

Quick Reference Table

Type of Employment	Description	Creation of Member Demographic Record
Full-time employee	Works 5 hours or more a day/5 days a week, or its equivalent (25 or more hours a week).	Mandatory
Part-time salaried employee*	Is contracted to work less than 5 hours a day/5 days a week, or its equivalent (less than 25 hours a week).	Mandatory unless waiver approved
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.	Mandatory
Full-time employee with the Commonwealth of Pennsylvania (state employee), part-time with you	Employee elected Multiple Service status and is working full-time for the State and part-time for you.	Create a Member Demographic Record immediately, but contributions may begin later (contribution status is based only on the employment with PSERS employers). ^{1,2}
Full-time employee with the Commonwealth of Pennsylvania (state employee), part-time with you	Employee did not elect Multiple Service status and is working full-time for the State and part-time for you.	See rules for part-time employment.
Part-time hourly *	Works less than 5 hours a day and is paid on an hourly basis.	Create a Member Demographic Record immediately, but contributions may begin later. ¹
Part-time per diem*	Works less than 5 days a week and paid on a day-to-day basis with a minimum 5 hours a day.	Create a Member Demographic Record immediately, but contributions may begin later. ²
Part-time with several school employers	Refers to part-time hourly and part-time per diem.	Create a Member Demographic Record immediately, but contributions may begin later. ^{1,2}
Federally funded	Same requirements as part-time and full-time employees unless federal funds are paid directly to the employee.	Create a Member Demographic Record unless the employee is paid directly by the federal program.
PSERS Annuitant Employment under provisions of Act 2004-63	Act 2004-63 permits an annuitant to work for a public school in emergency, shortage of personnel, and extracurricular employment under full-time and part-time.	DO NOT Create a Member Demographic Record and do not report through monthly Work Report Records.
PSERS Annuitant (Non-emergency – return to service)	The annuitant becomes an active member. Annuitant's monthly benefit stops. Follow requirements for type of employment under full-time and part-time.	Create a Member Demographic Record immediately, notify PSERS to have the monthly benefit stopped so that the member is not overpaid.
Tax Collector, Solicitor, Doctor, Dentist, Consultant, Psychologist	Certain positions may not meet the true employer-employee relationship for member eligibility.	See Exceptions to Membership Eligibility on page 19.

*Can waive membership - See Waiving Membership When Employed Part-time on page 20.

¹Contributions are mandatory beginning with 500th hour unless waiver approved. ²Contributions are mandatory beginning with 80th day unless waiver approved.