

PSERS Employer Bulletin

Volume 2 - 2017

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Public School Employees' Retirement System

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Employer Spring Workshops

The Public School Employees' Retirement System's Employer Service Center (ESC) invites you to attend one of our annual Employer Workshops.

The workshop is recommended for business managers, payroll staff, human resources staff, and any other school employee responsible for reporting information to PSERS on behalf of the school employer. This year's workshop is entitled "Back to Basics" and provides a refresher on everything from qualification rules and membership classes/rates to part-time member reporting. Other focus areas include the Class T-F Election process, waivers, coaches, return to service, and the importance of accurate contract records to support the data reported. The topic was selected based on your questions to your ESC representative.

This workshop is designed to provide helpful tips to aid you in reporting and review areas that are questioned often during the year. Regardless of your level of knowledge of PSERS rules, we invite you to attend to refresh and confirm your understanding or learn new and useful information.

A list of locations, dates, and times PSERS will be in your area are listed on our website at www.psers.pa.gov under the Employer News page. Each workshop will last approximately 2 hours. Pre-registration is recommended to allow our staff to make sure that each workshop has enough seating accommodations and copies of handouts for everyone. We also encourage you to bring prepared questions. We are looking forward to seeing as many of you as possible. This is a great opportunity for us to meet with you and we enjoy the personal interaction.

Schedule on page 2

Help PSERS Help You

As partners in caring for and providing service to our members, we need your help. With each new employee you report to PSERS, Member Demographic Information is to be submitted through the Employer Web. The employee's email address is a part of that upload. Having a valid email address for each employee enrolled in the system allows PSERS to better assist our membership by enabling faster communication between PSERS and individual members. In addition, it assists PSERS in being a good financial steward since every communication successfully sent electronically can potentially curtail the need and cost of a paper mailing, which results in more money being available for PSERS to invest for the benefit of our members.

You may find yourself wondering, "I'm a member so why haven't I received any emails from PSERS?" Currently email is only used when trying to contact a specific member on a specific issue. Communicating with members via email is not yet a common occurrence, but it is a medium that we do plan on using to communicate with members in the future. Help us plan for and be ready for the future. Please make sure you upload an email address with each new demographic record you are submitting.

Employer Spring Workshop Schedule

| Region | Workshop Location | Date | Time | Address | City | Zip Code |
|--------|--------------------------------|-------------------------|----------|----------------------|---------------|----------|
| 2 | Colonial IU 20 | Tuesday, May 16, 2017 | 9:30 AM | 6 Danforth Dr | Easton | 18045 |
| 4 | Lincoln IU 12 | Wednesday, May 17, 2017 | 9:30 AM | 65 Billerbeck St | New Oxford | 17350 |
| 2 | Luzerne IU 18 | Wednesday, May 17, 2017 | 9:30 AM | 368 Tioga Ave | Kingston | 18704 |
| 2 | BLAST IU 17 | Thursday, May 18, 2017 | 9:30 AM | 33 Springbrook Dr | Canton | 17724 |
| 4 | Capital Area IU 15 | Friday, May 19, 2017 | 9:30 AM | 55 Miller St | Summerdale | 17093 |
| 2 | Northeastern Educational IU 19 | Friday, May 19, 2017 | 9:30 AM | 1200 Line St | Archbald | 18403 |
| 2 | Carbon-Lehigh IU 21 | Monday, May 22, 2017 | 9:30 AM | 4210 Independence Dr | Schnecksville | 18078 |
| 5 | Berks County IU 14 | Tuesday, May 23, 2017 | 10:00 AM | 1111 Commons Blvd | Reading | 19605 |
| 5 | Schuylkill IU 29 | Friday, June 02, 2017 | 10:00 AM | 15 Maple Ave | Pottsville | 17901 |
| 5 | Lancaster-Lebanon IU 13 | Monday, June 05, 2017 | 10:00 AM | 1020 New Holland Ave | Lancaster | 17601 |

Fleetwood Regional Office Closing

The PSERS regional office located in Fleetwood (just outside of Reading), PA will close June 30, 2017.

The Public School Employees' Retirement System (PSERS) regularly evaluates its operations for possible improvements. Because the Fleetwood office's territories of Berks, Carbon, Chester and Lehigh are closely surrounded by the PSERS' offices in Bucks, Dauphin and Lackawanna counties, PSERS evaluated and discovered a potential opportunity to provide long-term financial savings without impacting service to our members. It is anticipated that service will be improved without having to maintain a small office for walk-in traffic while also regularly providing presentations outside of the office. Presentations will continue to be provided and calls to the office will automatically be routed to staff in other regional offices.

Disability Retirement Reminder

Your employees must apply for a PSERS disability retirement benefit within two school years of their last day of contributing (paid) service or contributing (paid) leave, whichever is later, regardless of the employee's ability or status in applying for other disability related benefits like social security or workers' compensation benefits.

This means that as employers, it is important for you to keep each employee's contract status up-to-date (e.g., report when employees go on non-contributing leave (LEAVEN, SSLSSN, WKCPN) and/or when they terminate (TRMNTN). **Remember: Simply receiving disability compensation from either the employer or from workers' compensation does not extend the two year time frame your employees have to apply for disability retirement benefits with PSERS.**

Please refer employees to the Let's Talk About Disability pamphlet on the PSERS website for more information.

Employer Service Center Staff

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Regional Office Administrator
krgoodling@pa.gov

Region 1 - Dianna Bennett
diabennett@pa.gov
Beaver, Butler, Cameron, Centre, Clarion, Clearfield, Clinton, Crawford, Elk, Erie, Forest, Jefferson, Lawrence, McKean, Mercer, Potter, Venango, and Warren Counties

Region 2 - Crystal Houser
crhouser@pa.gov
Bradford, Carbon, Columbia, Lackawanna, Lehigh, Luzerne, Lycoming, Monroe, Montour, Northampton, Northumberland, Pike, Snyder, Sullivan, Susquehanna, Tioga, Union, Wayne, and Wyoming Counties

Region 3 - Jonathan Malnick
jmalnick@pa.gov
Allegheny, Armstrong, Fayette, Greene, Indiana, Washington, and Westmoreland Counties

Region 4 - Carolina Baez
cbaez@pa.gov
Adams, Bedford, Blair, Cambria, Cumberland, Dauphin, Franklin, Fulton, Huntingdon, Juniata, Mifflin, Perry, Somerset, and York Counties

Region 5 - Michael Chappuis
michappuis@pa.gov
Berks, Bucks, Lancaster, Lebanon, Montgomery, and Schuylkill Counties

Region 6 - Vacant
Temporary Contact: jmalnick@pa.gov; cbaez@pa.gov; or michappuis@pa.gov
Chester, Delaware, and Philadelphia Counties

Employer Self-Service (ESS) Update

PSERS previously announced that a new employer self-service portal would be launching at the end of 2017 which will include many new features.

In order to prevent impacting other critical functions occurring at the end of the year, including the distribution of annual member *Statements of Account*, Health Options Program plan selection, and 1099-R preparation, PSERS will implement this upgrade during the spring of 2018.

The next PSERS employer bulletin will provide more information about this portal.

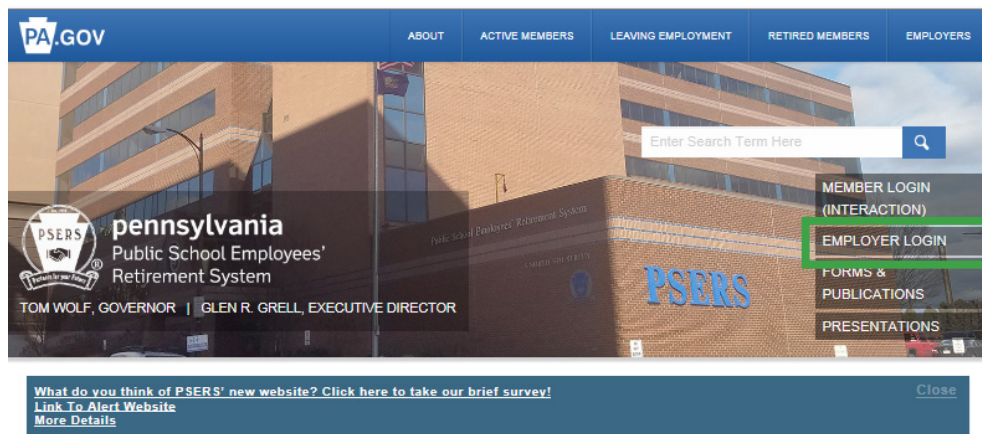
PSERS Website Redesign

On March 1, PSERS released a redesigned website in order to better serve our employers and members. Our new address is www.psers.pa.gov and any pages you may have bookmarked at the state.pa.us address will redirect to the new homepage. We still provide the same resources in this new look.

Note: To sign into the Employer Web, click on the “Employer Login” link on the upper right (see below).

Photos Wanted:

We feature photos of a few schools at the top of our new website and we’d love ones of your school! If you would be willing to share photos of your schools for our website, please send them to your Employer Service Center (ESC) representative. Photos should be of a high quality and landscape orientation. To protect the privacy of staff and students, please ensure that individuals are not identifiable in the photos you submit.



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PSERS NEWS

- [Attention Members: PSERS Office in Fleetwood Closing June 30, 2017](#)
- [In the News: Passive Investing](#)
- [PSERS Executive Director Interviewed by PLS Reporter](#)
- [Public School Employees' Retirement Board Elects Chairman and Vice Chairman](#)
- [PSERS' House Appropriations budget hearing](#)

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FEATURED

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- [Divorce](#)
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- [Reporting a Death](#)
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