submit adjustments as soon as a discrepancy is discovered. The Adjustment should be submitted for the **difference** of what needs to be reported for a given fiscal year. See Chapter 11*:* "Reporting – Work Report Adjustments" for detailed instructions.

- **Payments –** You must remit the contributions you withheld from employees' wages during the previous month to PSERS. You will be charged six percent (6%) interest for late payments. For details, see Chapter 12: "Payments – Remitting to PSERS" for instructions.
- If a payment date falls on a holiday or weekend, the payment is due the **previous business day**.
    - **Member Contributions** payments are due to PSERS by the 10th of each month for the prior month's deductions.
    - **Member POS** payments are due to PSERS by the 10th of each month for the prior month's deductions.
    - **Employer Contributions** payments are due to PSERS **quarterly** five business days after you receive your subsidy reimbursement from the Commonwealth. If you receive a partial subsidy or no subsidy reimbursement as a result of late work report(s) or overdue payment(s), the full employer contribution amount is still due to PSERS by the quarterly due date.
- **Member Contributions –** the retirement contributions you deduct from your school employee's wages are referred to in the Code as "Pickup Contributions." The Code defines the funds as: "Pickup contributions." --Regular or joint coverage member contributions and shared risk member contributions which are made by the employer for active members for current service on and after January 1, 1983.
    - **The Member Contributions are subject to Pennsylvania state and local taxes. The member contributions are deferred from Federal Income Tax.**
    - **Member POS is not considered "Pickup Contributions." If you are deducting purchase of service installment payments from a school employee's wages, the installment should be taken after all tax withholdings have been applied (i.e., federal, state, and local).**

2019



Employers' Reference Manual – Chapter 7

Public School Employees' Retirement System

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Chapter 7
Reporting – Determining Member Contribution Rates

Determining Employee Contribution Rates & Membership Class

The member contribution rate is established by legislation and depends on several factors. Throughout this chapter you will see DB and DC referenced. DB refers to the Defined Benefit (DB) component of each membership class listed. DC refers to the Defined Contribution (DC) component of each membership class listed. The contribution rate determines the amount of Pick-up Contributions that must be deducted from a school employee's salary/wage. It is your responsibility to remit member (employee) contributions to PSERS on behalf of your school employees. A combination of the following dictates the Rate.

- Membership Class (Class)
- Enrollment date
- Employment work history, including breaks in service

A member will have one of the following contribution rates currently in effect.

Class	Time Period Covered	Rules for Eligibility	Associated Rate(s)
Class DC	July 1, 2019 and forward	The **first day** of **qualifying** school service is on or after July 1, 2019, if the member elects DC membership	7.50% to the DC plan
Class T-H	July 1, 2019 and forward	The **first day** of **qualifying** school service is on or after July 1, 2019, if the member elects T-H membership.	7.50%: 4.50% to DB Plan with Shared Risk/Shared Gain Provision and 3.00% to DC Plan
Class T-G	July 1, 2019 and forward	The **first day** of **qualifying** school service is on or after July 1, 2019, unless the member elected Class T-H or DC membership.	8.25%: 5.50% to DB Plan with Shared Risk/Shared Gain Provision and 2.75% to DC Plan

Class T-F	July 1, 2011 through June 30, 2019	The **first day** of **qualifying** school service is on or after July 1, 2011, if the member elected Class T-F membership.	10.30% with Shared Risk/Shared Gain Provision
Class T-E	July 1, 2011 through June 30, 2019	The **first day** of **qualifying** school service is on or after July 1, 2011, unless the member elected Class T-F membership.	7.50% with Shared Risk/Shared Gain Provision
Class T-D	July 1, 2001 through June 30, 2011	The **first day** of **qualifying** school service is after June 30, 2001 and before July 1, 2011.	7.50%
	Prior to July 1, 2001	The **first day** of **qualifying** school service was prior to July 1, 2001, and the member elected Class T-D membership.	6.50%
	July 1, 2001 and forward	A person whose **first day** of **qualifying** school service was prior to July 1, 2011, but was not a school employee or a State employee on June 30, 2001, and July 1, 2001, and subsequently returns to service shall not receive Class T-D service credit for school service performed before July 1, 2001, until the person becomes an active member or an active member of the State Employees' Retirement System and a multiple service member and earns three eligibility points by performing credited school service or State service after June 30, 2001.	7.50%
	Note: *Within the Membership Class T-D benefit structure, if a member purchased non-school service other than intervening or activated military service, the service must be classified as T-C even though the member has a Membership Class of T-D.*		
Class T-C	July 1, 1967 through June 30, 2001	The **first day** of **qualifying** school service is after June 30, 1967 and before July 1, 2001, unless the member elected Class T-D membership.	5.25% 6.25%

	Prior to July 1, 1967	The **first day** of **qualifying** school service is prior to July 1, 1967 and the member elected Class T-C membership.	5.25% 6.25%
	July 1, 1967 through June 30, 2001	The **first day** of **qualifying** school service is prior to July 1, 1967 and the member leaves and then re-enters and subsequently re-qualifies for membership in PSERS on or after July 1, 1967, and does not elect Class T-D.	5.25% 6.25%
Note: If a member has a break in service or a break in membership, then the Class and Rate are reset based on the rehire and subsequent PSERS qualification date. If an employee has had a break in service or other qualifying event, consult the Quick Reference chart displayed later in this chapter to see if the employee's contribution rate has changed			

Membership Class T-G, Class T-H and Class DC

A school employee who first becomes an active member of PSERS on or after July 1, 2019 will be automatically enrolled in the Membership Class of Class T-G, but will have the opportunity to elect Class T-H or DC through the MSS system shortly after the school employee's Initial Qualification Date. The Initial Qualification Date is defined as the first day in which the school employee meets the minimum service requirements to be a member of PSERS. New members will have a one-time opportunity to elect Class T-H or DC. The member must make the election with PSERS through MSS by the due date to change Membership Classes. Once the election is made either by action or inaction, the election is permanent. To remain in Class T-G, no action is needed from the member.

If the member elects to change from Class T-G to Class T-H or Class DC, the employer will ~~want to~~ make the change to the contribution rate in their payroll system effective at the start of the next payroll after being notified on the CROQ report. Only the DB component is retroactive to the first day of school employment. The DC component begins from the notification of qualification from PSERS and is not retroactive. See Chapter 2 for additional information. Once PSERS receives the Work Report where the member contribution rate matches the Class T-H or Class DC rate on file, then PSERS will calculate and send the excess contributions due directly back to the member.

Shared Risk/Gain Provision

Every three years, with the annual actuarial valuation, PSERS will compare the actual investment rate of return, net of fees, to the actuarial assumed rate of return for the previous ten-year period. You will be notified directly through communications with PSERS when these evaluations are occurring.

Shared Gain: If the investment rate of return exceeds the assumed rate of return by 1.00% or more, then the member's contribution rate for Class T-E and Class T-F members will decrease by 0.50%, and for Class T-G and Class T-H members will decrease by 0.75%.

Shared Risk: If the investment rate of return is less than the assumed rate of return by 1.00% or more, then the member's contribution rate for Class T-E and Class T-F members will increase by 0.50%, and for Class T-G and Class T-H members will increase by 0.75%.

There are minimums and maximums to adjustments that can occur. Shared Risk/Shared Gain provisions only apply to the DB component.

Membership Class	DB Base Rate	Shared Risk/Gain Increment	Min	Max
Class T-E	7.50%	+/- 0.50%	5.50%	9.50%
Class T-F	10.30%	+/-0.50%	8.30%	12.30%
Class T-G	5.50%	+/-0.75%	2.50%	8.50%
Class T-H	4.50%	+/-0.75%	1.50%	7.50%

Withholding Member Contributions

There are two ways in which to confirm the Rate to be deducted from the member's salary/wage.

1. Under the Roster Tab after searching for the member's contracts by Social Security Number, click on Actions then View/Edit Member Contract. The Class and Rate for the member will display.

2. Contact your Employer Service Center Representative.

Using the member's contribution rate on record with PSERS, PSERS calculates the amount of contributions due automatically for each employee and compares these contributions against the contributions reported in your Work Report. Prior to July 1, 2019, if the contributions did not match, PSERS notified you of the discrepancy by displaying an Exception message (highlighted in Orange) which identified the contribution rate conflict in the work report. ***This contribution rate discrepancy will now be displayed as an error message only***.

Note: It is possible for an employee's contribution rate to change under certain circumstances. If the school employee is a member of Class T-E, Class T-F, Class T-G, or Class T-H, the school employee is subject to the Shared Risk/Shared Gain Provision. See Shared Risk/Shared Gain for more details. A qualifying purchase of service, a break in service, a break in membership, member refunds, or returns to service are additional examples of circumstances under which a member's rate could change.

Breaks in Service and How They Affect Contribution Rates

A *Break in Service* is defined as any of the following:

1. A Break in Membership (See *Break in Service* vs *Break in Membership,* next)

2. A termination of service - when a member terminates service from all public school Employers.

   a. The following examples will generally be considered a break in service:

      - A member formally terminates employment with a school district and begins subsequent employment with a community college and elects SERS or an alternate retirement plan.
      - A member formally terminates employment with a school district and begins subsequent employment with a charter school and elects an alternate plan.
      - A member formally terminates employment, then subsequently provides service through a bona fide third-party vendor.
      - A member formally terminates employment then, after such termination, enters into a bona fide independent contractor arrangement.

3. A non-contributing leave of absence including furlough that exceeds 24 months.

4. No reporting of salary or service for a period that exceeds 24 months for a non-terminated member who is not on a leave of absence.

5. A part-time employee with two consecutive non-qualifying fiscal years rendered after a qualifying fiscal year, but prior to the enactment of *Once Qualified, Always Qualified* rules (Act 2010-120).

Example:

2007-2008 750 hours (Qualified)
2008-2009 430 hours (Non-Qualified)
2009-2010 378 hours (Non-Qualified) – At the conclusion of this fiscal year, the member is deemed to have a *Break in Service*.

Note: A Multiple Service Member who becomes a member of the State Employees' Retirement System (SERS) cannot avoid the break in service condition even if the first day of membership is within 90 days of the school termination or 24 months of the start of a non-contributing leave.

Break in Service vs. Break in Membership

Once a member qualifies in any fiscal year (using the Initial Qualification and Subsequent Qualification after a Break in Membership rules), the member retains membership status unless one of the following occurs:

1. The member terminates and refunds all contributions and interest.

2. A member is "Non-vested" (see Note 2 below) AND terminates all PSERS employment without refunding his/her contributions and interest AND does not return to service prior to the

expiration of Inactive status (a period of two full fiscal years (FY) from June 30 of the last FY of the member's last day of paid service).

Note 1: Inactive membership status is retained if a member was granted Multiple Service and is active with SERS; therefore, a break in membership does not occur while the member is active with SERS unless the member refunds all contributions and interest.

Note 2: "Non-vested" in this context means <u>all</u> of the following (see Chapter 2 -NAME- for additional information on Eligibility and Qualification):

- The member does NOT meet the 5-year vesting rules based on the Membership Class T-C and Class T-D.
- The member does NOT meet the 10-year vesting rules based on the Membership Class T-E, Class T-F, Class T-G, or Class T-H.
- If the member is Class DC and does not have at least 3 eligibility points
- If the member is Class T-C or Class T-D, the member does NOT meet the age 62/1-year rule to be eligible for a T-C/T-D retirement benefit
- If the member is Class T-E or Class T-F, the member does NOT meet the age 65/3-year rule to be eligible for a T-E/T-F retirement benefit
- If the member is Class T-G or Class T-H, the member does NOT meet the age 67/3-year rule to be eligible for the T-G/T-H retirement benefit

3. A member who is "Non-vested" (see Note 2 above) is not reported in any Work Reports or Work History Adjustments by a PSERS employer for a period of two full fiscal years from June 30 of the last FY of the member's last day of paid service, unless the member was granted Multiple Service and is active with SERS.
4. A non-vested disability annuitant, after the Inactive Member Status expires, whose annuity stops due to:
   - return to service
   - disability non-compliance
   - expiration of disability annuity (e.g., short time)

Note: A Break in Membership results in a Break in Service; however, a Break in Service does not always result in a Break in Membership.

Once a member qualifies for membership, all service earned after the initial qualification will be considered qualified until their membership is broken. Members who break membership must re-qualify to receive retirement credit for service upon their return. This requirement does not apply to

Class DC members. Once a Class DC member attains three eligibility points, they will not need to requalify upon returning to service.

Quick Reference – When the Contribution Rate Changes for Class T-C or Class T-D Members

Certain situations can cause the contribution rate for an employee to change:

Hired…	***And…***	***Contribution Rates***	
prior to July 22, 1983	The employee has a 90-day or longer break in service, or a 2-year non-contributing leave and returned after July 1983. A break in service is defined as a 90-day period during which the employee is not employed. Summer vacation is not considered a break in service.	If class T-C, report at...6.25%	If Class T-D, report at...7.50%
prior to July 22, 1983	The employee refunds, vests or takes a normal, early, or disability retirement and subsequently returns to service on or after July 1, 2001.	N/A (Return to membership will qualify under Class T-D)	If Class T-D, report at...7.50%
prior to July 22, 1983	a part-time member who qualifies for membership each school year	If Class T-C, report at...5.25%	If Class T-D, report at...6.50%
prior to July 22, 1983	The employee is purchasing the period beginning with the effective date of hire to the effective date on which retirement withholding began. Submit a letter to the Member Accounting Section certifying the employee's effective date, that the employee was employed prior to the time purchased, and retirement contributions were deducted after July 22, 1983.	If Class T-C, report at...5.25%	If Class T-D, report at...6.50%
prior to July 22, 1983	An employee who refunds but returns their checks because they decided not to refund is allowed to remain at the rate as long as the employee has returned to service within 90 days of leaving service. The check must be returned to PSERS within 90 days.	If Class T-C, report at...5.25%	If Class T-D, report at...6.50%
after July 22, 1983, but prior to July 1, 2001	a part-time employee who fails to qualify for membership during a school year	N/A (Return to membership will qualify under Class T-D)	If Class T-D, report at...7.50%

Quick Reference – Act 120 Contribution Rate Changes

Certain situations can cause the contribution rate for an employee to change:

Qualified…	***And…***	***Contribution Rates***	
Qualified on or after July 1, 2011	If the employee has never been a member of PSERS and is not actually providing services until after July 1, 2011	Automatically placed in Class T-E, report at 7.50%; will have option to elect Class T-F once qualified	
Qualified on or after July 1, 2011	Election to Class T-F	Rate increased from 7.50% to 10.3%	
Qualified on or after July 1, 2011	Shared Risk/ Shared Gain	If Class T-E, 5.50%- 9.50%	If Class T-F, 8.30% - 12.3%
Qualified on or after July 1, 2011	Break in service longer than 90 days or a 2-year non-contributing leave and returned after July 1, 2011	If Class T-E, report at 7.50%	If Class T-F, report at 10.30%
Qualified on or after July 1, 2011	The employee refunds, vests or takes a normal, early, or disability retirement and subsequently returns to service on or after July 1, 2011.	If Class T-E, report at 7.50%	If Class T-F, report at 10.30%

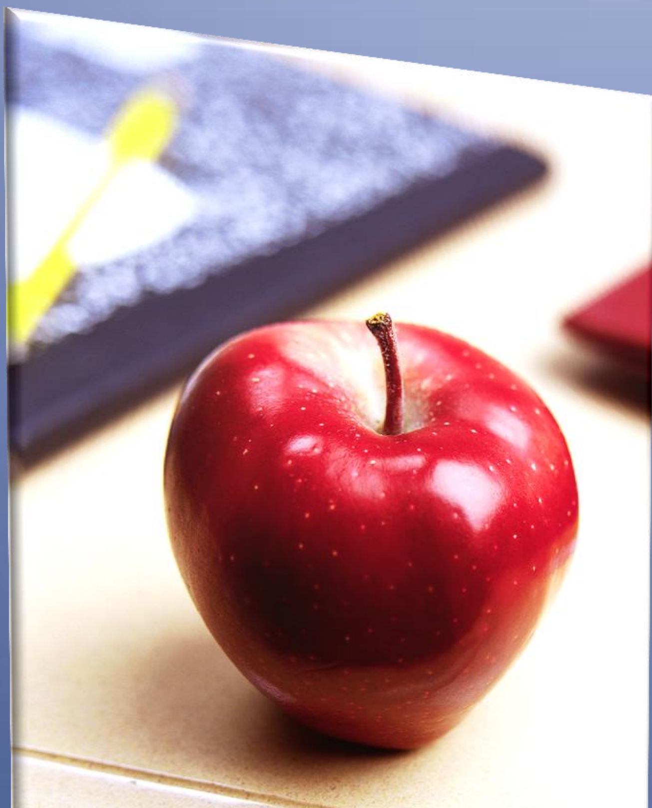
Quick Reference-Act 5 Contribution Rate Changes

Certain situations can cause the contribution rate for an employee to change:

Qualified	***And…***	***Contribution Rates***
Qualified on or after July 1, 2019	If the employee has never been a member of PSERS and is not actually providing services until after July 1, 2019	Automatically enrolled in Class T-G, report at 8.25% (5.50% to DB, and 2.75% to DC); will have option to elect T-H or DC once qualified
Qualified on or after July 1, 2019	Election to Class T-H	Rate decreased from 8.25% to 7.50% (4.50% to DB, and 3.00% to DC)

Qualified on or after July 1, 2019	Election to Class DC	Rate decreased from 8.25% to 7.5%	
Qualified on or after July 1, 2019	Shared Risk/ Shared Gain (Note: this only affects the DB component of each class. The DC component will not change.)	If Class T-G, 2.50%- 8.50%	If Class T-H, 1.50% - 7.50%
Qualified on or after July 1, 2019	Break in service, or a 2-year non-contributing leave and returned after July 1, 2019	If Class T-G, report at 8.25% (5.50% to DB, 2.75% to DC)	If Class T-H, report at 7.50% (4.50% to DB, 3.00% to DC)
Qualified on or after July 1, 2019	The employee refunds, vests or takes a normal, early, or disability retirement and subsequently returns to service on or after July 1, 2019.	If Class T-G, report at 8.25% (5.50% to DB, 2.75% to DC)	If Class T-H, report at 7.50% (4.50% to DB, 3.00% to DC)

2016



Employers' Reference Manual – Chapter 8

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Reporting – Retirement-Covered Compensation

The purpose of this chapter is to simplify the Retirement Code language, as stated below, on the salary/wages that qualify as compensation, which are called “retirement-covered compensation.” The Retirement Code (*§ 8102) Definitions* defines **compensation** as:

> *"Compensation."* --Pickup contributions plus any remuneration received as a school employee excluding reimbursements for expenses incidental to employment and excluding any bonus, severance payments, any other remuneration or other emolument received by a school employee during his school service which is not based on the standard salary schedule under which he is rendering service, payments for unused sick leave or vacation leave, bonuses or other compensation for attending school seminars and conventions, payments under health and welfare plans based on hours of employment or any other payment or emolument which may be provided for in a collective bargaining agreement which may be determined by the Public School Employees' Retirement Board to be for the purpose of enhancing compensation as a factor in the determination of final average salary, provided, however, that the limitation under *section 401(a)(17) of the Internal Revenue Code of 1986* (Public Law 99-514, *26 U.S.C. § 401*(a)(17)) taken into account for the purpose of member contributions, including regular or joint coverage member contributions, regardless of class of service, shall apply to each member who first became a member of the Public School Employees' Retirement System on or after July 1, 1996, and who by reason of such fact is a non-eligible member subject to the application of the provisions of section 8325.1 (relating to annual compensation limit under *IRC § 401(a)(17)*).

PSERS has the right to ask for and acquire information from an employer to determine if a school employee’s wages and/or service time are deemed retirement-covered compensation. Provided below is an excerpt of the Retirement Code that defines the duties of the employer in regards to records and information in Section § 8506 *Duties of Employers*.

> (b) *Records and information*. --At the direction of the board, the employer shall furnish service and compensation records as well as other information requested by the board and shall maintain and preserve such records as the board may require for the expeditious discharge of its duties.

is reported in one of the five fields available on the monthly Work Report:

- Base
- URCC (Unpaid Retirement-Covered Compensation)
- OT (Overtime)

- SUP (Supplemental)
- WNC (Wages No Contributions)

Salary/Wages that exceed the 401(a)(17) earning limitations should be reported in the EXSAL (Excess Salary) field (see *Maximum Earnings Subject to Contributions* later in this chapter for more information). Salary/Wages that do not qualify as compensation are called "non-retirement-covered compensation" and may be reported in the NRCC (Non-Retirement-Covered Compensation) field available on the monthly Work Report. The reporting of NRCC salary/wages is optional.

The information in this chapter provides a guideline for you to use in determining whether or not salary/wages earned are retirement-covered compensation. The determination of whether or not a payment is included as retirement-covered compensation is established in the Retirement Code. Specific language/wording within an employee's contract or in a collective bargaining agreement <u>does not</u> supersede the language or intent of the Retirement Code. If information comes into question, PSERS retains the right to investigate the information, request additional documentation to confirm the reporting, and make the final determination on whether a payment is retirement-covered compensation.

For retirement purposes, all employee earnings (salary/wages, sick pay, pay during leave, bonuses, etc.) are either retirement-covered compensation (qualified earnings) or non-retirement-covered compensation (unqualified earnings). Retirement contributions must be paid by the member and by the employer on qualified earnings and must not be paid on unqualified earnings. Qualified earnings must be reported to PSERS in your monthly Work Reports. Unqualified earnings do not need to be reported, but they may be reported in your monthly Work Reports under NRCC. See Chapter 5: "Monthly Work Report" for instructions.

Full-Time Regardless of Wage Type and Salaried Employees

Full-time employees, regardless of their Wage Type (i.e., Salaried, Per Diem, or Hourly), and salaried employees, regardless of their Employment Type (i.e., Full Time or Part Time), qualify for PSERS membership on the first day of work. Member (Employee) Contributions must be deducted and reported to PSERS on all qualified earnings (retirement-covered compensation). If you are unsure whether or not salary/wages earned are retirement-covered compensation, contact your ESC Regional Representative for additional information.

Part-Time Hourly and Per Diem Employees

Part-time hourly and per diem employees become eligible for PSERS membership on their 500th hour or 80th day of employment in a school year. Once a school employee qualifies for PSERS membership, the member continues to be qualified regardless of the hours or days rendered in subsequent school years, until the employee has a Break in Membership (see Chapter 7: "Determining Member Contribution Rates"). This service time is cumulative among all PSERS employers. You must begin withholding contributions when the cumulative total service of all public school employment reaches 500 hours or

80 days. PSERS will notify you, through a Work Report exception or error message and the Employer Notification of Change in Member Class / Rate or Obtaining Qualification (CROQ) Report, to start withholding contributions.

You have two basic choices for the initial reporting of part-time hourly or per diem employees:

1. Withhold and report contributions to PSERS from the first day of employment. In this case, report the employee's earnings as described in this chapter and stated in Chapter 5: "Monthly Work Report."

2. Wait and start deducting contributions when the employee reaches 500 hours or 80 days. In this case:

    a. Prior to the 500th hour / 80th day, report all earnings that would normally be qualified in the WNC field. Do not use the Base, OT, SUP, URCC, or EXSAL fields.

    b. On or after the 500th hour / 80th day, report all earnings on the Work Report as described in this chapter and stated in Chapter 5: "Monthly Work Report."

You must withhold contributions beginning with the employee's 500th hour or 80th day. At this time, you must also begin paying the employer contributions. Through the Purchase of Service process, the employee and the employer will be billed for the contributions on the wages reported in the WNC field.

PSERS helps you maintain proper reporting of your part-time employees by doing the following:

- If you do not pay employer contributions for an employee who qualifies, PSERS will send you a *Statement of Amount Due* that bills you for the contributions you should have made. PSERS will also bill the employee for the employee's share of the contributions that should have been made. The statutory interest that should have accrued on this money will be added to the cost of the member and employer contributions. Statutory Interest is calculated at 4 percent compounded annually through the application date. The interest is pro-rated for the first school year at a rate of 2 percent since PSERS would not have had the funds for the entire school year.

- If you make employer contributions and deduct member (employee) contributions for an employee and that employee never reaches 500 hours or 80 days of employment in that school year, PSERS will credit the employer contributions to your account after the school year reporting is completed for the fiscal year and the member *Statements of Account* have been generated. The member (employee) contributions will be refunded directly to the school employee at the same time the employer contributions are credited to your account. An *Application for Partial Refund (Non-Qualifying Part-Time Service)* (PSRS-1246) is not required. This process is automatic at the close of the school year after all employers complete the fiscal year reporting. The payment is usually made in February of the next calendar year, but not later than the end of March.

The Retirement Code defines "compensation" generally to mean any remuneration received as a school employee **excluding** the following:

- Reimbursement for expenses incidental to employment
- Bonus
- Severance payment
- Payment not based on the standard salary schedule
- Payment for unused vacation and sick leave
- Compensation for attending seminars and conventions
- Any other payment that the Board determines is for the purpose of enhancing final average salary

The standard salary schedule refers to the schedule, usually established in collective bargaining agreements, whereby the employees are compensated on a fixed scale that varies by seniority, experience, and/or education. With respect to superintendents, or others who are not covered by collective bargaining agreements, this schedule refers to that individual's position with the employer. To clarify, PSERS will use the salary history of the position as the equivalent of the collective bargaining classification.

Retirement contributions must be paid by the member on qualified earnings. It is your responsibility to report the member retirement contributions deducted from the school employee's salary/wage to PSERS on behalf of the member.

Note: In the monthly Work Reports, you must report earnings in the field indicated for each type of payment.

- **Regular Salary/Wages** – Salary/wages based on the standard pay schedule for which the employee is rendering service. Report these earnings in the **Base** field.
- **Overtime** – Wages, paid over and above the regular salary, which represent additional hours worked. Report these earnings in the **OT** field.
- **Extracurricular activities** – Wages paid for additional duties performed after normal working hours should be included in the **SUP** field. Examples of these earnings are wages paid to coaches, department heads, ticket takers, chaperones for school activities, yearbook overseers, etc.
    - If you employ individuals solely for an extracurricular activity and they have qualified employment, then the earnings would be reported in the **Base** field as qualified salary, unless the position meets either of the following conditions:

- Extracurricular Position exception for a retiree (See the *PSERS Return to Service Guidelines and Clarification* pamphlet for more details) ***or***
- School employee waived PSERS membership.

- **Jury duty** – You must withhold and pay retirement contributions on the regular, full salary of employees who are serving jury duty. If you are paying the employee the regular, full salary, report this as usual in the **Base** field. If you are paying the employee the *difference* between the regular, full salary, and the amount the employee is paid for serving on jury duty, report all income in the **Base** field. Because this employee is not technically on an approved leave of absence, but considered to be actively working, the validations in the Work Report will prohibit you from reporting the salary in both the Base and the URCC fields like you would for a school employee who is on an approved leave of absence. Keep the Work Status on the Contract Record as "ACTIVE – Actively Working" for employees on jury duty.

- **Difference payments** – This type of payment applies if you pay a teacher who is on vacation, personal, or sick leave, the ***difference*** between the teacher's regular, full salary and the salary you pay to the substitute teacher who fills in for this teacher. In this case, you and the school employee must pay retirement contributions on the regular, full salary, not the reduced pay. Report all income in the **Base** field. Because this employee is not technically on an approved leave of absence, but considered to be actively working, the validations in the Work Report will prohibit you from reporting the salary in both the Base and the URCC fields like you would for a school employee who is on an approved leave of absence. Retirement contributions must be deducted and reported to PSERS on the salary the member would have earned had he or she not been on vacation, personal, or sick leave.

  Note: If the school employee is called up to active duty and begins a military leave on or after July 1, 2013, you may not report any salary/wages in Base or URCC including differential pay to PSERS while the employee is on military leave; it must be reported in the WNC field on the Work Report. The school employee has the right to purchase the service time upon the return to public school service. This type of military leave is called 'USERRA Leave' (see Chapter 10: "Reporting – Leaves of Absence" for more information).

Incentive Payments

A payment is deemed to be an **incentive**, and **is** retirement-covered compensation, if:

1. The payment is tied to actual and objective work performance standards or a specific achievement, agreed upon prior to the start of the performance or attainment of the achievement.
2. There is an objective means of calculating the amount of the payment.
3. The employer is contractually obligated to make the payment (for a single year or multiple years, as defined in advance) if the performance standards or achievement are met.

Example: An employee earns a $1,000 incentive for achieving national teacher certification, and is paid this additional amount annually during the period of certification without being added to base salary.

An incentive payment does not include payments made for attendance or minimal performance of job duties.

If the above criteria are met, report the incentive payment in the **SUP** field and withhold retirement contributions as you would on other pay to this employee. If the employee is part-time hourly or per diem and is not yet having contributions withheld, report the incentive payment in the **WNC** field.

Payments that do not meet these standards are considered a bonus and are non-retirement-covered compensation.

Bonus Payments

A payment is deemed to be a **bonus**, and **not** retirement-covered compensation, if:

- The payment is not tied to actual and objective work performance standards.
- There is no objective method of calculating the amount of the payment.
- The employer retains complete discretion in deciding whether to make the payment even if any such standards are met.

Examples of bonus payments that would not be retirement-covered compensation could include:

1. One-time payment, in lieu of a salary increase, which is not based on any performance standard and which is not included in base salary the following year.
2. Payment made to a member after services were rendered, where no expectation of payment existed.
3. Payment for an achievement that is unrelated to work performance, such as a monetary award for perfect attendance.
4. Payment for satisfactory performance rating.
5. Payment for selling back unused vacation or sick leave at the end of the school year.

If you want to map all earnings to a Wage field within the Work Report or Work Report Adjustment file, then any bonuses should be reported under the NRCC Field.

Longevity Payments

A **longevity payment** is a payment made by an employer, in either a one-time payment or multiple payments during the fiscal year, to an employee who reaches a certain number of years of service that **may** be retirement-covered compensation.

- Such payment **is** considered retirement-covered compensation (RCC) if the payment(s) is added to a member's base salary for the following school year.

- Such payment **is not** considered retirement-covered compensation if the payment(s) is not added to a member's base salary.

Examples of RCC Longevity Payments:
Employee's contract provides the following:

- 15th through 19th year $500 payment each year
- 20th through 24th year $750 payment each year
- 25th year forward $1,000 payment each year

In these examples, the school employee's standard base salary is increased by the "Longevity Payments" stated above and, therefore, would be considered RCC.

Year	*Base Salary (salary from schedule* plus prior longevity payment)*	*Current Year Longevity Payment*	*RCC*
18	$49,000	$500	$49,500
19	$50,250	$500	$50,750
20	$51,500	$750	$52,250

*The standard schedule includes an annual increase of $750 for each year of employment.

Year	*Base Salary* (salary from schedule* plus prior longevity payment)*	*Current Year Longevity Payment*	*RCC*
18	$49,000	$500	$49,500
19	$50,985	$500	$51,485
20	$53,030	$750	$53,780

*The standard schedule includes an annual increase of 3% of base salary for each year of employment.

Examples of NRCC Longevity Payments:
Employee's contract provides the following:

- 15th through 19th year $500 payment each year
- 20th through 24th year $750 payment each year
- 25th year forward $1,000 payment each year

In these examples, the school employee's standard base salary is **not increased** by the Longevity Payments stated above; therefore, the longevity payment is considered NRCC.

Year	*Base Salary (from schedule only)**	*Longevity Payment*	*RCC*
18	$49,000	$500	$49,000
19	$49,750	$500	$49,750
20	$50,500	$750	$50,500

*The standard schedule includes an annual increase of $750 for each year of employment.

Year	*Base Salary (from schedule only)*	*Longevity Payment*	*RCC*
18	$49,000	$500	$49,000
19	$50,470	$500	$50,470
20	$51,984	$750	$51,984

*The standard schedule includes an annual increase of 3% of base salary for each year of employment.

Step Cash Payments

A "**step cash"** or **"top-of-scale" payment** is a payment made by an employer, in either a one-time payment or multiple payments during the fiscal year, to a member who is restricted from a salary increase due solely to the fact that the employee is at the top of the salary schedule. Such payments shall be considered retirement-covered compensation, even though the amount is **not** added to the base salary, if:

- Amounts are clearly stated.
- Amounts are agreed upon in advance.
- Amounts are applicable to all school employees in the same position, and years of service, as contracted, on the salary scale.
- The employer has no discretion in making the payment.

Severance Payments

A **severance payment** is defined in the Retirement Code as:

> Any payments for unused vacation or sick leave and any additional compensation contingent upon retirement including payments in excess of the scheduled or customary salaries provided for members within the same governmental entity with the same educational and experience qualifications who are not terminating service.

Any payment that is paid solely because the member terminates service by a certain date is **not** retirement-covered compensation and will **not** be included in a Final Average Salary calculation.

Examples of severance payments include, but are not limited to:

- A salary increase given to a member who is retiring even though the employer has imposed a pay freeze on its non-retiring staff.
- An offer to extend the instructional year, by assigning duties such as curriculum writing, that are specifically designed so that compensation will be given beyond the normal instructional schedule in exchange for a member's agreement to retire by a specific date.
- An early retirement incentive offered to a member who agrees to leave employment prior to reaching a PSERS milestone.

- A payment agreed to after a notice of termination has been given or after a member has been formally relieved of duties.
- A payment if a member agrees to submit a letter of resignation or retirement by a specific date.
- A salary increase paid in the member's last year of employment in recognition of "years of devoted service" or for a similar reason.
- A large salary increase coupled with an agreement to terminate service.
- Payment of unused vacation and sick leave, in lieu of a salary increase, in connection with an agreement to terminate service.

Tax-Sheltered Annuity

A contribution to a **tax-sheltered annuity** (TSA), typically a 403(b) plan, **is** retirement-covered compensation if it **is paid from the member's base salary** (a "salary reduction") and the amount of the contribution is added to the member's base salary.

A contribution to a TSA **is not** retirement-covered compensation and is considered a fringe benefit if it **is paid in addition to the member's base salary** (a "non-salary reduction") and is not added to the member's base salary.

Example 1 – Salary Reduction:			***Example 2 – Non-Salary Reduction:***	
Base Salary	$130,000		**Base Salary**	$130,000
403(b) deduction *(member paid)*	-5,000		403(b) contribution *(employer paid)*	+5,000
Net Income	$125,000		**Net Income**	$135,000

In both examples, the retirement-covered compensation is $130,000.

Deferred Compensation - 457(b) and 457(f) Plans

Any income that is deferred under an authorized IRC 457(b) Deferred Compensation Plan agreement or an authorized IRC 457(f) ineligible Deferred Compensation Plan shall be included as retirement-covered compensation as defined in section 8102 of the Retirement Code provided the contributions meet the other retirement-covered compensation requirements.

Settlement Agreements (Including Arbitration / Court Awards)

PSERS will grant service credit and recognize payments resulting from a settlement agreement as retirement-covered compensation under the following circumstances:

- In the case of a contested termination, the termination is removed from the personnel record and the member is returned to the employment status that he or she would have held had the service not been interrupted.

  Note: A member's personnel record must be changed to reflect the employment status to which the parties are agreeing. After the fact the employment record must show continuous school service as though the disputed personnel action did not occur.

- A member is not required to continue in employment following the last day of the return to service period.

  Note: The Member may agree to terminate service in the same document in which the employer agreed to void the termination and return the member to service with full back pay and benefits.

- Full back pay and benefits are paid and appropriate contributions submitted by both the employer and the member.

  Note: Member retirement contributions resulting from a settlement award must be paid by the member; the employer cannot agree to make these payments.

- Back pay is credited in the year it is earned, not the year it is received.

- Any order or settlement agreement must specify the time period to which the back pay must be credited.

- Back pay must correspond to the salary the member would have received had they not been terminated. Anything else is merely a damage award or settlement payment.

  Note: The full salary and benefits to be paid must reflect any increase that would have occurred due to longevity or changes in the pay scale. These employer payments may be mitigated by any other income earned during the disputed period; but retirement contributions must be made on the amount of the full salary. PSERS will not recognize either damage award or "settlement" unrelated to the member's contracted position as an attempt to create service credit or retirement-covered compensation when none is due. PSERS will not give service credit, or recognize retirement-covered compensation, for settlement agreements that are disguised severance agreements.

- If a member received any retirement benefits as a lump sum or annuity during the period of reinstated service, these amounts must be repaid to PSERS as a lump sum or by applying an actuarial reduction. In such cases, the PSERS benefit will be recalculated using the new retirement date and factor in the additional service credit and retirement-covered compensation.

  Note: PSERS will allow a member to apply for and receive retirement benefits even though he or she is contesting the termination. If the member is successful, the retirement transaction is undone and the account restored to reflect continuous school service.

Report the total amount that represents only the employee's reinstated full contract salary even though the amount of the award may have included interest or punitive damages. Do not report any other awarded claims such as interest. The salary, contributions, and service reported to PSERS must equal what the member would have earned had the member worked during the period associated with the arbitration / court award.

You must make retirement contributions on the gross amount of contract salary awarded, not on the net salary received by the employee. If an award amount is reduced because of other outside income, you must still pay contributions on the full award amount.

Note: All settlements or salary from arbitration will be reviewed by PSERS on a case-by-case basis. Send the information in writing to PSERS. Be sure to state what the settlement and salary payment represent in detail. You must provide a copy of the court award or arbitration.

Approved Leave of Absence Salary/Wages

Wages paid to an employee while the employee is on an approved leave of absence may or may not qualify as retirement-covered compensation. The approved leave of absence must meet certain requirements. See Chapter 10: "Reporting – Leaves of Absence" to determine if the wages paid or the wages the member would have earned qualify as retirement-covered compensation.

Employee Dies while in Service

Payment to an employee's beneficiary or estate for time worked prior to the employee's death should be reported. Report this type of pay in the **same Wage** field (i.e., Base or WNC) as you reported the salary/wage prior to the member's death. If applicable, also report the associated contributions in the **Contributions** field. Report service time for this payment in the **Days** or **Hours** field.

Return of Salary, Wages, or Pay Increase

If a member is obligated to return a portion of his or her salary, wages, or a pay increase to the employer, the amount that is required to be returned will not constitute remuneration for services. As such, it is non-retirement-covered compensation; therefore it will not be used for any Final Average Salary calculation. The employer is responsible for returning the associated member contributions to the member.

Expenses

Payments made to members as reimbursement for expenses incidental to their employment are not retirement-covered compensation.

Examples of such expenses could include:

- Car allowance (for lease or purchase of vehicle) ***Note: Car Allowance may also be a fringe benefit if the employer pays the expense directly. Whether considered expenses or a fringe benefit, the income is non-retirement-covered compensation***

- Mileage reimbursement
- Dues
- Conference or seminar fees (including registration, housing, and meals)
- Meal reimbursement
- Cell phone charges

Non-retirement-covered compensation (unqualified earnings) may be reported in the NRCC field provided on your monthly Work Report to PSERS to reduce future questions, but it is not required.

Additional Examples of Unqualified Payments

Payments that are not tied to actual work while an active PSERS member, including but not limited to the following, are ineligible as retirement-covered compensation:

- Fringe benefits – Fringe benefits are excluded from retirement-covered compensation. This includes payments for a life insurance policy, premiums for health and welfare benefits, group life insurance, and union dues.

  Example: The employer provides employer-paid disability coverage. Whether the employer directly pays for this benefit, or gives money directly to the employee, who then pays the disability premium, makes no difference from a retirement-covered compensation standpoint. In either case, the payment would be excluded.

- Payment to an employee in lieu of a benefit the employee is eligible to receive, or any reimbursement received by the employee. (Usually, these payments do not become part of your standard pay schedule.)

  Examples:
    - Payment in lieu of an employer-sponsored vision and dental plan
    - Payment in lieu of an employer supplied cell phone
    - Payment in lieu of health care coverage

- Special payments for health and welfare plans based on the hours employed

- “Signing bonuses” if the amount is not included in the base salary the following year

- Payments for “perfect attendance” or similar behaviors

- Payments to Independent Contractors, or persons compensated on a fee basis

- Compensation for attending seminars and conventions, and salaries paid to employees serving as PIAA officials. (They are considered independent contractors contracted through PIAA.)

- Non-published side agreements for additional compensation

- Any payments (remuneration or a profit derived from one's office) received by a school employee for school service that is not based on the standard pay schedule for which they are rendering service

- Payments or a profit derived from one's office that may be negotiated in a collective bargaining agreement for the express purpose of enhancing the compensation factor for retirement benefits

- Payments due for settlements or an arbitration or court cases when the settlement involves less than full reinstatement, back pay, and benefits. For more information about settlement agreements, refer to the *Settlement Agreements (Including Arbitration / Court Awards)* section earlier in this chapter**.**

- Interest payment included with settlements or arbitration of a court case.

  Note: All settlements or salary from arbitration will be reviewed by PSERS on a case-by-case basis. Send the information in writing to PSERS. Be sure to state what the settlement and salary payments represent in detail. You must provide a copy of the court award or arbitration.

- Work performed as a student is generally not eligible for purchase, because such service is often tied to conditions that make the service not part of a true employer/employee relationship. Examples of such conditions include, but are not limited to, service performed:

  - As part of a financial aid package (e.g., work study, etc.)
  - In exchange for a tuition or housing waiver
  - As part of the student's curriculum
  - In exchange for academic credit
  - As a Graduate or Resident Assistant

  The member has the responsibility to provide proof that these conditions did not exist. Such proof *may* come from the employer, or may be supplied by the member from their collection of employment history documents.

- Salaries paid to substitutes employed through a contracted substitute service are not retirement-covered compensation.

  Example: You contract with "Substitutes for Hire" temp agency to acquire all your substitutes. The temp agency conducts all the interviews and determines qualifications of the applicants. You, directly or indirectly, contact the temp agency when you need a substitute. They provide the substitute. The salary earned by the substitute should not be reported to PSERS, even if you have a policy that states that a substitute earns a wage adjustment after rendering 60 consecutive days in the same position. When, and only when, the person becomes an employee of the district should you start reporting the individual to PSERS.

Conversely, if you hired the substitute, but use a contracted service to simply pay the substitute, the position should be reported to PSERS and the retirement contributions should be deducted based on the qualification rules. See Chapter 2: "Membership – Mandatory, Optional, or Prohibited" for more information.

- Salaries paid to PSERS retirees hired for employment due to an emergency or shortage of personnel. An emergency is characterized as an increase in workload that creates a serious impairment of service to the public or a shortage of appropriate subject-certified teachers or personnel. See the PSERS website for more information on this topic.

- Salaries paid to PSERS retirees hired for an extracurricular activity. This applies only if hired under both of the following conditions:

    - The retiree is hired for an extracurricular position that is conducted **outside of** the regular instructional hours and **is not part of** the school's mandated curriculum.

    - The retiree is employed under a separate written contract with you; and the written contract contains both:

        - ✓ A waiver by the retiree of any potential retirement benefits that could result from the post-retirement employment

        - ✓ A release of both you and PSERS from any liability for benefits related to the post-retirement employment

Maximum Earnings Subject to Contributions

Section 401(a)(17) of the Internal Revenue Code limits the amount of compensation that is subject to retirement contributions for active employees **entering** (enrolled in) PSERS membership **on or after** July 1, 1996.

- For employees who became PSERS members on or after July 1, 1996, the maximum amount of earnings that qualify for retirement contributions may not exceed the limitation. The limit for a PSERS fiscal year is the IRS announced limit for the calendar year in which such fiscal year begins. If an employee earns more in a fiscal year than the limit, all salary that exceeds this limit should be reported in the EXSAL ofield on the employee's Work Report Records for the remainder of that fiscal year. No retirement contributions should be made on this excess salary. See the PSERS website for more information.

  If a determination period consists of fewer than 12 months, the compensation limit for that year will be multiplied by a fraction, the numerator of which is the number of months in the determination period and the denominator of which is 12.

  Example: For an employee who worked for 5 months in 2006, the reportable compensation limit was $91,667 ($220,000 x 5/12).

The annualized salary calculation for any fiscal year that is computed is limited by the cap allowed by IRC 401(a)(17) for the calendar year in which the fiscal year begins.

Any member who was **enrolled prior to** July 1, 1996, regardless of a break in service or membership, is not subject to the compensation limits set forth by the Internal Revenue Service in IRC Section 401(a)(17).

- For employees who became PSERS members before July 1, 1996, there is no maximum earning level. Contributions must be made on all qualifying earnings for these employees, regardless of how much they earn in a calendar year.

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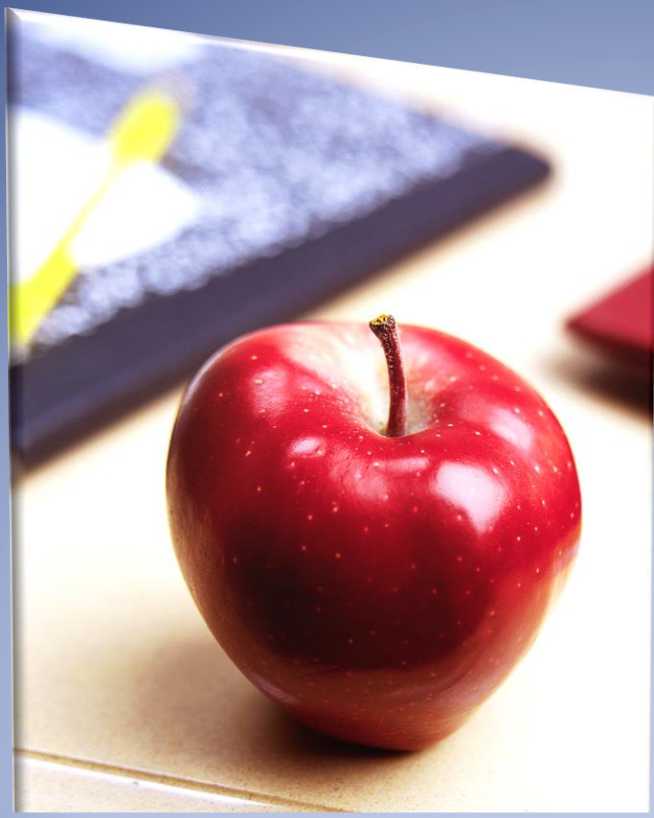

Employers' Reference Manual – Chapter 9

Public School Employees' Retirement System

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Chapter 9
Reporting – Service Time

You are responsible for reporting to PSERS the number of days and/or hours that your eligible school employees work. PSERS collects all information reported by all the school employees' employers to determine the members' service credits. Service time includes all of the following:

- All time spent working for you regardless of the school employees' Employment Type
- All time spent on an approved leave of absence

PSERS collects the information to determine the school employee's eligibility for membership and determine the accumulated service credits. Service Credits are a base component in the calculation of a member's retirement benefit. It is important that the number of days and/or hours an employee works is accurately reflected in the account. As stated in earlier chapters, the school employee's Employment Type and Wage Type are a component in determining the employee's membership eligibility. The other component is the service units (days/hours). For your convenience, the definition of Full-time and Part-time employment has been copied from Chapter 2: *Membership – Mandatory, Optional, and Prohibited.*

PSERS defines full-time and part-time employment as follows:

Full Time

A school employee who is classified as:

- Salaried = works at least 5 full days per week
- Hourly = works at least 25 hours per week not including overtime hours
- Per diem = works at least 5 full days per week and is hired and paid on a daily basis for a period of at least three consecutive months (e.g., long term substitute)
- Adjunct = works at least 30 credit hours in a school year

Part Time

A school employee who is classified as:

- Salaried = works less than 5 full days a week
    - Works five (5) or more hours per day but fewer than five (5) days per week
- Hourly (hired and paid on an hour-to-hour basis) = works less than 25 hours a week

- Per Diem (hired and paid on a day-to-day basis) = works less than 5 days a week. A workday must include a minimum of 5 hours to be considered a full day.
- Adjunct = works less than 30 credit hours in a school year

Note: PSERS defines a full day as 5 hours worked in a day even if an employer defines a full day differently. The employer must report the school employee's days based on PSERS definition.

The Pennsylvania Retirement Code has given PSERS the authority to withhold the Basic Education Subsidy from any employer that is delinquent in submitting service time and/or work reports and/or payments.

Determining and Reporting Service Units

Employers are responsible for determining and reporting service units for all eligible school employees. Service units for salaried and per diem employees are based on days or portions thereof; service units for hourly employees are based on hours. It is possible for a school employee to have both days and hours reported. For example, if a salaried or per diem member is compensated for overtime or extracurricular service, then the hours worked would be reported in addition to the days worked.

The employer reports all days (a full day is equal to five or more hours) or hours rendered and compensated for each position held. PSERS is responsible for ensuring that no member receives more than 1.00 year of service credit per school year.

Note: *If the employee* ***is not compensated*** *for hours or days worked, the service units should not be included in the days / hours reported to PSERS.*

Service Unit Guidelines

The following guidelines will be used by the employer to determine service units:

- **Salaried and Per Diem**
  - If an employee is salaried and works five (5) or more hours per day but fewer than five (5) days per week, the calculation for determining days worked is as follows:

    Calculation Method 1 Number of Days worked =
    Step 1: *M*ultiply the number of days worked per week by the number of weeks worked.
    Step 2: Add additional full days worked not counted in Step 1.

    Example: Works 3 days per week for 36 weeks and worked 5 full days (in service).

    3 x 36= 108 + 5 = 113 days

  - If an employee is salaried and works fewer than five (5) hours per day, the calculation for determining days worked is as follows:

Calculation Method 2 Number of Days worked =
Step 1: Divide the hours worked per day by five (5) = percentage of a work day.
Step 2: Multiply the percentage of a work day by the number of days worked.
Step 3: Add full days worked.

Example: 3 hours per day for 180 days and worked an additional 3 full days (in service)

3 / 5 = .60 x 180 = 108 + 3 = 111 days

- **Hourly:** the employer reports all hours rendered and compensated for a school employee for each position held.

- **Adjunct Faculty**: Department of Education, State-owned educational institutions, community colleges, area vocational-technical schools, technical institutes, or the Pennsylvania State University may employ adjunct faculty. The employer is responsible for determining and reporting service units based on the credit hours worked.

  Any school employee with a teaching load of 30 credit hours or more per year should be reported with 180 days of service.

  Service units are calculated as a percentage to determine the number of days to be reported:

  Actual Credit Hours / 30 credit hours = percentage of a full service unit
  Percentage x 180 days = days to be reported to PSERS

  Example: Adjunct teaches 12 credit hours per year
  12/30 = .4 or 40% of a service unit
  180 days x .4 = 72 days to be reported

You must report service units in your monthly Work Reports, as follows:

- **For hourly employees**, service time must be reported as it is earned. Report time even if the employee has not yet qualified for membership. In the Work Report Record for the month the service was earned, enter the service time in the HRS (Hours) field.

- **For per diem employees**, service time must be reported as it is earned. Report time even if the employee has not yet qualified for membership. In the Work Report Record for the month the service was earned, enter the service time in the DAYS field.

- **For salaried employees**, service time can be reported EITHER monthly or annually:

  - To report monthly, report service time as it is earned. In the Work Report Record for the month the service was earned, enter the service time in the DAYS field.

  - To report annually, report all service time for the fiscal year (July 1 – June 30) in the June Work Report Record. Enter the service time in the DAYS field.

Remember*: If a Per Diem or Salaried employee renders any hours, the Hours should be reported in the HRS (Hours) field. You should not convert hours worked into days. Likewise, if an Hourly employee works a 'day' (compensated at a daily wage), you should report the days worked along with the normal reporting of the hours worked in the DAYS field.*

Note*: Minors age 11 or older may receive credit for service rendered in a school entity. This service may be acquired through the normal employer reporting process or through the purchase of service process. The employee must meet the eligibility requirement for membership and service credit.*

It is the responsibility of the employer to ensure that they are adhering to the Pennsylvania's child labor laws.

Hourly Employees

For hourly employees, service time does not need to be calculated manually.

- In your monthly Work Reports, report all time that is actually worked as it is paid. Typically, this time is determined from time cards and is what you enter into your payroll system.
- If an employee goes on an approved leave of absence, report the number of hours the school employee would have worked had the employee not been on an approved leave of absence in your monthly Work Reports.
- Hours must be reported as whole hours. The hours should be rounded to the nearest whole hour.

  Example: If an employee works 110.49 hours in a reporting period, enter 110 hours in the HRS (Hours) field of the Work Report Record. If the employee works 110.50 hours, enter 111 hours in the Work Report Record.

- Hours worked on extra-curricular activities* or overtime MUST be reported. Service for overtime is NOT calculated at time and a half. One hour should be reported for each hour worked.

*An annuitant who returns to service in an emergency, shortage, or extra-curricular capacity as defined by the Retirement Code is not eligible to earn or purchase service credits for any such period. An annuitant may choose to terminate his annuity and return to active service in order to earn additional service credits.

Per Diem Employees

For per diem employees, service time does not need to be calculated manually.

- In your monthly Work Reports, report all time that is actually worked as it is paid. Typically, this time is determined from time cards and is what you enter into your payroll system.

- If an employee goes on an approved leave of absence, report the number of days the school employee would have worked had the employee not been on an approved leave of absence in your monthly Work Reports.

- Report service time for per diem employees in days or a portion of a 5-hour day. Days may be broken down to two decimal places. Do not use fractions (e.g., ½, ¾).

  Example: If an employee works 19 days plus ½ day, enter 19.50 in the DAYS field of the Work Report Record.

  Note: PSERS defines a full day as 5 hours worked in a day even if an employer defines a full day differently. The employer must report the school employee's days based on PSERS definition.

- Hours worked on extra-curricular activities* or overtime MUST be reported. If the extra work is paid hourly, report the number of hours in the HRS (Hours) field. If the extra work is paid on a per diem basis, report the number of days or partial days in the DAYS field (add this time to the regular per diem work). Service for overtime is NOT calculated at time and a half. One hour should be reported for each hour worked.

  Example: An employee has two Member Contract Records: one for a per diem position and one for an hourly position. If the employee works 5 hours in a day for the per diem position and then works another 2 hours in the same day for the hourly position, report 1 day in the Per Diem Work Report Record and report 2 hours in the Hourly Work Report Record. PSERS will ensure that the employee does not receive more than a year's worth of service time in a school year.

*An annuitant who returns to service in an emergency, shortage, or extra-curricular capacity as defined by the Retirement Code is not eligible to earn or purchase service credits for any such period. An annuitant may choose to terminate his annuity and return to active service in order to earn additional service credits.

Full-Time Salaried Employees

For full-time salaried employees, service time does not need to be calculated manually.

- Typically, the number of days a salaried employee is hired to work is specified in their contract with you. In this case, report this number of days either monthly or annually, in the DAYS field of the employee's monthly Work Report Record(s).

- If the number of days is not specified in your contract with the employee, you must determine the number of days actually worked by the employee.

- If an employee goes on an approved leave of absence, report the number of days the school employee would have worked had the employee not been on an approved leave of absence in your monthly Work Reports.

- Report service time for salaried employees in days or a portion of a 5-hour day. Days may be broken down to two decimal places. Do not use fractions (e.g., ½, ¾).

  Example: If an employee regularly works 19 days of 5-8 hours per day plus one day of 2 ½ hours (half of a 5-hour day), enter 19.50 in the DAYS field of the Work Report Record.

  Note: PSERS defines a full day as 5 hours worked in a day even if an employer defines a full day differently. The employer must report the school employee's days based on PSERS definition.

- Hours worked on extra-curricular activities* or overtime MUST be reported. If the extra work is paid hourly, report the number of hours in the HRS (Hours) field. If the extra work is paid on a per diem basis, report the number of days or partial days in the DAYS field (add this time to the service time reported for the salaried work, if that is also reported in the Work Report Record). Service for overtime is NOT calculated at time and a half. One hour should be reported for each hour worked.

*An annuitant who returns to service in an emergency, shortage, or extra-curricular capacity as defined by the Retirement Code is not eligible to earn or purchase service credits for any such period. An annuitant may choose to terminate his annuity and return to active service in order to earn additional service credits.

Part-Time Salaried Employees

For part-time salaried employees, service time may need to be calculated manually; with the calculation results reported to PSERS *(see calculation method defined earlier in this section)*.

- Report service time for salaried employees in days or a portion of a 5-hour day. Days may be broken down to two decimal places. Do not use fractions (e.g., ½, ¾).

  Example: The service for an employee who regularly works 19 three-hour days per month should be entered as 11.40 days.

  Hours worked divided by 5 = % (3/5= .60) x days worked (19 x .60 = 11.4)

- If an employee goes on an approved leave of absence, report the number of days the school employee would have worked had the employee not been on an approved leave of absence in your monthly Work Reports.

- Hours worked on extra-curricular activities* or overtime MUST be reported. If the extra work is paid hourly, report the number of hours in the HRS (Hours) field. If the extra work is paid on a per diem basis, report the number of days or partial days in the DAYS field (add this time to the service time reported for the salaried work, if that is also reported in the Work Report Record). Service for overtime is NOT calculated at time and a half. One hour should be reported for each hour worked.

- If a part-time salaried employee is required to attend an all-day in-service day, they are to receive a full day's credit.

- Typically, the number of days and the number of hours per day that a salaried employee is hired to work is specified in their contract with you. In this case, report this number of days or partial days either monthly or annually, in the DAYS field of the employee's monthly Work Report Record(s).

- If your contract with the employee does not specify the number of days the employee will work in the school year, you must determine the number of days or partial days actually worked by the employee.

  Example #1: The service for a part-time salaried employee who works 6 hours per day, 4 days a week during a 36-week school year should be the actual days worked: 144 days (4 days a week X 36 weeks = 144 days).

  Example #2: The service for a part-time salaried employee who works 4 hours per day, 5 days per week for a total of 185 days in a school year should be reported as 148 days (4/5 of a day X 185 days = 148 days).

*An annuitant who returns to service in an emergency, shortage, or extra-curricular capacity as defined by the Retirement Code is not eligible to earn or purchase service credits for any such period. An annuitant may choose to terminate his annuity and return to active service in order to earn additional service credits.

Adjunct Professors

- Report service time for adjunct professors in days or a portion of a day. Days may be broken down to two decimal places. Do not use fractions (e.g., ½, ¾).

- **Example:** The service for an adjunct professor who regularly works 30 credit hours should be entered as 180 days.

  Actual Credit Hours / 30 credit hours = percentage of a full service unit
  Percentage x 180 days = days to be reported to PSERS

  Calculation Example: Adjunct teaches 30 credit hours per year
  30/30 = 1 or 100% of a service unit
  180 days x 1 = 180 days to be reported

- If an employee goes on an approved leave of absence, report the number of days the school employee would have worked had the employee not been on an approved leave of absence in your monthly Work Reports.

- Hours worked on extra-curricular activities* or overtime MUST be reported. If the extra work is paid hourly, report the number of hours in the HRS (Hours) field. If the extra work is paid on a per diem basis, report the number of days or partial days in the DAYS field (add this time to the service time reported for the salaried work, if that is also reported in the Work Report Record). Service for overtime is NOT calculated at time and a half. One hour should be reported for each hour worked.

- Typically, the number of credit hours that an adjunct professor is hired to work is specified in their contract with you. In this case, calculate the credit hours into day and report this number of days or partial days either monthly or annually, in the DAYS field of the employee's monthly Work Report Record(s).

- If your contract with the employee does not specify the number of days the employee will work in the school year, you must determine the number of days or partial days actually worked by the employee as defined by *PSERS (see calculation method defined earlier in this section)*.

- Part-Time Salaried Adjunct Professors- Adjunct professors are generally considered part-time salaried employees unless specially documented otherwise (e.g. hourly or per diem) in an employment contract. As part-time salaried school employees, they must have retirement contributions deducted and reported from the first day of employment, unless they are eligible to waive PSERS membership OR they are enrolled in an alternative acceptable retirement plan offered by the college or university (e.g. TIAA-CREF).

*An annuitant who returns to service in an emergency, shortage, or extra-curricular capacity as defined by the Retirement Code is not eligible to earn or purchase service credits for any such period. An annuitant may choose to terminate his annuity and return to active service in order to earn additional service credits.

Calculate and report service for these positions using the following formula:

- Consider 30 credit hours per year as the standard for a full-time position.
- Determine the number of credit hours taught by the part-time adjunct.
- Divide the credit hours worked for the part-time position by the full-time credit hours standard (30) to obtain a percentage of full-time work.
- Multiply the percentage of full-time work by 180 days to determine the equivalent number of days to be reported as service credit for the part-time employment.

  Example: Adjunct professor is contracted to teach 12 credit hours for the school year.

  - ✓ 12 divided by 30 = .40 or 40%
  - ✓ .40 X 180 days = 72 days to be reported

Coaches

A coach can be employed under various Employment Types (full time or part time) and Wage Types (hourly, per diem, or salaried). It is the employer's responsibility to determine the member's or potential member's Employment Type and Wage Type using both the employment agreement and rules defined by *PSERS* and report to PSERS accordingly.

Note: If the information reported to PSERS does not appear consistent, PSERS has the right to request supporting information including a copy of the employment agreement.

- **Part-Time Salaried Coaches -** For each part-time salaried coaching position, you may calculate service time in either of two ways:

  Method #1: You can establish an anticipated work schedule for the sport season being coached to determine the hours and days the coach will work. Within the schedule, it is assumed that the coach will fulfill the contract.

  Example: On Monday, Wednesday, Thursday and some Saturdays, a coach is expected to work 2 hours per day. Tuesday and Friday, the coach is expected to work 4 hours per day and on some Saturdays the coach is expected to work 8 hours from the month of August through November. The coach's service time is determined as shown in the following table:

Example Service Calculation for Part-Time Salaried Coach

Week	Mon	Tues	Wed	Thu	Fri	Sat	TOTAL
1	2/5	4/5	2/5	2/5	4/5	2/5	(4 x 2/5 day) + (2 x 4/5 day) = 3.20 days
2	2/5	4/5	2/5	2/5	4/5	2/5	(4 x 2/5 day) + (2 x 4/5 day) = 3.20 days
3	2/5	4/5	2/5	2/5	4/5	2/5	(4 x 2/5 day) + (2 x 4/5 day) = 3.20 days
4	2/5	4/5	2/5	2/5	4/5	2/5	(4 x 2/5 day) + (2 x 4/5 day) = 3.20 days
5	2/5	4/5	2/5	2/5	4/5	8	(3 x 2/5) + (2 x 4/5 day) + 1 = 3.80 days
6	2/5	4/5	2/5	2/5	4/5	2/5	(4 x 2/5 day) + (2 x 4/5 day) = 3.20 days
7	2/5	4/5	2/5	2/5	4/5	2/5	(4 x 2/5 day) + (2 x 4/5 day) = 3.20 days
8	2/5	4/5	2/5	2/5	4/5	8	(3 x 2/5) + (2 x 4/5 day) + 1 = 3.80 days
9	2/5	4/5	2/5	2/5	4/5	8	(3 x 2/5) + (2 x 4/5 day) + 1 = 3.80 days
10	2/5	4/5	2/5	2/5	4/5	2/5	(4 x 2/5 day) + (2 x 4/5 day) = 3.20 days
11	2/5	4/5	2/5	2/5	4/5	2/5	(4 x 2/5 day) + (2 x 4/5 day) = 3.20 days
12	2/5	4/5	2/5	2/5	4/5	2/5	(4 x 2/5 day) + (2 x 4/5 day) = 3.20 days
13	2/5	4/5	2/5	2/5	4/5	8	(3 x 2/5) + (2 x 4/5 day) + 1 = 3.80 days
14	2/5	4/5	2/5	2/5	4/5	8	(3 x 2/5) + (2 x 4/5 day) + 1 = 3.80 days
GRAND TOTAL -							**47.80 days (.27 of a year of service)**

Method #2: You may use the following formula to calculate the coach's service time:
Number of Hours Worked Per Week during the sport season

÷	25
X	Weeks per Season
X	Days Worked per Week
=	Number of Days to Report

Example: A football coach conducts practice and attends games 10 weeks during the fall season (e.g., August through November). The coach renders 20 hours per week during the season, at 6 days each week. The calculation and number of days to report would be: 20 hours ÷ 25 X 10 X 6 = 48 days.

- If the coach was hired as a Per Diem or Hourly employee, report service time as defined earlier in this section for Per Diem Employees or Hourly Employees. *Note: the days or hours work should represent the interaction with the sport team being coached.*

- Report service time for a salaried coach in days or a portion of a day. Days may be broken down to two decimal places. Do not use fractions (e.g., ½, ¾).

- If an employee goes on an approved leave of absence, report the number of days the school employee would have worked had the employee not been on an approved leave of absence in your monthly Work Reports.

- Hours worked on extra-curricular activities* or overtime MUST be reported. If the extra work is paid hourly, report the number of hours in the HRS (Hours) field. If the extra work is paid on a per diem basis, report the number of days or partial days in the DAYS field (add this time to the service time reported for the salaried work, if that is also reported in the Work Report Record). Service for overtime is NOT calculated at time and a half. One hour should be reported for each hour worked.

- Typically, the number of credit hours that a coach is hired to work is specified in their contract with you. In this case, calculate the credit hours into days and report this number of days or partial days either monthly or annually, in the DAYS field of the employee's monthly Work Report Record(s).

- If your contract with the salaried coach does not specify the number of days the employee will work in the school year, you must determine the number of days or partial days actually worked by the employee as defined by *PSERS (see calculation method defined earlier in this section)*.

*An annuitant who returns to service in an emergency, shortage, or extra-curricular capacity as defined by the Retirement Code is not eligible to earn or purchase service credits for any such period. An annuitant may choose to terminate his annuity and return to active service in order to earn additional service credits.

How to Calculate Service Time

Service Credit Calculations

PSERS calculates the service credits as follows:

1. Full Time and Part Time Salaried and Per Diem member service credit is calculated using the following formula:

   Actual Days worked divided by 180 = service credit±

2. Part Time Hourly member service credit is calculated using the following formula:

   Actual Hours worked divided by 1100 = service credit±

3. Full Time Hourly member service credit is calculated using the following formula:

   Actual Hours worked divided by 1100 = service credit±

   Exception to the Full Time Hourly member formula:

   If the Full Time Hourly member has Expected Months equal to 9 or 10 and the Expected Units are greater than or equal to 900 but less than 1100, the calculation is as follows:

   Actual Hours worked divided by Expected Units = service credit±

Example: A cafeteria worker is expected to work 5 hours per day for a 190 day school year. Multiplying the number of hours worked per day by the number of days in the year will establish the Expected Units. For this example, this cafeteria worker would have Expected Units of 950 hours. The contract record for this position needs to show 950 hours as expected units, rather than the standard 1100 hours in order for service credit to calculate to a 1.00 service credit correctly in the NPAS system.

In cases where a member has multiple positions, the employer will report the respective days and hours worked in each position. The service credit for the positions will be calculated using the formulas above and the totals will be added together to determine the total service credit for the school year. No school year will be credited with more than 1.00 year of service credit.

± Service Credits are truncated to three decimal places and the resulting value is rounded and displayed/stored as two decimal places. e.g.:

- *5/1100 = 0.004 which should round and display/store 0.00 as the service credit.*
- *7/1100 = 0.006 which should round and display/store 0.01 as the service credit.*

Employees Working Multiple Positions

Some employees work multiple positions either for you or for multiple school employers. In this case, service time is calculated as follows:

- If an employee works both an hourly and a salaried or per diem position, report service time for each position separately in the appropriate HRS (Hours) or DAYS field. PSERS will combine the service time for this employee and will ensure that the employee does not receive more than a year of service credit in a school (fiscal) year.

- If an employee works multiple positions that are paid the same way (hourly, Per Diem, or salaried), combine these in the same Work Report Record.

  Example: If an employee has two positions that are both hourly, report the service from both positions in one record entry

- Employees will receive a maximum of one year's worth of service per school year, even if additional hours are worked beyond a full-time position.

Note: A school employee may hold multiple positions **excluding Administrators employed by a Charter School**, but may be granted salary, contributions, and service credit only if the work is performed at different hours, on different days, or during different months of the year.

Acceptable:

Example 1: Employed by Employer **A** from 7:30 a.m. to 3:30 p.m.
Employed by Employer **B** from 5:00 p.m. to 10:00 p.m.

Example 2: Employed by Employer **C** from 8:00 a.m. to 5:00 p.m. as a teacher
Employed by Employer **C** from 5:15 p.m. to 7:00 p.m. as a night custodian

Example 3: Employed by Employer **E** Monday, Wednesday, and Friday from 7:30 a.m. to 4:00 p.m.
Employed by Employer **F** Tuesday and Thursday from 7:30 a.m. to 4:00 p.m.

Example 4: Employed by Employer **G** September 1 thru June 10
Employed by Employer **G** July 1 thru August 31

Unacceptable:

Example 1: Employed by Employer **A** from 7:30 a.m. to 3:30 p.m. as a teacher
Employed by Employer **A** from 11:30 a.m. to 1:30 p.m. as a cafeteria aide
because the school employee has a study period

Example 2: Employed by Employer **A** from 7:30 a.m. to 3:30 p.m. as an administrator
Employed by Employer **B** from 11:30 a.m. to 1:30 p.m. as a college professor

Employees on a Non-Contributing Leave

The days and/or hours the school employee would have worked should be reported in the DAYS and/or HRS field(s) on the Work Report on the same record the salary the school employee would have earned. The salary is reported in the WNC field (Wages No Contributions). No service credit will be calculated and posted to the employees' retirement record during the non-contributing leave of absence. If the employee wishes to apply to purchase the service time from this leave upon the return to active contributing PSERS membership, PSERS will determine the member's eligibility to purchase, the service credit, and the cost of the purchase.

Employee Terminates Service or Dies During the Year

When an employee terminates one or more positions with you during the school year, report the employee's any remaining service time to be reported to PSERS in the last Work Report Record you submit for the position(s). Usually, this will be the Work Report Record for the last month the employee works, but it may be later if the employee has a balance of contract remaining. See Chapter 4*: Member Contract Records* for more information.

Hourly and Per Diem

For hourly and per diem positions, the service units (i.e., days and hours) should be reported regularly with each Work Report submission, and you must simply report any balance in the last Work Report Record you submit for this position.

Salaried

- For salaried positions, if you have been reporting service units (i.e., days and hours) monthly, report any balance in the last Work Report Record you submit for this position.

- If you have NOT been reporting service units (i.e., days and hours) monthly and would normally have reported the annual service units in the June Work Report Record, you must determine the total service units worked in this position and include it in the last Work Report Record for this position, whenever that is submitted. In this case, do not report the service units again in your June Work Report.

Member Contract Record

If the employee has terminated all positions with you, submit a Member Contract Record to indicate this. Set the BOC Flag and/or the Outstanding Service Credit Flag to "Yes" if you have salary and/or service to report after the month of termination. In this case, set the BOC/SVC End Date to the last month in which this salary and/or service will be reported to PSERS.

Example 1: A salaried employee terminates all work with you effective March 15. The employee's contract with you does not provide for continued payment after resignation, so March 15, the last day of work, is the last day for which this employee will be paid. You ***have not been*** reporting this employee's service units in the monthly Work Reports because you report your salaried employees' service units annually. You must do the following:

- ✓ Submit the Termination Member Contract Record with a Termination Start Date equal to 03/15/2013, along with the BOC Flag, and Outstanding Service Credit Flag both set to "No." Submit the employee's final Work Report Record in the March Work Report, with all of the employee's days from the school year included. Remember not include this employee in any monthly Work Reports after this**.**

Example 2: A salaried employee terminates all work with you effective March 15. The employee elected to receive the salary spread across the school year; therefore, balance of contract is due to the employee and payments continue for 3 more pay periods after resignation. April 30 is the last day for which this employee will be paid. You ***have not been*** reporting this employee's service units in monthly Work Reports because you report your salaried employees' service units annually. You must do the following:

- ✓ Submit the Termination Member Contract Record with a Termination Start Date equal to 03/15/2013, along with the BOC Flag and Outstanding Service Credit Flag both set to "Yes." You will also supply the BOC/SVC End Date which is equal to 04/2013. Submit the employee's final Work Report Record in the April Work Report, with all of the employee's days from the school year included. Remember not include this employee in any monthly Work Reports after this**.**

General Rules

- To ensure that service time is recorded accurately, it is extremely important to select Full Time or Part Time correctly on each employee's Member Contract Record(s). See Chapter 2: *Membership – Mandatory, Optional, and Prohibited* and Chapter 4*: Member Contract Record* for PSERS' definition of full-time employment.

- The full service that would have been earned during regular employment should be reported for an employee on a contributing leave.

- An employee on strike is not eligible for service credit during the strike unless the days or hours lost during the strike period are later worked and compensation is paid to that employee. For salary and service to be eligible for the current school year, days missed must be made up no later than June 30 of the school year involved. Should the days related to the strike be made up July 1 or after, the salary and service should be reported in the new school year.

- Summer school service should be reported for all eligible employees in the school year the service is rendered. If the employee is retiring, the effective date of retirement must be after the last day of summer employment.

Verifying Your Reported Service Time is Correct

PSERS will send you a *Member Summary Report* in the late summer after your June Work Report has been processed and again in the fall after your August Work Report has been processed. This report will indicate the employee's:

- Social Security Number
- Name
- Hours and/or days of service units you reported
- Total Salary (Salary/wages reported in the Work Report fields: Base, URCC, OT, and SUP)
- Contributions
- Wages No Contributions "WNC"

You should review this report as soon as possible. Once you confirm or 30 days after the report is sent to you, whichever is earlier, your school employees' *Member Statement of Account* will be generated. All *Member Statements of Account* must be issued by PSERS on or before December 31 following the close of the school year. If you are unable to report in a timely manner, you will be responsible for notifying your employees of the delay in the generation of the *Member Statements of Account*.

How to Correct Reported Service Errors

If you need to correct the days and/or hours reported to PSERS or report days and/or hours dropped from a report, you will need to correct the service units using the Work History Adjustment record. See Chapter 11: *Reporting – Work Report Adjustments* for instructions.

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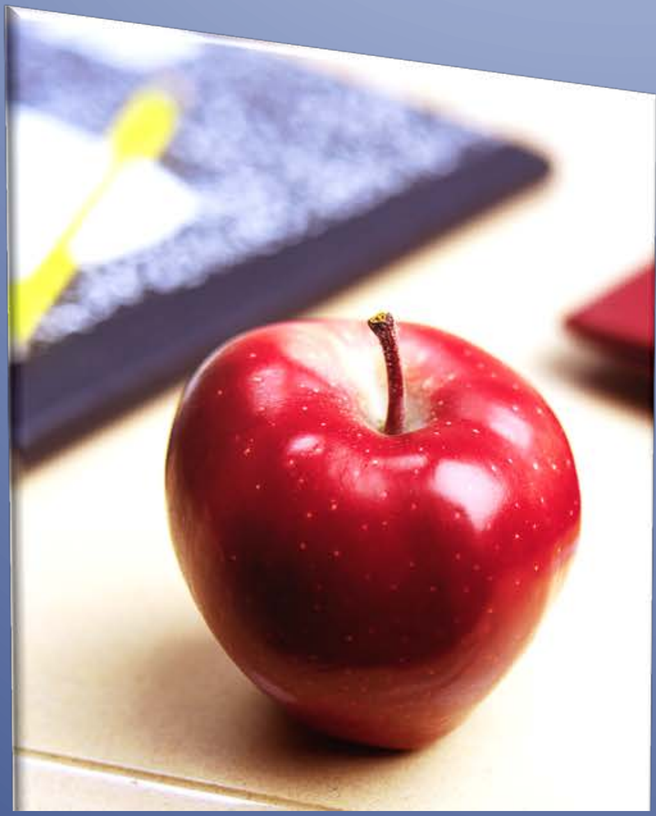

Employers' Reference Manual – Chapter 10

Public School Employees' Retirement System

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Chapter 10
Reporting – Leaves of Absence

Overview

> A leave of absence for activated military service or which has been approved by the employer for sabbatical leave, service as an exchange teacher, service with a collective bargaining organization or professional study.

This chapter defines your reporting responsibilities for leaves of absence granted by the employer and approved by the school board. Approval and reason for the leave must appear in the board minutes. The following are types of approved leaves where the member may be entitled to receive retirement credit:

- Activated Military Leave
- Collective Bargaining Leave
- Exchange Teacher Leave
- Professional Study Leave
- Sabbatical Leave
- Special Sick Leave

There are specific requirements for each type of leave of absence which, at the conclusion of the member's leave, may include a required period of time the member must return to employment.

If you approve a leave of absence for your school employee, you need to determine how to report the information to PSERS. As you know, PSERS is governed by the Retirement Code, but did you know that PSERS must always abide by the rules contained in the School Code as well? If you approve a school employee's leave request, you need to determine if the leave of absence:

1. Is an *Approved Leave of Absence* as defined by the Retirement Code.
2. Meets the qualification rules necessary for the member to receive retirement credit for the service time the school employee would have earned had the employee not been on leave.
3. Is considered a contributing or a non-contributing leave regardless if you are paying the school employee a salary or not.

   - In a ***Contributing*** leave of absence, both the member and employer must pay retirement contributions on the full contracted salary the member would have earned had the school employee been working.

   - In a ***Non-Contributing*** leave of absence, neither the member nor the employer remits any retirement contributions during the period of the leave, with the exception of an Activated Military Leave that commenced prior to July 1, 2013. We will discuss Activated Military Leave in more detail later in this chapter.

If the leave of absence is for *less than* one pay period, you do not need to submit a new contract record. If the leave of absence is *equal to or greater than* one pay period, you must report the school employee's leave of absence as defined below.

Let's review the types of Leaves of Absence (the different Work Statuses were defined in Chapter 4*:* "Member Contract Records":

Activated Military Leave

Eligibility

An active member who belongs to a reserve unit of the armed forces may be approved for an activated military leave for an unspecified period of time pursuant to an order into active military service issued on or after July 1, 1990, through an order for leave commencing prior to July 1, 2013. ***For orders commencing after June 30, 2013, see Uniformed Services Employment and Reemployment Rights of 1994 (USERRA) Leave***.

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

Activated Military Leave should not be used to report an employee who volunteers to join the Military Service or National Guard. In that case, the Work Status should be "LEAVEN – Any Other Leave Not Listed" or "TRMNTN – Termination" as appropriate.

Academic Requirements

There are no academic requirements for this type of leave.

Length Allowed

The activated military leave may be granted for an unspecified period of time pursuant to an order into active military service issued on or after July 1, 1990, through an order for leave commencing prior to July 1, 2013.

Compensation

It is the employer's decision whether or not to continue to pay all or part of the member's full contract salary. The reporting of the information differs based on your decision.

Reporting Requirements

The employee (member) who is on Activated Military Leave should be reported to PSERS as follows:

If the member is being paid:

- The employer reports the full amount of the contracted salary, regardless of the amount actually being paid to the member. The employer and member each pay and the employer remits contributions on the full amount. The employee (member) should be reported to PSERS as follows:
    - ***Work Status*** = **ACTMLC – Activated Military Leave (Contributing)** When submitting the Contract Record the Work Status Start Date should be equal to

the first day of the Activated Military Leave as stated in the military documentation. After submitting the ACTMLC Contract Record, your Work Report should reflect the same Work Status. If the member requests to begin the leave of absence prior to the order's commencement date and you grant the request, then report the school employee as stated in the section below titled **Any Other Leave Not Listed** for the period prior to the order's commencement date.

- ***Wages*** should be equal to the employee's full contract salary. Wages should be reported in the following fields.
  - ✓ Wages paid to the employee should be reported in the **BASE** field.
  - ✓ Wages representing the unpaid portion of the full contract salary should be reported in the Unpaid Retirement-Covered Compensation (**URCC**) field.
- ***Days*** or ***Hours*** should be reported based on the time that would have been rendered had the school employee not been on leave.
  - ✓ If the school employee was employed with a Wage Type of Per Diem or Salaried, Days should be reported based on the number of days the employee would have worked.
  - ✓ If the school employee was employed with a Wage Type of Hourly, Hours should be reported based on the number of hours the employee would have worked.
- ***Member Contributions*** should be deducted, remitted, and reported based on the employee's Member Contribution Rate multiplied by the employee's full contract salary.
- ***Employer Contributions*** should be paid and remitted based on the Employer Contribution Rate in effect for the fiscal year(s) of the Activated Military Leave multiplied by the employee's full contract salary.

If the member negotiates an unpaid, contributing leave:

- The employer pays contributions on the full contracted salary during the period of the leave. The member pays contributions as post-tax dollars to the employer who reports and submits payments to PSERS on the member's behalf. PSERS posts these contributions as Investment-in-Contract Post-86 funds. The employee (member) should be reported to PSERS as follows:
  - ***Work Status*** = **ACTMLC – Activated Military Leave (Contributing)** When submitting the Contract Record the Work Status Start Date should be equal to the first day of the Activated Military Leave as stated in the military documentation. After submitting the ACTMLC Contract Record, your Work Report should reflect the same Work Status. If the member requests to begin

the leave of absence prior to the order commencement date and you grant the request, then report the school employee as stated in the section titled **Any Other Leave Not Listed** for the period prior to the order commencement date.

- ***Wages*** should be reported in the **URCC** field. The wages should be equal to the employee's full contract salary.
- ***Days*** or ***Hours*** should be reported based on the time that would have been rendered had the school employee not been on leave.
    - ✓ If the school employee was employed with a Wage Type of Per Diem or Salaried, Days should be reported based on the number of days the employee would have worked.
    - ✓ If the school employee was employed with a Wage Type of Hourly, Hours should be reported based on the number of hours the employee would have worked.
- ***Member Contributions*** should be paid by the school employee to the employer and remitted and reported by the employer based on the employee's Member Contribution Rate multiplied by the employee's full contract salary.
- ***Employer Contributions*** should be paid and remitted based on the Employer Contribution Rate in effect for the fiscal year(s) of the Activated Military Leave multiplied by the employee's full contract salary.

If the member negotiates an unpaid, non-contributing leave:

- Employer contributions are paid while the member is on leave but no member contributions are paid or remitted to PSERS during the period of the leave. Once the school employee returns to active service, the member may purchase the unpaid non-contributing activated military leave and pay member contributions. The employee (member) should be reported to PSERS as follows:
    - ***Work Status*** **= ACTMLN – Activated Military Leave (Non-Contributing)** When submitting the Contract Record, the Work Status Start Date should be equal to the first day of the Activated Military Leave as stated in the military documentation. After submitting the ACTMLN Contract Record, your Work Report should reflect the same Work Status. If the member requests to begin the leave of absence prior to the order's commencement date and you grant the request, then report the school employee as stated in the section titled **Any Other Leave Not Listed** for the period prior to the order's commencement date.
    - ***Wages*** should be reported in the **WNC** field. The wages should be equal to the employee's full contract salary.

- ***Days*** or ***Hours*** should be reported based on the time that would have been rendered had the school employee not been on leave.
    - ✓ If the school employee was employed with a Wage Type of Per Diem or Salaried, Days should be reported based on the number of days the employee would have worked.
    - ✓ If the school employee was employed with a Wage Type of Hourly, Hours should be reported based on the number of hours the employee would have worked.
- ***Member Contributions*** should <u>not</u> be paid by the school employee.
- ***Employer Contributions*** are required to be paid and remitted even though the employee is not making retirement contributions. The Employer Contributions are based on the Employer Contribution Rate in effect for the fiscal year(s) of the Activated Military Leave multiplied by the employee's full contract salary.

Return Requirements to Receive Service Credits

The member must return to active service for at least one day, whether on a contributing or non-contributing leave, to retain the service.

When the employee returns to school employment, the employee must provide a copy of the discharge documentation (*DD214 – Certificate of Release of Discharge from Active Duty or NGB-22 Report of Separation and Record of Service*) to you, the employer, within one year following his or her return to confirm eligibility for Activated Military Leave so that you can update the Member Contract Record accordingly. A copy of this documentation must be submitted to PSERS, Purchase of Service Unit.

Note: The employer may request a refund of employer contributions with valuation interest if the member does not return to service, does not return to service for the necessary time, receives an undesirable, bad conduct or dishonorable discharge, or does not elect to make the purchase and receive service credit. Submit the Approved Leave of Absence – Employer Verification (PSRS-709A) form with a copy of the member's discharge documentation.

Subsequent Purchase

The member <u>*must*</u> return to active service within 90 days following the leave in order to be eligible to purchase the service for the non-contributing leave of absence.

> **NOTE 1:** Special rules apply for hospitalized and disabled members.
>
> **NOTE 2:** Employees who do not ordinarily work over summer months are not expected to return until the start of the next school term if the end of the 90-day period falls during summer months.

When the employee returns to school employment, the employee must provide a copy of the discharge documentation (*DD214 – Certificate of Release of Discharge from Active Duty* or *NGB-22 Report of Separation and Record of Service*) to you, the employer, within one year following his or her return to confirm eligibility for Activated Military Leave so that you can update the Member Contract Record accordingly. A copy of this documentation must be submitted to PSERS.

If a member dies while serving, the service credit is calculated and credited up to the date of death and, if the member was on a non-contributing leave, an actuarial debt is applied for the purchase.

Administrative Leave Including Suspension

Eligibility

A PSERS member may be granted other types of leaves of absence (including but not limited to a disciplinary suspension and contract buyout), not recognized as an approved leave of absence by the Retirement Code, and, therefore, will not entitle the member to any credited service during the period of leave.

Academic Requirements

The academic requirements for this type of leave are not defined by the Retirement Code; therefore, it is at the employer's discretion.

Length Allowed

The length of the leave is not defined by the Retirement Code; therefore, it is at the employer's discretion. PSERS, however, will only allow the member to retain PSERS membership for a period up to 24 months.

Compensation

Because paid or unpaid administrative leave (e.g., suspension, contract buyout, Family Medical Leave Act (FMLA), etc.) is not an approved leave of absence under the Retirement Code, the amount of salary you pay the school employee is at the employer's discretion.

Reporting Requirements

The employee (member) should be reported to PSERS as follows:

- ***Work Status*** **= LEAVEN – Any Other Leave Not Listed (Non-Contributing)** When submitting the Contract Record the Work Status Start Date should be equal to the first day of the leave of absence. After submitting the LEAVEN Contract Record, your Work Report should reflect the same Work Status.
- ***Wages*** should *not* be reported in any Wage field.
- ***Days*** or ***Hours*** should be *not* reported.
- ***Member Contributions*** should *not* be paid by the school employee or deducted by the employer.
- ***Employer Contributions*** should *not* be paid by the employer.

Note: For more details on reporting suspensions, please review *Understanding Reporting with Suspensions and Terminations* later in this chapter.

Return Requirements to Receive Service Credits

The return requirements for this type of leave are not defined by the Retirement Code; therefore, it is at the employer discretion.

Subsequent Purchase

The employee may not purchase service time for this leave.

Collective Bargaining Unit Leave

Eligibility

An active member may be approved for a full-time leave for service with a collective bargaining organization for an unspecified period of time. The employer reports the member's full contracted salary and service, pays, and remits employer contributions on that amount. The employer reports only the salary the member would have earned as a school employee. The employer must deduct, remit, and report the member's contributions based on that full contract salary, not the salary the collective bargaining organization is paying the school employee. The collective bargaining organization is required to reimburse the employer for the member's salary and all benefits including the employer contributions.

Academic Requirements

There are no academic requirements for this type of leave.

Length Allowed

An active member may be approved for a full-time leave for service with a collective bargaining organization for an unspecified period of time.

Compensation

This must be a paid, full-time leave. PSERS will presume that if a school board approves a member for leave with a collective bargaining organization, the above requirements have been met unless we have reason to believe otherwise.

Reporting Requirements

The employee (member) should be reported to PSERS as follows:

- ***Work Status*** = **UNIONC – Collective Bargaining Unit Leave (Contributing)** When submitting the Contract Record the Work Status Start Date should be equal to the first day of Collective Bargaining Unit Leave. After submitting the UNIONC Contract Record, your Work Report should reflect the same Work Status.

- ***Wages*** should be reported in the **BASE** field. The wages should be equal to the employee's full contract salary, *not* the salary the employee is earning from the Collective Bargaining Unit.

- ***Days*** or ***Hours*** should be reported based on the time that would have been rendered had the school employee not been on leave.
    - If the school employee was employed with a Wage Type of Per Diem or Salaried, Days should be reported based on the number of days the employee would have worked.
        - ✓ If the school employee was employed with a Wage Type of Hourly, Hours should be reported based on the number of hours the employee would have worked.
    - ***Member Contributions*** should be paid by the school employee to the employer and remitted and reported by the employer based on the employee's Member Contribution Rate multiplied by the employee's full contract salary.
    - ***Employer Contributions*** should be paid and remitted based on the Employer Contribution Rate in effect for the fiscal year(s) of the Collective Bargaining Unit Leave multiplied by the employee's full contract salary.

Return Requirements to Receive Service Credits
There are no return requirements for this type of leave.

Subsequent Purchase
Because the member was being reported to PSERS during the leave of absence, the member does not need to apply to receive service credit for the period of leave. The salary, contributions, and service have already been credited to the member's account.

Exchange Teacher Leave

Eligibility
This leave is granted to a school employee who exchanges teaching positions with a teacher from another country. PSERS will presume that if a school board approves a member for leave as an exchange teacher, the requirements have been met unless we have reason to believe otherwise.

Academic Requirements
There are no academic requirements for this type of leave.

Length Allowed

An active, professional employee may be approved for leave as an exchange teacher for an unspecified period of time. If this is a non-contributing leave of absence, PSERS will only allow the member to retain PSERS membership for a period up to 24 months.

Compensation

The leave may be paid or unpaid. The amount of salary you pay the school employee is at the employer's discretion.

Reporting Requirements

The employee (member) should be reported to PSERS as follows:

If the member is being paid:

- The employer reports the full amount of the contracted salary, regardless of the salary actually being paid, and the employer and member each pay and the employer remits contributions on that amount. The employee (member) should be reported to PSERS as follows:
  - ***Work Status*** = **EXCHGC – Exchange Teacher Leave (Contributing)** When submitting the Contract Record the Work Status Start Date should be equal to the first day of the Exchange Teacher Leave. After submitting the EXCHGC Contract Record, your Work Report should reflect the same Work Status.
  - ***Wages*** should be equal to the employee's full contract salary. Wages should be reported in the following fields:
    - ✓ Wages paid to the employee should be reported in the **BASE** field.
    - ✓ Wages representing the unpaid portion of the full contract salary should be reported in the **URCC** field.
  - ***Days*** should be reported based on the number of days the employee would have worked.
  - ***Member Contributions*** should be deducted, remitted, and reported based on the employee's Member Contribution Rate multiplied by the employee's full contract salary.
  - ***Employer Contributions*** should be paid and remitted based on the Employer Contribution Rate in effect for the fiscal year(s) of the Exchange Teacher Leave multiplied by the employee's full contract salary.

If the member negotiates an unpaid, contributing leave:

- The employer pays contributions on the full contracted salary during the period of the leave. The member pays contributions as post-tax dollars to the employer who reports and remits payments to PSERS on the member's behalf. PSERS posts these contributions as Investment-in-Contract Post-86 funds. The employee (member) should be reported to PSERS as follows:

- *Work Status* = **EXCHGC – Exchange Teacher Leave (Contributing)** When submitting the Contract Record the Work Status Start Date should be equal to the first day of the Exchange Teacher Leave. After submitting the EXCHGC Contract Record, your Work Report should reflect the same Work Status.
- ***Wages*** should be reported in the **URCC** field. The wages should be equal to the employee's full contract salary.
- ***Days*** should be reported based on the number of days the employee would have worked.
- ***Member Contributions*** should be paid by the school employee to the employer and remitted and reported by the employer based on the employee's Member Contribution Rate multiplied by the employee's full contract salary.
- ***Employer Contributions*** should be paid and remitted based on the Employer Contribution Rate in effect for the fiscal year(s) of the Exchange Teacher Leave multiplied by the employee's full contract salary.

If the member negotiates an unpaid, non-contributing leave:

- No member or employer contributions are paid or remitted to PSERS during the period of the leave. The employee (member) should be reported to PSERS as follows:
  - ***Work Status* = EXCHGN – Exchange Teacher Leave (Non-Contributing)** When submitting the Contract Record the Work Status Start Date should be equal to the first day of the Exchange Teacher Leave. After submitting the EXCHGC Contract Record, your Work Report should reflect the same Work Status.
  - ***Wages*** should be reported in the **WNC** field. The wages should be equal to the employee's full contract salary.
  - ***Days*** should be reported based on the number of days the employee would have worked.
  - ***Member Contributions*** should *not* be paid by the school employee.
  - ***Employer Contributions*** should *not* be paid by the employer.

Note: The employer should not report the teacher from the other country, only the teacher employed by the employer and currently teaching in another country.

Return Requirements to Receive Service Credits

In order to retain the service for an exchange teacher leave, the member must return for a period at least equal to the lesser of the length of the leave or one year (PSERS defines one year as 180 days), unless the return requirement is waived by the employer.

If the member returns from a contributing exchange teacher leave for less than the required period, PSERS will contact the employer to determine whether the requirement to return was waived. Without such a waiver, the member's service, salary, and contributions will be reduced on a day-for-day basis.

Subsequent Purchase

Once the school employee returns to active service, the member may purchase an unpaid non-contributing exchange teacher leave. The member pays both the employer and member contributions.

Furlough

Eligibility

In the event that an employee is furloughed, the employer will submit a Contract Record with a Work Status of LEAVEN (Any Other Leave not Listed). For qualified members, this will allow the member to retain his or her Class and Membership status for up to 24 months.

- If the member applies for a benefit or refund and a termination record does not exist, PSERS will contact the employer by mail to request a termination (TRMNTN) Contract Record.
- If the member remains on a LEAVEN (Any Other Leave not Listed) for more than 24 months, PSERS will terminate the LEAVEN Contract Record at the conclusion of the 24th month.

Academic Requirements

There are no academic requirements for this type of leave.

Length Allowed

The length of the leave is not defined by the Retirement Code; therefore, it is at the employer's discretion. PSERS, however, will only allow the member to retain PSERS membership for a period up to 24 months.

Compensation

Not Applicable.

Reporting Requirements

The employee (member) should be reported to PSERS as follows:

- ***Work Status* = LEAVEN – Any Other Leave Not Listed (Non-Contributing)** When submitting the Contract Record the Work Status Start Date should be equal to the first day of the leave of absence. After submitting the LEAVEN Contract Record, your Work Report should reflect the same Work Status.
- ***Wages*** should *not* be reported in any Wage field.
- ***Days*** or ***Hours*** should be *not* reported.

- ***Member Contributions*** should *not* be paid by the school employee or deducted by the employer.

- ***Employer Contributions*** should *not* be paid by the employer.

Return Requirements to Receive Service Credits
Not Applicable.

Subsequent Purchase
The employee may not purchase service time for this leave.

Jury Duty

Eligibility
Due to its variable length and the nature of the service, jury duty is considered to be active employment rather than a leave of absence. While an employee is on jury duty, continue to include the employee in monthly Work Reports with a Work Status of "ACTIVE – Actively Working." Also, continue to pay contributions for this employee.

Academic Requirements
Not Applicable.

Length Allowed
Not Applicable.

Compensation
It is the employer's decision whether or not to continue to pay all or part of the member's full contract salary. The reporting of the information does *not* change based on your decision.

Reporting Requirements
The employee (member) should be reported to PSERS as follows:

- ***Work Status*** = **ACTIVE – Actively Working** (contributing) You do not need to submit a subsequent Contract Record.

- ***Wages*** should be reported in the **BASE** field. The wages should be equal to the employee's full contract salary.

- ***Days*** or ***Hours*** should be reported based on the time that would have been rendered had the school employee not been on leave.

    - If the school employee was employed with a Wage Type of Per Diem or Salaried, Days should be reported based on the number of days the employee would have worked.

    - If the school employee was employed with a Wage Type of Hourly, Hours should be reported based on the number of hours the employee would have worked.

- ***Member Contributions*** should be deducted, remitted, and reported based on the employee's Member Contribution Rate multiplied by the employee's full contract salary.
- ***Employer Contributions*** should be paid and remitted based on the Employer Contribution Rate in effect for the fiscal year(s) of the Jury Duty leave multiplied by the employee's full contract salary.

Return Requirements to Receive Service Credits

Not Applicable.

Subsequent Purchase

Not Applicable.

Professional Study Leave

Eligibility

An active member may be approved for a professional study leave for an unspecified period of time. The school board must approve a plan of study in advance, similar to the requirements for a Sabbatical Leave for Professional Development. This leave must be directly related to the member's professional responsibilities. It is intended to allow a member to improve on the skills for the position the member currently holds, rather than to improve or develop skills for an unrelated position. Leave to improve oneself for an unrelated position could only be described as a leave for personal study, which would not qualify under this provision.

PSERS will presume that if a school board approves a member's leave for professional study, the requirements have been met unless PSERS has reason to believe otherwise.

Academic Requirements

The leave must be directly related to the member's professional responsibilities and is intended to allow a member to improve on the skills for the position the member currently holds.

Length Allowed

An active member may be approved for a professional study leave for an unspecified period of time. If this is a non-contributing leave of absence, PSERS will only allow the member to retain PSERS membership for a period up to 24 months.

Compensation

The leave may be paid or unpaid. The amount of salary you pay the school employee is at the employer's discretion.

Reporting Requirements

The employee (member) should be reported to PSERS as follows:

If the member is being paid:

- The employer reports the full amount of the contracted salary and the employer and member each pay and the employer remits contributions on that amount. The employee (member) should be reported to PSERS as follows:
    - ***Work Status*** = **STUDYC – Professional Study Leave (Contributing)** When submitting the Contract Record, the Work Status Start Date should be equal to the first day of the Professional Study Leave. After submitting the STUDYC Contract Record, your Work Report should reflect the same Work Status.
    - ***Wages*** should be equal to the employee's full contract salary. Wages should be reported in the following fields:
        - ✓ Wages paid to the employee should be reported in the **BASE** field.
        - ✓ Wages representing the unpaid portion of the full contract salary should be reported in the **URCC** field.
    - ***Days*** should be reported based on the number of days the employee would have worked.
    - ***Member Contributions*** should be deducted, remitted, and reported based on the employee's Member Contribution Rate multiplied by the employee's full contract salary.
    - ***Employer Contributions*** should be paid and remitted based on the Employer Contribution Rate in effect for the fiscal year(s) of the Professional Study Leave multiplied by the employee's full contract salary.

If the member negotiates an unpaid, contributing leave:

- The employer pays contributions on the full contracted salary during the period of the leave. The member pays contributions as post-tax dollars to the employer who reports and remits payments to PSERS on the member's behalf. PSERS posts these contributions as Investment-in-Contract Post-86 funds. The employee (member) should be reported to PSERS as follows:
    - ***Work Status*** = **STUDYC – Professional Study Leave (Contributing)** When submitting the Contract Record, the Work Status Start Date should be equal to the first day of the Professional Study Leave. After submitting the STUDYC Contract Record, your Work Report should reflect the same Work Status.
    - ***Wages*** should be reported in the **URCC** field. The wages should be equal to the employee's full contract salary.
    - ***Days*** should be reported based on the number of days the employee would have worked.
    - ***Member Contributions*** should be paid by the school employee to the employer and remitted and reported by the employer based on the employee's Member Contribution Rate multiplied by the employee's full contract salary.

- *Employer Contributions* should be paid and remitted based on the Employer Contribution Rate in effect for the fiscal year(s) of the Professional Study Leave multiplied by the employee's full contract salary.

If the member negotiates an unpaid, non-contributing leave:

- No member or employer contributions are paid or remitted to PSERS during the period of the leave. The employee (member) should be reported to PSERS as follows:
    - ***Work Status* = STUDYN – Professional Study Leave (Non-Contributing)** When submitting, the Contract Record the Work Status Start Date should be equal to the first day of the Professional Study Leave. After submitting the STUDYN Contract Record, your Work Report should reflect the same Work Status.
    - *Wages* should be reported in the **WNC** field. The wages should be equal to the employee's full contract salary.
    - *Days* should be reported based on the number of days the employee would have worked.
    - *Member Contributions* should *not* be paid by the school employee.
    - *Employer Contributions* should *not* be paid by the employer.

Return Requirements to Receive Service Credits

In order to retain service for a contributing professional study leave, the member must:

- Return for a period at least equal to the lessor of the length of the leave or one year (PSERS defines one year as 180 days), unless the return requirement is waived by the employer.
    - If the member returns from a contributing professional study leave for less than the required period of time, PSERS will contact the employer to determine whether the requirement to return was waived. Without such a waiver, the member's service, salary, and contributions will be reduced on a day-for-day basis.
- Provide evidence to the employer of completion of the pre-approved plan of study.

PSERS will presume that this requirement has been met unless PSERS has reason to believe otherwise.

Subsequent Purchase

In order to purchase service for a non-contributing professional study leave, the member must:

- Return for a period at least equal to the lessor of the length of the leave or one year (PSERS defines one year as 180 days), unless the return requirement is waived by the employer.
    - If the member submits an application to purchase the non-contributing professional study leave and the member works for less than the required period of time, PSERS will contact the employer to determine whether the requirement to return was waived.

Without such a waiver, the member's service, salary, and contributions will be reduced on a day-for-day basis.

- Provide evidence to the employer of completion of the pre-approved plan of study.
- Pay both the employer and member contributions.

PSERS will presume that this requirement has been met unless PSERS has reason to believe otherwise.

Sabbatical Leave

Eligibility

An active professional member or member of the supervisory, instructional, or administrative staff is eligible for an approved sabbatical leave given:

- Ten or more years of service credit are earned in Pennsylvania, with five or more consecutive years of service earned in the district granting the sabbatical.
- A plan of study for a sabbatical leave for professional development.
- At least seven additional years of service before a subsequent sabbatical may be granted.

Types of Sabbaticals

- An eligible member is entitled to a sabbatical leave for professional development, restoration of health or, at the discretion of the school board, for other purposes.
- PSERS will presume that if a school board approves a member for a sabbatical leave, the above requirements have been met unless we have reason to believe otherwise.

Academic Requirements

If the school employee is granted a sabbatical for professional development, then the leave must be directly related to the member's professional responsibilities. It is intended to allow a member to improve on the skills for the position the member currently holds, rather than to improve or develop skills for an unrelated position; otherwise, there are no academic requirements.

A plan of study for a sabbatical leave for professional development consists of any of the following or a combination thereof:

- One full school term – 18 graduate credits, 24 undergraduate credits, or 360 hours of professional development
- One half school term – 9 graduate credits, 12 undergraduate credits, or 180 hours of professional development.

Length Allowed

A sabbatical leave may be taken for one full school term, one half school term, or two half school terms within a 24 month period. Two half term sabbaticals could span three academic years. When granting a "split" sabbatical leave there is no specific requirement that the second half-term leave be approved when the first one is requested or granted – the only requirement is that both half-term leaves must ultimately be granted and completed within a two-year period.

Possible Extension of Leave

If a leave for one half school term for restoration of health or professional development has been granted and the member is unable to return because of illness or physical disability, the member is **entitled** to a further leave for one half school term.

If a leave for one full school term has been granted and the member is unable to return because of illness or physical disability, the school board **may, at its discretion, extend** the leave for up to one additional full school term (up to a total of two school terms).

Compensation

During the period of the leave, the member must be paid 50% or more of his or her contracted salary. The employer reports the actual amount paid to the member as well as the unpaid portion (totaling 100% of contracted salary) each month. Members are considered to be in regular daily attendance during the period of the leave and service is reported accordingly. The employer and member pay contributions on 100% of the contracted salary.

An employer, at its discretion, may pay an amount greater than 50% of the contracted salary. Regardless of the amount paid the member's work status remains "Sabbatical."

EXAMPLE:

- Member is paid 50% of contracted salary by employer.
- Member uses accumulated sick leave (1/2 day for each day absent) so that he receives 100% of contracted salary from the employer.
- Although members on paid sick leave are usually reported with a work status of "Active," in such a situation the member will retain the work status of "Sabbatical."

NOTE: Employers occasionally report sabbatical leaves retroactively as a correction of the record, resulting in a purchase of service, but planned sabbatical leaves cannot be non-contributing.

Possible Additional Retirement-Covered Compensation

A sabbatical leave constitutes a full-time absence from school during the period of the leave; a part-time absence from school during either a half or full school term is not permitted. A member on a sabbatical leave **may not** count additional earnings as retirement-covered compensation or accrue additional service if the employment occurred during the normal work hours and months of the primary position. It **may** count earnings as retirement-covered compensation and accrue additional service if the work occurred outside of normal work hours or at other times during the year. See Chapter 8: "Reporting – Retirement-Covered Compensation" for more information.

Reporting Requirements

The employee (member) should be reported to PSERS as follows:

- ***Work Status*** = **SABTLC – Sabbatical Leave (Contributing)** When submitting the Contract Record the Work Status Start Date should be equal to the first day of Sabbatical Leave. After submitting the SABTLC Contract Record, your Work Report should reflect the same Work Status.

- ***Wages*** should be equal to the employee's full contract salary. Wages should be reported in the following fields:

    - Wages paid to the employee should be reported in the **BASE** field.

    - Wages representing the unpaid portion of the full contract salary should be reported in the **URCC** field.

- ***Days*** or ***Hours*** should be reported based on the time that would have been rendered had the school employee not been on leave.

    - If the school employee was employed with a Wage Type of Per Diem or Salaried, Days should be reported based on the number of days the employee would have worked.

    - If the school employee was employed with a Wage Type of Hourly, Hours should be reported based on the number of hours the employee would have worked.

- ***Member Contributions*** should be deducted, remitted, and reported based on the employee's Member Contribution Rate multiplied by the employee's full contract salary.

- ***Employer Contributions*** should be paid and remitted based on the Employer Contribution Rate in effect for the fiscal year(s) of the Sabbatical Leave multiplied by the employee's full contract salary.

Return Requirements to Receive Service Credits

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 to retain the full sabbatical service credit. PSERS defines the school term as 180 days, regardless of the fiscal year or the number of days the member is contracted to work. Employees who do not ordinarily work over summer months are not expected to return until the start of the next school term. Pre-arrangement with the member not to return to active service with the employer following the sabbatical leave is prohibited.

PSERS will allow the member to retain the full sabbatical credit without returning for one school term for either of these reasons:

1. The member cannot return, or only returns for a portion of one school term, due to illness, disability, or death.
2. The member is prevented from returning by the employer.

If, immediately subsequent to the Sabbatical Leave, the employer grants a Special Sick Leave or the member receives a PSERS disability benefit, PSERS will presume that the member could not return. Otherwise, PSERS will request a *Member Sabbatical Leave – Employer Verification* (PSRS-1320) form or other acceptable documentation as proof of an exception.

A member who does not return for a full school term and does not meet one of the exceptions previously stated will receive proportional service credit for the sabbatical based upon the period of time the member worked immediately following the latest period of the sabbatical leave period. PSERS will utilize the *Member Sabbatical Leave – Employer Verification* form, or other acceptable documentation, to determine the proportional service credit.

Additionally, in order to retain service credit for the period of a sabbatical leave for professional development, the member must provide evidence to the employer of the completion of the pre-approved plan of study. PSERS will presume that this requirement has been met unless we have reason to believe otherwise.

Subsequent Purchase

Because the member was being reported to PSERS during the leave of absence, the member does not need to apply to receive service credit for the period of leave. The salary, contributions, and service have already been credited to the member's account.

Special Sick Leave

Eligibility

The *Special Sick Leave (SSL)* policy, adopted by the PSERS Board of Trustees, states that a member may receive service credit for Special Sick Leave if all of the following conditions are met:

1. The leave must be approved by the employer (approval is discretionary).
2. The member must receive at least half pay during the leave, through salary, workers' compensation, or other disability insurance paid by the employer.
3. Both the member and the employer must pay retirement contributions (see conditions below) based upon the full contract salary.
4. The leave is limited to one year, per occurrence.

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.

Notes:

- *SSL can be used for any illness or physical condition that prevents the employee from performing his or her job.*
- *A second occurrence would not qualify for a second SSL period if the member is on the initial leave. In the event of a second occurrence, there must be a day in between the leaves. This applies whether or not the member is contributing during the leave.*
- *The leave may be contributing or non-contributing during the period of the leave.*

Academic Requirements

There are no academic requirements for this type of leave.

Length Allowed

The leave may not exceed one year, i.e. one 12 month period, regardless of whether it is a contributing or non-contributing leave.

Compensation

To qualify for the leave, the member must receive at least half pay during the leave through salary, workers' compensation, or other disability insurance paid by the employer. Both the employer and the employee must be willing to contribute based on the employee's full contract salary.

Reporting Requirements

The employee (member) should be reported to PSERS as follows:

If the member is paid by the school employer:

- The employer reports the full amount of the contracted salary and the employer and member each pay and the employer remits contributions on that amount. The employee (member) should be reported to PSERS as follows:
    - ***Work Status*** -
        - ✓ **SSLSSC – Special Sick Leave – School Sponsored (Contributing)** -When submitting the Contract Record the Work Status Start Date should be equal to the first day of the Special Sick Leave. After submitting the SSLSSC Contract Record, your Work Report should reflect the same Work Status.

- ✓ **SSLWCC – Special Sick Leave – Worker's Compensation (Contributing) -** When submitting the Contract Record the Work Status Start Date should be equal to the first day of the Special Sick Leave. After submitting the SSLWCC Contract Record, your Work Report should reflect the same Work Status.

- o ***Wages*** should be equal to the employee's full contract salary. Wages should be reported in the following fields.
  - ✓ Wages paid to the employee should be reported in the **BASE** field.
  - ✓ Wages representing the unpaid portion of the full contract salary should be reported in the **URCC** field.
- o ***Days*** or ***Hours*** should be reported based on the time that would have been rendered had the school employee not been on leave.
  - ✓ If the school employee was employed with a Wage Type of Per Diem or Salaried, Days should be reported based on the number of days the employee would have worked.
  - ✓ If the school employee was employed with a Wage Type of Hourly, Hours should be reported based on the number of hours the employee would have worked.
- o ***Member Contributions*** should be deducted, remitted, and reported based on the employee's Member Contribution Rate multiplied by the employee's full contract salary.
- o ***Employer Contributions*** should be paid and remitted based on the Employer Contribution Rate in effect for the fiscal year(s) of the Special Sick Leave multiplied by the employee's full contract salary.

Contributing leave if the member is paid by school sponsored disability insurance or workers' compensation:

- The employer would pay employer contributions on the full contracted salary during the period of the leave. The member remits contributions as post-tax dollars to the employer who submits payments to PSERS on the member's behalf. PSERS posts these contributions as Investment-in-Contract Post-86 funds. The employee (member) should be reported to PSERS as follows:
  - o ***Work Status*** -
    - ✓ **SSLSSC – Special Sick Leave – School Sponsored (Contributing) -** When submitting the Contract Record the Work Status Start Date should be equal to the first day of the Special Sick Leave. After submitting the

SSLSSC Contract Record, your Work Report should reflect the same Work Status.

- ✓ **SSLWCC – Special Sick Leave – Worker's Compensation (Contributing)**- When submitting the Contract Record, the Work Status Start Date should be equal to the first day of the Special Sick Leave. After submitting the SSLWCC Contract Record, your Work Report should reflect the same Work Status.

- o ***Wages*** should be reported in the **URCC** field. The wages should be equal to the employee's full contract salary.

- o ***Days*** or ***Hours*** should be reported based on the time that would have been rendered had the school employee not been on leave.

  - ✓ If the school employee was employed with a Wage Type of Per Diem or Salaried, Days should be reported based on the number of days the employee would have worked.

  - ✓ If the school employee was employed with a Wage Type of Hourly, Hours should be reported based on the number of hours the employee would have worked.

- o ***Member Contributions*** should be paid by the school employee to the employer and remitted and reported by the employer based on the employee's Member Contribution Rate multiplied by the employee's full contract salary.

- o ***Employer Contributions*** should be paid and remitted based on the Employer Contribution Rate in effect for the fiscal year(s) of the Special Sick Leave multiplied by the employee's full contract salary.

If the member negotiates an unpaid, non-contributing leave:

- No contributions are remitted during the period of the leave. The employee (member) should be reported to PSERS as follows:

  - o ***Work Status -***

    - ✓ **SSLSSN – Special Sick Leave – School Sponsored (Non-Contributing)** When submitting the Contract Record the Work Status Start Date should be equal to the first day of the Special Sick Leave. After submitting the SSLSSN Contract Record, your Work Report should reflect the same Work Status.

    - ✓ **SSLWCN – Special Sick Leave – Worker's Compensation (Non-Contributing)** When submitting the Contract Record the Work Status Start Date should be equal to the first day of the Special Sick Leave.

After submitting the SSLWCN Contract Record, your Work Report should reflect the same Work Status.

- ***Wages*** should be reported in the **WNC** field. The wages should be equal to the employee's full contract salary.
- ***Days*** or ***Hours*** should be reported based on the time that would have been rendered had the school employee not been on leave.
  - ✓ If the school employee was employed with a Wage Type of Per Diem or Salaried, Days should be reported based on the number of days the employee would have worked.
  - ✓ If the school employee was employed with a Wage Type of Hourly, Hours should be reported based on the number of hours the employee would have worked.
- ***Member Contributions*** should *not* be paid by the school employee.
- ***Employer Contributions*** should *not* be paid by the employer.

PSERS does not automatically require employers to submit copies of school board minutes to confirm that Special Sick Leave was granted. PSERS will require this documentation only if there is a specific reason to question the leave. PSERS presumes that the employer's action of submitting the appropriate Contract Record serves as confirmation from the employer to PSERS that all of the requirements for granting the leave have been met.

Return Requirements to Receive Service Credits

The policy does not require a member to return from a Special Sick Leave to retain the related service. Employers may require a return to service as part of the conditions to grant the leave.

CONTRIBUTING SSL: The member need not return to service after the leave terminates to receive credit for this leave.

NON-CONTRIBUTING SSL: A member who returns to active service may purchase a non-contributing Special Sick Leave through the Purchase of Service process. Both parties would be billed for their share of contributions and service credit would be awarded.

Subsequent Purchase

When a member negotiates a non-contributing leave, the employer must approve the purchase of service request for the member to receive credit for the period of leave. The employer and member pay their respective contributions in effect for the fiscal year(s) of the Special Sick Leave multiplied by the employee's full contract salary the member would have earned had the school employee not be on a leave of absence.

Uniformed Services Employment and Reemployment Rights of 1994 (USERRA) Leave

Eligibility

This leave type is used when a school employee must fulfill an obligation in the Armed Forces of the United States in time of war or armed conflict when the orders initiated on or after July 1, 2013. (For orders commencing before June 30, 2013, see *Activated Military Leave*.)

A member who joins the armed services and is called to active duty, whether on a voluntary or involuntary basis, and whether extended on a voluntary or involuntary basis, will generally be allowed to retain the right to reemployment protection under USERRA, provided the leave does not exceed five years. If the employer chooses to refuse re-employment under one of the exceptions, then it will be up to the employer to raise that issue with the member.

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

USERRA should not be used to report an employee who volunteers to join the Military Service or National Guard. In that case, the Work Status should be "LEAVEN – Any Other Leave Not Listed" or "TRMNTN – Termination" as appropriate.

Academic Requirements

There are no academic requirements for this type of leave.

Length Allowed

The USERRA leave may be granted for an unspecified period of time pursuant to an order into active military service issued on or after July 1, 2013.

Compensation

It is the employer's decision whether or not to continue to pay all or part of the member's full contract salary. The reporting of the information does _not_ change based on your decision.

Reporting Requirements

A member must be placed on a non-contributing leave, whether paid or unpaid. No contributions are remitted during the period of the leave. Once the school employee returns to active service, the member may purchase a non-contributing USERRA leave and pays member contributions. The employer will be billed for the employer contributions when the school employee is billed for the member contributions. The employee (member) should be reported to PSERS as follows:

- ***Work Status* = ACTMLN – Activated Military Leave (Non-Contributing)** When submitting the Contract Record, the Work Status Start Date _must_ equal the first day of the Activated Military Leave as stated in the military documentation. After submitting the ACTMLN Contract Record, your Work Report should reflect the same Work Status.

If the member wants to leave prior to the order's commencement date, the member may:

- Use the appropriate accrued leave (i.e., sick, vacation, or personal).
- Request unpaid leave, which should be reported as defined in the **Any Other Leave Not Listed section** for the period prior to the order's commencement date.

- ***Wages*** should be reported in the **WNC** field. The wages should be equal to the employee's full contract salary.

- ***Days*** or ***Hours*** should be reported based on the time that would have been rendered had the school employee not been on leave.

  - If the school employee was employed with a Wage Type of Per Diem or Salaried, Days should be reported based on the number of days the employee would have worked.

  - If the school employee was employed with a Wage Type of Hourly, Hours should be reported based on the number of hours the employee would have worked.

- ***Member Contributions*** should <u>*not*</u> be paid by the school employee.

- ***Employer Contributions*** should <u>*not*</u> be paid by the employer.

When the employee returns to school employment, the employee must provide a copy of the discharge documentation (*DD214 – Certificate of Release of Discharge from Active Duty or NGB-22 Report of Separation and Record of Service*) to you, the employer, so that you can update the Member Contract Record accordingly. A copy of this documentation must be submitted to PSERS.

Return Requirements to Receive Service Credits

After the military service, the member must have returned to employment as specified in 38 U.S.C. 4312 (a). See the summary of rules regarding timeliness of reemployment set forth below:

Summary	
Period of Absence for Military Leave	Days to Report to Work After Military Leave
Less than 31 days	Generally, one day, or 8 hours
More than 30, less than 180 days	14 days
More than 180 days	90 days

Note: Special rules apply for hospitalized and disabled persons. In addition, PSERS may apply a "reasonableness" rule if the member returns during a time when school is not in session. For example, if the member's leave ends in late June and the first day of work is in early September, PSERS may deem that as a timely return, or PSERS may treat a Contributing Leave record as a return to school employment.

A member who incurs a break for military service of greater than 5 years (subject to special provisions in §38 U.S.C. 4312(a) and (c)) and then returns to covered service, or a member who does not return to covered employment within the time periods set forth above, is not entitled to USERRA's protections.

When the employee returns to school employment, the employee must provide a copy of the discharge documentation *(DD214 – Certificate of Release of Discharge from Active Duty or NGB-22 Report of Separation and Record of Service*) to you, the employer, so that you can update the Member Contract Record accordingly. A copy of this documentation must be submitted to PSERS.

Subsequent Purchase

The member must apply to purchase the service within a period equal to the lesser of the following:

- Three times the period of military service
- Five years from the date the leave ended.

For USERRA leaves, the member must also pay for the purchase in full or terminate service within that same time frame. (If the member does not pay in full and does not terminate service, the service purchased is pro-rated manually, per PSERS business rules, based on the amount the member paid.)

The member must submit his or her DD214 form or other proof of service with the Purchase of Service application.

If the member is on a USERRA leave, there is no requirement related to the nature of the discharge.

Workers' Compensation Leave

Eligibility

A member who is absent from work while receiving Workers' Compensation is not eligible to earn or purchase service credit for this time unless the member is/was on an approved Special Sick Leave. See the *Special Sick Leave* section earlier in this chapter for more details on this type of leave.

Academic Requirements

Not Applicable

Length Allowed

The length of the leave is not defined by the Retirement Code; therefore, it is at the employer's discretion. PSERS, however, will only allow the member to retain PSERS membership for a period up to 24 months.

Compensation

Paid by Workers' Compensation policy or employer.

Reporting Requirements

The employee (member) should be reported to PSERS as follows:

- ***Work Status* = WKCMPN – Workers' Compensation (Non-Contributing) When** submitting the Contract Record, the Work Status Start Date should be equal to the first day of the leave of absence. After submitting the WKCMPN Contract Record, your Work Report should reflect the same Work Status.

- ***Wages*** should *not* be reported in any Wage field.

- ***Days or Hours*** should be *not* reported.

- ***Member Contributions*** should *not* be paid by the school employee or deducted by the employer.

- ***Employer Contributions*** should *not* be paid by the employer.

Return Requirements to Receive Service Credits
Not Applicable.

Subsequent Purchase
The employee may *not* purchase service time from this leave.

Any Other Leave Not Listed

Eligibility
An employer may approve a paid or unpaid leave of absence, other than an Approved Leave of Absence, as defined in the PSERS Retirement Code, for any period of time.

Such leave, however, will not allow the member to receive service credit. No work is being performed during this leave and any salary paid by the employer is not retirement-covered compensation. No salary or service is reported to PSERS and no contributions are remitted.

Academic Requirements
The academic requirements for this type of leave are not defined by the Retirement Code; therefore, it is at the employer's discretion.

Length Allowed
The length of the leave is not defined by the Retirement Code; therefore, it is at the employer's discretion. PSERS, however, will only allow the member to retain PSERS membership for a period up to 24 months.

Compensation
A paid or unpaid administrative leave (e.g., suspension, contract buyout, maternity leave, etc.) does not meet the criteria for an approved leave of absence under the Retirement Code. The amount of salary you pay the school employee is at the employer's discretion.

Reporting Requirements

The employee (member) should be reported to PSERS as follows:

- ***Work Status* = LEAVEN – Any Other Leave Not Listed (Non-Contributing)** When submitting the Contract Record the Work Status Start Date should be equal to the first day of the leave of absence. After submitting the LEAVEN Contract Record, your Work Report should reflect the same Work Status.

- ***Wages*** should *not* be reported in any Wage field.

- ***Days*** or ***Hours*** should be *not* reported.

- ***Member Contributions*** should *not* be paid by the school employee or deducted by the employer.

- ***Employer Contributions*** should *not* be paid by the employer.

Return Requirements to Receive Service Credits

Not Applicable.

Subsequent Purchase

The employee may *not* purchase service time from this leave.

Reporting Sick, Vacation, and Personal Leave

Payments for **used** leave (e.g. sick, vacation, personal) are retirement-covered compensation and should be reflected in the service credits and compensation reported for a member. If the employee was expected to report to work and substituted a sick, vacation, or personal leave day(s), then the wages are considered as retirement-covered compensation. Report this type of pay in the **same wage** field (i.e., Base or WNC) as you reported the non-leave days and report the associated contributions in the **Contributions** field if applicable. Report service time for this payment in the **Days** or **Hours** field. While the employee is using the accrued sick, vacation, or personal leave, the Contract Record should remain as "*ACTIVE - Actively Working.*"

Payments for **unused** leave whether as a lump sum or as part of periodic payments do not qualify as retirement-covered compensation. If the employee was in a 'non-working' status and is paid wages for sick, vacation, or personal leave day(s), then the wages are considered as non-retirement covered compensation.

These sick, vacation, and personal leave earnings are not considered retirement-covered compensation:

- Wages paid to reimburse an employee for the unused accumulated sick, vacation, and/or personal leave days

- Wages paid as a day of work for accumulated sick, vacation, or personal leave while an employee is receiving Workers' Compensation
- Wages paid as a day of work for accumulated sick, vacation, or personal leave while an employee is being reported to PSERS on a non-contributing leave of absence
- Wages paid as an "extra" day of work (e.g., Principal's salary is contracted for 240 days and if he works instead of taking leave, the salary received for the "extra" days worked is not retirement-covered compensation.)

Normally, non-retirement covered compensation is not reported to PSERS. If you wish to report non-retirement covered compensation, this type of pay must be reported in the NRCC field. The associated service days and hours should not be reported to PSERS.

Bottom line:

- If the employee was expected to report to work and substituted a sick, vacation, or personal leave day(s), then the wages are considered retirement-covered compensation.
- If the employee was in a 'non-working' status and is paid wages for sick, vacation, or personal leave day(s), then the wages are considered non-retirement-covered compensation.

Reporting an Employee on Leave

Now that you have determined the type of leave information to be reported, submit a Member Contract Record that indicates the type of leave and the date the leave began. Make sure to complete the salary, contribution, and service unit reporting for the period prior to the commencement of the leave. The Work Report that covers the period of time that bridges the end of the previous Work Status (e.g., Active, etc.) and the initiation of the Leave of Absence Work Status should include any salary, contribution, and service unit information for the period prior to the commencement of the Leave of Absence. If the employee starts in the middle of a month, the Work Report Record(s) for that month should include BOTH the information (wages, contributions, and service time) from the leave and the information from the work. The Work Status value in the Work Report should equal the Work Status at the end of the month. ***Note***: If the leave of absence is for *less than* one pay period, you do not need to submit a new contract record. If the leave of absence is *equal to or greater than* one pay period, you must report the school employee's leave of absence as defined previously.

After you submit a Member Contract Record, you must continue to report employees on leave EVERY MONTH, unless the Work Status is equal to LEAVEN (Any Other Leave not Listed) or WKCMPN (Workers' Compensation). You should not report any salary/wages and service units while a school employee is on LEAVEN or WKCMPN.

In each Work Report Record you submit for the employee, the Work Status must match the type of leave specified in the Member Contract Record that you created to initiate the leave.

- **Earned Leave Paid While on a Non-Contributing Leave:** You must ***not*** report any payment for used Annual, Personal, Sick Leave, or Leave from an employer Sick Leave Bank that is paid to an employee who is on a non-contributing leave. See Chapter 8: "Retirement-Covered Compensation" for more details on reporting earnings for annual, personal, and sick leave while on a leave of absence.

Working While on Leave of Absence

A member on an approved leave **may not** count additional earnings as retirement-covered compensation if the employment occurred during the normal work hours and months of the primary position.

> **Example 1:** A member's primary position requires 10 months of employment with normal work hours from 7:30 a.m. to 3:30 p.m. During the member's approved leave, an employer asks the member to return to the classroom at some point during the 10-month period to provide instruction during the employee's regularly-scheduled work hours. This member is not eligible to include the earnings as retirement-covered compensation.

A member on an approved leave **may** count earnings as retirement-covered compensation if the work occurred outside of normal work hours or at other times during the year.

> **Example 2:** A member's primary position requires 10 months of employment with normal work hours from 7:30 a.m. to 3:30 p.m. An employer asks the member to return to the classroom to provide evening instruction. *This member is eligible to include the earnings as retirement-covered compensation.*
>
> **Example 3:** A member's primary position requires 10 months of employment with normal work hours from 7:30 a.m. to 3:30 p.m. An employer asks the member to work during the summer to write curriculum from July 15 to July 30. This member is eligible to include the earnings as retirement-covered compensation.
>
> **Example 4:** A member is hurt at work. She begins Workers' Comp leave of absence. The employer does not grant the member Special Sick Leave so the employer reports the leave of absence as Workers' Comp Non-Contributing (WKCMPN). After two months of leave, the member's doctor permits her to return to work part time. She will return to part-time work in the morning and continue her Workers' Comp leave during the afternoon. The employer would report the salary earned and the prorated days worked during her morning shift. The employer would not report any of the salary or associated prorated service for the Workers' Comp time.

When the Employee Returns from Leave

When an employee returns from leave, submit a new Member Contract Record for each position the employee resumes. You do not need to end date the leave Contract Record, the system will automatically place the End Date in the leave record upon the receipt of the new Member Contract Record. If the employee returns in the middle of a month, the Work Report Record(s) for that month should include BOTH the information (wages, contributions, and service time) from the leave and the information from the work. The Work Status value in the Work Report should equal the Work Status at the end of the month. Future Work Reports should include only records for the work that has been resumed. See Chapter 4: "Member Contract Record" for more information.

When the Employee Does NOT Return from an Approved Leave of Absence

Submit a Member Contract Record with the Work Status set to "TRMNTN – Termination" and the Work Status Start Date set to the date of termination. Set the BOC Flag, Outstanding Service Credit Flag, and BOC/Svc End Date fields to indicate any remaining payments or service to be reported. See Chapter 4: "Member Contract Record" for more information.

If an employee does not fulfill the return to service obligations required to retain the Approved Leave of Absence, you may request a credit for the Employer Contributions you paid during the leave. You will also receive credit for the employee's Member Contributions, if any. You are responsible for refunding these contributions to the employee. The credit will be issued after the final Work Report of the fiscal (school) year is submitted to PSERS. To request a credit, see Chapter 13: "Refund of Employer Retirement Contributions" for instructions.

Understanding Reporting with Suspensions and Terminations

Employer Reporting in Cases of Termination

Employers and school employees may part ways for a variety of reasons. We (the employer, the school employee, and PSERS) are faced with additional challenges when the termination results from alleged misconduct.

Whenever termination occurs, the employer communicates this to PSERS by submitting a Contract Record:

- Set the Work Status to TRMNTN (termination).
- Set the BOC and Service flags to indicate the last month of work reporting.
- Submit a BOC Svc Rpt date, if applicable, indicating that the employee has ended ALL employment with you. Include the date which PSERS will receive all salary and service information for this employee. The example below is a view of the Contract Record from our perspective:

Emp Type	Wage Type	Work Status	Start Date	End Date	Exp Months	Exp Units
Full Time	Salaried	TRMNTN	08/28/2015	00/00/0000		
Full Time	Salaried	ACTIVE	07/31/2006	08/28/2015	12	260

BOC Flag	Service Flag	BOC Svc Rpt
Y	Y	08/31/2015
N	N	00/00/0000

If the employee believes that the termination is wrongful but it is found that the employee was terminated properly, there would be no further action taken by you as the employer. If it is determined that the termination was unjust or the employer/school employee enters into a settlement agreement, the terms of the settlement agreement may include restoring the member's account with PSERS, as determined by PSERS.

The account can only be restored if the salary, contributions, and service are reinstated as if the termination never occurred. The adjustment on the account must represent the difference between what was actually reported to PSERS and the amount of salary, contributions, and service the member would have earned had the employee not been terminated.

Chapters 8: "*Retirement-Covered Compensation*" and 11: "Reporting – Work Report Adjustments" explain the process in more detail. If you need help, please do not hesitate to contact your ESC Representative.

Regarding Suspension and Leave of Absence

Sometimes, the allegations only warrant a suspension while the facts are being investigated. If the suspension is for less than a pay period, you do not need to submit a new contract record pending the outcome of the investigation. If the suspension is equal to or greater than one pay period, you must report the school employee's leave of absence as an administrative leave of absence. Because an administrative leave is not an approved leave of absence under the Retirement Code, you need to submit a Contract Record with a Work Status of LEAVEN (Any Other Leave Not Listed [Non-Contributing]). The Start Date of the LEAVEN Contract Record should be equal to the school employee's first day of suspension. If the employer is paying the employee, the salary should be reported to PSERS in the NRCC (Non-Retirement Covered Compensation) column of the Work Report.

If the investigation results in the member being terminated, then you will submit a Contract Record with a Work Status of TRMNTN. The TRMNTN Contract Record will automatically end date the LEAVEN Contract Record with the day before the TRMNTN Start Date.

If it is determined that the suspension was valid but termination is not warranted, then no adjustment would be made to the member's record. Any salary or wages paid to the member for the period that the member did not work while on administrative leave is not retirement-covered compensation and is not reportable to PSERS.

If the employer determines the allegations were unjust or unfounded, then you need to reverse the NRCC reporting, cancel the LEAVEN Contract Record, open the ACTIVE Contract Record, and submit a Work Report Adjustment for all salary, contributions, and service the member would have earned during the period of administrative leave.

The following examples illustrate the proper procedure in the initial reporting of an administrative leave and then the proper steps to make an employee's account whole after determining the allegations were unfounded and the administrative leave was unjust.

Table #1: This example is of a paid administrative leave that is less than one full pay period. The table below illustrates a 10-month employee, paid over 12 months. A full year was worked and reported without incident.

Table #1	Work Status	Base	Service Days
Sep	ACTIVE	$3,550.00	
Oct	ACTIVE	$3,550.00	
Nov	ACTIVE	$3,550.00	
Dec	ACTIVE	$5,325.00	
Jan	ACTIVE	$3,550.00	
Feb	ACTIVE	$3,550.00	
Mar	ACTIVE	$3,550.00	
Apr	ACTIVE	$3,550.00	
May	ACTIVE	$3,550.00	
Jun	ACTIVE	$5,325.00	180
Jul	ACTIVE	$3,550.00	
Aug	ACTIVE	$3,550.00	
Total		***$46,150.00***	***180***

Table #2: This example is of an administrative leave that is greater than a full pay period (15 days). The table below illustrates a 10-month employee, paid over 12 months. During the months of March and April, the employee was suspended. The salary paid to the member while on administrative leave is to be reported in the NRCC field on your Work Report. The Service Days are reduced by the length of the administrative leave.

The highlighted rows illustrate how you would adjust the record to reverse the effects of the administrative leave because the investigation determined the allegations were unfounded.

The salary and service that would have been earned in the 15-day suspension must be returned to the member's account through a Work History Adjustment (WHA). *Note: A settlement agreement is not necessarily the same as finding the allegations to be unjust or unfounded. All Settlement Agreements are evaluated under different criteria. See Chapter 8: "Retirement Covered Compensation" for more details on Settlement Agreements.*

Table #2	Work Status	Base	Service Days	NRCC
Sep	ACTIVE	$3,550.00		
Oct	ACTIVE	$3,550.00		
Nov	ACTIVE	$3,550.00		
Dec	ACTIVE	$5,325.00		
Jan	ACTIVE	$3,550.00		
Feb	ACTIVE	$3,550.00		
Mar	LEAVEN	*$1,775.00*		*$1,775.00*
Apr	ACTIVE	*$2,662.50*		*$ 887.50*
May	ACTIVE	$3,550.00		
Jun	ACTIVE	$5,325.00	165	
Jul	ACTIVE	$3,550.00		
Aug	ACTIVE	$3,550.00		
Total		***$43,487.50***	***165***	***$2,662.50***
WHA		*$2,662.50*	*15*	*-$2,662.50*
Total		***$46,150.00***	***180***	***0.00***

Contract History Activity to Support the Administrative Leave

Add a LEAVEN Contract Record with a Start Date equal to the first day of administrative leave in March. Upon the approval of the LEAVEN Record, the ACTIVE Contract Record will be End Dated with the day before the LEAVEN Start Date automatically.

Contract History Activity to Support the Reversal of the Administrative Leave

You will need to cancel the LEAVEN Contract Record by entering an end date and ask your ESC Representative to open the ACTIVE contract.

In conclusion, as administrative leaves become more common, it is important that all employers know what to do if these leaves are found to be unjust or if a settlement agreement was reached that reversed the leave. The employee account must be restored to the state it would have been in had the administrative leave not taken affect. If a settlement is reached in which the employee receives additional compensation beyond the base salary and service, it is NOT retirement-covered compensation. Contributions should NOT be withheld from the funds; these funds should be reported to PSERS under the NRCC field.

Quick Reference Guide

Assessing PSERS Leave of Absence Reporting Rules

1. Is the leave of absence granted to your school employee listed below?
    - Special Sick Leave
        - School Sponsored Disability Insurance
        - Workers' Compensation
    - Sabbatical Leave
    - Professional Study Leave
    - Activated Military Leave
    - Exchange Teacher Leave
    - Collective Bargaining Leave

    a. If no, follow the Any Other Leave Not Listed (a.k.a. LEAVEN) guidelines for reporting the school employee's wages, contributions, and service units.

    b. If yes, answer the next question.

2. Does the school employee meet the requirements for the leave of absence to be considered retirement-covered compensation?

    a. If no, follow the Any Other Leave Not Listed (a.k.a. LEAVEN) guidelines for reporting the school employee's wages, contributions, and service units. If leave of absence type is Workers' Compensation, then follow the Workers' Compensation (a.k.a. WKCMPN) guidelines for reporting the school employee's wages, contributions, and service units.

    b. If yes, answer the next question.

3. Is the leave of absence type other than Sabbatical or Collective Bargaining Leave?

    a. If no, follow the Sabbatical or Collective Bargaining Leave guidelines for reporting the school employee's wage, contributions, and service units.

    b. If yes, answer the next question.

4. Are you agreeing to the financial obligations (if applicable) whether it is during the leave of absence or as a purchase of service after the school employee's return to service?

    a. If no, follow the Any Other Leave Not Listed (a.k.a. LEAVEN) guidelines for reporting the school employee's wages, contributions, and service units.

    b. If yes, answer the next question.

5. Are you and the school employee willing to deduct, report, and remit contributions during the leave of absence?

    a. If no, follow the reporting guidelines for leaves of absence Work Statuses that end in "N" except for the Work Status LEAVEN and WKCMPN.

    b. If yes, follow the reporting guidelines for leaves of absence Work Statuses that end in "C".

Quick Reference Chart - Eligibility Requirements for Approved Leaves of Absence

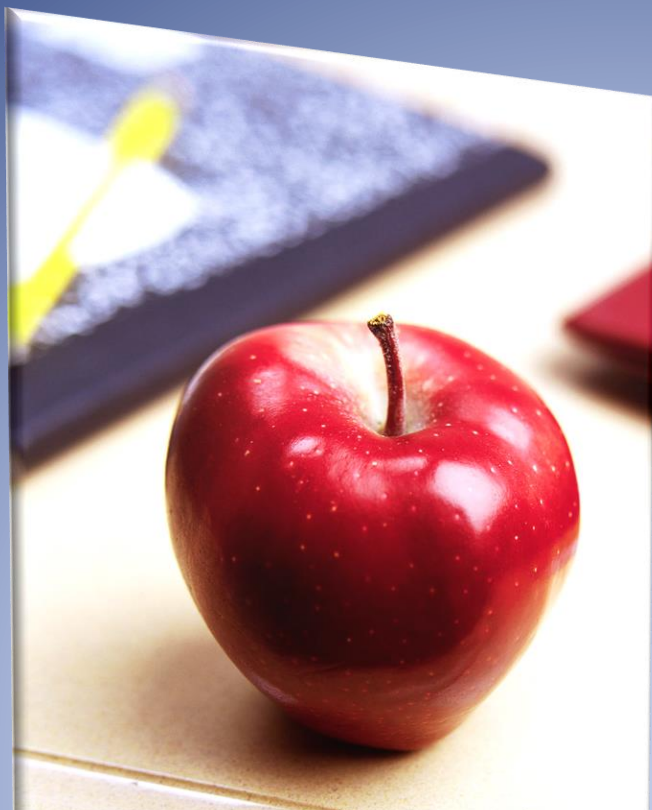
NOTE: PSERS defines one school year or one school term as 180 days.

	APPROVED Leaves of Absence									OTHER Leaves	
	Activated Military	Collective Bargaining Service**	Exchange Teacher	Professional Study	Sabbatical for Professional Development	Sabbatical for Restoration of Health	Sabbatical for Other Purposes	Special Sick	USERRA	Workers' Compensation	Any Other Not Listed
Eligibility	Member; for leaves from 7-1-1990 until leaves beginning prior to 7-1-2013	Member	Professional member	Member	**Professional member or member of the supervisory, instructional or administrative staff with 10+ years Pennsylvania service AND 5+ years in the school district; 7 additional years for each subsequent sabbatical**			Member	Member; for leaves beginning on or after 7-1-2013***	Member	Member
Length Allowed	Any	Any, but service must be full time	Any	Any	One full school year OR one half school year OR two half school years within a 24-month period			One year	Any	Any	Any
Compensation	Paid or unpaid	100% of contracted school district salary	Paid or unpaid	Paid or unpaid	50% or more of contracted salary			50% or more of contracted salary	Paid or unpaid	Paid by workers' comp policy or employer	Paid or unpaid
Member Contributions	Optional	On 100% of contracted salary	On 100% of contracted salary or none	On 100% of contracted salary or none	On 100% of contracted salary; concurrent with leave			On 100% of contracted salary or none	None	N/A	N/A
Employer Contributions	On 100% of contracted salary	On 100% of contracted salary	On 100% of contracted salary or none	On 100% of contracted salary or none	On 100% of contracted salary; concurrent with leave			On 100% of contracted salary or none	None	N/A	N/A
Academic Requirements	No	No	No	Yes	Yes	No	No	No	No	N/A	N/A
Return Required to Receive Service Credit	Yes - 1 day	No	Yes - lessor of length of the leave or one year; may be waived by the employer	Yes - lessor of length of the leave or one year; may be waived by the employer	**Yes - one school term, unless unable to due so due to illness, disability or death** May **NOT** be waived by employer			No if contributing leave; Yes if non-contributing and wish to make a subsequent purchase	Yes - 1 day	N/A	N/A
Subsequent Purchase Possible	Yes - must return within 90 days to be eligible to make the purchase* Member pays contributions	No	Yes - member pays both employer and member contributions	Yes - member pays both employer and member contributions	No	No	No	Yes - employer and member each pay contributions	Yes - must return within 90 days to be eligible to make the purchase* Employer and member each pay contributions	N/A	N/A
Work Status Codes	ACTMLC ACTMLN	UNIONC	EXCHGC EXCHGN	STUDYC STUDYN	SABTLC	SABTLC	SABTLC	SSLSSC, SSLWCC SSLSSN, SSLWCN	ACTMLN	WKCMPN	LEAVEN

*A member who does not normallly work during the summer does not have to return until the start of the next school year.

**The bargaining unit reimburses the district for the full amount of compensation and and benefits including employer contributions.

***Orders initiated prior to 7-1-2013, but extended after 6-30-2013, remain *Activated Military* leave.



Employers' Reference Manual – Chapter 11

Public School Employees' Retirement System

5 N. 5th Street
Harrisburg PA 17101-1905
Phone 1.866.353.1844
Fax 717.772.3860
Email ContactESC@state.pa.us
www.psers.pa.gov

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Reporting – Work History Adjustments

Use Work History Adjustments when an error is made, or a correction is needed to an employee's salary, contributions, service time, or Member Purchase of Service Installments. Submit the Work History Adjustment Record as soon as you become aware of the incorrect information. Reporting submitted for your reporting unit must be reconciled between PSERS, the district payroll and reporting to the Third-Party Administrator of the Defined Contribution component.

PSERS always requires that contributions be withheld on all qualifying salary (including salary that had not been previously reported to the system nor had contributions withheld). The additional salary and contributions associated with the correction may not result in the member receiving additional service credit unless the service had not been reported and/or the member has not already been credited with the maximum of 1.00 for the fiscal year.

If the Reason Code UNCRDT is used, PSERS will not process this correction if the qualifying salary amount is less than or equal to $15 and if less than 0.01 additional service would be credited for the year.

Work History Adjustments are very similar to Work Reports, but you must report the ***difference*** between what you reported erroneously and what you should have reported. The employer will be responsible for collecting from or refunding to the member any member contributions associated with the salary correction whether PSERS or the employer makes the correction required to previously reported retirement-covered compensation. Note: If the employer cannot collect or refund the contributions, contact PSERS immediately to determine the best plan of action.

Example: You submitted a Work Report Record for January that listed an employee's salary as $1,000, but the employee really earned $1,700. Correct this by submitting a Work History Adjustment Record with the BASE field set to $700, so the net amount in the employee's account will be $1,700. Always include the corresponding member contributions for the salary. Adjustments reflect amounts reported for a school year and not for a specific month.

A description of each of the adjustment fields is described in *Work History Adjustment Record Fields* defined later in this chapter.

When to Submit a Work History Adjustment Record

Submit a Work History Adjustment Record if any of the following occurs:

- A retroactive lump sum adjustment needs to be made for an employee.
- An error was made in a previous report to PSERS, and this error cannot be corrected through your payroll system in the same fiscal year the error occurred.
- An error was made in reporting an employee's information in a previous fiscal year.

- An employee’s Member Purchase of Service Installments was reported incorrectly in a previous report.
- An employee’s service time (days and/or hours) was reported incorrectly in a previous report.
- Arbitration is settled or court award.
- A Work Report record was invalid at the time of approval.
- NRCC improperly reported as wages. See Chapter 8 for details.

Interest for Late Contributions

PSERS may charge you interest for the time between the original due date and when the contributions are received at PSERS if contributions are not made by the required due date. This interest is charged at an annual rate of 7.25%, pro-rated for each day the payment is late. For more information, see Chapter 12: “Payments – Remitting to PSERS” for the details.

Adjustments to Fiscal Years Prior to 2004-2005

Member records in existence prior to July 2004 were created and converted from PSERS’ previous software system. The logic rules governing converted data are a little different from the logic rules in existence today. For that reason, you must report all ***service corrections*** prior to fiscal year 2004-2005 using paper forms instead of the Work History Adjustment record method. The forms available for your use are:

1. *Service Adjustments (For Years 1977-2004)* (PSRS-726)
2. *Service Adjustments (Prior to FY 1977)* (PSRS-1310)
3. *Merged Employer Salary and Service Adjustment* (PSRS-1307)

If you are correcting both salary and service, attach a letter explaining the salary correction.

Note: This method of correction does not include corrections for a school employee who was not reported to PSERS at all. If no information was submitted to PSERS and the employee still works for you, then use the Work History Adjustment record and the Reason Code ‘UNCRDT’. If the school employee is no longer in your employ, use the appropriate purchase of service form for former uncredited full-time or part-time employment.

If you have questions or you are unsure of the method in which to use to correct previously reported information, contact your PSERS Employer Service Center Regional Representative for assistance.

How Are Work History Adjustments Submitted to PSERS?

All Work History Adjustment Records are submitted to PSERS through the online system. When you discover an error that needs to be corrected, you can choose to create Work History Adjustment Records manually or by importing a formatted file. Once in the system, the Account Tab is where you will submit your Work History Adjustment. There are two ways to submit the information to PSERS using the PSERS ESS online System:

1. Manual Report - for an individual employee, by entering them into the online system one at a time
2. File Upload – for a batch of employees, by uploading a file that was exported from your payroll/HR software system

Either way, you begin by accessing the system:

1. Access the Employer Services window in the online system. If you are not familiar with how to do this, see Chapter 1: "Accessing the Online System" for more information.
2. From the Accounts Tab, click the Upload File drop down menu if you are uploading an Adjustment file or the Manual Report drop down menu if you are doing a Manual Adjustment. In both cases, select Adjustment from the drop-down menu.

Work History Adjustment

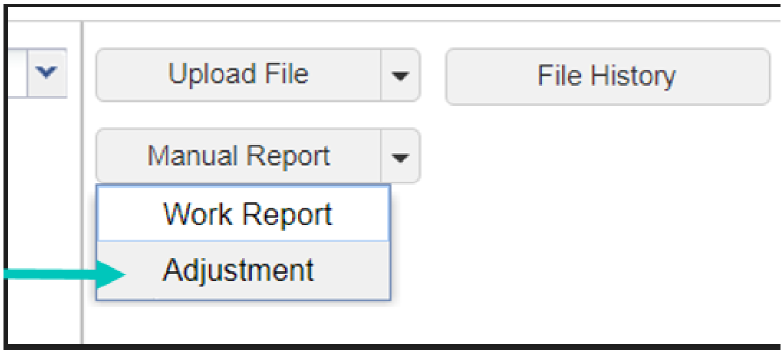
There are two ways to complete and process Work History Adjustments:

- **Manual Report** allows the employer to create a manual Work History Adjustment for a single employee or small group of employees.
- **File Upload** lets you submit Work History Adjustments by uploading a file that was exported from your payroll/HR software system. In this case, you must upload a file in the correct format. See *Uploading a File* explained later in this chapter.
    - **File History** is where Work History Adjustments that you have uploaded can be found after the initial upload. This is also where you go to process or void a file. There is a separate Work Area for Import Reports and Manual Reports. Import Reports are viewed under the File History button. Manual Adjustments can be viewed in the Accounts tab. Look for the adjustment description used in creating this adjustment.

Using the Create Work Report Sub-Menus for Manual Adjustments

If you need to submit a Work History Adjustment Record for one employee or only a few employees, you may prefer to enter these adjustments directly online rather than uploading a file to PSERS. This section describes how to make adjustments directly online. If you have a high volume of adjustments that need to be submitted, see *Uploading a Work History Adjustment File* explained later in this chapter.

From the Accounts tab, click the **Manual Report** drop down menu and **Adjustment.** You will see the following on your screen:

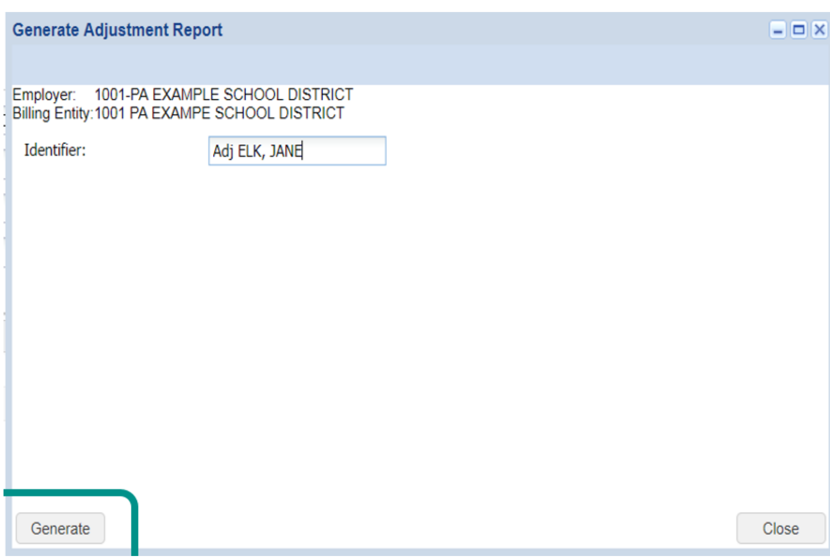


Enter a description of the Adjustment. The description should clearly reflect why the adjustment was created (this description will appear on the monthly Employer Statement of Accounts and the Account tab).

Example: Jane Elk had two lines with the same wage type on the October Work Report, one line became invalid when the Work Report was processed. The description could be:

Adj Elk, Jane

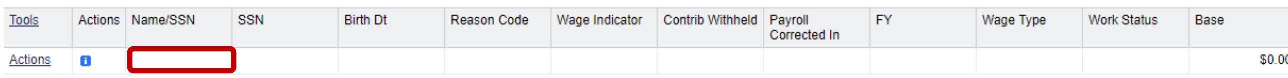
After entering your description in the Identifier Field, click **Generate**. You will see the following screen:



Once you click **Generate** the **Adjustment Screen** window will open. From here you will create your Work History Adjustments.

- To add an employee to the adjustment file, click the **Add Member** button.
- To delete a record from the adjustment file, use **Actions** to the left of the line you would like to delete, select **Delete** from the drop down menu and then click the **Apply** button.
- To save the work report after any edits, additions, or deletions, click the **Save** button.
- To cancel a record that has not been saved yet, click the **Cancel** button.

To begin the adjustment double click in the **Name/SSN** field and enter the member's name or SSN. The SSN and Birth Date columns will populate based on the SSN or name entered in this field.

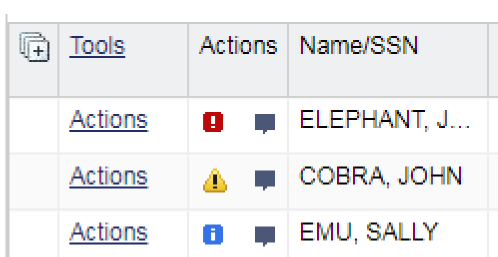


Work History Adjustment Record Fields

Work History Adjustment Records contain the same fields as Work Report Records, with the addition of three fields (the Reason Code, Wages Indicator, Contributions Withheld Indicator), but these fields are used in a slightly different way. When making adjustments to the original information reported, you must create your adjustment transaction(s) ensuring the Fiscal Year, Wage Type, Contribution Rate, and service units are identical to the original Work Report transaction. You may consolidate like transactions when all original values match; otherwise you must create an adjustment for each unique combination.

NOTE: If you have records that are marked as "Warnings" (a yellow indicator will appear in the Actions column to the left of the Name/SSN column), they must be reviewed prior to approval (these records will be processed but may contain an error). If you have records that are marked as "Errors" (a red indicator will appear in the Actions column). These records must be corrected or the information will not be posted to the PSERS system. To review the messages under the icons, simply click the icons and a message window will appear with the error and warning messages. If you have any questions regarding any error or warning messages, you can contact your Employer Service Center Representative.

See below for an example of all validation indicator icons:



The additional fields and the specific use of the other fields are described here:

- **Social Security Number:** this information cannot be edited within the Work History Adjustment window
- **Date of Birth:** this information cannot be edited within the Work History Adjustment window
- **Reason Code:** Use the drop-down menu to select the reason the adjustment is necessary. The Reason Code names in parenthesis are found in manual adjustment files and may differ slightly from imported adjustments.

  If there are several reasons for making this adjustment, select the most important reason as indicated in the Reason Codes below:

  NOTE: The names in parenthesis are used when making adjustments manually.

  SALARY (Payroll Correction): Use this code if you are correcting any salary/wages and associated contributions that you previously reported to PSERS incorrectly. You may also correct service units (days/hours) and purchase of service installment payments in the same Work History Adjustment Record. *Note: If you only need to correct service units or purchase of service installment payments, use the more appropriate Reason Code defined below.*

  CNTRCT (Missing Member Contract Record): Use this code if you are submitting a Work Report Record that was rejected in your monthly Work Report because the employee did not have a corresponding Member Contract Record. Submit the correct Member Contract Record first and then submit the employee's work information in your next monthly Work Report or in a Work History Adjustment Record.

  LMPSUM (Lump Sum / Retro Pay Adjustment): Use this code if the employee receives a non-court awarded adjustment, such as a contract settlement, that needs to be applied to a prior fiscal year or cannot be reported in a Work Report Record for some other reason. *Note: If the non-court awarded adjustment spans fiscal years and/or contribution periods, then you must submit a Work History Adjustment Record for **each** fiscal year with the corresponding salary and service reported in each.*

  SVCADJ (Service Adjustment): Use this code if you are correcting service units (days/hours) that were previously reported to PSERS for this employee. This may be used to adjust hours, days, or both. If you are correcting service units reported with wages reported in the Wages No Contribution (WNC) field, you must include $0.01 in the WNC field (this will associate the service unit correction with the original WNC and service units reported). If you forget to include the WNC $0.01, the service units correction will not fix the account as intended.

  Note: If this adjustment includes both a change to service units and a change to salary, use the SALARY code rather than the SVCADJ code.

  Reminder: Service corrections for the 2003/2004 school year and prior must be submitted by using the appropriate adjustment form.

LATRPT (Late Report): Use this code if you are reporting an employee's wages/salary and contributions (if any) after you have submitted the monthly Work Report in which this should have been reported. This code is only used when reporting information late for an existing employee. If a qualified employee was never entered as a member or reported to PSERS, use the UNCRDT code to report this employee's salary, contributions, and service units.

All other codes supersede the LATRPT code so LATRPT should only be used when no other Reason Code applies.

MEMPOS (Member Purchase of Service Installments Correction): Use this code if you are correcting Member Purchase of Service Installments information that you previously reported to PSERS incorrectly or that you did not report to PSERS when you should have.

UNCRDT (Uncredited School Service): Use this code if, due to an administrative error, you did not enter an employee as a member at the appropriate time and if, as a result of this oversight, you did not report the employee's salary/wages, contributions (if withheld), and service units to PSERS, but you did pay the employee at the time.

Note: If you withheld retirement contributions from the employee, use the Reason Code 'SALARY' instead of 'UNCRDT'. The Reason Code 'UNCRDT' is used to create the bill for both the school employee and you, the employer. The charges will not be directly applied to the PSERS Employer Account at the time the Work History Adjustment is approved. If you use the Reason Code 'SALARY' both the employee's and the employer's retirement contribution charges will be immediately applied to your PSERS account accordingly.

Note: If the Reason Code UNCRDT is used, PSERS will not process this correction if the qualifying salary amount is less than or equal to $15 and if less than 0.01 additional service would be credited for the year.

CAWARD (Court Award): Use this code if you are reporting the results of an arbitration relating to a rate grievance, improper termination, etc. PSERS must review the court award/order before releasing any credit or debit to your and/or the employee account. After submitting the Court Award adjustment to PSERS, send the award/order documentation to PSERS Employer Service Center with your Regional Representatives Name in the address.

If the court award spans fiscal years and/or contribution periods, then you must submit a Work History Adjustment Record for ***each*** fiscal year with the corresponding salary and service reported in each.

- Report the total amount that represents only the employee's reinstated full contract salary even though the amount of the award may have included interest or punitive damages. Do not report any other awarded claims such as interest.

- Interest payments received as part of the award are NOT subject to retirement deductions. Report these in the NRCC (Non-Retirement-Covered Compensation) field on the employee's Work History Adjustment Record.

- You must make retirement contributions on the gross amount of contract salary awarded, not on the net salary received by the employee. If an award amount is reduced because of other outside income, you must still pay contributions on the full award amount.

- **Wage Indicator:** This indicates whether or not the salary/wages in this Work History Adjustment Record were paid during the fiscal year in which they were earned.

  Yes: Select "Yes" if the salary/wages were earned and paid in the adjustment fiscal year.

  No: Select "No" if the salary/wages were earned in a prior fiscal year but were paid in the current fiscal year (when the mistake was discovered).

  This field can only be left blank if Reason Code is set to SVCADJ or MEMPOS.

- **Contributions Withheld:** This indicates whether or not contributions were withheld from the salary/wages at the time they were paid to the employee.

  Yes: Select "Yes" if contributions were withheld when the salary/wages were paid whether that was in a past fiscal year or in the current fiscal year.

  No: Select "No" if **no** contributions were withheld from the salary/wages when they were paid to the employee.

  This field can only be left blank if Reason Code is set to SVCADJ or MEMPOS.

- **Wage Type:** Select "Hourly," "Per Diem" or "Salary" from the drop-down menu. If you originally reported the information under multiple Wage Types, then the Work History Adjustment to correct the information must be done with multiple transactions (i.e., one adjustment for each Wage Type). Do not leave this field blank.

  If the Reason Code is set to UNCRDT, Wage Type should match the employee's current Wage Type as set in the employee's Member Contract Record.

  If Reason Code is anything other than UNCRDT, Wage Type should match the Wage Type that was in effect during the time period being adjusted.

- **Payroll Corrected In:** The date in this field represents when the information was corrected with Voya. For instance, an employee was actually paid on 9/27, but in uploading the file to Voya it is realized there is no participant account created. Voya will now receive this information in the 10/4 pay cycle. The Payroll Corrected In field in WHA should be 10/4.

- **Work Status:** Use the drop-down menu to select the Work Status for the employee during the time period being adjusted. Do not leave this field blank.

  If the Reason Code is set to UNCRDT**,** Work Status should match the employee's current Work Status as set in the employee's Member Contract Record. *If this Work Status is not ACTIVE, contact PSERS for assistance* as described in Chapter 19*:* "Contacting PSERS" for more information***.***

  If Reason Code is anything other than UNCRDT, Work Status should match the Work Status that was in effect during the time period being adjusted.

  See Chapter 4*:* "Member Contract Record" for more information on Work Statuses.

- **YEAR (Fiscal Year Ending):** Enter the ending year of the fiscal year in which the salary and service were earned (when the work was performed or the leave of absence took place). Enter the year in YYYY format, with no spaces, dashes, or other characters. This field cannot be left blank.

  Example: For the 2016-2017 fiscal year, enter 2017.

  If you reported the initial information with the wrong fiscal year, correct this by submitting an Adjustment Record that subtracts all reported information from the year it was erroneously reported in, and then submit a second Adjustment Record that adds this information to the correct fiscal year.

- **BASE:** Enter the *difference* between what you originally reported as the employee's base salary and what should have been reported. This amount can be positive or negative. Enter the amount as a minus sign (if needed), 6-dollar digits, a decimal point, and 2 cents digits. Do not enter the dollar sign or any punctuation other than the minus sign and a single decimal point. Leave this field blank or enter 0000000.00 if BASE does not need to be corrected. **Leading zeroes are not required for any field in a manual adjustment file.**

  Example #1: If an employee was reported as earning $1,233.00 less than she actually earned, enter 1233.00 to add this amount to her earnings for the fiscal year.

  Example #2: If an employee was reported as earning $1,500 more than she actually earned, enter -1500.00 to subtract these earnings.

  The *total amount* of the BASE, OT, SUP, and URCC fields for the fiscal year, after adjustments, cannot exceed the IRS 401(a)(17) limitations. See the EXSAL field.

- **URCC (Unpaid Retirement Covered Compensation):** Enter the *difference* between what you originally reported as the employee's URCC and what should have been reported. This amount can be positive or negative. Enter the amount as a minus sign (if needed), 6-dollar digits, a decimal point, and 2 cents digits. Do not enter the dollar sign or any punctuation other than the minus sign and a single decimal point. Leave this field blank or enter 0000000.00 if URCC does not need to be corrected.

The *total amount* of the BASE, OT, SUP, and URCC fields for the fiscal year, after adjustments, cannot exceed the IRS 401(a)(17) limitations. See the EXSAL field.

- **OT (Overtime):** Enter the *difference* between what you originally reported as the employee's OT and what should have been reported. This amount can be positive or negative. Enter the amount as a minus sign (if needed), 6-dollar digits, a decimal point, and 2 cents digits. Do not enter the dollar sign or any punctuation other than the minus sign and a single decimal point. Leave this field blank or enter 0000000.00 if OT does not need to be corrected.

  The *total amount* of the BASE, OT, SUP, and URCC fields for the fiscal year, after adjustments, cannot exceed the IRS 401(a)(17) limitations. See the EXSAL field.

- **SUP (Supplemental):** Enter the *difference* between what you originally reported as the employee's SUP and what should have been reported. This amount can be positive or negative. Enter the amount as a minus sign (if needed), 6-dollar digits, a decimal point, and 2 cents digits. Do not enter the dollar sign or any punctuation other than the minus sign and a single decimal point. Leave this field blank or enter 0000000.00 if SUP does not need to be corrected.

  The *total amount* of the BASE, OT, SUP, and URCC fields for the fiscal year, after adjustments, cannot exceed the IRS 401(a)(17) limitations. See the EXSAL field.

- **CONTRIB (Contributions):** If you are adjusting an employee's salary, adjust the contributions appropriately. You may enter a positive or negative amount. Enter the amount as a minus sign (if needed), 6-dollar digits, a decimal point, and 2 cents digits. Do not enter the dollar sign or any punctuation other than the minus sign and a single decimal point. Leave this field blank or enter 0000000.00 if the Contributions do not need to be corrected.

  The CONTRIB field must be adjusted if **any** of the following is true:

  - ✓ BASE is not zero.
  - ✓ SUP (Supplemental) is not zero.
  - ✓ OT (Overtime) is not zero.
  - ✓ URCC (Unpaid Retirement Covered Compensation) is not zero.

  Do not adjust an employee's contributions unless you are also adjusting salary. If you withheld contributions from an employee's paycheck at an incorrect rate, you do not need to adjust this. PSERS posts the correct amount to the employee's account and charges/credits the difference to your account automatically.

- **HRS (Hours):** Enter the *difference* between what you originally reported as the employee's hours of service time and what should have been reported. This amount can be positive or negative. Enter the amount as a minus sign (if needed) and 4-hour digits. Hours must be rounded up or down. Do not enter any punctuation other than the minus sign. Leave this field blank or enter 00000 if the hours do not need to be corrected.

Only enter hours that count as Service Time (service that is earned, service that may qualify later, or service that can be purchased).

Note: If you are correcting hours originally reported with wages reported in the Wages No Contribution (WNC) field, you must include $0.01 in the WNC field (this will associate the service unit correction with the original WNC and service units reported). If you forget to include the WNC $0.01, the service units correction will not fix the account as intended.

- **DAYS:** Enter the *difference* between what you originally reported as the employee's days of service time and what should have been reported. This amount can be positive or negative. Enter the days as a minus sign (if needed), 3-day digits, a decimal point, and two partial-day digits. Do not enter any punctuation other than the minus sign. Leave this field blank or enter 0000.00 if the days do not need to be corrected.

  Example: Enter 19.50 for a per diem employee who worked 19 ½ days more during the fiscal year than you originally reported.

  Only enter days that count as Service Time (service that is earned, service that may qualify later, or service that can be purchased).

  Note: If you are correcting days originally reported with wages reported in the Wages No Contribution (WNC) field, you must include $0.01 in the WNC field (this will associate the service unit correction with the original WNC and service units reported). If you forget to include the WNC $0.01, the service units correction will not fix the account as intended.

- **WNC (Wages No Contribution):** Enter the *difference* between what you originally reported as the employee's WNC and what should have been reported. This amount can be positive or negative. Enter the amount as a minus sign (if needed), 6-dollar digits, a decimal point, and 2 cents digits. Do not enter the dollar sign or any punctuation other than the minus sign and a single decimal point. Leave this field blank or enter 0000000.00 if WNC does not need to be corrected.

- **POS (Member Purchase of Service Installments):** Enter the *difference* between what you originally reported as the employee's Member POS Installment and what should have been reported. This amount can be positive or negative. Enter the amount as a minus sign (if needed), 6-dollar digits, a decimal point, and 2 cents digits. Do not enter the dollar sign or any punctuation other than the minus sign and a single decimal point. Leave this field blank or enter 0000000.00 if POS does not need to be corrected.

  The POS field must be adjusted if the Reason Code is set to **MEMPOS**.

- **EXSAL (Excess Salary):** Enter the *difference* between what you originally reported as the employee's EXSAL and what should have been reported. This amount can be positive or negative. Enter the amount as a minus sign (if needed), 6-dollar digits, a decimal point, and 2 cents digits. Do not enter the dollar sign or any punctuation other than the minus sign and a single decimal point. Leave this field blank or enter 0000000.00 if EXSAL does not need to be corrected.

  The *total amount* of the BASE, OT, SUP, and URCC fields for the fiscal year, after adjustments, cannot exceed the IRS 401(a)(17) limitations, as described in Chapter 8: "Reporting – Retirement Covered Compensation." If the total of these fields, after adjustments, exceeds the IRS 401(a)(17) limit, reduce the amount in the BASE, URCC, OT, and/or SUP fields so that the total of these fields is equal to the IRS 401(a)(17) limit, and enter the remainder of the employee's earnings in the EXSAL field.

- **NRCC (Non-Retirement-Covered Compensation):** Enter the *difference* between what you originally reported as the employee's NRCC and what should have been reported. This amount can be positive or negative. Enter the amount as a minus sign (if needed), 6-dollar digits, a decimal point, and 2 cents digits. Do not enter the dollar sign or any punctuation other than the minus sign and a single decimal point. Leave this field blank or enter 0000000.00 if NRCC does not need to be corrected.

Adding a Work History Adjustment Record

To add an individual to a Work History Adjustment Record, click **Add Member** on the Work History Adjustment Record Detail window. Double click in the empty box below the **Name/SSN** column header to enter the Name or SSN for the employee whose adjustment you are entering.

Tools	Actions	Name/SSN	SSN	Birth Dt	Reason Code	Wage Indicator	Contrib Withheld	Payroll Corrected In	FY	Wage Type	Work Status	Base
Actions												$0.00

Enter the Name or SSN and click **Enter**.

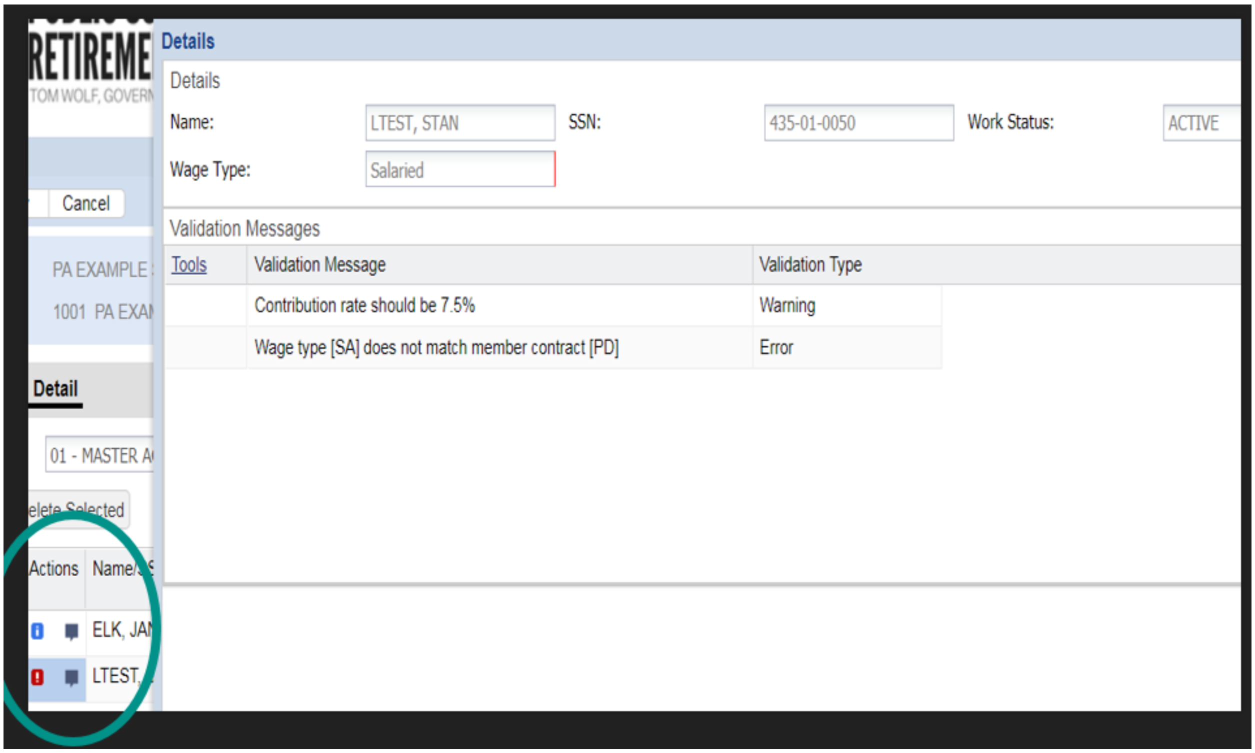
- If there is no Member Demographic Information on file, or if there is no Member Contract Record on file for the social security number you entered, you will see the message, "Error – SSN does not exist."

- If the employee has Member Demographic Information and at least one Member Contract Record on file, a Work History Adjustment Record will be added for this employee. All of the other fields in the Work History Adjustment Record will be blank.

At this point, you must enter information into the appropriate fields for this Work History Adjustment Record. To add or edit information double click in each field to enter or change the information. Use the scroll bar to move across and update each field in the row as needed. After you have entered information in all required fields click **Apply**.

If the adjustment passes all validation a blue indicator will appear to the left of the member's name. If the adjustment does not pass validations, a yellow indicator will appear indicating an exception or a red indicator will appear if there is an error.

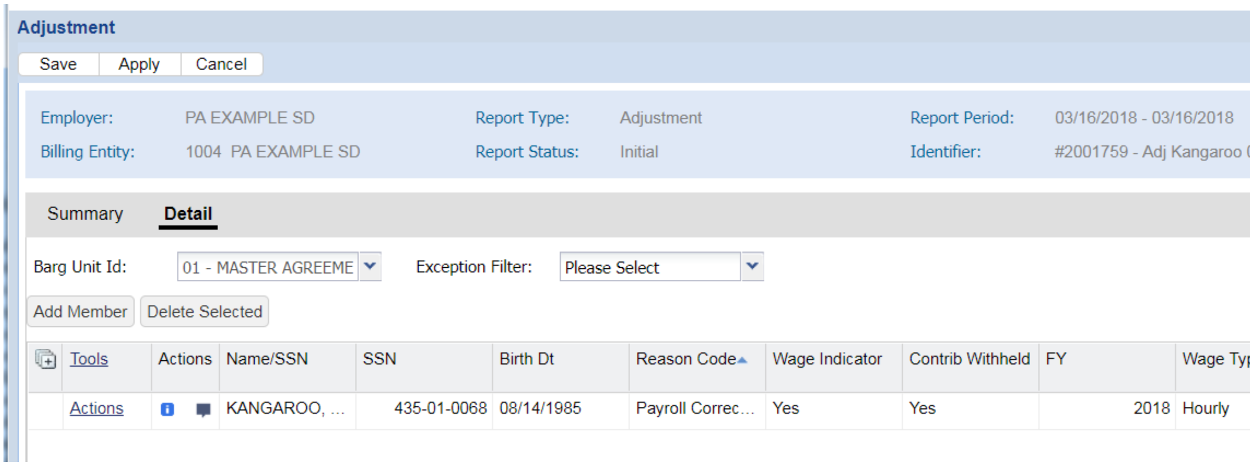
Click on the indicator icon to view the details of the error or exception. The Details screen will tell you which validations the adjustment did not pass.



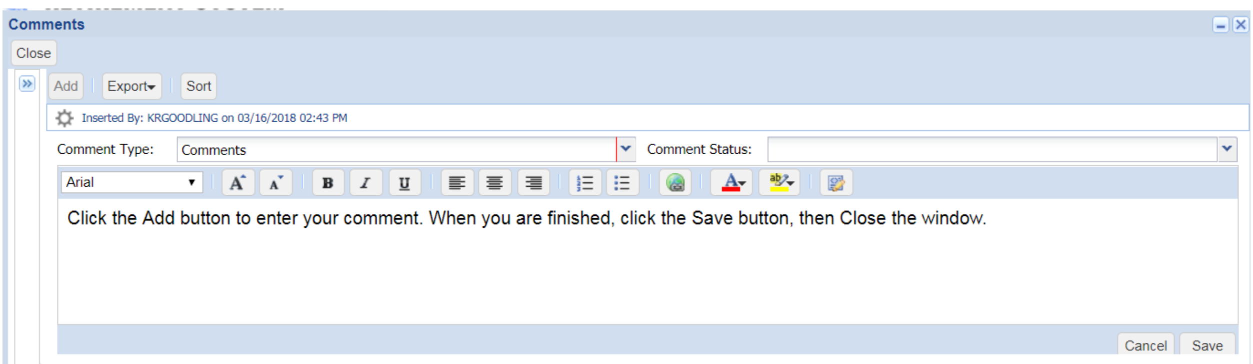
Double click inside the field that needs to be corrected. Click Apply to apply the changes.

Comments:

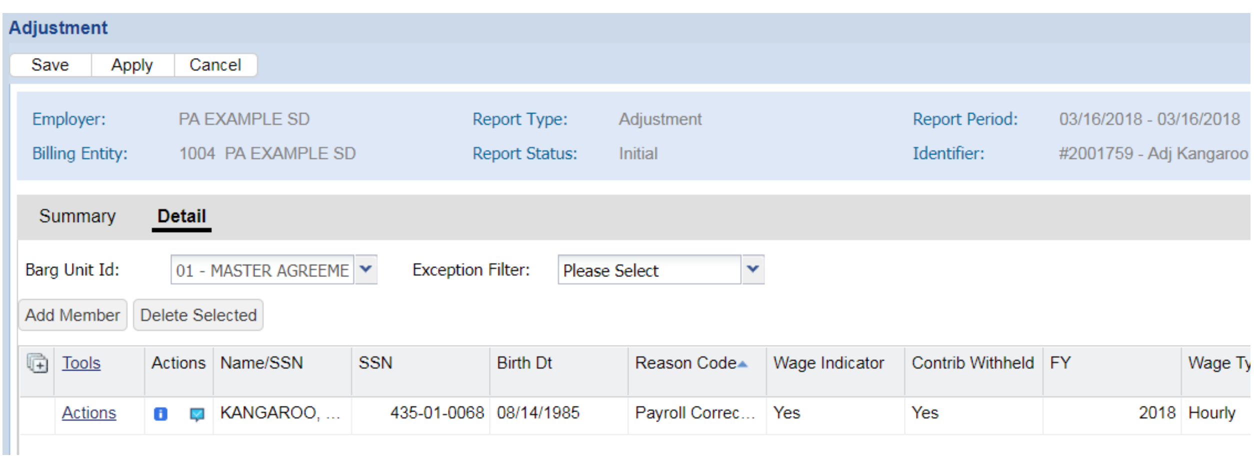
Comments can be entered when making adjustments as a reminder for why they were made. After the adjustment is applied, each transaction row will show a comment box under the Actions column.



When the comment box is clicked, a window will appear for you to add a comment.



You will know a comment is attached to a transaction row because the comment box will turn light blue.

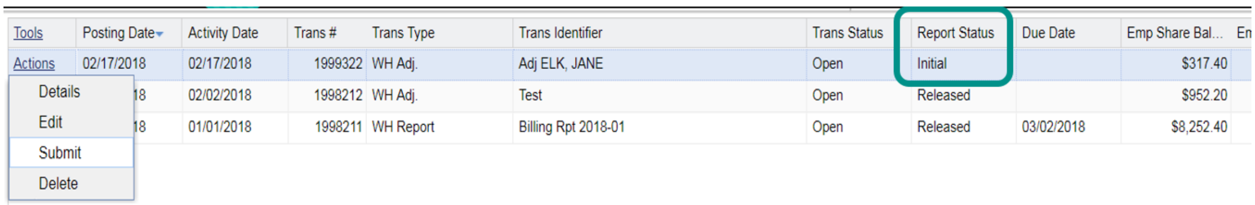


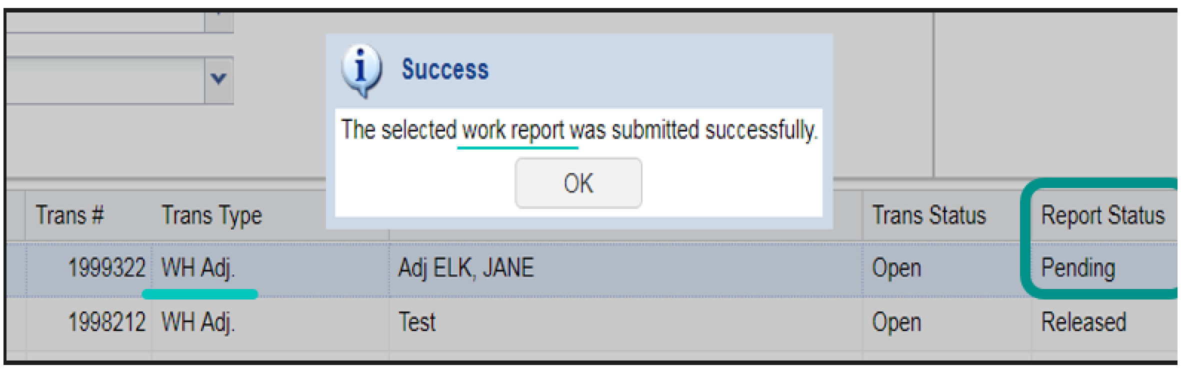
When your adjustment corrections are complete, click **Save** in the top left of the screen.

You must correct all errors before you can save the Work History Adjustment Record and exit from the Edit window. Exceptions are shown for your information; you may save and exit with the exception still in place. If you must leave this window without correcting all errors, click **Save**. You can use Actions and click Edit to continue making corrections to your adjustment record.

Saving Your Changes

After adding, deleting, or editing any Work History Adjustment Records, click **Save**. Click **Save** in the Adjustment Record Detail window BEFORE you log out or go to another part of the system. Once you click **Save** you will be taken to the Accounts Tab, your newly saved adjustment should be located as the first line in the Account Tab information. If it is not, you will need to refresh your browser. Click **Actions** to the left of your adjustment. Click **Submit** to approve your adjustment.





Viewing the Work Area - Manual Files Created Online

To view the details of the adjustment created manually, go to the Account Tab, click **Actions** and select **Details.** Once you have approved the adjustment, only the Details and Edit options will be available. The **Details** option will display payment details-Member and Employer Share Contributions generated by the adjustment. The **Edit** will allow you to see the status of each employee that had been submitted in that adjustment. No edits will be able to be made to the file after the adjustment has been submitted to PSERS.

Uploading a Work History Adjustment File

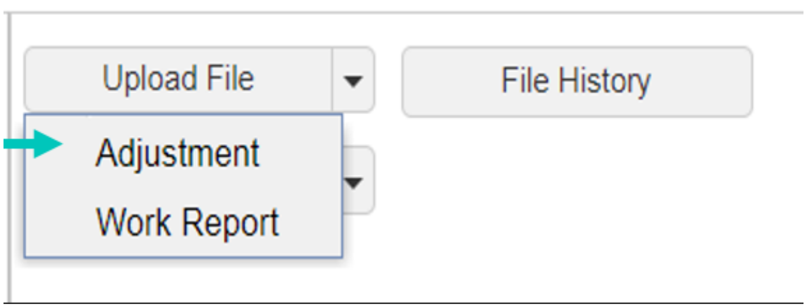
There are five steps involved in submitting multiple records at once:

1. **Create** a file in the correct format. In most cases, this involves exporting the file from your payroll/HR software system. Name the file as specified in the PSERS Filename Convention, described in *Uploading a File* section of this chapter. The file format is detailed under Chapter 18: "Standard File Format."
2. **Upload** the file to PSERS, as described under *Uploading a File* section of this chapter.
3. **Validate** the file to check for any errors or exceptions. PSERS will validate the file immediately upon submission.
4. **Fix** the records with errors. Go to the section's File History. Any records that contain errors or exceptions will be flagged for you to examine. Exceptions are shown for your information. You may submit records with exceptions still in place but you should contact the Employer Service Center if it is a Contribution Rate exception and you believe the contribution rate is incorrect.
5. **Process** the file once all exceptions are verified and all errors are corrected.

Uploading a File

First, access the Account tab located across the top banner above the **Dashboard**.

- From the Account tab, click the drop down menu on the **Upload File button** and select **Adjustment**.



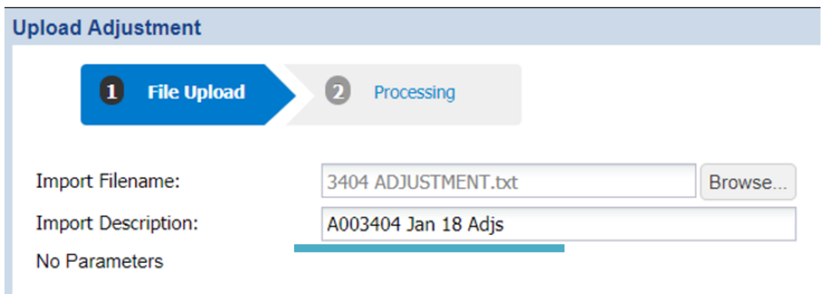
- Click **Browse** to locate the file created by your payroll software to be uploaded to PSERS. This file must be in the correct format. Name the file as specified in the PSERS Filename Convention:
  - An **Adjustments** filename must begin with your PSERS Employer Code followed by the 2-digit month and the 4-digit year.
  - **Example:** Employer 1234 is submitting a Work History Adjustment file in July2011. The file would be named: wra001234072011.v3d

- After selecting the file, you must enter a brief description of the file in the **Import Description** field. After the file is transmitted, you will no longer see the file name. Instead, you will only see the description you entered.

The description should contain the following:

  - Your Employer Code.
  - Name of the file on which you are working.
  - The year and the month.

Sample Description: Employer 3404 is submitting Work History Adjustment file to correct a January 2018 Work Report. The description could be:



- The individual records will be validated when uploaded. The validation process checks that the records in the uploaded file are in the correct format and that all necessary information is included.

- If you want to clear the information you entered into this window, click **Cancel**. This will empty all the fields on the screen so you can start over.

- When you are ready to transmit the file, click the **Next** button. ***Do not click this button more than once, even if it seems to be taking a long time.*** This transmits the file to PSERS. The records will be validated to make sure they are correctly formatted and that all necessary information is included.

- After the file has been imported, you can either Close the Upload Adjustment window if you want to return later, or click **Details** to open the report right away. Once in the report Details, there is a Summary tab you can click on to view the information referenced.

- At this point, a summary of the results will be displayed, such as:

	Rows Imported: 330	*shows number of records that were transmitted from the file*
	Rows Processed: 330	*shows number of records that were validated*
Status:	Valid Rows: 327	*shows number of records that passed validation check*
	Invalid Rows: 3	*shows number of records that failed validation check*
	Exception Rows: 3	*shows number of records with exceptions*

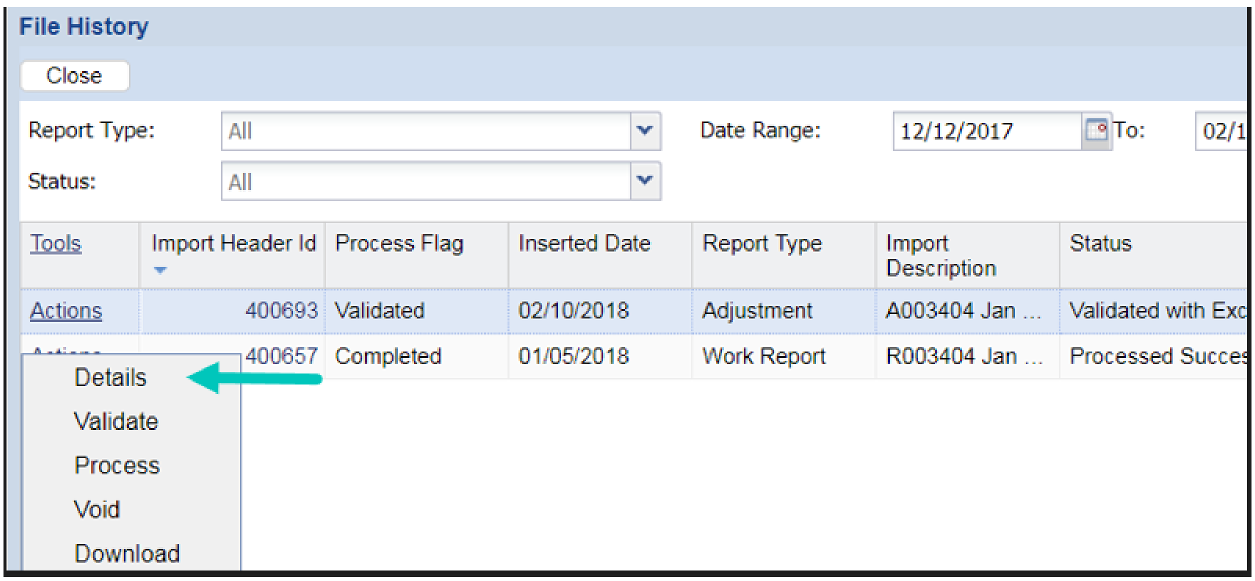
Duration: 900ms *shows amount of time the upload and validation check took*

All records in the uploaded file are placed in the **File History**. They will NOT be submitted to PSERS automatically. You MUST go to the particular import and select Details under Actions to check the records, correct any errors, and process the file before they will be submitted to PSERS.

Work History Adjustment Work Area – File Window

Viewing the File History - Created by File Upload

The **File History** window displays the file that was just uploaded as well as files (Work Reports and Work History Adjustments) that were uploaded in the past. From the **File History** window click **Actions** to the left of the file you just uploaded, you have the following options:



- **Detail:** Click to view the individual records in the file. This option allows you to edit the information for a particular employee, add additional records, or delete an employee's record.

Clicking "Detail" will take you to the Record Detail window described in *Work History Adjustment Work Area – Record Detail Window-File Upload* explained in this chapter.

- **Validate:** Click Validate before processing file to ensure all changes within the file have been applied. Validation checks that the records in the uploaded file are in the correct format and that all necessary information is included. You will need to correct any records that do not pass the validation check before they can be submitted to PSERS.

- **Process:** You should only Process the files after you have made all the necessary changes and you are ready to submit the records. Once you Process the file, you cannot delete or change it. If necessary, you can contact the Employer Service Center to delete a file that was processed but is still in "Pending" status. **This must be done the same day that the file is approved.** Once the file status is "Released", no one can delete it. If you approve the file but some of the records still contain errors, those records will NOT be posted to the system. At this point, they cannot be fixed and submitted to PSERS. Instead, create a Work History Adjustment File with the correct information and submit these records to PSERS. Delays in reporting Member (Employee) Contributions may cause you to be charged delinquency interest.

  For all of these reasons, a file should only be processed if the display indicates that ALL of the records in the file are valid. The number in the "Valid Rows" column should match the number in the "Rows Imported" column and in the "Rows Processed" column. The "Not Processed Rows" and "Invalid Rows" columns should both show "0."

  If the file contains any invalid records, those will be indicated with a red indicator in the Actions column. In this case, click the red indicator to view the errors and correct the errors before processing the records.

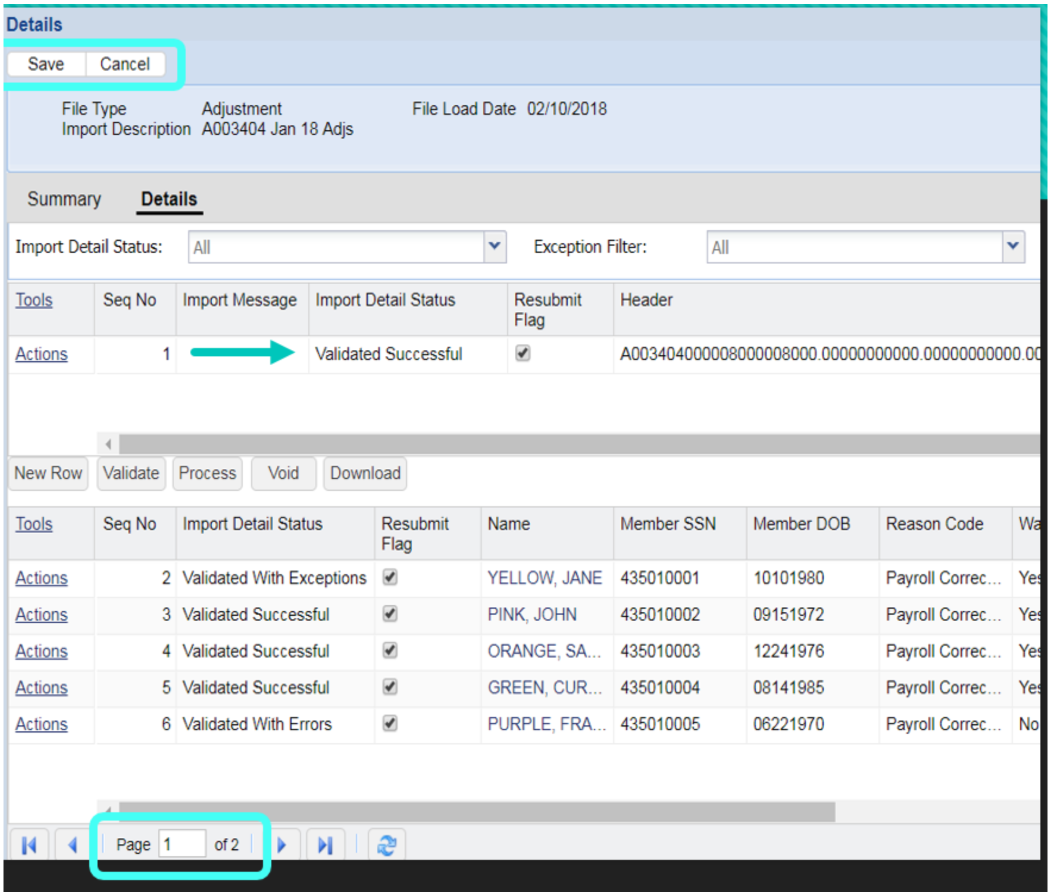
- **Void:** Click to void the selected file(s) entirely. This can only be done before a file has been approved for submission to PSERS. Use this option if a file was uploaded in error or contains too many errors to correct, and you want to delete it and upload a new file instead.

Work History Adjustment

- **Download**: Click to download adjustment report to your computer.

Work History Adjustment– Record Detail Window-File Upload

The Record Detail window displays the records within your file. To navigate through the window, use the page finder which is displayed on the bottom left of the screen. The total number of employees in the report are listed on the bottom right of the screen.



You have the following options from the Record Detail window:

- **Import Detail Status:** Use this drop-down menu to view only records that meet a certain criterion:
  - **All** - displays all of the records in the selected file.
  - **Not Processed** - displays records that have been added or edited and have not yet been validated.
  - **Validated Successful** - displays only records that have been through the validation check and are found to be in a valid format.
  - **Validated With Exceptions -** Records with non-standard data. They are shown for your reference so you can verify that the non-standard data is correct. These are often contribution rate discrepancies.
  - **Validated With Errors** - displays records that have been through the validation check and are found to contain errors. You must correct all errors before the record can be submitted to PSERS.
- **Scroll:** Use the vertical scroll bar to see additional records. Use the horizontal scroll bar to view the fields in a particular record without editing that record.

- **Download:** Click for a copy of what is in the detail work area, full report, or what is showing when a search is completed.

- **Exception Filter:** When in Edit mode, this filter displays all warnings or errors in validation for employees on the file. To determine who has the validation message, select message and all employees with that error or warning will be displayed.

- **Display Rows:** Displays rows in a From-To range.

  Edit: If you need to change the information in a record, you can do so by double clicking in the desired field and changing that field on the spot. To view all warning and error messages within an employee's adjustment line, click Actions on the left side of the row. All error and exception messages will be displayed in a pop up window.

  Edit the information in each field to correct any errors. When done editing, click **Save** to accept the changes you made and exit from this window. Click "Cancel" to exit from this window without saving any changes.

- **Add Member:** Click to add another record to the current batch. Double click in the Name/SSN column to enter the additional employee's social security number. The name, social security number and date of birth will then populate. The other fields for this employee will be blank and will need to be filled in by editing the record. Use the "Add" function when an employee is left out of the batch by mistake or if an employee's social security number was incorrect in the file that was submitted. This field cannot be edited so you need to delete the incorrect record and add a correct record.

- **Apply:** Click to apply changes made to the current record. Once all records are complete and edited to verify all warnings and correct all errors, click save.

- **Save:** Click to save any changes you made to the records. Do this after you have finished all adding, deleting, and editing of records. If you exit the Record Detail window (for example, if you log out or go to another part of the system) without saving, you will lose ALL changes you made since the last save. In this case, any records you added will be lost, any records you deleted will be restored, and any records you edited will be returned to their previous information. It is advisable to save your work periodically during the editing session if you are editing extensively. Save twice! **Make sure to wait until the record saves the first time before you click save the second time**. (The first "Save" will save the information to a temporary file and the second "Save" will save the information permanently.)

- **Cancel:** Click to cancel ALL changes you made to the records since the last "Save." This will delete any records you added and will return any records you edited to their previous information. It will also restore any records you deleted.

- **Go To Page**: Click inside the page number space and enter to go to a certain page in your report.

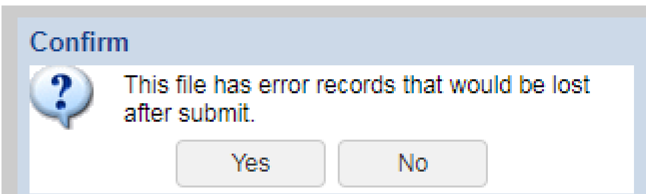
You will be ready to submit your records to PSERS after you:

- Finished adding, deleting, and editing records in the Record Detail window.
- Click **Save** to save your changes.

Clicking **Save** will take you to the **File History** page. From there click **Actions** to the left of your newly uploaded adjustment. To approve the adjustment, click **Validate** to ensure all changes made within the report have been applied. Click **Process** to post your adjustments to PSERS.

NOTE: To delete a file - select **Delete** from the **Actions** menu. You will receive a message "**Are you sure you want to delete the selected files?"** Click **OK** to delete the files or **Cancel** to return to the prior step.

If you select **Process** and there are errors within the file, you will see the pop up below:



Once you have made all corrections click **Process**. You can then click close on the **File History** window and you will be taken to the **Account** tab. You may have to refresh the browser to view your newly submitted adjustment. Once processed, the **Actions** to the left of the file will allow you to review the payment details under **Details** and the status of the individuals in the file by clicking **Edit**.

Releasing the information to the Employees' PSERS Record

Each day, once during the mid-day and again after business hours, PSERS releases all Work History Adjustments that have been approved for submission, except for Court Awards which must be reviewed before being released. PSERS will automatically apply the information contained in the Work History Adjustment to your account with PSERS and to your employees' accounts. After that time, you cannot change the Work History Adjustment.

You may view a Work History Adjustment the day after you approve the file. Use the **Actions** button to the left of the newly posted adjustment and click **Edit** from the drop down.

When you approve your Work History Adjustment record/file, PSERS applies the corrected information to the fiscal year indicated in the "YEAR" field within the record. If there are any associated Member (Employee) Contributions and Employer Contributions, the charges will be applied based on the due amounts for that fiscal year with an associated due date equal to June of the fiscal year being corrected. PSERS may apply a delinquency interest charge to your PSERS account for both the employer's and the employee's portion of the contributions. The delinquency interest is at the rate of 6% per annum, prorated for the number of days the payment was late.

Mem Savings	MEM POS	EMP SH	EMP PA	ACT29 Exist	ACT29 Exist BOC	ACT29 New	ACT29 New BOC	Mem POS Balance
$37.50	$0.00	$158.70	$4.15	$0.00	$0.00	$0.00	$0.00	$0.00
$75.00	$0.00	$317.40	$8.30	$0.00	$0.00	$0.00	$0.00	$0.00
$75.00	$0.00	$317.40	$8.30	$0.00	$0.00	$0.00	$0.00	$0.00
$75.00	$0.00	$317.40	$8.30	$0.00	$0.00	$0.00	$0.00	$0.00
$75.00	$0.00	$317.40	$8.30	$0.00	$0.00	$0.00	$0.00	$0.00
$75.00	$0.00	$317.40	$8.30	$0.00	$0.00	$0.00	$0.00	$0.00
$75.00	$0.00	$317.40	$8.30	$0.00	$0.00	$0.00	$0.00	$0.00
$487.50	$0.00	$2,063.10	$53.95	$0.00	$0.00	$0.00	$0.00	$0.00

Examples: Work History Adjustments

This section provides examples of how you would correct errors made in reporting work-related information to PSERS.

Reporting Information that was OMITTED

Salary/Contributions Not Reported

There may be times when you did not report the salary and/or contributions for an employee at the correct time.

Example #1: A full-time, salaried employee earned $3,000 during the first quarter of the 2015 – 2016 fiscal year. The employee was entered as a PSERS member at the time, but due to an administrative error, you left this employee off of your Monthly Report. You paid the employee properly, and reported the employee's service time for the year correctly at the end of the year. You withheld $225 of retirement contributions and remitted these to PSERS along with your other withholdings, but since you did not report the employee, these withholdings were not credited to their account. When the employee requests a retirement estimate, they bring the missing quarter to your attention.

Correct this situation by submitting a **Work History Adjustment Record** with the fields set as follows:

- Reason Code: **SALARY (Payroll Correction)**
- Wage Indicator: **Yes**
- Contributions Withheld: **Yes**
- Wage Type: **Salary**
- Work Status: **ACTIVE**
- YEAR (Fiscal Year Ending): **2016** (the ending year of the 2015 – 2016 fiscal year)
- BASE: **3000.00**
- CONTRIB (Contributions): **225.00**
- DAYS: **60.00**

Since you withheld contributions properly and remitted these to PSERS at the correct time, no interest charges apply (unless these contributions were refunded to you as having been paid in error). If this happened, PSERS will apply a delinquency to your account for both your and the employee's portion of the contributions. This includes interest at the rate of 6% per annum, prorated for the number of days the payment was late from the original date it was due.

Example #2: Using the same situation as Example #1, if you withheld contributions from the employee's paycheck but did NOT remit these contributions to PSERS, the following applies:

Since you withheld contributions from the original payment to the employee but did not remit these contributions to PSERS, a delinquency will be applied to your PSERS account for both your and the employee portion of the contributions. This includes interest at the rate of 6% per annum, prorated for the number of days the payment was late after the end of the fiscal year.

From the employee's perspective, the wages and contributions in both of these examples would be credited to the correct fiscal year and would earn interest as if they had been in the account from June 30 of that year.

Example #3: Using the same situation as Example #1, if you did not withhold contributions from the employee's paycheck and the salary qualified for contributions, the following applies:

- Reason Code: **UNCRDT (Uncredited School Service)**
- Wage Indicator: **Yes**
- Contributions Withheld: **No**
- CONTRIB (Contributions): **0.00**
- WNC (Wages No Contribution): **3000.00**
- DAYS: **60.00**

Note: Days and/or Hours must be submitted when submitting WNC (so we can calculate the purchase of service billings correctly).

This Work History Adjustment will trigger PSERS to begin a Purchase of Service process for this employee. PSERS will generate a *Statement of Amount Due* to the employee for the retirement contributions that were never withheld but should have been. PSERS will also generate a *Statement of Amount Due* to you.

Employees Work Report was REJECTED

PSERS will reject your Work Report record if you attempt to submit a monthly Work Report Record for an employee without first submitting Member Demographic Information or a Member Contract Record.

To correct this, submit the **Member Demographic Information** and the **Member Contract Record**. Then, you must submit a **Work History Adjustment Record** with the fields set as follows:

- Reason Code: **CNTRCT (Missing Member Contract Record)**
- Wage Indicator: **Yes**
- Contributions Withheld: **Yes** or **No** as appropriate ***AND***
- All fields that should have been reported in the Work Report Record

.

Adjusting Information that was Reported INCORRECTLY

In some situations, an employee's salary, contributions, service units, and/or Member Purchase of Service Installments may have been reported to PSERS incorrectly.

Incorrect Salary/Contributions Previously Reported

Example: A full-time, salaried employee was paid $3,500 in September 2016 but you accidentally reported $5,300 in your monthly Work Report. You reported the contributions correctly.

To correct the salary, submit a **Work History Adjustment Record** with the fields set as follows:

- Reason Code: **SALARY (Correction to Previously-Reported Salary or Contributions)**
- Wage Indicator: **Yes**
- Contributions Withheld: **Yes**
- Wage Type: **Salary** (note that the Wage Type must match the Wage Type at the time the work was performed)
- Work Status: **ACTIVE**
- YEAR (Fiscal Year Ending): **2017** (2016 – 2017 fiscal year)
- BASE: **–1800.00** (3,500 minus the 5,300 originally reported)

- CONTRIB (Contributions): **–135.00 (When PSERS applied the original reported information of 5,300, PSERS charged and applied the Contributions due amount calculated on the value in original BASE.)**

Incorrect Service Time was Previously Reported When the Salary was Reported in Base, URCC, SUP, or OT Field

Example: A full-time, salaried employee worked 190 days during the 2015 – 2016 fiscal year, but you accidentally reported 195 days of service time.

To correct this, submit a **Work History Adjustment Record** with the fields set as follows:

- Reason Code: **SVCADJ (Service Adjustment)**
- Wage Type: **Salary** (note that the Wage Type must match the Wage Type at the time the work was performed)
- Work Status: **ACTIVE**
- YEAR (Fiscal Year Ending): **2016**
- DAYS: **–5.00** (190 – the 195 originally reported)

Note: If the Adjustment Record includes both a change to service time and a change to salary, use the SALARY code rather than the SVCADJ code.

Incorrect Service Time was Previously Reported When the Salary was Reported in WNC Field

Example: A part-time, hourly employee worked 195 hours during the 2015 – 2016 fiscal year, but you accidentally reported 195 days of service time.

To correct this, submit a **Work History Adjustment Record** with the fields set as follows:

- Reason Code: **SVCADJ (Service Adjustment)**
- Wage Type: **Salary** (note that the Wage Type must match the Wage Type at the time the work was performed)
- Work Status: **ACTIVE**
- YEAR (Fiscal Year Ending): **2016**
- **WNC: .01**
- DAYS: **–195** (195 days originally reported)
- HOURS: 195

Note: If the Adjustment Record needs to correct days or hours when the original values were reported with the wages in the Wages No Contributions (WNC) field, you ***must*** add 1 cent to the WNC field whether you are adding or subtracting service time.

Incorrect Member Purchase of Service Installments

Example: A part-time, hourly employee is paying Member Purchase of Service Installments of $95 per month. You accidentally report $59 per month to PSERS for September and October 2016 before the employee calls the mistake to your attention.

To correct this, submit a **Work History Adjustment Record** with the fields set as follows:

- Reason Code: **MEMPOS (Member Purchase of Service Installments Correction)**
- Wage Type: **Hourly**
- Work Status: **ACTIVE**
- YEAR (Fiscal Year Ending): **2017**
- Member POS Installment: **72.00** ($95 – $59, times 2 months)

Note: If the Adjustment Record includes both a change to Member Purchase of Service Installments and a change to salary, use the SALARY code rather than the MEMPOS code.

Arbitration and Court Decision Payments

Contract salary awarded to an employee as a result of arbitration or a court decision is compensation for retirement purposes if the employee receives full back pay and benefits. See Chapter 8: "Reporting – Retirement Covered Compensation" for more information.

- Report the total amount that represents only the employee's reinstated full contract salary even though the amount of the award may have included interest or punitive damages. Do not report any other awarded claims such as interest.
- Interest payments received as part of the award are NOT subject to retirement deductions. Report these in the NRCC field on the employee's Work History Adjustment Record.
- You must make retirement contributions on the gross amount of contract salary awarded, not on the net salary received by the employee. If an award amount is reduced because of other outside income, you must still pay contributions on the full award amount.

Example: An employee was awarded $20,000 (representing the six months of wages lost due to the suspension), but this amount was reduced by other outside income. The employee must pay retirement contributions on the full $20,000 award.

- You must show the total amount of the award, the salary breakdown by year, and the days or hours of service time to be credited.
- If the court award spans fiscal years and/or contribution periods, then you must submit a Work History Adjustment Record for ***each*** fiscal year and/or contribution period with the corresponding salary and service reported in each.

- PSERS must review the court award/order before releasing any credit or debit to your and/or the employee accounts.
- Regardless of the Wage Indicator value, the employee and employer contribution rate will be based on the fiscal year in the adjustment record.

Example: A salaried employee is terminated on December 17, 2015. The employee feels the termination is wrongful and sues for full back pay, benefits, interest, and penalties. The case goes to arbitration in August 2016, where it is decided that the employee will receive back pay and benefits for the remainder of his contract, from December 18, 2015 through June 10, 2016, as a $21,000 lump sum. Since the employee has been working at another job since May 15, 2016 and received $3,000 in salary, the employer payment amount is reduced by $3,000, bringing the total you pay down to $18,000. You and the employee must still pay retirement contributions on the full $21,000 award, so you will withhold $1,575 from the lump sum payment. The employee will earn 49 days of service time (the remainder of the contract for which he is being paid).

Submit a **Work History Adjustment Record** with the fields set as follows:

- Reason Code: **CAWARD (Court Award)**
- Wage Indicator: **No**
- Contributions Withheld: **Yes**
- Wage Type: **Salary**
- Work Status: **TRMNTN**
- YEAR (Fiscal Year Ending): **2016**
- BASE: **18000.00**
- CONTRIB: **1575.00** (at 7.5%)
- DAYS: **49.00**

Non-Arbitration/Court-Awarded Lump Sum Payments

Retroactive Salary Increases Due to Late Contract Settlement

Lump-sum payments that represent the difference between the old contract salary and the new contract salary are compensation for retirement benefits. See Chapter 8: "Reporting – Retirement Covered Compensation" for more information.

- If the back salary increase spans fiscal years and/or contribution periods, then you must submit a Work History Adjustment Record for ***each*** fiscal year and/or contribution period with the corresponding salary and service reported in each.

Note: When a contract is settled and payments are made retroactively, you must withhold and report member contributions in the year earned. If the employee has retired or received a refund, PSERS will make any necessary adjustments to a retiree's benefit or additional payments to a refunded member.

Back Pay Award

Lump-sum payments also include back pay awards that are privately negotiated with a (former) employee without a court order (See Arbitration and Court Decision Payments above for an example with a court order.) See Chapter 8: "Reporting – Retirement Covered Compensation" for more information.

- If the back pay settlement spans fiscal years and/or contribution periods, then you must submit a Work History Adjustment Record for ***each*** fiscal year and/or contribution period with the corresponding salary and service reported in each.

Example: You terminated a salaried coach in April 2016. The coach disputes the termination, seeking payment and service time for the remainder of his contract, through June 2016. In August 2016, you agree to these terms. You pay the coach a lump sum of $4,500, from which $292.50 in retirement contributions are withheld. The coach will receive 12 days of service time.

Submit a **Work History Adjustment Record** with the fields set as follows:

- Reason Code: **LMPSUM** (Lump Sum / Retro Pay Adjustment)
- Wage Indicator: **No**
- Contributions Withheld: **Yes**
- Wage Type: **Salary**
- Work Status: **TRMNTN**
- YEAR (Fiscal Year Ending): **2016**
- BASE: **4500.00**
- CONTRIB: **292.50**
- DAYS: **12.00**

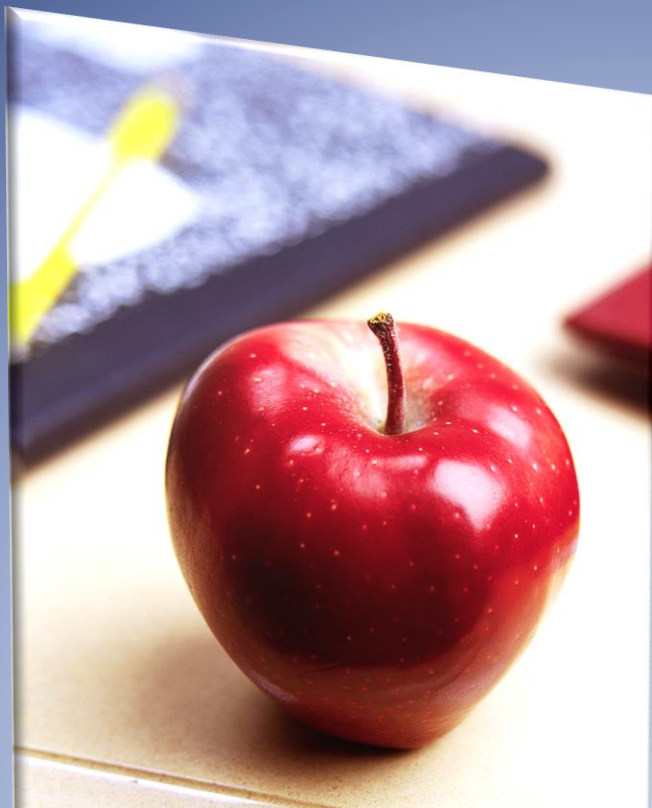
Suspension Settlement Agreement

Lump-sum payments that are privately negotiated with an employee as part of a disciplinary settlement agreement are usually not retirement covered compensation. See Chapter 8: "Reporting – Retirement Covered Compensation" for more information.

- If you reported the settlement pay and PSERS determines the salary was not retirement covered compensation, then you must submit a Work History Adjustment Record for ***each*** fiscal year and/or contribution period with the corresponding salary and service reported in each.

Example: You terminated an administrator in April 2014. PSERS discovers you reported the salary associated with the termination agreement in the amount of $54,000. Submit a **Work History Adjustment Record** with the fields set as follows:

- Reason Code: **SALARY (Correction to Previously-Reported Salary or Contributions)**
- Wage Indicator: **Yes**
- Contributions Withheld: **Yes**
- Wage Type: **Salary**
- Work Status: **TRMNTN**
- YEAR (Fiscal Year Ending): **2014**
- BASE: -5**4000.00**
- CONTRIB: **-4050.00**
- DAYS: -**62.00**



Employer's Reference Manual – Chapter 12

Public School Employees' Retirement System

5 N. 5th Street
Harrisburg PA 17101-1905
Phone 1.866.353.1844
Fax 717.772.3860
Email ContactESC@pa.gov
www.psers.pa.gov

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Chapter 12
Payments – Remitting to PSERS

There are three types of payments you, as an employer, must make to PSERS during each fiscal year:

- **Member (Employee) Contributions:** pick-up contributions withheld from your school employee's salary/wages
- **Member (Employee) Purchase of Service (POS) Installments:** contributions deducted from your school employee's payroll check to satisfy a debt established by PSERS to purchase service, eliminate the effects of a frozen present value, or correct a rate discrepancy
- **Employer Contributions including Purchase of Service Payments:** contributions remitted by the employer to help fund the member's retirement benefits. Employer Contributions are made up of two parts:
  - Employer Share – this represents the standard actuarial rate to ensure benefits can be paid to the member
  - Employer Premium Assistance – this represents the contributions to fund the healthcare premium offset

  Note: See Chapter 15*: Purchase of Service – Employer Responsibilities* for more information about Employer Purchase of Service.

You must remit all payments to PSERS by the due dates described below using ACH with the exception of Employer Lump Sum POS (i.e., *Employer Statement of Amount Due* or the *Employer Statement of Amount Due for Qualified WNC Service* value; hereafter referred to as *Statement of Amount Due*). Use the Internet remittance method described under *Methods of Remittance*. Details about each type of payment and the interest charges that may apply to delinquent payments are provided later in this chapter.

PSERS will calculate the amount due using the Employer and Member Contribution Rates based on the fiscal year the member earned the funds regardless of the process used to notify PSERS of the administrative error (i.e., a Work History Adjustment or a purchase of service application).

Example 1: Member earned and was paid $2,000 in Fiscal Year 2017; employer did not report the wages until Fiscal Year 2019. The member and the employer would be charged the contribution rate in effect in Fiscal Year 2017.

Example 2: Member was paid a contract settlement in Fiscal Year 2017 for wages that were earned in Fiscal Year 2015. The employer reported the wages upon contract settlement. The member and the employer would be charged the contribution rate in effect in Fiscal Year 2015.

Due Dates

The Due Dates for the remittance of contributions are set by the Retirement Code. PSERS realizes that a Due Date set by the Code could fall on a weekend or holiday (i.e., PSERS, school, or bank). If a Due Date falls on a weekend or holiday, you must initiate a transaction at least two business days in advance of the due date (the system will not accept weekends and bank holidays as receipt of payment date). Example: If the Due Date is Saturday, October 10, then you must initiate payment by Thursday, October 8 so that PSERS has the funds on Friday, October 9 (the last business day before the Due Date).

Member (Employee) Contributions: Remit no later than 10 days after the close of the month for which deductions were withheld. Example: For Contributions withheld from payroll in the month of March, remit contributions no later than April 10.

Member (Employee) Purchase of Service (POS) Installments: Remit no later than 10 days after the close of the month for which deductions were withheld. Example: POS Installments were deducted from a school employee's paycheck in the month of September. Remit payment no later than October 10.

Employer Contributions:

- **Standard Share –** Payments for actual billings are due quarterly. Payment must be received at PSERS five business days after the Commonwealth pays their retirement contribution subsidies.
- **Employer Purchase of Service** – Payments are due no later than 90 days from the creation date of the *Employer Statement of Amount Due*. Payment should be remitted:
  - by check made payable to PSERS and mailed to 5 N 5th Street, Harrisburg, PA 17101-1905
  - with a copy of the *Statement of Amount Due*, which identifies the debt to be satisfied.

Quarter	Employer Contribution Due Date
3rd (July-September)	5 business days after the December Subsidy Payment
4th (October- December)	5 business days after the March Subsidy Payment
1st (January-March)	5 business days after the June Subsidy Payment
2nd (April-June)	5 business days after the September Subsidy Payment
Note: For the specific date the Commonwealth pays the retirement contribution subsidies, see the Employerpedia (Employer Resources) on the PSERS Website.	

Member (Employee) Contributions

These are your employees' portion of their retirement contributions. PSERS will calculate the amount due each month from the salaries you report in your monthly Work Reports and Work Report Adjustments based on each employee's contribution rate.

In most cases, the charges PSERS calculates and the amount of contributions you will have withheld from your employees' paychecks will match. If your withholdings do not match the amount that PSERS calculates is due, you must review your report for the discrepancy. The charges for each school employee are itemized on the report. The discrepancy may be caused by rounding, addition error, incorrect withholdings (retirement-covered compensation multiplied by Member Contribution Rate) or a rate error.

- If the discrepancy is caused by rounding or an addition error, correct the value before approving your report.

- If the discrepancy is caused by incorrect withholdings, you may correct the problem by deducting or refunding the difference in the next payroll cycle and report the money on the next monthly Work Report.

- If the discrepancy is caused by a rate error, contact your ESC representative immediately to determine if your rate or PSERS' rate is correct. Once the correct rate is determined, if applicable, you can rectify the difference.

PSERS will charge your account with the calculated amount, not your reported value. It is important to ensure differences are corrected early in the process.

You must remit Member (Employee) Contributions to PSERS as follows:

- Member (Employee) Contributions are due at PSERS by the 10th of each month for the previous month.
- PSERS applies your payment of Member (Employee) Contributions based on your payment designation outlined below in the Payment Designation Method section.
- Member (Employee) Contribution receivables include:
    - Monthly Member (Employee) Contributions amount calculated by PSERS using the reported member's salary/wages (Work Report / Work Report Adjustment fields: Base, URCC, OT, and SUP) from your month's Work Report and in any Work Report Adjustments released during the month multiplied by the Member Contribution Rate.
    - Employer Purchase of Service Debts, as reported in the *Statement of Amount Due* sent to you to satisfy an employee's purchase of qualifying full-time, part-time, approved leave of absence, or USERRA leave where the employer is in possession of the Member (Employee) Contributions. These situations are rare and usually discussed in advance of the transaction.

- If payments are not received by the due date, PSERS may charge delinquent interest at a rate of 7.25% per annum on any remaining due amount.

Member (Employee) Purchase of Service (POS) Installments

At any given time, some of your employees may be purchasing service credit through payroll deductions. In this case, you must include these deductions in your monthly Work Reports, and you must remit these installment payments to PSERS as follows:

- Member Purchase of Service (POS) Installment payments are due at PSERS by the 10th of each month for the previous month.
- All Member POS Installment payments will be applied based on your payment designation outlined below in the Payment Designation Method section.
- Member POS Installment receivables include. The value of each month's Member POS Installment amount, as reported in that month's Work Report and in any Work Report Adjustments approved during the month.
- If payments are not received by the due date, PSERS may charge delinquent interest at a rate of 7.25% per annum on any remaining due amount.

Employer Contributions

You must pay your (the employer) share of retirement contributions on a quarterly basis. The amount due is based on the total salaries (fields: Base, URCC, OT, and SUP) you reported for that quarter in your monthly Work Reports and Work Report Adjustments released during the quarter.

PSERS will post the *Employer Statements of Account* on the web the first of each month so you can see the amount due for each quarter as that quarter progresses and after it has ended. See Chapter 14*: How PSERS Responds to Work Reports and Payments* for details on this statement.

- You must pay your Employer Contributions to PSERS by the due dates described earlier in this chapter.

- All Employer Contribution payments you make will be applied based on your payment designation outlined below in the Payment Designation Method section.

- Employer contribution receivables include the PSERS total reported within a quarter for all salary/wages reported (fields: Base, URCC, OT, and SUP) and multiples the sum by the Employer Contribution Rate for the fiscal year and posts the Employer Contributions due amount to your account.

- If payments are not received by the due date, PSERS may charge delinquent interest at a rate of 7.25% per annum on any remaining due amount.

Payment Designation Methods

- You may designate payments to be applied in one of three ways:
  - Payments can be applied to a specific Transaction Number
    - within Fund/Unit
    - enter Payment Amount
    - select Transaction Type,
    - enter Trans# or Work Report MMYYYY
  - Payments can be applied to a specific Transaction Type paying the oldest due amount with the Transaction Type. If you choose this method of payment, it will only apply the remittance to this Transaction Type. Example: If you have multiple Transaction Types of Work Report and Work History Adjustment, and you select "Work Report" as the Transaction Type, the payment will only be applied to the open receivable where the Transaction Type is equal to Work Report.
    - within Fund/Unit
    - enter Payment Amount
    - select Transaction Type,
    - enter 0 (zero) in the Trans# or Work Report MMYYYY
  - Payments can be applied at a Fund level paying the oldest due amount within the Fund. This option will pay multiple Transaction Types with one payment. Example: If you have multiple Transaction Types of Work Report and Work History Adjustment, and you select "Oldest Open Receivables(s)" as the Transaction Type, the payment will be applied to the open receivable until all moneys referenced in this Payment Transactions are applied regardless of the Transaction Type.
    - within Fund/Unit
    - enter Payment Amount
    - select "Oldest Open Receivable(s)" in the Transaction Type,
    - enter 0 (zero) in the Trans# or Work Report MMYYYY

Note: Payments for Employer Lump Sum (i.e., Statement of Amount Due) must be remitted by check, made payable to PSERS, and mailed to 5 N 5th Street, Harrisburg, PA 17101-1905.

Employer Share Income Aid Ratio & Reimbursements – Act 29 of 1994

With the passage of Act 29, all PSERS employers that are designated as school entities (i.e., public school districts, intermediate units, vocational – technical institutes, and charter schools) are subject to the following:

- The school entity is billed for 100% of the Employer Contribution due amount.
- The Commonwealth reimburses the school entity (except Charter Schools) for 50% of the Employer Contributions due amount for their EXISTING employees.
- The Commonwealth reimburses the school entity (except Charter Schools) for the Employer Contributions multiplied by the employer's income/aid ratio (or 50%, whichever is greater) for their NEW employees. All Aid Ratios are calculated by the Department of Education.
- With the Passage of the 2014-15 Commonwealth Budget, legislation was passed that eliminates the Retirement Subsidy Reimbursement to all Charter Schools. The sponsoring school reimburses the Charter School through their regular per student rate.
- The date used to determine "new" and "existing" employees is the initial date of PSERS membership. This can be found on your approved work reports.
    - Existing – Initial PSERS Membership date is earlier than 07/01/1994
    - New – Initial PSERS Membership date is equal to or later than 07/01/1994

Administering Act 29 Subsidies

The Pennsylvania Department of Education is responsible for administering subsidies. Please contact the Department of Education regarding all subsidy inquiries.

Income Aid Ratio

All questions related to the income aid ratio formula should be directed to:

Benjamin Hanft
Department of Education
Division of Subsidy Data & Administration
717.787.5423

Subsidy Distribution

Questions pertaining to retirement subsidy distributions and their payment should be directed to:

Evan Doyle
Comptroller's Operations Office
717.425.6568

Questions pertaining to PSERS member salaries used in subsidy distributions should be directed to:

Employer Accounting Unit: RA-PSERSEMPACCT@pa.gov

Non-School Entities

This change in billing and reimbursement of the employer's share of retirement contributions does not affect non-school entities (e.g., State System of Higher Education). Non-School Entities and the Commonwealth will continue to be billed for 50% of the Employer Contributions.

Tips To Maintain a Balanced Employer Statement of Account

- Always check the amount you remit against your monthly *Employer Statement of Account, Work Reports, and Work Report Adjustment charges.* An *Employer Statement of Account* is available on the web the first of each month so you can see any discrepancies between the amount you remitted to PSERS and the amount that was due. For details on this statement, see Chapter 14*: How PSERS Responds to Work Reports and Payments* for more details.

- Correct your employees' contribution rates promptly if you are notified of a mismatch. If your withholdings do not match the PSERS calculated due amount, you will see a message (exception) displayed when you upload your monthly Work Report Records itemized for each employee. The discrepancy may be caused by rounding, addition error, incorrect withholdings (retirement covered compensation multiplied by Member Contribution Rate) or a rate error.

    - If the discrepancy is caused by rounding or an addition error, correct the value before approving your report.

    - If the discrepancy is caused by incorrect withholdings, you may correct the problem by deducting or refunding the difference in the next payroll cycle and report the difference on the next monthly Work Report.

    - If the discrepancy is caused by a rate error, contact your ESC representative immediately to determine if your rate or PSERS' rate is correct. Once the correct rate is determined, you can rectify the difference.

        - If you receive this message and the discrepancy is caused by an incorrect member contribution rate, correct the contribution rate in your accounting software after determining the correct rate.

        - You will need to work directly with the employee to collect or refund the extra contributions.

- Submit your monthly Work Reports before the 10th of the month. This allows you to check the total amount of your Member (Employee) Contributions and Member Purchase of Service Installments before you remit any payments to PSERS.

When Your *Employer Statement of Account* Shows a Different Due Amount Than What You Remitted

It is your responsibility to reconcile differences. Compare all contributions posted by PSERS and displayed on the monthly *Employer Statement of Account* to the contributions actually withheld from your employees' paychecks. Review your Work Report or Work Report Adjustment Details and compare the *Mem Savings* and *CONTR* columns , this will help in reconciling the differences.

If the Total Amount Remitted is Lower Than the Charge

This indicates you have under-withheld contributions from one or more employees. You are responsible for collecting those contributions from the employee(s).

- If the employee wants to pay the difference by a personal check, the employee's personal check should be made payable to you, the employer.

- If the employee wants to pay the difference by payroll deductions, remit the difference immediately to avoid delinquency interest charges and report the difference as you collect the money. As long as you are reporting the difference, you will receive the Member Contribution Rate does not Match Exception Message.

  Note: You should include the extra amount with your next Member (Employee) Contributions payment to PSERS, or sooner, to avoid interest charges.

If the Total Amount Remitted Exceeds the Charge

Examine your records to determine if contributions were withheld from employees at too high a rate. You should return to the employee(s) any excess contributions withheld. The credit amount can be deducted from your next payment amount due.

If your withholdings were correct, you may have under-reported salaries and contributions in your monthly Work Reports. In this case, submit a Work Report Adjustment to correct the error(s).

Method of Remittance

Payment by Automated Clearing House (ACH)

ACH is PSERS only method of payment where funds from your (the employer's) bank account are transferred directly to PSERS through the Federal Reserve System. Complete an *Authorization Agreement for Restricted (ACH) Debits* (PSRS-610) form to be issued a password and user name. If you change banks or account numbers, please complete a new *Authorization Agreement for Restricted (ACH) Debits* (PSRS-610) form and keep your old account open until the first transfer is approved from your new account.

Internet Method

To make a payment via the Internet Method, you must log on to PNC Bank's Cash Concentration website. This web address is included with the instructions that are sent along with your authorization to use the ACH method. For detailed instructions on the usage of the PNC Cash Con system, see PSERS Employer Web site Employerpedia page.

ACH Assistance

For information about submitting payments via ACH, contact the PSERS Employer Accounting Section at RA-PSERSEMPACCT@pa.gov

Payment by Check for Employer Lump Sums

You must include a copy of the *Statement of Amount Due* with the check. The copy is needed by PSERS to process the payment and apply the payment to the correct open receivable. Mail the check to:

Public School Employees' Retirement System
5 N 5th Street
Harrisburg, PA 17101-1905

If Payments Are Not Received by PSERS

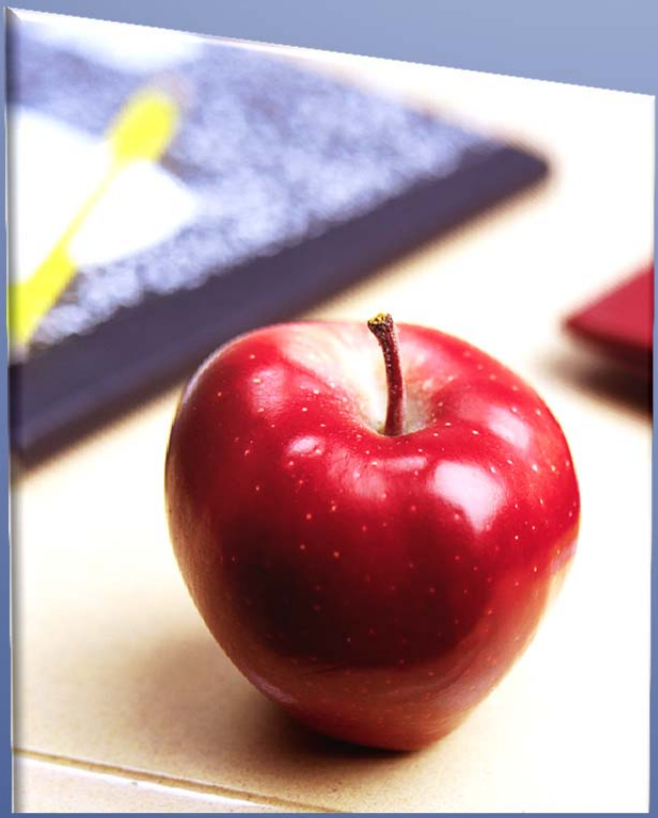
School Districts

Unpaid contributions and subsequent interest charges may be recovered from your Basic Education Subsidy and/or Retirement Subsidy distribution(s) from the Department of Education.

Charter Schools

Unpaid contributions and subsequent interest charges may be recovered from your Basic Education Subsidy distribution from the Department of Education.

2015



Employers' Reference Manual – Chapter 13

Public School Employees' Retirement System

5 N. 5th Street
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www.psers.state.pa.us

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Chapter 13
Refund of Employer Retirement Contributions

If you paid employer retirement contributions on your school employee's salary/wages and it is determined that the wages did not qualify as retirement covered compensation, you will be credited for the employer retirement contributions you paid. There are three primary occasions when this happens:

- You withheld retirement contributions from the first day of employment for a part-time hourly or per diem employee who does not qualify for PSERS membership.
- You report salary for an employee and PSERS determines the wages did not qualify as retirement-covered compensation (See Chapter 8: Reporting – *Retirement Covered Compensation*).
- You report salary (whether actually paid or not) for an employee who is on a contributing leave, and the school employee does not meet the conditions stated in the School Code to retain the retirement credit.

  Note: Under certain circumstances, the school board does have the right to waive an employee's return to employment after taking a contributing leave (see Chapter 10*: Reporting – Leave of Absences for more information and reporting instructions). In these cases, the contributions from the leave will not be credited to you or refunded to the employee. PSERS will include the contributions as part of the benefit calculation at retirement time.*

In these situations, you are eligible to receive credit for any Employer Contributions you paid to PSERS. The employee is also eligible to receive a refund of any Member Contributions paid on this reported salary.

Credit for Employer Contributions for Part-Time Employees

If a part-time hourly or per diem employee does not qualify for PSERS membership in a school year, you are eligible to receive credit for the Employer Contributions you paid for this employee. Each fiscal year, PSERS processes this credit automatically after the reporting for the school year is completed, usually in the month of February.

PSERS will refund the Employer Contributions you paid for these employees automatically.

- PSERS will post the credit to your account after the final monthly Work Report of the fiscal (school) year is submitted and processed. This credit will typically occur in late January or early February.

- If an employee works for multiple school employers, PSERS will wait until the final monthly Work Reports of the fiscal (school) year for all of the employers have been submitted and processed before issuing any credits for that employee's contributions.
- PSER will issue a credit for the contributions paid on all salary (i.e., Base, Overtime, Supplemental, and Unpaid Retirement Covered Compensation, if applicable) that you reported in this employee's monthly Work Report Records and Work Report Adjustment Records. The Wages No Contributions, Excess Salary, and the Non Retirement Covered Compensation fields are not included in the credit process, because no contributions are paid on salary entered into these fields.
- If you do not receive a credit when you feel you should, contact PSERS as described in Chapter 19: *Contacting PSERS*.
- If the employee fails to qualify for membership within the school year, PSERS will automatically issue a refund to the employee in the same process in which the credit is posted to your account.
- To receive a credit for Employer Contributions paid for a part-time employee in a fiscal year prior to fiscal (school) 2004-2005, contact PSERS as described in Chapter 19*: Contacting PSERS*. Prior to fiscal (school) year 2004-2005, the employer and the school employee had to request the refund for the non-qualifying contributions.

Example: A new employee works part-time for three school employers during the 2013-2014 school year. Each employer includes the employee in their monthly Work Reports with one employer choosing to withhold contributions from the first day of employment. The employee works 20 days and 200 hours total service among all the employers during the entire school year. These combined values do not qualify the employee for membership in PSERS for the 2013-2014 school year. After all three employers have submitted and processed their Work Reports for August 2014, PSERS determines that the employee did not qualify for membership the fiscal year. For the employer who withheld contributions from the first day of employment, PSERS credits the employer's contributions for this employee back to their account and send a refund check to the school employee for the Member (Employee) Contributions you remitted to PSERS on their behalf. The employer is not responsible for refunding the Member (Employee) Contributions to the school employee.

Credit for Employer Contributions During a Paid Leave of Absence (*Approved Leave of Absence – Employer Verification (*PSRS-709A))

You are eligible to receive a credit for Employee and Employer Contributions you paid for an employee on leave under certain circumstances.

BOTH of the following must be true:

- The employee was on an Approved Leave of Absence (i.e., Work Status for the leave type ends in "C").

- You reported this employee's salary, contributions, and service units (days and/or hours) to PSERS. See Chapter 10: *Reporting – Leaves of Absence* for more information about Approved Leave of Absences.

ONE of the following must also be true:

- The employee did not return from the approved leave of absence.
    - If the member terminated employment, submit a Member Contract Record with Work Status set to "TRMNTN – Termination" and Work Status Start Date set to the date the employee should have returned and didn't.
    - If the member began an unpaid, non-contributing leave of absence, submit a Member Contract Record with Work Status set to "LEAVEN – any other type of Leave"
    - If the member voluntarily extended the leave of absence, submit a Member Contract Record with Work Status set to "LEAVEN – any other type of Leave"
- The employee returned from the leave but did not remain in your employ for one school term (180 days) immediately following the approved leave of absence. The approved leave of absence will be prorated based on the percentage of a school term (180 days) the member returns after the leave of absence.

  Example: Member is granted a Sabbatical Leave.
    - Sabbatical Leave for 90 days.
    - Salary the member would have earned $25,000 ($12,500 reported in Base and another $12,500 reported in URCC for the half year of Sabbatical).
    - Contributions the member contributed $1,875

The member returns to school service immediately following the leave, but the member only works 100 days instead of the required 180 days. The member will receive 56 percent of the 90 days (i.e., 50 days) and of the salary/contributions reported (i.e., $14,000/$1,050). The employer will receive credit for the 44 percent of the $11,000 salary removed from the member's account.

You **may not be able** to receive a credit for Employer Contributions you paid for an employee on an activated military leave. Refer Chapter 10: *Reporting – Leaves of Absence* for more information.

Complete the *Approved Leave of Absence – Employer Verification* (PSRS-709A) shown below. You will not receive a check for any contributions that are being refunded. Instead, a credit for the Employer Contributions and the Member (Employee) Contributions will be posted to your accounts with PSERS. It is your responsibility to refund the school employee the Member (Employee) Contributions. PSERS will not send a check to the school employee.

Commonwealth of Pennsylvania - Public School Employees' Retirement System — Doc Type 2060

5 N 5th Street
Harrisburg PA 17101-1905
Toll-free: 1.888.773.7748
www.psers.state.pa.us
Fax: 717.772.3860
PSRS-709A (08/2014)

Approved Leave of Absence – Employer Verification

Mail Center

This form is used to confirm a member's leave of absence information and to determine a member's eligibility to retain service, salary, and contributions reported during an Approved Leave of Absence (as defined by the Retirement Code). Some Approved Leaves of Absence require the member to return to school employment for a specific length of time immediately following the leave of absence.

Before any adjustments are posted to credit the member's account, PSERS must confirm the leave of absence information to determine whether the requirement to return from leave was met. If the return from leave requirement was not met, the member's service, salary, and contributions will be reduced on a day-for-day basis (does not apply to Sabbatical Leave.)

Please return this form via fax (717.772.3860), Attention: PSERS; or mail it to the above address.

PART A *(submit one form per member)*	PART B
Member's Name *(please print)*	**Leave Start Date**
SS#	**Leave End Date**

Type of Leave of Absence

You must indicate the type of leave of absence by completing one of the following sections: Section C, Section D, Section E, ***or*** Section F. Once you indicate the type of leave of absence, complete section G, "Employer Certification."

PART C – Leaves of Absence with no return requirement

Indicate leave type:

- ❑ Collective Bargaining Unit Leave
- ❑ Special Sick Leave

Part D – Leaves of Absence with a return requirement but the return requirement may be waived

Indicate leave type:

- ❑ Exchange Teacher Leave
- ❑ Professional Study Leave

Did you waive the member's return requirements?

- ❑ Yes, waived in **Full**.
- ❑ Yes, waived in **Part**.

Approved Leave of Absence – Employer Verification **Page 1 of 2**

Approved Leave of Absence – Employer Verification (PSRS-709A) page 1

Member's SS# ☐☐☐ – ☐☐ – ☐☐☐☐

PART E – Leaves of Absence with a return requirement that may not be waived

Indicate leave type:

- ❑ Activated Military Leave
- ❑ Sabbatical Leave (*Prorated service credit retained by the member is based on a full school term, not a day-for-day basis*).
- ❑ Uniformed Services Employment and Reemployment Rights of 1994 (USERRA) Leave

Did member return from Leave? *(check only one)*

❑ Yes Date returned __________

Report the number of days and/or hours the member would have worked for the School Year of the Leave of Absence.

School Year of Leave: ________ days worked and/or ________ hours worked

Report the number of days and/or hours the member worked immediately *following* the leave.

School Year following Leave: ________ days worked and/or ________ hours worked

❑ No, member did not return from leave. Explain the situation:

____

PART F – Any Other Leave Not Listed

Please indicate below:

____

PART G – Employer Certification

Your signature on this form authorizes PSERS to make the required adjustments to the member's record on your behalf according to the information you provide.

I certify that the provided information:

- Is accurate.
- Was extracted from Board Minutes or from other credible sources of information.
- Is available for examination upon request.

Authorized Signature of Employer	Employer Number	Employer Phone Number
Print Name and Title		Date Signed

Approved Leave of Absence – Employer Verification **Page 2 of 2**

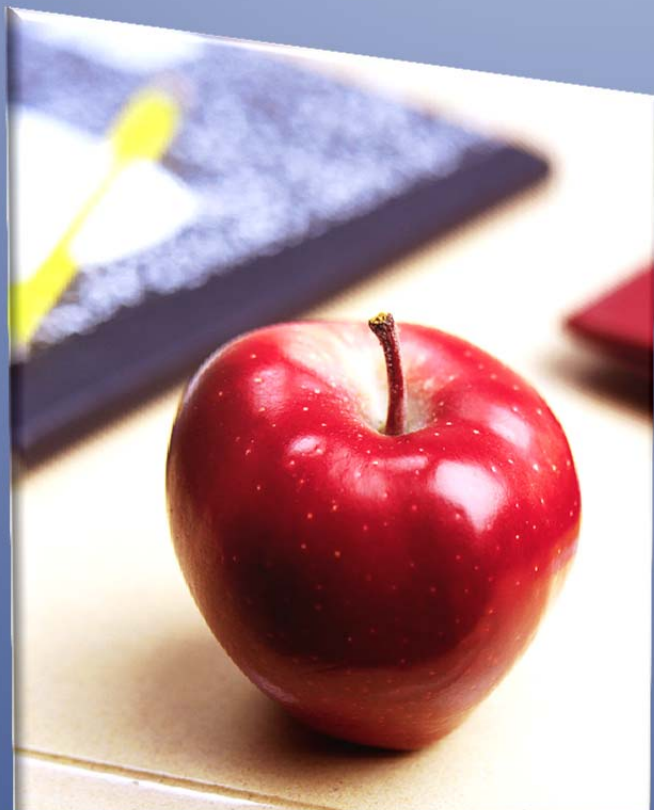
Approved Leave of Absence – Employer Verification (PSRS-709A) page 2

- PSERS will issue a credit for salary reported in Base, Overtime, Supplemental, and Unpaid Retirement Covered Compensation fields of the monthly Work Reports and Work Report Adjustments you submit during the employee's leave.
- You will also receive a credit for all Member (Employee) Contributions that were paid during the leave. You are responsible for refunding these to the employee.
- PSERS will remove the school employee's service units reported for the employee during the leave from the employee's account.

Credit for Employer Contributions When PSERS Determines the Salary was not Retirement Covered Compensation

If PSERS suspects the salary/wages you reported for a school employee is not retirement covered compensation, PSERS will contact you regarding the situation. You, the employer, will have an opportunity to explain and provide supporting documentation. PSERS will make the determination based on the information. If it is determined that the salary/wages are not retirement covered compensation, then a Work Report Adjustment will be posted to the account to reverse the reported information. PSERS will credit both the Member (Employee) and the Employer contributions to your PSERS account. You are responsible for refunding the Member (Employee) contributions directly to your school employee.

2015



Employers' Reference Manual – Chapter 14

Public School Employees' Retirement System

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Chapter 14
How PSERS Responds to Work Reports and Payments

On a monthly basis, PSERS will send an email to the contact listed for *Employer Statement of Account* to notify you the new *Employer Statement of Account* is available.

Employer Statement of Accounts

Accessing the document on the Employer Web:

1. Select "Account Details" from the menu.
2. Select "Employer Statement of Account."
3. Select the date of statement you want to view; click "GO."
4. Selected statement may be printed.
5. Listed in date order.

Document Detail

Three (3) sections of the Statement:

- **Member Contributions**
    - Payments
        - Post Date, Paid Amount, and End Balance
        - Credit out – shows how the payment was applied
    - WH Report (Monthly Work Report)
        - Billing Report Year and Month
        - Post Date, Due Date, Due Amount, and End Balance
        - Credit in – shows how the payment/credit was applied
    - WH Adj. (Work Report Adjustment)
        - Name of the adjustment that was filed
        - Post Date, Due Date, Due Amount (if charge), Paid Amount (if credit), and End Balance

        - Payment Reference
        - If credit - Credit out – shows how the payment/credit was applied
        - If charge - Credit in – shows how the payment /credit was applied
    - Total:
        - Due Amount – all charges
        - Paid Amount – all credits
        - End Balance
            - ✓ Member (Employee) Contributions – you must pay at least 90% of any due amount by the due date (the 10th of the month following the month in the Work Report) and the remainder by the next due date, or interest will accrue on the remaining balance.

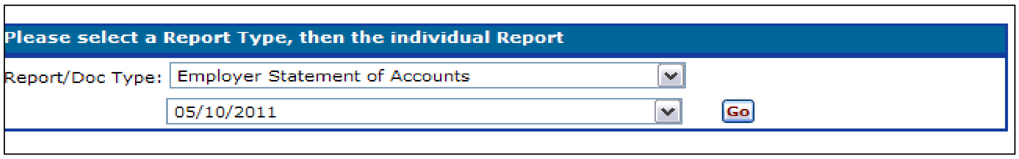
- **Employer Contributions**
    - Payments
        - Post Date, Paid Amount, and End Balance
        - Credit out – shows how the payment/credit was applied
    - WH Report (Monthly Work Report)
        - Billing Report Year and Month
        - Post Date, Due Date, Due Amount, and End Balance
        - Credit in – shows how the payment /credit was applied
    - WH Adj. (Work Report Adjustment)
        - Name of the adjustment that was filed
        - Post Date, Due Date, Due Amount (if charge), Paid Amount (if credit), and End Balance
        - Payment Reference
        - If credit - Credit out – shows how the payment/credit was applied
        - If charge - Credit in – shows how the payment /credit was applied
    - SCP Employer
        - Lump POS – SSN: - POS #
        - Separate Bill mailed to Employer
        - Copy of Bill and Check sent to PSERS

        - ✓ The SCP Employer (Employer POS Lump Sum) is the only payment that cannot be paid by ACH
        - ✓ The SCP Employer due date is set during the member's purchase of service process and differs from the standard Employer Contribution Due Dates
  - Total:
    - Due Amount – all charges
    - Paid Amount – all credits
    - End Balance
      - ✓ Contains charges for SCP's
      - ✓ Employer Contributions – you must pay at least 60% of any due amount by the due date and the remainder by the next due date, or interest will accrue on the remaining balance.

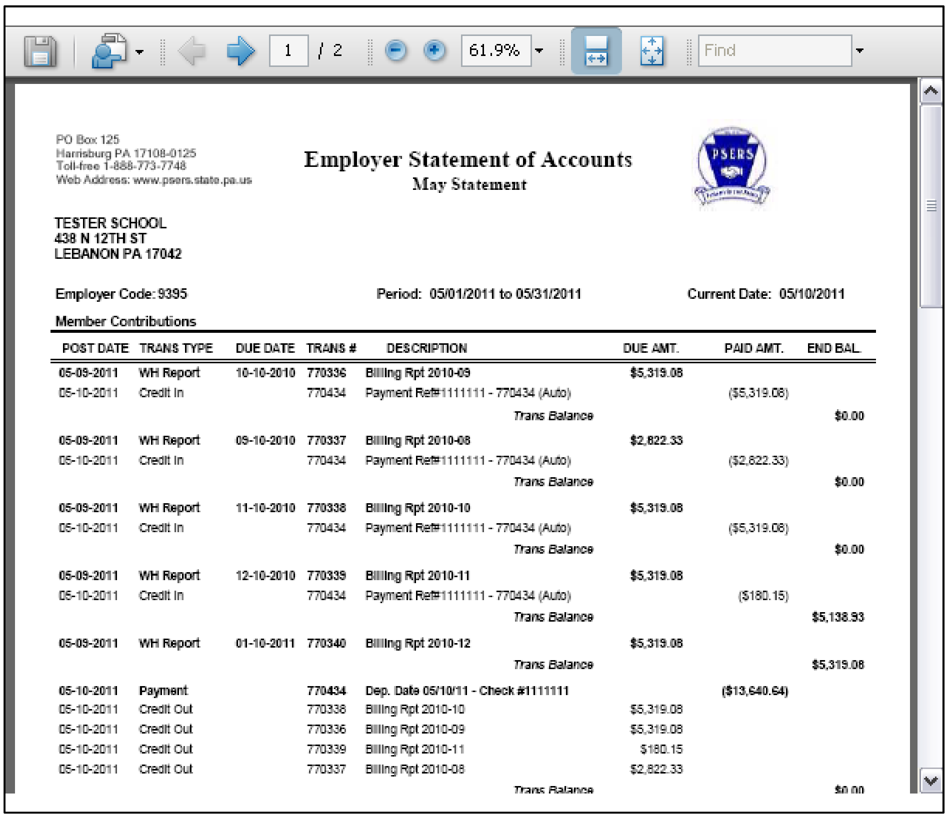
- **Member POS Payments**
  - Payments
    - Post Date, Deposit Date, Paid Amount, and End Balance
      - ✓ Credit out – shows how the payment /credit was applied
    - WH Report (Monthly Work Report)
      - ✓ Billing Report Year and Month
      - ✓ Post Date, Due Date, Due Amount, and End Balance
      - ✓ Credit in – shows how the payment /credit was applied
    - WH Adj. (Work Report Adjustment)
      - ✓ Name of the adjustment that was filed
      - ✓ Post Date, Due Date, Due Amount (if charge), Paid Amount (if credit), and End Balance
      - ✓ Payment Reference
      - ✓ If credit - Credit out – shows how the payment/credit was applied
      - ✓ If charge - Credit in – shows how the payment /credit was applied
    - Total:
      - ✓ Due Amount – all charges
      - ✓ Paid Amount – all credits
      - ✓ End Balance

- ✓ Member POS Installment Payments – you must pay 100% of any due amount by the due date (the 10th of the month following the month in the Work Report and the remainder by the next due date, or interest will accrue on the remaining balance.

Employer Web – Employer Statement of Account Menu:



Employer Statement of Account Details:



PO Box 125
Harrisburg PA 17108-0125
Toll-free 1-888-773-7748
Web Address: www.psers.state.pa.us

Employer Statement of Accounts
May Statement

TESTER SCHOOL
438 N 12TH ST
LEBANON PA 17042

Employer Code: 9395 Period: 05/01/2011 to 05/31/2011 Current Date: 05/10/2011

Member Contributions

POST DATE	TRANS TYPE	DUE DATE	TRANS #	DESCRIPTION	DUE AMT.	PAID AMT.	END BAL.
05-09-2011	WH Report	10-10-2010	770336	Billing Rpt 2010-09	$5,319.08		
05-10-2011	Credit In		770434	Payment Ref#1111111 - 770434 (Auto)		($5,319.08)	
				Trans Balance			$0.00
05-09-2011	WH Report	09-10-2010	770337	Billing Rpt 2010-08	$2,822.33		
05-10-2011	Credit In		770434	Payment Ref#1111111 - 770434 (Auto)		($2,822.33)	
				Trans Balance			$0.00
05-09-2011	WH Report	11-10-2010	770338	Billing Rpt 2010-10	$5,319.08		
05-10-2011	Credit In		770434	Payment Ref#1111111 - 770434 (Auto)		($5,319.08)	
				Trans Balance			$0.00
05-09-2011	WH Report	12-10-2010	770339	Billing Rpt 2010-11	$5,319.08		
05-10-2011	Credit In		770434	Payment Ref#1111111 - 770434 (Auto)		($180.15)	
				Trans Balance			$5,138.93
05-09-2011	WH Report	01-10-2011	770340	Billing Rpt 2010-12	$5,319.08		
				Trans Balance			$5,319.08
05-10-2011	Payment		770434	Dep. Date 05/10/11 - Check #1111111		($13,640.64)	
05-10-2011	Credit Out		770338	Billing Rpt 2010-10	$5,319.08		
05-10-2011	Credit Out		770336	Billing Rpt 2010-09	$5,319.08		
05-10-2011	Credit Out		770339	Billing Rpt 2010-11	$180.15		
05-10-2011	Credit Out		770337	Billing Rpt 2010-08	$2,822.33		
				Trans Balance			$0.00

Employer Notification of Change in Member Class/Rate or Obtaining Qualification (CROQ)

PSERS developed the CROQ Report as a tool to notify employers when a school employees PSERS qualification status, Membership Class, or Member Contribution Rate has changed. This report should be viewed each time it is run. Action is required by you when an employee is displayed on the report:

1. Member has qualified – begin contribution withholding

   Note: Full Time (regardless of Wage Type) and Part-Time salaried (unless the Part-Time Salaried employee opted to Waive PSERS Membership) members must have contributions withheld from the first day of employment. Therefore, we will only be notifying employers of Part-Time Hourly and Part-Time Per Diem employees that a qualification event occurred.

2. Member has contribution rate and/or Class change

   - T-F Election
   - POS
   - Rate Discrepancy

CROQ Report

1. Criteria for a record to be displayed on the report (Initial Member Enrollment is not included on the CROQ Report); the change must have occurred since the last run date of the report:

   - A Qualified member's Membership Class (Effective Class) changes.
   - A Qualified member's Contribution Rate changes.
   - A member who has at least one Part-time Hourly or Per Diem Active Contract Record and the member meets the Initial or Subsequent Qualification Requirements (The member is included in the CROQ Report for each employer represented on the member's Part-Time Contract Record Table.)
   - There should be one row per member.
   - Sort the report in Name <Last Name, First Name, Middle Name/Initial> order.

2. Fields on the report (displayed in the following order):

   - Member's Full SSN
   - Member's Name
     - Format: Last Name, First Name, Middle Name/Initial
   - Updated
     - Format: mm/dd/yyyy
       - The date the TF Election was 'processed' by PSERS

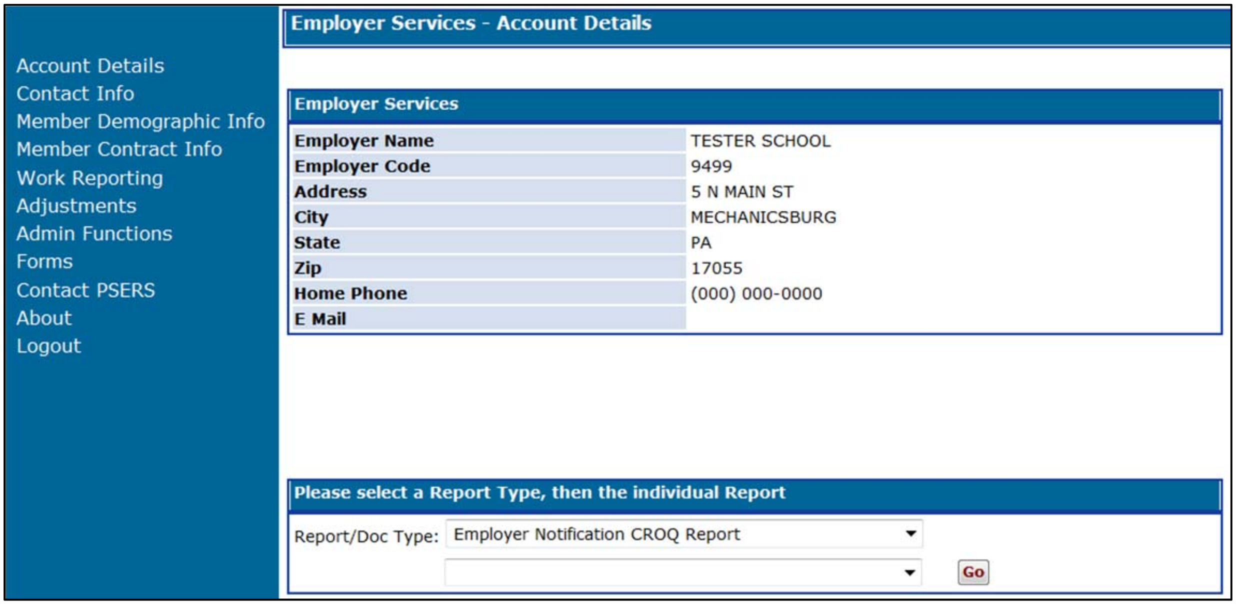
    - ✓ The date that the Member Qualification Batch runs and determines the member is qualified
    - ✓ The date the Purchase of Service (POS), Work History Adjustment (WHA) or other manual adjustment was posted

- Current Membership Class
- Current Contribution Rate
- Reason for Change
    - Displays only one reason (first to occur)
        - TF Election
        - Member Qualified this fiscal year
        - Adjustment
- TF Collect Amt for Appr Work Report (WR) & Work Report Adjustment (WHA)
    - Format: $999,999.99
- Rate Discrepancy Amt
    - Format: $999,999.99 or -$999,999.99

3. Header

- Display Name of Report as: “Employer Notification of Member Class, Rate or Qualification Change (CROQ)”
- Date Range of Report (start date to end date): <mm/dd/yyyy – mm/dd/yyyy>
- Display Employer Number and Name as: <999999> <Employer Name> (e.g., 7190 Philadelphia City School District)
- Report Generation Date: <MM/DD/YYYY>

Employer Web – CROQ Report Menu:



CROQ Report Details:

			Employer Notification CROQ Report				
Date Range	01/27/2014 - 02/23/2014						
Employer							
SSN	Name	Updated On	TF Collect Amt for WR/WHA	Rate Discrepancy Amt	Reason for Change	Current Membership Class	Current Contribution Rate
		02/08/2014	75.77		TF Election	TF	10.30

Miscellaneous Report / Letters

Member Summary Listing Report

PSERS will generate a *Member Summary Listing Report* showing all employees who were listed within at least one of your monthly Work Reports. You should double check all employees showing zero salary and contributions to make sure you did not inadvertently omit the employee from your monthly Work Reports. Upon request, PSERS will email this report to you after you file your June Work Report. You can also contact PSERS to request this report for any school year beginning with 2004-2005. This report is automatically sent to you at the conclusion of the fiscal year reporting cycle. This summary report will aid you in your annual reconciliation and ensure that the Member Statements of Account generated for your employees are accurate.

Employer's Member Service Report

You will receive an Employer's *Member Service Report* after all *Member Statement of Account* are sent to every member of PSERS. This report is emailed annually directly to the employer.

The report will indicate each employee's:

- Social Security Number
- Name
- Member Status (A- Active, PQ- Pending Qualification)
- Member Contribution Rate
- Total PSERS Service Credit

The totals will include ALL school service rendered with ALL employers and service purchased as of the date the report is produced.

Note: *Employees who had a break in service prior to July 1, 1973, who did not refund their contributions and interest, may not have the prior service included on the Service Report. The information was maintained under an Account Number instead of the school employee's social security number.*

Please have the employee contact PSERS with as much information as possible about the prior service, such as the dates of employment, the old account number if available, former name, and name of employer. The records will be combined, and the employee will receive written verification of the total service.

Waiver/Contribution Adjustment Letter

A *Waiver/Contribution Adjustment Letter* is sent to both you and the part-time employee who waived membership but is no longer eligible to waive membership. You must:

- End Date the ACTIVW Contract Record with the last day of the fiscal (school) year
- Create the ACTIVE Contract Record equal to the first day of the new fiscal (school) year
- Deduct contributions and remit to PSERS.
- Submit Work Reports each month.

Delinquency Letter

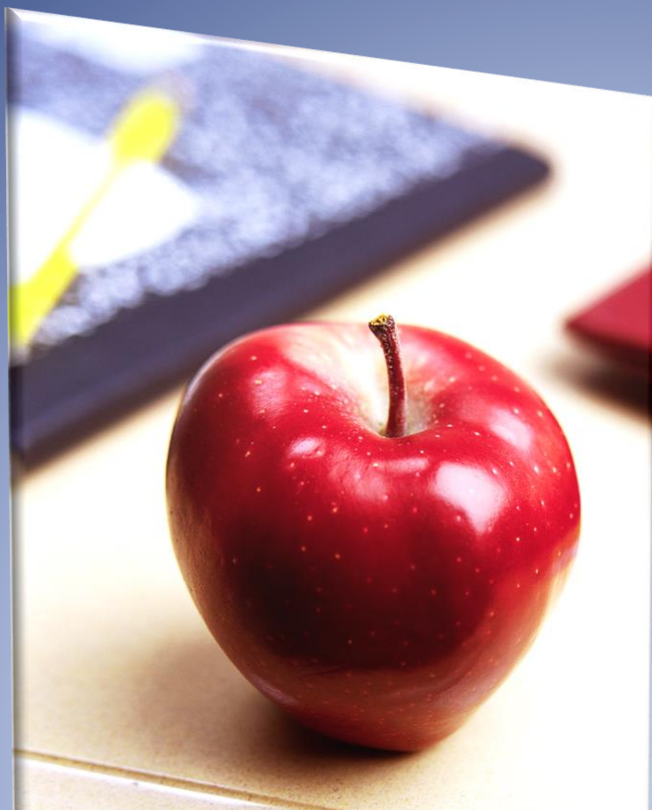
A *Delinquency Letter* is sent if you have a past due balance on Member (Employee) Contributions, Member Purchase of Service Installments, or Employer Contributions. PSERS charges interest daily on payments not paid on time or paid in full. We send this letter and the *Employer Statements of Account* as a reminder to pay promptly to help minimize your interest charges. This letter is mailed on approximately the 21st of each month if PSERS has not received the payment by that date.

Worker's Compensation Offset Calculation

If you receive a request from your worker's comp insurer for the employer-funded percentage or portion of a school employee's retirement benefit, please contact, or have the worker's comp insurer contact, PSERS in writing via email at PSERSWCR@pa.gov or by mail. Please ensure that the request indicates "worker's compensation offset calculation" and includes the school employee's full name and last four digits of the SSN and the name and address whom PSERS should correspond.

If the school employee is receiving a pension, a worker's compensation offset calculation will be completed within four (4) weeks and mailed to the address provided in the request. If the member is not receiving a pension, notification will be sent that a worker's compensation offset cannot be completed at this time.

2017



Employers' Reference Manual – Chapter 15

Public School Employees' Retirement System

5 N 5th Street
Harrisburg PA 17101-1905
Phone 1.866.353.1844
Fax 717.772.3860
Email ContactESC@pa.gov
www.psers.pa.gov

TABLE OF CONTENTS

Purchase of Service (POS) – Employer Responsibilities

Purchase of Service for your school employees are separated into two different categories:

- School
- Non-School

Within the categories of service, there are several types. The types of ***School*** service are as follows:

1. Full-time[1]
2. Part-time
    a. Qualifying
        i. Prior to 07/01/1976
        ii. After 06/30/1976[1]
    b. Non-qualifying
3. Approved Leave of Absence
4. County Board of School Directors
5. USERRA Leave
6. Activated Military Leave

[1]These service purchases are not optional and are considered a correction of record (i.e., administrative error). As you know, PSERS membership is mandatory for full-time school employees. Starting July 1, 1976, PSERS membership became mandatory for qualifying part-time school employees unless waived. Employers and school employees do not have an option. The salary and service must be reported to PSERS and the respective retirement contributions paid.

PSERS requires that contributions be withheld on all qualifying salary (including salary that had not been previously reported to the system nor had contributions withheld). The additional salary and contributions associated with the correction may not result in the member receiving additional service credit unless the service had not been reported and/or the member has not already been credited with the maximum of 1.00 service credit for the fiscal year.

If the Reason Code UNCRDT is used, PSERS will not process this correction if the total qualifying salary amount is less than or equal to $15.00 ***and*** *if less than .01 additional service credit would be credited for the year.*

The types of ***Non-School*** service are as follows:

1. Maternity Leave (or forced termination due to a pregnancy prior to November 1, 1978)
2. County Commissioners
3. Intervening Military Leave
4. Non-intervening Military Leave
5. Out of State School Service
6. United States Government Service
7. County Nurse Service

If a school employee previously refunded his or her accumulated deductions, the PSERS member may reinstate the service credit. The service credit is categorized by the type of service refunded.

Fortunately, you, the employer, have a limited role in your school employees' purchase of service requests. If your school employee (i.e., current or former) rendered service under any of the School Service categories including two of the Non-School Service types of County Commissioners and Intervening Military Leave, you are obligated[2] to complete[3] the POS forms. Both you and your school employee (i.e., current or former) will receive a *Statement of Amount Due* (SOAD) plus statutory interest from the first day the member should have been reported until the date PSERS received the completed application. Because you are considered an agent of PSERS for the receipt of POS forms, it is important that you date stamp the form the day the school employee hands you the application.

[2]*The POS type 'Approved Leave of Absence' requires the employer to approve the purchase and the school employee must meet certain requirements. For more information on Approved Leaves of Absence, see* Chapter 10: *"*Reporting – Leave of Absences."

[3]*If you reported the salary/wages and the associated service units (i.e., days and/or hours) in the WNC (Wages No Contributions) field in your Work Report or Work Report Adjustment, you only need to indicate 'WNC already reported' on POS applications.*

PSERS will review the application and determine whether or not the purchase is mandatory or optional.

- If the purchase is mandatory, you and your school employee are required to satisfy the debt.
- If the purchase is optional, your school employee has the option to rescind the purchase. If the school employee rescinds the purchase, you will be reimbursed any retirement contributions you paid.

Regardless of whether the service purchase is mandatory or optional, the service credit and debt will be posted to the respective accounts (i.e., member and employer) upon the approval of the purchase.

NOTE: In the event that an in-state or out-of-state employer or an out-of-state retirement system is unable or unwilling to certify a public school POS application and PSERS deems the evidence provided by the member to be "reasonable," PSERS will accept the evidence and process a *Statement of Amount Due* (SOAD).

Reasonable evidence may include but is not limited to social security records, payment stubs, and/or similar proof that the member's service and salary reflected on the POS application is complete and accurate and that this service was public school service.

Reasons to Apply for Uncredited Service Early in Career

There are important benefits for the employer and the employee for applying to purchase service credit early in an employee's career.

The employer will:

- Experience less difficulty locating records for former employees.

  Note: Should you have difficulty locating former employee information, the employee's social security records may assist you with the completion of the PSERS applications. Generally, social security records will be of assistance for service rendered prior to 1979 because the records are stored and provided to the employee in a quarterly breakdown for salary reported to the Social Security Administration (SSA). The employee can request this breakdown of reported salary information from the SSA and provide you with a copy. With this record, you may be able to determine the pay rate and the number of hours or days the employee actually worked. It is your responsibility to interpret and compile the social security records into fiscal (school) years. Do not just send the social security records to PSERS for interpretation.

- Pay less statutory interest due to a shorter interest accrual period.

The employee will:

- Meet the specific application time frame. Some POS types require the school employee to make application within a specific time period. If the school employee does not make application in a timely manner, the ability to make application is forfeited.

- Pay a lower purchase cost due to a shorter interest accrual period. If the employee elects to pay for the service credit in installment payments or the POS debt plan, interest will continue to accrue until the debt is satisfied or the employee dies or retires and an actuarial reduction is placed on the benefit. Your employee should contact PSERS for more information about the available POS Payment Plans.

- Reach eligibility to apply for a disability retirement benefit earlier.

- Qualify for vested status earlier.
- "Earn" higher death benefits during employment.
- Qualify for a regular (i.e., early or normal) retirement benefit earlier.
- The employee may qualify for premium assistance.

Employer's Responsibilities for the Various POS Types

The employee must be active and meet the eligibility requirements to purchase the service except for former uncredited full-time service and qualifying part-time service rendered after June 30, 1976[1]. The school employee should contact PSERS to discuss the POS types and the eligibility requirements for each. The employee who qualifies may purchase the following types of service credit:

Return of Withdrawn Contributions

A *Return of Withdrawn Contributions* (PSRS-696) application should be completed to apply for this type of service purchase.

An employee who has returned to service as an active member may restore his or her refunded service credit. To restore the service credit, the member must repay or accept a debt for the contributions and interest refunded plus statutory interest.

There is no additional financial obligation for the employer because you paid the retirement contributions at the time the school employee rendered the service.

Former Uncredited Full-Time Service

A *Purchase of Former Uncredited Full-Time Service* (PSRS-27) application should be completed to apply for this type of service purchase. For the definition of full-time Service, see Chapter 2: "Membership – Mandatory, Optional, and Prohibited."

Former uncredited full-time service is service rendered in a Pennsylvania public school system as an employee, for which no contributions were reported to PSERS. This purchase is considered a correction of record and is mandatory.

Note: If the employee was working in a charter school, community college or university and was participating in another approved retirement program provided by the employer during that same time, the rendered service is not eligible for purchase through PSERS.

If an employee is not eligible to participate in another approved retirement plan, or voluntarily chooses not to participate, then participation in PSERS is mandatory.

There is a financial obligation for the employer. The employer must contribute the Employer Share. This share is based on the salary earned by school employee multiplied by the Employer Contribution Rate in effect during the fiscal (school) year the service was rendered.

Former Uncredited Part-Time Service

A *Purchase of Former Uncredited Part-Time Service* (PSRS-100) application should be completed to apply for this type of service purchase. For the definition of Part-Time Service, see Chapter 2: *"*Membership – Mandatory, Optional, and Prohibited." If you have already reported the information to PSERS, indicate that the information has already been submitted; your school employee's name and social security number, employer name, and the authorized signatures are the only information required on the form.

Former uncredited part-time service for which no contributions were reported may be either qualifying or non-qualifying. In July 2004, PSERS changed its reporting requirements for part-time employees. PSERS required the employer to report the salary/wages and service units (i.e., days or hours) from the first day of employment; the employer has the choice to deduct retirement contributions from the first day of employment or the first day of qualifying employment. If the employer chose not to withhold retirement contributions until the member qualifies, PSERS will bill the employer and the member for the retirement contributions due on the salary/wages earned. PSERS will make the determination whether the service time is qualified or non-qualified at the end of a fiscal year or upon the receipt of the *Purchase of Former Uncredited Part-Time Service* application.

Effective with the fiscal year 2014, PSERS began automatically billing you and the member for retirement contributions where the wages were reported in the WNC field on the Work Report. You need to make sure that wages reported in the WNC field are accurate because there is no review of the data prior to the generation of the *Statement of Amount Due* that is sent to you and the member.

Note: An employee of a charter school is not able to purchase service credit if the employee was participating in another approved retirement program provided by the employer during that same time.

If an employee is not eligible to participate in another approved retirement plan, or voluntarily chooses not to participate, then participation in PSERS is mandatory.

The employer may have a financial obligation. The determination regarding your financial obligation is related to the type of part-time service and when the service was rendered by the school employee.

Qualifying Part-Time Service

There is no financial obligation if the school employee rendered the service prior to July 1, 1976.

There is a financial obligation if the school employee rendered the service after June 30, 1976. The employer must contribute the Employer Share. This share is based on the salary earned by school employee multiplied by the Employer Contribution Rate in effect during the fiscal (school) year the service was rendered.

Non-Qualifying Part-Time Service

Employees with newly qualifying membership in PSERS who begin employment on or after July 1, 2011 have one-year from the date that PSERS sends notification to employees of this opportunity to purchase Non-Qualifying Part Time (NQPT) service. Members must be active to apply for purchase. There is no financial obligation for the employer regardless when the service was rendered by the school employee.

Approved Leave of Absence

An *Application to Purchase Credit for an Approved Leave of Absence* (PSRS-112) application should be completed to apply for this type of service purchase.

Approved leave of absence is defined as leave granted by the employer and approved by the school board. For more information on Approved Leaves of Absence, see Chapter 10: *"*Reporting Leave of Absences."

Outlined in Chapter 10 are the financial obligations of the employer, but generally, the employer is responsible for the Employer Share of the retirement contributions. The determination is made by PSERS based on the reporting and type of Approved Leave of Absence being purchase. The financial obligation determination is also based on whether the purchase is a correction of record or a true purchase of service.

Maternity Leave of Absence

A *Purchase of Maternity Leave of Absence* (PSRS-1127) application should be completed to apply for this type of service purchase.

The provisions of the legislation that allow for the purchase of a maternity leave specifically state that the leave had to be the result of the employee's pregnancy. Up to two years of credit per leave may be purchased, provided the maternity leave started prior to November 1, 1978. Adoptions and child rearing leaves are not eligible for this type of purchase.

There is no financial obligation for the employer related to this leave.

Service with a County Board of School Directors

A *Purchase of Former Uncredited Full-Time Service* (PSRS-27) or a *Purchase of Former Uncredited Part-Time Service* (PSRS-100) application should be completed to apply for this type of service purchase. For the definition of full-time Service, see Chapter 2: *"*Membership – Mandatory, Optional, and Prohibited."

Credit for former service with a County Board of School Directors may be purchased by an active contributing PSERS member (employee) if the employee is not now nor in the future eligible for an annuity from the county.

There are two types of County Board Service:

1. School service (hired and paid by County Board of School Directors).

    a. **Full-time service--** The employee will be billed for only the employee's share. The Intermediate Unit that absorbed the County Board of School Directors must pay the employer's share.

    b. **Part-time service--**The employee will be billed for only the employee's share. The employer's share will not be billed because all service is before 1975.

2. Non-school Service (hired and paid by County Commissioners). Only full-time service may be purchased.

County Board of School Directors

There is no financial obligation for the employer because the school employee rendered the part-time service prior to July 1, 1976.

There is a financial obligation for the employer if the school employee rendered full-time service regardless of the fiscal (school) year. The employer must contribute the Employer Share. This share is based on the salary earned by school employee multiplied by the Employer Contribution Rate in effect during the fiscal (school) year the service was rendered.

County Commissioners

There is no financial obligation for the employer.

Military Service

USERRA Military Service

A USERRA *POS Eligibility Letter* will be sent to the member. The letter should be completed and returned to apply for this type of service purchase.

USERRA is the federal Uniformed Services Employment and Reemployment Rights Act of 1994. A member (employee) must have been a school employee immediately preceding an induction into the armed services or forces and must have been on a military leave of absence beginning on or after July 1, 2013, to be eligible to purchase USERRA military service.

The employee must have returned to public school employment within the USERRA return requirements to be eligibility to purchase USERRA Military Leave.

There is a financial obligation for the employer. The employer must contribute the Employer Share. This share is based on the salary earned by school employee multiplied by the Employer Contribution Rate in effect during the fiscal (school) year the service was rendered.

Activated Military Service

A *Purchase of Intervening or Activated Military Service* (PSRS-1305) application should be completed to apply for this type of service purchase.

An employee on activated duty on or after July 1, 1990, but prior to July 1, 2013, may continue to make contributions to PSERS or may choose not to make contributions to PSERS during the leave. ***See USERRA Military Service in the previous section for military leaves initiated after June 30, 2013.***

If contributions were not made during the leave:

- The employee needs to apply to PSERS after the return from the leave to purchase credit.
- Interest will not be charged until five years from the date of the original billing.

There is a financial obligation. Employers are required to continue making employer contributions during the period of leave regardless of the employee's election to continue making retirement contributions.

The public school employer may request a refund of employer contributions with valuation interest if the member:

- Does not return to service.
- Does not return to service for the necessary time.
- Receives an undesirable, bad conduct or dishonorable discharge.
- Does not elect to make the purchase and receive service credit.

Intervening Military Service

A *Purchase of Intervening or Activated Military Service* (PSRS-1305) application should be completed to apply for this type of service purchase.

The PSERS member must have been a school employee immediately preceding an induction into the armed services or forces and must have been on a military leave of absence to meet a draft obligation to be eligible to purchase intervening military service.

The employee must have returned to regular full-time school service within 90 days of release from active military service.

There is a financial obligation for the employer. The employer must contribute the Employer Share. This share is based on the salary earned by school employee multiplied by the Employer Contribution Rate in effect during the fiscal (school) year the service was rendered.

Non-Intervening Military Service

A *Purchase of Non-Intervening Military Service* (PSRS-28) application should be completed to apply for this type of service purchase.

If the school employee served in the Armed Forces prior to becoming a PSERS member, the school employee may purchase non-intervening active duty military service credit, provided the employee has three years of credited school service and salary in PSERS after the military service was rendered.

An employee may purchase up to a maximum of five years of active duty military service.

An employee may not purchase more military service credit than the employee has credited PSERS school service.

An employee who is receiving a military pension may be able to purchase up to five years of non-intervening military service if the military pension is not based solely on active service.

There is no financial obligation for the employer. The employee will be required to pay both the employee and employer normal contributions. If the payment is not made in a lump sum within the time frame stated on the *Statement of Amount Due*, additional interest continues to accrue until the entire debt is paid.

Out-of-State School Service

A *Purchase of Out-of-State Service* (PSRS-278) application should be completed to apply for this type of service purchase.

Out-of-state service is public school employment rendered in another state and covered by that state's public retirement system.

There is no financial obligation for the employer. The employee will be required to pay both the employee and employer normal contributions. If the payment is not made in a lump sum within the time frame stated on the *Statement of Amount Due*, additional interest continues to accrue until the entire debt is paid.

United States Government Service

A *Purchase of United States Government Service* (PSRS-600) application should be completed to apply for this type of service purchase.

United States Government Service is defined as service rendered as an administrator, teacher, or instructor in the field of public school education teaching school-age children for any agency or department of the United States government, whether or not such area is under the jurisdiction of the United States, may be purchased.

A maximum of 12 years may be purchased. A combination purchase of out-of-state and government service may not exceed a total of 12 years.

The government agency for which the service was performed must complete the remainder of the application. The personnel officer of the agency must sign the application and attach a copy of the job description.

A department or agency of the United States Government must have paid the salary received.

There is no financial obligation for the employer. The employee will be required to pay both the employee and employer normal contributions. If the payment is not made in a lump sum within the time frame stated on the *Statement of Amount Due*, additional interest continues to accrue until the entire debt is paid.

Pennsylvania County Nurse Service

A *Purchase of Pennsylvania County Nurse Service* (PSRS-708) application should be completed to apply for this type of service purchase.

This is for service rendered as a nurse employed by a county in Pennsylvania. The county entity that employed the nurse must complete the application.

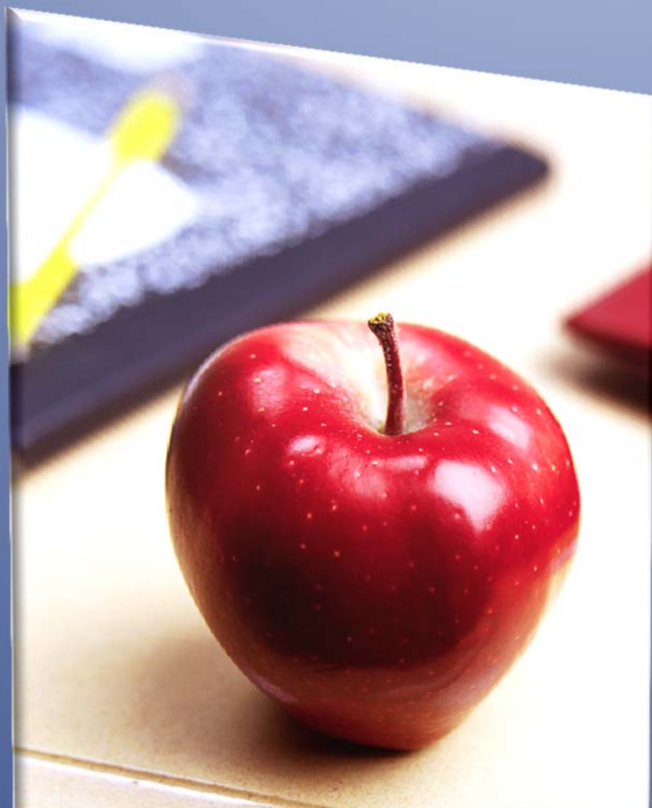
There is no financial obligation for the employer. The employee will be required to pay both the employee and employer normal contributions. If the payment is not made in a lump sum within the time frame stated on the *Statement of Amount Due*, additional interest continues to accrue until the entire debt is paid.

Purchase of Service Credit Quick Reference for Employers

Type of Service	Application Required	Employers' Responsibility for Forms	Employers' Responsibility for Payment
Approved Leave of Absence	PSRS-112 *Application to Purchase Credit for an Approved Leave of Absence*	Part C Employment Information; Part D Employer Certification	Employer Share of Contributions plus interest
Full-Time Uncredited Service	PSRS-27 *Purchase of Former Full-Time Uncredited Service*	Part D Employment Information; Part E Employer Certification	Employer Share of Contributions plus interest
Part-Time Uncredited Service - Qualifying	PSRS-100 *Purchase of Former Part-Time Uncredited Service*	Part E Employment Information; Part F Employer Certification	Employer Share of Contributions plus interest
Part-Time Uncredited Service - Non-Qualified	PSRS-100 *Purchase of Former Part-Time Uncredited Service*	Part E Employment Information; Part F Employer Certification	None
Pennsylvania County Nurse Service	PSRS-708 *Purchase of Pennsylvania County Nurse Service*	Part C Employment Information; Part D Employer Certification	None (Member pays both shares)
Maternity Leave of Absence	PSRS-1127 *Purchase of a Maternity Leave of Absence*	None	None (Member pays both shares)
Military Service: • Activated • Intervening	PSRS-1305 *Purchase of Intervening or Activated Military Service*	Part C Employment Information; Part D Employer Certification	Employer Share of Contributions plus interest
Military Service: • USERRA	USERRA POS Eligibility Letter to Member	None (Reporting of salary (WNC) and service units (days and/or hours) occurred during USERRA Military Leave period	Employer Share of Contributions plus interest
Military Service: • Non-Intervening	PSRS-28 *Purchase of Non-Intervening Military Service*	None	None (Member pays both shares)

Out-of-State Service	PSRS-278 *Purchase of Out-of-State Service*	PA employer: None Out-of-State employer: Part C Employment Information; Part D Employer Certification Out-of-State retirement system: Part E Retirement Information; Part F Retirement System Certification	None (Member pays both shares)
Return of Withdrawn Contributions	PSRS-696 *Application to Return Withdrawn Contributions (Return of Refund)*	None	None (Employer share was paid at time service was rendered)
United States Government Service	PSRS-600 *Purchase of United States Government Service*	Part C Employment Information; Part D Employer Certification	None (Member pays both shares)

2014



Employers' Reference Manual – Chapter 17

Public School Employees' Retirement System

5 N. 5th Street
Harrisburg PA 17101-1905
Phone 1.866.353.1844
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Chapter 17 Troubleshooting

This chapter was written to aid you when you are presented with unexpected results when filing your electronic records. The chapter gives suggestions to help correct import errors, warning messages (yellow/orange highlights), or fatal error messages (orange/red highlights).

The File Formats for all the Imports are available in Chapter 18*: File Formats*. Review Chapter 18 for the details needed to correct the placement of the characters.

In all situations where you cannot resolve the problem on your own, contact your ESC Representative for assistance. The contact information is documented in Chapter 19*: Contacting PSERS*.

Import Errors or Unfavorable Conditions

Condition	Action Required
The word "WEB" appears in the Import Description instead of the Import Description you entered	Change the Status dropdown box to "Not Validated", the file will display; place a check mark in the Select box; delete the file. Re-upload.
"Not Process Rows" has a value other than zero	Change the Status dropdown box to "Not Validated"; the file will display; place a check mark in the Select box; delete the file. Re-upload.
No "Successfully Uploaded Message" displayed	Click on the Work Area to determine if file was successful or not. • If Successful, check to make sure all Rows Process by viewing the "Not Processed Rows" column. If value is other than zero, see Condition "Not Process Rows" has a value other than zero for instructions. • If no file is present, then re-upload.
"Invalid Rows" matches "Rows Imported" after Approval	Don't panic! Your file probably processed successfully. Please contact ESC for instructions.
Duplicate Files with the same name displayed in Work Area	Delete them all! Re-upload.
"Invalid Rows" other than zero prior to Approval	Click on Detail; filter Status dropdown to "Invalid"; correct all invalid records.
"Invalid Rows" other than zero	This condition will occur:

after Approval	• if the Invalid records were not corrected prior to approval • if there are more than one record with the same Wage Type After the Work Report is released, you need to submit a Work Report Adjustment for the records that were dropped (not processed).

Troubleshooting for Header Record Error

Listed below are the validation messages that could be displayed when submitting a Member Demographic, Contract Record, Work Report, or Work Report Adjustment record.

Message	***Possible Action Required***
File Rejected because header record has invalid length.	The Header Record does not have enough characters. Check to make sure none of the digits dropped.
File Rejected because header record type is invalid.	The Record being submitted doesn't match the Header Record Type of the file. • D = Demographic File • C = Contract Record File • R = Work Report File • A = Work Report Adjustment File
Total records count in the header record does not match with Total detail records count.	The Header Record Details doesn't match the Member Record Count of the File. Check to make sure none of the records dropped a character.
File Rejected because employer code does not match record on file.	Check to make sure your Employer Code is typed correctly.
Employer Code in the header record does not match the parameter.	Your Employer Code is missing or does not match the Log In ID. Check to make sure your Employer Code is typed correctly. Enter the Employer Code in the proper placement within the file.
Record rejected because detail record does not match expected length.	This is a fixed length file. The Detail Records do not have enough characters. Check to make sure none of the digits dropped.

Message	*Possible Action Required*
File Rejected because identical file already processed.	An exact match of the import is already recorded in V3. Check to make sure you selected the correct file for uploading.
Error - Invalid fiscal year. Must be in current fiscal year.	The Fiscal Year within the file must coincide with the Work Report Month/Year combination. Example: If the month and year in the Header Record is July, August, or September, then the Fiscal Year can only be the current year or the prior Fiscal Year. Example: If the Header Record is July 2014, then the Fiscal Year Detail Record can only be 2014 or 2015. If the month and year in the Header Record is October through June, then the Fiscal Year can only be the current Fiscal Year. Example: If the Header Record is November 2014, then the Fiscal Year Detail Record can only be 2015.
Error processing file. Invalid period date format	You must include the Month and Year of the Work Report in the Header Record. The information is either missing or has an invalid date format. Date format must be MMYYYY.
Error - Invalid fiscal year must be YYYY format	You must include the Month and Year of the Work Report in the Header Record. The information is either missing or has an invalid date format.
File rejected because identical file already processed.	Another Work Report contains the Month and Year combination. Check to make sure you selected the correct file for uploading.
File rejected because identical file already processed.	Another Work Report contains the Month and Year combination. Check to make sure you selected the correct file for uploading.
File Rejected Work Reports in the future cannot be created. Code logic – if work report date is in the future, ----then stop the import process.	The Work Report Header Record contains a future dated Month and Year. You may only report the current and previous months. Either hold the Work Report until the first day of the month to be reported or confirm the Month and Year values in the Work Report Header Record.

Message	***Possible Action Required***
Example: If the current month is December 2005, and a future date of January 2006 is submitted, the system will reject all work reports that are submitted with a date later than December 2005.	
Display error message window: "Work Reports in the future cannot be created."	The Work Report Header Record contains a future dated Month and Year. You may only report the current and previous months. Either hold the Work Report until the first day of the month to be reported or confirm the Month and Year values in the Work Report Header Record.
Total BASE in the header record does not match with Totals in detail records.	Check to see if any detail record was dropped or a typographical error occurred. The Total Base field in the Header Record must match the sum of all Base fields within the Work Report or the Work Report Adjustment file.
Total UNPAID RETIREMENT in the header record does not match with Totals in detail records.	Check to see if any detail record was dropped or a typographical error occurred. The Total Unpaid Retirement Covered Compensation field in the Header Record must match the sum of all Unpaid Retirement Covered Compensation fields within the Work Report or the Work Report Adjustment file.
Total OVERTIME in the header record does not match with Totals in detail records.	Check to see if any detail record was dropped or a typographical error occurred. The Total Overtime field in the Header Record must match the sum of all Overtime fields within the Work Report or the Work Report Adjustment file.
Total SUPPLEMENTAL in the header record does not match with Totals in detail records.	Check to see if any detail record was dropped or a typographical error occurred. The Total Supplemental field in the Header Record must match the sum of all Supplemental fields within the Work Report or the Work Report Adjustment file.
Total WAGES NO COTRIBUTIONS in the header record does not match with Totals in detail records.	Check to see if any detail record was dropped or a typographical error occurred. The Total Wages field in the Header Record must match the sum of all Wages fields within the Work Report or the Work Report Adjustment file.

Message	Possible Action Required
Total MEMBER POS in the header record does not match with Totals in detail records.	Check to see if any detail record was dropped or a typographical error occurred. The Total Member POS Installment field in the Header Record must match the sum of all Member POS Installment fields within the Work Report or the Work Report Adjustment file.

Troubleshooting for Detail Record Error

Listed below are the validation messages that could be displayed when submitting a Member Demographic, Contract Record, Work Report, or Work Report Adjustment record.

Message	Possible Action Required
Member Demographic Record must be sent and processed prior to receiving and processing the Contract Record	Confirm the initial Contract Record has been submitted. - If there is no demographic information on file, submit the record before approving the Contract Record File. - If there is a demographic record, verify the address is valid.
SSN must be 9 digits	Make sure the social security number field is not blank (null), doesn't contain all zeros, doesn't contain alpha characters, or has less than 9 digits.
SSN [Member SSN] not in specified range	The Social Security Administration has set up specific rules for the designation of the SSN. SSA uses the following rules for establishing the individual's SSN the: Area Number (first three digits): - The area number cannot be 000 - The area number cannot be 666 - The area number cannot fall in the 900 series (i.e., area cannot start with 9). Group Number (fourth and fifth digits): - The group number cannot be all zeros (i.e., 00). Serial Number (the last four digits): - The serial number cannot be all zeros (i.e., 0000). Check to see that a typographical error didn't occur to create the error condition.

Message	**_Possible Action Required_**
	Note: As SSA changes its rules, PSERS updates the system validations; however PSERS is not always able to have the validations updated before you need to report an individual with the new designation. If that happens, contact ESC and PSERS will work with you to create the Member Demographic Record.
Invalid SSN [Member SSN] numeric format	Populate the SSN field. The SSN is a required value.
No contract record on file for this member.	The SSN on the file does not match a SSN / Employer combination. Check to see: - If a Contract Record is required. - If a typographical error was made in the inputting of the SSN. - If a typographical error was made in the Header Record regarding the placement of the Employer ID.
Duplicate records submitted for SSN, Wage type, and Fiscal Year combination. Combination must be unique or combined into one record.	The SSN / Contract Record (i.e., Wage Type and Fiscal Year) combination already exists. - If you confirm the existing record supports the reporting of wages, contribution (if applicable), and service units, delete the Contract Record from the file - If you determine the existing record does not support the reporting of wages, contributions (if applicable), and service units, correct the Contract Record being submitted
Retired member. Please contact ESC for instructions.	Once a member retires, PSERS restricts the reporting of Member Demographic and Contract Record information. - If you need to enroll a retired member who returned to work outside the emergency, work shortage, or extracurricular situation, you need to complete the PSRS-1299. - If the situation is other than a return to work of a retiree, contact ESC.
Invalid birth date. Must be in MMDDYYYY format.	Make sure the birth date field is not blank (null), doesn't contain all zeros, doesn't contain an invalid date format, or has less than 8 digits.
Invalid birth date. Age must be greater than 10.	Confirm the school employee's birth year doesn't contain a typographical error.
Invalid birth date. Age must be	Confirm the school employee's birth year doesn't contain a

Message	*Possible Action Required*
less than 111	typographical error.
Age calculated is greater than 69. Confirm Date of Birth	It is unusual, but not impossible, for a school employee to be older than age 69 at time of enrollment. Confirm the school employee's birth year doesn't contain a typographical error.
Date of Birth does not match existing record.	When your file is compared to the records in the pension administration system (V3), the existing SSN / Date of Birth combination does not match the incoming SSN / Date of Birth combination. Confirm the record doesn't contain any typographical errors. If you need to correct either the SSN or the Date of Birth, you must complete the *Demographic Information Change Request* (PSRS-1870). Continue to report the record as originally submitted until you are contacted that the record has been updated.
Gender must be M or F	Make sure the gender field is not blank (null) or doesn't contain a character other than 'M' or 'F'.
Gender does not match existing record	When your file is compared to the records in the pension administration system (V3), the existing SSN / Gender combination does not match the incoming SSN / Gender combination. Confirm the record doesn't contain any typographical errors. If not changed, the record will be updated.
First name cannot be blank	Populate the First Name field. The First Name is a required value.
First Name does not match existing record.	When your file is compared to the records in the pension administration system (V3), the existing SSN / First Name combination does not match the incoming SSN / First Name combination. Confirm the record doesn't contain any typographical errors. If not changed, the record will be updated.
Middle name does not match existing record	When your file is compared to the records in the pension administration system (V3), the existing SSN / Middle Name combination does not match the incoming SSN / Middle Name combination. Confirm the record doesn't contain any typographical errors. If not changed, the record will be updated.
Last name cannot be blank	Populate the Last Name field. The Last Name is a required value.
Last name does not match existing file	When your file is compared to the records in the pension administration system (V3), the existing SSN / Last Name combination does not match the incoming SSN / Last Name combination. Confirm

Message	*Possible Action Required*
	the record doesn't contain any typographical errors. If not changed, the record will be updated. PSERS will contact the school employee if the Last Name change is on a Male Record. The school employee will be required to provide proof to support the change.
Invalid Suffix	Populate the Suffix field from the valid values list.
Suffix does not match existing record	When your file is compared to the records in the pension administration system (V3), the existing SSN / Suffix combination does not match the incoming SSN / Suffix combination. Confirm the record doesn't contain any typographical errors. If not changed, the record will be updated.
Street Address cannot be blank	Validate the school employees' address and input the information.
City cannot be blank	Validate the school employees' address and input the information.
Invalid City, State, Zip Code Combination	The City/Zip Code or the City/State/Zip Code or the State/Zip Code is not valid according to USPS. Confirm the school employee's address doesn't contain a typographical error.
State cannot be blank	Validate the school employees' address and input the information.
Zip cannot be blank	Validate the school employees' address and input the information.
Invalid Address	Change the word "and" to an ampersand sign "&". The system doesn't recognize "and" as valid record in Address 1, Address 2 and/ or Address 3.
The member's address matches an undeliverable address already on file.	The address in this record matches an invalid address PSERS already has on file for this school employee. Validate the school employees' address and input the information.
Day Phone must be 10 digits	The phone number must contain the area code and the standard 7 digits; without the dash.
Day Phone Extension must be numeric	The Extension must be 5 digits or less; if the extension you are inputting is greater than 5 digits, make the extension 00000.
Evening Phone must be 10 digits	The phone number must contain the area code and the standard 7 digits; without the dash.

Message	*Possible Action Required*
Evening Phone Extension must be numeric	The Extension must be 5 digits or less; if the extension you are inputting is greater than 5 digits, make the extension 00000.
Other # must be 10 digits	The phone number must contain the area code and the standard 7 digits, without the dash.
Fax must be 10 digits	The fax number must contain the area code and the standard 7 digits, without the dash.
Invalid E-mail. Email Address must contain @ symbol	The email address is missing the @ symbol. Validate the email address and correct the record.
Job Title cannot be blank	Input the Job Title. The file indicates this member is Active or requesting to waive PSERS Membership. You must have a Job Title.
Invalid Employment Type. Must equal "PT" or "FT"	Make sure the Employment Type field is not blank (null) or is equal to the valid value of "PT" or "FT". The Employment Type value must be set based on PSERS definition of part time and full time. For more information, see Chapters 2, 3, or 4.
Invalid Wage Type. Must equal "SA", "HR", or "PD"	Make sure the Wage Type field is not blank (null) or is equal to the valid value of "SA", "PD", or "HR". The Wage Type value must be set based on the school employee's contract. For more information, see Chapters 2, 3, or 4.
Invalid Work Status.	Make sure the Work Status field is not blank (null) or is equal to the valid value ACTIVE, ACTIVW, SABTLC, ACTMLC, SSLWCC, SSLSSC, STUDYC, EXCHGC, UNIONC, ACTMLN, SSLWCN, SSLSSN, STUDYN, EXCHGN, WKCMPN, LEAVEN, TRMNTN, or DECESD. The Wage Status value must be set based on the school employee's contract. For more information, see Chapter 4.
Invalid Work Status Start Date. Must be in MMDDYYYY format.	Make sure the Work Status Start Date field is not blank (null), doesn't contain all zeros, doesn't contain an invalid date format, or has less than 8 digits.
Work Status Start Date should not be earlier than July, 2004	Confirm the school employee's Work Status Start Date doesn't contain a typographical error. If you are correcting a Contract Period prior to 07/01/2004, then contact ESC for assistance.
Start Date cannot be earlier than 07/01/2004. Please	Confirm the school employee's Work Status Start Date doesn't contain

Message	*Possible Action Required*
contact ESC for instructions if you need to enroll a member with a Start Date prior to 07/01/2004.	a typographical error. If you are correcting a Contract Period prior to 07/01/2004, then contact ESC for assistance.
Invalid Work Status Start Date. Member must be greater than 10 years of age.	Confirm the school employee's Work Status Start Date or Birth Date doesn't contain a typographical error. If the Start Date and Birth Date are correct, the school employee is too young to be enrolled.
Start Date cannot be more than 6 months in the future.	Confirm the school employee's Work Status Start Date doesn't contain a typographical error. If the Start Date is correct, hold the Contract Record. PSERS will not accept a contract record Start Date that is greater than 6 months in the future.
Invalid Work Status End Date. Must be in MMDDYYYY format.	Make sure the Work Status End Date field is not blank (null), doesn't contain all zeros, doesn't contain an invalid date format, or has less than 8 digits.
The Work Status End Date must be greater than or equal to the Work Status Start Date.	Confirm the school employee's Work Status Start Date or End Date doesn't contain a typographical error.
Expected Months must be "9 - 12".	Make sure the Expected Months field is not blank (null) or is equal to the valid value of "9", "10", "11", or "12". The Expected Months field should be populated based on the position's full time equivalent. For more information, see Chapter 4.
Expected Units must be "180-275".	Make sure the Expected Units field is not blank (null) or is equal to the Expected Units for position's full time equivalent, not the days the school employee is working in the school year. For more information, see Chapter 4.
Expected Units must be "900" or greater.	Make sure the Expected Units field is not blank (null) or is equal to the Expected Units for position's full time equivalent, not the hours the school employee is working in the school year. For more information, see Chapter 4.
Expected Units must be "180" or greater.	Make sure the Expected Units field is not blank (null) or is equal to the Expected Units for position's full time equivalent, not the days the

Message	Possible Action Required
	school employee is working in the school year. For more information, see Chapter 4.
Expected Units should be ”900-2,600”.	Make sure the Expected Units field is not blank (null) or is equal to the Expected Units for position’s full time equivalent, not the hours the school employee is working in the school year. For more information, see Chapter 4.
Expected Units should be “180-217”.	Make sure the Expected Units field is not blank (null) or is equal to the Expected Units for position’s full time equivalent, not the days the school employee is working in the school year. For more information, see Chapter 4.
Expected Units should be “200-230”.	Make sure the Expected Units field is not blank (null) or is equal to the Expected Units for position’s full time equivalent, not the days the school employee is working in the school year. For more information, see Chapter 4.
Expected Units should be “231-275”.	Make sure the Expected Units field is not blank (null) or is equal to the Expected Units for position’s full time equivalent, not the days the school employee is working in the school year. For more information, see Chapter 4.
Expected Units should be “900 – 1440”	Make sure the Expected Units field is not blank (null) or is equal to the Expected Units for position’s full time equivalent, not the hours the school employee is working in the school year. For more information, see Chapter 4.
Expected Units should be “1000 – 1600”	Make sure the Expected Units field is not blank (null) or is equal to the Expected Units for position’s full time equivalent, not the hours the school employee is working in the school year. For more information, see Chapter 4.
Expected Units should be “1100 – 1760”	Make sure the Expected Units field is not blank (null) or is equal to the Expected Units for position’s full time equivalent, not the hours the school employee is working in the school year. For more information, see Chapter 4.
Expected Units should be “1200 – 2100”	Make sure the Expected Units field is not blank (null) or is equal to the Expected Units for position’s full time equivalent, not the hours the school employee is working in the school year. For more information, see Chapter 4.

Message	*Possible Action Required*
Invalid Voting Status. Must be "Y" (Certified) or "N" (Non-Certified).	Make sure the Voting Status field is not blank (null) or is equal to the valid value of "Y" or "N". • "Y" should be used when the position is 'Certified' by the Department of Education (do not use 'C'). • "N" should be used when the position is '*NOT* Certified' by the Department of Education. For more information, see Chapter 4.
Invalid BOC Flag. BOC Flag must equal "Y" or "N"	Make sure the BOC Flag field is not blank (null) or is equal to the valid value of "Y" or "N". PSERS needs to know whether or not you need to report additional salary for this school employee after the termination month or month of death. For more information, see Chapter 4.
Invalid BOC Flag. BOC Flag and Outstanding Service Flag mismatch.	Make sure the BOC Flag field is not blank (null) or is equal to the valid value of "Y" or "N". PSERS needs to know whether or not you need to report additional salary for this school employee after the termination month or month of death. For more information, see Chapter 4.
Invalid BOC/Svc End Date. Must be in MMYYYY format.	Make sure the BOC/Svc End Date field is not blank (null), doesn't contain all zeros, doesn't contain an invalid date format, or has less than 6 digits. PSERS needs to know when this school employee's salary, contributions (if applicable), and service reporting will be completed. This date should represent the last Work Report in which this school employee will be present. For more information, see Chapter 4.
BOC End Date cannot be more than 3 months in the future.	It is understood by PSERS that some payroll systems collect and report service units (days and/or hours) at the end of the fiscal year in June for Salaried employees; however, PSERS needs the information to finalize retirement benefits for our members. The Balance of Contract (BOC) for both service and salary must be reported to PSERS within 3 months of the school employee's termination month.
Invalid Outstanding Service Flag. Must equal "Y" or "N"	Make sure the BOC Flag field is not blank (null) or is equal to the valid value of "Y" or "N". PSERS needs to know whether or not you need to report additional service units for this school employee after the termination month or month of death. For more information, see Chapter 4.

Message	*Possible Action Required*
Invalid fiscal year. Must be in YYYY format.	Make sure the Fiscal Year Ending (Year) field is not blank (null), doesn't contain all zeros, and contains 4 digits. The Fiscal Year must be greater than 1919 and less than or equal to the current Fiscal Year. PSERS needs to know to which fiscal (school) year the detail record being submitted for the school employee apples. The Year should represent the year the service was rendered, not the year the money was paid.
Error - Invalid fiscal year. Fiscal year must be between 1919 and current fiscal year	Make sure the Fiscal Year Ending (Year) field is not blank (null), doesn't contain all zeros, and contains 4 digits. The Fiscal Year must be greater than 1919 and less than or equal to the current Fiscal Year. A July Work History Adjustment when a July Work Report record has not been submitted would be an exception to the rule. If no Work Report has been submitted for the current fiscal year, then no adjustments can be made to the current fiscal year detail record. Example 1: If the Header Record is November 2013, then the Work History Adjustment Fiscal Year Detail Record can contain any fiscal year from 1920 to 2013. Example 2: If the Header Record is July 2013 and no July 2013 Work Report has been approved, then the Work History Adjustment Fiscal Year Detail Record can contain any Fiscal Year from 1920 to 2012. Example 3: If the Header Record is July 2013 and the July 2013 Work Report has been approved, then the Work History Adjustment Fiscal Year Detail Record can contain any Fiscal Year from 1920 to 2013.
Invalid wage type. Must be in (SA, PD, HR).	Make sure the Work Type field is not blank (null) or is equal to the valid value Salaried (SA), Per Diem (PD), or Hourly (HR). The Wage Type value must be set based on the school employee's contract. For more information, see Chapter 4.
Wage Type does not match Contract Record	Make sure the Work Type field is not blank (null) or is equal to the valid value Salaried (SA), Per Diem (PD), or Hourly (HR). The Wage Type value must be set based on the school employee's contract. For more information, see Chapter 4.
Invalid work status	Make sure the Work Status field is not blank (null) or is equal to the valid value ACTIVE, ACTIVW, SABTLC, ACTMLC, SSLWCC, SSLSSC, STUDYC, EXCHGC, UNIONC, ACTMLN, SSLWCN, SSLSSN, STUDYN,

Message	*Possible Action Required*
	EXCHGN, WKCMPN, LEAVEN, TRMNTN, or DECESD. The Wage Status value must be set based on the school employee's contract. For more information, see Chapter 4.
NOWORK is not a valid work status	NOWORK is no longer a valid Work Status. If the school employee did not work during the Month/Year of the Work Report being submitted, delete the school employee from the record. Make sure the Work Status field is not blank (null) or is equal to the valid value ACTIVE, ACTIVW, SABTLC, ACTMLC, SSLWCC, SSLSSC, STUDYC, EXCHGC, UNIONC, ACTMLN, SSLWCN, SSLSSN, STUDYN, EXCHGN, WKCMPN, LEAVEN, TRMNTN, or DECESD. The Wage Status value must be set based on the school employee's contract. For more information, see Chapter 4.
Work Status does not match Contract Record	The Work Status on the Work Report must match the Contract Record that you submitted for the time period being reported. There are four fields on the Work Report that <u>*must match*</u> the Contract Record on file to ensure accurate reporting for the school employee: Employer, Wage Type, Work Status, and Year. All Work Status Codes on the report must be within the Contract Record Start and End Date. Make sure the Work Status field is not blank (null) or is equal to the valid value ACTIVE, ACTIVW, SABTLC, ACTMLC, SSLWCC, SSLSSC, STUDYC, EXCHGC, UNIONC, ACTMLN, SSLWCN, SSLSSN, STUDYN, EXCHGN, WKCMPN, LEAVEN, TRMNTN, or DECESD. The Wage Status value must be set based on the school employee's contract. For more information, see Chapter 4.
Work Status does not match the Contract Record in effect for the Adjustment Period.	The Work Status on the Work Report Adjustment must match the Contract Record that you submitted for the time period being reported. There are four fields on the Work Report Adjustment that <u>*must match*</u> the Contract Record on file to ensure accurate reporting for the school employee: Employer, Wage Type, Work Status, and Year. All Work Status Codes on the report must be within the Contract Record Start and End Date. Make sure the Work Status field is not blank (null) or is equal to the valid value ACTIVE, ACTIVW, SABTLC, ACTMLC, SSLWCC, SSLSSC, STUDYC, EXCHGC, UNIONC, ACTMLN, SSLWCN, SSLSSN, STUDYN, EXCHGN, WKCMPN, LEAVEN, TRMNTN, or DECESD. The Wage Status value must be set based on the school employee's contract. For more

Message	***Possible Action Required***
	information, see Chapter 4.
Report period is after BOC Service End date.	According to the BOC Service End Date you submitted for this school employee, PSERS is not expecting to be receiving any additional Work Reports. Confirm the information on the Work Report. If the information contained in the Work Report is correct, contact ESC for assistance.
Contact ESC when reporting after the BOC End date.	According to the BOC Service End Date you submitted for this school employee, PSERS is not expecting to be receiving any additional Work Reports. Confirm the information on the Work Report. If the information contained in the Work Report is correct, contact ESC for assistance.
ERROR-Active Waiver contract record cannot have Wages or Service	According to the Work Status on the Contract Record you submitted for this school employee, PSERS is not expecting to be receiving any Wages or Days or Hours. Confirm the information on the Work Report. If the information contained in the Work Report is correct, contact ESC for assistance.
Base, Supplemental, and WNC amounts cannot all equal zero if status is ACTIVE	According to the Work Status 'Active' on the Contract Record you submitted for this school employee, PSERS expects to be receiving Wages. Confirm the information on the Work Report. If the information contained in the Work Report is correct, contact ESC for assistance.
Error- Base amount cannot be zero if status is SABTLC	According to the Work Status SABTLC on the Contract Record you submitted for this school employee, PSERS expects to be receiving Wages in both the Base and URCC fields of the Work Report. Confirm the information on the Work Report. If the information contained in the Work Report is correct, contact ESC for assistance.
ERROR- Base and URCC amounts cannot both equal zero if status is <<code>>	According to the Work Status ACTMLC, EXCHGC, SSLSSC, SSLWCC, STUDYC, or UNIONC on the Contract Record you submitted for this school employee, PSERS expects to be receiving Wages in either the URCC field or both the Base and URCC fields of the Work Report. Confirm the information on the Work Report. If the information contained in the Work Report is correct, contact ESC for assistance.
ERROR- Maximum Base wages cannot exceed $50,000.00 in any month	Confirm the school employee's Base Salary reported in the Work Report doesn't contain a typographical error. The reported amount cannot exceed $50,000 per month.

Message	Possible Action Required
	Determine if the wages being reported are exactly retirement covered compensation or should be reported in the Non-Retirement Covered Compensation (NRCC) field. See Chapter 8*: Retirement Covered Compensation* for the definition.
ERROR- URCC amount cannot equal zero if status is SABTLC	If you reported the Work Status of SABTLC on the Contract Record you submitted for this school employee, PSERS is expecting to be receiving Wages in both the Base and URCC fields of the Work Report. If you reported the Work Status of ACTMLC, EXCHGC, SSLSSC, SSLWCC, STUDYC, or UNIONC on the Contract Record you submitted for this school employee, PSERS expects to be receiving Wages in either the URCC field or both the Base and URCC fields of the Work Report. Confirm the information on the Work Report. If the information contained in the Work Report is correct, contact ESC for assistance.
ERROR- Maximum URCC wages cannot exceed $50,000.00 in any month	Confirm the school employee's URCC Salary reported in the Work Report doesn't contain a typographical error. The reported amount cannot exceed $50,000 per month. Determine if the wages being reported are exactly retirement covered compensation or should be reported in the Non-Retirement Covered Compensation (NRCC) field. See Chapter 8*: Retirement Covered Compensation* for the definition.
ERROR - Overtime amount cannot be greater than zero if base is zero	The employee cannot work overtime without working the school employee's regular position. Determine if the wages being reported should be supplemental income rather than Overtime. If the overtime wages are correct, then the Base salary must be reported on this same record.
ERROR- Maximum overtime wages cannot exceed $50,000.00 in any month	Confirm the school employee's Overtime Salary reported in the Work Report doesn't contain a typographical error. The reported amount cannot exceed $50,000 per month. Determine if the wages being reported are exactly retirement covered compensation or should be reported in the Non-Retirement Covered Compensation (NRCC) field. See Chapter 8*: Retirement Covered Compensation* for the definition.
ERROR- Maximun supplemental wages cannot	Confirm the school employee's Supplemental Salary reported in the Work Report doesn't contain a typographical error. The reported

Message	***Possible Action Required***
exceed $50,000.00 in any month	amount cannot exceed $50,000 per month. Determine if the wages being reported are exactly retirement covered compensation or should be reported in the Non-Retirement Covered Compensation (NRCC) field. See Chapter 8*: Retirement Covered Compensation* for the definition.
Contributions cannot equal zero when an amount has been specified for Base, Supplemental, Overtime, or URCC.	Wages were reported in the Base, URCC, OT, and/or SUP field(s) on the Work Report or Work Report Adjustment record. You must deduct retirement contributions from these wages. • If the wages being reported are not retirement covered compensation, then the wages should be reported in the NRCC field. • If the school employee is working part-time and has not met the minimum qualifications for PSERS membership, then you may choose not to withhold retirement contributions until the school employee qualifies for PSERS membership. See Chapter 2: *Membership – Mandatory, Optional, or Prohibited* for more information on qualification and Chapter 8*: Retirement Covered Compensation* for more information on eligible wages.
Contribution rate should be << % >>	According to the Member Contribution Rate (Rate) PSERS has on record for this school employee, the sum of the Base, URCC, OT, and SUP fields multiplied by the Rate does not equal the value reported in the Contributions field. Confirm your calculation. If your calculation is correct, contact ESC for assistance and to confirm the school employee's Member Contribution Rate.
Verify TF Contributions Recoupment	When a school employee elects Class T-F, PSERS expects to receive additional Contributions to be reported while the employer is collecting the retroactive due amount. This warning is being presented so that you can confirm there is no calculation error and the difference between the PSERS calculation Member Savings (Contributions) and your reported contributions is correct.
Invalid Reason Code	The Reason Code on this record is not a valid PSERS Reason Code. Make sure the Reason Code field is not blank (null) or is equal to a valid value: SALARY, CNTRCT, LMPSUM, SVCADJ, LATRPT, MEMPOS,

Message	Possible Action Required
	UNCRDT, or CAWARD. For more information, see Chapter 4.
Base, URCC, OT, SUP, CONTRIB, POS, EXSAL and NRCC must be zero if Reason code is UNCRDT.	The Reason Code UNCRDT is used to report salary and service units (i.e., days and hours) for a previous fiscal year when the school employee was accidentally not reported to PSERS. PSERS will send both you and the school employee a Statement of Amount Due. If you are not making an adjustment for the above reason, contact ESC for assistance. Note: Only service (Days/ months) and WNC should be allowed for UNCRDT for all wage types.
Wage Indicator and Contrib Withheld Flags both must be specified for Reason Code <<REASON CODE>>.	Make sure the Wage Indicator field is not blank (null) or is equal to the valid value of "Y" or "N". Make sure the Contributions Withheld field is not blank (null) or is equal to the valid value of "Y" or "N". If you withheld contributions from the school employee's wages, contact ESC. You may need to make special arrangements for the billing or you may need to use a different Reason Code. For more information about the Wage Indicator, see Chapter 18: *File Formats* or Chapter 11: *Reporting – Work Report Adjustment*. Note: The Reason Code UNCRDT is used to report salary and service units (i.e., days and hours) for a previous fiscal year when the school employee was accidentally not reported to PSERS and no contributions were withheld from the earned salary. PSERS will send both you and the school employee a Statement of Amount Due.
Error - Hours must be greater than zero if wage type is Hourly and either	When the Wage Type is equal to Hourly, you must report hours.
Warning - Max hours should not exceed 300 in any month	Confirm the school employee's hours reported in the Work Report don't contain a typographical error. The reported amount cannot exceed 300 hours per month.
Error - Days must be greater than zero if wage type is Per Diem	When the Wage Type is equal to Per Diem, you must report days.

Message	***Possible Action Required***
Error - Annual service must be reported in June	When the Wage Type is equal to Salaried, you must report days in the month of June if you haven't reported the service units throughout the fiscal (school) year.
Error - Days cannot be greater than 365	Confirm the school employee's days reported in the Work Report don't contain a typographical error. The reported amount cannot exceed 365 days per month.
Warning - verify days July - December work reports cannot report more than130 days	Confirm the school employee's days reported in the Work Report don't contain a typographical error. The reported amount shouldn't exceed 130 days in a July through December Work Report month.
Warning -Verify Days; January - June work reports cannot report more than 280 days	Confirm the school employee's days reported in the Work Report don't contain a typographical error. The reported amount shouldn't exceed 280 days in a January through May Work Report month.
WNC amount cannot be zero if work status is <<Work Status>> (Work Status Valid Values: ACTMLN, SSLWCN, SSLSSN, STUDYN, or EXCHGN)	According to the Work Status on the Contract Record you submitted for this school employee, PSERS expects to be receiving Wages in the WNC field of the Work Report. Confirm the information on the Work Report. If the information contained in the Work Report is correct, contact ESC for assistance.
WNC must equal zero for this leave status	According to the Work Status of LEAVEN or WKCMPN on the Contract Record you submitted for this school employee, PSERS does not expect to be receiving Wages in the WNC field of the Work Report. Confirm the information on the Work Report. This Administrative Leave type is not retirement covered compensation and may not be purchased when the school employee returns to an active contribution status with PSERS. If the information contained in the Work Report is correct, contact ESC for assistance.
WNC amount must be zero for Full-time members	According to the Full-time Employment Type on the Contract Record you submitted for this school employee, you must withhold contributions from the school employee's salary/wages. The salary/wages needs to be reported in the Base or SUP fields on the Work Report.

Message	Possible Action Required
	Confirm the information on the Work Report. If the information contained in the Work Report is correct, contact ESC for assistance.
WNC amount must be zero for Salaried members	According to the Salaried Wage Type on the Contract Record you submitted for this school employee, you must withhold contributions from the school employee's salary/wages. The salary/wages needs to be reported in the Base or SUP fields on the Work Report. Confirm the information on the Work Report. If the information contained in the Work Report is correct, contact ESC for assistance.
Member is Qualified; begin withholding	The school employee has met the minimum service requirements to be a member of PSERS. You must withhold contributions from the member's salary/wages. The deductions must begin within 2 months of the member's Qualification Month. The member's qualification is reported on the CROQ report. Begin withholding contributions on your next payroll cycle.
Member is Qualified; WNC should not be reported	The school employee has met the minimum service requirements to be a member of PSERS. You must withhold contributions from the member's salary/wages. The deductions must begin within 2 months of the member's Qualification Month. The member's qualification is reported on the CROQ report. At the present time, the error message is an exception, but PSERS is in the process of making this a fatal error rather than a warning. Begin withholding contributions on your next payroll cycle.
Base, Supplemental, and WNC amounts cannot all be zero if status is ACTIVE and wage type is either Hourly or Per Diem	According to the Contract Record, this school employee has an ACTIVE Work Status with either an Hourly or Per Diem Wage Type. You must report the salary/wages earned by this school employee in one of the following wage fields: Base, SUP, or WNC.
Base, Supplemental, URCC and WNC amounts cannot all be zero if status is <<Work Status>> and wage type is either Hourly or Per Diem (Work Status Valid Values: ACTMLC, EXCHGC, STUDYC,	According to the Work Status on the Contract Record for this school employee and the Wage Type of Hourly or Per Diem. You must report the salary/wages earned by this school employee in one of the following wage fields: Base, SUP, URCC, or WNC.

Message	*Possible Action Required*
SSLSSC, SSLWCC, SABTLC, UNIONC, TRMNTN, or DECESD)	
Error - Maximum wages w/o contributions cannot exceed $50,000.00 in any month.	Confirm the school employee's WNC (Wages No Contributions) reported in the Work Report doesn't contain a typographical error. The reported amount cannot exceed $50,000 per month. Determine if the wages being reported are exactly retirement covered compensation or should be reported in the Non-Retirement Covered Compensation (NRCC) field. See Chapter 8*: Retirement Covered Compensation* for the definition.
Negative member POS [-NNN] amount. Note: Here NNN is the amount displayed in the POS field.	The Purchase of Service Installment amount must be positive when reported in a Work Report. Confirm the Work Report doesn't contain a typographical error. If the amount is to remain a negative, then delete the value for the Work Report and submit a Work Report Adjustment to report the negative purchase of service installment.
The member POS installment cannot be blank.	When reporting a Work Report Adjustment with the Reason Code of 'MEMPOS', you must report either a positive or negative purchase of service installment amount.
Member has no POS balance due, MEMPOS must be zero.	According to PSERS records, the member doesn't have any purchase of service debts. Confirm the MEMPOS reported doesn't contain any typographical errors. If the information contained in the Work Report is correct, contact ESC for assistance.
Member has no POS balance due; MEMPOS can't be greater than zero.	According to PSERS records, the member doesn't have any purchase of service debts. Confirm the MEMPOS reported doesn't contain any typographical errors. If the information contained in the Work Report is correct, contact ESC for assistance.

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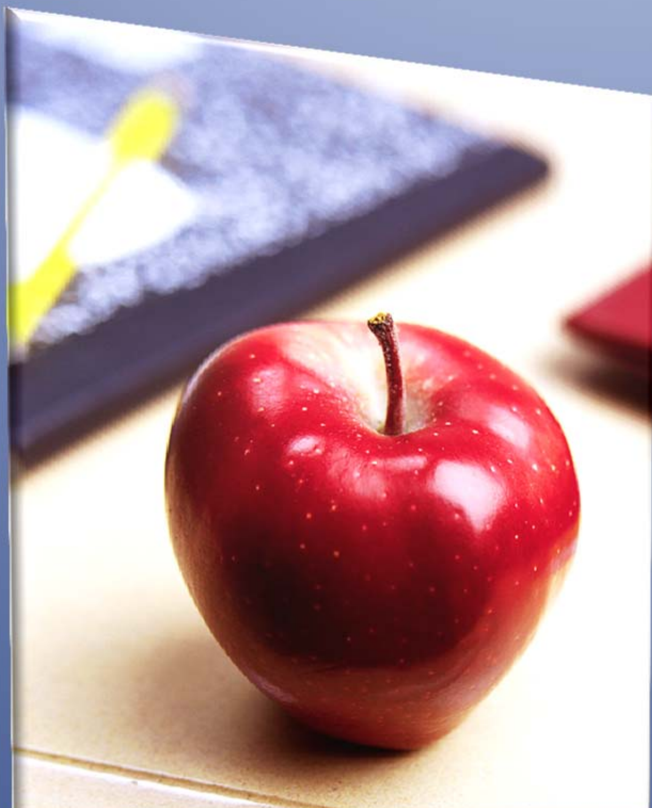

Employers' Reference Manual – Chapter 18

Public School Employees' Retirement System

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Chapter 18
File Formats

In order to transmit a file to the system, all information in the file must be in the correct format, as follows:

- Save the file as a plain text (ASCII) file that contains only Member Demographic Information, Member Contract Record, Work Report, or Work History Adjustment. You ***cannot*** mix Member Demographic Information, Member Contract Records, Work Report Records, and/or Work Report Adjustment Records into one file.
- The first line in the file is a header line.
- Each individual record must appear on its own record line.
- All record lines must be in the ***fixed-record*** (fixed width) format.
- Report the fields in each record line in the order identified.
- All numeric (non-decimal) fields must be right justified, zero-padded left. If the field is optional and will not be populated with data, zero-fill it; don't leave it blank. Blank fields will corrupt the data fields that follow and you will receive an error in your file upload.
- Date fields are considered numeric. If a date field is optional and will not be populated with data, zero-fill it; don't leave it blank. Blank fields will corrupt the data fields that follow and you will receive an error in your file upload.
- All alpha or alphanumeric fields must be left justified, space-filled to the right. If the field is optional and will not be populated with data, space-fill it; don't leave it blank. Blank fields will corrupt the data fields that follow and you will receive an error in your file upload.
- Implied decimals cannot be used, but when an example shows a numeric value with a decimal point, zero-value fields must include this decimal point in that place. Refer to the specific specification below for the field format.
- For fields that are numeric signed, the minus sign must appear as the leftmost position in the field if the value is less than zero; otherwise, the leftmost position would have a zero in it.
- All header and record lines must be Carriage Return, Line Feed (CRLF Hexadecimal 0D25) delimited.
- All fields in the file are character-based and fixed-length. Some fields require a particular character, such as a decimal point, in a specific place. The sample data shown for each field indicates the layout of that field. All records must use this layout for both real data and "empty" or "zero value" data.

1. Member Demographic Records

Format for Member Demographic Information Files – Specification

Business Overview

Employers will submit Member Demographic Detail Records electronically through Employer Web. The employer can

- Enter each record separately on the Member Demographic section of Employer Web. The manual demographic record will create/ update record in V3 member module directly.

- Upload a Member Demographic File to PSERS using the Employer Web file upload functionality. For the uploaded file, the file data will then be imported into V3 via the V3 Import Module.

The Member Demographic Import is a process that allows employers to send a Member Demographic File to PSERS with detailed member indicative information (address and census information) so that the System can be updated with the most current address and census information for each member. The Member Demographic Import can be run separately from the Work Report Process and/or Contract Record Process. The address information received via the Member Demographic Import should always update the member's Residence Address.

Employers will be encouraged to submit their Member Demographic Record Files only when there is a change of information by following a "PSERS defined cycle". The employer may choose the "PSERS defined cycle" they prefer. PSERS defined cycles are: weekly, bi-weekly, semi-monthly, or monthly. At a minimum, employers must submit their Member Demographic Record Files on a monthly basis, preferably on the first of every month.

The Member Demographic Web Application may be accessed at any time. Employers can view the status of their Member Demographic Record File and/or submit a "new" Member Demographic Record or update an existing Member Demographic Record via the Employer Web Application.

A *Member Demographic Confirmation Letter* will be generated and sent to the member when an initial demographic record is approved and for every change to the demographic record that is approved manually on Employer Web after this. However, it is not generated if an employer uploads and approves a demographic file for a member who already has a record in the V3 Member module, even if the record in that file updates the information in V3 for this member.

Member Demographic Record File Header Record

Key for R/O/C column:

R = Required field

O= Optional

C= Conditional

Field	R/O/C	Bytes	Start	Format/Values	Sample	Comments
Header Record Type	R	1	1	D=Demographic	D	Describes the incoming file type; Member census and residential address information.
Employer Code	R	6	2	Numeric	002345	Unique Employer ID; right-justified; zero-padded left
Detail Record Count	R	6	8	Numeric 000000	002680	Total number of detail records for this header record; Right-justified;; Zero-padded left
File Creation Date and Time	R	12	14	Date MMDDYYYYHHMM	102520031400	File creation date and time; Member Demographic Record File created on October 25, 2003 at 2 pm.
Filler	R	338	26	NULL		Filler. Space filled to match fixed length of detail record.

All fields are required. “Start” indicates what column that field begins in on the header line. “Bytes” indicates how many bytes (characters) are in the field. All fields are a fixed-length.

Example: The following sample header uses the information as shown in the above table:

D002345002680102520061400

In this example, a Member Demographic Information File from Employer 002345 is being submitted with 2,680 records in it. The file was created on October 25, 2006 at 14:00 (2:00 p.m.).

Each Member Demographic Information Record must consist of a single line of information, in the following format:

Member Demographic Record

Field	R/O	Bytes	Start	Format/ Values	Sample	Comments
SSN	R	9	1	Numeric	149250245	Member's SSN; Right justified; zero-padded left
Last Name	R	33	10	Alpha	AARON	Member's Last Name; Left Justified, Space Filled
First Name	R	35	43	Alpha	SMITH	Member's First Name; Left Justified, Space Filled
Middle Name	O	35	78	Alpha	JOHN	Member's Middle Name; Left Justified, Space Filled
Suffix	O	3	113	JR, SR, I, II, III, IV, V	JR	Member's Suffix; Left Justified, Space Filled
Gender	R	1	116	"M" or "F"	F	Member's Gender information; "M" = Male, "F" = Female
Birth Date	R	8	117	Date MMDDYYYY	07231958	Member's date of birth Used as database key to prevent accidental update of the wrong member.
Address1	O	35	125	Alphanumeric	Care Of	First Line of Member's Residence Address Compliant with Postal Regulations. Left Justified, Space Filled
Address2	O	35	160	Alphanumeric	Apt/Suite/ Floor	Second Line of Member's Residence Address Compliant with Postal Regulations. Left Justified, Space Filled

Field	R/O	Bytes	Start	Format/ Values	Sample	Comments
Address3	R	35	195	Alphanumeric	Street Address	Third Line of Member's Residence Address Compliant with Postal Regulations. Left Justified, Space Filled
City	R	21	230	Alphanumeric	HARRISBURG	Member's City of Residence Compliant with Postal Regulations. Member's city of residence. Left Justified, Space Filled
State	R	2	251	Alphanumeric	PA	Member's state of residence.
Zip	R	9	253	Alphanumeric	171080125	Member's residence zip code (including plus 4). Zero-padded right
Country	O	2	262	Alpha	US	Member's country of residence. Default to US
Day Phone	O	10	264	Numeric	7177878540	Member's Day phone (Area Code & Telephone Number) Addresses.Phone 1
Day Phone Ext	O	5	274	Numeric	0245	Member's Day Phone Extension Right-justified; Zero-padded left Addresses.Ext_1
Evening Phone	O	10	279	Numeric	7177878540	Member's Evening phone (Area Code & Telephone Number) Address_Phone 2
Evening Ext	O	5	289	Numeric	00032	Member's Evening Phone Extension Right-justified; Zero-padded left

Field	R/O	Bytes	Start	Format/ Values	Sample	Comments
						Addresses.Ext_2
Other Number	O	10	294	Numeric	7177878540	Member's Other phone (Area Code & Telephone Number) Right-justified; Zero-padded left Address_Phone 3
Fax	O	10	304	Numeric	7177878540	Member's Fax (Area Code Telephone Number). Right-justified; Zero-padded left Address_Phone 4
Email	O	50	314	Alphanumeric	A@US.COM	Member's Email address; Left Justified, Space Filled

File Validations

***(F) Fatal** = Entire record rejected. No V3 update will take place until the employer corrects the rejected record.*

***(E) Exception** = Record accepted. V3 is updated based on record details but with warning message(s) provided back to the employer.*

***(W) Workflow Trigger** = Internal workflow for PSERS is generated.*

On the Import Detail Window in V3 or the Web Import GUI, the following error messages will appear. If multiple errors exist for any given record, the System will identify each error and list them together on the screen (separated by a comma).

Note: The only address information V3 will audit is Address Line 1, Address Line 2, Address Line 3, City, State, Zip, and Country.

Note: The Address History Audit feature will also track the Source of change (e.g., username, system, employer code and user login id), Insert Date, Inserted By (e.g., username, system, employer code and user login id), Updated By (e.g., username, system, employer code and user login id) and Update Date.

Prior to committing the demographic information to the database, the address information will be cleansed by the "Postal Software."

Member Demographic Detail Record – File Validations (*Note: Conditions highlighted in gray assume that the incoming SSN and DOB match the current record on file. Field #1 represents data on system. Field #2 represents incoming field on demographic file.*

Header Record Validations

Field	Condition(s)	Error	Message
Header Record	If the Header Record length is incorrect	**File Reject**	**File Rejected** because header record does not match expected length.
Header Record Type	If the Header Record Type <> D	**File Reject**	**File Rejected** because record type is not valid
Detail Record Count	If the header record Detail Record Count doesn't match the V3 record count of the Demographic Detail Records	**File Reject**	**File Rejected** because Detail Record Count does not match the number of Demographic Detail records.
Employer Code	If the employer code is not found in the system	**File Reject**	**File Rejected** because employer code does not match record on file.
Detail Record	If the Detail Record length is incorrect	**File Reject**	Record rejected because detail record does not match expected length.
File Creation Date and Time	File with identical file creation date and time stamp is attempted to be processed twice	**File Reject**	File Rejected because identical file already processed

Detail Record Validations

Field	Condition(s)	Error	Message
SSN	If NULL or all zeros	Fatal	SSN must be 9 digits.
	If less than 9 digits	Fatal	SSN must be 9 digits.
	If the SSN is invalid based on the following rules for the area number (first three digits), the group number (fourth and fifth digits), and the serial number (the last four digits). - The area number cannot be 000 - The area number cannot be 666 - The area number cannot fall in the 900 series (i.e., area cannot start with 9). - The group number cannot be all zeros (i.e., 00). - The serial number cannot be all zeros (i.e., 0000).	Fatal	SSN [Member SSN] not in specified range
	If SSN is for a member whose status = Retired	Fatal	Retired member. Please contact your ESC Regional Representative for instructions.
Date of Birth	If NULL or all zeros	Fatal	Invalid birth date. Must be in MMDDYYYY format.
	If less than 8 digits	Fatal	Invalid birth date. Must be in MMDDYYYY format.
	If invalid date format	Fatal	Invalid birth date. Must be in MMDDYYYY format.
	If Age is not greater than 10	Fatal	Invalid birth date. Age must be greater than 10.
	If Age is greater than 111	Fatal	Invalid birth date. Age must be less than 111
	If Age is greater than 69, but less than or equal to 111	Exception	Age calculated is greater than 69. Confirm Date of Birth

Field	Condition(s)	Error	Message
	If existing SSN = incoming SSN **but** DOB 1 <> DOB2	Fatal	Date of Birth does not match existing record.
Gender	If NULL	Fatal	Gender must be M or F
	If <> M or F	Fatal	Gender must be M or F
	If existing SSN = incoming SSN **but** Gender 1 <> Gender 2	Exception	Gender does not match existing record.
		Workflow Trigger	Member Demographic Change Workflow Workflow Note: Gender Mismatch – Reported by [Employer Code] for [SSN]
First Name	If NULL	Fatal	First name cannot be blank
	If First Name1 <> First Name 2 **then** Replace First Name 1 with First Name 2	Exception	First Name does not match existing record.
Middle Name	If Middle Name 1 <> Middle Name 2 **then** Replace Middle Name 1 with Middle Name 2	Exception	Middle name does not match existing record
Last Name	If NULL	Fatal	Last name cannot be blank
	If Last Name1 <> Last Name 2 **and** Gender 2 = "F" **then** Replace Last Name 1 with Last Name 2	Exception	Last name does not match existing file
	If Last Name1 <> Last Name 2 **and** Gender 2= "M" **then** Replace Last Name 1 with Last Name 2	Exception	Last name does not match existing file
		Workflow Trigger	Member Demographic Change Workflow (Workflow Note: Last Name Change – SSN, Employer Code)
Suffix	If <> to standard V3 list (see record layout above) **then** Do not update record	Exception	Invalid Suffix

Field	Condition(s)	Error	Message
	If Suffix 1 <> Suffix 2 Replace Suffix 1 with Suffix 2	Exception	Suffix does not match existing record
Street	If NULL	Fatal	Street Address cannot be blank
City	If NULL	Fatal	City cannot be blank
	If City, State and Zip do not match based on postal code regulation Note: This validation only occurs when the Zip code is in 5 digit format. The system will skip this validation if the zip code is in ZIP+ 4 format.	Fatal	Invalid City, State, Zip Code Combination
State	If NULL	Fatal	State cannot be blank
	If City, State and Zip do not match based on postal code regulation Note: This validation only occurs when the Zip code is in 5 digit format. The system will skip this validation if the zip code is in ZIP+ 4 format.	Fatal	Invalid City, State, Zip Code Combination
Zip	If NULL	Fatal	Zip cannot be blank
	If City, State and Zip do not match based on postal code regulation. Note: This validation only occurs when the Zip code is in 5 digit format. The system will skip this validation if the zip code is in ZIP+ 4 format.	Fatal	Invalid City, State, Zip Code Combination
Address 1, Address 2, Address 3	If word “AND” is in Care Of, Apartment or Street Address	Fatal	Invalid Address Note: The user will use ampersand sign “&” instead of word “AND” since the system doesn’t recognize “AND” as valid record in Address 1, Address 2 and/ or Address 3.

Field	Condition(s)	Error	Message
Address	If Address 1 = Address 2 and Invalid Address Indicator is on	Fatal	The member's address matches an undeliverable address already on file.
"Address" = Line 1, Line 2, Line 3, City, State, Zip	If Address 1 <> Address 2 **then** Update "Address" **and** Use Employer as Source	N/A	N/A **Note:** Residence Address information updated in V3 and new audit record created.
Day Phone	If less than 10 digits	Exception Field NOT updated	Day Phone must be 10 digits
Day Phone Ext	If less than 5 digits	Exception Field NOT updated	Day Phone Extension must be numeric
Evening Phone	If less than 10 digits	Exception Field NOT updated	Evening Phone must be 10 digits
Evening Phone Ext	If less than 5 digits	Exception Field NOT updated	Evening Phone Extension must be numeric
Other Number	If less than 10 digits	Exception Field NOT updated	Other # must be 10 digits
Fax	If less than 10 digits	Exception Field NOT updated	Fax must be 10 digits

Field	Condition(s)	Error	Message
E-mail	If missing '@' sign	Exception Field NOT updated	Invalid E-mail. Email Address must contain @ symbol

V3 Error Processing - Fatal/Exception/Successful Processing Logic

The system will continue processing the record even when a fatal error is encountered so that all the errors can be reported back to the employer as a whole and the employer will only need to fix all the records once. The V3 Import Module and Employer Web GUI will identify the errors. If a record contains fatal errors and exceptions all the errors will appear under the Fatal Error Category in the Import Module. Employers can view the Error Processing Status (i.e., fatal, exception, successful) for each record via the Member Demographic Web Application.

Successful Processing

If the required field validation rules are satisfied, the System will update the member's census information and/or residence address and create a new audit record where appropriate (as defined above). The Member History Audit feature will also track Source of change (e.g., username, system, employer code and user login id), Inserted Date, Inserted By (e.g., username, system, employer code and user login id), Updated By (e.g., username, system, employer code and user login id), and Updated Date.

Set the Valid Address Indicator to yes.

The demographic record will create a new member in V3 updating the Person, Member and Address table.

Demographic Record Corrections

Similar to the Work Report Correction Method, employers can go to the Member Demographic Web Application to correct the Member Demographic Detail Records that are in error or the employer can submit a new Member Demographic Detail Record File (using upload functionality in Employer Web) with the corrected records.

An historical trail of the "fixed" Member Demographic Detail Records will not be stored in the System. For example, if a Member Demographic Detail Record File had a total of 10 records with 3 rejected and the employer then corrected the 3 records in error, there will be no "audit trail" of the error(s) that were associated to the Member Demographic Detail Record.

Demographic Record Confirmation Letter

This letter is generated upon the approval of a member demographic import file for each member in the file whose V3 record is created by that file. It is also generated by the manual entry or update of a member demographic record from the web. This letter contains two conditions. The letter will be generated if:

- The member demographic record initially creates the member record.
- The member demographic record is performed manually through Employer Web and updates an already established member record and any of the values on the demographic record are different from the values already in V3.

Member Demographic Values

Prefix, first name, middle name, last name, suffix, date of birth, gender, SSN, residence address line 1, residence address line 2, residence address line 3, city, state, zip, daytime phone number, evening phone number, e-mail address, fax number, other phone number

NOTE: If more than one update comes for the same member on the same day from ***multiple*** employers, generate one letter for each employer's updates (if those updates meet the above criteria) showing just what that employer submitted. These updates should be sent in one envelope. The system will continue to work as currently designed to process updates to the member record.

NOTE: If more than one update comes for the same member on the same day from the ***same*** employer, generate only one letter that displays the latest update for each modified field.

Revised 04-01-2013

2. Contract Records

Format for Contract Record Files – Specification

Business Overview

The Contract Record will contain work related information to determine final average salary (FAS) calculations, purchase of service (POS) functions, waiver requests, and voting status rights. The Contract Record allows PSERS to capture more timely information, related to FAS and POS calculations from the employers prior to a member seeking a benefit.

Prior to submitting a monthly Work Report, employers are required to submit a Contract Record for each job title the member holds. The Contract Record will help provide the FAS framework for determining the member's percent of contract worked and feed into the salary annualization calculation. More specifically, the monthly Work Report will be used to apply actual months and units worked against the expected FAS information. The Contract Record also allows for PSERS to compensate for the fact that employers cannot provide daily work history information. The Contract Record provides the flexibility for employers to report Work Status and/or Personnel Codes to the specific day.

Following are the nine main fields on a Contract Record:

a. Job Title
b. Employment Type
c. Wage Type
d. Work Status
e. Work Status Start Date
f. Work Status End Date
g. Expected Months
h. Expected Units
i. Voting Status

If any of the data in the "main" fields on the Contract Record change (except for Voting Status), the employer will be required to submit a new Contract Record to PSERS. In addition, if a waiver request is denied, the employer must submit a new Contract Record which will end date the waiver contract.

The Work Status field will be used to indicate the employee's current job status, whether the member is contributing or not, job termination, and whether the member is requesting to waive PSERS membership.

If a valid Contract Record with a Work Status equal to "ACTIVW" (Active Waived) is received, then the Waiver Determination Workflow is initiated. The Contract Status will be set to "Pending Waiver". PSERS staff will then determine if the member is eligible to waive membership and set the Waiver Determination Workflow Status to "Eligible" or "Ineligible" accordingly. The System will then automatically update the Contract Status to "Waived" or "Waiver Denied". If the determination is that the member is eligible to waive membership (Contract Status = "Waived"), the System will update the Member Status to "Waived". If the determination is that the member is "Ineligible" to waive membership (Contract Status = "Waiver Denied"), the employer is notified to resubmit a new Contract Record with Work Status equal to "ACTIVE" and the Member Status will remain the same unless the value was "NULL" then Member Status is set to "Pending".

A PSERS member can have multiple Contract Records in the System.

Overview

The Contract Record will be submitted electronically via the Employer Web. If any of the "main" Contract Record fields (except Voting Status) changes, the employer must end date the existing Contract Record and submit a new Contract Record to PSERS. In addition, if a waiver request is denied, a new Contract Record must be submitted.

Employers will be encouraged to submit their Contract Record Files via a "PSERS defined cycle". The employer may choose the "PSERS defined cycle" they prefer. PSERS defined cycles are: weekly, bi-weekly, semi-monthly, or monthly. At a minimum, employers must submit their Contract Record Files on a monthly basis, preferably on the first of every month.

The Contract Record Web Application may be accessed at any time. Because timeliness is important when reporting the death of an active member, PSERS requires the death notification of active members via the Contract Record Web Application unless the Contract Record File is to be submitted the same day. Employers can view the status of their Contract Record File and/or submit a "new" Contract Record.

The Contract Record File will first be processed for field level (e.g., SSN cannot be blank, etc.) and then business rule validations. The System will check to see if the member is attempting to waive PSERS membership. In certain cases, the System can automatically determine that a member is ineligible to waive membership. The System will not automatically determine a waiver request to be eligible. PSERS staff must determine a waiver request to be eligible. PSERS staff will set the Eligibility Determination Workflow Status to "Eligible" and the System will set the Contract Status to "Waived" upon PSERS staff approval. After processing the waiver logic, V3 will create / update the member's Contract Record information accordingly. Finally, the System will send the appropriate member and/or employer correspondences.

Note: Corrections to an erroneous Contract Record must be corrected via the Contract Record Web Application. If a Work Report was already submitted for the erroneous Contract Record a workflow will be triggered for PSERS staff to determine next steps. This should be a "rare" occurrence.

Examples:

A) Field Level Validations – Record Layout

The file will be reviewed for readability (i.e. syntax and file generation) and compliancy with required field rules. **The record will be rejected, if a required field is blank or not in the appropriate format.**

Contract Record File Header Record

Key for R/O/C column:

R = Required field

O= Optional

C= Conditional

Field	R/O/C	Bytes	Start	Format/Values	Sample	Comments
Header Record Type	R	1	1	C=Contract	C	Describes the incoming file type
Employer Code	R	6	2	Numeric	002345	Unique employer ID. Right-justified; zero-padded left. Note: Some Employer ID's coming from the Legacy System (conversion) will have alpha characters; however, future Employer ID's will all be Numeric.
Detail Record Count	R	6	8	Numeric 000000	002680	Total number of detail records for this header record type. Right-justified; Zero-padded left.
File Creation Date and Time	R	12	14	Date MMDDYYYYHHMM	102520031400	File creation date and time; Contract Record File created on October 25, 2003 at 2 pm.
Filler	R	115	26	Spaces		Filler. Space filled to match length of detail record.

All fields are required. "**Start**" indicates what column that field begins in on the header line. "**Bytes**" indicates how many bytes (characters) are in the field. All fields are a fixed length.

Example: The following sample header uses the information as shown in the above table:

C002345002680102520061400

In this example, a Member Contract Information File from Employer 002345 is being submitted with 2,680 records in it. The file was created on October 25, 2006, at 14:00 (2:00 p.m.).

Record Lines in the Member Contract Information File

Each Member Contract Record must consist of a single line of information, in the following format:

Contract Record File Detail

Field	R/O/C	Bytes	Start	Format/Values	Sample	Comments
SSN	R	9	1	Numeric	149250245	Right justified; zero-padded left.
Last Name	R	33	10	Alpha	AARON	Left Justified, Space Filled
First Name	R	35	43	Alpha	SMITH	Left Justified, Space Filled
Date of Birth	R	8	78	Date MMDDYYYY	07231958	Member's date of birth Used as database key to prevent accidental update of the wrong member.
Job Title	C	50	86	Alphanumeric No predefined values	Teacher	Required when Work Status = ACTIVE or ACTIVW, else Blank Free form. Job title is reviewed for PSERS membership eligibility.
Employment Type	C	2	136	PT= Part-time FT= Full-time	PT	Required when Work Status = ACTIVE or ACTIVW, else Blank Used to determine waiver eligibility, Work Status, contributing status, and additional validation rules on Work Reports.
Wage Type	C	2	138	SA = Salary HR = Hourly	SA	Required when Work Status = ACTIVE or ACTIVW, else Blank Used to determine "qualifying year", FAS calculations, and

Field	R/O/C	Bytes	Start	Format/Values	Sample	Comments
				PD = Per Diem		additional validation rules on Work Reports.
Work Status	R	6	140	ACTIVE ACTIVW SABTLC ACTMLC SSLWCC SSLSSC STUDYC EXCHGC UNIONC ACTMLN SSLWCN SSLSSN STUDYN EXCHNGN WKCMPN LEAVEN TRMNTN DECESD	ACTIVE	ACTIVE = Actively working (contributing or non-contributing) ACTIVW = Waiver Request SABTLC = Sabbatical ACTMLC = Paid Activated Military SSLWCC = Paid Special Sick Leave Worker's Comp: SSLSSC = Paid Special Sick Leave School Sponsored STUDYC = Paid Professional Study EXCHGC = Paid Exchange Teacher UNIONC = Paid Collective Barg Unit ACTMLN = Unpaid Activated Military SSLWCN = Unpaid Special Sick Leave Worker's Comp: SSLSSN = Unpaid Special Sick Leave School Sponsored STUDYN = Unpaid Professional Study EXCHGN = Unpaid Exchange Teacher WKCMPN = Worker’s Comp

Field	R/O/C	Bytes	Start	Format/Values	Sample	Comments
						Leave LEAVEN =Any Other Leave not listed TRMNTN = Termination DECESD = Deceased
Work Status Start Date	R	8	146	Date MMDDYYYY	10252003	Start Date of the given Work Status Note: The Employer cannot create a Contract Record with a Work Status start date prior to July 1, 2004. However, PSERS staff will be able to add these records in the GUI and will be able to correct records which already have this condition. When an employee is ending all Job Titles with an employer, a Contract Record with a Work Status = TRMNTN should be sent. If a member dies "in service", a Contract Record with a Work Status = DECESD should be sent.
Work Status End Date	C	8	154	Date MMDDYYYY	10252003	End Date of the given Work Status Note: The Employer cannot enter an End Date that is earlier than the Start Date. However, PSERS staff will be able to correct records on the GUI which already have this condition. When an employee is ending a

Field	R/O/C	Bytes	Start	Format/Values	Sample	Comments
						specific Job Title, the original Contract Record for that specific Job Title should be sent with a Work Status End Date. . [Note: The termination date and date of death get populated in the start date field
Expected Months	C	2	162	Numeric ##	10	Required when Work Status not = Terminated and not = Deceased. Information used for FAS. See Validation Section for conditional logic.
Expected Units	C	4	164	Numeric ####	180	Required when Work Status not = Terminated and not = Deceased Information used for FAS. See Validation Section for conditional logic.
Voting Status	C	1	168	NULL Y = Certified N = Non-certified	Y	Determines Board Election Voting Rights; Required when Work Status = ACTIVE, else Blank.
BOC Flag	C	1	169	NULL Y= Balance N= No-balance		Balance of Contract Flag Required when Work Status = TRMNTN or DECESD, else Blank Member may terminate but still have money due. Allows PSERS to know whether final versus initial benefit calculation can be performed.

Field	R/O/C	Bytes	Start	Format/Values	Sample	Comments
Outstanding Service Credit Flag	C	1	170	NULL Y= Yes N= No		If the member still has service to be reported set to “Y”. Required when Work Status = TRMNTN or DECESD, else Blank Based on how certain employers report service, the service information may not be fully reported until several reporting periods after the terminated Contract Record is received.
BOC/Svc End Date	C	6	171	Date MMYYYY	102003	The last Work Report in which the Balance of Contract or Final Service will be reported. Required when Work Status = TRMNTN or DECESD, else Blank. Required when the BOC Flag is set to “Y” or the Outstanding Service Credit Flag is set to “Y” The month and year that the final Work Report for salary and/or service is to be reported. Allows PSERS to determine initial versus finalized benefit. Note: Employers need to provide the report date and not pay date.

File Validations

B) Business Rule Validations

After field level validations, the Contract Record File will be reviewed for compliancy with business rules (e.g. record cannot contain a full-time per diem position, etc.).

Validations

File Reject *= Entire Contract Record File is rejected and Contract Records are not reviewed for processing.*

(F) Fatal *= Entire record rejected. No V3 update will take place until the employer corrects the rejected record.*

(E) Exception *= Record accepted. V3 is updated based on record details but with warning message(s) provided back to the employer.*

(W) Workflow Trigger *= Internal workflow for PSERS is generated.*

On the Import Detail Window in V3 or the Web Import GUI, the following error messages will appear. If multiple errors exist for any given record, the System will identify each error and list them together on the screen (separated by a comma).

Contract Record File Validation Rules

Field	Condition(s)	Error Type	Message/Event
N/A	Initial Contract Record is received but there is no demographic information on file or the Invalid Address Indicator is set to "yes".	**Fatal**	Member Demographic Record must be sent and processed prior to receiving and processing the Contract Record
Header Record	If the Header Record length is incorrect	**File Reject**	**File Rejected** because header record does not match expected length.
Header Record Type	If the Header Record Type <> C	**File Reject**	**File Rejected** because record type is not valid
Detail Record Count	If the header record Detail Record Count doesn't match the V3 record count of the Health Care Detail Records	**File Reject**	**File Rejected** because Detail Record Count does not match the number of Health Care Detail records.
Employer Code	If the employer code is not found in the system	**File Reject**	**File Rejected** because employer code does not match record on file.

Field	Condition(s)	Error Type	Message/Event
Detail Record	If the Detail Record length is incorrect	**File Reject**	Record rejected because detail record does not match expected length.
SSN	If NULL or all zeros	Fatal	SSN must be 9 digits.
	If less than 9 digits	Fatal	SSN must be 9 digits.
	If alpha character	Fatal	SSN must be 9 digits.
	If no match found	Fatal	Demographic information has not been submitted for this member.
Last Name	If NULL	Fatal	Last name can not be blank
	If Last Name1 <> Last Name 2	Fatal	Last name does not match existing file
First Name	If NULL	Fatal	First name can not be blank
	If First Name1 <> First Name 2	Fatal	First Name does not match existing record.
Date of Birth	If NULL	Fatal	Invalid birth date. Must be in MMDDYYYY format.
	If less than 8 digits	Fatal	Invalid birth date. Must be in MMDDYYYY format.
	If invalid date format	Fatal	Invalid birth date. Must be in MMDDYYYY format.
	If existing SSN = incoming SSN **but** DOB 1 <> DOB2	Fatal	Date of Birth does not match existing record.
Job Title	If Work Status = ACTIVE, or ACTIVW **and** Job Title = NULL	Fatal	Job Title cannot be blank
Employment Type	If Work Status = ACTIVE, or ACTIVW **and** Employment Type = NULL	Fatal	Invalid Employment Type. Must equal “PT” or “FT”
	If Work Status = ACTIVE or ACTIVW **and** Employment Type <> PT or FT	Fatal	Invalid Employment Type. Must equal “PT” or “FT”
Wage Type	If Work Status = ACTIVW **and** Wage Type = NULL	Fatal	Invalid Wage Type. Must equal “SA”, “HR”, or “PD”

Field	Condition(s)	Error Type	Message/Event
	If Work Status = ACTIVE or ACTIVW **and** Wage Type <> SA, HR, or PD	Fatal	Invalid Wage Type. Must equal “SA”, “HR”, or “PD”
Work Status	If NULL	Fatal	Invalid Work Status.
	If Work Status <> ACTIVE, ACTIVW, SABTLC, ACTMLC, SSLWCC, SSLSSC, STUDYC, EXCHGC, UNIONC, ACTMLN, SSLWCN, SSLSSN, STUDYN, EXCHGN, WKCMPN, LEAVEN, TRMNTN, or DECESD	Fatal	Invalid Work Status
	If Work Status = ACTMLC **and** Work Status Start Date is greater than 6/30/2013	Fatal	ACTMLC Contract Start Date cannot be after 6/30/2013
	If Work Status = ACTMLN **and** Work Status Start Date is greater than 6/30/2013	Workflow	Upon submission/ approval of manual/uploaded Contract Record, a USERRA LEAVE workflow will either be created or updated as described below: 1) If there is an existing open USERRA LEAVE workflow for the member where the ‘Leave Start Date’ in the WF datasheet is within (plus or minus) 30 days of the ACTMLN Contract Record Start Date, then do all of the following: a. Add a comma behind the existing 'Employer Number' datasheet value in the workflow and then the employer code from the contract record being submitted. b. If the contract record being submitted has a Start Date that is

Field	Condition(s)	Error Type	Message/Event
			earlier than the existing 'Leave Start Date' datasheet value in the workflow, then replace the value in the workflow with the Start Date from the contract record being submitted; otherwise, leave the existing value in the workflow. c. Trigger a new 'Verify Contract Record Start Date' step. 2) Otherwise, create a new USERRA LEAVE workflow and trigger a 'Verify Contract Record Start Date' step. Also populate the 'Employer Number' datasheet field in the workflow with the employer code and the 'Leave Start Date' datasheet field with the Start Date of the ACTMLN contract record being submitted.
	If Work Status = ACTIVE, SABTLC, ACTMLC, SSLWCC, SSLSSC, STUDYC, EXCHGC, UNIONC, ACTMLN, SSLWCN, SSLSSN, STUDYN, EXCHGN, WKCMPN, LEAVEN, TRMNTN **and** V3 Member Status = Retired	Fatal	Retired member. Please contact your ESC Regional Representative for instructions.
	If Work Status = DECESED	Workflow	Triggers Death Processing Workflow

Field	Condition(s)	Error Type	Message/Event
Work Status Start Date	If NULL or all zeroes	Fatal	Invalid Work Status Start Date. Must be in MMDDYYYY format.
	If less than 8 digits	Fatal	Invalid Work Status Start Date. Must be in MMDDYYYY format.
	If invalid date format	Fatal	Invalid Work Status Start Date. Must be in MMDDYYYY format.
	For all Work Statuses. if Work Status Start Date is < 7/1/2004	Fatal	- If the contract record has been uploaded display error message: Start Date cannot be earlier than 07/01/2004. Please contact your ESC Regional Representative for instructions if you need to enroll a member with a Start Date prior to 07/01/2004. - If the contract record has been entered manually display error message: Work Status Start Date should not be earlier than July, 2004
	If Work Status Start Date is < Date of Birth plus 11 years. (Member must be 11 or older.)	Fatal	Invalid Work Status Start Date. Member must be greater than 10 years of age.
	If contract record Start Date is greater than current month plus 6 months	Fatal	Start Date cannot be more than 6 months in the future.
Work Status End Date	If less than 8 digits	Fatal	Invalid Work Status End Date. Must be in MMDDYYYY format.

Field	Condition(s)	Error Type	Message/Event
	If invalid date format	Fatal	Invalid Work Status End Date. Must be in MMDDYYYY format.
	If Work Status End Date is < Work Status Start Date	Fatal	The Work Status End Date must be greater than or equal to the Work Status Start Date.
Expected Months	If Work Status not = Terminated and not = Deceased, then Expected Months cannot be >12	Fatal	Expected Months must be "9 - 12".
	If Work Status not = Terminated and not = Deceased, then Expected Months cannot be NULL or zero	Fatal	Expected Months must be "9 - 12".
	If Work Status not = Terminated and not = Deceased **and** Expected Months is not NULL and not zero **and** Expected Months is <= 12 **then** Expected Months should be 9, 10, 11, or 12	Exception	Expected Months should be "9 - 12".
Expected Units	If Work Status not = Terminated and not = Deceased **and** Wage Type is SA or PD and Expected Units is > 365	Fatal	Expected Units must be "180-275".
	If Work Status not = Terminated and not = Deceased **and** Wage Type = HR **then** Expected Units cannot be NULL or zero.	Fatal	Expected Units must be "900" or greater.
	If Work Status not = Terminated and not = Deceased **and** Wage Type = SA or PD **then** Expected Units cannot be NULL or zero.	Fatal	Expected Units must be "180" or greater.
	If Work Status not = Terminated and not = Deceased **and** Wage Type = HR **then** Expected Units must be >= 900 and <= 2,600	Exception	Expected Units should be"900-2,600".
	If Work Status not = Terminated and not = Deceased **and** Wage Type = SA or PD **and** Expected Months => "9" **then** Expected Units must be => 180	Fatal	Expected Units must be "180" or greater.

Field	Condition(s)	Error Type	Message/Event
	If Work Status not = Terminated and not = Deceased **and** Wage Type = SA or PD **and** Expected Months = “10” **then** Expected Units should be between 180 and 217	Exception	Expected Units should be “180-217”.
	If Work Status not = Terminated and not = Deceased **and** Wage Type = SA or PD **and** Expected Months = “11” **then** Expected Units should be between 200 and 230	Exception	Expected Units should be “200-230”.
	If Work Status not = Terminated and not = Deceased **and** Wage Type = SA or PD **and** Expected Months = “12” **then** Expected Units should be between 231 and 275	Exception	Expected Units should be “231-275”.
	If Work Status not = Terminated and not = Deceased **and** Wage Type = HR **and** Expected Months = 9 **and** Expected Units is >= 900 and <= 2600, **then** Expected Units should be between 900 and 1440	Exception	Expected Units should be “900 – 1440”
	If Work Status not = Terminated and not = Deceased **and** Wage Type = HR **and** Expected Months = 10 **and** Expected Units is >= 900 and <= 2600, **then** Expected Units should be between 1000 and 1600	Exception	Expected Units should be “1000 – 1600”
	If Work Status not = Terminated and not = Deceased **and** Wage Type = HR **and** Expected Months = 11 **and** Expected Units is >= 900 and <= 2600, **then** Expected Units should be between 1100 and 1760	Exception	Expected Units should be “1100 – 1760”

Field	Condition(s)	Error Type	Message/Event
	If Work Status not = Terminated and not = Deceased **and** Wage Type = HR **and** Expected Months = 12 **and** Expected Units is >= 900 and <= 2600, **then** Expected Units should be between 1200 and 2100	Exception	Expected Units should be "1200 – 2100"
Voting Status	If Work Status = ACTIVE **and** Voting Status = NULL	Fatal	Invalid Voting Status. Must be "Y" (Certified) or "N" (Non-Certified).
	If Work Status = ACTIVE **and** Voting Status <> "Y" or "N"	Fatal	Invalid Voting Status. Must be "Y" (Certified) or "N" (Non-Certified).
BOC Flag	If Work Status = TRMNTN or DECESD **and** BOC Flag is NULL	Fatal	Invalid BOC Flag. BOC Flag must equal "Y" or "N"
	If Work Status = TRMNTN or DECESD **and** BOC Flag <> Y or N	Fatal	Invalid BOC Flag. BOC Flag must equal "Y" or "N"
	If BOC Flag or Outstanding Service Flag = Y **and** BOC/Svc End Date = NULL	Fatal	Invalid BOC Flag. BOC Flag and Outstanding Service Flag mismatch.
BOC/Svc End Date	If BOC Flag or Outstanding Service Flag = Y **and** BOC/Svc End Date < 6 digits	Fatal	Invalid BOC/Svc End Date. Must be in MMYYYY format.
	If invalid date format	Fatal	Invalid BOC/Svc End Date. Must be in MMYYYY format.
	If Work Status = TRMNTN or DECESD **and** BOC/Svc End Date > the month of TRMNTN/ DECESD Contract Record Start Date plus 3 months.	Fatal	BOC End Date cannot be more than 3 months in the future.
Outstanding Service Flag	If Work Status = TRMNTN or DECESD **and** Outstanding Service Flag = NULL	Fatal	Invalid Outstanding Service Flag. Must equal "Y" or "N"
	If Work Status = TRMNTN or DECESD) **and** Outstanding Service Flag <> Y or N	Fatal	Invalid Outstanding Service Flag. Must equal "Y" or "N"

V3 Error Processing - Fatal/Exception/Successful Processing Logic

The System will continue processing the record even when a fatal error is encountered so that all the errors can be reported back to the employer as a whole and the employer will only need to fix all the records once. The V3 Import Module and Employer Web GUI will comma delimit the errors. If a record contains fatal errors and exceptions all the errors will appear under the Fatal Error Category in the Import Module. Employers can view the Error Processing Status (i.e., fatal, exception, successful) for each record via the Contract Record Web Application.

Successful Processing

If the required field validation rules are satisfied, the System will update the member's Contract History and/or create a new Contract Record where appropriate. Contract Record Audit History record(s) will be written to track the following information: Source of the change *(e.g., username, system, or employer code and employer admin login),* Inserted Date, Inserted By *(e.g., username, system, or employer code and employer admin login)*, Updated By *(e.g., username, system, or employer code and employer admin login)*, and Updated Date.

Conversion Rules

These conversion rules apply to all Contract Records, except for Terminated and Deceased, at the time the Contract Records are approved by the employer:

- If a school employee is Full Time:

  1. If the Expected Months are less than 9, regardless of Wage Type,
     Then convert them to 10 at the time the data is stored in V3

  2. If the Expected Units on a Salaried or Per Diem Contract Record are less than 180,
     Then convert them to 180 at the time the data is stored in V3

  3. If Expected Units on an Hourly Contract Record are less than 900,
     Then convert them to 1100 at the time the data is stored in V3

- If a school employee is Part Time:

  1. If the Expected Months are less than 9, regardless of Wage Type,
     Then convert them to 10 at the time the data is stored in V3

  2. If the Expected Units on a Salaried or Per Diem Contract Record are less than 180,
     Then convert them to 180 at the time the data is stored in V3

  3. If Expected Units on an Hourly Contract Record are less than 1100,
     Then convert them to 1100 at the time the data is stored in V3

Contract Record Corrections

The employer can only enter Work Status End Date for Contract Records previously submitted by them. The Work Status End Date cannot be earlier than the Work Status Start Date. In addition, the employer will not have the ability to edit a Contract Record built as part of Conversion. PSERS staff will be able to edit all fields on the Contract Record GUI including the records built as part of Conversion.

An historical trail of the "fixed" Contract Records will not be stored in the System. For example: if a Contract Record File had a total of 10 records with 3 rejected and the employer then corrected the 3 records in error, there will be no "audit trail" of the error(s) that were associated to the Contract Record File.

V3 will maintain one overall Eligible Job Title Factor Table. For non-charter schools, the Job Title must be found under the "All Non-Charter" Employer Code or the employer's specific Employer Code (e.g., 7190, etc.).

If the School Type is "Charter", the Job Title must be found only under the specific Employer Code and not the Employer Code of "All Non-Charter."

SAMPLE: Eligible Job Title Factor Table

Employer Code	Job Title	Start Date	End Date
All Non-Charter	ACCOUNTING ASSOCIATE		
All Non-Charter	ACCOUNTS PAYABLE SPECIALIST		
123456	ADMINISTRATIVE SECRETARY		

C) Employers can also submit a PSERS Membership Eligibility Questionnaire. The membership eligibility determination will not be made by the System but will create an Eligibility Determination Workflow to track the process. Eligibility will be determined at the job title level for a school, not at the member level.

D) Waiver Processing - Eligibility Determination

The member's request for membership waiver will be initiated via the Contract Record (Work Status = ACTIVW). The Contract Status will also be used to track the "status" of the member's request to waive membership (i.e., Pending Waiver, Waiver Denied, and Waived). V3 will reject waiver requests that fail to meet PSERS defined validation rules (e.g., requesting to waive a full time position, etc.). See Contract Record Processing Section for additional details. Conversely, V3 will never automatically approve a membership waiver request (i.e., set Contract Status to Waived). Instead, a Waiver Determination Workflow will be initiated to send the employee a PSERS Membership Waiver form and track its turnaround for PSERS staff to review. PSERS staff will determine whether the employee is "eligible" or "ineligible" to waive PSERS membership and indicate their determination through the Waiver

Determination Workflow. The System will then update the Contract Status appropriately based on the Waiver Determination Workflow Step "update".

The examples below will illustrate when the V3 Import Module will reject the membership waiver request versus initiating a Waiver Determination Workflow (i.e., set Contract Status to Pending Waiver). The events after the Contract Status update to "Pending Waiver" are determined by the Waiver Determination Workflow Spec and not part of the V3 Import Module logic.

Membership Waiver Logic Rules

1. Employment Type must equal "PT".
2. An annuitant (i.e., Member Status = Retired) returning to "active" school employment cannot waive PSERS membership (i.e., check Member Status history). An annuitant cannot return to school service without loss of annuity.
3. PSERS membership continues until termination of service.
4. Once enrolled (part-time or full-time), a member cannot waive membership prospectively unless there is a termination of service.
    a. Exception: If the employee is with multiple school districts and each position is eligible to waive membership then the employee may contribute in one district but waive in the other for the current school year. If the contributing position is not terminated prior to the following school year, the waived position is no longer valid and the employee must contribute and a new Contract Record is required from that employer.
5. When multiple Contract Records occur in the same school year for the same employer, one waiving membership and one not, the waiver determination is made using the earliest employment date.
6. A PSERS Membership Waiver form must be completed for each waiver request per employer.
7. Once a Contract Status is set to "Eligible", the employee is deemed a member of PSERS; however, membership can be rescinded if a waiver request is eligible and received within 30 days of the first day of employment.
8. Waivers received prior to membership will remain in effect for the entire school year. That service can never be purchased.

E) V3 Updates and Record Processing - If no fatal errors exist on the Contract Record File, several V3 events will occur:

1. Add/update a Contract Record in the Contract History Tab in the V3 Member Module. *Note: Demographic Record Import must be processed prior to contract record file. Demographic Record Import creates new member records.*

2. Membership Class Table Updates
3. Leave Code Processing
4. Member Status Updates
5. PSERS Membership Date Logic
6. Member/Employer Correspondence

Revised 06/24/2014

3. Work Reports

Format for Work Report Files – Specification

Business Overview

The employers will electronically submit work reports (salary, contributions, and service) on a monthly basis. In most cases, the information from the employers is extracted from their payroll and/or human resource systems. Even though several payroll cycles (weekly, bi-weekly, semi-monthly, and monthly) exist, the outer cycle is monthly and the inner reporting cycle is also monthly. Within the monthly work report, a member record should exist for each Wage Type (Salaried, Per Diem, Hourly) and each fiscal year. **Note: if a member has multiple contract records for the same wage type for one employer, then the employer for this member should report only one work report detail record per wage type.** At a high level, the information received on the work report supports several key business areas:

1) Provides salary and service as input for FAS calculation.
2) Provides member deductions for POS installments.
3) Allows employers to report unpaid wages and contributions for POS calculations.

The member's contribution rate is determined by the member's enrollment date (which is now based on the contract date) – i.e., when did this member join PSERS – as well as the member's Breaks in Service. The framework of the work report is to provide salary/wage and service information in as timely a manner as possible. Most members should have salary/wage information provided monthly. The corresponding service information (hours and days) should accompany the salary/wage information in most cases (always when wage type is per diem or hourly) except for during the summer months. Several employers can only provide service information at the fiscal year end for salaried members. For pension calculations, PSERS only needs the information assigned to a given fiscal year, which runs from 7/1 to 6/30. Consequently, the period start and stop dates in V3's work history tab may only represent paid dates, but will always be associated to the correct fiscal year earned.

V3 Contribution Processing Logic

Only one V3 Agreement exists for PSERS because each school remits work reports on a monthly basis. The wage type on the work report maps to the V3 job category. For each member on the report, V3 determines the member's contribution rate.

The Employer Accounts module has 4 receivable funds that feed into the 3 PSERS' General Ledger (G/L) funds:

1. Member Savings Contributions
2. Member POS Installments
3. Employer Share (part of Employer Contribution Group Fund)
4. Employer Premium Assistance (part of Employer Contribution Group Fund)

The Member Saving Contribution Due Amount will be calculated by the system. If the employer incorrectly reports the member's contributions, the system will still credit the participant account with the proper contribution amount and hold the employer liable for the calculated amount and not the reported amount (an exception message will be passed back to the employer.

The Member POS Installment information will be passed directly to the Participant Account and credit the member's POS due amount. If the POS Installment is included in a Work Report, the installment is treated as if it was received on the date the employer's money is due to PSERS (the 10th of the month following the month the Work Report is for; for example, if the installment is reported in the November Work Report, the payment date is treated as December 10, regardless of when the Work Report is actually received). If the POS Installment is included in a Work History Adjustment, the installment is treated as if it was received on the date the Release Reports Batch processed the Work History Adjustment. Because the employer collected the money, the receivable is created in the Employer Accounts module.

Similarly, the Employer's Contribution Amount, which consists of both the Employer Share and Premium Assistance, will be determined using the same V3 agreement. The Employer will be billed for the total due amount (Employer Share including Employer Premium Assistance) but the system will track the receivables separately. When the employer money comes in, the system will split it accordingly into the Employer Contribution and the Employer Premium Assistance Receivable Funds. The rate formula will also determine if the entity is non-school in order to split the due amount according to the Commonwealth subsidy percentage that is in effect. Certain types of POS triggered in the Member Account module will create a receivable in the Employer Share and possibly Employer Premium Assistance depending on the type and date of purchase. Lastly, the Employer Share and Premium Assistance funds will be combined into the Employer Contribution Group Fund – this visually allows the user to see the combined balance of the two funds or each fund at a detail level.

The Commonwealth Share and Premium Assistance receivables will be created when the entity is non-school in a similar fashion as the corresponding Employer components. **Note: V3 will NOT generate an**

Invoice (Employer Statement of Account) for the Commonwealth of PA but will send transactions to the G/L system.

Sample Employer Account:

			Employer Contributions Group Fund					
	Member Savings Contribution		Employer Share		Employer Premium Assistance		Member POS Installments	
Transaction	**Due**	**Paid**	**Due**	**Paid**	**Due**	**Paid**	**Due**	**Paid**
Jan Report	$1,000		$90		$10			

Work Reports Versus Work History Adjustments

There will be two separate reporting files: one for regular Work Reports and another for Work History Adjustments. Employers must remit the Contributions and POS Installments that they withheld from their employees' paychecks by the 10th of the month after they were withheld; this essentially means that payment for each Work Report is due by the 10th of the month following the month to which the Work report applies. PSERS strongly encourages employers to submit their Work Reports by this same due date, but there is no legislative mandate to require this.

> **Example:** July's payment is due to PSERS by August 10th. PSERS requests that employers also submit the July Work Report by August 10th. Employers are given until the 20th of the month to correct their mistakes on the Work Report, with the goal of approving the Work Report by the 20th of the month. As Work Reports are approved by employers, PSERS releases them to Member Accounts and Employer Accounts via the Release Reports Batch.

The Work History Adjustment file format is to be used when a correction needs to be applied to a released Work Report. The following types of errors require a retroactive lump sum adjustment: errors that cannot be corrected by employer payroll or the member's information across a fiscal year needs to be adjusted. In many cases, employers will not need to send Adjustments because the information will be corrected the next month on their payroll systems; consequently, the corrections will be made in the member's next paycheck and on the next Work Report.

In the Employer Accounts module, there are Work Report transactions and Work History Adjustments (additional transaction types exist, such as delinquency interest, write-offs, etc.). When a Work Report is received, the Report status is initially "Validated" or "Web Pending." While the Work Report is in "Validated" or "Web Pending" status, the employers can continue to make corrections directly to the Work Report. When the employer approves the report, the Status goes to "Pending". Information on a "Pending" work report will appear on the member's Work History tab for viewing. After the employer approves the Work Report, the Release Reports Batch will release the reported information to the Member Accounts module, and the report status will move from “Pending” to “Released”. If the report is “Released”, a user is prevented from making corrections or additions to any transaction. To adjust the member’s history after the month has been released, a Work History Adjustment must be created.

Note: The adjustment amounts on Work History Adjustments are to be treated as the “Difference.” If an existing Work Report for January has a reported salary of $1,000 but the member should have been reported as $1,700 for the month, the next month’s Work Report, or a Work History Adjustment, as appropriate, should be submitted as +$700, so the net amount in V3 will be $1,700. By default, the member’s work history will display only the net amount.

Example #1 – Employer under Reports Salary by $1,000 (assume 10% contribution rate)

Work History Detail (Note: These fields do not represent all the fields on the import/GUI)**:**

Report	Fiscal Yr End	SSN	Salary	Reported Contributions
Dec	2003	222-33-3421	**4,000 (under report by $1,000)**	400
Jan	2003	222-33-3421	6,000	600

Sample Employer Accounts: Detail (Note: These fields do not represent all the fields on the import/GUI)**:**

Trans Id	Member Savings Contributions			
	Reported	**Due**	**Paid**	**Balance**
Dec WH Rpt	$4,000	$400		(400)
Jan WH Rpt	$6,000	$600		(600)

Sample Member Account

Trans Id	Member Savings Contributions		
	Credit	Debit	Balance
Dec WH Rpt	$400		
Jan WH Rpt	$600		+ $1,000

<u>**Assumptions**</u>

1. The member was underpaid in December by $1,000 and will have their salary adjusted by the employer during the next payroll cycle (January).
2. The employer and V3 will calculate the contributions based on the correct contribution rate and salary reported in their respective months, so receivables are established correctly.

3. For FAS, the member's salary/contributions/service will be applied toward the right fiscal year.

4. PSERS will not really know that the employer corrected the member's salary in this scenario, but the benefit calculation is not impacted.

5. In this example, a V3 Work History Adjustment is not needed because the employer submitted both Work Reports for the same fiscal year.

6. The same rules would apply if the member was overpaid one period and then corrected the next payroll cycle by being underpaid.

7. If the salary adjustment needs to occur across a fiscal year, then the employer does need to send a Work History Adjustment record.

8. If the salary adjustment needs to be reported as a net (total) negative amount, then the employer does need to send a Work History Adjustment record.

Example #2 – Employer Incorrectly Calculates Contribution Rate (assume 10% contribution rate)

Work History Detail (Note: These fields do not represent all the fields on the import/ GUI)**:**

Report	Fiscal Yr End	SSN	Salary	Reported Contributions
Dec	2003	222-33-3421	$5000	**$400 (should have been $500)**
Jan	2003	222-33-3421	$5000	$ 600

Sample Employer Accounts: Detail (Note: These fields do not represent all the fields on the import/GUI)**:**

Trans Id	Member Savings Contributions			
	Reported	Due	Paid	Balance
Dec WH Rpt	$400	$500	$400	
Jan WH Rpt	$600	$500	$600	

Sample Member Account

Trans Id	Member Savings Contributions		
	Credit	Debit	Balance
Dec WH Rpt	$500		
Jan WH Rpt	$500		+ $1000

Assumptions

1. The employer uses the wrong rate to calculate the member's contribution.
2. The employer corrects the contribution amount on the next payroll cycle.
3. V3 credits the Member Accounts module with the calculated contribution amount and not the reported amount.

a. This creates an exception condition reported back to the Employer. Note: The exception message is displayed on the Employer Web screen as soon as the employer enters and saves the report.

4. V3 creates the Employer Account receivable based on the reported salary amount and the V3 correct contribution rate.

5. The same rules would apply if the employer's reported member contributions are over or under the V3 calculated Contribution Amount.

6. No Work History Adjustment record is needed from the employer; this becomes strictly a financial obligation from the Employer to PSERS and not a reporting issue.

The list below describes the scenarios when an employer needs to submit a Work History Adjustment and the associated reason codes. These adjustments will be reflected on the Employer Statement of Account. Separate Work History Adjustments are required whenever a member's information crosses a fiscal year.

1. **Payroll Correction** (code = SALARY) – A change is needed to salary and/or contributions across a fiscal year. This code is also used within a fiscal year when the employer can't correct the mistake via their normal payroll cycle.

2. **Contract Error** (Code = CNTRACT) – Work Report was received by PSERS without this member's financial information because the employer was unable to submit the Contract Record prior to releasing the monthly Work Report for this member.

3. **Lump Sum/Retro Pay Adj** (Code = LMPSUM) – Indicates a non-court-awarded adjustment across fiscal years. The employer must submit separate records for each fiscal year and/or contribution rate. The employer will need to report the positive or negative difference for the period.

   For example, if the employer previously reported salary of $200 per month for March through June but the member should have earned $250 per month over this period:

   Original Work Report for FY 2012

March	April	May	June
$200	$200	$200	$200

   The employer will need to send a Work History Adjustment with a difference of +200 for the period. V3 will then apply this amount to June of the fiscal year the Work History Adjustment is for. The result will then look like:

Adjustment File submitted in June 2012 for FY 2012

March	April	May	June	
$+0	$+0	$+0	$+200	= $+200

Net in member work history and Participant Account:

March	April	May	June	
$200	$200	$200	$400	= $1,000

4. **Service Adjustments** (Code = SVCADJ) – Information about days and/or hours needs to be moved to a different fiscal year. This code is also used within a fiscal year when the employer can't correct the mistake via their normal payroll cycle. Service adjustments are maintained similarly to salary adjustments – those crossing fiscal years will need to be reported to PSERS as separate records; otherwise, corrections can be made through the employer's normal payroll cycle.

   - If the adjustment is to correct service associated with salary/wages reported in the ***WNC*** (Wages No Contributions) field, then the SVCADJ must contain $.01 in the WNC field.

   - If the adjustment is to correct service associated with salary/wages reported in the ***Base, URCC, OT, and/or SUP*** field, then the SVCADJ must not contain any wages.

     Note: If this adjustment includes a change to salary, then use the SALARY code instead.

5. **Late** (Code = LATRPT) – If an employer failed to send or correct member information on a Work Report and the corresponding Work Report has been released. All other codes supersede this one, therefore; it should only be used when the other reason codes are not applicable.

6. **POS Correction** (code = MEMPOS) – Change to the member's monthly POS installment amount across a fiscal year. This code will also be used within a fiscal year when the employer can't correct the mistake via their normal payroll cycle.

   Note: If this adjustment includes a change to salary, then use the SALARY code instead.

7. **Uncredited money and service** (code = UNCRDT) – This typically occurs as an administrative error when the employer forgets to report an individual – contributions may or may not have been withheld. If the contributions were withheld from the member, then the contributions are due in the Employer Account across the Member Contribution, Employer Share, and Employer PA funds. If contributions were not withheld, then the member needs to purchase the service.

8. **Court Award** (Code = CAWARD) – Arbitration relating to a rate grievance, improper termination, etc. PSERS must review the court award/order before releasing any information to the Employer or Member Accounts. If the court award spans multiple fiscal years and/or contribution periods, then the employer must submit an adjustment record for each fiscal year and/or contribution period with the corresponding salary and service. V3 will set the status of these reports to "Hold" for PSERS to manually determine the supporting documentation has been received and analyzed. The Release Reports Batch will ignore these types of adjustments until the report status has been changed to "Open."

   709 Form - This occurs very infrequently and is when the member fails to meet their leave of absence obligation. The employer can request credit for both employer and member contributions. The member's Account should be reversed. This scenario will be handled manually in the Employer Accounts module and the Member Accounts module. The *709 Form* (PSRS-709) form can be obtain under the Forms menu on PSERS Employer Web.

The following section contains the record layout for both the Work Report and Work History Adjustment files. Note that this spec describes the layout that employers use when submitting Work Reports / Adjustments.

Employer Work Report Header Record

Key For R/O/C Column:

R = Required

O= Optional

C = Conditional

Field	R/O/C	Bytes	Start	Format/Values	Sample	Comments
Header Record Type	R	1	1	R=Work Report	R	Identifies file type
Employer Code	R	6	2	Numeric	003456	Unique Employer ID Right-justified; zero-padded left.
Reporting Period Date	R	6	8	Date MMYYYY	052003	Employer reporting period used to track work report and payment due date. Used as the work report trans-identifier. For example WH Report 05-2003

Field	R/O/C	Bytes	Start	Format/Values	Sample	Comments
Detailed Record Count	R	6	14	Numeric 000000	002680	Total number of detail records for this header record type. Right-justified; zero-padded left.
Base Total	R	12	20	Numeric #########.##	666777888.99	Total Base of detail records for this header record type. Decimal is NOT implied. Right justified; zero-padded left.
Unpaid Retirement Covered Compensation Total	R	12	32	Numeric #########.##	666777888.99	Total Unpaid Retirement Covered Compensation of detail records for this header record type. Decimal is NOT implied. Right justified; zero-padded left.
Overtime Total	R	12	44	Numeric #########.##	666777888.99	Total Overtime of detail records for this header record type. Decimal is NOT implied. Right justified; zero-padded left.
Supplemental Total	R	12	56	Numeric #########.##	666777888.99	Total Supplemental of detail records for this header record type. Decimal is NOT implied. Right justified; zero-padded left.
Wages No Contribution Total	R	12	68	Numeric #########.##	666777888.99	Total Wages No Contribution of detail records for this header record type. Decimal is NOT implied.

Field	R/O/C	Bytes	Start	Format/Values	Sample	Comments
						Right justified; zero-padded left.
Member POS Installment Total	R	12	80	Numeric #########.##	666777888.99	Total Member POS Installment of detail records for this header record type. Decimal is NOT implied. Right justified; zero-padded left.
Excess Salary Total	R	12	92	Numeric #########.##	666777888.99	Total Member Excess Salary of detail records for this header record type. Decimal is NOT implied. Right justified; zero-padded left.
Non-Retirement Covered Comp Total	R	12	104	Numeric #########.##	666777888.99	Total Member Non-Retirement Covered Compensation of detail records for this header record type. Decimal is NOT implied. Right justified; zero-padded left.
Create Date and Time	R	12	116	Date MMDDYYYYHHMM	102520031300	File creation date and time. Sample was created on October 25, 2003 at 1 pm

All fields are required. "**Start**" indicates what column that field begins in on the header line. "**Bytes**" indicates how many bytes (characters) are in the field. All fields are a fixed-length.

Example Work Report: The following sample Work Report header uses the information as shown in the above table:

R002345002680102520061400

In this example, a Work Report File from Employer 002345 is being submitted with 2,680 records in it. The file was created on October 25, 2006, at 14:00 (2:00 p.m.).

Record Lines in the Work Report File

Each Work Report or Work History Adjustment must consist of a single line of information, in the following format:

Work Report Detail Record

Field	R/O/C	Bytes	Start	Format/Values	Sample	Comments
Member SSN	R	9	1	Numeric	123456789	Right-justified; zero-padded left.
Member DOB	R	8	10	Date MMDDYYYY	04121980	Member's Date of Birth
Fiscal Year Ending	R	4	18	Date YYYY	2003	The fiscal year in which the salary and service were earned. Used to assign salary and service to the appropriate year for FAS purposes. Addresses balance of contract issue.
Wage Type	R	2	22	Alpha SA = Salary PD = Per Diem HR = Hourly	SA	Member's Wage Type. Used to validate additional values on the work report. Used to support FAS calculation.
Work Status	R	6	24	ACTIVE ACTIVW SABTLC ACTMLC SSLWCC SSLSSC STUDYC EXCHGC UNIONC ACTMLN SSLWCN SSLSSN STUDYN EXCHNGN	ACTIVE	Employers should use the code that is effect at the end of the month and matches the contract record. • Actively working (contributing or non-contributing)- ACTIVE • Waiver Request - ACTIVW • Sabbatical - SABTLC • Paid Activated Military - ACTMLC • Paid Special Sick Leave : o Worker's Comp - SSLWCC o School Sponsored -

Field	R/O/C	Bytes	Start	Format/Values	Sample	Comments
				WKCMPN LEAVEN TRMNTN DECESD		SSLSSC • Paid Professional Study - STUDYC • Paid Exchange Teacher - EXCHGC • Paid Collective Barg Unit - UNIONC • Unpaid Activated Military - ACTMLN • Unpaid Special Sick Leave : o Worker's Comp- SSLWCN o School Sponsored- SSLSSN • Unpaid Professional Study - STUDYN • Unpaid Exchange Teacher - EXCHGN • Worker’s Comp Leave - WKCMPN • Any Other Leave not Listed - LEAVEN • Termination – TRMNTN • Deceased - DECESD
Base	C	9	30	Numeric ######.##	005000.00	Money earned during standard work hours for job title from the corresponding contract record. (i.e. Teacher’s Mon-Fri work). If Work Status = ACTIVE and Supplemental AND Wages No Contribution are zero, then Base must be > 0. If Work Status = ACTMLC, STUDYC, EXCHGC AND Unpaid Retirement Covered Compensation is zero, then Base must be > 0 If work status field is SABTLC,

Field	R/O/C	Bytes	Start	Format/Values	Sample	Comments
						then base cannot be zero. Decimal not implied. Right justified; zero-padded left.
Unpaid Retirement Covered Compensation	C	9	39	Numeric ######.##	005000.00	Wages not paid to the member but member makes contributions. If work status = SABTLC, then Unpaid Retirement Covered Compensation cannot be zero. If work status in (ACTMLC, STUDYC, EXCHGC, SSLWCC, UNIONC, SSLSSC) and Base is zero then Unpaid Retirement Covered Compensation field cannot be zero. Decimal not implied. Right-justified; zero-padded left.
Over Time	O	9	48	Numeric ######.##	000100.00	Money earned during non-standard work hours for job title from the corresponding contract record. (e.g., Teacher lecturing on a Sat). Decimal not implied. Right justified; zero-padded left.
Supplemental	O	9	57	Numeric ######.##	000100.00	Money earned for responsibilities outside of contract job title (e.g. teacher collecting tickets at a football game). Decimal not implied. Right justified; zero-padded left
Contributions	C	9	66	Numeric ######.##	000350.00	Member's retirement contributions based upon the employer's payroll information. If Base, Supplemental, Overtime, or Unpaid Retirement Covered Compensation are not zero, then contributions field cannot

Field	R/O/C	Bytes	Start	Format/Values	Sample	Comments
						be zero. Decimal not implied. Right justified; zero-padded left.
Hours	C	4	75	Numeric ####	0160	Hours worked associated to salary/wage for the pay period. Required for Hourly Wage Type. If Wage Type = HR AND (Contributions > 0 or Wages No Contribution > 0) then Hours must be > 0, else optional.
Days	C	6	79	Numeric ###.00	020.00	The days worked associated to the pay period. If Wage Type = PD AND (Contributions > 0 or Wages No Contribution > 0) then Hours must be > 0, else optional. Optional monthly reporting for Salaried Wage Type. Required annually if not reported monthly for Salaried Wage Type because some employers can only report a total amount at year-end or termination. Decimal not implied. Right justified; zero-padded left.
Wages No Contribution	C	9	85	Numeric ######.##	000100.00	For non-contributing employees on unpaid leave, this field represents salary/wages that would have been paid had the employee not been on unpaid leave. For an hourly or per diem wage type employee who is not contributing until and unless they meet the minimum service qualifications, this field should

Field	R/O/C	Bytes	Start	Format/Values	Sample	Comments
						represent the salary/wages that the hourly or per diem employee is paid. Note: FT and SA positions are qualified from Day 1 If work status in (ACTMLN, SSLWCN, SSLSSN, STUDYN) field must be > 0 If work status = ACTIVE and Wage Type = HR or PD and Base = Zero field must be > 0 [NOTE: THE EMPLOYER DOC HAS THIS VALIDATION USING WAGE TYPE = SA] Decimal not implied. Right justified; zero-padded left.
Member POS Installment	O	9	94	Numeric ######.##	000100.00	Member's monthly POS installment used to reduce receivable in Participant Account module. Decimal not implied. Right justified; zero-padded left.
Excess Salary	C	9	103	Numeric ######.##	000100.00	If Work Status = ACTIVE and Base exceeds the 401(a)(17) limitation, then Base must not be greater the 401(a)(17) limitation and Excess Salary must ≥ 0 Salary in excess of contributions base Note: If Work Status = ACTIVE and there is any positive amount entered on Excess Salary field, the system will accept it as a valid record, and post the value to Work History. This value will not be considered when calculating Member Savings Due Amounts, Employer Share, or Employer Premium Assistance.

Field	R/O/C	Bytes	Start	Format/Values	Sample	Comments
						Decimal not implied. Right justified; zero-padded left.
Non Retirement Covered Comp	O	9	112	Numeric ######.##	000100.00	Optional reporting bucket for non-retirement covered comp (i.e., payment of unused sick time, bonus pay, etc). Decimal not implied. Right justified; zero-padded left.
Filler	R	7	121	Spaces		Filler. Space filled to match header record length.

Employer Work History Adjustment Header Record

Key For R/O/C Column:

R = Required

O= Optional

C = Conditional

Field	R/O	Bytes	Start	Format/ Values	Sample	Comments
Header Record Type	R	1	1	A= Adjustment	A	Identifies file type
Employer Code	R	6	2	Numeric	003456	Unique Employer ID Right-justified; zero-padded left.
Record Count	R	6	8	Numeric 000000	002680	Total number of detail records for this header record type. Right-justified zero-padded left.
Base Total	R	12	14	Numeric #########.##	666777888.99	Total Base of detail records for this header record type. Decimal is NOT implied. Right justified; zero-padded left. If negative, sign must appear in first character.

Field	R/O	Bytes	Start	Format/ Values	Sample	Comments
Unpaid Retirement Covered Compensation Total	R	12	26	Numeric #########.##	666777888.99	Total Unpaid Retirement Covered Compensation of detail records for this header record type. Decimal is NOT implied. Right justified; zero-padded left. If negative, sign must appear in first character.
Overtime Total	R	12	38	Numeric #########.##	666777888.99	Total Overtime of detail records for this header record type. Decimal is NOT implied. Right justified; zero-padded left. If negative, sign must appear in first character.
Supplemental Total	R	12	50	Numeric #########.##	666777888.99	Total Supplemental of detail records for this header record type. Decimal is NOT implied. Right justified; zero-padded left. If negative, sign must appear in first character.
Wages No Contribution Total	R	12	62	Numeric #########.##	666777888.99	Total Wages No Contribution of detail records for this header record type. Decimal is NOT implied. Right justified; zero-padded left. If negative, sign must appear in first character.
Member POS Installment Total	R	12	74	Numeric #########.##	666777888.99	Total Member POS Installment of detail records for this header record type. Decimal is NOT implied. Right

Field	R/O	Bytes	Start	Format/ Values	Sample	Comments
						justified; zero-padded left. If negative, sign must appear in first character.
Excess Salary Total	R	12	86	Numeric #########.##	66677788 8.99	Total Member Excess Salary of detail records for this header record type. Decimal is NOT implied. Right justified; zero-padded left. If negative, sign must appear in first character.
Non-Retirement Covered Comp Total	R	12	98	Numeric #########.##	66677788 8.99	Total Member Non-Retirement Covered Compensation of detail records for this header record type. Decimal is NOT implied. Right justified; zero-padded left. If negative, sign must appear in first character.
Create Date and Time	R	12	110	Date MMDDYYYY HHMM	10252003 1300	File creation date and time. Sample was created on October 25, 2003 at 1 pm **Note: Used for the Trans Identifier. Format is WH Adj YYYY-MM.**
Filler	R	18	122	Spaces		Space filled to match detail record length.

All fields are required. "**Start**" indicates what column that field begins in on the header line. "**Bytes**" indicates how many bytes (characters) are in the field. All fields are a fixed-length.

Example Work History Adjustment: The following sample Work History Adjustment header uses the information as shown in the above table:

A0023450000008102520061400

In this example, a Work Report File from Employer 002345 is being submitted with 8 records in it. The file was created on October 25, 2006, at 14:00 (2:00 p.m.).

Record Lines in the Work History Adjustment File

Each Work History Adjustment must consist of a single line of information, in the following format:

Work Report Adjustment Detail Record

Field	R/O/C	Bytes	Start	Format/Values	Sample	Comments
Member SSN	R	9	1	Numeric	000123456	Right-justified; zero-padded left.
Member DOB	R	8	10	Date MMDDYYYY	04121980	Member's Date of Birth
Reason Code	R	6	18	CNTRCT LMPSUM SVCADJ LATRPT SALARY MEMPOS UNCRDT CAWARD	CNTRCT	Individual's adjustment reason code. Reason codes will also be used to determine the appropriate member and/or employer correspondences. Descriptions of adjustment codes are detailed in Work History Adjustment Sections.
Wage Indicator	C	1	24	"Y", "N", or NULL	Y	Y = Salary paid to the member during the Adjustment Period N= Salary paid to the member this fiscal year The Wage Indicator indicates when the member actually received the money. If Reason Code in (CONTRCT, LMPSUM,

Field	R/O/C	Bytes	Start	Format/Values	Sample	Comments
						LATRPT, SALARY or UNCRDT) then must be Y or N.
Contributions Withheld Flag	C	1	25	"Y" or "N", or NULL	N	• If reason code = (UNCRDT) then must be N. • Otherwise not required
Fiscal Year Ending	R	4	26	Date YYYY	2003	Used to assign salary/wage and service to the appropriate year for adjustment and FAS purposes. Note: The Fiscal Year must be greater than 1919 and less than or equal to the current Fiscal Year.
Wage Type	R	2	30	SA = Salary PD = Per Diem HR = Hourly	SA	Used to validate additional values on the work report.
Work Status	R	6	32	ACTIVW SABTLC ACTMLC SSLWCC SSLSSC STUDYC EXCHGC	ACTIVE	Employers should use the code that is in effect at the end of the month Actively working (contributing or non-contributing)- ACTIVE Waiver Request - ACTIVW Sabbatical - SABTLC Paid Activated Military - ACTMLC Paid Special Sick Leave : Worker's Comp - SSLWCC

Field	R/O/C	Bytes	Start	Format/Values	Sample	Comments
				UNIONC ACTMLN SSLWCN SSLSSN STUDYN EXCHNGN WKCMPN LEAVEN TRMNTN ~~NOWORK~~ DECESD		School Sponsored - SSLSSC Paid Professional Study - STUDYC Paid Exchange Teacher - EXCHGC Paid Collective Barg Unit -UNIONC Unpaid Activated Military - ACTMLN Unpaid Special Sick Leave : Worker's Comp- SSLWCN School Sponsored- SSLSSN Unpaid Professional Study - STUDYN Unpaid Exchange Teacher -EXCHGN Worker's Comp Leave - WKCMPN Any Other Leave not Listed - LEAVEN Termination – TRMNTN ~~Employed, but not working – NOWORK~~ Deceased- DECESD
Base	O	10	38	Numeric Signed -######.##	0005000.00	Decimal not implied. Right justified; zero-padded left. If the employer is reporting a negative amount the "-" should precede the money amount. Difference amount.

Field	R/O/C	Bytes	Start	Format/Values	Sample	Comments
Unpaid Retirement Covered Compensation	O	10	48	Numeric Signed -######.##	0005000.00	Wages not paid to the member, but the member makes contributions. Decimal not implied. Right justified; zero-padded left. If the employer is reporting a negative amount the “-” should precede the money amount. Difference amount.
Over Time	O	10	58	Numeric Signed -######.##	-000100.00	Decimal not implied. Right justified; zero-padded left. If the employer is reporting a negative amount the “-” should precede the money amount. Difference amount.
Supplemental	O	10	68	Numeric Signed -######.##	0000100.00	Decimal not implied. Right justified; zero-padded left. If the employer is reporting a negative amount the “-” should precede the money amount. Difference amount.

Field	R/O/C	Bytes	Start	Format/Values	Sample	Comments
Contributions	C	10	78	Numeric Signed -######.##	0000350.00	Member's retirement contributions based upon the employer's payroll information. If the Base, Unpaid Retirement Covered Compensation, Overtime, or Supplemental fields are not zero, then contributions cannot be zero. Decimal not implied. Right justified; zero-padded left. If the employer is reporting a negative amount the "-" should precede the money amount. Difference amount.
Hours	O	5	88	Numeric Signed -####	00160	Right justified; zero-padded left. If the employer is reporting a negative amount the "-" should proceed the hours being reported. Difference amount.
Days	O	7	93	Numeric Signed -###.00	0020.00	If the employer is reporting a negative amount the "-" should proceed the days being reported. Difference amount.
Wages No Contribution	O	10	100	Numeric Signed -######.##	0000100.00	Decimal not implied. Right justified; zero-padded left. If the employer is reporting a negative amount the "-" should precede the money amount. Difference amount.

Field	R/O/C	Bytes	Start	Format/Values	Sample	Comments
Member POS Installment	O	10	110	Numeric Signed -######.##	0000100.00	Decimal not implied. Right justified; zero-padded left. If the employer is reporting a negative amount the "-" should precede the money amount. Difference amount.
Excess Salary	C	10	120	Numeric -######.##	000100.00	If Work Status = ACTIVE and Base exceeds the 401(a)(17) limitation, then Base must not be greater the 401(a)(17) limitation and Excess Salary must ≥ 0 Decimal not implied. Right justified; zero-padded left. If the employer is reporting a negative amount the "-" should precede the money amount. Difference amount.
Non Retirement Covered Comp	O	10	130	Numeric -######.##	000100.00	Optional reporting bucket for non-retirement covered comp, ie, payment of unused sick time, bonus pay, etc Decimal not implied. Right justified; zero-padded left. If the employer is reporting a negative amount the "-" should precede the money amount. Difference amount

Error and Exception Definitions

V3 Error Processing - Fatal/Exception/Successful Processing Logic

System will continue processing the record even when a fatal error is encountered in the detail record so that all the errors can be reported back to the employer in entirety and the employer can fix all the records just once. The V3 import module and employer web GUI will identify these errors. If a record contains both fatal errors and exceptions, it will only appear once under the fatal error category in the import module. Employers can view the status (fatal error, exception, successful) of each record on the web.

Field Level Validations:

(F) Fatal = Entire Record Reject and no database insert

(E) Exception = Record created in database but with warning notice

The validations listed in this table support both Work Reports (Record Type R) and Work History Adjustments (Record Type A). If there is a difference in the validation for the supporting record types, the Record Type will be identified. Also, if the validation applies to imported or manually entered records only, that information will be indicated under the Condition(s) column.

Field	Condition(s)	Error Type (F/ E)	Error Message
Header Record	If the Header Record length is incorrect (Imported files only)	**File Reject**	**File Rejected.** Header record has an invalid number of characters.
Header Record Type	If the Header Record Type is not = R) (Imported files only)	**File Reject**	**File Rejected.** File type must be "Work Report"
Detail Record Count	If the header record Detail Record Count doesn't match the V3 record count of the Work Report or Work Adjustment Detail Records (Imported files only)	**File Reject**	**File Rejected** because Detail Record Count does not match the number of Work Report or Work Adjustment Detail records.
Employer Code	NULL	**File Reject**	**File Rejected. Header record has invalid Employer Code.**
	No match	**File Reject**	**File Rejected. Header record has invalid Employer Code.**

Field	Condition(s)	Error Type (F/ E)	Error Message
	If the employer code is not found in the system (Imported files only)	**File Reject**	**File Rejected** because employer code does not match record on file.
Fiscal Year Ending	Record Type= R o If the month and year in the Header Record is July, August, or September, then the Fiscal Year can only be current or the prior Fiscal Year. Example: If the Header Record is July 2005, then the Fiscal Year Detail Record can only be 2005 or 2006. o If the month and year in the Header Record is October through June, then the Fiscal Year can only be the current Fiscal Year. Example: If the Header Record is November 2005, then the Fiscal Year Detail Record can only be 2006.	Record Reject/Fatal	Error - Invalid fiscal year. Must be in current fiscal year
Reporting Period Date	Record Type = R If Null (Imported files only)	**File Reject**	**File Rejected** Report month and year must be specified. Date format must be MMYYYY.
	If Invalid Date Format (Imported files only)	**File Reject**	**File Rejected** Report month and year must be specified. Date format must be MMYYYY.
	Record Type = R If date was previously reported	**File Reject**	**File Rejected** A work report for this period has already been uploaded.
	Record Type= R (Manually created work report) If a work report for the same month and year has already been created.	**File Reject**	Display error message: A work report for this period has already been created.

Field	Condition(s)	Error Type (F/ E)	Error Message
	Record Type = R If date is in the future (Imported files only)	**File Reject**	File Rejected Work Reports in the future cannot be created. Code logic – if work report date is in the future, ----then stop the import process If gd_period_start_date>SYSDATE THEN ROLLBACK TO pre-detail; P_update_status (‘PE’, an_import_header_id, 1, ‘Y’); P_err_msg:=’work reports in the future cannot be created’; RAISE e_stop_processing: End If: Working Example: If the current month is December 2005, and a future date of January 2006 is submitted, the system will reject all work reports that are submitted with a date later than December 2005.
	Record Type = R If date is in the future (Manually created work report)	**File Reject**	Display error message window: “Work Reports in the future can not be created.”
Base Total	If the header record Total Base doesn’t match the V3 sum of all Work Report or Work Adjustment Detail records’ Base (Imported files only)	**File reject**	**File Rejected** because the BASE total in the header record does not equal the sum of the detail records

Field	Condition(s)	Error Type (F/ E)	Error Message
Unpaid Retirement Covered Compensation Total	If the header record Total Unpaid Retirement Covered Compensation doesn't match the V3 sum of all Work Report or Work Adjustment Detail records' Unpaid Retirement Covered Compensation (Imported files only)	**File reject**	**File Rejected** because the URCC total in the header record does not equal the sum of the detail records
Overtime Total	If the header record Total Overtime doesn't match the V3 sum of all Work Report or Work Adjustment Detail records' Overtime (Imported files only)	**File reject**	**File Rejected** because the OT total in the header record does not equal the sum of the detail records
Supplemental Total	If the header record Total Supplemental doesn't match the V3 sum of all Work Report or Work Adjustment Detail records' Supplemental (Imported files only)	**File reject**	**File Rejected** because the SUP total in the header record does not equal the sum of the detail records
Wages No Contribution Total	If the header record Total Wages No Contribution doesn't match the V3 sum of all Work Report or Work Adjustment Detail records' Wages No Contribution (Imported files only)	**File reject**	**File Rejected** because the WNC total in the header record does not equal the sum of the detail records
Member POS Installment Total	If the header record Total Member POS Installment doesn't match the V3 sum of all Work Report or Work Adjustment Detail records' Member POS Installment (Imported files only)	**File reject**	**File Rejected** because the POS total in the header record does not equal the sum of the detail records
Employer Code	NULL (Imported files only)	**File Reject**	**File Rejected** Employer Code not be Blank
	No match (Imported files only)	**File Reject**	**File Rejected** Invalid Employer Code

Field	Condition(s)	Error Type (F/ E)	Error Message
Detail Record	If the header record Detail Record Count doesn't match the V3 record count of the Work Report or Work Adjustment Detail Records	Record Reject/Fatal	File Rejected. Record count in header does not match the number of records in the report.
Member SSN	If Null	Fatal	SSN cannot be blank.
	If No open contract record with matching Wage Type from this employer	Fatal	No contract record on file for this member.
	If Duplicate SSN and Wage Type and Fiscal Year	Fatal	Duplicate records submitted for SSN, Wage type, and Fiscal Year combination. Combination must be unique or combined into one record.
	~~If Work Status = TRMNTN or DECESD~~ ~~and reporting period is > than the BOC/Svc End Date on the Contract Record.~~	~~Exception~~	~~Information reported after BOC/Svc End Date. Member SSN~~
	If Record Type = A and member status = Retired and no open Retirement Workflows or Disability Workflows	Workflow	Trigger post-retirement adjustment workflow
	If Record Type = A and Member status = Refunded and No open refund workflows	Workflow	Trigger Refund Workflow

Field	Condition(s)	Error Type (F/ E)	Error Message
	If Record Type = A and Member status = Deceased and (either member has no open Death Processing workflow or the open Death Processing workflow has a current In-House Audit (Death) or has a current Treasury Audit (Death) step)	Workflow	Trigger Work History Investigation Workflow
Member DOB	If Invalid date	Fatal	Invalid Birth Date. must be in MMDDYYYY format
	If existing SSN = incoming SSN but DOB 1 <> DOB2	Fatal	Birth Date does not match the date on file for this member.
Fiscal Year Ending	If NULL	Fatal	Fiscal Year cannot be Blank
	If Invalid date	Fatal	Invalid Fiscal Year. Must be in YYYY format
	If before 2004, then workflow	Workflow	Converted records may not support adjustment prior to the go-live period.
	The Fiscal Year must be greater than 1919 and less than or equal to the current Fiscal Year. A July Work History Adjustment when a July Work Report record has not been submitted would be an exception to the rule. If no Work Report has been submitted for the current fiscal year, then no adjustments can be made to the current fiscal year detail record. Example 1: If the Header Record is November 2005, then the Work History Adjustment Fiscal Year Detail Record can contain any fiscal year from 1920 to 2006. Example 2: If the Header Record is July	Fatal	Error - Invalid fiscal year. Fiscal year must be between 1919 and current fiscal year

Field	Condition(s)	Error Type (F/ E)	Error Message
	2005 and no July 2005 Work Report has been approved, then the Work History Adjustment Fiscal Year Detail Record can contain any Fiscal Year from 1920 to 2005. Example 3: If the Header Record is July 2005 and the July 2005 Work Report has been approved, then the Work History Adjustment Fiscal Year Detail Record can contain any Fiscal Year from 1920 to 2006.		
Wage Type	If NULL	Fatal	Wage Type cannot be blank
	If Not in (SA, PD, HR)	Fatal	Wage Type must be SA, PD, or HR
	If Wage Type does not match existing Contract Record	Fatal	Wage Type does not match Contract Record
Work Status	If NULL	Fatal	Work Status cannot be blank
	For File Type= R or A, If Work Status= NOWORK	Fatal	NOWORK is not a valid work status
	Does not match existing Eligible, Pending Eligible, Pending Waiver work status on the contract record for the employer. Otherwise, all Work Status Codes on the report must be within the Contract Record Start and End Date.**	Fatal	If File Type = R Work Status does not match Contract Record If File Type = A Work Status does not match the Contract Record in effect for the adjustment period.

Field	Condition(s)	Error Type (F/ E)	Error Message
	**Exception: TRMNTN or DECESD, contract records do not have an end date because the date of death/Termination date is populated in the work status start date field. However, ~~Work Reports and~~ Adjustment with a work status of TRMNTN or DECESD, cannot be reported after the BOC/Svc End Date on the Contract Record.	Exception Workflow	Report period is after BOC Service End date. Employer Reporting Workflow is created. Note within workflow: [Employer Code] reported beyond BOC/Svc End Date for [Member SSN]
	If a Work Report is reported after the BOC/Svc End Date on the Contract Record.	Fatal	Contact ESC when reporting after the BOC End date. Note: The system will not trigger any workflows.
	File Type= R and Work Status= 'ACTIVW' If (Base > 0 or URCC >0 or OT >0 or SUP >0 or CONTRIB>0 or WNC >0 or POS >0 or EXSAL or NRCC or Days >0 or Hours >0)	Fatal	Wages cannot be reported if Work Status is Waived.
	File Type= R If (Work Status = "ACTMLN") and (the month and year value from the Start Date of the ACTMLN Contract Record with this employer doesn't equal the month and year value of the Reporting period of the Work Report) and (any of the following values are not equal to zero: Base, URCC, OT, SUP, CONTRIB, POS, EXSAL or NRCC)	Fatal	Base, URCC, OT, SUP, CONTRIB, POS, EXSAL and NRCC must be zero if Work Status is ACTMLN

Field	Condition(s)	Error Type (F/ E)	Error Message
	File Type= A If (Work Status = “ACTMLN”) and (any of the following values are not equal to zero: Base, URCC, OT, SUP, CONTRIB, POS, EXSAL or NRCC)	Exception	Base, URCC, OT, SUP, CONTRIB, POS, EXSAL and NRCC should be zero if Work Status is ACTMLN
Base	File Type = R If Work Status = ACTIVE and Supplemental AND Wages No Contribution are zero, then Base must be > 0.	Fatal	Base, SUP, and WNC amounts cannot all equal zero if status is ACTIVE
	File Type = R If work status = SABTLC and Base is NULL	Fatal	Base cannot be zero is status is SABTLC
	File Type = R If work status in (ACTMLC, STUDYC, EXCHGC, UNIONC, SSLWCC, SSLSSC) and Unpaid Retirement Covered Compensation field is NULL then Base can NOT be NULL	Fatal	Base and URCC cannot both be zero is status is <<code>>
	For File Type “R”: If Base > 50,000	Fatal	Base cannot exceed $50,000.00 in any month.
Unpaid Retirement Covered Compensation	File Type = R If work status = SABTLC and Unpaid Retirement covered compensation is NULL	Fatal	URCC cannot be zero if status is SABTLC
	For File Type “R”: If URCC > 50,000	Fatal	URCC cannot exceed $50,000.00 in any month.

Field	Condition(s)	Error Type (F/ E)	Error Message
	File Type = R If work status in (ACTMLC, STUDYC, EXCHGC, UNIONC, SSLWCC, SSLSSC) and Base is NULL then Unpaid Retirement Covered Compensation field can NOT be NULL	Fatal	BASE and URCC cannot both be zero if status is <<code>>
Over Time	if Base is NULL, then Overtime cannot be > 0. (this condition only applies to Work Reports)	Fatal	OT amount cannot be greater than zero if BASE is zero
	For File Type “R”: If Over Time > 50,000	Fatal	OT amount cannot exceed $50,000.00 in any month.
	For File Type “R”: If Supplemental > 50,000	Fatal	SUP amount cannot exceed $50,000.00 in any month.
Contributions	If Base, Unpaid Retirement Covered Compensation, Overtime or Supplemental is not zero, then contributions cannot be zero	Fatal	Contributions cannot be zero when an amount has been specified for BASE, URCC, OT, or SUP
	For File type “R” When Reported Amount does not equal V3 Calculated Due Amount (see additional logic processing section to determine Contribution Rate) and the member’s Effective Class is TF: • If ALL of the following conditions are met, display **<u>Exception</u>** message “Member Elected Class T-F, Update Rate” a. Member’s Effective Class = TF, AND b. Contributions reported is less than current TF Contribution Rate when applied to Base, Unpaid Retirement Covered	Exception / Fatal	Depending on which condition a record satisfies, message could be either: Contribution rate should be << % >> Or Member Elected Class T-F, Update Rate Or Grace Period Expired,

Field	Condition(s)	Error Type (F/ E)	Error Message
	Compensation, Over Time, and Supplemental (all 4 added together) minus 0.05, AND c. This employer has not yet approved the monthly WR for the month following the month of TF Election (i.e., month of the insertion date of the TF row in the Membership Class table plus 1). **NOTE:** <u>In this scenario only</u>, the system needs to calculate/post the member contribution in the member's Work history and the employer's WR using the TE contribution rate effective for the fiscal year associated with the work report **even though** the member's Effective Class is TF. This is because the member will be direct-billed for the difference between the TE rate and the TF rate. • <u>Otherwise,</u> if ALL of the following conditions are met, display <u>**Exception**</u> message "Contribution rate should be << % >>". a. Member's Effective Class = TF, AND b. the member contributions reported are less than the (V3 Mem Savings calculation minus .05) and the month of the WR is either equal to the month of the Start Date of the Contract Record, or equal to the month after the		Contribution Rate Must Be <<%>>

Field	Condition(s)	Error Type (F/ E)	Error Message
	Start Date of the Contract Record Example: If Contract Record starts in January, employer would receive the exception message for WRs submitted for January and February Note: In this scenario, the employer is billed at the TF rate, and the member's account is credited with the TF rate contributions, but the employer is allowed to submit the WR with the TE rate after getting the exception message. The employer must work with the member to withhold the additional contributions, as with any other rate discrepancy. • Otherwise, if the member's Effective Class = 'TF' and the member contributions reported are less than the (V3 Mem Savings calculation minus .05), display a **fatal** error message "Grace Period Expired, Contribution Rate Must Be <<%>>" • Otherwise, if the member's Effective Class= 'TF' and the member contributions reported are **more than** (V3 Mem Savings calculation plus .05), display **Exception** message "Contribution rate should be << % >>". **For File type "R"** When Reported Amount does not equal V3 Calculated Due Amount (see additional		

Field	Condition(s)	Error Type (F/ E)	Error Message
	logic processing section to determine Contribution Rate) and the member's Effective Class is anything other than TF: • If the difference between the calculated Member Savings and the Contributions being reported by the employer is greater than $0.05 (may be positive or negative) and the member's Effective Class is anything other than TF, display **Exception** message "Contribution rate should be << % >>" • Otherwise, if the difference between the calculated Member Savings and the Contributions being reported by the employer is smaller than $0.06 (may be positive or negative) and the member's Effective Class is anything other than TF, the system will "recognize" it as a valid record and will not display any messages. **For File type "A"** When Reported Amount does not equal V3 Calculated Due Amount (see additional logic processing section to determine Contribution Rate): • If the difference between the calculated Member Savings and the Contributions being reported by the employer is greater than $0.05 (may be positive or negative), display **Exception** message "Contribution rate should be << % >>" • Otherwise, if the difference between the calculated Member Savings and the Contributions		

Field	Condition(s)	Error Type (F/ E)	Error Message
	being reported by the employer is smaller than $0.06 (may be positive or negative), the system will “recognize” it as a valid record and will not display any messages.		
Reason Code	File Type = A and Reason Code is not on the list	Fatal	Invalid Reason Code
	File Type = A and Reason code = ‘UNCRDT’ and (Base <> 0 or URCC <>0 or OT< >0 or SUP< >0 or CONTRIB< >0 or POS< >0 or EXSAL <>0 or NRCC <>0) Note: Only service (Days/ months) and WNC should be allowed for UNCRDT for all wage types.	Fatal	Base, URCC, OT, SUP, CONTRIB, POS, EXSAL and NRCC must be zero if Reason code is UNCRDT.
Wage Indicator	File Type = A and reason code is CNTRCT, LMPSUM, LATRPT, SALARY, or UNCRDT and wage indicator is NULL.	Fatal	Wage Indicator and Contrib Withheld Flags both must be specified for Reason Code <<REASON CODE>>.
Contributions Withheld Flag			
	File Type = A and reason code is UNCRDT and the Contributions Withheld Flag is equal to ‘Y’	Fatal	Contributions Withheld Flag must be N for this Reason Code
Hours	File Type = R If wage type = Hourly then hours field cannot be NULL or zero	Fatal	Hours cannot be zero if Wage Type is Hourly.
	~~If hours > 2,600~~	~~Fatal~~	~~Hours cannot exceed 2,600~~

Field	Condition(s)	Error Type (F/ E)	Error Message
	For File Type “R”: If Hours > 300	Exception	Hours should not exceed 300 in any month.
Days	File Type = R If work status in (ACTIVE, SABTLC, ACTMLC, SSLWCC, SSLSSC, STUDYC, EXCHGC, UNIONC) and If wage type = Per Diem then hours field cannot be NULL or zero	Fatal	Days cannot be zero if Wage Type is Per Diem
	File Type = R If work status in (ACTIVE, SABTLC, ACTMLC, SSLWCC, SSLSSC, STUDYC, EXCHGC, UNIONC) and If wage type = Salaried and Days is NULL in May report then Days in June report must be > 0	Fatal	Annual service must be reported in June.
	If days is more than 365, then fatal	Fatal	Days cannot exceed 365
	For File Type “R”: If Work Report is for any month between Jul- Dec and Days > 130	Exception	Verify Days: Should not report more than 130 days on July-December work reports.
	For File Type “R”: If Work Report is for any month between Jan- Jun and Days > 280	Exception	Verify Days: Should not report more than 280 days on January-June work reports.
Wages No Contribution	Note: Validation to reject any money or service amounts for ACTIVW Work Status is already defined in earlier section, so it doesn’t need to be added here.		
	For File Type = R: If Work Status is (ACTMLN, SSLWCN, SSLSSN, STUDYN, or EXCHGN) AND WNC = 0	Fatal	WNC amount cannot be zero if work status is <<Work Status>>

Field	Condition(s)	Error Type (F/ E)	Error Message
	For File Type = A: • If Work Status is (ACTMLN, SSLWCN, SSLSSN, STUDYN, or EXCHGN) AND WNC = 0 AND • Reason Code = 'UNCRDT'	Fatal	WNC amount cannot be zero if work status is <<Work Status>>
	For File Type = R or A: If Work Status = (LEAVEN or WKCMPN) AND WNC ≠ 0	Fatal	WNC must equal zero for this leave status
	For File Type= R: If ALL of the following criteria are met: • Work status is equal to Active or any contributing leave status (any status ending in "C") or Termination or Deceased; AND • Employment Type = Full Time; AND • WNC ≠ 0	Fatal	WNC amount must be zero for Full-time members
	~~For File Type= A:~~ ~~If ALL of the following criteria are met:~~ • ~~Work status is equal to Active or any contributing leave status (any status ending in "C") or Termination or Deceased; AND~~ • ~~Employment Type = Full Time; AND~~ • ~~WNC ≠ 0; AND~~ • ~~Reason Code ≠ 'UNCRDT'~~	~~Fatal~~	~~WNC amount must be zero for Full-time members.~~
	For File Type= R: If ALL of the following criteria are met: • Work status is equal to Active or any contributing leave status (any status ending in "C") or Termination or Deceased; AND • Employment Type = Part Time; AND • Wage Type = SA; AND • WNC ≠ 0	Fatal	WNC amount must be zero for Salaried members
	~~For File Type= A:~~ ~~If ALL of the following criteria are met:~~	~~Fatal~~	~~WNC amount must be zero for Salaried members.~~

Field	Condition(s)	Error Type (F/ E)	Error Message
	• ~~Work status is equal to Active or any contributing leave status (any status ending in "C") or Termination or Deceased; AND~~ • ~~Employment Type = Part Time; AND~~ • ~~Wage Type = SA; AND~~ • ~~WNC ≠ 0; AND~~ • ~~Reason Code ≠ 'UNCRDT'~~		
	For File Type= A: If <u>ALL</u> of the following criteria are met: • Work status is equal to Active or any contributing leave status (any status ending in "C") or Termination or Deceased; AND • Employment Type = Part Time; AND • Wage Type = SA; AND • Reason Code ≠ 'UNCRDT'; AND • WNC ≠ 0; AND • (WNC > **0.01** or WNC < **-0.01**); AND • WNC does NOT at least partly off-set the values already reported by the employer, calculated as follows: 1. Retrieve the sum of the WNC amount(s) from the member's Work History where the record is in a Released status **AND** the employer code in Work History matches the code of the employer submitting the Work History Adjustment **AND** the Fiscal Year in the member's Work History matches the Fiscal Year on the Work History Adjustment **AND** the Wage Type in the member's Work History equals Salaried, **AND** 2. multiply the value from (1) by **-1** (negative one).	Fatal	WNC amount must be zero for Salaried members

Field	Condition(s)	Error Type (F/ E)	Error Message
	3. If the value from #2 is a positive number, the new WNC being reported must be between 0.02 and the value from #2, inclusive ($0.01 is allowed, too, but it doesn't fall into this validation). If it is outside this range, display the Fatal error. 4. If the value from #2 is a negative number, the new WNC being reported must be between the value from #2 and -0.02, inclusive (-$0.01 is allowed, too, but it doesn't fall into this validation). If it is outside this range, display the Fatal error. Example: An employer previously reported $100 in WNC for FY 2009. The employer should be allowed to submit off-setting WNC in the range of -$100 through -$0.02, inclusive (-$0.01 is allowed, too, but it doesn't fall into this validation). If the employer instead tries to submit any additional positive WNC, or tries to submit negative WNC that is < -$100, this should be rejected. Note: The note below is being documented here as a reference only and doesn't affect system development: Per PSERS' business rule, employers should not be submitting WNC amounts for		

Field	Condition(s)	Error Type (F/ E)	Error Message
	Salaried members. This validation has been put in place so that for Salaried members for whom WNC has already been submitted, adjustments can be submitted to off-set those WNC amounts.		
	For File Type= A: If <u>ALL</u> of the following criteria are met: • Work status is equal to Active or any contributing leave status (any status ending in "C") or Termination or Deceased; AND • Employment Type = Full Time regardless of Wage Type; AND • Reason Code ≠ 'UNCRDT'; AND • WNC ≠ 0; AND • (WNC > **0.01** or WNC < **-0.01**); AND • WNC does NOT at least partly off-set the values already reported by the employer, calculated as follows: 1. Retrieve the sum of the WNC amount(s) from the member's Work History where the record is in a Released status **AND** the employer code in Work History matches the code of the employer submitting the Work History Adjustment **AND** the Fiscal Year in the member's Work History matches the Fiscal Year on the Work History Adjustment, **AND** 2. multiply the value from (1) by **-1** (negative one). 3. If the value from #2 is a positive number, the new WNC being reported must be between 0.02 and the value from #2, inclusive ($0.01 is allowed, too, but it	Fatal	WNC amount must be zero for Full-time members

Field	Condition(s)	Error Type (F/ E)	Error Message
	doesn't fall into this validation). If it is outside this range, display the Fatal error. 4. If the value from #2 is a negative number, the new WNC being reported must be between the value from #2 and -0.02, inclusive (-$0.01 is allowed, too, but it doesn't fall into this validation). If it is outside this range, display the Fatal error. Example: An employer previously reported $100 in WNC for FY 2009. The employer should be allowed to submit off-setting WNC in the range of -$100 through -$0.02, inclusive (-$0.01 is allowed, too, but it doesn't fall into this validation). If the employer instead tries to submit any additional positive WNC, or tries to submit negative WNC that is < -$100, this should be rejected. Note: The note below is being documented here as a reference only and doesn't affect system development: Per PSERS' business rule, employers should not be submitting WNC amounts for Salaried members. This validation has been put in place so that for Salaried members for whom WNC has already been submitted, Adjustments can be submitted to off-set those WNC amounts.		

Field	Condition(s)	Error Type (F/ E)	Error Message
	For File Type = A: If ALL of the following criteria are met: • WNC ≠ 0, AND • Work status is equal to Active or any contributing leave status (ending in "C") or Termination or Deceased; AND • Employment Type is equal to Part-time; AND • Wage Type is equal to Hourly or Per Diem; AND • Qualification Status is equal to Qualified for the fiscal year that is being reported	Exception	Member is Qualified in FY being adjusted; WNC should not be reported
	Validation WNC1 For File Type = R: If ALL of the following criteria are met: • WNC ≠ 0, AND • Work status is equal to Active or any contributing leave status (ending in "C") or Termination or Deceased; AND • Employment Type is equal to Part-time; AND • Wage Type is equal to Hourly or Per Diem; AND • Qualification Status is equal to Qualified for the fiscal year that is being reported; AND • the month of the WR is equal to the month of the Start Date of the Contract Record, or equal to the month after the Start Date of the Contract Record. **Note:** For the Contract Record Start Date month and Contract Record Start Date plus 1 month comparison, the	Exception	Member is Qualified, WNC Should Not Be Reported

Field	Condition(s)	Error Type (F/ E)	Error Message
	system needs to look for Contract Records with the employer for which the WR is being validated. Example: If Contract Record with employer A starts in January, employer A would receive exception message for WRs submitted for January and February.		

	<u>Validation WNC2</u>
	
	If the above **<u>Validation WNC1</u>** exception condition is not met, continue with the following validation.
	For File Type = R:
	If ALL of the following criteria are met:
	
	• WNC ≠ 0, AND
	• Work status is equal to Active or any contributing leave status (ending in "C") or Termination or Deceased; AND
	• Employment Type is equal to Part-time; AND
	• Wage Type is equal to Hourly or Per Diem; AND
	• Qualification Status is equal to Qualified for the fiscal year that is being reported; AND
	• this employer has approved the monthly WR for the month following the 'Qual Month' (ie: Qual Month + 2). To determine this, use the values in the Member Qualification table for the FY being reported, as follows:
	    • If 'Qual Month' is July through December, use the year from 'Fiscal Start'
	    • If 'Qual Month' is January through June, use the year from 'Fiscal End'
		Fatal	Member is Qualified; WNC cannot be reported

Field	Condition(s)	Error Type (F/ E)	Error Message
	Example: if a member has a Qualification Status of “Qualified” for period 7/1/2010-6/30/2011 and ‘Qual Month’ is December, the employer would receive an exception message if they attempt to report WNC for their Jan or Feb 2011 WR, but would receive a fatal error if they attempt to submit WNC for the Mar 2011 WR.		
	<u>Validation WNC3</u> If the above **<u>Validation WNC2</u>** fatal condition is not met, continue with the following validation. For File Type = R: If ALL of the following criteria are met: • WNC ≠ 0, AND • Work status is equal to Active or any contributing leave status (ending in “C”) or Termination or Deceased; AND • Employment Type is equal to Part-time; AND • Wage Type is equal to Hourly or Per Diem; AND • Qualification Status is equal to Qualified for the fiscal year that is being reported.	Exception	Member is Qualified; begin withholding
	For File Type = R Only: If ALL of the following criteria are met: • Work status is equal to Active; AND • Employment Type = Part time; AND • Wage Type = HR or PD; AND • Base = 0; AND • Supplemental = 0; AND • Member’s Qualification Status is NOT equal to Qualified for the fiscal	Fatal	Base, Supplemental, and WNC amounts cannot all be zero if status is ACTIVE and wage type is either Hourly or Per Diem

Field	Condition(s)	Error Type (F/ E)	Error Message
	year that is being reported; AND • WNC = 0		
	For File Type = R Only: If ALL of the following criteria are met: • Work status is equal to any contributing leave status (any status ending in “C”) or Termination or Deceased; AND • Employment Type = Part time; AND • Wage Type = HR or PD; AND • Base =0; AND • Supplemental = 0; AND • Member’s Qualification Status is NOT equal to Qualified for the fiscal year that is being reported; AND • WNC = 0; AND • URCC = 0	Fatal	Base, Supplemental, URCC and WNC amounts cannot all be zero if status is <<Work Status>> and wage type is either Hourly or Per Diem
	For File Type = A Only: If ALL of the following criteria are met: • Work status is equal to Active; AND • Employment Type = Part time; AND • Wage Type = HR or PD; AND • Base = 0; AND • Supplemental = 0; AND • Member’s Qualification Status is NOT equal to Qualified for the fiscal year that is being reported; AND • WNC = 0 AND • Adjustment Type does NOT equal Service Adjustment or Member POS	Fatal	Base, Supplemental, and WNC amounts cannot all be zero if status is ACTIVE and wage type is either Hourly or Per Diem
	For File Type = A Only: If ALL of the following criteria are met: • Work status is equal to any contributing leave status (any status ending in “C”) or Termination or Deceased; AND	Fatal	Base, Supplemental, URCC and WNC amounts cannot all be zero if status is <<Work Status>> and wage type is either Hourly or Per Diem

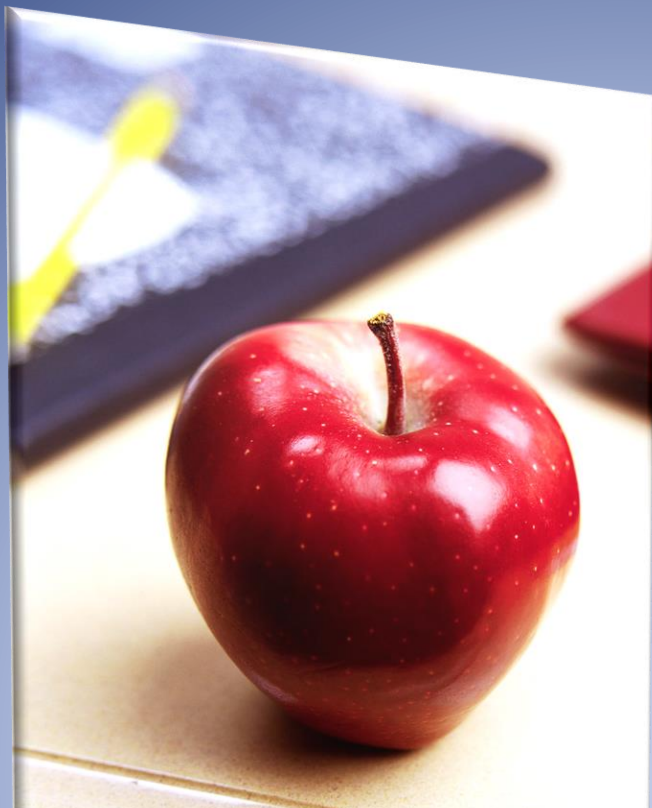
Field	Condition(s)	Error Type (F/ E)	Error Message
	• Employment Type = Part time; AND • Wage Type = HR or PD; AND • Base =0; AND • Supplemental = 0; AND • Member's Qualification Status is NOT equal to Qualified for the fiscal year that is being reported; AND • WNC = 0 AND • Adjustment Type does NOT equal Service Adjustment or Member POS AND • URCC = 0		
	For File Type "R": If WNC > 50,000	Fatal	WNC cannot exceed $50,000.00 in any month.
Member POS Installment	File Type = A If WHA is submitted for FY 2007 or later and contains MemPOS money (either +/-), then a POS receivable must exist as of the end of the FY for which the WHA was applied. Otherwise, display the fatal error shown on this row and do not continue to the other Member POS Installment error conditions below.	Fatal	No Receivable exists for this period.
	File Type = A If WHA is submitted for FY 2006 or earlier and contains MemPOS money (either +/-), then a POS receivable must have been posted on or before 6/30/2006. Otherwise, display the fatal error shown on this row and do not continue to the other Member POS Installment error conditions below.	Fatal	No Receivable exists for this period.

Field	Condition(s)	Error Type (F/ E)	Error Message
	For File Type = R If MemPOS amount < 0	Fatal	Negative member POS [-NNN] amount. Here NNN is the amount displayed in the POS field.
	For File Type = A If Reason Code = MemPOS, then cannot be NULL	Fatal	The POS field cannot be blank if Reason Code is POS Correction.
	For File Type = R If ALL of the following criteria are met: • POS amount is not null, AND • ALL of the member's Category = School, Category = Non-School, and Category = Frozen receivable(s) in the Member Accounts module have a balance of <= 0	Fatal	Member has no POS balance due, POS field must be zero.
	For File Type = A If ALL of the following criteria are met: • POS amount > 0, AND • ALL of the member's Category = School, Category = Non-School, and Category = Frozen receivable(s) in the Member Accounts module have a balance of <= 0	Fatal	Member has no POS balance due. POS field must be less than zero.
	File Type = A If ALL of the following criteria are met: • POS amount is < 0, AND • ALL of the member's Category = School, Category = Non-School, and Category = Frozen receivable(s) in the Member Accounts module have a balance = 0, AND • There are **no** open payments associated with any of those receivable(s)	Fatal	Member has no POS balance due. POS field must be zero.

Field	Condition(s)	Error Type (F/ E)	Error Message
Non Retirement Covered Comp	File Type = R or A If work status is LEAVEN or WKCMPN, then NRCC may be equal to or greater than zero.		

Revised 12/15/2014

2019



Employer's Reference Manual – Chapter 19

Public School Employees' Retirement System

5 N. 5th Street
Harrisburg PA 17101-1905
Phone 1.866.353.1844
Fax 717.772.3860
Email ContactESC@.pa.gov
www.psers.pa.gov

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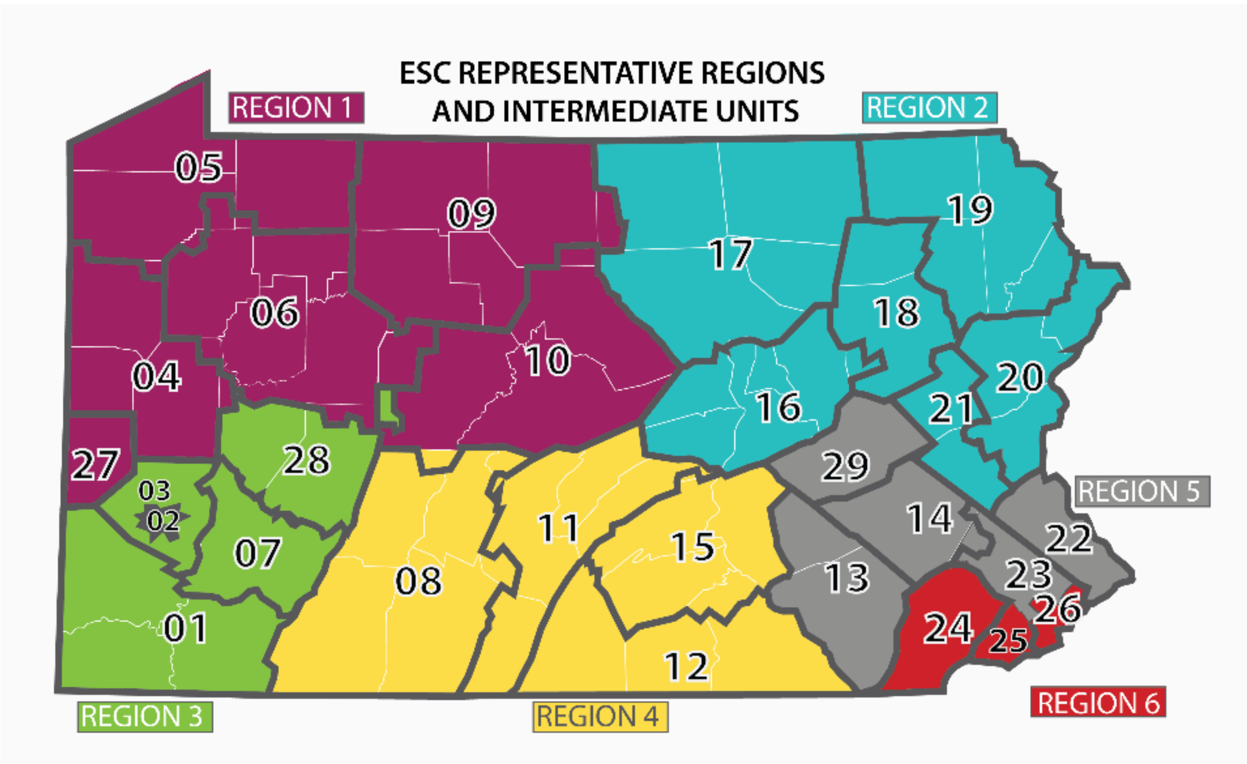
Chapter 19
Contacting PSERS

Contacting PSERS Employer Service Center (ESC)

Visit psers.pa.gov and click on "Employer Service Center" under the "Employers" tab for a list of ESC representatives and contact information.

Employer Service Center Contact Information



Contacting PSERS by Telephone or Fax

The Employer Service Center can be reached at:

- Toll Free 866.353.1844 enter your Employer Code at the prompt.
- If you need to fax a form to PSERS, use this fax number: 717.772.3860

Contacting PSERS by Mail

You may mail forms and letters to PSERS at this address:

Employer Service Center
Public School Employees' Retirement System
5 N 5th Street
Harrisburg, PA 17101-1905

Contacting PSERS by Email

You may email your Representative at the Employer Service Center via the email addresses listed on the Web.

Please be sure to include your name, school district, and phone number in your message. If it is necessary to email confidential information to PSERS, it is important to ensure that email communications are exchanged in the most secure manner possible. The Commonwealth provides a Send Secure feature to help ensure the security of confidential emails. Confidential information includes all correspondence, including attachments, which contains personal information for a member or members, or which contains any other information that may not be considered public knowledge. Personal information has been defined by the Commonwealth as an individual's first name or first initial and last name in combination with and linked to one or more of the following data elements when the data is not encrypted or redacted:

1. Social Security Number
2. Driver's license number or state identification card number
3. Financial account number, credit or debit card number, in combination with any required security code, access code or password.

In order to utilize the Commonwealth's Send Secure feature, the email exchange must be initiated by a Commonwealth employee from a Commonwealth email address. Recipients can reply from within the Send Secure system but cannot generate Send Secure emails without utilizing the respond feature, unless they have another security process in place for use on their system. If the Send Secure feature does not work with your operating system (see your Information Technology staff for assistance), you will need to continue to mail, fax, or mask personal information in the email exchange with PSERS.

Send Secure

Encrypted email can be sent using Outlook or using OWA, manually entering specific text in the subject line.

The following tasks must be performed to encrypt a message.

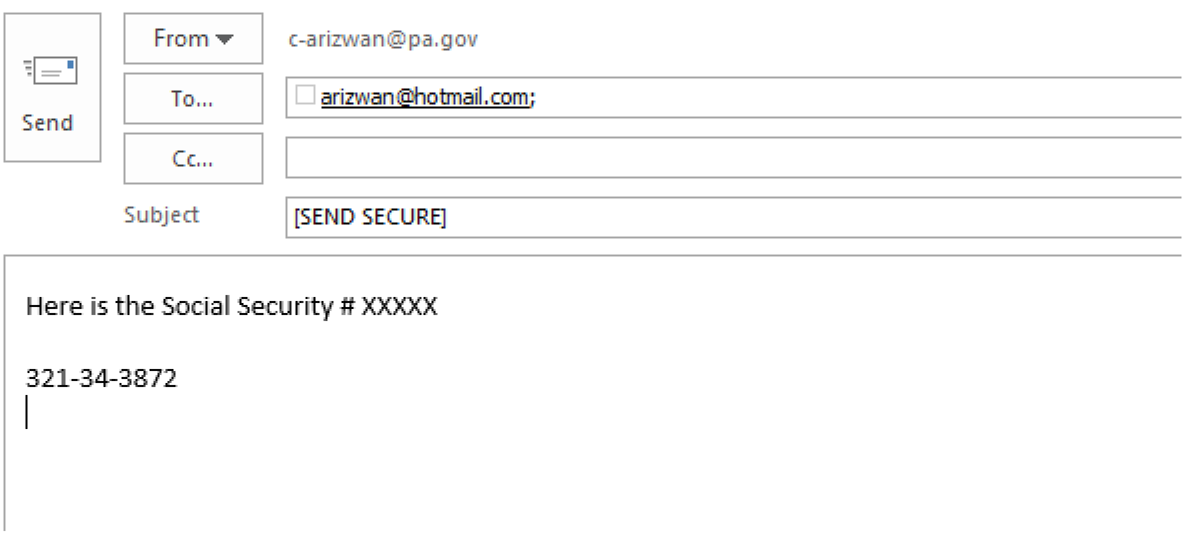
SEND AN ENCRYPTED MESSAGE USING THE SUBJECT LINE FILTER

Messages can be encrypted if either the word "[ENCRYPT]" or the text "[SEND SECURE]" is entered exactly as shown in the message Subject.

There is no Outlook add-in for O365 Message encryption. Users should just specify either [ENCRYPT] or [SEND SECURE] in the subject line to encrypt messages.

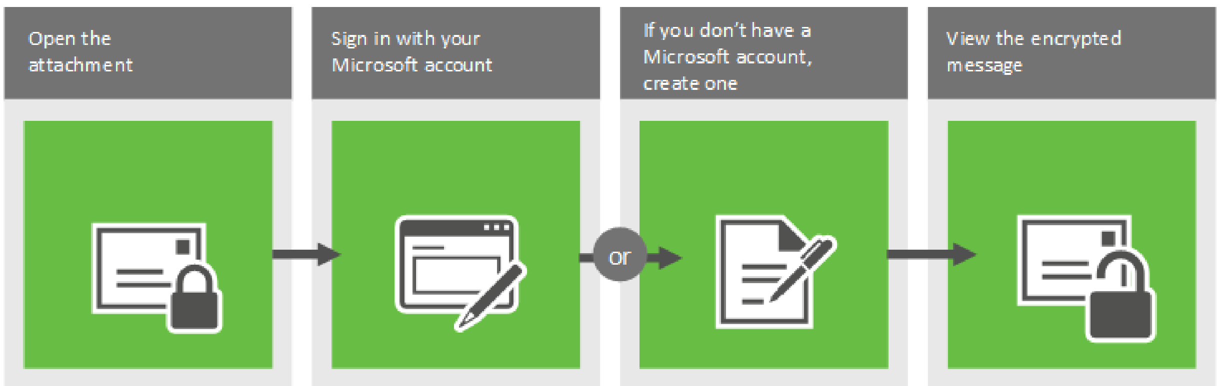
□ Example: Manually type [ENCRYPT] as the first word in the Subject line.

□ Example: Manually type **[SEND SECURE]** as the first word in the Subject line.



VIEW AND REPLY TO AN ENCRYPTED MESSAGE

An encrypted email message arrives in the recipient's inbox with an HTML attachment as shown below. After opening the attachment, recipients see instructions for opening and viewing the message. Regardless of their type of email service, the experience is the same. The recipient can choose to sign in with a work account associated with Office 365, with a Microsoft account. Alternatively, the recipient can choose to use a one-time passcode if, for example, they don't have a work account or a Microsoft account and don't want to create a new Microsoft account.



To view an encrypted message using a Microsoft account

1. Follow the instructions in the email message to download and save the attachment.

[ENCRYPT]

RA

Rizwan, Asgar (EMT) <c-arizwan@pa.gov>

Today, 4:15 PM

You

message.html

123 KB

Download Save to OneDrive - Personal

You've received an encrypted message from c-arizwan@pa.gov

To view your message

Save and open the attachment (message.html), and follow the instructions.

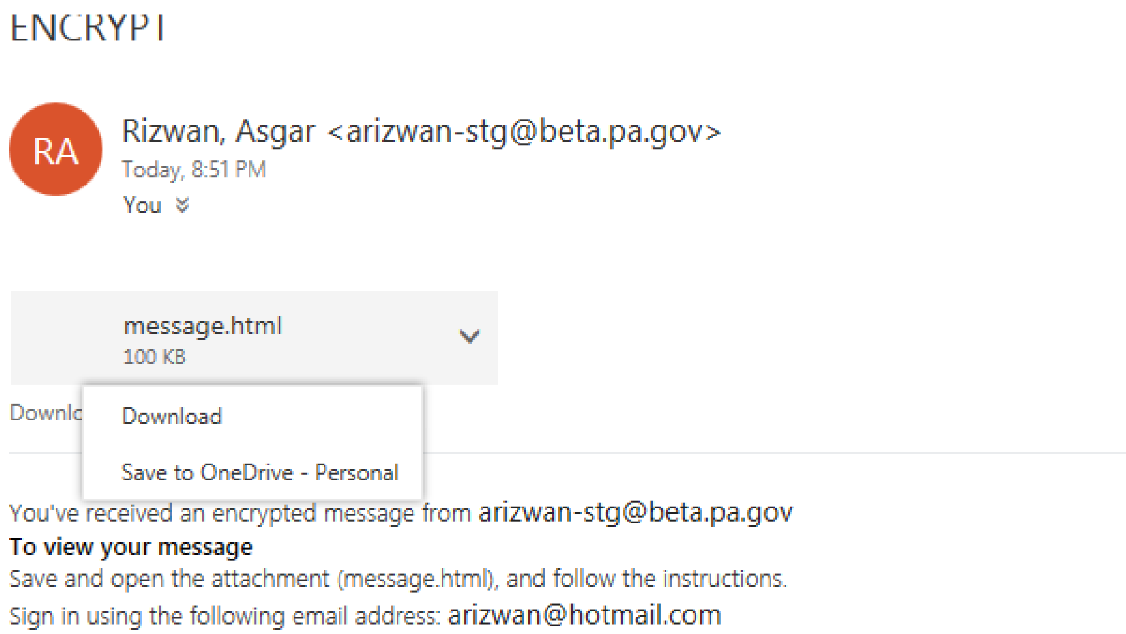
Sign in using the following email address: arizwan@hotmail.com

This email message and its attachments are for the sole use of the intended recipient or recipients and may contain confidential information. If you have received this email in error, please notify the sender and delete this message.

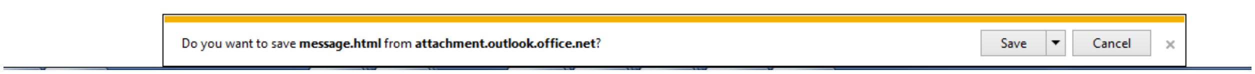
Message encryption by Microsoft Office 365

PA pennsylvania

STATE OF INDEPENDENCE

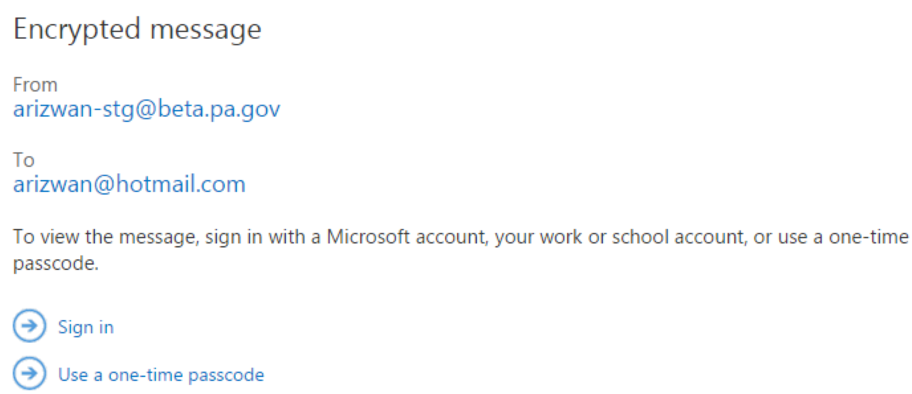


2.



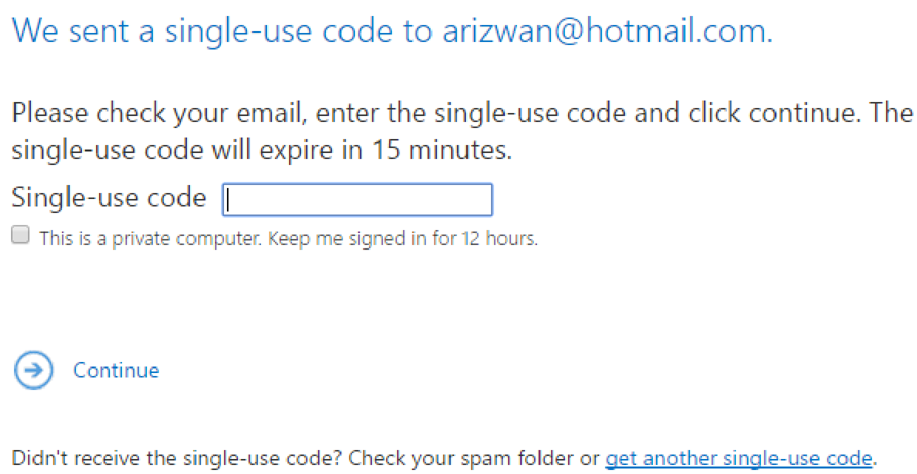
3.

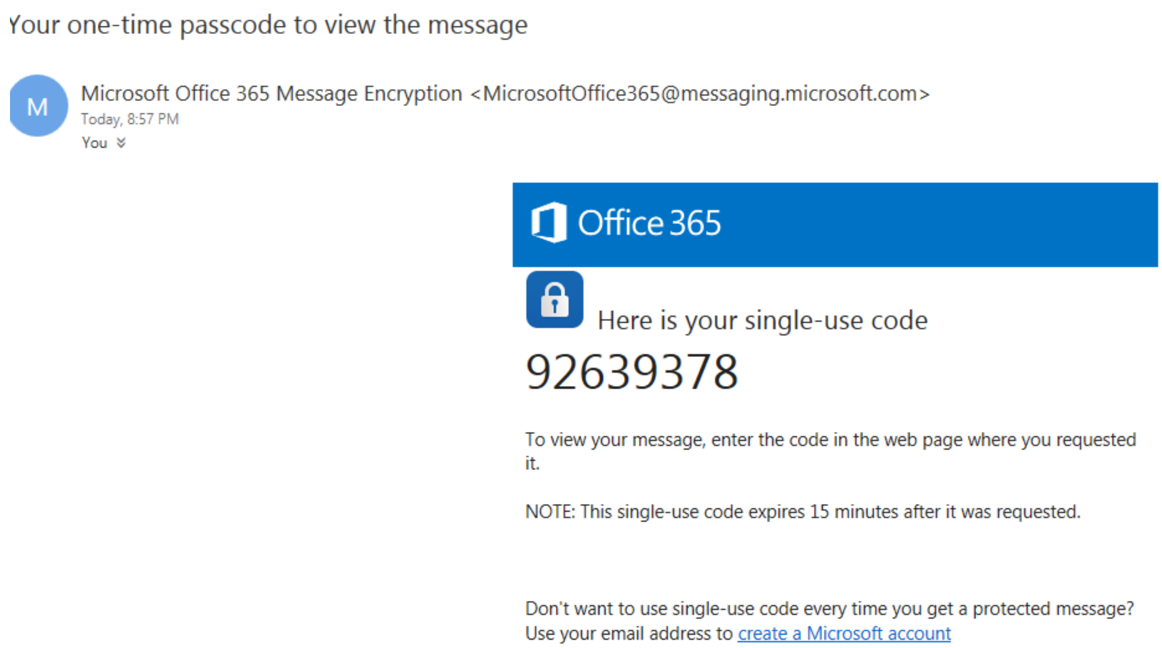
4. Open the *message*.html file and select **Sign in**.



5. Click on Sign in – Enter your username and password for Microsoft account and then it will display the message.

6. To use a one-time passcode option, click on use a one-time passcode





Enter the passcode that you received as shown above and click continue.

Note: Sign in to the encryption portal with a Microsoft account, as instructed in the message. If you don't have a Microsoft account, you can choose the option to create one associated with your email address. (You'll have to fill out a form and complete a verification step.) In order to view the encrypted message, the email address for the Microsoft account must match the address to which the encrypted message was sent. If you're already signed in, you won't have to sign in again.

7. After signing in, you can view the contents of the encrypted message.

To reply to an encrypted message

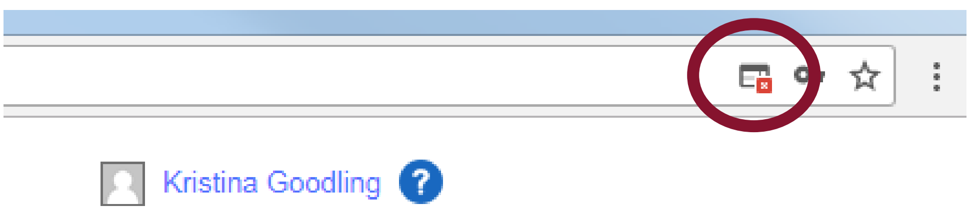
1. Choose Reply or Reply All.

2. On the page that appears, type a reply and choose Send. An encrypted copy of your reply message is sent to you.

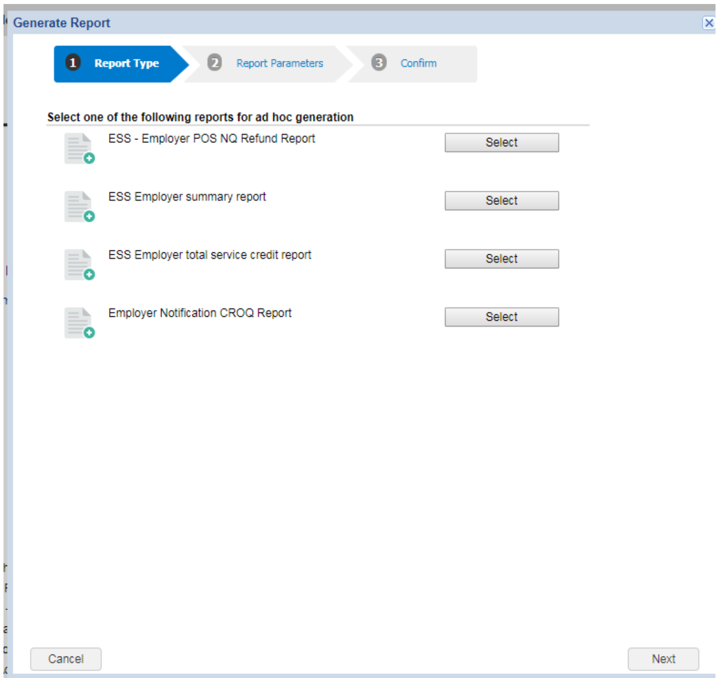
Generating Reports, Contacting PSERS, and Contacting Voya

Any of the report types available to employers may be generated as often as you would like. Two of them require a fiscal year to be entered, while the other two require that you select a specific run date for the report. This will give you the opportunity to ensure the reporting is accurate throughout the fiscal year instead of having to wait for PSERS to generate and send employers reports such as the Summary Report once a year.

The first time you go to generate a report from the Quick Links you will need to change the settings on your computer to allow for pop-ups from this website. Once this option is selected, you should not have to do this again.



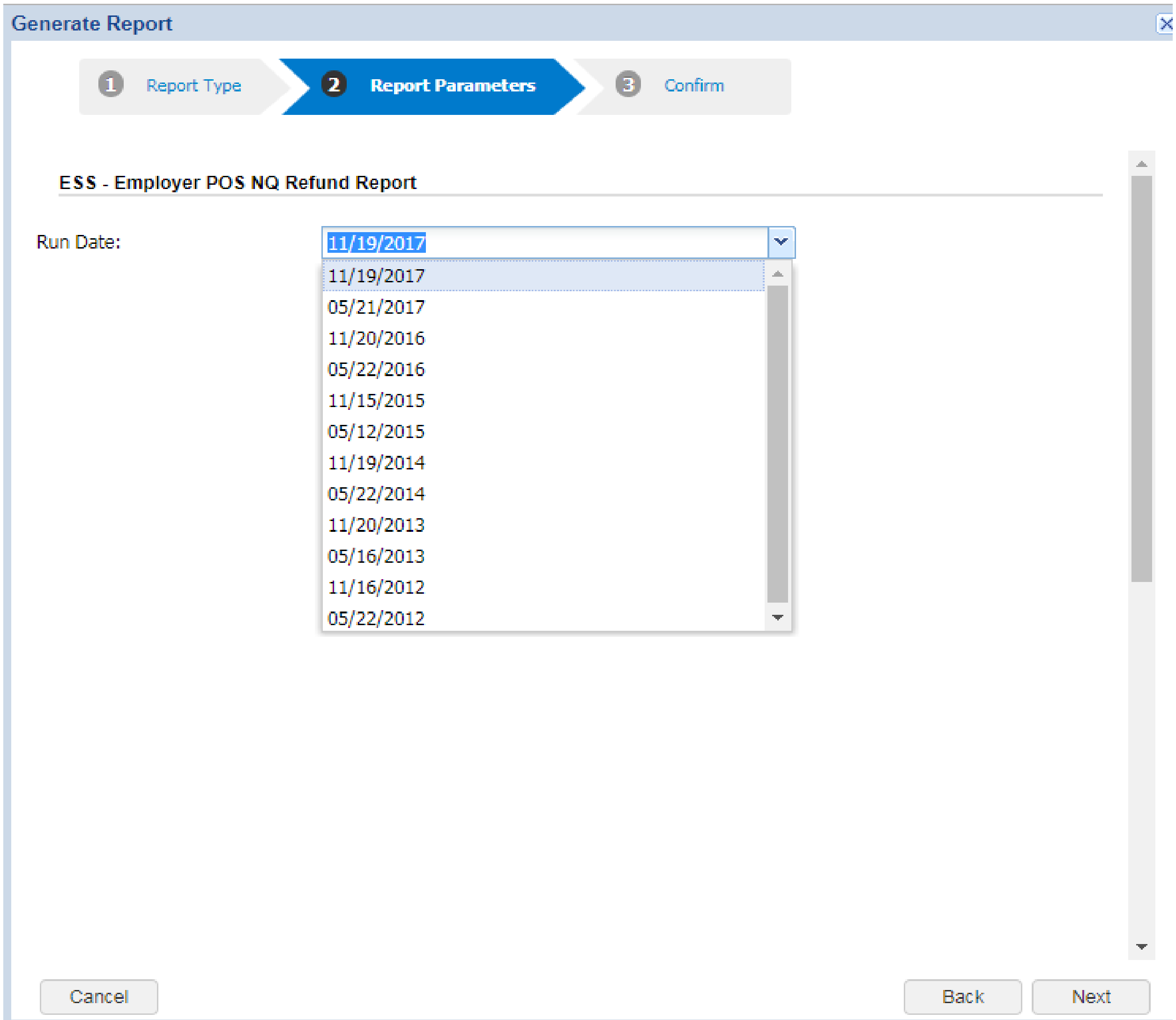
When you click on the Generate Reports link, a three-step wizard will appear that will assist you in creating the report you are seeking. Use the Select button to indicate which report you would like to create and click the Next button in the bottom right of your screen.



Employer POS/NQ (Purchase of Service/ Non-Qualified) Refund Report

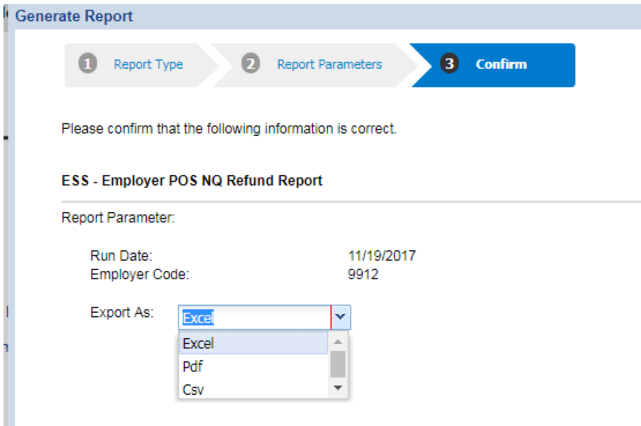
- This report is system generated twice a year, typically in May and November, and provides employers with a reconciliation from the previous quarters for purchases of Non-Qualified time and adjustments that have taken place.
- You may be more familiar with "Act 29" being part of the title of the report.
- To access the report, click the Select button next to this report.
- After selecting the report type, select a Run Date using the pull down arrow.
- All available dates will be visible to select.

Click Next to move to the confirmation page that will generate your report



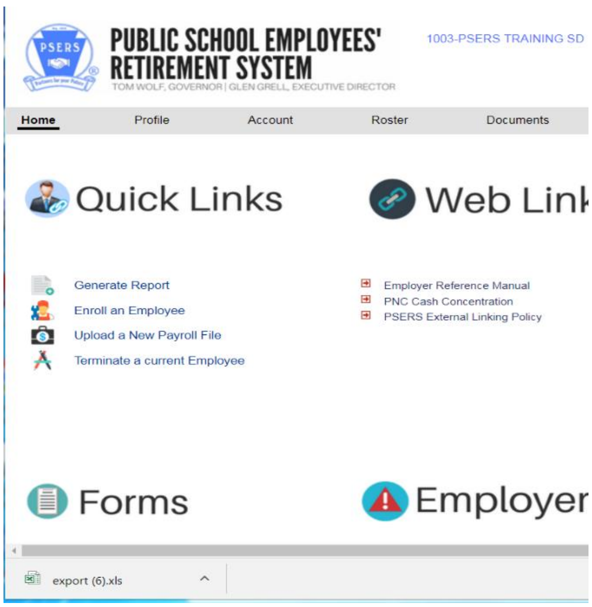
The third step in the wizard allows you to confirm the type of report. The Run Date and Employer Code the report should be generated for will display on the screen. You may choose which format you would like to view your report. Options include Excel, PDF, and CSV formats. Our recommendation is to use an Excel or CSV format if you would like to be able to filter or manipulate the data within your report. The Confirm button is at the bottom right of the screen after you have chosen your format.

If you support the work reporting for multiple schools you will need to log into each school separately to run the report. This can be done by going to the profile icon in the upper right corner of your Dashboard. There will be a “change school” option.



Your report (after you allow for pop-ups!) will appear in the bottom left corner as a downloaded file.

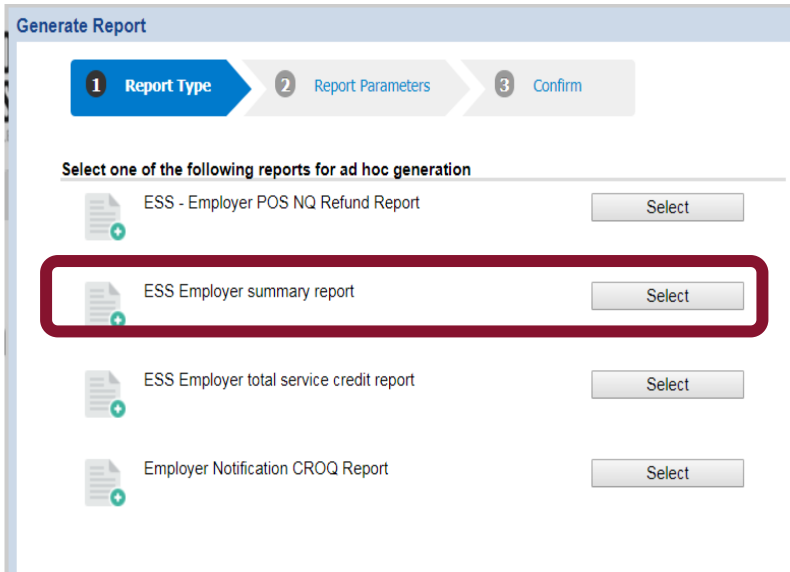
- Click on the file to open the report.



Employer Summary Report

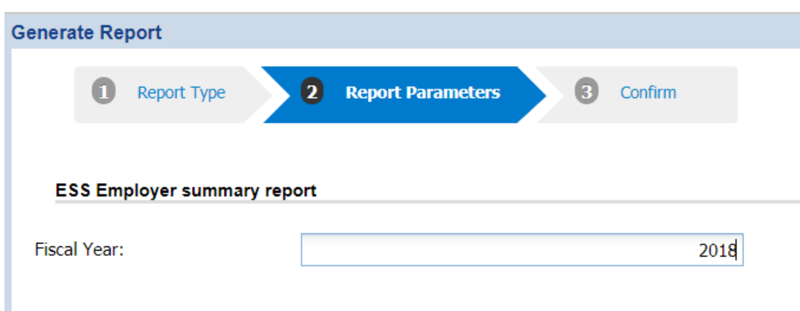
- The Employer summary report is used to review reporting for the fiscal year after all work reports have been approved, but can also be used to check on a monthly or quarterly basis that reporting is accurate up to the point of the last released work report.

- The purpose of this report is to be sure that salary and service information reported by the employer is accurate for all members per fiscal year.



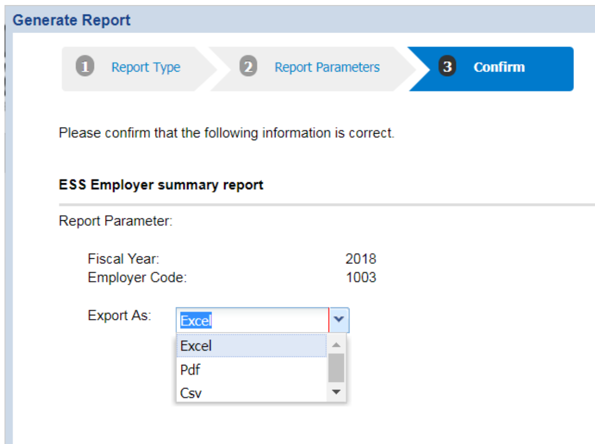
This report requires a specific fiscal year to be entered.

- Only one fiscal year can be entered at a time.
    - **Correct Example: 2018**
    - Not accepted: 17/18 or 2017/2018
- Click Next at the bottom right to confirm your report.



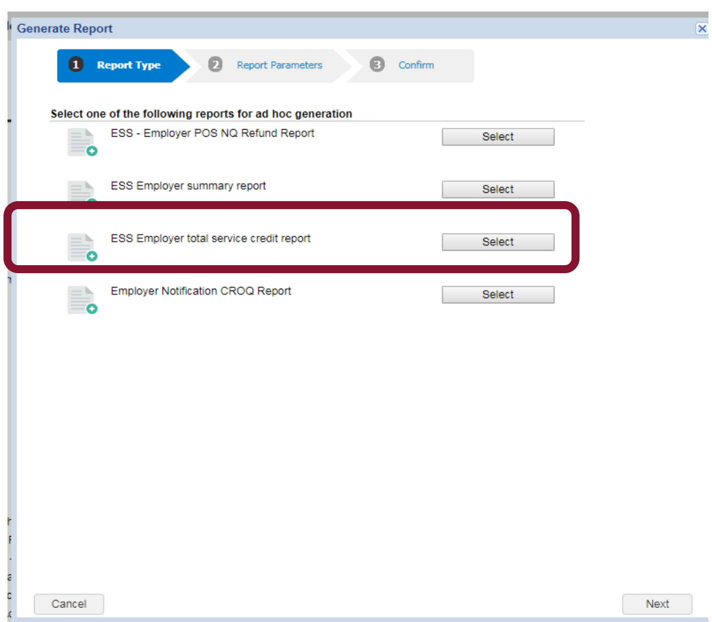
The Fiscal Year entered in the parameters and your Employer Code will populate on the screenshot shown below.

You may choose which format the report is exported into. Our suggestion is to export as an Excel or CSV document so you can filter and sort information to review data for your own purposes.



Employer Total Service Credit Report

This report will show the total service credit your staff has with PSERS including all districts and all years as well as including their qualification status with PSERS. It will operate the same way as the Summary Report when creating it (can be seen starting at page 6).



Employer Notification CROQ Report

The CROQ Report Stands for Change in Member **C**lass/**R**ate or **O**btaining **Q**ualification

What notifications does the CROQ report provide?

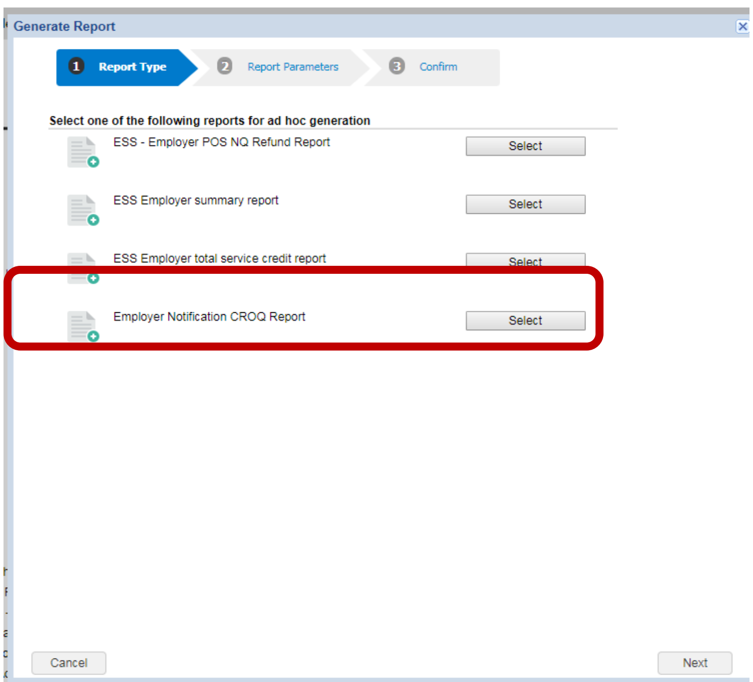
1. Employees who have met membership qualification
2. Employees who have made a class election (T-H or DC)
3. Employees who have waived membership
4. Participants who have elected or changed an After-Tax contribution percentage

The CROQ Report is generated every Monday.

Where can I find the CROQ Report?

1. Under Documents Tab in ESS
2. Use Generate Reports link on ESS Home page

If there are no dates to select, there is no CROQ Report available for your district.



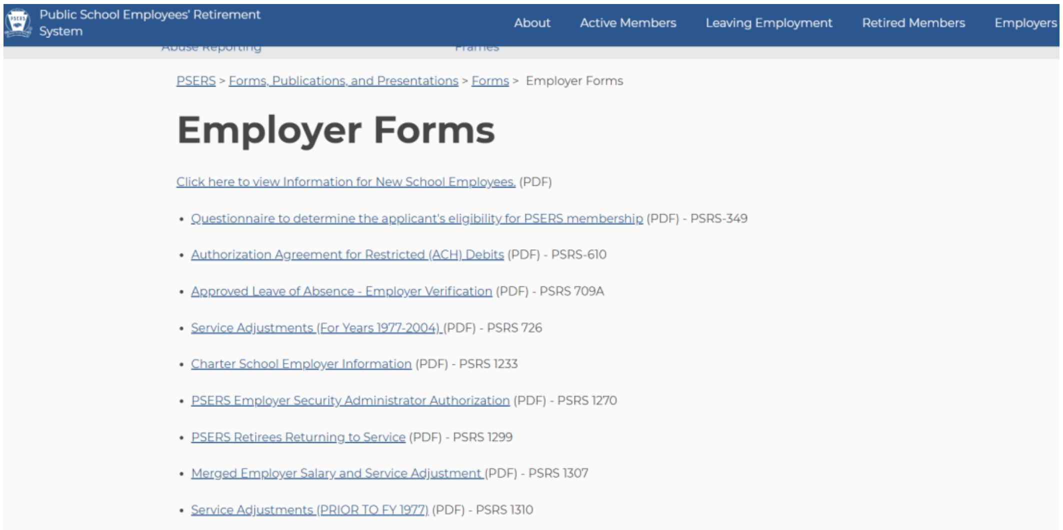
Obtaining PSERS Forms

Forms Within the Online System or From the Forms Page

The most commonly used forms are available directly in the online system. Here is a link to the Employer Forms Page: https://www.psers.pa.gov/FPP/Forms/Pages/EmployerForms.aspx

1. Hover over the Employers link on the main PSERS website.

2. When the drop down appears select Employer Forms.



Public School Employees' Retirement System

About | Active Members | Leaving Employment | Retired Members | Employers

PSERS > Forms, Publications, and Presentations > Forms > Employer Forms

Employer Forms

Click here to view Information for New School Employees. (PDF)

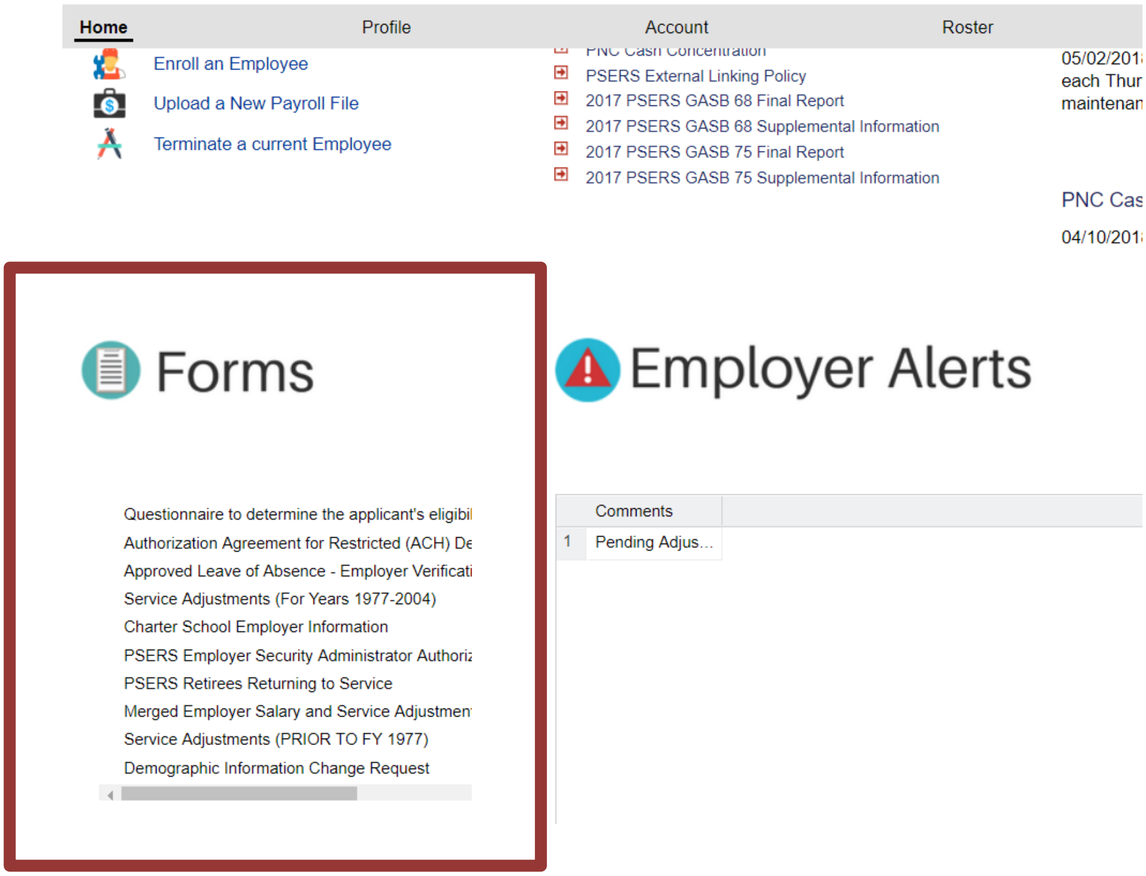
- Questionnaire to determine the applicant's eligibility for PSERS membership (PDF) - PSRS-349
- Authorization Agreement for Restricted (ACH) Debits (PDF) - PSRS-610
- Approved Leave of Absence - Employer Verification (PDF) - PSRS 709A
- Service Adjustments (For Years 1977-2004) (PDF) - PSRS 726
- Charter School Employer Information (PDF) - PSRS 1233
- PSERS Employer Security Administrator Authorization (PDF) - PSRS 1270
- PSERS Retirees Returning to Service (PDF) - PSRS 1299
- Merged Employer Salary and Service Adjustment (PDF) - PSRS 1307
- Service Adjustments (PRIOR TO FY 1977) (PDF) - PSRS 1310

From the list of Employer forms, you may:

- **View** the form on your screen
- **Print a blank form or** Complete the form, then print

If you don't see the form you need or you have questions on a form, contact your ESC Regional Representative for assistance.

Another Option to retrieve employer forms is to log into ESS and you'll see the forms listed on the Home Tab:



Sponsor Web

Voya has created a website referred to as the Sponsor Web to assist employers in reporting their staff for the DC component of the new hybrid classes T-G, T-H and DC. This is what will be used each payroll cycle to ensure that the DC component reporting is done in a timely manner ensuring participant funds are invested as quickly as possible.

To access the Sponsor Web where you will complete your DC payroll reporting using the Voya Data Gateway tool, please go to: https://sponsor.voya.com

Voya Contact Information

For Questions Relating to Reporting Defined Contribution Plan
Phone: Employer Payroll Help Line (9am-5pm) **877.806.5652**
Email: ID-PSERSS@voya.com Please reference 4-digit Employer Code with the Subject Line
Please do not use the 'Contact Us' Link on Voya's website.

Fraud, Waste and Abuse Reporting

The Fraud, Waste and Abuse Reporting section of the website is for anyone to contact PSERS to provide information about retirees who have incorrectly returned to work for a Pennsylvania public school employer or money that has been inadvertently reported as retirement-covered compensation, etc.

To report any of these situations go to the following link: https://www.psers.pa.gov/Fraud-Reporting/Pages/default.aspx Once there, you may select the option by which you contact PSERS to report these situations.

This contact is used by PSERS regarding pension-related issues of which PSERS should be made aware. Anyone can call, write, or email to inform PSERS about retirees who have incorrectly returned to work for a Pennsylvania public school employer, money that has been inadvertently reported as retirement-covered compensation, etc.

PSERS understands that we all play a vital role in ensuring that the rules established by the Pennsylvania State Legislature are followed. With your help, we can ensure the pension laws are administered fairly and equally to all PSERS members.