

# PSERS Employer Bulletin

Employer Bulletin - Vol 2 2024

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## Inside...

Employer  
Workshop Schedule

Spotlight on PSERS  
Member Service  
Center and Regional  
Offices

Voya Reporting  
News

& More



### Public School Employees' Retirement System

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Harrisburg PA 17101

#### Toll-Free

866.353.1844

#### Local

717.787.1755

#### FAX

717.783.8760

#### Email

ContactESC@pa.gov

## Complete A-Z Training on DC Reporting coming soon in June 2024!

More information will be forthcoming but save the date on your calendar for one of these online sessions:

- **Thursday, June 6:** 9:00 am – 11:00 am
- **Wednesday, June 12:** 1:30 pm – 3:30 pm
- **Tuesday, June 25:** 9:00 am - 11:00 am

## Employer Spring Workshop

The PSERS Employer Service Center (ESC) is excited to invite you to attend one of our in-person Spring Employer Workshop sessions. Come ready to explore the Transaction Page and Leave of Absence scenarios! ESC is excited to present these two often confusing topics, in addition to sharing other reporting reminders.

Do you ever wonder what a “rolling credit” is? How can you be sure what the correct payment amount should be? Is there an easy way to see what your payments applied to? How do you know if you have member contributions that should be returned? Be sure to bring your questions so we can help you become more comfortable using the transaction page.

Following the intermission, we will review Leave of Absence types and reporting. We will present real life scenarios and give you the opportunity to test your leave determination skills. **Bring your thinking caps and something to write with—this part has an interactive component!**

Registration is easy. Select the location best suited for you from the list below. Complete the form that opens when you click on the blue link. Anyone who handles PSERS reporting, payments, leave determination and entering related contract records is invited. Remember each person should register individually to ensure we have the right number of handouts. We look forward to seeing all of you this spring!

**Not sure which location is closest to you? Look at the map on the ESC tab on the website.**

**See the next page to register and for full the Spring Workshop Schedule.**

(Continued on next page)

## Employer Workshop Schedule

### Northwest Region 1—ESC Rep DeAndre Albright

Friday, April 26, 2024 @ 9:00 am - Beaver Valley IU 27 - 147 Poplar Drive, Monaca 15061  
Monday, April 29, 2024 @ 1:00 pm - Seneca Highlands IU 9 - 119 Mechanic St, Smethport 16749  
Tuesday, April 30, 2024 @ 8:30 am - Riverview IU 6 - 270 Mayfield Rd Clarion 16214  
Tuesday, April 30, 2024 @ 1:30 pm - Midwestern IU 4 - 453 Maple St Grove City 16127  
Wednesday, May 1, 2024 @ 8:30 am - Northwest Tri-County IU 5 - 252 Waterford St Edinboro 16412

### Northcentral Region 2—ESC Rep Deanna Brown

Wednesday, April 17, 2024 @ 10:00 am - Schuylkill IU 29 - 17 Maple Ave, Mar Lin 17951  
Wednesday, May 1, 2024 @ 1:00 pm - Central Susquehanna IU 16 - 90 Lawton Ln, Milton 17847  
Thursday, May 2, 2024 @ 9:30 am - BLAST IU 17 - 33 Springbrook Dr, Canton 17724  
Friday, May 3, 2024 @ 9:30 am - Central IU 10 - 1633 Philipsburg Bigler Hwy, Philipsburg 16866  
Monday, May 6, 2024 @ 1:00 pm - Carbon-Lehigh IU 21 - 4210 Independence Dr, Schnecksville 18078

### Northeast Region 3—ESC Rep Daniel Tapia-Ortiz

Friday, May 10, 2024 @ 1:00 pm - Luzerne IU 18 - 368 Tioga Ave, Kingston 18704  
Friday, May 17, 2024 @ 9:00 am - Montgomery County IU 23 - 2 West Lafayette Street, Norristown 19401  
Tuesday, May 14, 2024 @ 9:00 am - Colonial IU 20 - 6 Danforth Dr, Easton 18045  
Thursday, May 23, 2024 @ 9:00 am - Northeastern Educational IU 19 -1200 Line St, Archbald 18403

### Southwest Region 4—ESC Rep Catherine “Kate” Nollau

Wednesday, April 24, 2024 @ 9:00 am - Allegheny IU 3 - 475 Waterfront Drive, Homestead 15120  
Wednesday, April 24, 2024 @ 1:00 pm - Allegheny IU 3 - 475 Waterfront Drive, Homestead 15120  
Thursday, April 25, 2024 @ 9:00 am - Intermediate Unit 1 - 1 Intermediate Unit Drive, Coal Center 15423

### Central-West Region 5—ESC Rep Kathleen Pajtis

Wednesday, April 24, 2024 @ 12:30 pm - Appalachia IU 8 - 4500 Sixth Ave, Altoona 16602  
Tuesday, April 30, 2024 @ 9:30 am - Westmoreland IU 7 - 102 EQUITY Dr, Greensburg 15601  
Monday, April 29, 2024 @ 9:30 am - ARIN IU 28 - 2895 West Pike Rd, Indiana 15701  
Thursday, April 25, 2024 @ 9:30 am - Tuscarora IU - 11 6395 PA-103 #58, Lewistown 17044

*\*Please note this workshop is at an alternative location due to IU construction.*

### Southcentral Region 6—ESC Rep Rachael Riddle

Thursday, April 18, 2024 @ 9:00 - Lincoln IU 12 - 65 Billerbeck St, New Oxford 17350  
Monday, April 22, 2024 @ 9:00 - Capital Area IU 15 - 55 Miller St, Summerdale 17093  
Tuesday, April 23, 2024 @ 9:00 am - Governor Mifflin High School - 101 South Waverly Street, Shillington 19607  
Thursday, May 2, 2024 @ 9:00 - Lancaster-Lebanon IU 13 - 1020 New Holland Ave, Lancaster 17601

### Southeast Region 7—ESC Rep Jeanette Riedel

Friday, April 26, 2024 @ 10:00 am - Chester County IU 24 - 455 Boot Rd, Downingtown 19335  
Friday, May 3, 2024 @ 10:00 am - Delaware County IU 25 - 200 Yale Ave, Morton 19070  
Thursday, May 9, 2024 @ 10:00 am - Bucks County IU 22 - 705 N Shady Retreat Rd, Doylestown 18901

[Click here to register!](#)

# Spotlight on PSERS Member Service Center and Regional Offices

When members have a question or need assistance, the PSERS' retirement representatives in the member service center and PSERS' regional offices are available.

Retirement representatives assist members when they call, -email, or walk into a physical office with questions about their PSERS' account, the Member Self-Service Portal, PSERS' health insurance eligibility, returning to service, and more. Representatives also provide retirement estimates and conduct retirement exit counseling and group educational sessions both in person and online. *Members who do not attend a counseling session provided by PSERS are more likely to have errors in their retirement applications, even if the member worked with a financial planner. These errors can cause delays in the processing of the retirement benefit and even in the retirement effective date.* It is important for you to remind your employees of this and encourage them to attend a retirement exit counseling session conducted by PSERS staff.

## Interested in having a PSERS' educational program at your school?

If you are interested in hosting a PSERS' educational program for your employees, please contact one of PSERS' seven regional offices. Presentations can be provided upon request for your in-service days. PSERS can also participate in benefit fairs.

## FY 2023 Customer Service Highlights (Defined Benefit Plan)

Answered 140,038 Member Calls	Responded to 76,614 Member Emails & Secure Messages	Counseled 6,552 Members for Retirement
Issued 2.9 Million Monthly Benefit Payments to Members	Processed 9,658 Retirement Applications	Prepared & Issued 277,019 Form 1099-R's

## Requirement for One Full Year of Service Credit

Act 56 of 2023 (House Bill 1507) amends the Public School Code's minimum number of days or hours of annual instruction time. Starting in the 2023-24 school year, a school entity shall set the instruction time at 180 days or 900 hours for the elementary level or 990 hours for the secondary level. The prior law set instruction time at 180 days *and* 900 and 990 hours, respectively, for the elementary and secondary levels. The Retirement Code does not distinguish between instructional days and days worked. Accordingly, to receive one full year of service credit, salaried or per diem employees must work and be paid for at least 180 days, and hourly employees must work and be paid for at least 1,100 hours from July 1 to June 30. A full day for purposes of receiving retirement credit is defined in the law as at least 5 hours worked in one day, even if an employer defines a full day differently. As long as salaried and per diem employees continue to render at least 180 days of school service, they will receive one full year of service credit, regardless of the number of instructional days or hours.

Employees, who do not work the 180 days or 1,100 hours required to obtain one full year of service credit from July 1 to June 30, will receive partial service credit for that year. Any days missed, regardless of the reason, e.g. weather closings or a strike, must be made up prior to June 30 in the school year that the days were missed. Any days made up after June 30 will be credited in the next school year.

## 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**  
jeariedel@pa.gov  
*Chester, Delaware, Philadelphia*

## Voya Reporting News

Recently, you should have received an email from Voya with a copy of updated Frequently Asked Questions (FAQs) and an explanation of the warning and error messages that may occur in Voya's payroll reporting system, Voya PayCloud (VPC). The explanation provides what the message means and what action should be taken to resolve the reporting issue. The FAQs and the Voya PayCloud Statuses and Warnings/Errors can also be found on PSERS' website.

If you do not review and resolve errors and warnings, the file may not be submitted and may still remain in a processing status. Ignoring warnings may also result in incorrect and untimely reporting. You can confirm that your file was submitted by checking your bank records to be sure that the money for the file was withdrawn. You should also review your ESS Transaction Page frequently to be sure the credit for DC files has applied to your account. The DC credits are displayed using the "DC Payment" Transaction Type. The Identifier column for that transaction will show the date the file was posted to Voya and the payroll date submitted. These payment transactions apply to monthly work reports that will be a credit to your overall employer contribution amount owed. For example, the DC payment for the 2/26/2024 payroll will apply to the PSERS February work report when submitted and that DC payment transaction will reflect as Closed. To view the DC Payment transaction, you may need to clear the Open transaction filter and use the Type filter as shown below.

	Posting Date	Activity Date	Trans #	Type	Identifier	Status	Mbr Due Date	Emp Due Date
<input type="checkbox"/>	<a href="#">02/26/2024</a>	02/23/2024	2737371	DC Payment	DC Pmt 02/23/2024 for 02/23/2024 Payroll	Closed		06/26/2024
<input type="checkbox"/>	<a href="#">02/20/2024</a>	02/16/2024	2735471	DC Payment	DC Pmt 02/16/2024 for 02/16/2024 Payroll	Closed		06/26/2024

Also, an important improvement delivered to VPC in March is a validation requiring that the employer code for a submitted file matches the employer code of the user. We understand that we have several users that manage multiple employer reporting accounts or that, sometimes, mistakes happen. This validation will ensure that a file is not accidentally submitted under the wrong employer's code.