

ESC Spring Workshop Schedule

Northwest Region 1—ESC Rep DeAndre Albright

Midwestern IU 4	Monday, 5/1/23	1:30 PM	Grove City	Click Here
Riverview IU 6	Tuesday, 5/2/23	9:00 AM	Clarion	Click Here
Northwest Tri-County IU 5	Thursday, 5/11/23	10:00 AM	Edinboro	Click Here
Beaver Valley IU 27	Tuesday, 5/23/23	9:30 AM	Monaca	Click Here

Northcentral Region 2—ESC Rep Deanna Brown

Schuylkill IU 29	Wednesday, 5/3/23	10:00 AM	Mar Lin	Click Here
Central Susquehanna IU 16	Tuesday, 5/9/23	9:30 AM	Milton	Click Here
Carbon-Lehigh IU 21 (<i>Jeanette Riedel presenting</i>)	Wednesday, 5/10/23	9:30 AM	Schnecksville	Click Here
Seneca Highlands IU 9	Monday, 5/15/23	1:00 PM	Smethport	Click Here
BLAST IU 17	Tuesday, 5/16/23	1:00 PM	Canton	Click Here
Central IU 10 (<i>Catherine Nollau presenting</i>)	Wednesday, 5/24/23	1:00 PM	Philipsburg	Click Here

Northeast Region 3—ESC Rep Daniel Tapia-Ortiz

Luzerne IU 18	Tuesday, 5/2/23	10:00 AM	Kingston	Click Here
Colonial IU 20	Thursday, 5/4/23	10:00 AM	Easton	Click Here
Northeastern Educational IU 19	Thursday, 5/11/23	10:00 AM	Archbald	Click Here
Montgomery County IU 23	Thursday, 5/18/23	10:00 AM	Norristown	Click Here
Bucks County IU 22 (<i>Jeanette Riedell presenting</i>)	Wednesday, 5/24/23	10:00 AM	Doylestown	Click Here

Southwest Region 4—ESC Rep Catherine “Kate” Nollau

Allegheny IU 3	Monday, 5/8/23	9:30 AM	Homestead	Click Here
Intermediate Unit 1	Tuesday, 5/9/23	1:00 PM	Coal Center	Click Here

Central-West Region 5—ESC Rep Kathleen Pajtis

Westmoreland IU 7	Tuesday, 5/16/23	10:00 AM	Greensburg	Click Here
ARIN IU 28	Wednesday, 5/17/23	9:00 AM	Indiana	Click Here
Tuscarora IU 11	Tuesday, 5/23/23	10:00 AM	McVeytown	Click Here
Appalachia IU 8	Thursday, 5/25/23	10:00 AM	Altoona	Click Here

Southcentral Region 6—ESC Rep Rachael Riddle

Lincoln IU 12	Monday, 5/1/23	9:30 AM	New Oxford	Click Here
Capital Area IU 15	Tuesday, 5/2/23	9:30 AM	Summerdale	Click Here
Lancaster-Lebanon IU 13	Wednesday, 5/10/23	10:00 AM	Lancaster	Click Here

Southeast Region 7—ESC Rep Jeanette Riedel

Delaware County IU 25	Wednesday, 5/17/23	10:00 AM	Morton	Click Here
Chester County IU 24	Friday, 5/19/23	10:00 AM	Downingtown	Click Here
Virtual Session	Wednesday, 5/31/23	9:30 AM	Teams	Click Here

Voya's PayCloud Training

The Voya PayCloud payroll submission tool replaced the current Voya Data Gateway (VDG) payroll submission tool on April 24, 2023. Ten live webinars were offered and hosted by Voya from March 21, 2023 through April 14, 2023. It was important to have attended the webinar to be prepared to use the new tool for payroll submission after the week of April 24, 2023. If you missed the training or would like to view it again, a recorded session of the live webinar is available on the Employer tab on the PSERS website under DC Plan/Voya Resources tab.

The webinar includes:

- A complete tour of the Voya PayCloud upgraded experience
- How to submit payroll via the enhanced system
- An opportunity for you to ask questions
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Also on the PSERS' website is the Voya PayCloud User Guide, Frequently Asked Questions, and an Excel template.

For existing Voya Data Gateway users, there are no changes to credentials. The file formatting will also remain the same when using PayCloud.

Any outstanding child work orders in the VDG system must be addressed prior to May 24, 2023. After this date, the VDG system will no longer be available.

Contact Roles: ESS has Three New Role Options

There are a variety of reasons that PSERS may need to contact an employer. Documents and questions are directed to specific contract role types to ensure that they will be promptly reviewed and addressed. To ensure that PSERS communicates with the correct person about each issue, all contact information must be current.

Recently, three new contact roles were added to the list of contact options. Now employers may choose a Human Resources, Monthly Reporter 2, or DC Reporting Role which may more accurately reflect staff's role in PSERS reporting.

System Access for Employer Reporting

The Employer Self-Service (ESS) system is PSERS' online system used to submit member demographic information, contract records, required monthly reporting, and to view account information. A separate system, Voya's Sponsor Web, is used to submit reporting for the defined contribution (DC) plan. Both systems contain Personal Identifiable Information (PII) for all school employees. Individual Usernames are required to view, update, and submit employer reporting for both PSERS' ESS and Voya's Sponsor Web.

To request user access for either or both of these systems, you must complete a *PSERS Employer Reporting Systems User* (PSRS-1270) form. Make sure the document is signed by the staff requesting ESS or Voya access, and the supervisor of the staff member or another authorized user giving permission to gain access. Without both signatures, the form will not be processed.

Before submitting PSRS-1270 form, please remember to first enter the staff member's contact information on the Employer Info Page in ESS. Make sure you are including the new staff member's role and start date. PSERS recommends each district have three staff members with the ability to access these systems in case one or more staff members suddenly become unavailable.

Instructions for returning the completed form to PSERS are printed directly on the form. If you have any questions or concerns, please contact your ESC Representative who will be happy to assist you.

Upon receipt of PSRS-1270 access, the user should expect to receive separate emails from PSERS and Voya containing a Username with a link to set up a password. For security purposes, a letter will be sent via U.S. mail containing a PSERS ID that is needed to complete the PSERS ESS registration process.

If a system user leaves your office, you must also submit the PSRS-1270 form to request that their access to ESS and Voya be deleted to protect the member information contained on the sites. To remove a contact's ESS and/or Voya access, fill out the PSRS-1270 form and check the box marked "Delete" next to PSERS (and Voya if the contact has Voya access). Return the completed form to PSERS following the directions on the form.

In addition to the completion of the PSRS-1270 deletion, a Stop Date must be submitted on the Employer Information page in ESS for each of the contact's "Roles." PSERS will not know the contact's last day of access without this information. Contacts may be filtered on the Employer Information page by Name or Role, making it easier to locate the contact and each Role assigned where a Stop Date should be added. Once the PSRS-1270 form has been processed requesting a staff member be deleted, the User's access will be removed from the system(s) indicated on the form. The contact will still be visible in ESS contacts but will not have access to the system.

Introducing Your New Employees to PSERS

Introducing your new employees to PSERS starts with you as their employer.

Information for New Employees Handout

Distributing the Information for New Employees handout is your first step in educating your employees about PSERS and to help them get started on the path to retirement readiness.

This handout is on our website at psers.pa.gov. It is the first document at the top of the Employer Forms tab. The Information for New Employees handout includes information on what PSERS is, the plans we offer, how to qualify for membership, what actions they need to take as a new employee, QR codes directing employees to the class election calculator, and more!

Within the first few weeks of members qualifying for membership, PSERS will send them a Welcome Packet and Class Election Packet with more information.

“Introducing Your New Hires to PSERS” Email

Another way you can introduce your new employees to PSERS is by sending them an email using the template PSERS provided. This email message provides links to a variety of helpful information for new and existing members of PSERS.

The template email is available on the PSERS website:
<https://tinyurl.com/2rtc4as>

Employer Service Center Staff

Scott Rainey
Regional Office Administrator
scorainey@pa.gov

Lynn Sweigard
Regional Office Administrator
lsweigard@pa.gov

Region 1 - DeAndre Albright
deaalbrigh@pa.gov
Erie, Crawford, Warren, Forest, Venango, Mercer, Lawrence, Butler, Beaver, Jefferson, Clarion

Region 2 - Deanna Brown
deabrown@pa.gov
Mckean, Potter, Tioga, Bradford, Cameron, Elk, Clearfield, Centre, Clinton, Union, Snyder, Northumberland, Schuylkill, Carbo, Lehigh, Montour, Columbia, Sullivan, Lycoming

Region 3 - Daniel Tapia-Ortiz
dtapiaorti@pa.gov
Susquehanna, Wayne, Wyoming, Pike, Lackawanna, Luzerne, Monroe, North Hampton, Bucks, Montgomery

Region 4 - Catherine Nolau
scorainey@pa.gov
Allegheny, Washington, Greene, Fayette

Region 5 - Katie Pajtis
kpajtis@pa.gov
Armstrong, Indiana, Westmoreland, Somerset, Cambria, Bedford, Blair, Huntingdon, Mifflin, Fulton.

Region 6 - Rachael Riddle
rariddle@pa.gov
Juniata, Perry, Franklin, Cumberland, York, Adams, Dauphin, Lancaster, Lebanon, Berks

Region 7 - Jeanette Riedel
jearedel@pa.gov
Chester, Delaware, Philadelphia

Spotlight on Employer Accounting

PSERS' Employer Accounting section consists of two units – Employer Accounting and Delinquency. Below is a snapshot of each unit's employer related functions and how to best contact each unit with questions.

<p>Employer Accounting RA-PSERSEMPACCT@pa.gov</p> <p>Responsibilities:</p> <ul style="list-style-type: none">• Addresses employer Statement of Account and payment questions• Assists with PNC's Cash Concentration issues• Per Employer request, moves payments to correct the employer's account• Assists with general questions concerning employer payments and Act 29 subsidy calculations	<p>Delinquency RA-PSERSDELINQUENCY@pa.gov</p> <p>Responsibilities:</p> <ul style="list-style-type: none">• Addresses employer delinquency issues• Addresses subsidy deduction questions• Addresses questions concerning employer delinquency interest charged
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Public School Board of Directors PSERS Board Member Election

Let your school board of directors know that the PSERS Board of Trustees will conduct an election this fall for a public school board of directors member to serve a three-year term on the Board from January 1, 2024, to December 31, 2026.

School board members who desire to run in the school board seat must:

- Currently be serving on a Pennsylvania Public School Board.
- Submit an affidavit and nominating petition with 25 or more valid signatures of public school board of directors from a minimum of 5 different public school boards, excluding a member of a board of a charter school.
- Submit a completed biographical form.



Information on the duties and responsibilities of PSERS Board members can be found by scanning the QR Code or following this link: <https://tinyurl.com/4s7pdh62>

Nomination packets may be requested starting July 24, 2023 by writing or emailing to:

PSERS Election Coordinator
PSERS Executive Office
5 North 5th Street Harrisburg, PA 17101
RA-PSELECCOORDINATOR@pa.gov

A completed affidavit, nominating petition, and biographical form must be returned at the email address or mailing address above by 5:00 p.m. on September 11, 2023. Late receipt will disqualify any candidate from the election ballot.