ESS System and Procedure Manual: Employer Reference Manual

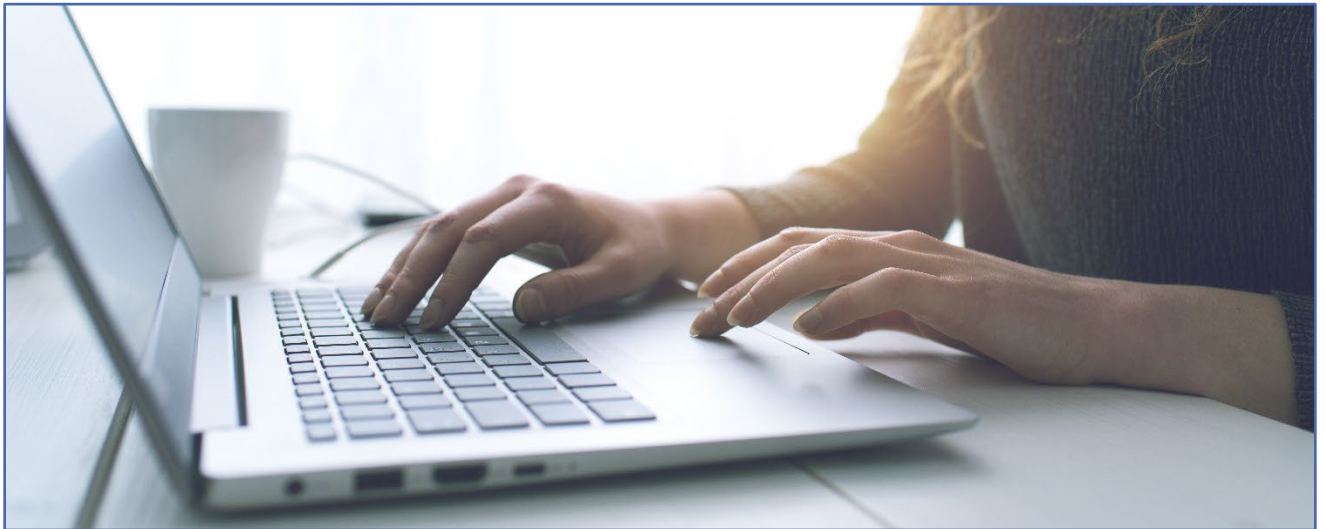2023

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Accessing the Employer Self Service (ESS) Portal

The Employer Self Service (ESS) system is the online reporting system used to enroll employees, update contract records and to submit work reporting to PSERS for every PSERS eligible employee. Membership classes T-G and T-H and the DC membership class have the DC contributions reported to a Third-Party Administrator. The third-party administrator reporting is not explained in this procedure manual. The third-party administrators reporting manual may be found on the Employers section of PSERS public Web.

The Employer Self Service (ESS) is also where important account transaction information can be found, employer reports can be generated, and PSERS documents to you are stored. To access ESS, navigate to www.psers.pa.gov in your web browser. Please keep browsers up to date.

- Desktop Versions of Google Chrome, Microsoft Edge and Mozilla Firefox, and Apple Safari released in the period spanning fourteen (14) months prior to the then present date through two (2) months prior to the then present date.

- Mobile Versions of Google Chrome, and Apple Safari released in the period spanning fourteen (14) months prior to the then present date through two (2) months prior to the then present date.

From the PSERS website shown below, select "**EMPLOYER LOGIN**" located within the gray banner, which will take you directly to the ESS log in screen.
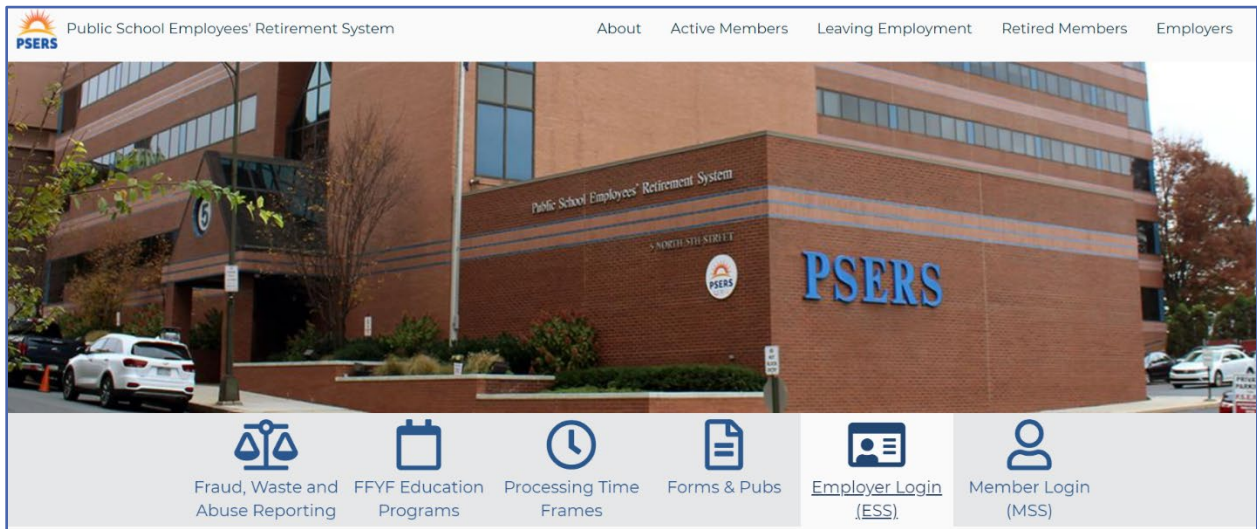
Or click the "**EMPLOYERS**" tab on the website, located on the far right, then select "**EMPLOYER SELF SERVICE**" from the dropdown menu. Once on the Employer Self-Service page, scroll to the bottom where the Terms and Conditions are shown. To reach the ESS login screen, you must click ACCEPT.

School Employees' Retirement System   About   Active Members   Leaving Employment   Retired Members   Employers

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.

Below is the ESS log in page:

Enter **Username** provided by PSERS and your **Password** to log in to the homepage. If you are a new user and do not have Employer Self-Service (ESS) access, see *Setting Up Your Online Usernames and Passwords* for more information.

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MFA – Multi Factor Authentication

Multi-Factor Authentication (MFA) is one of the most effective ways to prevent security threats and protect sensitive data. MFA is an authentication method where a user is granted access only after successfully presenting two or more pieces of information (factors).

MFA is required when a user logs into ESS for the first time. MFA is also required when a user changes their password, uses a new device for accessing ESS, was unsuccessful on their last log in, or has selected "**Always**" as the MFA option. ESS users are required to update their ESS password every 120 days but may update their password more frequently.

Users are prompted to choose a method for receiving the verification code to complete the MFA transaction. All verification information such as your email address and phone number are pulled from the contact information currently on file in the employer contact section. If information in your contact record is incorrect or outdated the verification code will not reach you.

Employers are responsible for maintaining employer contact information. Any change in staff, phone number or email address should be entered immediately by the employer to avoid MFA errors and lack of access to ESS.

***NOTE*: It is recommended employers use email to receive their verification code. If you are electing to use Voice phone message for your verification code, the number must be a direct line because MFA will not work with main numbers using extensions.**

Below is the screen where users may select how to receive the verification code. After selecting the verification method, click "**Next".**

Multi-Factor Authentication

① —————————— ②
Choose Delivery Method   Enter Verification Code

In order to protect access to your account, we require you to enter a verification code that we will send you. How would you like to receive your code?

Delivery Method
- ⦿ Email - lw*****@pa.gov
- ○ Text - +*-(***)-***-3627
- ○ Voice - +*-(***)-***-3627

Cancel   [Next]

The verification code is sent giving the user 15-minutes to enter the code on the next screen.

If receiving the verification code by email, it will look like this:

Verification Code for Your PSERS Employer Self-Serv...
Verification Code for Your PSERS Employe... 7:47 AM
The Public School Employees' Retirement System
(PSERS) received your request for a verification code

The Public School Employees' Retirement System (PSERS) received your request for a verification code to access your Employer Self-Service (ESS) account.

Your Verification Code is: **843797**

Enter this code in the ESS window. This code is only valid for the next 15 minutes.

Didn't request this?

Once the code has been received, move your cursor to the gray line under Verification Code and enter the code. Click "**Confirm.**"

If a different verification method is preferred while on this screen, click **Cancel** and restart the login process. If time has expired on the verification code or it was never received click **Resend Code.** Employers will also want to ensure the email address **no_reply_psers_security@ pa.gov** has been whitelisted so it is able to be delivered through employer's security or firewall.

New users will be able to elect MFA Preferences for entering the ESS portal during the account set up process. Users may select "**Always**" or "**Only when needed**" as recommended by using the dropdown menu.

Current users may select their MFA preference by clicking on their profile page button on the top right-hand side of the banner.
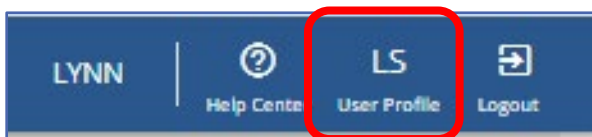
Click on the **Update Multi-Factor Authentication** and select new method of delivery.
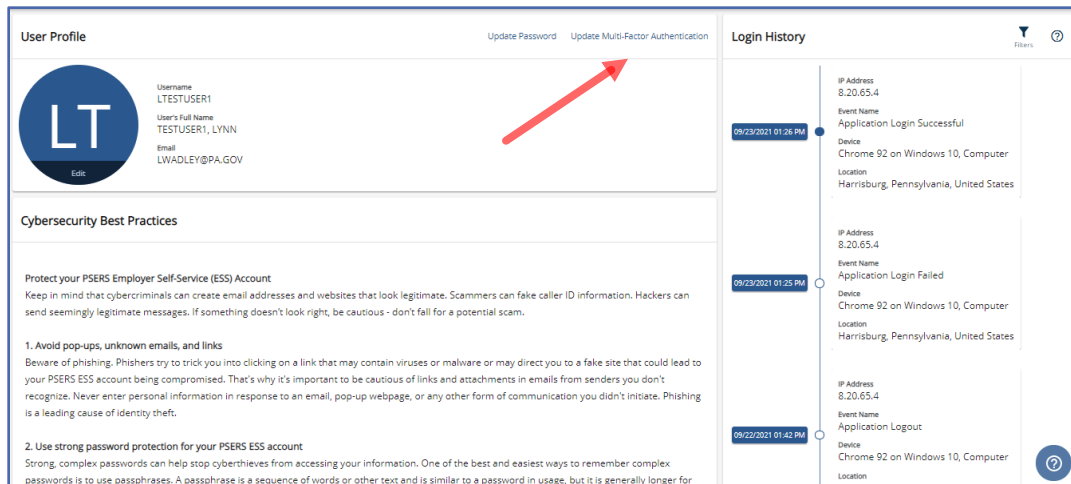
What do I do if my verification code does not work?

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 you cannot retrieve your code, it 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.

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.

Requesting to be a PSERS Employer Reporting System User

Work reporting is done through different systems, depending on the membership classes assigned to your employees. The PSERS ESS System is where demographic and contract record changes are made, in addition to reporting the defined benefit component.

(AKA DB Work Reports). For members who are part of Classes TG, TH, and DC, work reporting is also submitted to the DC Plan Third Party Administrator for their defined contribution component. Generally, most users will need access to both reporting systems.

To gain access to either or both systems, you must complete a *PSERS Employer Reporting System User* (PSRS-1270) form and submit it to PSERS. The form can be found under the Employer Forms tab on the PSERS public website.

Please checkmark the boxes for the system(s) (PSERS--ESS system &/or Voya--Sponsor Web access is being requested. Your employer code and email address must be clearly written or typed on the form. Two live signatures are required, one for the staff member requesting access and one for the supervisor approving the request for access. Electronic signatures will not be accepted. This form can be located on the PSERS website, under the Employer tab, under Forms.

PSERS Employer Reporting Systems User Access (PSRS-1270)

The *PSERS Employer Reporting Systems User Access* (PSRS-1270) form must be returned to PSERS within one month of the employer entering the contact and the contact accepting a role requiring reporting access. Timely submission enables new reporting staff to begin submitting PSERS reports as soon as possible.

Once processed, the new contact person will receive an email containing Username as shown below:

PSERS Employer Self Service Registration Tue 11...
Welcome to the PSERS Employer Self Service
application. In order to complete registration,

Welcome to the PSERS Employer Self Service application. In order to complete registration, you will be required to enter both your User ID and Username. If you are an Employer Administrator, you will receive your User ID in the mail within 3-5 business days. Otherwise, the Administrator that created your account will provide you with your User ID.

Your Username for your Employer Self Service (ESS) account is: **LTESTUSER1**.

Please use the link below to create a password for your account and complete the registration process by **Oct 21, 2021**.

Click Here

Note: You have 30 days to complete the registration process. The link for registration will expire after 11:59 p.m. on Oct 21, 2021.

Please contact your Employer Service Center representative if you have any questions.

Thank you.

Public School Employees' Retirement System
Employer Service Center
5 N 5ᵗʰ Street | Harrisburg, PA 17101-1905
Toll-free: 1.866.353.1844
Email: *ContactESC@pa.gov*
www.psers.pa.gov

A letter - via U.S. mail - containing your PSERS ID will be sent to the address on file in the Contacts of the Employer Information Page.
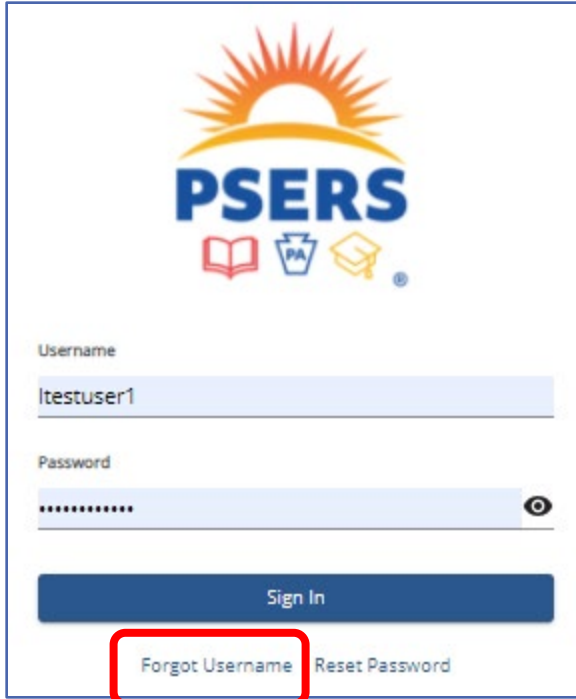
Click on the "**Click Here**" link in the email and follow the wizard to create a password and complete the initial log in process. Further New Registration information is available on the PSERS Public Web in the Employer Self Service tab. For step-by-step instructions see *ESS New Contact Registration* found later in this manual.

ESS passwords must be reset every 120 days. Each time users change their password MFA will be required.

PSERS recommends each employer has at least two or more system users with access to both systems for business continuity in the event the primary staff member suddenly becomes unavailable.
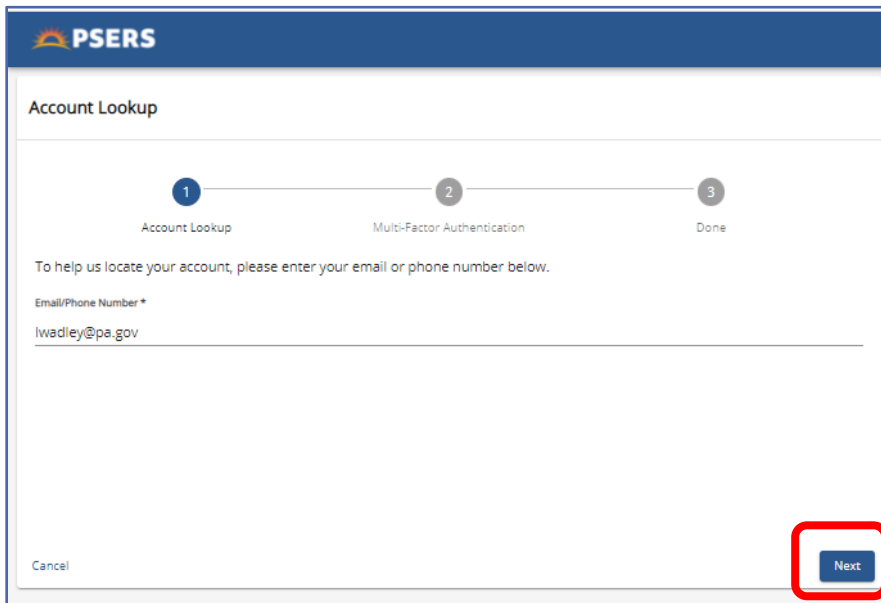
Forgot Username

When a user forgets their Username, the user should click the "**Forgot User**" link on the Login Page.

Clicking the link will begin the Forgot Username process. There are four screens within this process. After entering either user email address or phone if it is a direct dial phone number Click "**Next**"

In the second screen select the delivery method for a verification code and click "**Next**"

Upon receipt of the verification code, click on the grey line that says Verification Code and enter the 6- digit code you received. Click "**Next**"

Username will show on the next screen. Click "**Log In**"

Reset Password

When an employer forgets their password, the user should click the "**Reset Password**" link on the Login Page. Clicking the link will begin the password reset process. There are four screens within this process.
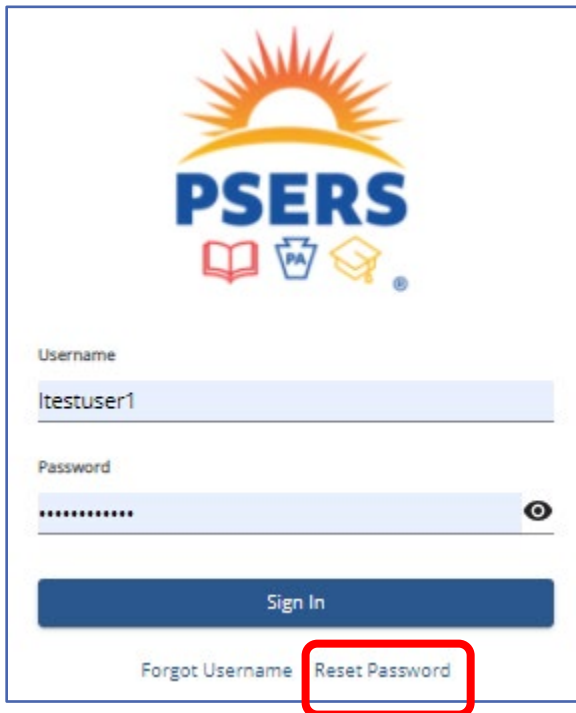
In the Account Lookup screen, the user enters their ESS Username and clicks "**Next**". If the Username exists, the process continues to the next screen.

User selects delivery method of a verification code. If voice phone is selected it must be a direct dial phone or MFA will not work. Click "**Next**"

Enter verification code on the grey line of the window and click "**Next**"

Create and verify new password based on the criteria provided. Click "NEXT"

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

For security an email will be sent to the email address on file in ESS contacts box .

Pages on ESS and what Information is found on Each Page

The Employer Self Service system has 10 different pages identified on the side menu. Each Page is used for different functions of PSERS Reports.

HOME Page

ESS HOME Page provides employers with Important Account information and shortcuts to preforming reporting functions and research.

The Reporting Unit Number for the district is found in the Upper Right Corner of the HOME Page.
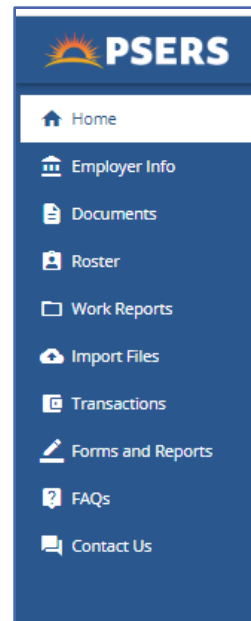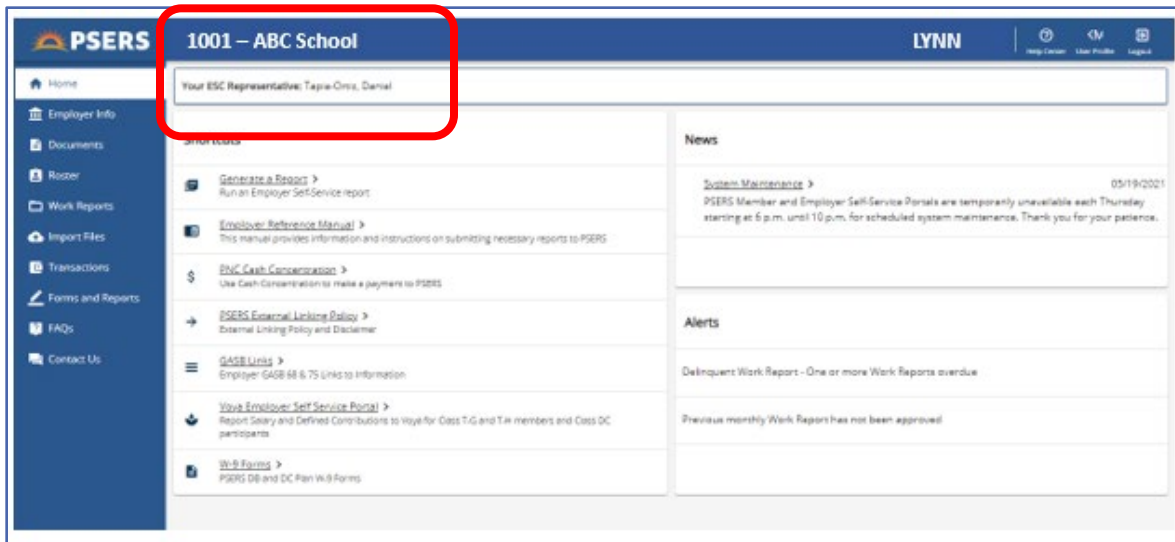
Under the Reporting Number a new Monthly Reporter can find the name of their ESC Representative. The district ESC Representative is the primary contact for the district. The ESC Representative will be able to answer reporting questions or direct the employer to the appropriate area.

In the Upper left side of the Title bar is the name of the ESS User, The Help Center action Button, the user's profile settings and the Log Out action button.
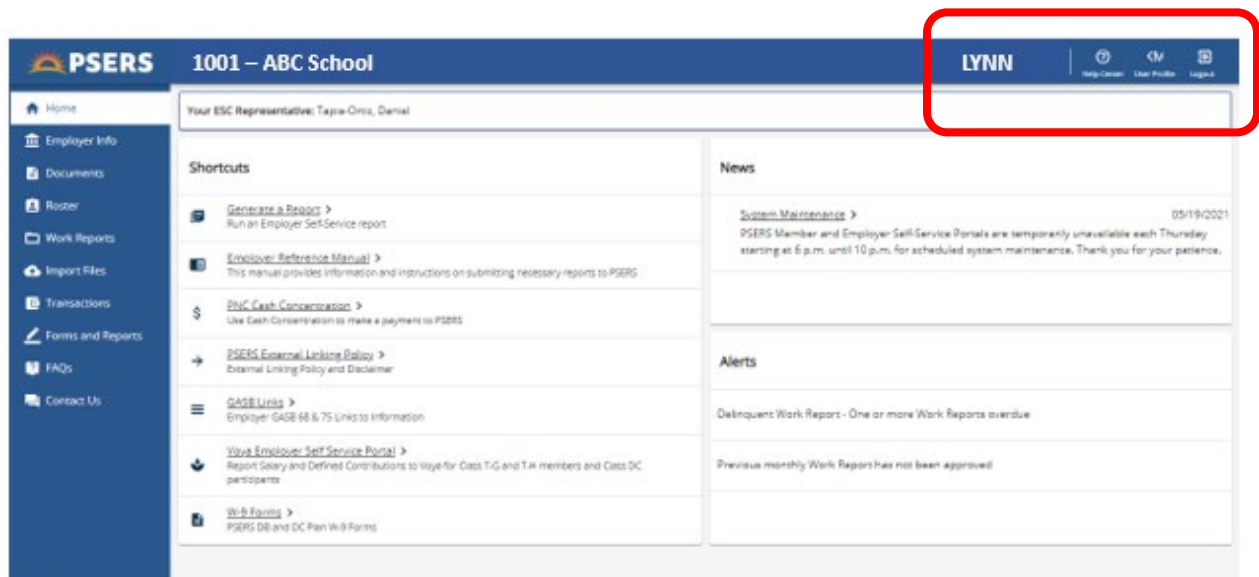
Help Center Action Button

The ESS Help Center Action button may be clicked to assist employers in finding answers to common reporting or ESS system questions.
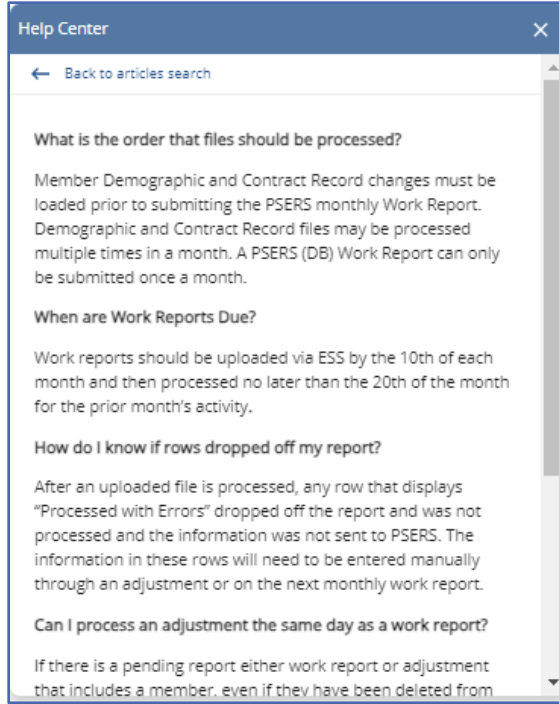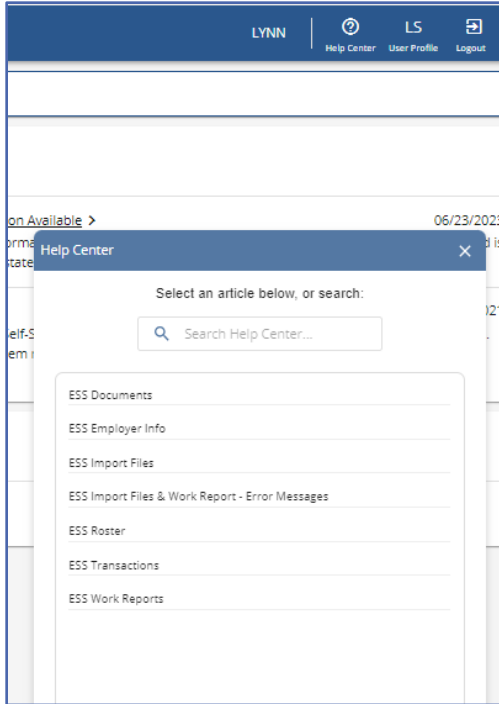
USERS Profile Action button

Using the Profile Action Button, employers may choose to update their password at any time of their choosing. For example, you are asked to update your payroll system password, you can also update the ESS password at the same time. The profile action button also allows employers to elect how often they are sent a Multi Factor Authentication Code. It is
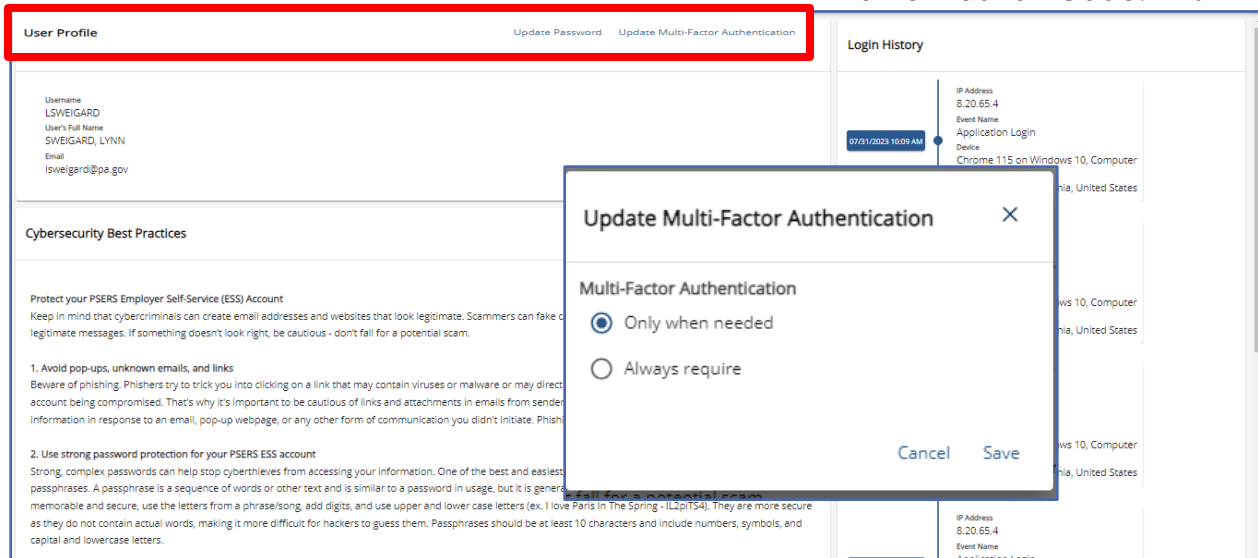
recommended employers select "Only when needed."

The User Profile also provides Cyber Security best practice information and a log in history for the user.

HOME Page Shortcuts

From the HOME Page employers may Generate reports, navigate to this Manual - The Employer Reference Manual, PNC Cash Con, PSERS External Linking Policy, GASB Links, VOYA's Employer Service Portal, and W-9 forms.
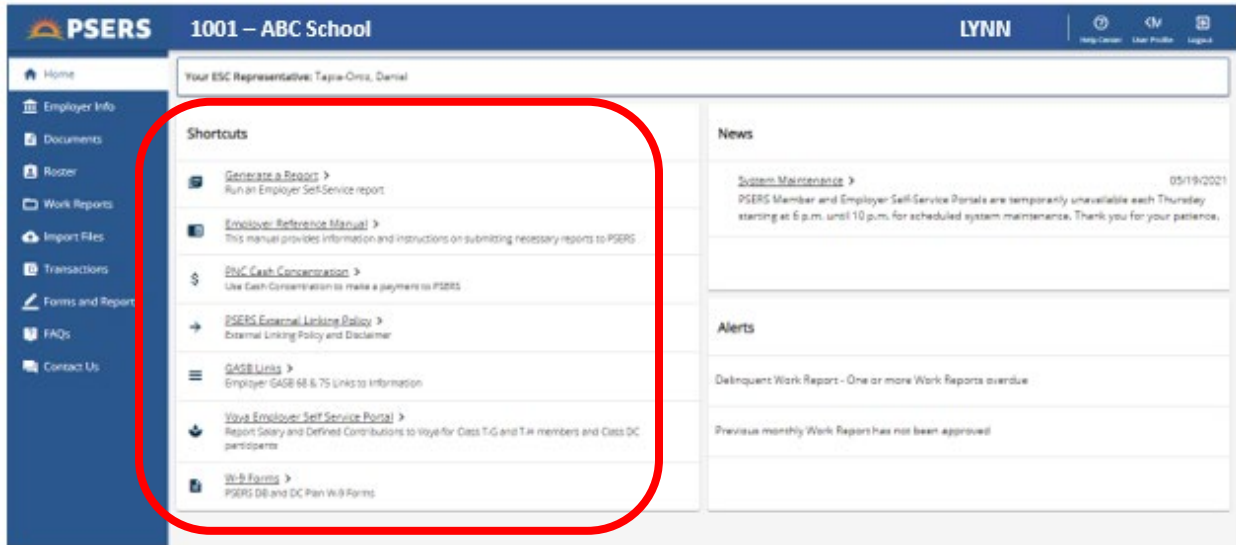
Employers may generate one of six different reports from the Generate a Report Shortcut. Below is a list of the reports, what available information is provided on each report and a screenshot of the CSV version of the report.
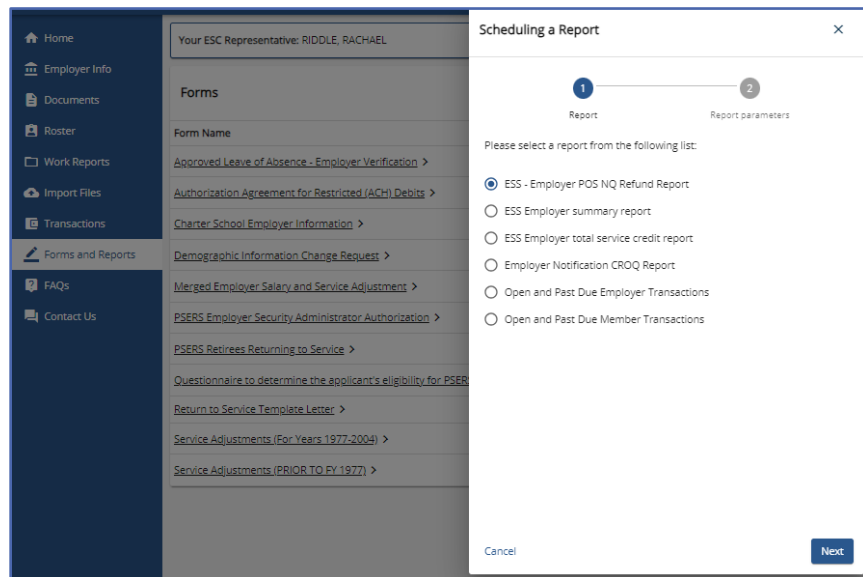
Types of Reports Available and What Information is Available on the Report

1- ESS- Employer POS NQ Refund Report: This report identifies all purchase of service for past and present employees that has been approved by PSERS and district part time employees who had member contributions reported to PSERS for a Fiscal Year but did not reach membership qualification for the Fiscal Year. PSERS has refunded these members and the employer for the Fiscal Year. The report may only be run for dates provided in the drop-down menu.

Employers can view Member social security number, member's name, service begin date, service end date, salary reported for FY, member's effective date, member's enrollment date, service year of purchase, if member is existing or new, employer contributions rate applied, and MV/PI AR.

Employer POS and NQ Refund Report													
	EMP												
SSN		Name	Service From Date	Service To Date	Salary	Status Effective Date	Enrollment Date	Purchase Year	Exist or New	Contribution Rate	MV/PI AR	> AR or .5	Reimbursement	Transaction Type
123-45-6789		MOUSE, MICKEY	7/1/2016	6/30/2017	2393.22	7/28/2022	8/28/2006	2017	N	0.3003	0.7504	0.7504	539.3	POS
234-56-7890		MOUSE, MINNIE	7/1/2004	6/30/2005	15281.8	10/17/2022	9/1/2000	2005	N	0.0423	0.6671	0.6671	431.23	POS
345-67-8901		DUCK, DONALD	7/1/2004	6/30/2005	6749.98	9/16/2022	7/1/2004	2005	N	0.0423	0.6671	0.6671	190.47	POS
456-78-9012		DUCK, DAISEY	7/1/2004	6/30/2005	2030	8/20/2022	7/1/2004	2005	N	0.0423	0.6671	0.6671	57.28	POS
567-89-0123		POPPINS, MARY	7/1/2012	6/30/2013	812	6/7/2022	7/1/2012	2013	N	0.1236	0.6847	0.6847	68.72	POS
678-90-1234		LONGSTOCKINGS, P	7/1/2010	6/30/2011	10156.6	9/7/2022	9/1/2010	2011	N	0.0564	0.7172	0.7172	410.84	POS
789-01-2345		POOH, WINNIE	7/1/2009	6/30/2010	4698	6/23/2022	7/1/2009	2010	N	0.0478	0.7182	0.7182	161.28	POS
890-12-3456		ROBIN,CHRISTOPHER	7/1/2010	6/30/2011	5582.5	6/23/2022	7/1/2009	2011	N	0.0564	0.7172	0.7172	225.81	POS

2- Employer Summary Report: This report should be run once a quarter and compared to the employer's payroll system for the same time frame. The report includes all wages, service time and contributions reported to PSERS for the requested Fiscal Year up to and including any released work reports and adjustments completed by the district requesting the report.

Employers may view member Name, Social Security number, member wage type, hours of service, days of service, base wages, URCC wages, overtime wages, supplemental wages, Total of all salary, wages no contributions, contributions withheld, member savings amount due, employer share and employer premium share.

Employer Summary Report																
	Emp ###		Employer Name	SD			Fiscal Year : 2023									
														Run Date :		7/31/2023
Member Name		SSN	Wage Type	Hours	Days	Base			URCC	OT	SUPP	Total Salary	WNC	Contributions	POS	Mem Savings		EMP SH	EMP PA
MOUSE, MICKEY		123-45-6789	Salary	0	188	79,908.82			0	0	1,880.40	81,789.22	0	6,134.22	0	6,134.20		27,922.83	654.32
MOUSE, MINNIE		234-56-7890	Per Diem	0	42	9,280.18			0	0	301.28	9,581.46	0	598.85	0	598.84		3,271.12	76.66
DUCK, DONALD		345-67-8901	Salary	0	50	5,598.72			0	0	198.72	5,797.44	0	362.33	0	362.33		1,979.25	46.38
DUCK, DAISEY		456-78-9012	Salary	0	188	51,951.30			0	0	1,031.70	52,983.00	0	3,973.72	0	3,973.74		18,088.40	423.85
POPPINS, MARY		567-89-0123	Hourly	731	0	12,639.00			0	0	51.87	12,690.87	0	1,015.26	0	1,015.28		4,332.67	101.53
LONGSTOCKINGS, P		678-90-1234	Salary	0	188	46,802.67			0	0	3,332.68	50,135.35	0	4,010.84	0	4,010.81		17,116.23	401.1
POOH, WINNIE		789-01-2345	Salary	3	151	45,622.11			0	0	602.7	46,224.81	0	3,466.85	0	3,466.86		15,781.15	369.82
ROBIN,CHRISTOPHER		890-12-3456	Salary	0	185	53,595.89			0	0	0	53,595.89	0	4,019.73	0	4,019.69		18,297.66	428.77

NOTE: Employer share and employer premium share equal the total employer amount due.

3- ESS Employer Total Service Credit Report: This report shows a cumulative total of an employee's service from all employers. Any employee who was reported for service or wages within the Fiscal Year requested will appear on the Total Service Credit Report.

Employers may view the member's Social Security Number, Name, PSERS Credited Service YTD (based on a fiscal year), DC Eligibility Points (1 point per year of contributing), Member's DOB, member's current work status (see below), Member's enrollment date, employee's membership class and if PSERS has a valid address on file for the member.

Employer Total Service Credit Report										
Run Date :	7/31/2023		Employer Code :	###		Employer Name :	SCRANTON SD		Fiscal Year : 2023	
SSN	Member Name	PSERS Credited Service	DC Eligibility Points	Birth Date			Enrollment Date	Contribution Rate	Member	Valid Address
012-34-5678	TEST, HARRY	0.28	2	11/1/1979		Active	4/20/2022	6.25	TG	Y
123-54-6789	POPPINS, MARY	10	0	7/14/1989		Terminated Vested	9/1/2011	10.8	TF	Y
234-56-7890	MOUSE, MICKEY	0.27	1	3/2/1980		Terminated Non-Vested	9/27/2022	6.25	TG	Y
345-67-8901	DONUT, DUNKIN	8.82	0	9/29/1988		Inactive	7/1/2011	8	TE	Y
456-78-9012	MEAL, HAPPY	0	0	6/25/1964		Pending Qualification	3/14/2023	6.25	TG	Y
567-89-0123	STREET, EASY	5.59	0	2/24/1960		Refunded	7/1/2016	10.8	TF	Y
678-90-1234	LUCKY, LOUIE	21.49	0	1/6/1958		Retired	8/1/2001	7.5	TD	Y
789-01-2345	OVERWORKED, JOE	26.09	0	6/18/1967		Active	8/1/1996	7.5	TD	Y
890-12-3456	DUCK, DONALD	6	0	7/27/1972		Active	9/1/2016	8	TE	Y
890-12-3456	DUCK, DONALD	6	0	7/27/1972		Active	9/1/2016	8	TE	Y

The status column will show the employee's current status for the FY requested on the report based on contract records.

> **ACTIVE:** The employee currently has an open ACTIVE contract Record

> **INACTIVE:** The employee is still employed by a PSERS eligible district but is currently not actively working. i.e., employee is on a leave of absence.

> **TERMINATED VESTED:** The employee is no longer working for a PSERS eligible school but has enough time to Vest their pension. Vesting means they may freeze their pension and earn interest on their account until they reach normal retirement age for their membership class.

> **TERMINATED NON-VESTED:** The employee is no longer working for a PSERS eligible school and does not currently have enough service to freeze their pension. Their account will not earn interest.

> **PENDING QUALIFICATION**: The employee has not yet qualified for PSERS membership by reaching the 500 hour or 80-day threshold.

> **REFUNDED:** The employee has refunded all of their member paid contributions and interest.

> **RETIRED:** The employee has applied for or is actively receiving their retirement benefit.

NOTE: If an employee has more than one contract record open, they will have one row on the report for each open contract record.

4- Employer Notification CROQ report: This report shows members who have changed membership class, rate, or qualification. The report does not show all newly hired employees, only employees who have had a change to their membership.

Employers may view Social Security, member's name, date change is effective, new membership class, new DB contribution rate, New DC Contributions Rate, Voluntary After-Tax contribution rate (if elected or changed) and the reason the member is showing on this report.

SSN	Name	Updated On	Current Membership Class	DB Contribution Rate	DC Contribution Rate	Voluntary After Tax DC %	Reason For Change
123-45-6789	Cowardly Lion	01/4/2023	TD	7.5	0		Account Update
124-56-7891	Heartless Tinman	01/7/2023	TG	6.25	2.75		Member Qualified this fiscal
125-67-8912	Brainless Scarecrow	01/06/2023	TG	6.25	2.75		Membership Waived
126-78-9123	Dorothy of Kansas	01/06/2023	TG	6.25	2.75		Member Reported to DC Admin
127-89-1234	Wicked Witch	01/08/2023	TG	6.25	2.75	5.00	Change in After Tax Def%
128-91-2345	Toto the Dog	01/05/2023	TH	5.25	3		TH Election
129-12-4567	Glenda the Good Witch	01/06/2023	DC	0	7.5		DC Election

Employers should take the following action based on the Reason shown on the CROQ report.

Account Update – no action for employer
Member Qualified this Fiscal year – begin withholding both DB and DC contributions on the next payroll.
Membership Waived – Stop reporting member- PSERS will do adjustments to return employer and member contributions – employer will need to refund member contributions.
Member Reported to DC Admin – employer may begin to report DC contributions to VOYA on next payroll.
Change in After Tax def% - employer should begin to withhold after tax contributions – calculate percentage of Net check after contributions and all required withholdings have been taken.
TH Election – member has elected to move from TG to TH class – PSERS will do all adjustments and refund any excess member savings directly to member- employer should begin to withhold at the new class rate the next payroll.

DC Election – member elected to move from TG to TH class – PSERS will do all adjustments and refund any excess member savings directly to member – employer should begin to withhold at the DC class rate and report wages to PSERS with a zero DB percentage report new DC percentage to VOYA on the next payroll.

5 – Open and Past Due Employer Transactions: This report may be run on demand allowing employers to make payments for amounts due at any time during the month without waiting for the Statement of Account to be produced. The report will show all amounts due for Employer share. Adjustments that begin with "Cor" are adjustments the employer has requested PSERS complete on their behalf. There are two Employer Share funds: the Employer Share for Monthly reporting and the Employer POS fund. It is important employers direct payment to the correct Employer fund.

Open and Past Due Employer Transactions							
ABC School							
1002							
Generated on :	8/2/2023						
Posting Date		Trans #	Trans Type	Identifier	Status	Emp Due Date	Employer Cont.
1/15/2023		2605465	SCP Employer	PQB, Lump POS: SSN	Open	6/23/2023	$537.78
2/24/2023		2619191	SCP Employer	Lump POS: SSN 123-45-	Open	6/23/2023	$45.39
2/24/2023		2619344	WH Adj.	Cor Poppins 9777 (FY14-15)	Open	6/23/2023	$1.29
3/7/2023		2622483	WH Adj.	Donald Duck Adjustment	Open	6/23/2023	$63.47
3/7/2023		2622487	WH Adj.	Mouse BOC	Open	6/23/2023	$399.55
3/8/2023		2622830	WH Report	Billing Rpt 2023-01	Open	6/23/2023	$1,835,484.30
3/9/2023		2623115	WH Adj.	Billing Report 2/28/23	Open	6/23/2023	$6,694.50
3/9/2023		2623117	WH Report	Billing Rpt 2023-02	Open	6/23/2023	$1,880,246.39
3/10/2023		2623464	WH Adj.	Billing Report 3/10/223	Open	6/23/2023	$423.17
7/21/2023		2639386	WH Report	Billing Rpt 2023-03	Open	6/23/2023	$2,115.60
						Totals :	$3,731,465.03
3/27/2023		2629959	SCP Employer	Lump POS: SSN 234-56-	Open	6/25/2023	$522.08
						Totals :	$522.08
3/28/2023		2630171	SCP Employer	Lump POS: SSN 345-67-	Open	6/26/2023	$15.10
						Totals :	$15.10

Employers may make targeted payments using the Transaction # column or may do a sort and direct payments to each fund with amounts due using "oldest Open Receivable."

From time to time the system may have a glitch in the posted due dates on the transaction page, it is important employers are aware of payment due dates and adhere to them. If an employer does not know or questions a due date posted in the system, please reach out to your ESC Representative for an explanation on due dates or download the current Planning Calendar from the PSERS Public Web.

The system assesses Interest charges automatically for all late payments.

6 – Open and Past Due Member Transactions: This report shows all member savings (employee contributions) that are due to PSERS. Notice on the below example there are credits for 1 cent due to rounding. The employer should be totaling these credits

and applying them to the next member savings fund payment. This will clear the credit amounts due and making reconciliation of accounts easier. Credits will carry until employer subtracts them from the next payment in the fund.

Open and Past Due Member Transactions								
ABC School								
1002								
Generated c 8/2/2023								
Posting Date	Trans #	Trans Type	Identifier	Status	Mbr Due Date		Member Savings	Mbr POS Installment
10/19/2021	2451753	WH Adj.	Cor Mouse 3872 FY11-17	Open	7/10/2011		($0.01)	$0.00
						Totals :	($0.01)	$0.00
1/12/2022	2482226	WH Adj.	Cor DUcki 7738 FY 12-17	Open	7/10/2012		($0.01)	$0.00
3/9/2022	2499705	WH Adj.	Cor Poppins 9234 FY12-15	Open	7/10/2012		($624.25)	$0.00
						Totals :	($1,800.26)	$0.00
10/11/2021	2449451	WH Adj.	DONALD DUCK YR 2021	Open	7/10/2021		($64.97)	$0.00
10/11/2021	2449454	WH Adj.	Mickey Mouse YR 2021	Open	7/10/2021		($32.25)	$0.00
10/12/2021	2449688	WH Adj.	Mary Poppins YR 2021	Open	7/10/2021		($59.81)	$0.00
						Totals :	($289.42)	$0.00
12/1/2022	2590874	WH Adj.	Adjustment Rpt. - FY 2023	Open	1/10/2023		($97.50)	$0.00
12/1/2022	2590875	WH Adj.	Adjustment Rpt. - FY 2023	Open	1/10/2023		($29.81)	$0.00
						Totals :	($566.61)	$0.00
6/20/2023	2636952	Estimated Work	Est WH Rpt 2023-05	Open	6/10/2023		$138,306.00	$281.04
						Totals :	$138,306.00	$281.04
7/20/2023	2638701	Estimated Work	Est WH Rpt 2023-06	Open	7/10/2023		$553,209.84	$464.60
						Totals :	$553,209.84	$464.60

NOTE: In this example there are "Estimated Work" reports. This means the employer has not submitted their monthly work report on time and the system has generated a place holder for the work report. The estimated report will be reversed once reporting has been completed.

How to Generate a Report

Employers may generate one of the above reports from the shortcut on the HOME Page.

Or by using the "Run a Report" action button on the Forms and Reports Page.
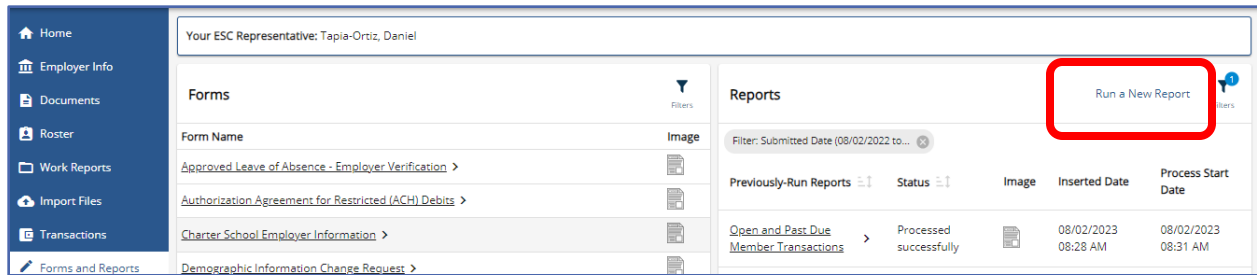
A window will open to select the desired report.
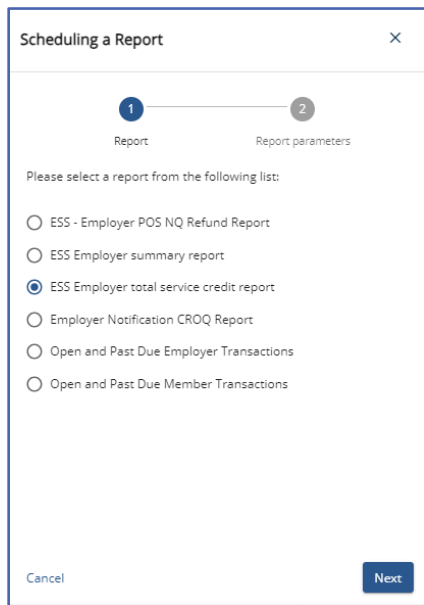
Click "Next"

Select **Export Type** "PDF" or "CSV"

Select **Schedule Type** "One Time" or "Recurring"
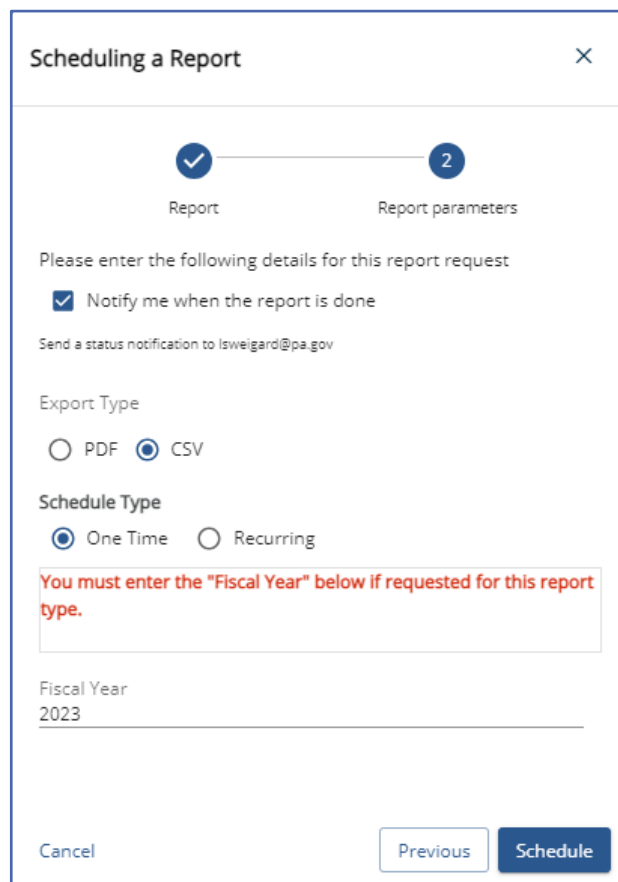
A Fiscal Year must be entered when running.
ESS Employer Summary
or
ESS Total Service Credit
report. If a FY is not entered the report will not process and a new report may not be run until the next day.

The Employer POS NQ Refund Report and the Employer Notification CROQ Report will have a Drop-down menu to select a date when the report was run by the system.
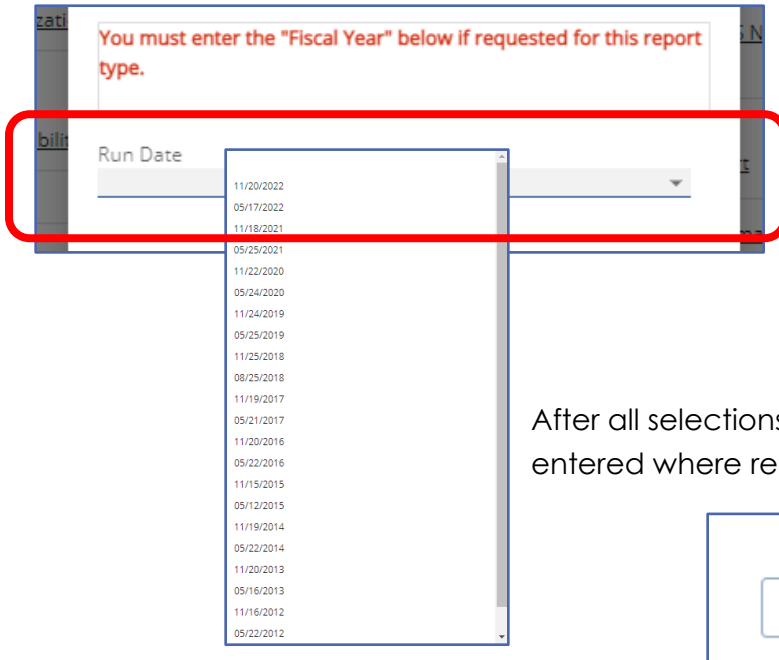
After all selections have been made and Fiscal Year entered where require, select "Schedule."

A green acknowledgment will open advising the report has been scheduled.
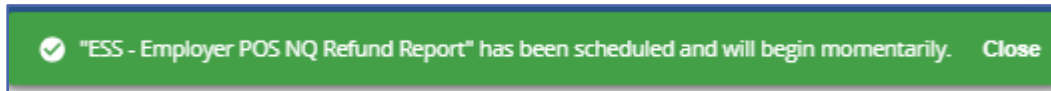
On the Forms and Reports Page, in the Reports box all scheduled reports and their status will show. The system will default to a date range, the filter may be removed by clicking the "X" in the grey bubble.

Reports showing "Processed Successfully" may be opened and exported by clicking on the desired report Name in the Previously Run Reports Column.

NEWS and ALERTS

Periodically, PSERS may need to get a message to employers quickly. The News and Alerts boxes will be where these messages will be displayed for employers.
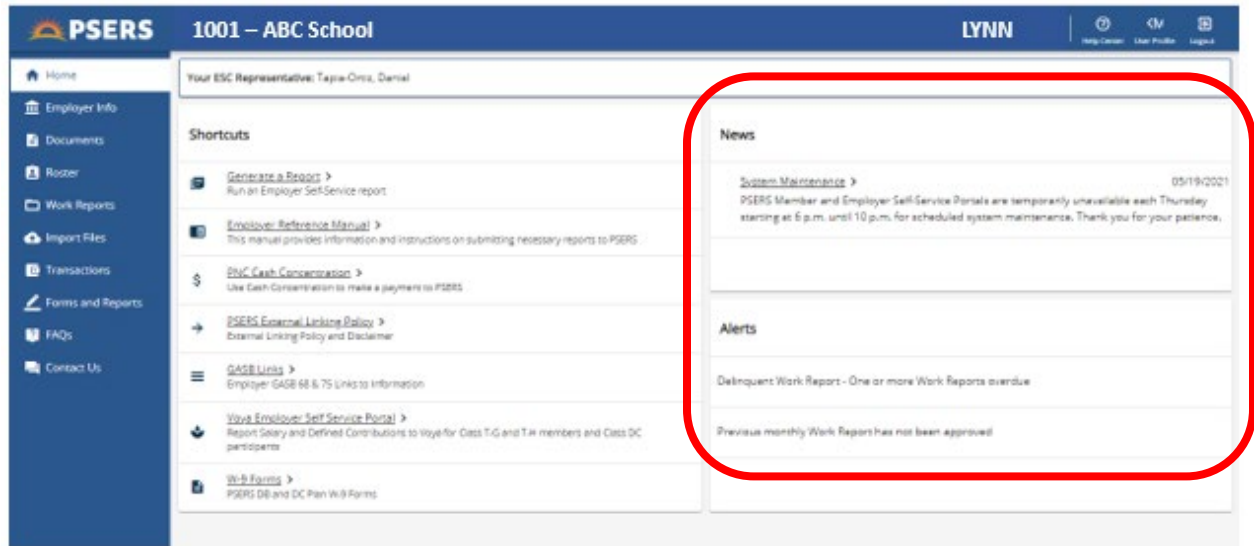
Employer Info Page

The Employer Information page contains four boxes: Employer information, Main Employer Address, Main Employer Contact and Contacts.

Employer Information provides the Employer's Name as listed with the Pennsylvania Department of Education, the Employer's Reporting Unit Number, and the Employer's status. This information may only be adjusted by PSERS.

Main Employer Address is the address filed with the Pennsylvania Department of Education and may only be changed by PSERS. Address changes must be on file with PDE before they will be updated in PSERS System. Correspondence addresses may be changed without PDE acknowledgement within Individual contacts in the Contacts Box.

Main Employer Contact is the person who should receive all PSERS correspondence for the district. This main contact will be responsible to disburse information to the appropriate staff in the district. The Main Contact information may only be changed by PSERS. As district staff changes, the district should request the main contact be updated by their ESC Representative.

Contacts is a list of approved staff within the district who may communicate with PSERS or has ESS System Access. PSERS must verify a staff member is listed on the contacts page prior to giving district information over the phone or by email. It is the responsibility of the district to maintain the contact information and keep staff listed current.

Depicted below is the Employer Information Page. If you are not able to see the entire page display settings may be adjusted by clicking the three dot in the upper right corner.
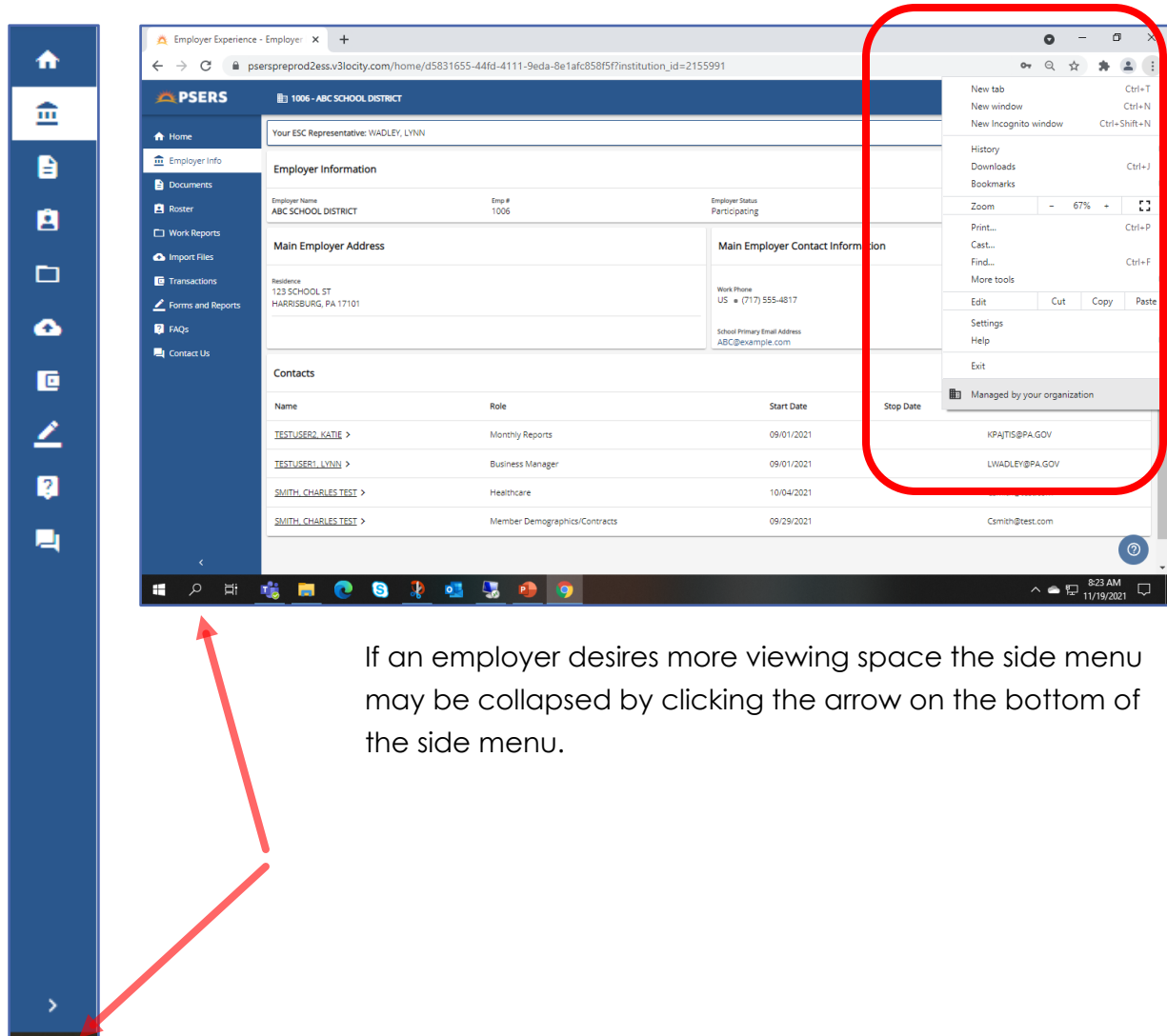
If an employer desires more viewing space the side menu may be collapsed by clicking the arrow on the bottom of the side menu.

To ensure that PSERS communicates with the correct staff members, employers are asked to keep all contact information current including email, address, phone, and "Role" in ESS.

Adding a Contact to Employer Reporting System Access on Employer Info Page

When adding a new contact to ESS an Employer must first determine what "**Role**" the staff member will be given in the ESS system. Every contact person must be assigned a "Role" and each "Role" may only be assigned to one staff member.

The Business Manager Role, the Monthly Reporting Role and the Superintendent Role must all have different individuals assigned. The assigned "Role" determines who receives certain email notifications from PSERS based on the documents generated. The Business Manage and Monthly Reporter will receive all email notifications from PSERS. A school district email must also be on file. Some schools designate a resource account, others select an individual to receives these notices. Resource accounts may not be used for MFA and therefore should not be listed as an individual's primary email address on the contact page.

Contact Role Descriptions
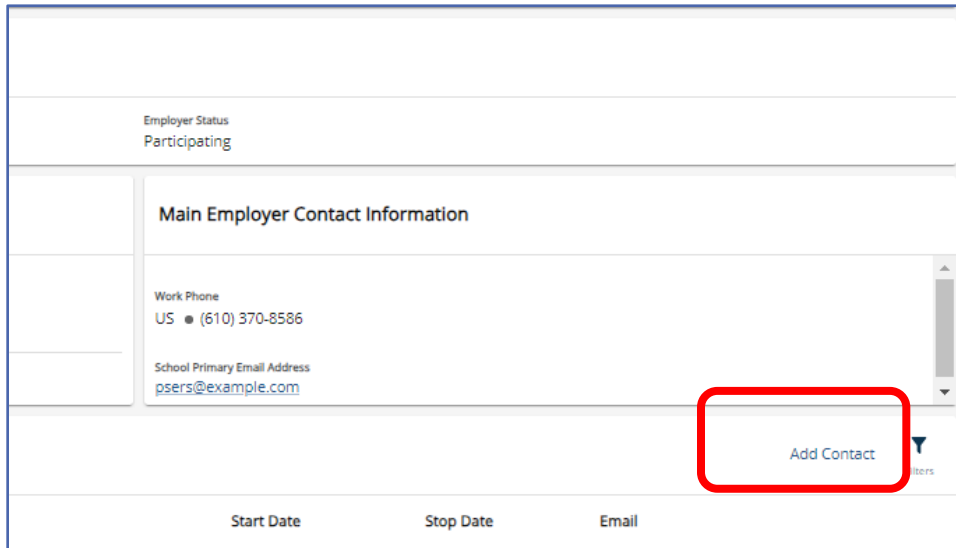
Business Manager	The person managing the business office and reporting/payment operations. **This should not be the same individual as Monthly Reporter or Monthly Reporter 2 or Superintendent**
DC Payments	The person responsible for reviewing payments and reporting for/to the PSERS defined contribution plan's third-party administrator.
Employer Bulletin	The person who receive the employer bulletin with information pertaining to employer reporting.
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 POS Payments • Employer Share for POS Payments
Healthcare	The person who handles the health care program/insurance for your employees
Information Technology	The person who can assist with IT troubleshooting
Monthly Reports	The person who submits monthly Work Reports to PSERS and/or DC plan. **This should not be the same individual as Monthly reporter 2, Business Manager or Superintendent**
Monthly Reports 2	The secondary person who submits work reports to PSERS and/or DC plan – **This should NOT be the same individual as Monthly Reporter, Business Manager or Superintendent.**
Member Demographics/Contracts	The person who enters Member Demographic Records and Member Contract Records for employees
Member Newsletter	The person who should receive a copy of all newsletters that PSERS sends to its members (your employees)
Purchase of Service (POS) Receivables	The person who coordinates the completion of forms and the payments of Purchase of Service for the members (employees) and employer
Retirements	The person who handles retirement application processing within your district or entity
Superintendents	The individual who oversees the activities of the entire entity. **This should not be the same individual as the Business Manager or Monthly Reporter** • 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

IMPORTANT: If a "Role" already has a staff member assigned, a **stop date** must be entered for the contact currently assigned a role before adding a new contact for that role.
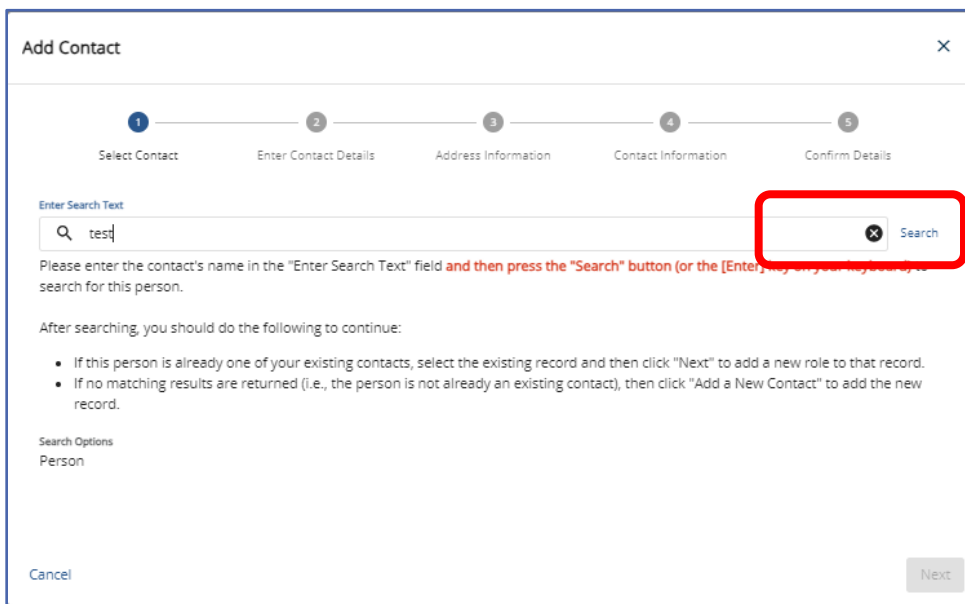
EXAMPLE: Betty, a new staff person, will be taking the Monthly Reporting role. Sarah is currently listed as the Monthly Reporting contact. The Employer must update Sarah's contact information by entering a stop date <u>before</u> Betty may be entered as a new contact for this role.

A new contact may be added by selecting the "**Add Contact**" button in the upper right- hand corner of the Contacts box on the Employer Information Page.

Search Window will open – type in name of new contact in search bar. The "SEARCH" button will appear, click "Search" once name has been entered.

If the person entered is in your existing list of contacts, they will appear at the bottom of the window – you should not be adding a new contact.

Review Update/Edit Contact who has Employer Reporting System Access (ESS or Voya Sponsor Web) in the next section of this manual for how to proceed.

If there are currently no ESS contacts with the name searched, a message will appear at the top of the window.
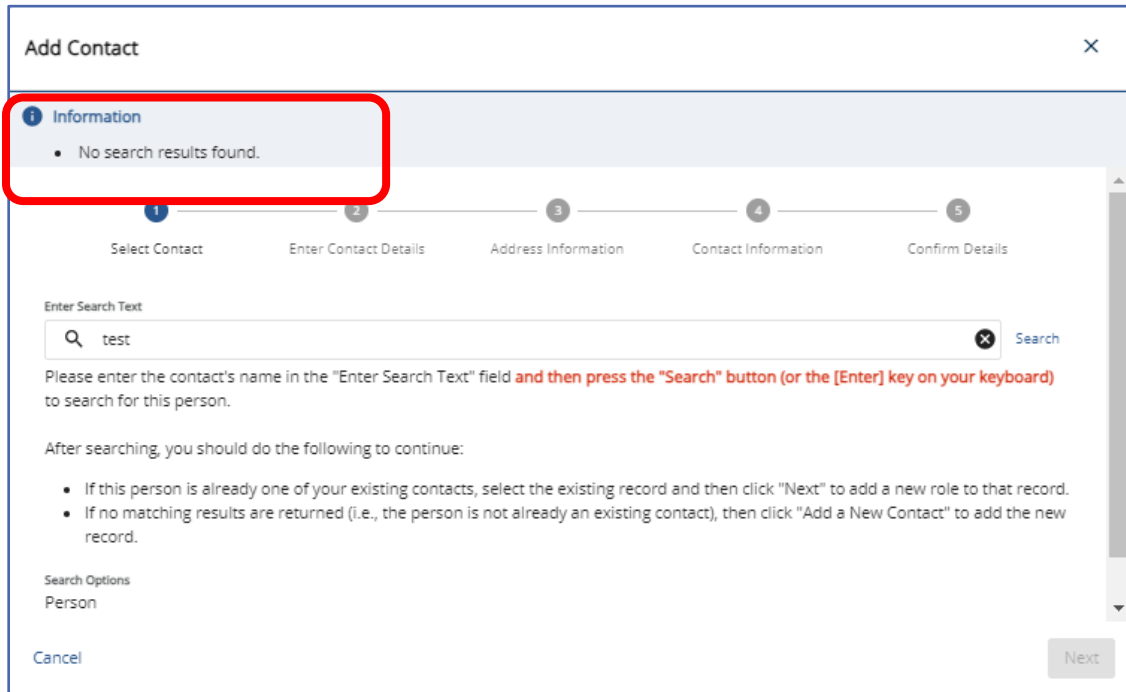
Use Scroll bar to find "Add a New Contact" button and click
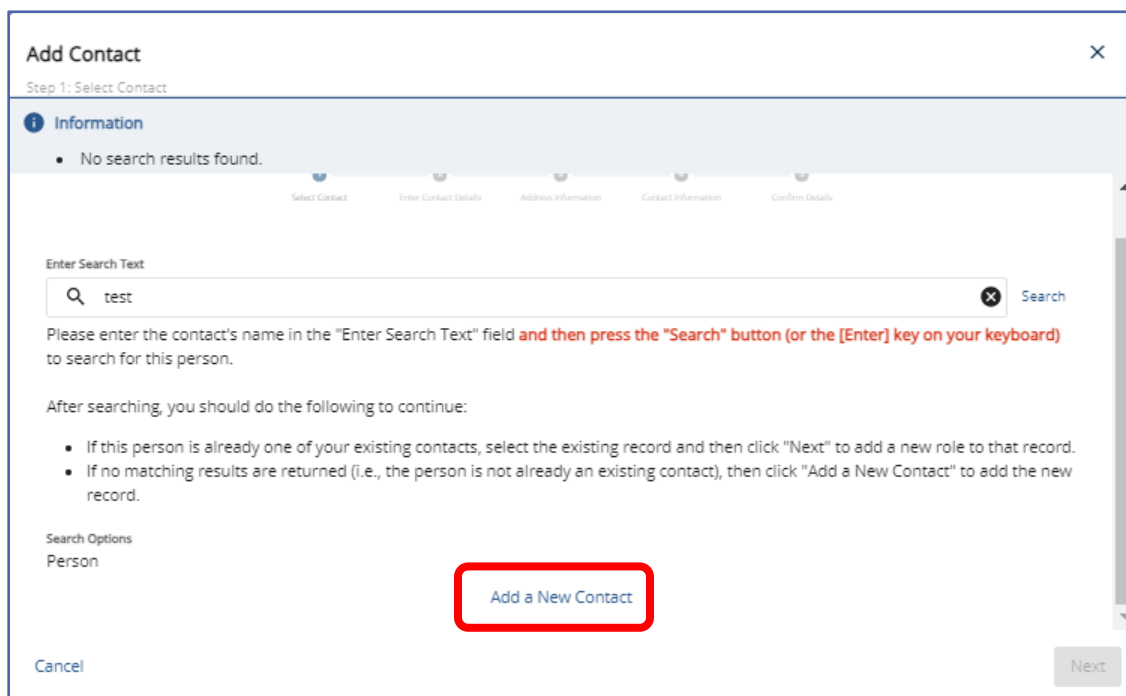
Enter all pertinent Contact information. Required fields which are designated by an asterisk. (*) – First Name, Last Name, Role, and Start Date are all required information.

Use Scroll bar if needed to enter all fields.

Click "Next" to continue through each page, until you are asked to confirm.

Using Scroll bars, review all entered information. Once all information has been entered and verified as correct hit "**Confirm.**" The "**Previous**" or "**Cancel**" buttons may be selected to either revise the information submitted or cancel the addition of the new Contact's information.

Editing/Stop dating a Contact with Employer Reporting System Access

IMPORTANT: If a "Role" already has a staff member assigned, a stop date must be entered for the contact currently assigned a role before adding a new contact for that role.

If you are end dating a "Role" because the staff member no longer works for the district or has moved to a new position that does not require access to ESS, you are required to complete and submit a *PSERS Employer Reporting Systems User Access (PSRS-1270) form* **to delete access.**

On the form, please specify which system(s) access you are requesting to be deleted from the contact's access by checking the appropriate system box. The rest of the form should be completed, ensuring the correct staff member is being deleted from system access.

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

Updating or editing a contact may be done through two methods.

Method #1
Locate the individual's name on the list of Contacts on the Employer Information Page. Click on the contact's to be updated/edited name.

MRTEST, JOE ▸	Monthly Reports 2	07/07/2023

Click the "Edit" button or the pencil for "Edit This Address" in the box where information needs to be changed.

Contact Details Box allows these fields to be edited. Click "Save" when change is complete

Contact Info Box allows the below fields to be edited. Click "Save" when change is complete.

Address Box allows the below fields to be edited. Click "Next" when change is complete to review and confirm.

Method #2

If you have performed a search and found there is a listing with your contact information already, you do not need to add a new contact, you can simply update the current contact information by following the steps below.

There will be no search message and your contact's name will appear below. Click on the radio button next to the contact.

Select the "**Next**". Enter all pertinent Updated Contact information. Required fields which are designated by an asterisk. (*) – First Name, Last Name, Role, and Start Date are all required information. Enter Required fields which are designated by an asterisk. (*) Here you can add a Stop Date or new Role to update the contact.

Click "Next" continue through each page, verify information is still correct (It will be pre-populated) or make changes. Continue through each page by hitting "Next" until asked to confirm. Use the two Scroll bars to review all information before confirming your update.

Once all information has been entered and verified as correct hit "**Confirm.**" The "**Previous**" or "**Cancel**" buttons may be selected to either revise the information submitted or cancel the update in the Contact's information.

Deleting Access for Employer Reporting System Users (ESS or Voya Sponsor Web)

Deleting access for a staff member who is leaving the district or no longer requires access is a two-step process.

When someone no longer works for an employer or no longer needs system access employers must:

1. End date the contact's "Role" in the contact box of the Employer Information Page as in the instructions above for updating a contact.

2. the Employer is then required to send in a *PSERS Employer Reporting Systems User Access* (PSRS-1270 form) to delete access. On the form, please specify which system(s) access you are requesting to be deleted from the contact's access by checking the appropriate system box. The rest of the form should be completed, ensuring the correct staff member is being deleted from system access.

ESS Registration for New Contact

Once PSERS has processed an employer's 1270 form for a new ESS contact, the member will receive an email in the email address provided. If staff has not received the email, check the spam folder, and make sure that PSERS email address have been whitelisted by the employer's IT department.

> **V3UAT-ALERT@pa.gov**
> **PSERS Employer Self Service Registration 12:48 PM**
> Welcome to the PSERS Employer Self Service

The email contains a link staff will follow to complete the registration process. Click the link identified by "Click Here."

Welcome to the PSERS Employer Self Service application. In order to complete registration, you will be required to enter both your User ID and Username. If you are an Employer Administrator, you will receive your User ID in the mail within 3-5 business days. Otherwise, the Administrator that created your account will provide you with your User ID.

Your Username for your Employer Self Service (ESS) account is: **JMRTEST**.

Please use the link below to create a password for your account and complete the registration process by **Aug 13, 2023**.

Click Here

Note: You have 30 days to complete the registration process. The link for registration will expire after 11:59 p.m. on Aug 13, 2023.

Please contact your Employer Service Center representative if you have any questions.

Thank you.

Public School Employees' Retirement System
Employer Service Center
5 N 5: Street | Harrisburg, PA 17101-1905
Toll-free: 1.866.353.1844
Email: *ContactESC@pa.gov*
www.psers.pa.gov

A window will open with fields to complete. The PSERS ID may be obtained from your ESC Representative or in a letter sent to the employer with the "Administrator ID" This is the same number needed in the PSERS ID field of the registration.

Click "Next" to create your password, confirm your password and elect the MFA preference. It is suggested to elect "only when needed" from the drop down. You will only be required to use MFA when you enter from a new device or change your password. Password change is required every 90 days.

Click "Next" to continue through the registration.

Now select how to receive the MFA code. It is suggested employers use their personal employer provided email (not a resource account) for that reason email screenshots have been provided in this manual. If an employer is using a business phone for MFA code retrieval, it must be a direct line as MFA will not be able to dial an extension. If using a "text" MFA retrieval you will be sent a text like the below emails.

Enter the six-digit verification code provided or request the code be resent using another method in this new screen.

Click "Next" to continue.

After hitting complete you will be on the ESS Home Page.

DOCUMENTS Page

PSERS uses electronic delivery for most of their day-to-day correspondence with employers. Documents are created and sent to an employer's account where they are available for the employer to view, export and store. When documents are created and sent an email will be sent to the Business Manager and the Monthly Reporting contact listed in the contacts box of the Employer Information Page of ESS.

Other topic specific documents may also have the staff member with the "Role" identified to the document sent an email.

The email sent simply states there is a new document for review, it does not give specific information included in the document.

It is important for employers to view their documents on a regular basis to ensure they are not missing any important PSERS updates or information. Click "Download" to download document, click on the Document Name to view document without downloading.

Filter are defaulted to Documents within the past six months. If searching for a document prior to that time the filter should be removed.

Other filters are available to make searching for a particular document easier. Click the Filter action button in the upper right of the screen. After filter or Sort is selected click "Apply"

Documents may also be sorted by name or date using the sort action button by column Title

ROSTER Page

The Roster Page is where employers can find information about an employee's membership in PSERS. To enter the Roster Page, you must enter an employee name or social in the search field or complete a Manual New Hire to add a new employee into PESRS system.

For more information on the Roster Page and how to enter member demographic and Contract records see Member Demographic and Contract Descriptions and Information section later in this manual.

WORK REPORTS Page

The Work Reports Page will show all manual or uploaded Work Reports and Adjustments submitted to PSERS or waiting for processing. There is a default filter to limit the amount of data displayed. If an employer is searching for a report prior to the filtered date, the filter should be closed by clicking the "X" in the grey bubble.

	Posting Date	Activity Date	Trans #	Type	Identifier	Status	Report Status
☐	07/24/2023 >	07/24/2023	2639396	WH Adj.	Billing Report 7/24/2023	Open	Initial
☐	07/21/2023 >	07/21/2023	2639391	WH Adj.	adjustment	Open	Released
☐	07/21/2023 >	05/01/2023	2639390	WH Report	Billing Report 5/31/2023	Open	Initial
☐	07/21/2023 >	04/01/2023	2639387	WH Report	Billing Report 4/30/2023	Open	Released
☐	07/21/2023 >	03/01/2023	2639386	WH Report	Billing Rpt 2023-03	Open	Released
☐	03/24/2023 >	03/24/2023	2629021	WH Adj.	Cor Vitris 0698	Open	Released
☐	03/20/2023 >	03/20/2023	2627142	WH Adj.	Cor Batyko 3521 FY18-20	Open	Released
☐	03/17/2023 >	03/17/2023	2626131	WH Adj.	Cor Castaldi 2470 FY22	Closed	Released
☐	03/10/2023 >	03/10/2023	2623482	WH Adj.	Adjustment Rpt. - FY 2023	Open	Released
☐	03/10/2023 >	03/10/2023	2623477	WH Adj.	Cor Mcdonald 3192 FY 14	Open	Released
☐	03/10/2023 >	03/10/2023	2623476	WH Adj.	Cor Mcdonald 3192 FY 14	Open	Pending
☐	03/10/2023 >	03/10/2023	2623464	WH Adj.	Billing Report 3/10/223 CASALE February 2023	Open	Released

Work Reports and Work History Adjustments have three different Report Status codes: Initial, Pending and Released.

Reports in "**Initial**" status have not yet been submitted for processing and may still have changes or edits completed. Reports in "**Pending**" status have been submitted for processing and may no longer have changes or edits made. Reports in "**Released**" status have been accepted by PSERS and may no longer be edited or deleted.

It is recommended Employers review the Work Reports Page after processing their uploaded Work Report to verify the report has been successfully released to PSERS. There are cases where an employer has processed a work report and then made changes to a member contract, this can bounce the report out of pending status and

back into "initial" status where errors are now present. Work Reports and Work History Adjustments are released mid-day and overnight. Depending on when the employer submits their report, they should verify late afternoon or in the morning, the report is showing released on the Work Reports Page.

Columns Displayed on the Work Reports Page

Reports may be sorted by columns displaying the Sort action button. ⩐↓

☐	Posting Date	Activity Date ⩐↕	Trans # ⩐↕	Type	Identifier	Status	Report Status

Posting Date: Displays the date a work report or adjustment was posted to PSERS system.
Activity Date: Displays when a file was uploaded into the PSERS system or the last date of any activity on the report.
Trans #: Is the transaction number that will be used for the Transaction Page and Statements.
Type: Is this a work report (WH Report) or an adjustment (WH Adj.)
Identifier: Is the system provided name (Billing Report XXFY-M) or the description given when file was uploaded.
Status: This describes if there are additional funds due or to be credited to a report. An "**Open**" report has a debit or credit remaining. A "**Closed**" report has had all debits and credits satisfied. A report showing "**Hold**" has been placed on hold by Employer Accounting or due to a Court Award approval process.
Report Status: Describes what stage of processing the report is currently. "**Initial**" status means the report may be edited and has not been submitted to PSERS. It is important for employers to check any reports left in "initial" status and finalize reports so they do not interfere with other work reports that may contain the same members. "**Pending**" means the report may no longer be edited and has been sent to PSERS but is waiting for PSERS system to release the report. No contract changes for any employee on a report in "Pending" status should occur, this will cause the report to bounce out of processing and go back to "initial" status. "**Released**" means all information except for any rows with errors has been transmitted to PSERS.
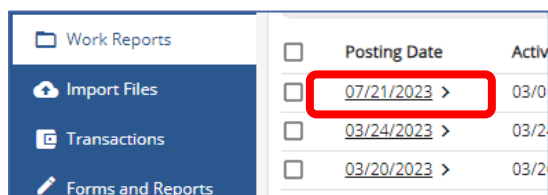
To open a work report or adjustment from the Work Reports Page click on the Posting Date.

The Work Report has three tabs, Work Report Details, Work Report Summary and Work Report Transaction Details.

Work Report Details Tab

The report will open to Work Report Details where all rows reported will be displayed. For Work Report Column descriptions see *Import Details Box Displays* found earlier in this manual.
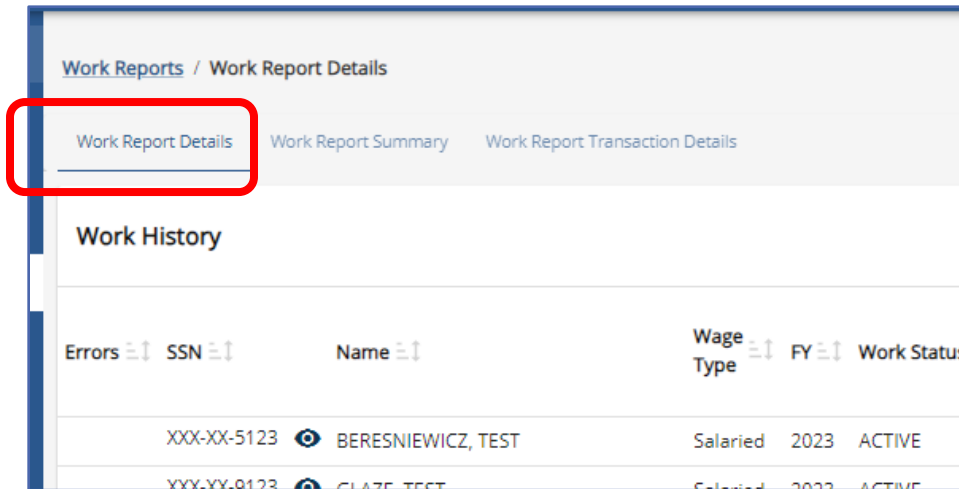
Work Report Summary Tab

The Work History Summary has two boxes, Work History Summary and Financial Summary.
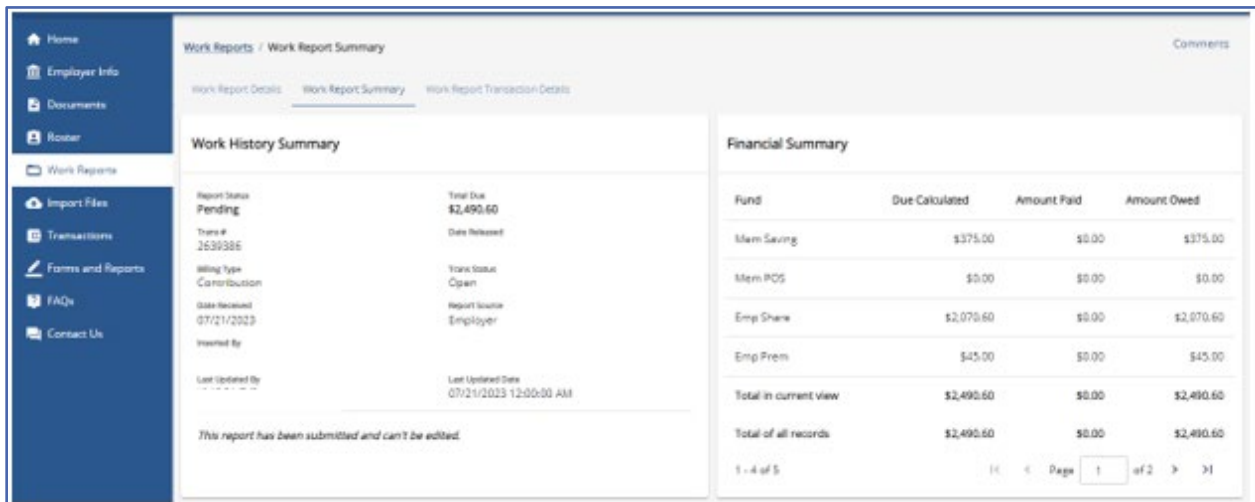
Work History Summary displays pertinent upload information including the current report status and Total due for combined member and Employer Share contributions.

Financial Summary displays a breakdown of contributions due any credits that may be applied to the transaction from previous overpayments or adjustments creating a credit balance. This screen will separate all Fund types and may have more than one page. Use the page arrows to scroll through all pages of the summary. If the totals on this page do not agree with employer's payroll totals, the employer should review and reconcile reporting. Possibly a credit was applied as described above.

Work Report Transaction Details Tab

The Work Report Transaction Details Tab is broken into two boxes, Transaction Information and Transaction Details.

Transaction Information: provides identifying information for the transaction. Including when Member and Employer amounts are due, the transaction number which may be used to target payments on PNC Cash Con and the reports status of "Open", "Closed" or "Hold."

Transaction Details: Displays the financial data for a report. The first line will show the original amounts due for all released rows to PSERS. (Rows with errors will not be included in amounts due as they were not submitted to PSERS) The following rows will show any credits applied to the report from previous transactions. If the employer is not expecting a credit, it is important to review and determine why a credit was applied to the report.

Import Files Page

The Import Files Page is where employers will upload all files from their payroll system or from a manual template the produces a file for upload. **This page is NOT where an employer should check to see if PSERS has received the file!** This page will hold all imported files.

The Import Files Page has a default filter applied and should be removed if employers are looking for a file not included within the filter date range. The filter may be removed by clicking the "X" in the grey bubble.

This page will provide a quick reference for where an imported file stands in the processing/validation of the file. Each column will provide valuable information.

Below are the columns on the Imports Page. Employers may identify reports and review uploaded information by **description**, **import start date, import type or submitted by** columns. Files may be sorted by columns displaying the sort action button. .

Import ID - This will identify the exact file should an employer want to discus the file with their ESC Representative or other staff members.

Description – The name given to the file when uploaded to the system, if an employer does not create a new name, it will default to a system created name.

Header Status – This column describes the status of the header row it is important to verify there are no errors in your header row or the file will not check for errors or be sent to PSERS.

Validated Successfully – File has not been processed and still may be edited. The header row has no Errors.

Validated with Errors – File has not been processed and still may be edited. The header row needs to be corrected. See *Header Row Error Correction* later in this manual for how to correct errors.

Processed with Errors – File has been submitted to PSERS and may no longer be edited. The header row was submitted with errors, this file did not make it to PSERS and must be reloaded and the header row error corrected. None of the rows were validated on this file. A new time stamp date must be used to avoid duplicate file error. See *Header Row Error Correction* later in this manual for how to correct errors.

Processed Successfully - File has been submitted to PSERS and may no longer be edited. There were no errors on the header row, so file records validated successfully.

Voided – This file has been deleted.

Process Flag – This column tells the employer if the file has been processed and if so, was it successful?

Validated – File has been successfully validated. The employer will want to verify all records are valid to ensure no error exist on file before processing file. Records with errors will not be submitted to PSERS and will require an adjustment to report the dropped information. It is recommended employers check the accuracy of any record with an exception prior to processing the file to avoid corrections later.

Completed – File has been processed successfully. This file may contain exceptions which will be sent to PSERS, but it does not have any error records. It is recommended employers check the accuracy of any record with an exception prior to processing the file to avoid corrections later.

Processed with Errors – File has been submitted to PSERS but not all records were sent to PSERS. Rows showing as an error will need to be resubmitted to PSERS in an adjustment.

Import Start Date: Provides the date and time of the initial file upload.

Import Type: Provides the file type, member demographic, contract, work report or adjustment.

Rows Imported: States the number of rows on the uploaded file, this number will be all the employees on the report plus one for the header row.

Rows Processed: States the number of valid rows on the file. **If this number does not match the Rows Imported less one, the employer should review the file to**

make sure all the intended reporting has been submitted. If not, a new file or work history adjustment will need to be completed.

Submitted by: States the staff member who uploaded the file.

If a "Processed with Errors" appears in the Process Flag Column,

The employer will want to review the errors and determine if additional reporting needs to occur to make sure all information for the month is reported.

To open a file upload to review the file on the Import Files Page, click on the Import ID.

497241 >	R001006
497239 >	C001006
497236 >	D001006

Once opened, details for the uploaded report appear in two boxes. The **Import Summary** box gives *the ID, Import Header Status, Rows Imported, Invalid Rows, Valid Rows, Rows Deleted and Rows Added* and the file description. For column descriptions see *How to Import /Upload Any Type File* later in this manual.

Import Summary							▼ Filters
Id	Import Header Status	Rows Imported	Invalid Rows	Valid Rows	Rows Deleted	Rows Added	Description
497241	Validated with Errors	16	5	10			R001006

*NOTE***: Invalid Rows should be ZERO before processing a file.** The above example requires error correction before submitting for processing because it shows 5 invalid rows.

The **Import Details** box shows a row-by-row description of the uploaded file including if there are "Errors/Warnings" on a row. If the file has been processed these rows are no longer available for corrections and will require an adjustment of new file. If the file is validated errors should be corrected before submitting the report. For more information on error correction see *How to Import/Upload Any Type File- Error Correction* later in this Manual

The Transaction Page

The Transaction Page is the resource for Employers in reconciliation of reporting. ***It is the Employer's responsibility to reconcile*** all transactions including the employer's payroll system, the Transactions Page and payments made to PSERS. Reports should be reconciled each month to avoid any late payments or interest charges that may occur.

Examine records to determine if contributions withheld from employees shown on payroll report match member savings amount due for work report submitted. Match base wages, URCC, OT, and Supplemental totals from payroll system and released work report from the **Work Reports Page.** If theses totals do not match the employer should investigate why. Contact your ESC Representative if you need additional assistance.

Verify the correct rate and on all retirement covered compensation paid to all district employees was entered on the work report correctly. If the employer withheld more contributions than were due, the employer should return any excess contributions withheld to the employee(s). If the total contributions due PSERS (member savings) amount is more than what was withheld the employer is required to pay the correct amount of member contributions and recoup any difference from the affected employee(s).

If wage columns on the released work report do not match employer's payroll system, wages may have under-reported or missed for one or more employees, or one or more employees dropped from the processed work report.   In either case, a Work Report Adjustment must be submitted to correct the error(s).

Transaction Page column descriptions

The transaction page is used for all financial information and is updated in real time. Each payment, report or adjustment will change an employer's transaction page and the total amount due for each fund. Before making payments, an employer should understand how to read the transaction page to ensure proper payment is made to PSERS. Training is available through your ESC Representative.

Posting Date: The date a transaction was received and posted to an employer's account. Employers may use this date to locate the statement of amount due in documents.

Activity Date: The date a transaction was entered into the system. For file uploads this is the date the employer uploaded the file into ESS.

Transaction Number: This is a system generated number that identifies a particular transaction. This number may be used to target payments in PNC Cash Con.

Type: Will be one of the following:

WH Report – work report submitted monthly by employer due date the 20th of each month or the last business day prior to the 20th of the month.

WH Adj. – an adjustment submitted by either the employer or PSERS to correct member reporting. Adjustments completed by PSERS Bureau of Benefit Administration will begin with Cor followed by member's last name, last four of the social and the FY(s) **Example:** Cor Test 1234 FY22

POS Employer Contribution – This transaction may be created when a part time employee qualifies within a FY. Any wages and contributions that were reported as WNC will now require both the member and the employer to purchase service back to the beginning of the FY. This transaction may also be created when an existing or previous employee applies to purchase service from a previous unqualified time frame of employment.

DC Payment -This transaction type is the partial employer share payment made when an employer reports members from class TG, TH and DC to Voya. Employers are required to pay a partial employer share payment immediately so funds may be invested immediately on behalf of participants. That partial payment is then credited to the Employer Share amount due.

Balance Adjustment – Interest charged to an employer's account.

Payment: An ACH payment made through PNC Cash Con.

Estimated Work Report: A place holder for when an employer has not submitted their monthly work report by the due date of the 20th. This report will auto generate on the next day and use the work report from the previous year plus 5%. Once the regular monthly work report is submitted successfully the Estimated Work Report will reverse out of the transaction Page.

Identifier: The description given to a Work Report, Adjustment, or payment by the employer when uploading a file or by the system when a transaction is generated.

Status: Shows if a transaction has a debit or credit remaining. The Transaction page has a default filter of "Open" that must be removed to see closed transactions. There are three statuses.

Open – The transaction has a debit or credit remaining.

Closed – The transaction has been paid in full or the credit has been 100% applied to other open transactions.

Hold – When an employer reports late or makes payments past the due date, employer accounting will place a hold on the transaction until subsidy is reconciled. When an adjustment is entered using the "**CAWARD**" reason code it is placed on hold until the adjustment has been reviewed by ESC.

Member Due Date: The date member savings is due to PSERS. All member contributions are due to PSERS by the 10th of the month or the last business day prior to the 10th of the month. This includes all work reports and adjustments entered by the employer or PSERS.

Employer Due Date: The date employer share contributions are due to PSERS. All employer contributions are due to PSERS 5 days after subsidy payments are received for the previous quarter. This includes all work reports and adjustments entered by the employer or PSERS.

Employer Contributions: The current amount of employer share contributions due to PSERS. To see any activity or partial payments the employer must open the transaction by clicking the posting date.

Member Savings Contributions: The current amount of member savings contributions due to PSERS. To see any activity or partial payments the employer must open the transaction by clicking the posting date.

Member POS Installment: The current amount of member purchase of service payments withheld from employee's wages and due to PSERS. To see any activity or partial payments the employer must open the transaction by clicking the posting date.

How determine what is due to PSERS to

The system will automatically default to only the open transactions as seen by the grey bubble notifying employers a filter is in place. To view open and closed transactions, click the "x" to remove the default filter.
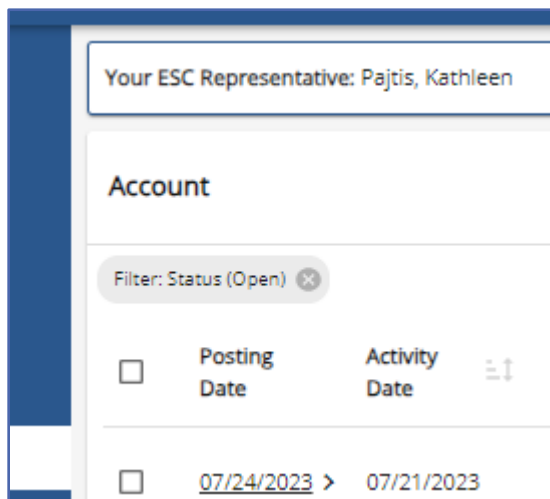
With this filter in place an employer can easily determine what is due on any day by totaling the fund group. PSERS has four funds: **Member Savings Contributions, Member POS, Employer Share,** and **Employer POS.** When making payments it is essential to

make the payment to the correct fund. See screenshot from PNC Cash Con Instructions found on PSERS public web - https://www.psers.pa.gov/Employers/Pages/PNC.aspx

NOTE: The Employer Contributions Column does not separate the Employer POS contributions from the Employer Share, **the employer must add all Employer POS transactions and make those payments in the correct fund Group on PNC Cash Con** to avoid having those transaction left unpaid and a credit in the Employer Share fund.

From time to time the system may have a glitch in the posted due dates on the transaction page, it is important employers are aware of payment due dates and adhere to them. If an employer does not know or questions a due date posted in the system, please reach out to your ESC Representative for an explanation on due dates or download the current Planning Calendar from the PSERS Public Web.

The system assesses Interest charges automatically for all late payments.

For more information on making payments to PSERS see *Payments- Remitting to PSERS* later in this manual.

Interest for Late Contributions

PSERS may charge interest for the time between original due date and when contribution payment is received by PSERS. It is important employers submit payment for member savings (contributions) and all reporting by the required due dates. PSERS

provides an annual Planning Calendar for employers on the PSERS Public Web in the Employer Tab.

How to determine where a payment was applied from the Transaction Page

From the Transaction Page search for payment in question by posting or activity date. If the payment has been closed, the default filter of "open" will need to be closed to view all transactions. Close the filter by clicking the "x" in the grey bubble.

Transactions may also be located by applying different filters. Clicking the Filter Action Button located in the upper right corner.

Select filter or sort.

Use the drop-down menu for options.

Then click "Apply"

The filter/sort is applied and displays in a grey bubble at the top of the Transaction Page
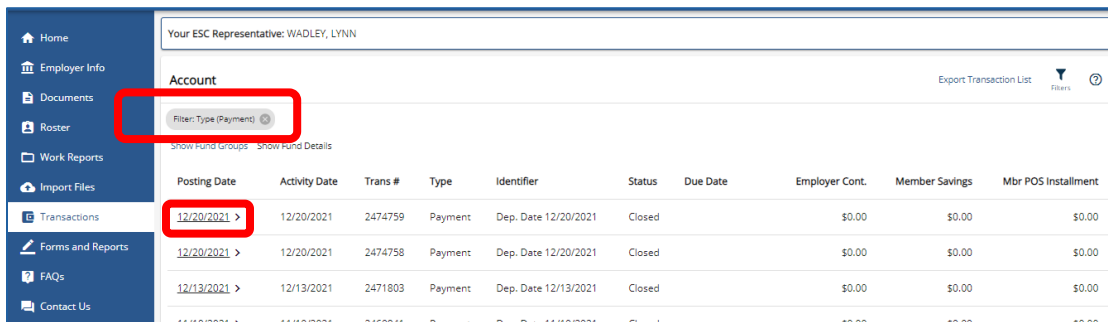
To review the transaction in question, click on the "**Posting Date**" of the transaction.

NOTE: For closed transactions all amounts will be zero, only open transactions will have an amount due or credited.

The Payment Information will open in a new window. Verify this is the correct payment for review as there may be more than one payment made on the Posting Date. To help determine this is the correct payment look at The Payment Amount found in the Payment Information box. Or view the first line of the Transaction Details box. This line is Trans Type "Original" and will show the total payment amount in Red for a credit in Fund column where the payment was directed. (This will be one of three funds Employer Contributions which includes Employer POS, Member Savings or Member POS)

Review how the payment was applied by moving from record to record using the "**>**" in the bottom right. This example has 5 records.

The payment was made on 12/20/2021 to the Employer Contributions for a total of $197,141.46.

Review of records 3 and 4 shows

$2,532.30 of the payment was applied to an adjustment transaction # 2472981 and an auto transfer of zero.

Review of record 5 shows

$194,609.16 of the payment was applied to a work report transaction #2470770

This payment was not targeted and submitted using the "**Oldest Open Receivable(s)**" election in PNC Cash Con.
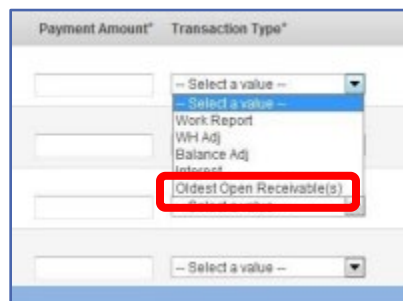
This meant the payment was first applied to an adjustment and then applied to the work report because the adjustment was the oldest open receivable. This might mean there is still an outstanding balance on the work report that needs to be addressed.

NOTE: The transaction number given by PNC Cash con when making payment through PNC Cash Con is not the transaction number listed on the transaction page.

Targeting a Payment on PNC Cash Con using the Transaction Page

Some employers prefer to Target their payments to specific transactions which eliminates searching for where a payment was applied. By viewing the Transactions Page and notating transaction numbers and amounts due an employer may make the exact amount due for a specific transaction.

From the list of Open transactions select the transaction to pay. Notate the transaction number from the trans # column and the amount due.

Trans #	Type	Identifier	Status	Mbr Due Date	Emp Due Date	Employer Cont.	Member Savings Contributions	Member POS Installment

From PNC Cash Con enter the amount due shown on the transaction page in the Payment Amount field, select the transaction type from the drop down menu (Work Report, Adjustment, Balance adj, Interest) **DO NOT SELECT "Oldest Open Receivables"** . In the trans# or WRMMYYYY field enter the transaction number from the transaction page. Enter you effective pay date.

If payment is targeted to a transaction and the amount paid does not equal the exact total due shown on the transaction page, it may leave an open debit or credit on the transaction.

How to Export the Transaction Page

The Transaction Page defaults to filtering only the "Open" Transactions. If an employer wants to export other transactions a filter or sort should be applied. If no filter or sort is applied an export will pull all the employer transactions going back to 2004!

Click on "**Filters**" in the upper right corner of the page.
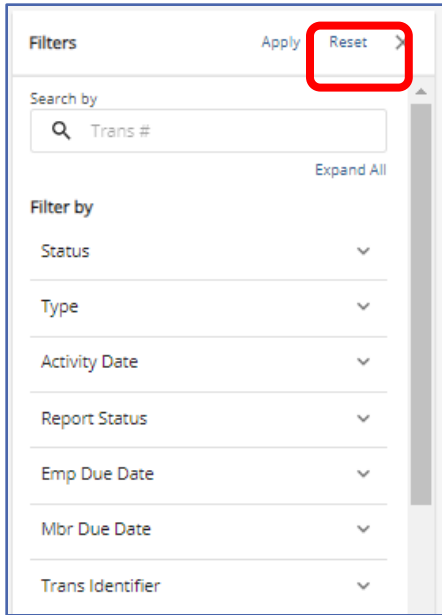
Select what to filter by.

Using the drop-down menu further define filter category.

Click "Apply"

Once the filter has been applied it will be shown in a grey bubble in the upper

Right corner. The desired transactions may now be exported.

Click on "**Export Transaction List**"

Export will show at the bottom left of screen.
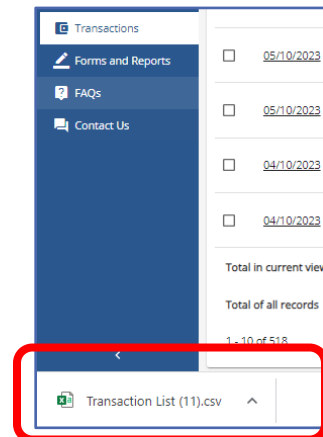
Click to open export. A CSV report will open. This may be saved as an Excel Sheet.

Forms and Reports Page

The Forms and Reports page is divided into two boxes- Forms and Reports.

The **Forms** box lists employer forms in alphabetical order making it easy for an employer to find a desired form. Click on the form name to download a printable version including form instructions.

The Reports box lists all reports and their status. For more on generating and opening reports see *How to Generate a Report* found earlier in this manual.

Member Demographic and Contract Descriptions and Information

Member demographic and contract records must be submitted for new employees as soon as a start date is established. An employee may already exist in PSERS' system if they are coming to you from another employer or have previously worked for a Pennsylvania public school employer. If not, PSERS must send demographic and contract information to the third-party administrator to create participant accounts for employees in Class T-G, Class T-H and Class DC for reporting the defined contribution component in 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 contributions be withheld from day 1 for both DB and DC reporting.

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	

PSERS uses the demographic information to create or update a member's or potential member's record on file. PSERS shares original and updated demographic information with Voya through weekly file transfers to create participant accounts for qualified employees in Class T-G, Class T-H and Class DC. Creating the Voya participant record enables reporting of the defined contribution component for these classes. **If employees are full-time 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.**

Employers are also responsible for verifying demographic information prior to submitting it to PSERS. Please also continue to update employee's demographic information in ESS when notified of changes by the employee.

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)

PSERS must be provided 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:

Birth Certificate	Baptismal Record	Select Service Record
Armed Forces discharge (DD 214 Form)	Passport (need not be current)	School Record
Life Insurance Policy	Naturalization Record	Alien Registration Record
PennDOT-issued photo ID (need not be current)	Current driver's license or non-driver photo ID issued by any of the 50 states or US territories or possessions	Military ID (DD Form 2) or its equivalent
Court Order	Marriage License	Divorce Certification

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* (PSRS-1870) form to make the correction instead of ESS. The school employee's SSN and date of birth are considered Personal Identification Information (PII) and must be correct for each individual employee retirement record. PSERS needs to ensure the record is unique to each employee and the information does not become corrupted.

The *Demographic Information Change Request* is available under Employer Forms on the Employer tab of the PSERS website. Use this form to change social security or date of birth. Do not use this form to change any other information, employers mat change employee information on the Employee details box for the employee in the Roster Page.

NOTE: When submitting a *Demographic Information Change Request* (PSRS-1870) form, write the member's name and SSN on the top of each page of the submission.

Demographic Information Change Request (PSRS-1870)

NOTE: If there is an occasion when PSERS requires proof to certify a change in a member's demographic information by a new or existing employer, PSERS will send a letter and form directly to the employee requesting proof. The employee will then complete the form and return it directly to PSERS with the required proof.

What Are Member Contract Records?

Member Contract Records provide a way to define the position(s) in which each employee works. You must provide at least one Member Contract Record for each eligible school employee when you first hire the employee. Contract records will tell the "story" of an employee's work history over their career.

Member Demographic Information must be submitted before you can add a Member Contract Record, after a Member Contract Record is created, then that employee can be reported on your Work Report file. (Or an employer may use the Manual New Hire Wizard to enter both the employee demographic and contract record information in one step.)

- 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)

An employee working in a salaried or full-time position is qualified from day 1 of service and it is mandatory that member contributions are withheld and reported. **Member contract records must be created as soon as or close to the employee's start date as possible.** PSERS transfers newly qualified demographic and contract information to Voya to establish a participant record. If the employer tries to submit a DC payroll file for an employee who does not have a participant record, that employee's record will be rejected.

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 to qualify. Contributions are not eligible to be withheld for the defined contribution component until after a part-time employee qualifies.

Determining Membership Class and Rate/ Is an Employee Already a Qualified PSERS Member

To determine if a new employee or an existing employee has already qualified for PSERS membership the employee must have an existing contract for the employer inquiring. The employee must be a part of the employer's Roster Page which occurs when member demographic and contract records are entered into ESS. For more on how to create a contract record see *Manual New Hire* or *Importing/Uploading a File* explained later in this Manual.

It is important for an employer to know contract elements and the descriptions of those contract elements **BEFORE** entering new contract records to avoid errors in reporting.

Please review *Member Contract Record Descriptions*

BEFORE

attempting to enter contracts.

Once a contract record has been created, qualification and membership class may be confirmed by going to the Roster Page of ESS. Search for the employee by name or social security number.
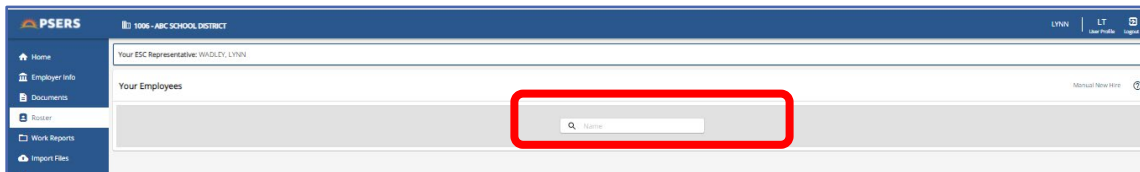
Once the contracts are displayed, click on the employee's name for whom qualification and or membership class needs to be verified. If searching by social security number, there should be only one name available. If searching by name, verify the last four of the social security number to make sure you are selecting the correct employee.

A window with Employment Details will open. This window has four boxes: Employment Details, Personal Details, Membership Class and Rates and Contact Information. Below is the entire window.

The employer should review the Bottom Middle box **Membership Class and Rates**.

The employee's Membership Class displayed first followed by the Contribution rates for DB and DC for classes TG, TH and DC. Employer share for DC reporting is listed next if the membership class has a DC component. After Tax percentage is also displayed on this screen. (Classes TG, TH and DC may elect to have additional funds contributed to their DC portion of the plan see PSERS Public Web for DC Reporting instructions to learn more on After Tax)

The final piece of information determines and if withholding is **Optional** or **Required** based on qualification. This example is "Optional DB/No DC" meaning the member is not qualified and DC contributions should not be withheld.

DB Contrib Rate	DC Contrib Rate	DC Employer Share	After Tax Def%	Current Class	Withhold
8	0	0	0	TE	
6.25	2.75	2.25	0	TG	Optional DB/No DC
6.25	2.75	2.25	0	TG	
7.5	0	0	0	TD	Required
8	0	0	0	TE	Required
7.5	0	0	0	TD	

Member Contract Information Field Descriptions

- **Job Title:** A Job Title is a required field for every Member Contract Record and is used to determine if the position is a PSERS eligible position and if the position is a certified or non-certified position. The Job Title should represent the position for which the school employee is working. Job titles should be general such as Teacher, Administrator, Custodial, Transportation, Aide, etc. Job titles should **not include excess information such as grade level, building, or other non-general, individual specific information**. 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, search for the Membership Eligibility Questionnaire section.

- **Employment Type:** This is a required field and may be "**Full Time**" or "**Part Time**" **PSERS' definition of full-time may be different from the employer's definition.** Employment type for contract records is based on PSERS' definition.

- **Wage Type:** This is a required field and may be "**Hourly**," "**Per Diem**" or "**Salaried**" depending on how this position is paid. Stipend employees are Salaried wage type employees.

- **Work Status:** Work Status is reported in all monthly Work Reports and represents the member's status for the month. (Ex, ACTIVE, LEAVEN) That work status that must also match an existing 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 being 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 working**, 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, 2021. Enter the Work Status as "**ACTIVE** - Actively Working" and enter the Start Date as 08/16/2021.

  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, 2022, and the resignation is received on August 1, 2022, the Work Status Start Date is 06/15/2022 unless the employee is granted a leave after their June 15, 2022, last day of work.

- **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 automatically renew each school year, remaining in effect until the employer enters an End Date (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 system will automatically enter the End Date on the Member Contract Record that is being closed** when an employer submits the new leave or termination contract record. Employers 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,

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"**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 08/23/2015. The member is initiating an unpaid leave on 10/01/2021 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 that is not Listed) with a Work Status Start Date of 10/01/2021. When the LEAVEN Contract Record is approved, the ACTIVE (Actively Working) Contract Record automatically will be end dated with a date of 09/30/2021. 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. PSERS calculates the actual number of months worked for the school employee based on the information provided in your monthly Work Report. This is based on the position, not the employee.

  EXAMPLE: If a full-time teacher is hired to work from September to June each school year, enter "**10**" months. **This field does not represent the number of months this school employee will be scheduled to work this fiscal (school) year.** Work in July or August outside of this position is also not included in the expected 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 will be scheduled to work 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.

  Exception for some Full Time Hourly employees: When the Expected Months are set to 9 or 10 months and the Expected Units (hours) are between 900-1100, you must correctly enter the number of hours expected for that employee to work so the service credit calculates correctly.

  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 x 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 works 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 a Warning message. To determine expected units for a part-time, salaried position, such as a coach, search for *Reporting – Service Time*.

> **It is extremely important to correctly reflect a school employee's Expected Months 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:** This field is required and should be set as "**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.

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	✓ Principals
✓ Substitute teachers	✓ Assistant principals
✓ Vocational instructors	✓ Vice-principals
✓ Supervisors (instructional)	

- ✓ Directors of Vocational education
- ✓ Superintendents
- ✓ Assistant Superintendents
- ✓ IU Executive Directors
- ✓ IU Assistant Executive Directors
- ✓ Dental hygienists
- ✓ School nurse

- ✓ Visiting teachers
- ✓ Home and school visitors
- ✓ School counselors
- ✓ Child nutrition program specialists
- ✓ School librarians

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 or Waived.
- **BOC Flag:** This field is to be completed for a Termination or Deceased contract record. Employers must select either "**Yes**" or "**No**". 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 for a Termination or Deceased contract record. 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 entered in the BOC Flag date field has been submitted, PSERS will assume that all information has been reported, and a Final Benefit Calculation will take place for the member.
The BOC/SVC End Date cannot be more than three (3) 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.
If an employee works more than one job, it may or may not be necessary to enter multiple Member Contract Records for this employee. To determine this, see the *Employee Working Multiple Jobs for One Employer* section.

Work Status Descriptions

The School Code and the Retirement Code have very specific requirements regarding leaves of absence and their return requirements. PSERS needs employers to select the most accurate Work Status that explains the school employee's current work activity. 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: contributing and non-contributing leave of absence. The final letter of the Work Status code for any leave is either "**C**" for contributing or "**N**" for non-contributing, based on if the employee is making retirement contributions while on leave or not. For employees on leave, select the Work Status that matches the reason for the leave, as well as whether the employee is contributing to their retirement account or not while on leave. Some of the non-contributing leaves are eligible for Purchase of Service, while others are not, as indicated for each.

- **ACTIVE - Actively Working**: This is the most common status. It is used when an employee is actively working, whether the employee is making or not making contributions.
- **ACTIVW - Waiver:** Part-time employees may waive PSERS membership once they reach qualification, provided they are able to certify they hold a qualified IRA. Electing to waive through an enrollment waiver is included in the class election process. After a part-time employee has successfully waived PSERS membership, employers 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 must be entered, and the member will no longer be eligible to waive.**
- **ACTMLC - Activated Military Leave (Contributing):** Employers 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 active duty to meet periodic training requirements.
An employee serving the regular 15 days of active duty for Reserves may be reported as if in regular employment (with Work Status set to "**ACTIVE** - Actively Working" as work status changes within one pay period do not require a contract change).

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. Members in class TG, TH or DC will also be required to contribute the DC portion of their contributions to the third-party administrator through payroll deduction.

- **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 the employer must continue to contribute the employer's share of retirement contributions whether the employee chooses to contribute or not contribute. In limited situations, employers may receive a credit for these contributions.

  For military leaves initiated on or after July 1, 2013, the employer may not make employer contributions while the school employee is on USERRA leave. 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. Members in class TG, TH or DC will also be required to contribute the DC portion of their contributions to the third- party administrator through payroll deduction.

  When the employee returns to school employment, the employee must provide a copy of the discharge documentation to their employer. The employer will 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 the employee. Please enter the DECESD Contract Record within one day of the date in which you learn about the death. Do not wait until the next file of Member Contract Records is being submitted unless a file will be uploaded that day.

- **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 later.
- **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 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 *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.
  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.
- **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 the employer's board of directors on an individual case by case basis. 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 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 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 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.

- **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 employer's 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 employer's 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 the employer. Any other member Contract Records this employee has with the employer will be end-dated automatically. If the employee has only ended one position but is still working 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 new 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 employer, 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 the employer has not approved a special sick leave as a contributable or purchasable leave.

Purchasable Work Status codes for Non-Contributing Leaves

- ✓ 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**. See Policy Manual for requirements.

Non-Purchasable Work Status codes for Non-Contributing Leaves

- ✓ 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 based on qualification of member.
ACTIVW - Waiver Request	A Waiver Request has been granted for a part time member through the Member Portal.

Work Status	Description
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 .
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.
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.
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.

Work Status	Description
SSLWCC - Special Sick Leave, Worker's Compensation (Contributing)	The employee is contributing while on a special sick leave. **The board of directors must approve this leave.** 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.
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.
TRMNTN - Termination	The employee has ended ALL employment with you. **If only some positions have ended, Do NOT ADD TRMNTN work status** instead set the Work Status End Date on the Member Contract Record for the terminating position(s).
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.

What if an Employee is Working Multiple Positions for the same Employer

It is not unusual for an employee to work multiple jobs for an employer. 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.

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 will help explain supplemental wages that are reported, saving additional research and questions when the employee requests a benefit calculation.

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***: *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, PSERS will contact the district to inquire. It is beneficial to the district to create contracts for each position the employee holds at the district.***

What if 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 an employer finds 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, employers 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 the 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 the 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.

How are Member Demographic Information and Contract Records Sent to PSERS?

All Member Demographic Information and Contract Records are transmitted to PSERS through the Employer Self-Service (ESS) portal. 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. This ensures a participant account is set up and ready for DC payroll reporting to begin.

There are two ways to submit member demographic information and contract records to PSERS using ESS:

1. **Upload File** –Reporting units are able to upload as many demographic and contract record files during a month as needed. This is the best option when you are trying to update a group of employees at the same time. The files can be generated by the payroll/HR software system containing updated demographic and contract changes.

   Demographic files should be submitted before contract record files. The file should only include new employees and any changes to existing employee demographic information.

   Contract files should be submitted after the demographic files are processed. Contract files contain contract records for new employees who have already had their demographic information successfully processed and/or changes to existing member contract records. See *Importing/Uploading a File* section for instructions on demographic and contract record file uploads.

2. **Manual New Hire** – for an individual employee or a small group of employees, less than 15-20, the manual new hire wizard will enter both the demographic and contract records for each employee in one step. Information is entered manually for everyone making for easy review.

Manual New Hire Instructions

Utilizing the Manual New Hire wizard is a great way to enter the demographic and contract information for new employees in one easy process. Use the Roster Page of ESS and select the "**Manual New Hire**" button highlighted below.
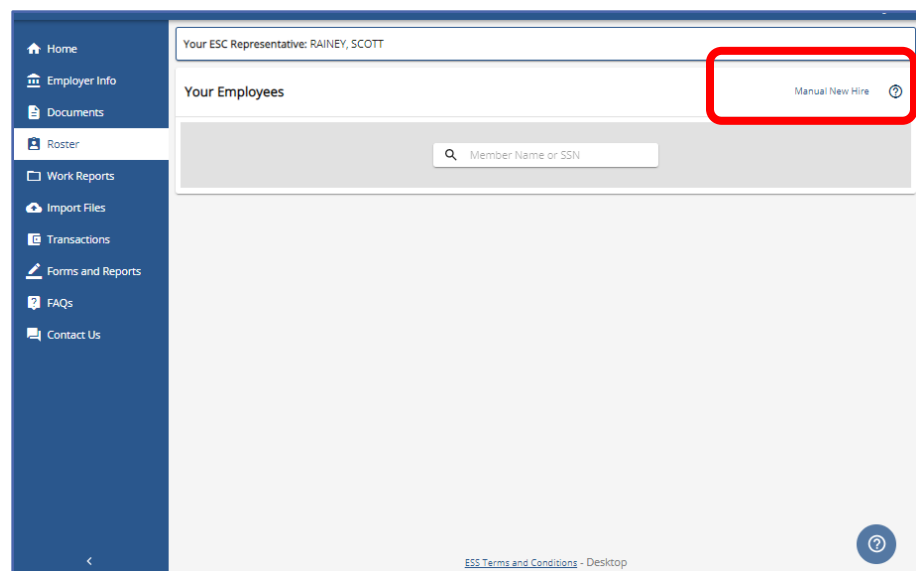
After selecting "**Manual New Hire**" button from the Roster Page, a new window populates. Here you will enter the employee's social security number (SSN), first and last name and their Date of Birth. Once all information has been entered, select the "**NEXT**" button.

The 9-digit social security number (SSN) may be entered with or without dashes; the system will standardize it to include dashes following entry and immediately "**X**" out the first five digits for security.

NOTE: The SSN must be entered correctly. You *must see* proof confirming the school employee's SSN. If the SSN was previously reported incorrectly, submit the *Demographic Information Change Request* form (PSRS-1870) with both the incorrect and correct SSN numbers**.** A copy of the employee's valid proof ***must*** accompany the form. Continue to submit PSERS monthly Work Report Records and Voya work orders 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:** Field is limited to 50 characters (valid characters include an apostrophe and a hyphen). Make sure the employee has not changed their name. **Middle Name:** Field may be left blank. Entries are limited to 50 characters (valid characters include an apostrophe and a hyphen).
Date of Birth: Format MM/DD/YYYY or by using the date calendar. Employers ***must*** verify employee's date of birth by examining an acceptable proof document listed in the *What is Member Demographic Information?* section. If the birth date needs to be changed after an employee's record is already created, you must submit a *Demographic Information Change Request****.***

After selecting the "**Next**" button - if the employee is new to PSERS - the phrase "**No Match is found. Create New Member**" will appear above the Entered Fields as below:

Using the scroll bar, complete additional fields for gender and Employer provided email.

Gender: this field is required but may be altered if the wrong gender is currently on file. PSERS only has a male and female gender option.

Employer-Provided Email: This is not the employee's personal email address; it is the one given to the employee by the employer for business use.

Click the "**Next**" button to continue the wizard.

Here you will be required to enter a **Residence Address**: By entering the ZIP code, 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.   Click **"Next"** to continue wizard.

This screen is where phone number information is located. **Day/Evening/Other Phone:** Parentheses and dashes are not required - but may be entered. Only one phone number is required. Click **"Next"** to continue wizard.

After completing all the necessary windows for the Demographic information, and selecting the "**Next**" button, employers will be transitioned to entering the member's Contract Record. The beginning of the **Contract Record Screens** appears below:

Use Scroll bar to see all available fields.

After having entered all the information required to create a member's contract record, you will need to select the "**Next**" button to move to the Confirmation page.

Using the Scroll bar, review all the demographic and contract information entered for the new employee. If the information is correct, select "**Confirm**" if there is any information that is not correct select "**Previous**" to go back and correct the information.

After clicking "**Confirm**", 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.

View/Edit Demographic Information

To manually change demographic information or contract records for a member go to the Roster Page.

Use the Member Search bar and enter the employee's name or social security number.
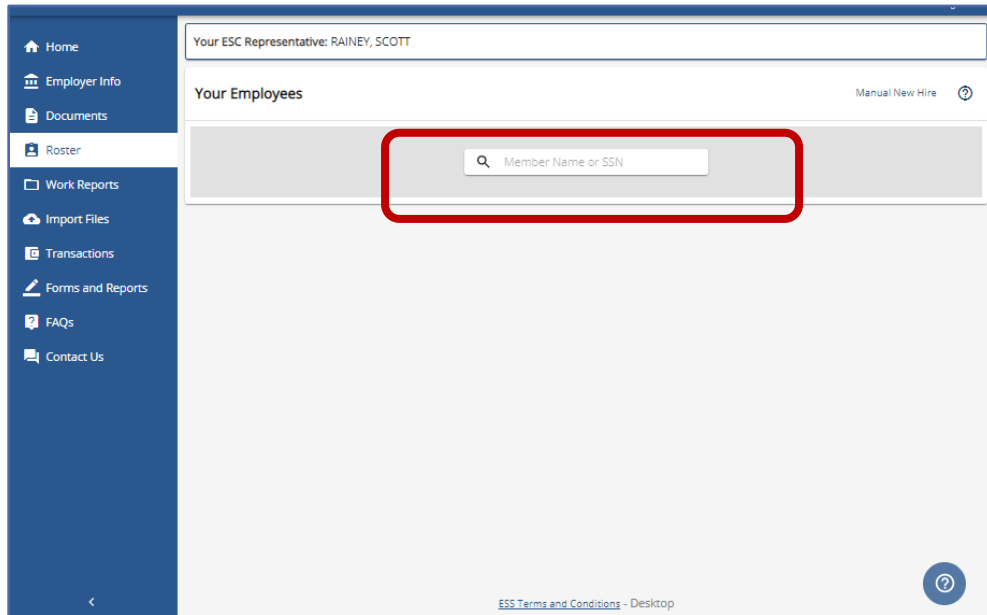
The Search criteria will show in the grey bubble and possible matches will appear below. Click the eye to view full social security number.
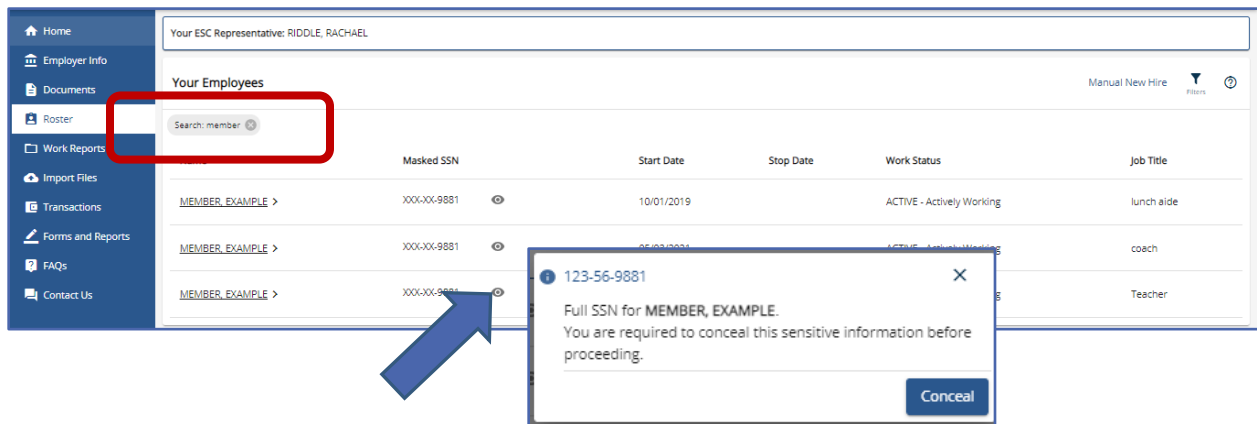
Double click on the member's name to view/edit employment details.

This section has five boxes of employee information. **1. Employment Details/Contract Record –** if member has more than one employment details/contract record user must select contract to view/edit from the search, **2. Personal details** contains Name, SS#, gender, DOB and employer provided email address **3. Membership class and Rate** is where an employer will be able to determine if contributions are required for all qualified members or optional for part time employees which will indicate pending qualification **4. Contact Information** is the member's phone number and **5. Address Information** is the member's address. Please scroll down to view the address box.

To edit any of the demographic information select the "**Edit**" action button in the upper
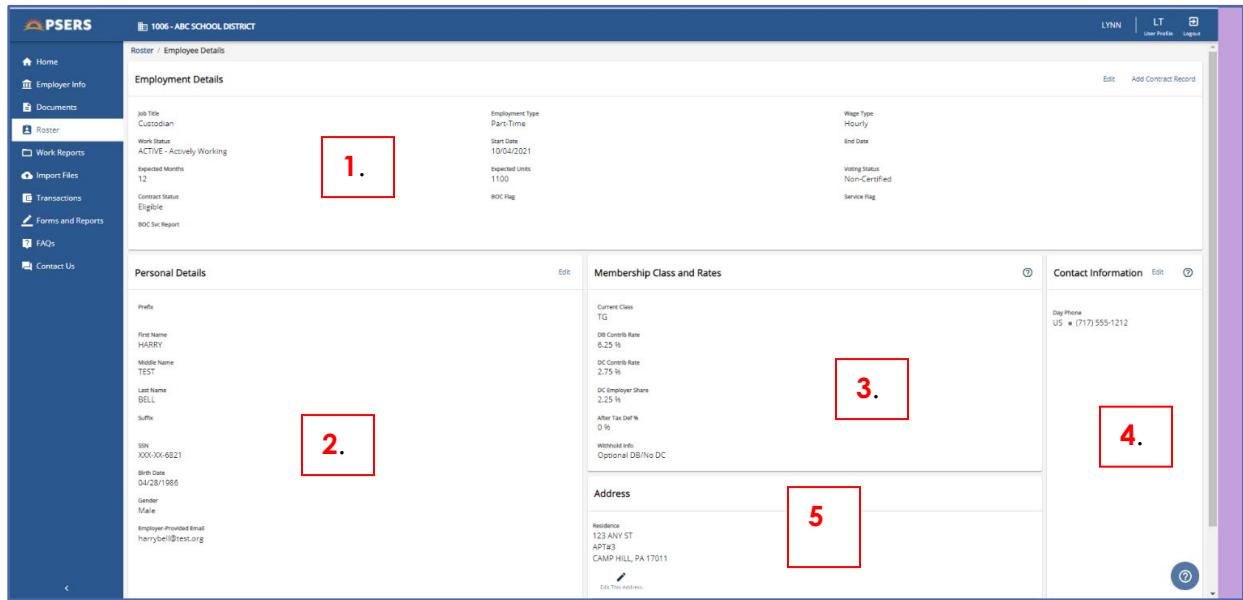
right of the box containing the information to be updated. *NOTE*: The address edit button is the pencil located under the member address. Membership Class and Rate information in Box 3 may not be adjusted; member class and rate are determined by the qualification date of the member.

A new window will populate where changes may be completed. Below is an example of the "**Edit this Address**" window. Entering the new zip will auto populate the US Post Office preferred City and State for that zip.
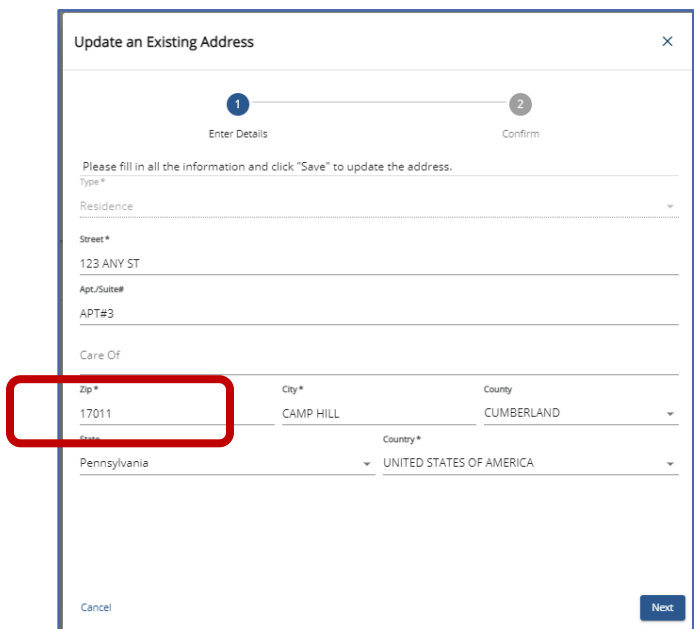
Click "**Next**"

Review the new address and click "**Confirm**" to be taken back to the Employment Details

When to Edit a Member Contract Record

As a member works for an employer there may be times when the contract record needs to be changed or edited. Once a contract record has been saved there are only two edits that may occur meaning the employer may need to add a new contract record to describe the member's new work history.

- Employers 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.

- Employers can correct an employee's Voting Status.

For this reason, employers should only approve contract record files approved if the display indicates that ALL the records in the file are valid. and submit them for processing after having made all the necessary changes. The number in the "**Invalid Rows**" column of the Import Summary Box should be zero.   If you approve the file but some of the records still contain errors, those records will **NOT** be posted to the system and may require a manual contract entry.

If the file contains any invalid records, those will be indicated in the "**Invalid Rows**" column. In this case, follow the instructions for Error Correction under *Importing Files*.

When to Change/Add a Member Contract 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 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.

Submit a new Member Contract Record for each job the employee will be working for the employer. If the employee is returning from leave, the Member Contract Record(s) showing the leave will be end-dated automatically. If member furloughs, submit a LEAVEN record.

When an Employee…

- terminates one job with the employer but continues working in another job.

End-date the Member Contract Record for the position being ended. Contact the Employer Service Center for further assistance.

Correcting an Error in a Member Contract Record

If an employer makes an error when submitting a Member Contract Record, and it has been less than 24 hours since adding the contract record and there is no reporting against the contract record, any field may be corrected by the employer. In most cases, contract errors are not discovered until later and only the end date and voting status may be changed. In this case the contract record should be voided by making the start and end dates the same date. Then create the correct contract record for the employee.

> **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 in an old contract record is discovered, contact your ESC Representative**

Examples of When Employee Contract Records Should be Added and Existing Contracts Changed.

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 an employer 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 the employee's existing Member Contract Records automatically to reflect the leave.

If an employee works multiple positions 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. It is suggested employers review PSERS Leave policy in the Policy Employer Reference Manual before adjusting to contracts.

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

If the employee is only terminating one or more positions 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 Full-Time employee will only be working half days for a period over two weeks due to illness or other circumstances. The employer will add a part time contract and end date the Full-time contract the first day the employee reports to work under part time hours/days. The employer should report all service for the Full-time contract with the last work report including the FT service. All part time service should be reported with each work report the employee is working part time until the employee is able to return to FT service, when a new FT contract should be entered.

View/Edit Existing Member Contract Record

> It is important for an employer to know and understand contract elements and their descriptions **BEFORE** editing or entering new contract records. To avoid errors in reporting that may be difficult to correct, please review *Member Contract Record Descriptions* found earlier in this manual **BEFORE** attempting to edit or add contracts for your employees.

From the Roster Page enter the member's name or social security number in the search bar.
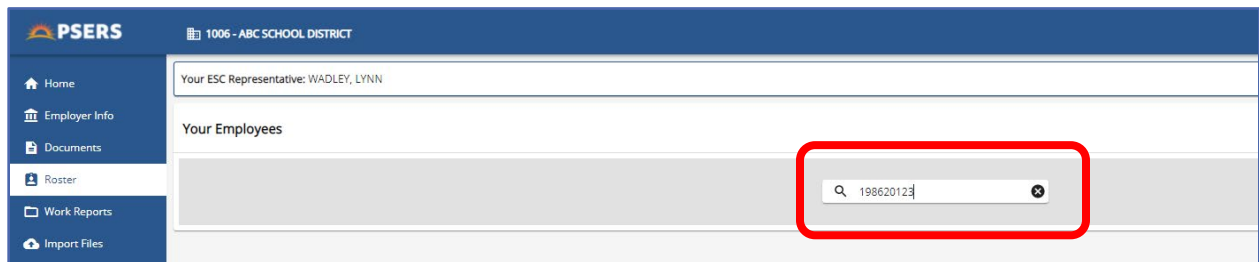
A list of matches will appear under the grey filter bubble. Double click on the member to view or edit their contract record.
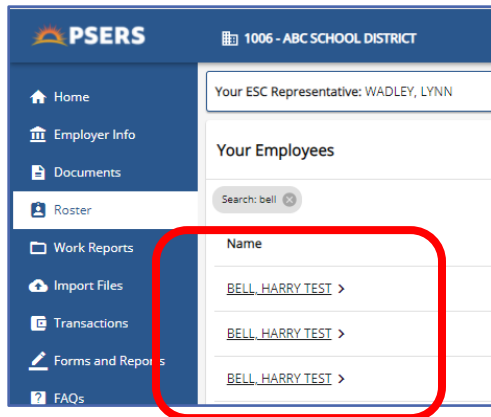
The Employee Details for the open contract will appear.
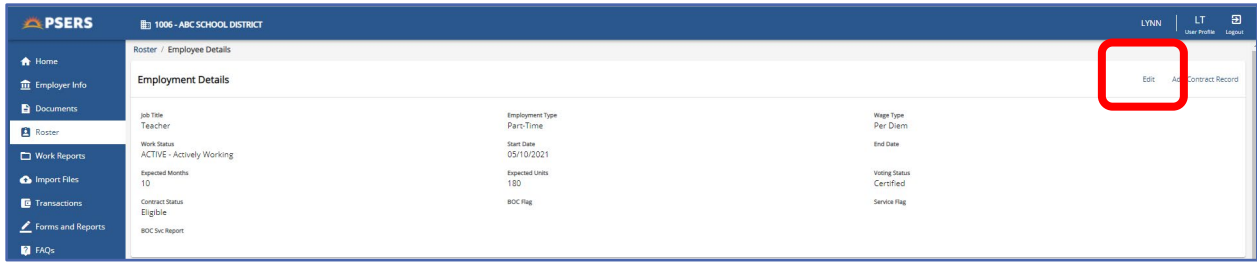
To edit the open contract, click "**Edit**" in the Employment Details box.

Employers may not make changes to the contract except to enter a contract end date and/or change the voting status.

If an employer needs to **VOID** a contract record for some reason, this may be done by making the start date and the end date the same date.

Manually Add New Member Contract

From the Roster Page search the member as described above. Open any contract record by clicking on the member's name. This will take you to the Employee Details.

In the Employment Details box in the upper right corner is the "**Add Contract Record**" action button.
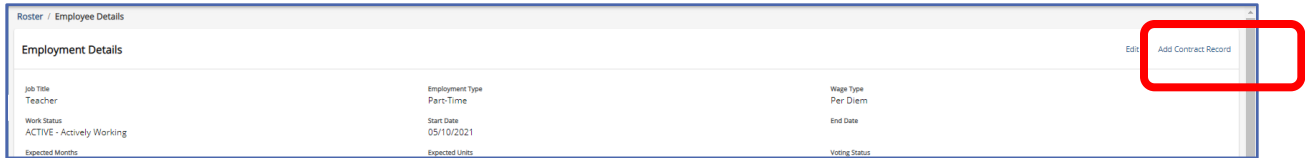
Click the "**Add Contract Record**" button.

The Add member Contract window will open. Complete all required fields (designated with an *.) Field explanations may be found in *Member Contract Field Information Descriptions* section of this manual.
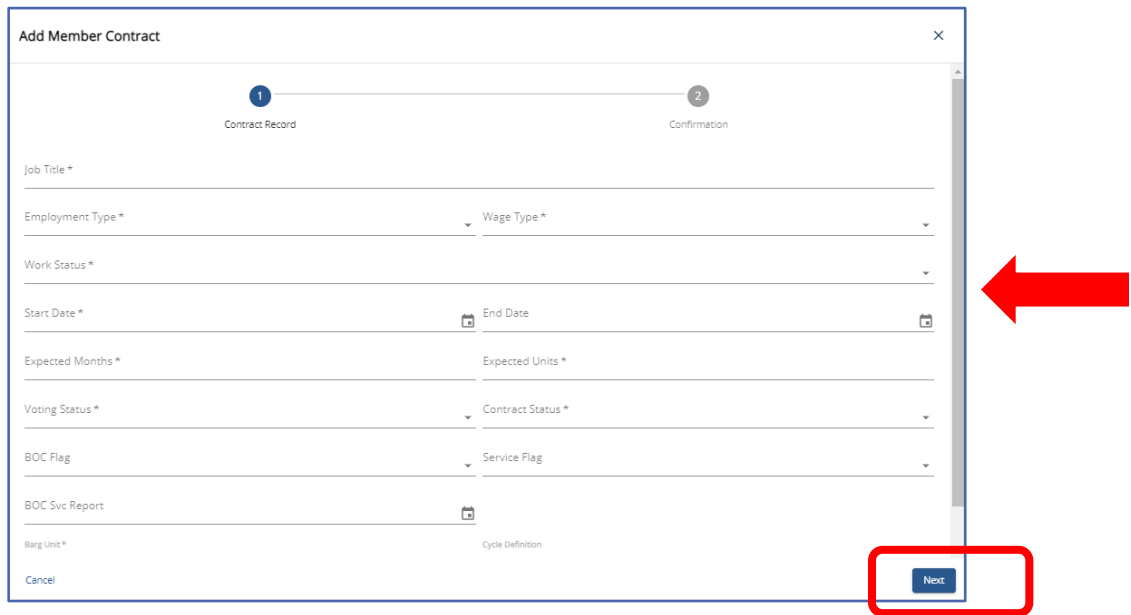
Be sure to use the scroll bar on the left to enter all fields. Click "**Next**"
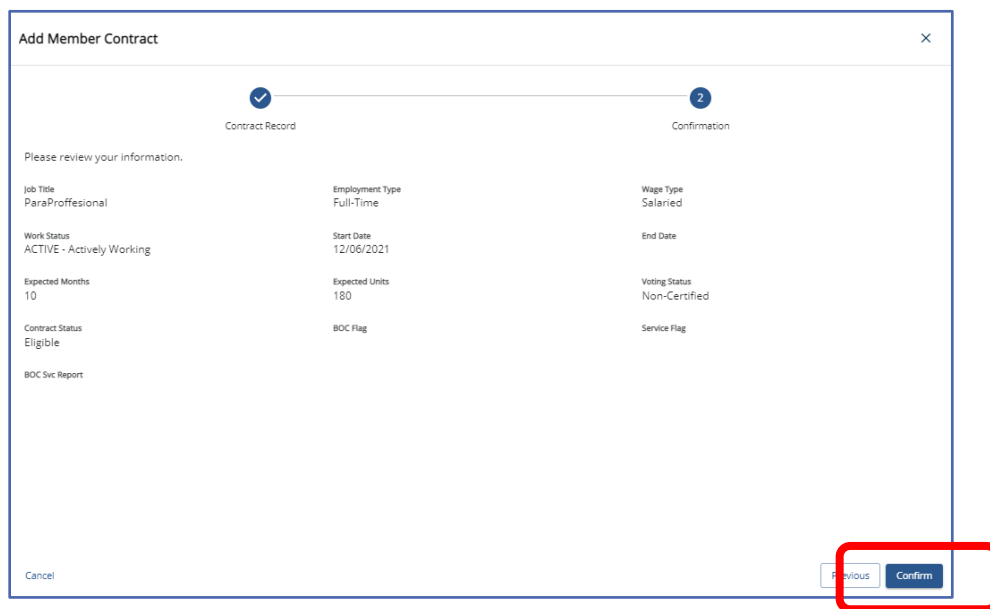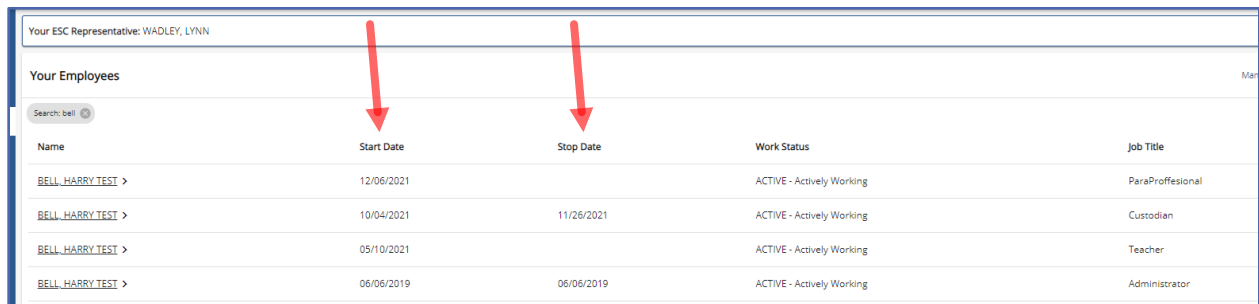
Review contract information. Click "Previous" to make changes or "**Confirm**" to save.

To view the member's new list of contracts, click "**Roster**" in the side menu bar, the previous search will still be there, and the new contract will be listed.
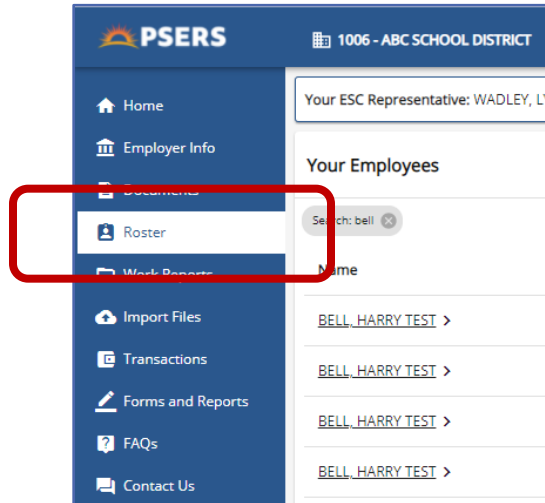
Employers will want to make sure they are end dating any contract records that no longer apply to the member. Stop and Start dates are listed along with work status and Job Title making it easy to determine which contracts are valid for the member.

NOTE: Voided contracts will have the same start and end date. Once contracts are entered, they cannot be deleted only voided. If assistance is needed in changing a contract record, reach out to your ESC Representative.

Importing/Uploading a File

All file types are uploaded through the Imports Files Page.

It is important to remember files must be loaded in the right order, this allows information to be accurately read by the system. Below is the order files should be uploaded.

1. Member Demographic (D)
2. Member Contract Records (C)
3. Work Reports (R)
4. Adjustments (A) (only if needed).

Each file must be processed and released prior to uploading and processing the next file.

If an employer opts to use Manual New Hire to enter all member demographic and contract information, there is no need to upload a demographic or contract record file from the payroll system. The Manual New Hire wizard has added this information already.

How to Import/Upload Any Type of File

From the Imports Page click on the "**Add Import**" button in the upper right-hand side of the screen.

ID	Description	Header Status	Process Flag	Import Start Date	Import Type	Rows Imported	Rows Processed	Submitted By
568035 >	R001200	Voided	Completed	06/02/2023 8:12:10 AM	Work Report	2	0	RARIDDLE
568018 >	Test 1 52023	Processed with Errors	Processed with Errors	05/31/2023 2:07:02 PM	Work Report	2	10	RARIDDLE

Select file type using the drop down in the File Type field.

There may only be one Work Report submitted and processed each month. If an employer processes an Adjustment and incorrectly uses the Work Report file type, the adjustment becomes the only work report allowed for that month. The employer will then be required to report normal monthly reporting information as an adjustment for the month the error occurred.

For this reason, it is important to make sure to select the correct file type when uploading information to the system.
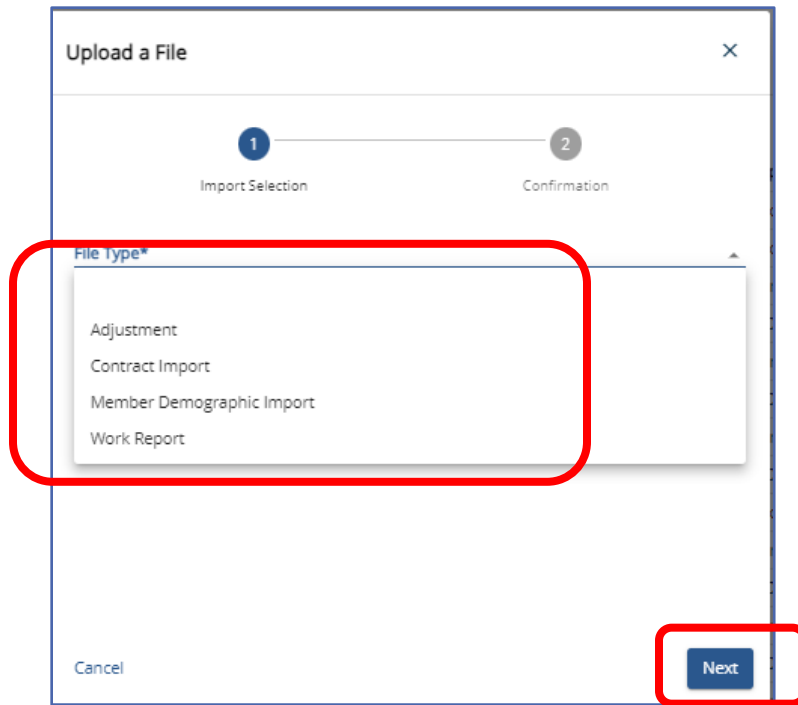
Click "Next" after selecting the file type to be uploaded.

Use the Browse button beside the "Chose File for Upload" field to look through files on your computer for the file to be imported.
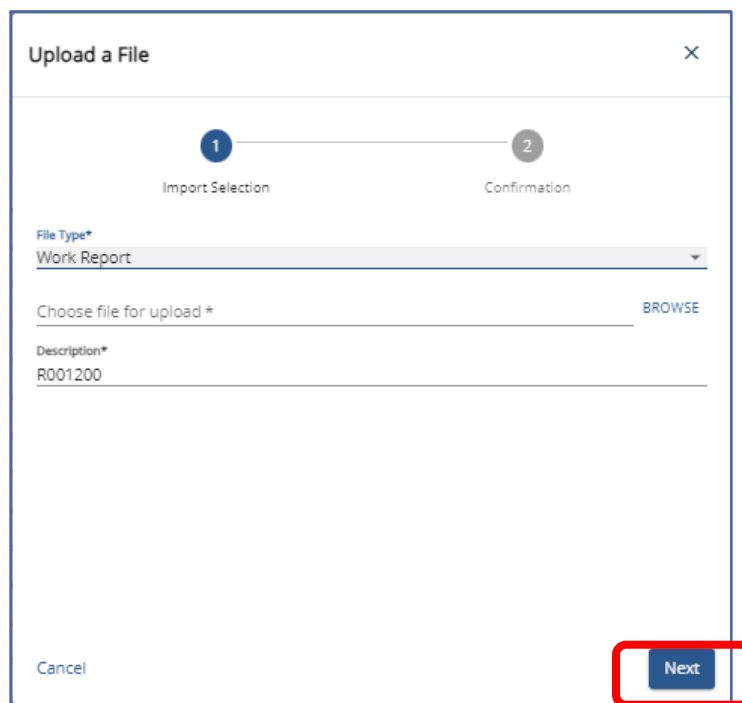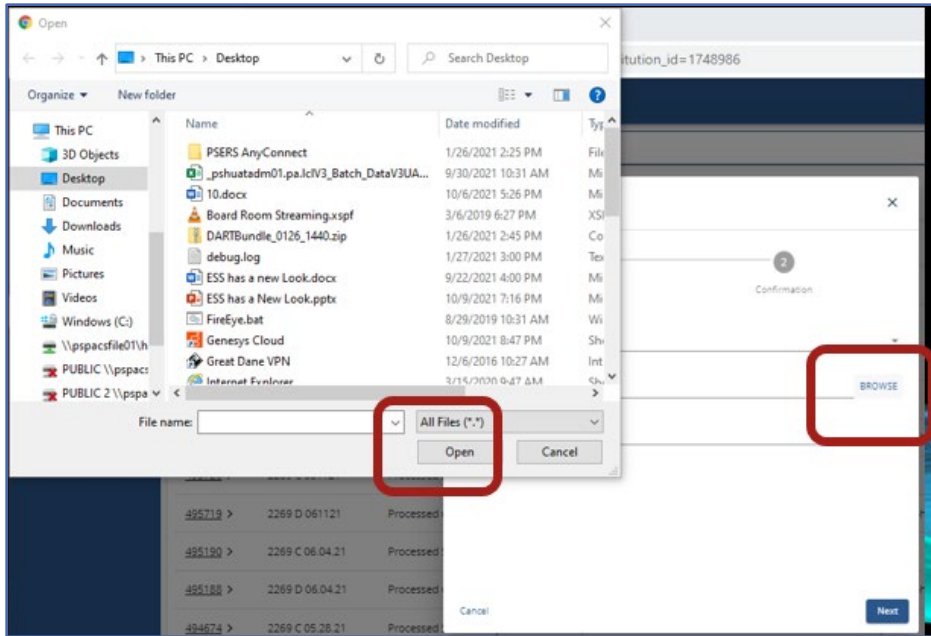
When the file to import is located, Click "**Open.**" The file will show in the Chose file for upload field. Employer will want to identify the file for late by changing the description.
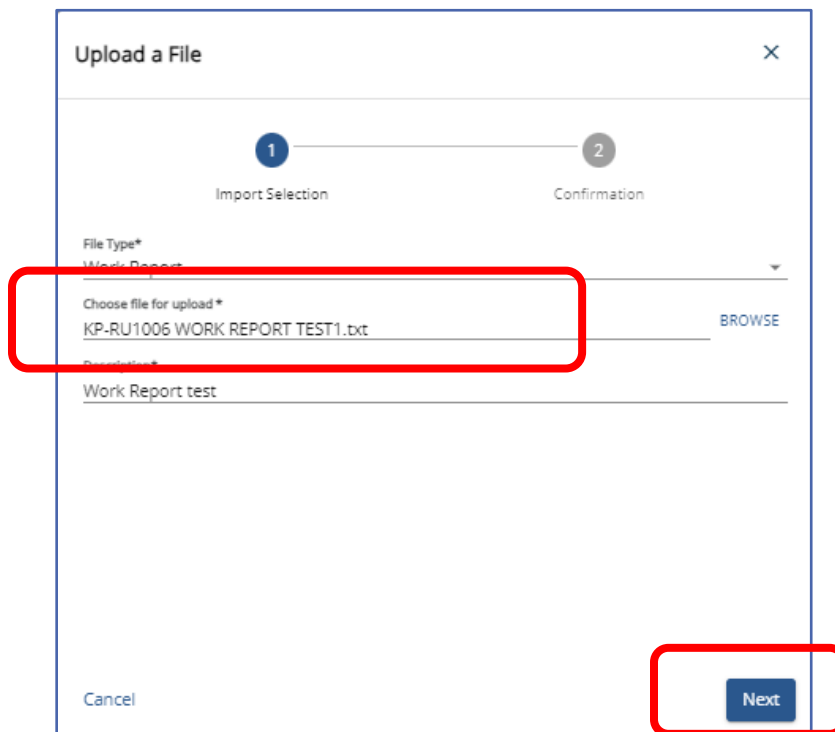
The Description entered in this step will be what appears on the Imports and Work Reports page to quickly identify imported files.

Click the "**Next**" button at the bottom right of the screen to continue.
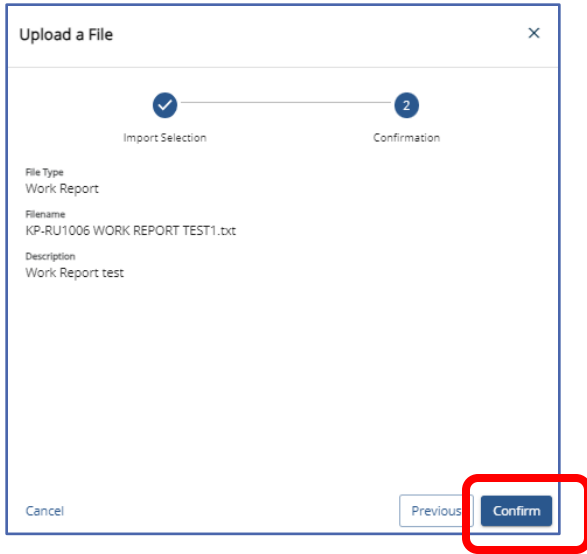
Review File Type, File Name and Description, then click "**CONFIRM.**"

User will receive a message "**Your Import file has been submitted.**"
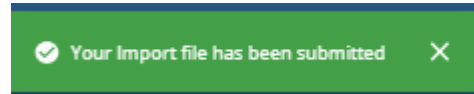
To view the file, Return to Import History and click on the ID# for the import. It should be the first file listed on the page.

Clicking ID will open the file which has two boxes to review before processing the file. If you see the message below, your file is still being uploaded, please wait until the process is complete.
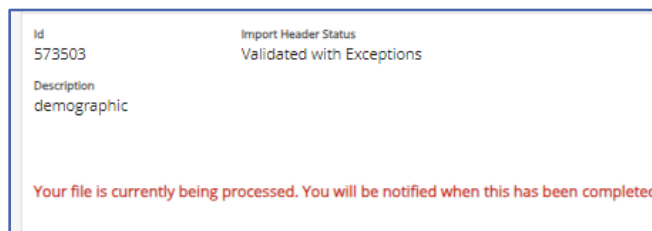
Below are the two boxes for viewing and review your imported file. These boxes must be reviewed prior to submitting your import to PSERS to avoid errors in reporting that will require corrections later.

The **Import Summary** box displays:

NOTE: It is important to review and **verify the Header Row processed successfully**. See *Header Row Error Correction* later in this manual for help in correcting header row.

Rows Imported, Valid Rows, Rows deleted, Rows added.

NOTE: The number of rows imported includes the header row and will be one number higher than the combination of valid and invalid rows. Invalid rows will need to be addressed. Please see *Error Correction* found later in this manual for how to correct invalid rows.

The **Import Details** box displays:

The following are descriptions of the Work Report's columns *prior* to processing.

Actions: Indicates if an Error/Warning occurs on the row
Error: Indicates if the row has an error or a warning. **ERRORS** must be corrected prior to submitting and processing file. If errors are not corrected the row containing the error will drop from file and not be sent to PSERS. **WARNINGS** must be reviewed for accuracy. If the information is correct, there is no need to change it will be submitted to PSERS.
Sequence: Signifies the order of information on the file
Detail Status: **Validated Successfully** – sequence is ready to process.

Validated with Errors – sequence has errors to be corrected before processing

Delete: "Yes" for row deleted or "No"

Social Security Number: Can be edited within the Work Report Record window. If this information does not match, verify demographic information in ESS with employment files.

Date of Birth: Can be edited within the Work Report Record window. If this information does not match, verify demographic information in ESS with employment files.

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 fiscal year in YYYY format, with no spaces, dashes, or other characters.

- o If an employee is getting paid for two different fiscal years on one monthly work report, two records must be submitted. In July, August and September the work report permits two fiscal year reporting. All other months will require a work history adjustment be completed for the second FY reporting.
- o 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.

Wage Type: Select "**Hourly**," "**Per Diem**," or "**Salary**" from the drop-down menu based on how this position is paid. This information must match the current or most recent open active contract record for the employee. If not an error of "No Contract Record on file" will occur.

Work Status: Select the appropriate Work Status from the drop-down menu. This information must match the current or most recent open active contract record for the employee. If not an error of "No Contract Record on file" will occur.

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.

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 actual amount you pay into the BASE field. In the URCC field, enter the *difference* between the actual amount you pay 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.

> **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.

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**. Service time over the employee's regular hours associated with the additional duties should also be entered when entering any Supplemental wages. 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.

> *NOTE*: **Only enter earnings into this field if they are eligible for retirement contributions**.

> **EXAMPLE:** Use this field to enter earnings from a part-time hourly or per diem position who 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.

CONTRIB (Contributions): This section does not apply to DC only employees. Their contributions field will be left blank. Enter the contributions withheld from the employee's paycheck based on their DB member contribution rate for the member's class. Contributions must be calculated on the combined total amount entered in all the following fields: BASE, SUP (Supplemental), OT (Overtime), and URCC (Unpaid

Retirement Covered Compensation). 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.

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. If reporting for a salaried employee all days may be reported on the June work report. Terminating salaried employees require their days to be reported on their final work report.

WNC (Wages No Contributions): Enter the employee's base salary earned during the period being reported. This field is used for nonqualified part time employees, noncontributing leaves, and uncredited school service reason code adjustments. 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.

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 more than 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 *the Reporting – Retirement Covered Compensation* section of the Policy Employer Reference Manual. 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. See PSERS Policy Manual for Retirement Covered Compensation.

Each Column on imported files with the sort button $\boxed{\text{First Name} \equiv \downarrow}$ may be used to sort in ascending or descending order by clicking on the column header.

The sort may be removed by clicking the "X" in the grey bubble found under Import Details title.
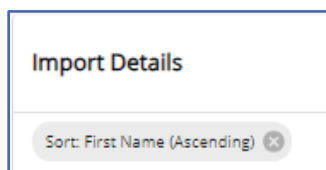
Header Row Error Correction

Files are accepted into ESS even if there is a corrupted file header row. In this situation the Import Summary box will show the header row has been Validated with Errors or Warnings.
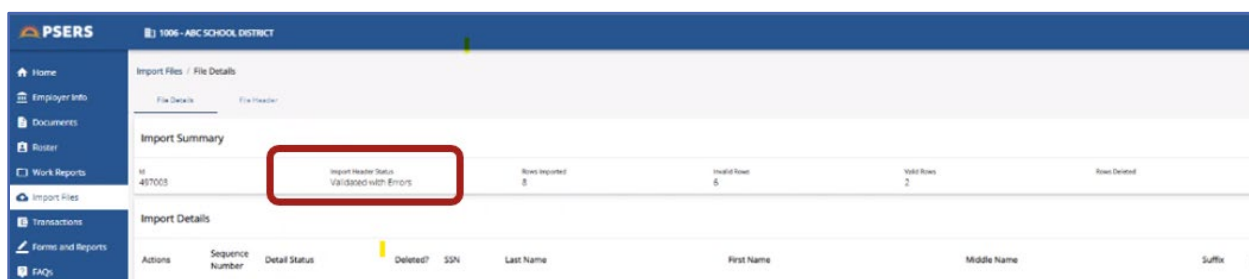
At this point, rows included in the file have not been reviewed against the rest of the system validations. The header must be corrected to continue. If a file is processed with a Header row error no records will be transmitted to PSERS.

To view Header row error, click "**File Header**" button.

Click "**Error/Warnings**" to view error.
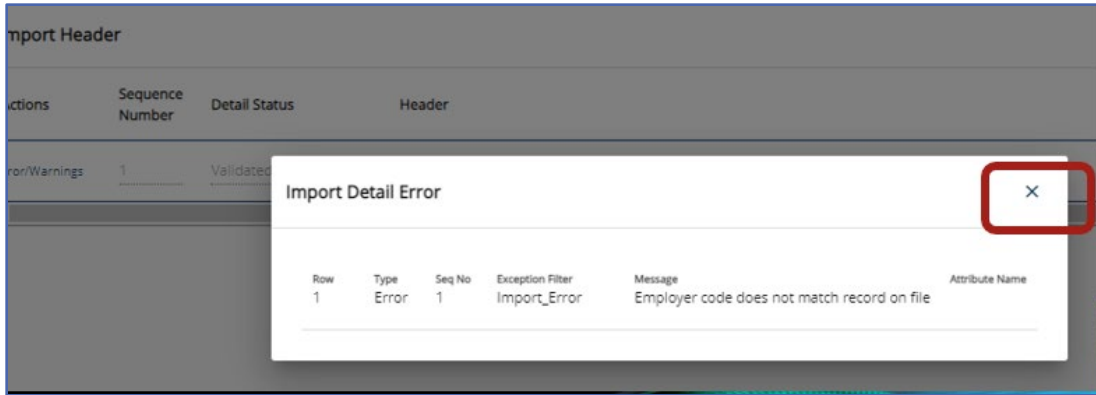
Review error message in window and then "**X**" out to begin correction.

In order make a change the "**Edit**" button in the right-hand corner must be selected
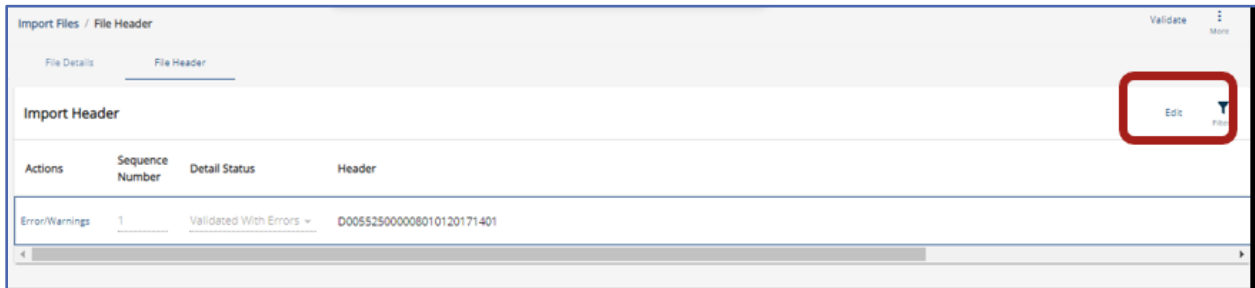
A new window will open permitting the Header field correction. Sometimes this field will have extra blank spaces behind the title that may interfere with the validation process. These extra spaces should be deleted.
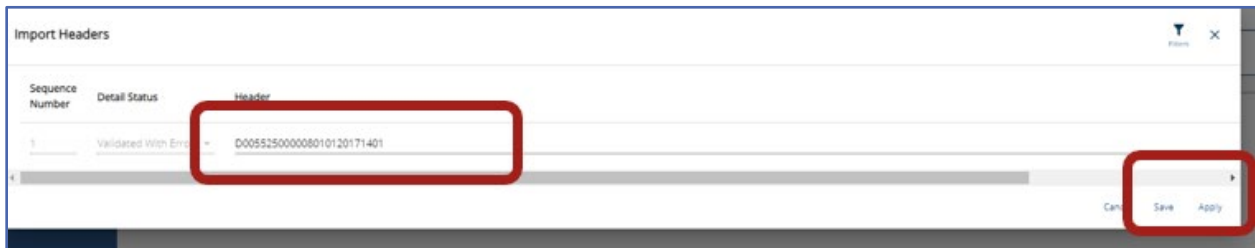
When corrected, click the "**Apply**" button wait for the system to validate your change. Once the Header Detail Status shows as "**Validated Successful.**" click "**Save**" to save changes. Employers should wait for the 2nd green message before attempting to make additional changes to the file.
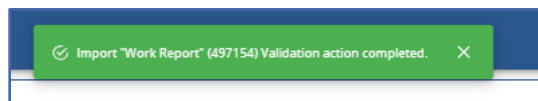
Remember to validate the entire file again after correcting the Header Row Error by clicking "**Validate**" in the upper right corner.
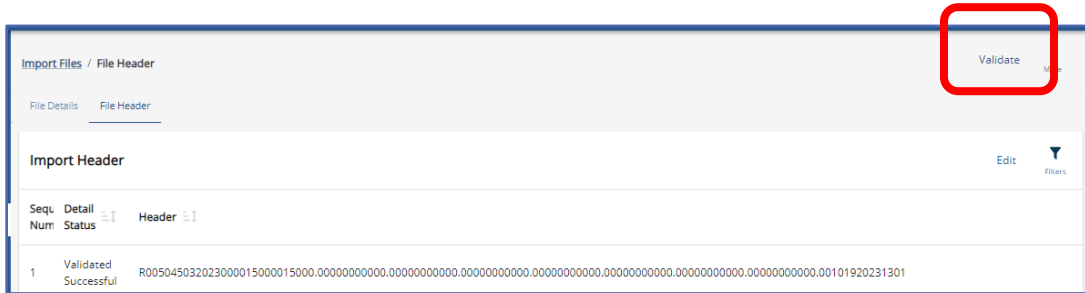
The ESS system will check the specific file records to see if they validate.

Return to File Details to review individual row validations.
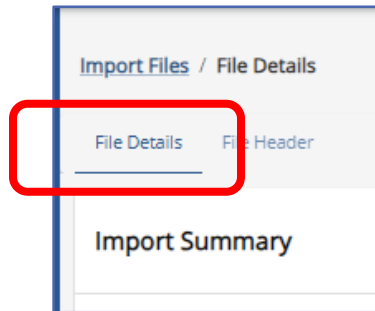
File Error Correction

It is best to determine which error Correction method is beneficial. If there are only a few errors the Row-by-Row correction would save time. If there are several errors with the same error, the filter error correction Method would be optimal. See below for instructions on each method of correction.

Row-by-Row File Error Correction

To complete error correction(s) row by row, locate the rows containing an error by using the column sort feature in the Detail Status column.

To determine why the row did not validate successfully, click the "**Error/Warnings**" in the Action Column.
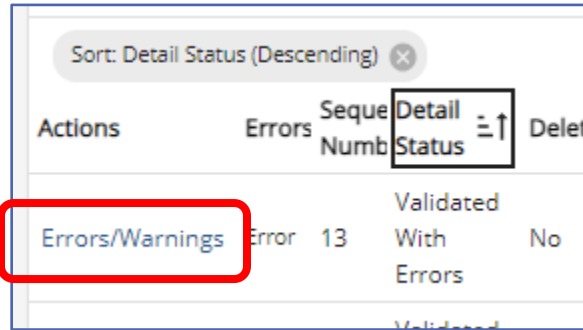
A new window will open displaying the error/warning.
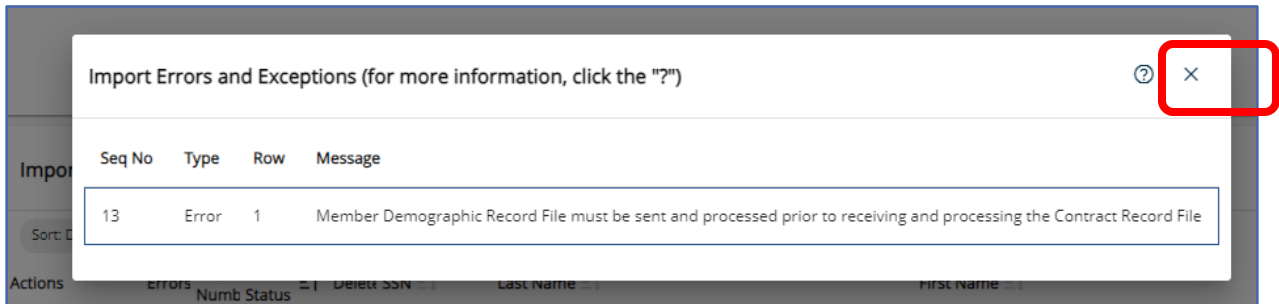
After determining the reason for the validation errors, close the window using the "**X**" in the upper right-hand corner of the window.

To begin the correction(s), click the "**Edit**" action button in the upper right of the Import Details box.
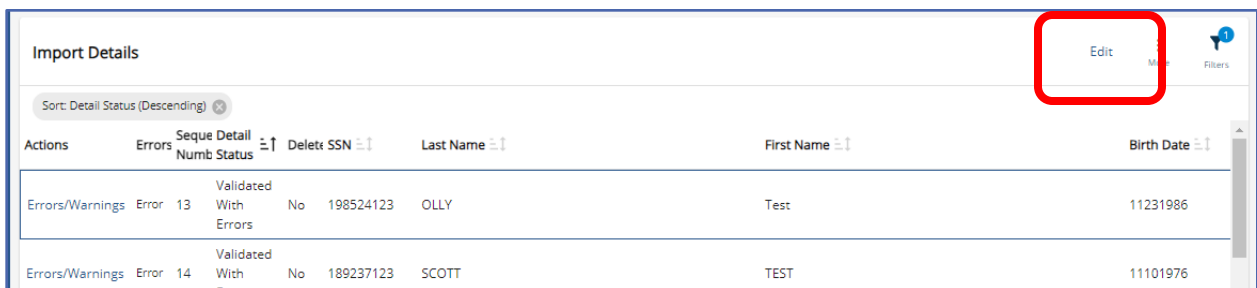
The selected row will remain outlined. Proceed to edit the file and make corrections by using the scroll bar to reach the column(s) where correction is required.

If a row needs to be deleted, click the three dots next to the "**Error/Warnings**" in the Actions Column to expose the "**Delete**" button.
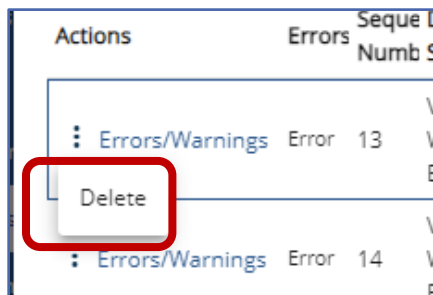
NOTE: It is important to "Apply" after deleting a row to re-validate the Header Row Detail Count. If validation does not occur, the Header Row will show with Errors and the file will not process successfully.

To add a missed row, click "**Add Row**" in the upper right corner of the edit window.
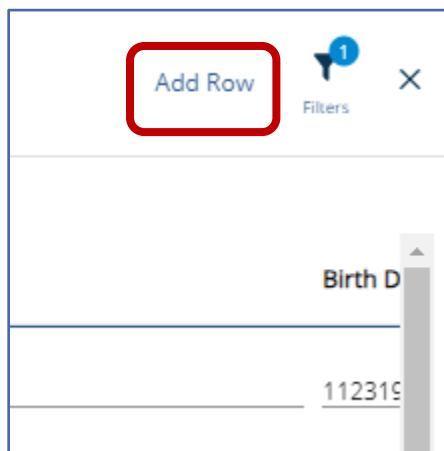
NOTE: It is important to "Apply" after adding a row to re-validate the Header Row Detail Count. If validation does not occur, the Header Row will show with Errors and the file will not process successfully.

Click "**Save**" when all corrections are completed, or the user must leave the file and finish corrections later.
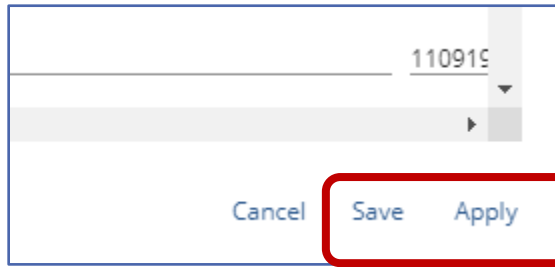
Clicking "**Save**" will take the user back to Imports Details.

Your selected Sort or Filter will still be applied. To remove the sort or filter click the "X" in the grey bubble.
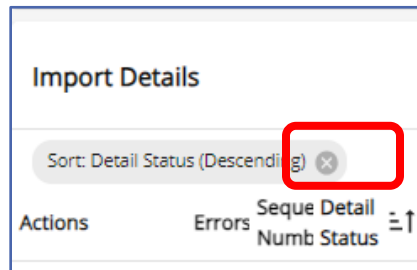
Filtered Error Correction

It is recommended filtered error correction be used if there are several errors on the file with the same error type. This allows an employer to research a specific error type all at once. Click the "**Filter**" button in the upper right corner of the import details box.
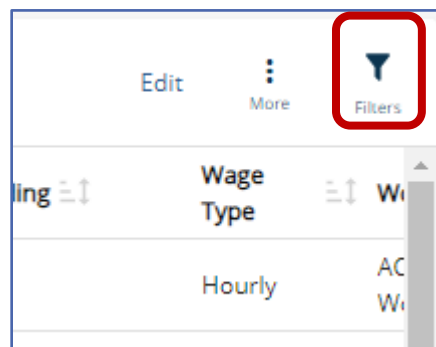
A filter and sort menu will open. "**Errors**" followed by error types will be the default selection. Only errors that occur on this report will be listed.
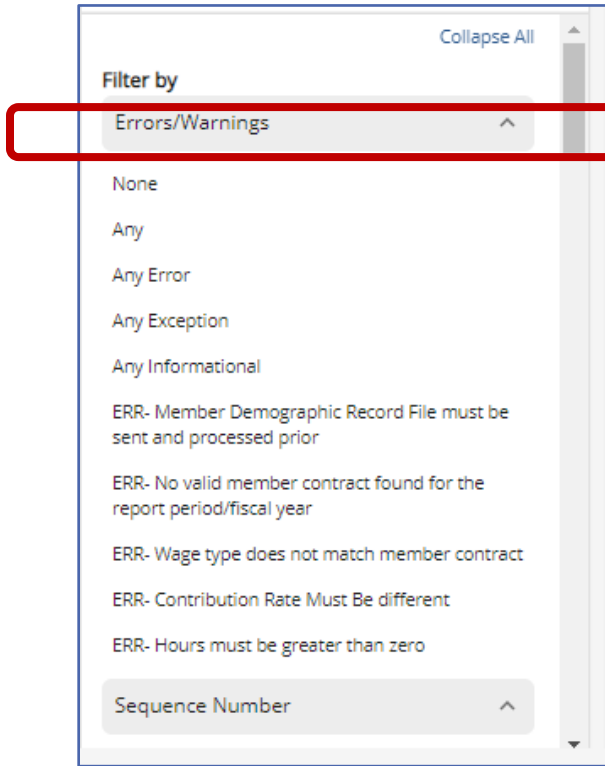
If you are looking for additional filters, use the scroll bar. Below is the list of Filter Options.
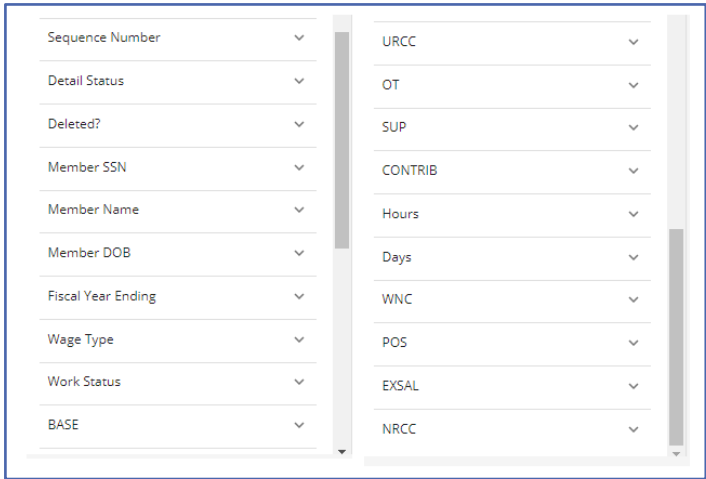
Select "**Any**" to display all Invalid (Errors) or Exception (Warning) messages within the file. Or select a specific item to show only records with that type of error or warning.

Followed by the "**Apply**" action button.
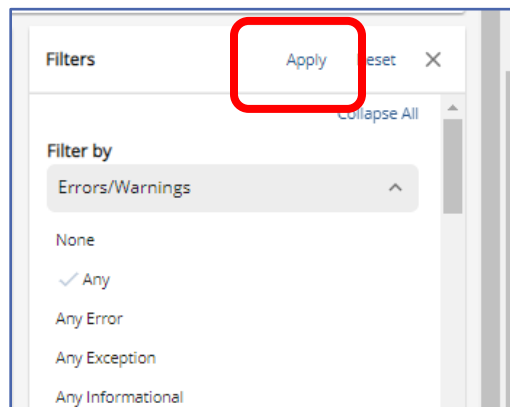
The Import Details page will display the filter in a grey bubble letting the user know a filter is in place.
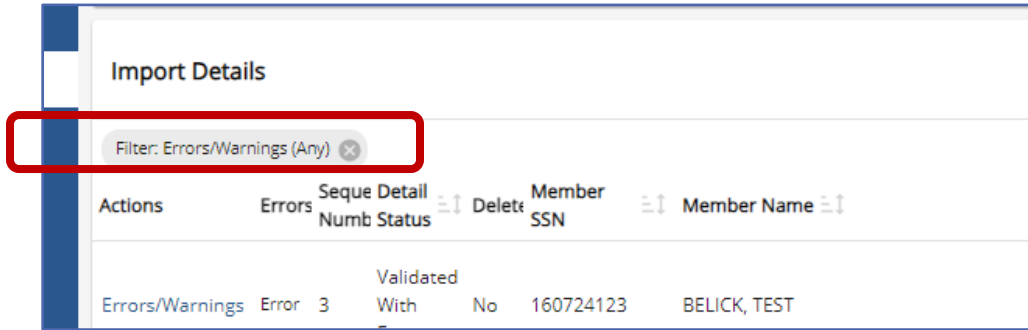
Click "**Edit**" to begin the correction process and continue with correcting the errors/warnings as instructed above in the row-by-row instructions.
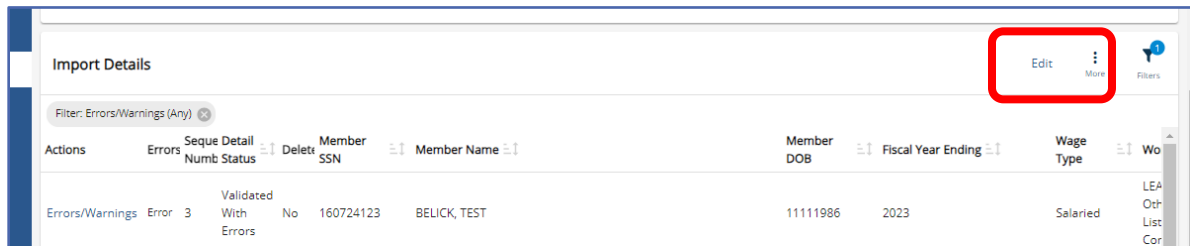
Validating and Processing a File

Once all corrections are complete, the file needs to be Validated ensuring the corrections have eliminated all errors on the file. Validation checks that the records in the uploaded file are in the correct format and that all necessary information is included and matches the most recent open active contract for each employee. Any records that do not pass the validation check should be reviewed and corrected before the file can be submitted to PSERS.

Click "**Validate**" in the upper most right corner of the page.
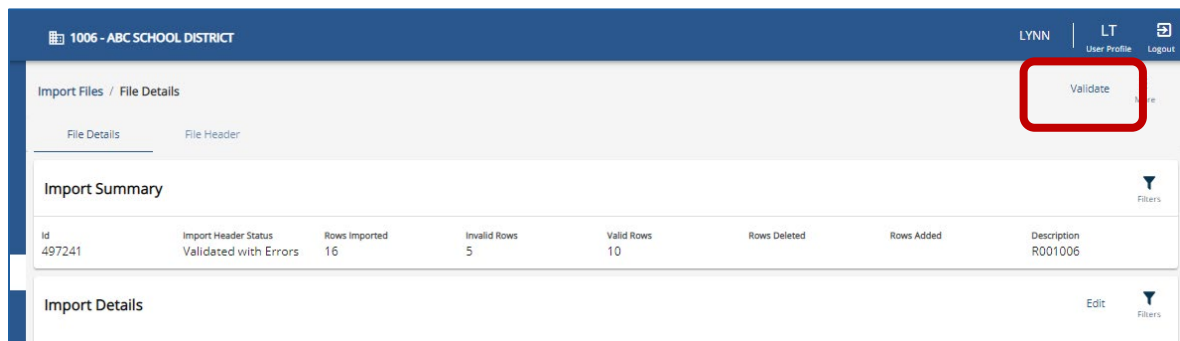
While the file is validating there will be a red message displayed as a reminder the system is working and the file cannot be accessed until validation is completed.

> Your file is currently being validated. You will be notified when this has been completed. Do not edit the file until the validation is complete.

A green message will appear acknowledging the validation is complete.

✓ Import "Work Report" (568127) Validation action completed. ✕
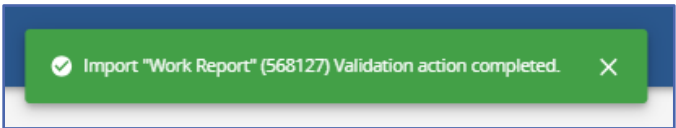
***NOTE*: If records were added to or deleted from the report prior to saving, the validation will stop at the Header Record row for a Detail Record Count error.**

Import Summary

Id
568127

Import Header Status
Validated with Errors

Description
work report
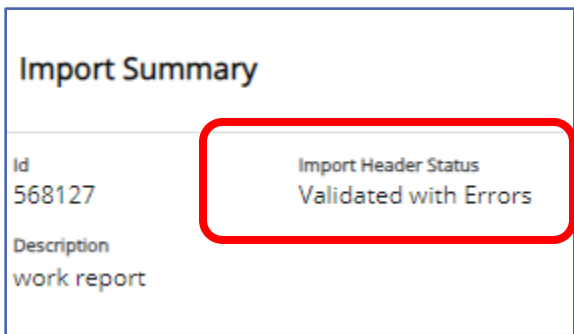
The detail count within the header record will need to be corrected as described earlier in this manual. The file will need validated again so that the detail records re-validate.

To process the file and send it to PSERS locate the three dots beside the Validation button in the upper right corner and click on the dots to reveal the "**Process**" action button.
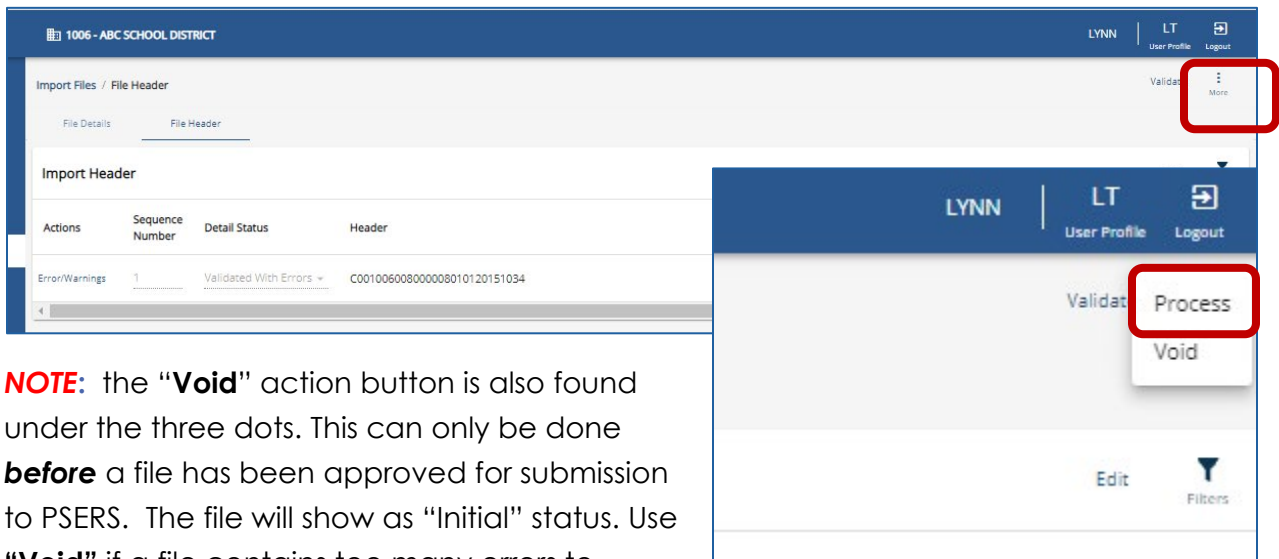
***NOTE*: the "Void"** action button is also found under the three dots. This can only be done **before** a file has been approved for submission to PSERS. The file will show as "Initial" status. Use **"Void"** if a file contains too many errors to correct or is blank and you want to delete it.

A green message will show while file is processing and a second one after the file has successfully processed.
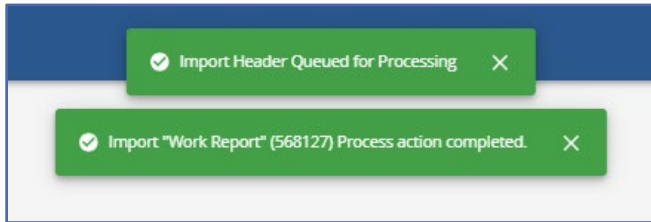
Employers will also notice a red message advising the file has processed and no further changes including voiding the file may occur.
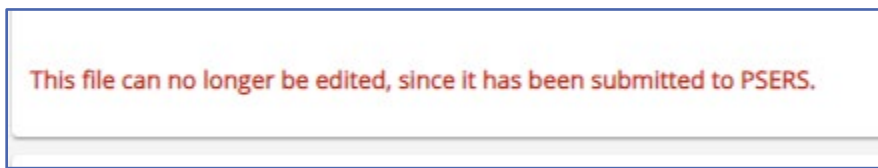
If changes are required after a file has been submitted a work history adjustment will need to be processed after this file shows **"Released".** See *How Are Work History Adjustments Submitted to PSERS* later in this manual.

After successfully processing the file upload, it will appear as "**Processed Successfully**" in the Header Status of the Imports Summary box.
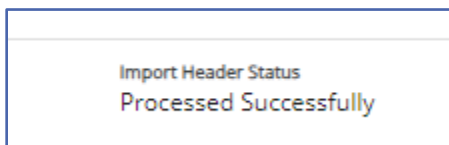
When viewing the file on the Imports Page the Header Status Column and Process Flag column should be reviewed to ensure the file shows "**Processed Successfully**" and "**Completed**". This indicates your file has been submitted and has no errors.

Uploads showing "**Processed with Errors**" in both the Header and Process Flag columns have not been submitted to PSERS. Files will need to be reloaded and errors corrected, or work history adjustments will need to be completed to have wages and service reported for employees on this file.

Uploads showing "**Processed with Exceptions**" in the Header Status indicates an exception or warning was successfully processed on this file. These exceptions should be reviewed prior to processing as they are a possible typo or error in reporting.

Uploaded Work Reports and adjustments may also be viewed on the Work Reports Page.

It is important for an employer to verify reports have been successfully processed by viewing the Report Status Column on the **Work Reports Page** after PSERS has released files. PSERS releases files midday and overnight. Reports will appear as "**Initial**", "**Pending**" or "**Released**".

Reports in "**Initial**" status have not yet been submitted for processing and may still have changes or edits completed. Reports in "**Pending**" status have been submitted for processing and may no longer have changes or edits made. Reports in "**Released**" status have been accepted by PSERS and may no longer be edited or deleted.

PSERS releases reports midday and overnight.

From time to time an employer may make a change to a contract record **BEFORE** verifying their work report has been released. This will bounce a work report back into "Initial" status because the work report contract information no longer matches for that employee. Contact your ESC Representative for corrective actions.

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 "**Apply**" all edits made, "**Save**", and "**X**" out of the import details.
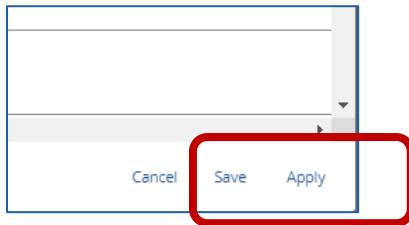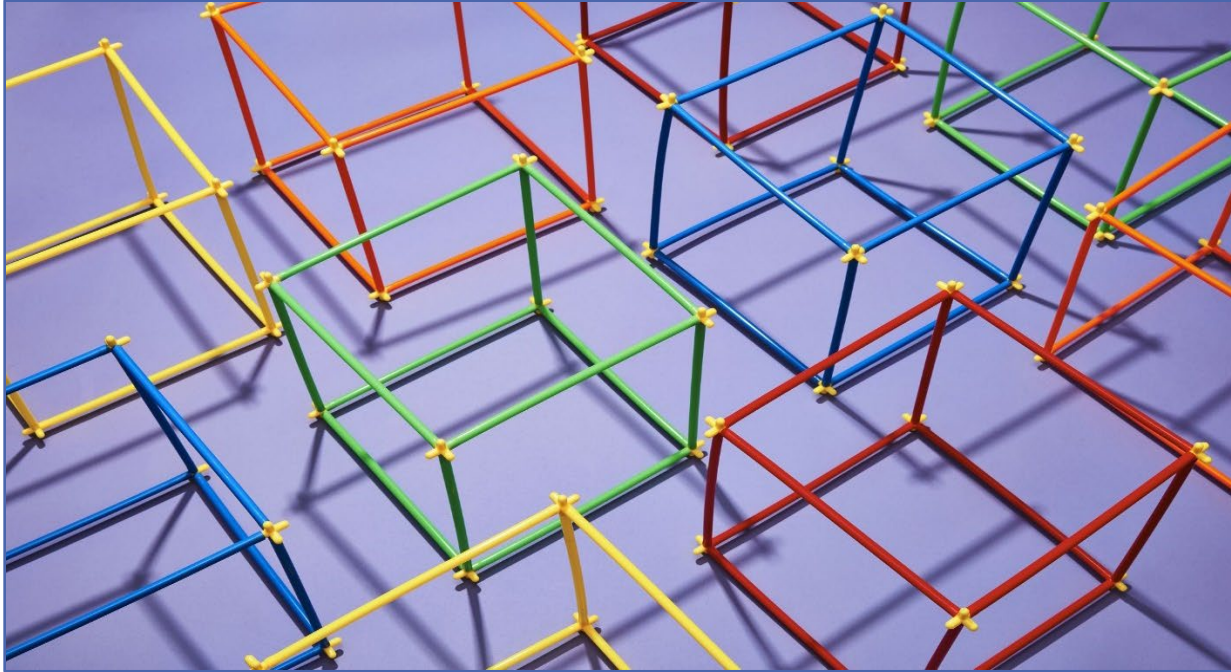
PSERS Monthly Work Report (DB)

Member demographic and contract record changes must be entered and processed in ESS prior to submitting the PSERS monthly work report. The PSERS Work Report includes all members, even if an employee is part of Class DC or a part time employee who has not yet qualified for membership. However, only the defined benefit (DB) contributions are reported alongside the wages on the PSERS work report. For more information on Defined Contribution (DC) reporting to Voya, please review the Voya PayCloud User Guide, located on the PSERS website under the Employer tab, in the DC Plan/Voya Resources section.

Each month employers are required to report **_all_** eligible school employees' wages to PSERS, including all part-time employees and any **Class DC only employees.**

Employers 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 assists in reconciliation of information reported to Voya for the DC component of membership classes TG, TH and DC.

Work reports may be submitted through an upload process or by creating a manual work report via Employer Self-Service (ESS) by the 10th of each month and then approved/submitted to PSERS no later than the 20th of the month for the prior month's activity. PSERS recommends employers submit work reports prior to the due date for Member (Employee) Contributions and Member (Employee) Purchase of Service Installment amounts due. When a work report is submitted, PSERS calculates the amount due charged to the Employer's PSERS Account. This knowledge will aid with timely and accurate payment submissions and will enable PSERS to apply the total billed amounts accurately on the Transactions Page and the monthly Statement of Account.

How are Work Reports Submitted to PSERS?

All work reports are submitted to PSERS through the ESS system in one of two methods.

1. **Manual Report** – created through the Work Reports Page by entering work history data into the ESS system one row at a time. See below for instructions on entering a Manual Work Report.
2. **Upload File** – created by employers HR/Payroll system and uploaded through the Import Files Page. See *Importing/Uploading a File* found earlier in this manual for instructions.

Creating a Manual Work Report:

Some employers 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 manually entering the work records for each member by keying the data into the system.

 From the **Work Reports Page**
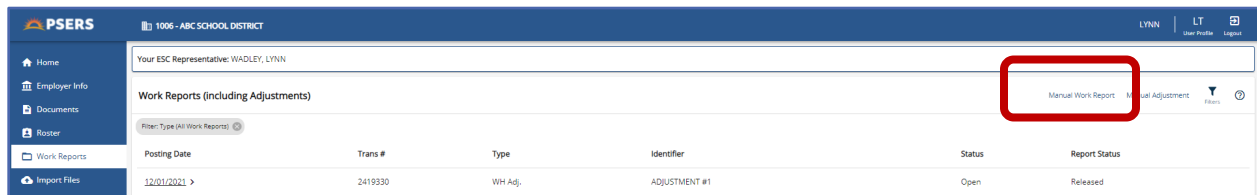
select the "**Manual Work Report**" Action button in the upper right corner of the screen.

The Create Manual Work Report window will open.

A Red message identifies the employer is creating a Manual Work Report and not an Adjustment. The system auto fills the next monthly work report based on the date of the last processed work report. Click "**Next**" to view Report Start Date, Report Stop Date, and the last processed monthly report.

Click "**Previous**" if this is wrong or "**Confirm**" to move forward.

A green message will populate stating you have created a new Manual Work Report
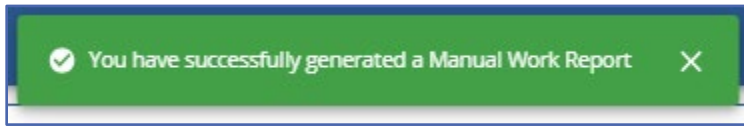
The new work report will appear on the list of reports on the Work Reports Page and show a report status of "**Initial**". Click on the Posting date of the new report.

Posting Date	Activity Date	Trans #	Type	Identifier	Status	Report Status
07/21/2023 >	04/01/2023	2639387	WH Report	Billing Report 4/30/2023	Open	Initial
07/21/2023 >	03/01/2023	2639386	WH Report	Billing Rpt 2023-03	Open	Pending

Work Report Details will open. A red alert message populate to advise you are creating a manual work report and not an adjustment. This report will be used as the only Monthly Work Report for this reporting period.

Click "**Edit**" in the Work History box to begin entering data.

A new window will open, click the three dots in top right corner. Select "**Add Member**" to add a row or "**Delete Selected**" to remove a row

NOTE: EXPORT of a manual work report may also be completed through these three dots by selecting "**Export Work History Details**"

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Do not select "Add Ten Members" unless you have ten members to add. This will cause errors in your report.

Enter the Social Security number of your employee in the Search/SSN column.

The search results will pop open a window.

Click the radio dot to add the member. The Name, SSN and Birth Date columns will populate.

Continue completing each required field until all information to be reported for this member has been added. The Tab Key may be used to move across the row quickly. For field descriptions see *Work Report Record Fields* found later in this manual.

After adding each employee click "**Apply**", this will validate all information before moving on to the next row. Repeat the process to "**Add Member**" for the next employee to be reported.

If after hitting Apply, you see an Exclamation Point in a Circle in the Error column, there is an error on the file that requires correction before moving on to the next row. Click the Exclamation point to see the error.
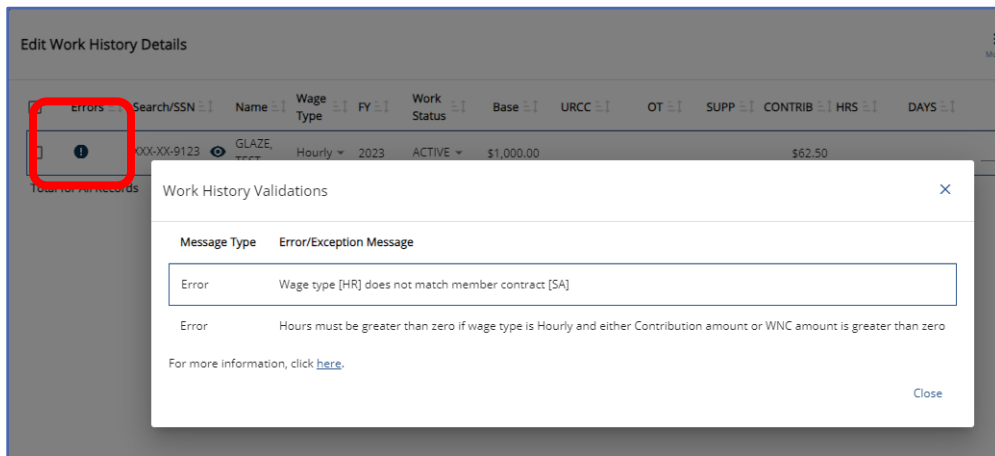
After the error is determined close Work History Validation window and scroll to error column and correct data.

If there is a triangle with an Exclamation point in the Error column, there is an Exception or Warning on your record. Click the triangle to view the warning.
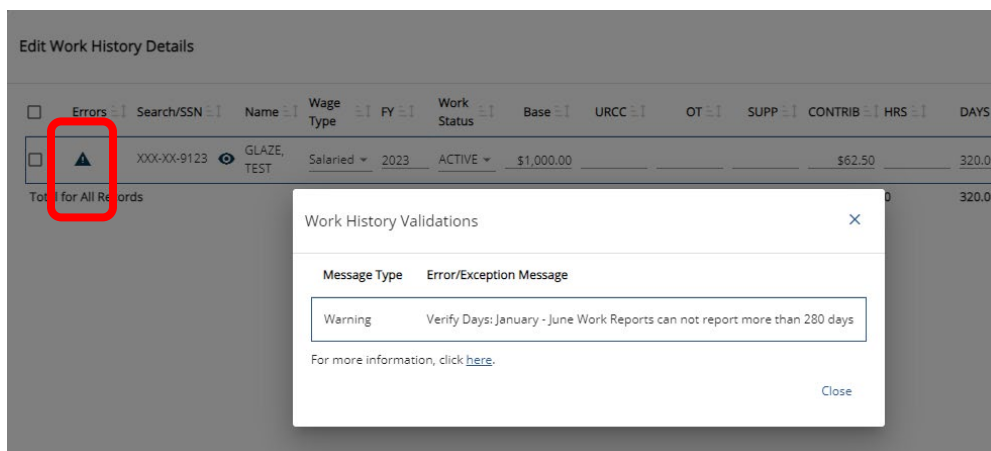
After reviewing the warning, close the Work History Validations window, review data and determine if information is correct. If correct, the information should remain, if it is not correct, change the data to the correct information.

After each employee has been added and all errors have been corrected it is time to save the report.

Click "**Save**" to leave edit mode and return to Work Report Details

*NOTE***:** If you have records that are marked as "**Warnings**," these rows will still process and be submitted to PSERS. If records are marked as "**Errors**," the report will not be available for processing. All errors must be corrected before the file may be submitted.

Work History Exceptions Count Summary will show all errors and exceptions on file.

If an employer attempts to process a manual work report without correcting errors, they will see the following message.
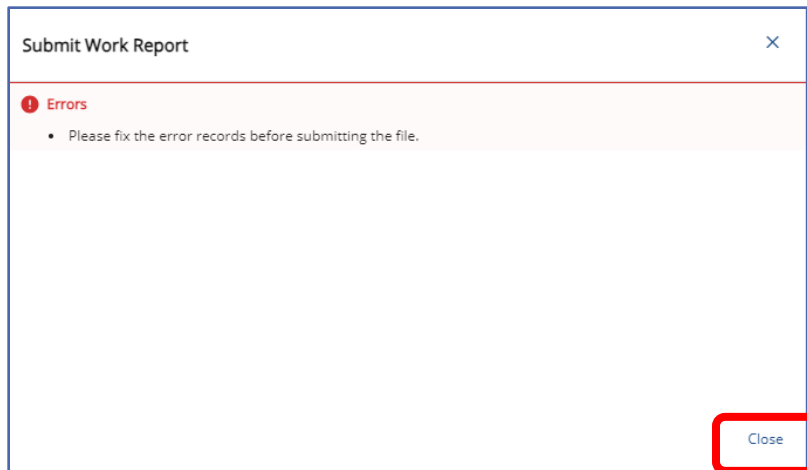
Window should be closed, by clicking "Close" and errors corrected.

If you have any questions regarding any error or warning messages, you can contact your Employer Service Center Representative.

After completing and correcting all the manual entries, it is a good Idea to validate the work report for one final error check. Click "**Validate**" in the upper right corner.
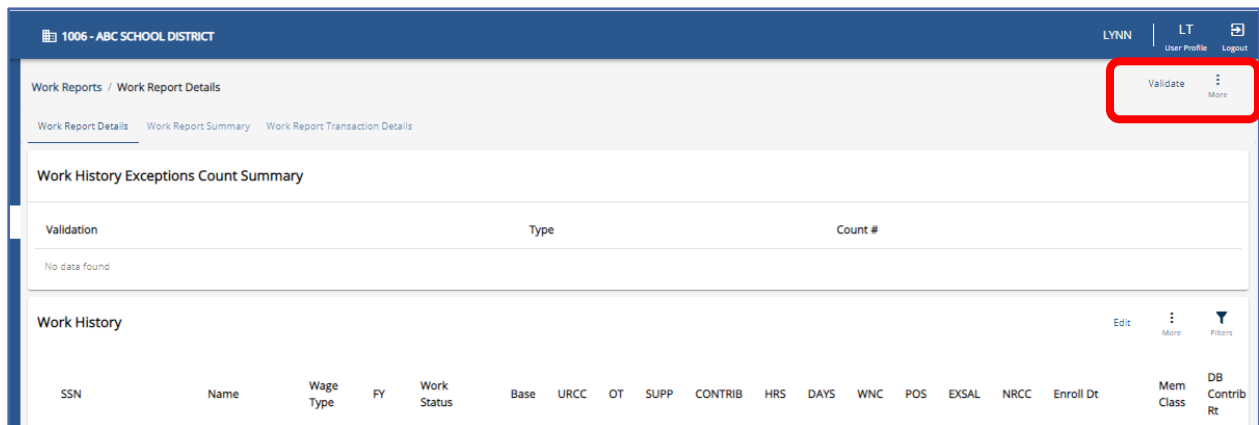
To process/submit the file click the three dots in the upper right corner above More

Select "**Submit**"
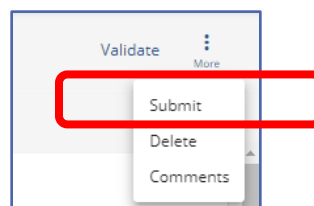
You will be asked to confirm you are ready to process the manual work report.
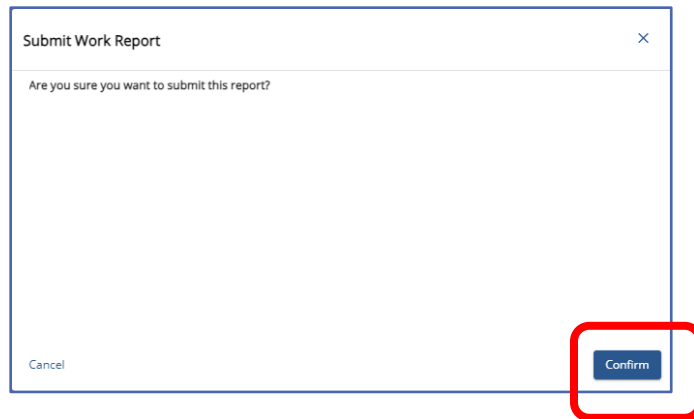
Click "Confirm" followed by close when window goes blank. Click "**Close**".

Work Report will appear on the Work Reports Page as "**Pending**" Report Status until PSERS Releases the report over midday or overnight.

Deleting an Unsubmitted Report

Only Reports showing in "initial" status may be deleted. Reports in a "**Pending**" or "**Released**" status may not be deleted. If errors are found after submitting a work report, an adjustment must be completed to correct the error after the original report has been released.

Delete an "**initial**" status work report by clicking the three dots beside the Validate action button.

Select "**Delete**" A confirmation window will open.
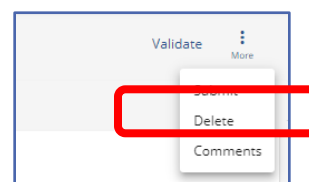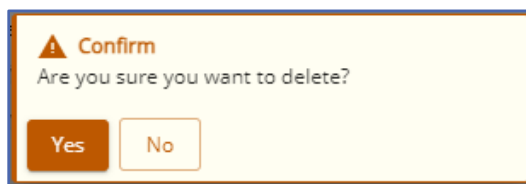
Click "**Yes**" a green message will confirm the report's deletion.
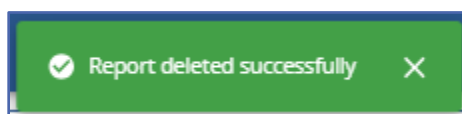
Adding Comments to a Work Report

Comments may be added to a work report either before processing or after the report has been submitted to PSERS. Comments gives an employer a place to make notes on a work report or adjustment for future information. For example: making a note that a certain employee was on LEAVE and had half pay reported in monthly work report and half through an adjustment due to timing of the reporting might assist in account reconciliation later.

Adding comments while the report is in Initial status is done by clicking the three dots next to Validate.

Select "**Comments**" type in any notes for future reference or explanation.
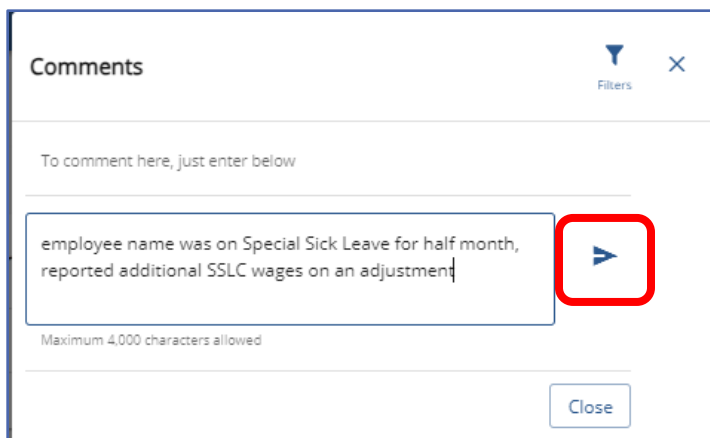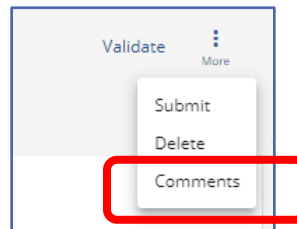
Click Arrow to post the notes to report.

Once posted, notes may be edited or deleted by clicking "Edit" and "Delete" action buttons.
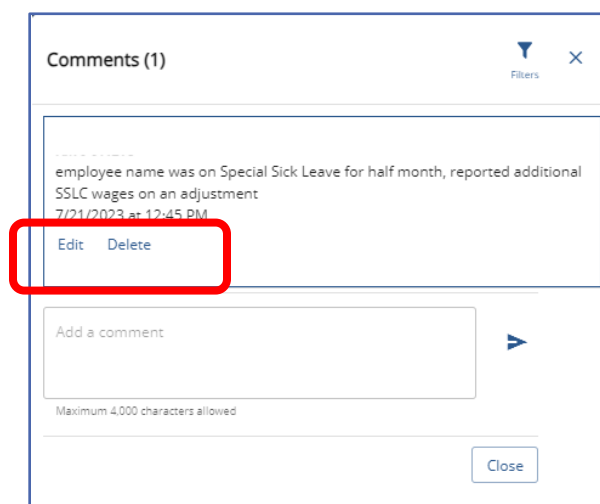
Additional comments may also be added and posted to the report. This feature may be helpful for employers who have more than one staff member who works on reports.

To add comments for "Pending" or "Released" work reports click "comments" action button in the top right corner of the report.
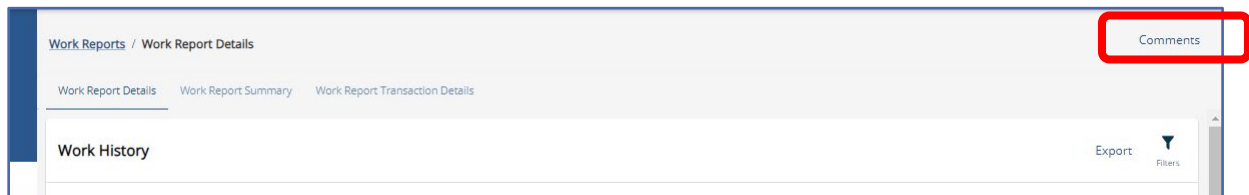
Work Report Record Fields

Each Work Report Record contains the following fields:

Social Security Number: Can be edited within the Work Report Record window. If this information does not match, verify demographic information in ESS with employment files.

Date of Birth: Can be edited within the Work Report Record window. If this information does not match, verify demographic information in ESS with employment files.

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 fiscal year in YYYY format, with no spaces, dashes, or other characters.

- o If an employee is getting paid for two different fiscal years on one monthly work report, two records must be submitted. In July, August and September the work report permits two fiscal year reporting. All other months will require a work history adjustment be completed for the second FY reporting.
- o 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.

Wage Type: Select "**Hourly**," "**Per Diem**," or "**Salary**" from the drop-down menu based on how this position is paid. This information must match the current or most recent open active contract record for the employee. If not an error of "No Contract Record on file" will occur.

Work Status: Select the appropriate Work Status from the drop-down menu. This information must match the current or most recent open active contract record for the employee. If not an error of "No Contract Record on file" will occur.

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:

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 actual amount you pay into the BASE field. In the URCC field, enter the *difference* between the actual amount you pay 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.

> **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.

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**. Service time over the employee's regular hours associated with the additional duties should also be entered when entering any Supplemental wages. 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.

> **NOTE:** **Only enter earnings into this field if they are eligible for retirement contributions**.

> **EXAMPLE:** Use this field to enter earnings from a part-time hourly or per diem position who 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.

CONTRIB (Contributions): **This section does not apply to DC only employees. Their contributions field will be left blank.** Enter the contributions withheld from the employee's paycheck based on their DB member contribution rate for the member's class. Contributions must be calculated on the combined total amount entered in all the following fields: BASE, SUP (Supplemental), OT (Overtime), and URCC (Unpaid Retirement Covered Compensation). 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.

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. If reporting for a salaried employee all days may be reported on the June work report. Terminating salaried employees require their days to be reported on their final work report.

WNC (Wages No Contributions): Enter the employee's base salary earned during the period being reported. This field is used for nonqualified part time employees, noncontributing leaves, and uncredited school service reason code adjustments. 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.

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 more than 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 *the Reporting – Retirement Covered Compensation* section of the Policy Employer Reference Manual. 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. See PSERS Policy Manual for Retirement Covered Compensation.

Uploading a Work Report File

To upload the monthly report file generated by an employer HR/Payroll software, see instructions under *Importing/Uploading a File* found earlier in this manual.

If employers would like to submit work reports using an Excel template to create an unloadable file, contact your ESC Representative for a template.

Process files only after all necessary changes have been made because once a file is processed, it cannot be deleted or changed.

In an emergency, employers can contact their Employer Service Center Representative and request a file that was approved but is still in a "**Pending**" status be deleted. **This is only possible on the same day that the file is approved and if the file has not been released.** Once the file status is "**Released**", no one can delete it.

If an employer approves/submits a file with errors, those records with errors will NOT be posted to the system. Employers must create a work report adjustment file with the corrected information.

Delays in reporting/paying Member (Employee) Contributions may cause employers to be charged delinquency interest. If employers are late reporting or making payments, PSERS may apply a delinquency interest charge to employer's PSERS account for both the employer's and the employee's portion of the contributions. The delinquency interest is prorated for the number of days the payment was late.

Exporting a Work Report

Work Reports may be exported into Excel while in "Initial" status or after they are submitted and in "Pending" or "Released" status. This is preformed from the **Work Reports Page** of ESS.

Exporting a file to excel is useful when making several error corrections or to maintain a paper copy of reporting for future reference.

Exporting a work report while it is in "initial" status is done through the Work History details tab in the Work History box. Under the three dots above "More" is the "Export" action button.
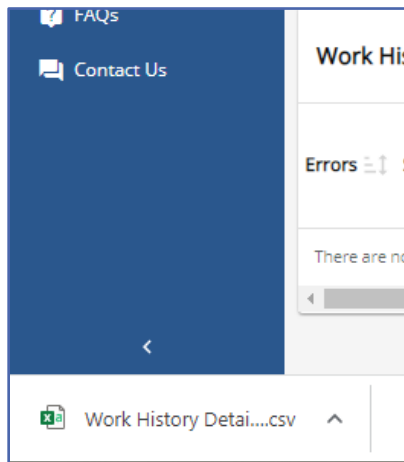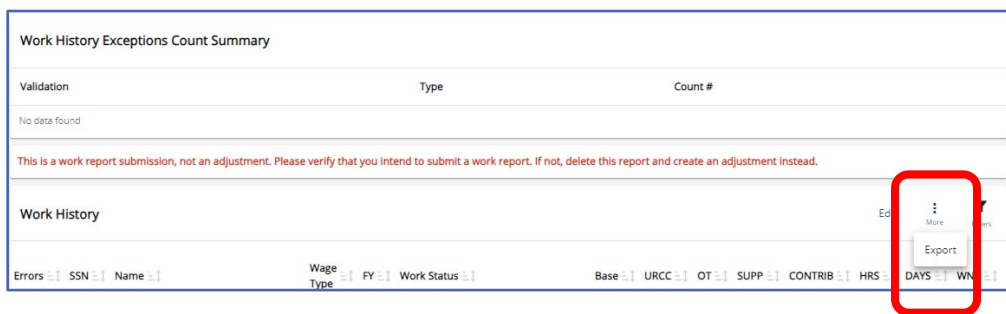
The file will pop up on the bottom left of the screen in CSV format. If changes and formatting is added to the file, employers will want to do a "Save As" to save the file in Excel rather than CSV.

Exporting a work report that has been submitted is completed from the Work Reports Details Tab Work History box. As shown above the file will appear in the lower left-hand corner of the screen.
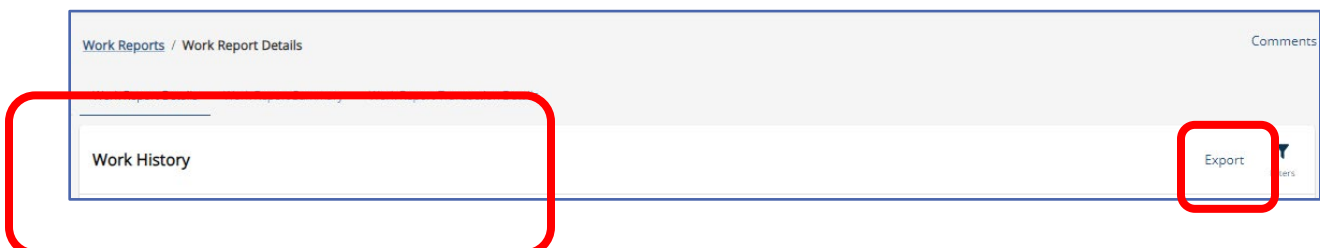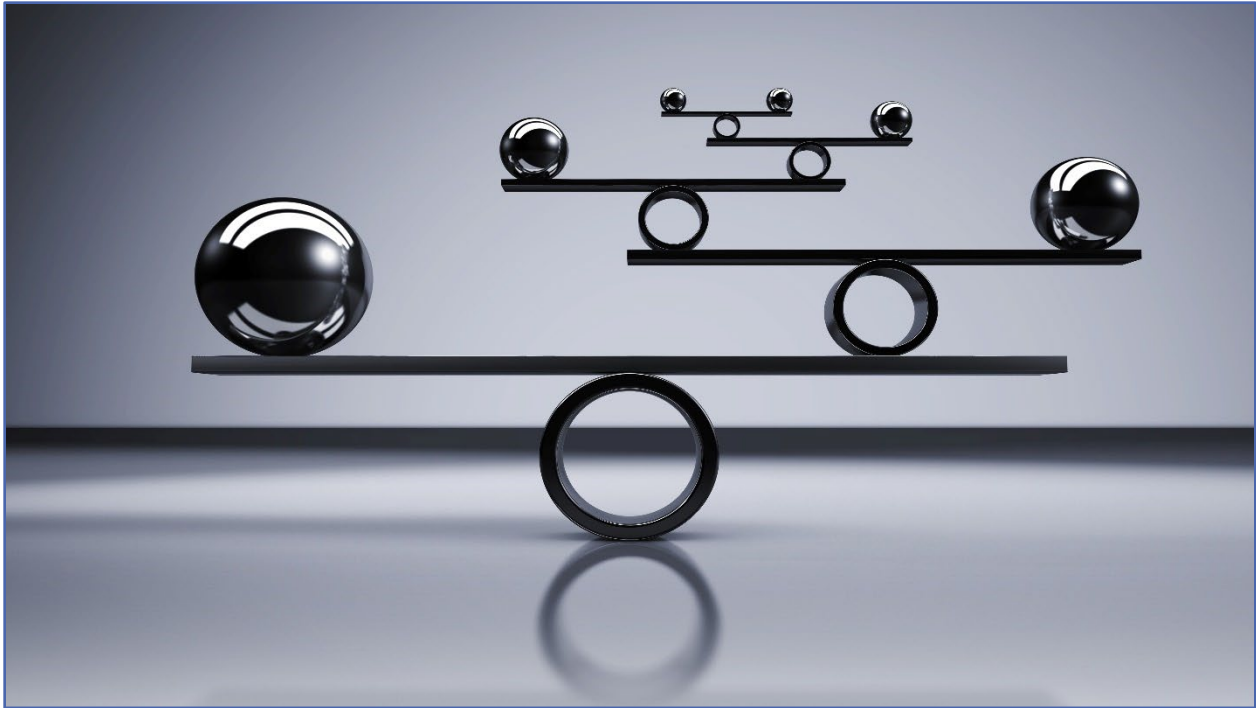
Work History Adjustments

Use Work History Adjustments when a correction is needed to an employee's wages, contributions, service time, or Member Purchase of Service Installment payments. Submit the Work History Adjustment Record as soon as the incorrect information in reporting is discovered. Reporting submitted must be reconciled between PSERS, the district payroll and reporting to the Third-Party Administrator of the Defined Contribution component. In other words, the wage, contribution, and service time totals must match in all systems for reporting time periods.

PSERS always requires that contributions be withheld on all qualifying wages (including salary that had not been previously reported to the system nor had contributions withheld). The additional wages 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 (Uncredited school service) is used, PSERS will not process the correction if the qualifying wage amount is less than or equal to $15 and if less than 0.01 additional service would be credited for the year.

When completing an adjustment, employers must report the ***difference*** between what was reported erroneously and what ***should have been*** reported. The employer will be responsible for collecting or refunding any member contributions associated with the salary correction for a member whether PSERS or the employer makes the required correction 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: Employer submitted a Work Report 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 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* later in this manual.

When to Submit a Work History Adjustment

Submit a Work History Adjustment 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 employer 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 Installment 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 settlement completed.
- A Work Report record was invalid for a member at the time of approval.
- NRCC was improperly reported as wages.

How Are Work History Adjustments Submitted to PSERS?

All Work History Adjustment Records are submitted to PSERS through the online system. When an employer discovers an error that needs to be corrected, they can choose to create Work History Adjustment Records manually or by importing a formatted file from
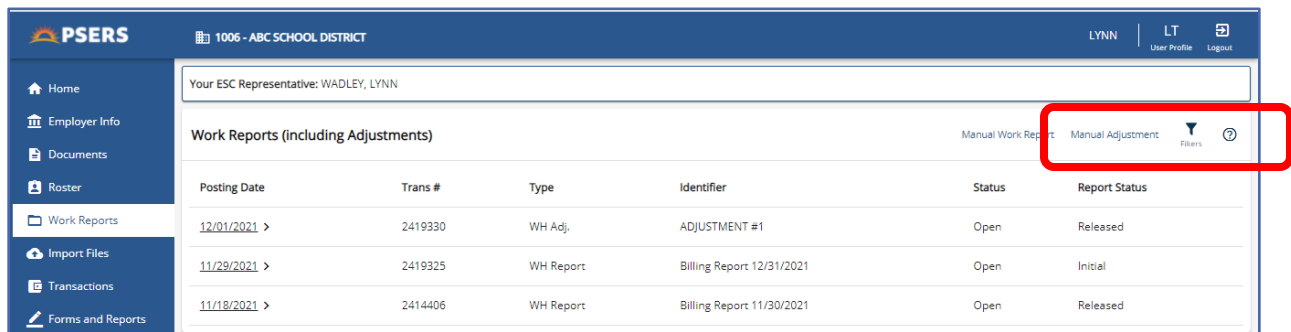
their payroll/HR software system. There are two ways to submit adjustments to PSERS using the PSERS ESS online System:

1. **Manual Report –** created in the Work Report Page by entering employee information into the system one row at a time. See below for instructions on a manual report.
2. **File Upload** – imported on the Import Files Page by uploading a file that was exported from your payroll/HR software system. See *Importing/Uploading a File* earlier in this manual.

Create Manual Work History Adjustment

If employers need to submit a Work History Adjustment Record for one employee or only a few employees, they may prefer to enter these adjustments directly online rather than uploading a file to PSERS. This section describes how to create a manual work history adjustment.

From the **Work Reports Page**

Select the "**Manual Adjustment**" action button in the upper right corner.

The Create Manual Work History Adjustment window will open.

Enter a description of the Adjustment in the Identifier field. If the employer does not change the description the default description will remain. The description should clearly reflect why the adjustment was created (this description will appear on the monthly Employer Statement of Accounts and the Transaction Page).

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 ElkJane"

After entering your description in the Identifier Field, click "**Next**".

Review your adjustment description/Identifier.

Create Manual Work History Adjustment

1 — WHA Dates   2 — Confirmation

You are creating a Manual Work History Adjustment.

Billing Report 7/21/2023

Start Date
07/21/2023

Stop Date
07/21/2023

Agreement Name
MASTER AGREEMENT

Cancel   Next

Create Manual Work History Adjustment

✓ WHA Dates   2 Confirmation

Identifier
Adjustment

Start Date
12/30/2021

Stop Date
12/30/2021

Agreement Name
MASTER AGREEMENT

Cancel   Previous   Confirm

Click "**Confirm**"

Green alert messages will confirm your adjustment has been created on the Work Reports Page.

✓ You have successfully generated a Manual Work History Adjustment   ✕

✓ Generation Process Completed.1 of 1 reports generated.   ✕

The newly created adjustment will appear on the Work Reports Page

Click on the Posting date to open adjustment.

To begin entering data into the adjustment, click "**Edit**" in the Work History box upper right corner. A new window will open.

Click the three dots in the upper right corner then select "**Add Member**."

Under the Search/SSN column enter the social security number of the first member to be reported on the adjustment.
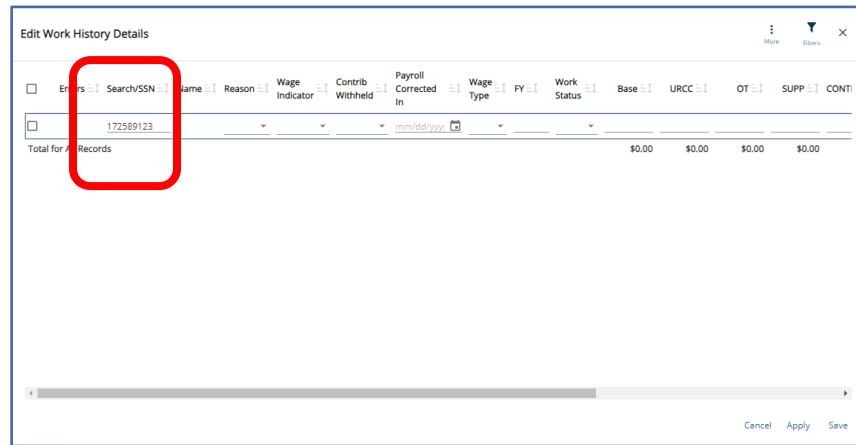
The match for the social security number will appear in a pop-up window.

Click on the radio dot to add the member to the adjustment. The member's name and social security number will auto populate.
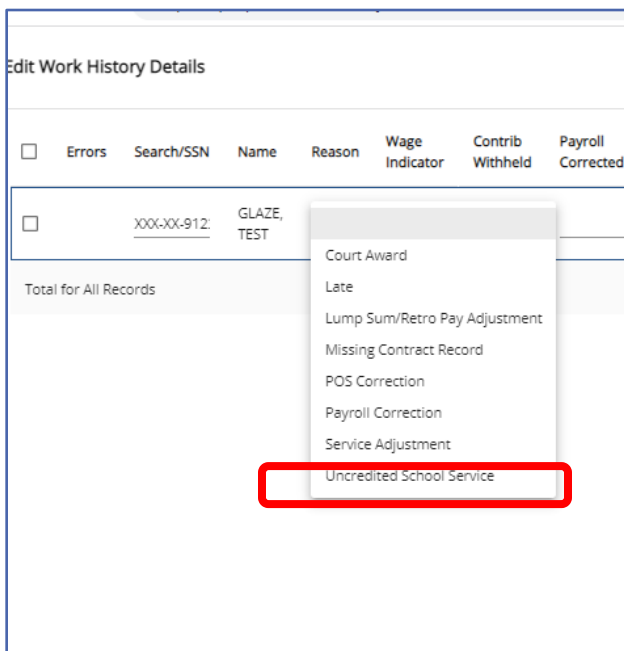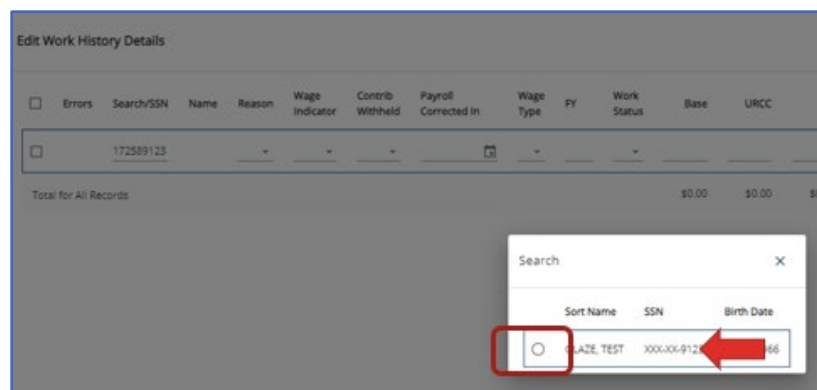
The next seven fields are required fields.

The first required field is **Reason**. The most common reason code is "Payroll Correction." See *Work History Adjustment Record Fields* later in this manual to ensure correct reason is entered.

Using the Drop down select the appropriate reason code.

Wage Indicator is the second required field. Use the Drop-down menu to select "**Yes**" or "**No**" indicating if wages are being reported in this adjustment.
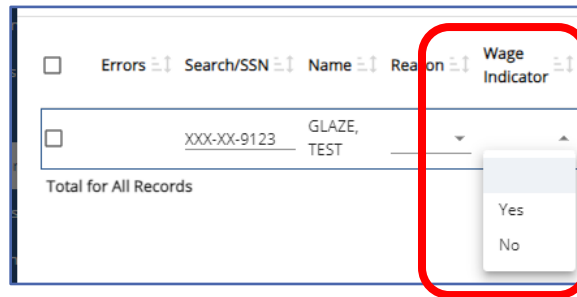
The third required field is **Contrib Withheld**. This indicates if contributions were withheld for the reporting on the adjustment.
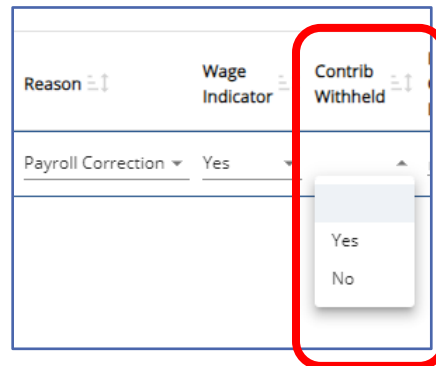
The fourth required field is **Payroll Corrected In** field.
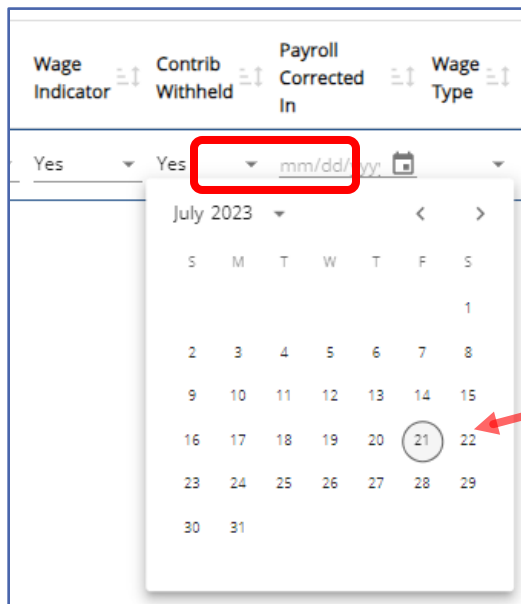
This field is only required for members in class TG, TH and DC.

The date may be entered manually without dashes (12012021)

Or

click on the calendar to enter the date.

See descriptions later in the manual to determine what date should be entered in this field.

The fifth required field is **Wage Type**.

Using the drop-down menu select the wage type that matches the employee's open contract record for the time the wages or service in the adjustment were earned or worked.

The sixth required field is **FY**.

Type in the four-digit fiscal year the wages or service time should be credited. This should be the time the wages and/or service were earned or worked not when paid.

The seventh required field is **Work Status**. Using the drop-down menu select the Work Status that matches the time frame for when the adjustment is being made. **Remember wages and/or service is being adjusted for a time when the member was actively employed not what the employee's work status is now.**

The remaining fields are all optional depending on what is being adjusted on the employee's account. The entries should reflect the *difference* of what was reported versus what was reported already.

Base	URCC	OT	SUPP	CONTRIB	HRS	DAYS	WNC	POS	EXSAL	NRCC
$0.00	$0.00	$0.00	$0.00	$0.00 0	0.00		$0.00	$0.00	$0.00	$0.00

Once all fields have been completed. Click "**Apply**" to validate the row before moving on to the next member.

If the record contains an error or warning an alert will show under the **Errors** column at the beginning of the row.

A triangle **Warning/Exception** should be reviewed to ensure the adjustment is reporting correctly before approving and submitting the adjustment.

To view the warning/exception click on the triangle.

A Work History Adjustment validation window will open.

Review the reason for the warning, close the window and verify the data entered.

If it needs changed, make corrections. if not, the record will process even though a warning alert is present.

A circle hard stop **Error** will require a correction before the adjustment may be processed.

 To review the reason for the error, click on the circle.

A Work History Adjustment validation window will open.
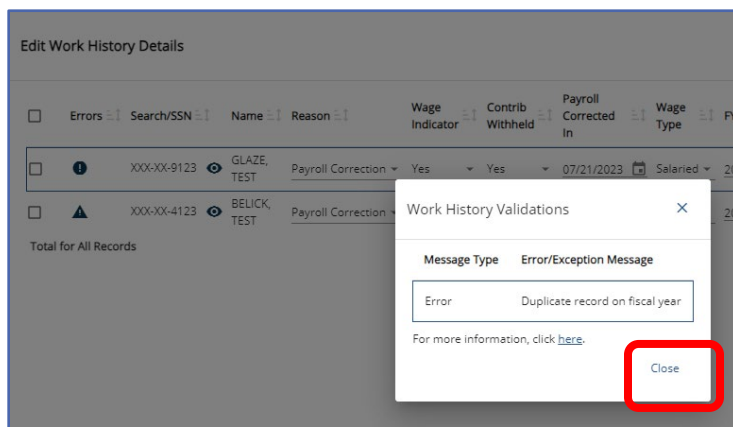
Review the reason for the error, close the Work History Validation window and make the corrections accordingly. Continue the process until all members needing corrections have been entered.

Records may be deleted by highlighting the record and marking the box in the beginning of the record. Select the three dots over More and then elect "Delete Selected."

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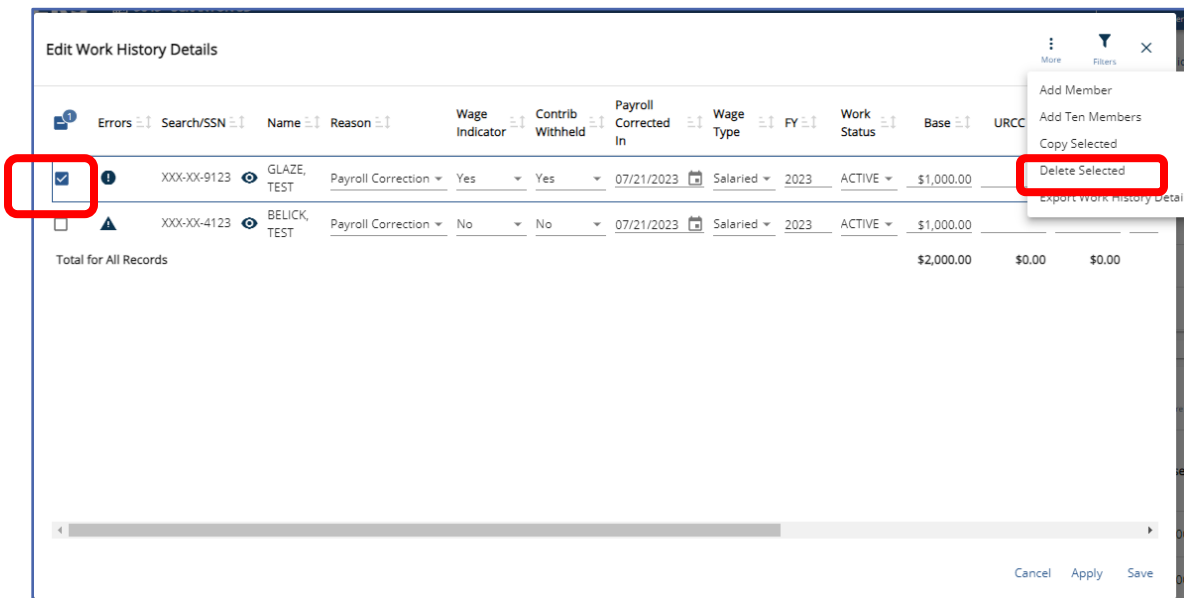
A confirmation window will appear.
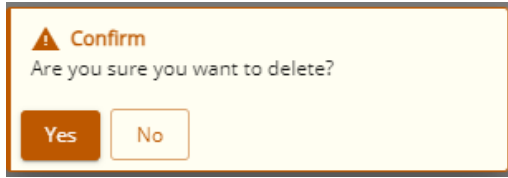
Click "Yes" or "No" accordingly.

When all corrections and edits have been completed click "**Save**"
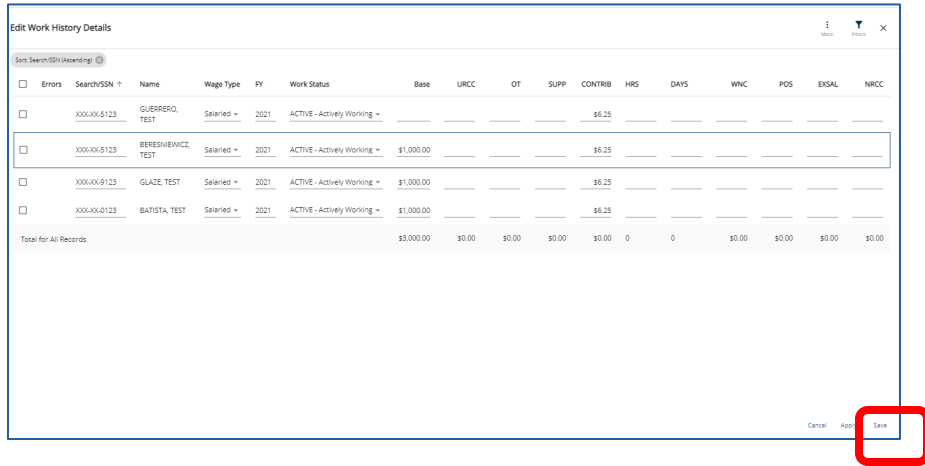
The editing window will close, and screen will return to the Work Report Details. Any Warning/Exceptions and Errors will show in the Validation box.
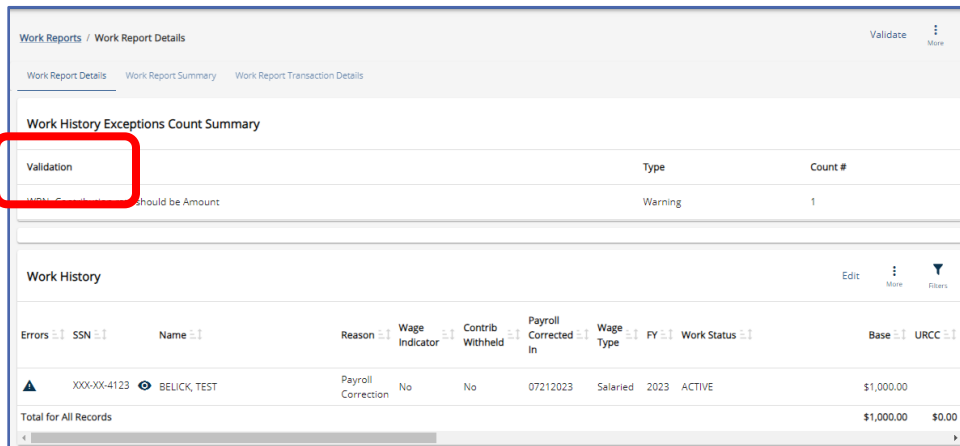
If warnings are acceptable, click "**Validate**" to do one final validation before submitting the adjustment.

Click "**Confirm**" to continue validation process.

Wait for the successful validation message before attempting to do anything further with the adjustment.
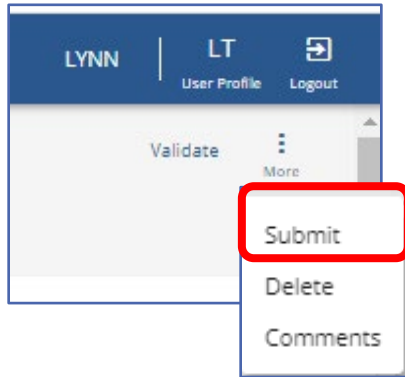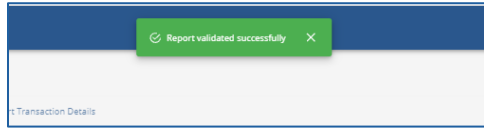
Once report has been validated successfully, and no other errors need addressed, approve by Submitting the report.

Click the three dots beside "**Validate**" to reveal the "**Submit**" action.

Click "**Confirm**" to continue.
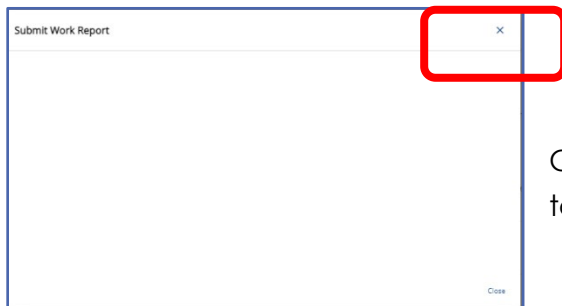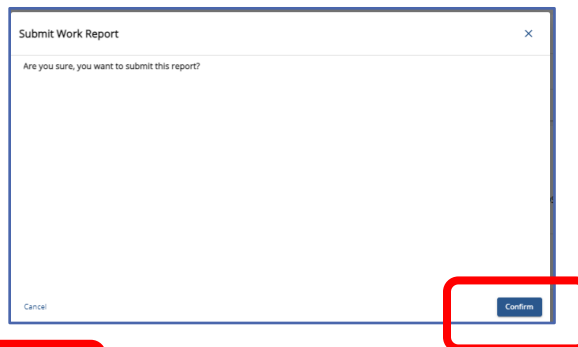
Click "**Close**" to complete processing and return to Work Reports Page

The adjustment will now show as "**Pending**" status.

To **add comments** to an adjustment see *Adding Comments on a Work Report* earlier in this manual, the process is the same.

Exporting a Work History Adjustment Report

Work History Adjustments may be exported from the Work Reports Page. Select the adjustment for Export from the Work History Details Tab select "Export" found in the Work History box.
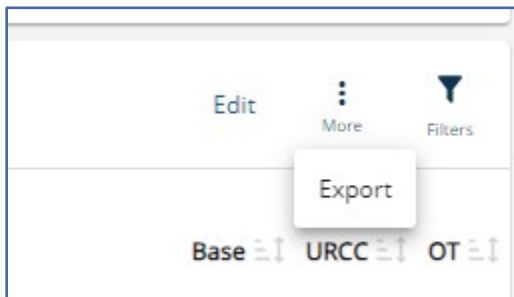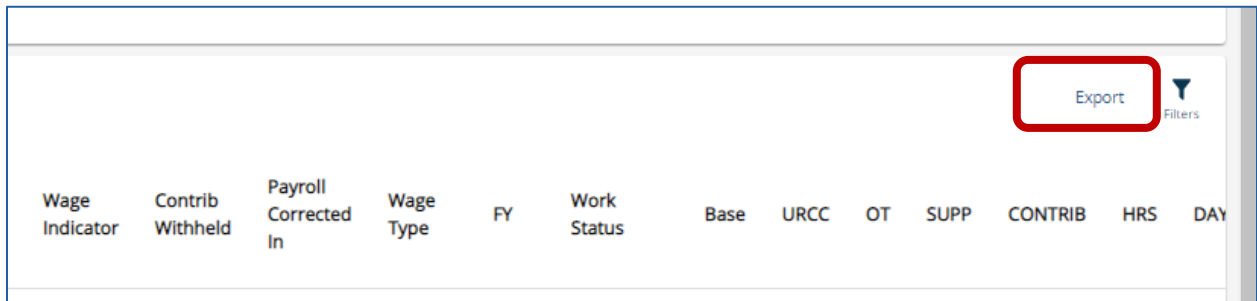
If the adjustment is still in "initial" status the Export action button will be found under the three dots over "More"

The exported adjustment will appear at bottom left of screen, click to open export.
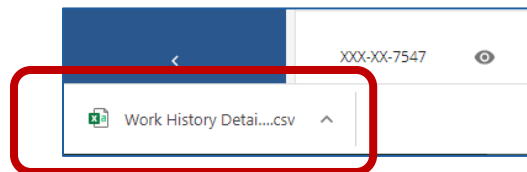
Work History Adjustment Record Fields

Work History Adjustment Records contain the same fields as Work Report Records, with the addition of four fields (the Reason Code, Wage Indicator, Contributions Withheld Indicator and Payroll Corrected in), but these fields are used in a slightly different way. When employers make an adjustment to correct original information reported, **employers must ensure the Fiscal Year, Wage Type, and Contribution Rate are identical to the original Work Report transaction being corrected**. Like transactions may be consolidated to one adjustment when all original values match; otherwise create an adjustment for each unique combination.

Work History Adjustment fields are described below:

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 adjustments created by payroll/HR software system.

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 manual adjustments.

SALARY (Payroll Correction): Use this code if you are correcting any salary/wages and associated contributions that were previously reported to PSERS incorrectly. Service units (days/hours) and purchase of service installment payments may also be corrected in the same Work History Adjustment Record.

NOTE: If only service units or purchase of service installment payments need corrected, use the more appropriate Reason Code defined below.

CNTRCT (Missing Member Contract Record): Use this code if submitting a Work Report Record that was rejected on the 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 on the 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 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 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 correcting service units reported with wages reported in the Wages No Contribution (WNC) field, include $0.01 in the WNC field (this will associate the service unit correction with the original WNC, and service units reported). If the $0.01 in the WNC field is forgotten, 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 reporting an employee's wages/salary and contributions (if any) after the monthly Work Report in which this should have been reported has been submitted. 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 correcting Member Purchase of Service Installments information that was previously reported to PSERS incorrectly or did not report to PSERS when they should have been reported.

UNCRDT (Uncredited School Service): Use this code if, due to an administrative error, member contributions were not withheld from a qualified member.

NOTE: If retirement contributions were withheld 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 the employer. The charges will not be directly applied to the PSERS Employer Account at the time the Work History Adjustment is approved. If the Reason Code "**SALARY**" is used both the employee's and the employer's retirement contribution charges will be immediately applied to PSERS accounts 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 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 the employer and/or the employee account. Before submitting the Court Award adjustment to PSERS,

If the court award spans fiscal years and/or contribution periods, submit a Work History Adjustment Record for ***each*** fiscal year with the corresponding salary and service reported for each fiscal year included in the settlement.

- o Report the total amount representing 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 of these other awarded claims.
- o Interest payments received as part of the award are NOT subject to retirement deductions. Report these in the NRCC (Non-Retirement-Covered Compensation) field of the employee's Work History Adjustment Record.
- o Retirement contributions must be withheld on the gross contract salary awarded amount, ***not*** the net salary received by the employee. If an award amount is reduced because of other outside income, employer and employee must still pay contributions on the full award amount.

Wage Indicator: This indicates if 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).

NOTE: This field can only be left blank if Reason Code is set to "**SVCADJ**" or "**MEMPOS**."

Contributions Withheld: This indicates whether 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 contributions were not withheld from the salary/wages when they were paid to the employee.

NOTE: 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 wages were originally reported 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 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 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.*

If Reason Code is anything other than "**UNCRDT**", Work Status should match the Work Status *that was in effect during the time being adjusted.*

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 2021-2022 fiscal year, enter 2022.

If employer 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 the same information to the correct fiscal year.

BASE: Enter the *difference* between what was 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 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 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 was 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 was 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 was 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 adjusting an employee's salary, adjust the contributions appropriately. A positive or negative amount must be entered as 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 also adjusting salary. If an employer withheld contributions from an employee's paycheck at an incorrect rate, remember PSERS requires correct contributions be reported and will display an error message if an incorrect amount is entered on a work report.

HRS (Hours): Enter the *difference* between what was 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 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, adjustment must include $0.01 in the WNC field (this will associate the service unit correction with the original WNC, and service units reported). If the WNC $0.01is forgotten, the service units correction will not fix the account as intended.*

DAYS: Enter the *difference* between what was 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 originally reported.
>
> Only enter days that count as Service Time (service 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 was 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 was 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

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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 was 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. 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 was 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.

Uploading an Adjustment File

To upload an Adjustment file generated by an employer HR/Payroll software, see instructions under *Importing a File.*

If employers would like to submit Work ~~Report~~ History Adjustments using an Excel template (using the file import method) instead of submitting the adjustment manually, please contact the Employer Service Center Representative for the employer's region.

Employers should only process files after all the necessary changes have been made because once the file is processed, it cannot be deleted or changed. **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 and only an additional adjustment can correct errors in reporting. **If an employer approves a file with errors, those records with errors will NOT be posted to the system.** 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 "**Invalid Rows**" column should show "**0**."

Releasing the information to the Employees' PSERS Record

PSERS releases all Work Reports and Work History Adjustments that have been submitted through ESS by employers twice a day (mid-day and after business hours), except for Court Awards which must be reviewed before being released. This automatically applies the information contained in the Work Report and/or Work History Adjustment to employer and employee accounts with PSERS. After that time, employers cannot make changes to the information submitted.

When employers approve Work Reports and Work History Adjustments, 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 of the next monthly member savings due date.

Examples of Work History Adjustments

This section provides examples of how employers would correct errors made in reporting work-related information to PSERS.

Salary/Contributions Not Reported

There may be times when an employer 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 2020 – 2021 fiscal year. The employee was entered as a PSERS member at the time, but due to an administrative error, this employee was left off the Monthly Report. The employer paid the employee properly and reported the employee's service time for the year correctly at the end of the year. Employer withheld $225 of retirement contributions and remitted these to PSERS along with other withholdings, but since the employer 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 the employer's 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): **2021** (the ending year of the 2020 – 2021 fiscal year)
- BASE: **3000.00**
- CONTRIB (Contributions): **225.00**
- DAYS: **60.00**

Since the employer withheld contributions properly and remitted these to PSERS at the correct time, no interest charges apply (unless these contributions were refunded to the employer as having been paid in error). If this happened, PSERS will apply a delinquency to employer's account for both employer and the employee's portion of the contributions. This includes interest 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 employer withheld contributions from the employee's paycheck but did NOT remit these contributions to PSERS, the following applies:

Since employer withheld contributions from the original payment to the employee but did not remit these contributions to PSERS, a delinquency will be applied to employer's PSERS account for both employer and the employee portion of the contributions. This includes interest 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 the employer 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 PSERS can calculate the purchase of service billings correctly).

This Work History Adjustment will trigger PSERS to begin a Purchase of Service process for the 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* for the employer's share.

Incorrect Salary/Contributions Previously Reported

In some situations, an employee's salary, contributions, service units, and/or Member Purchase of Service Installments may have been reported to PSERS incorrectly.

EXAMPLE: A full-time, salaried employee was paid $3,500 in September 2016 but was accidentally reported as $5,300 in the monthly Work Report. Employer 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.)**

NOTE: ESS will no longer permit incorrect reporting of contributions on a work report, this would only happen for situations prior to FY 2020**.**

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 2019 – 2020 fiscal year but was 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): **2020**

- 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 2020 – 2021 fiscal year but was 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): **2021**
- **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, employer *must* add 1 cent to the WNC field whether 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. Employer accidentally reported $59 per month to PSERS for September and October 2021 before the employee calls the mistake to employer's 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): **2021**
- 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 Adjustments/Payments

Contract salary awarded to an employee because of arbitration, or a court decision is compensation for retirement purposes if the employee receives full back pay and benefits. Search for "*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.
- Employers must withhold 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, employer 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 a suspension), but this amount was reduced by other outside income. The employee must pay retirement contributions on the full $20,000 award.

- Employer 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 submit a Work History Adjustment Record for **each** fiscal year and/or contribution period with the corresponding salary and service reported in each fiscal year.
- PSERS must review the court award/order before releasing any credit or debit to employer 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, 2018. The employee feels the termination is wrongful and sues for full back pay, benefits, interest, and penalties. The case goes to arbitration in August 2019, where it is decided that the employee will receive back pay and benefits for the remainder of his contract, from December 18, 2018, through June 10, 2019, as a $21,000 lump sum. Since the employee has been working at another job since May 15, 2018, and received $3,000 in salary, the

employer payment amount is reduced by $3,000, bringing the total the employer pays down to $18,000. Employer and employee must still pay retirement contributions on the full $21,000 award, so the employer 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): **2019**
- BASE: **18000.00**
- CONTRIB: **1575.00** (at 7.5%)
- DAYS: **49.00**

Retroactive Salary Increases Due to Late Collective Bargaining Unit Contract Settlement

Lump-sum payments that represent the difference between the old contract salary and the new contract salary are compensation for retirement benefits. If the back salary increase spans fiscal years and/or contribution periods, then employers must submit a Work History Adjustment Record for *each* fiscal year and/or contribution period with the corresponding salary and service reported in each fiscal year.

NOTE: When a contract is settled and payments are made retroactively, employer 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-without a court 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 Adjustments/Payments* above for an example with a court order.) If the back-pay settlement spans fiscal years and/or contribution periods, then employers must submit a Work History Adjustment Record for *each* fiscal year and/or contribution period with the corresponding salary and service reported in each fiscal year.

EXAMPLE: Employer terminated a salaried coach in April 2019. The coach disputes the termination, seeking payment and service time for the remainder of his contract,

through June 2019. In August 2019, employer agrees to the terms. Employer pays 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): **2019**
- 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**. If the employer reported the settlement pay and PSERS determines the salary was not retirement covered compensation, then the employer 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: Employer terminated an administrator in April 2019. 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): **2019**
- BASE: -**54000.00**
- CONTRIB: **-4050.00**
- DAYS: -**62.00**

Reporting Administrative Leave Making Employee Whole after Settlement Agreement approved as RCC

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.

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**

- The highlighted rows illustrate how to adjust the record reversing 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.*

Adjustments Prior to Fiscal Years 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, employers 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 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. For questions on the method in which to use to correct previously reported information, contact your PSERS Employer Service Center Regional Representative for assistance.

Remitting Payments to PSERS

There are four funds where employers are required to make payments to PSERS during each fiscal year:

- **Member (Employee) Contributions:** Pick-up contributions withheld from school employee's salary/wages based on membership class.
- **Member (Employee) Purchase of Service (POS) Installments:** POS Installments deducted from school employee's payroll check to purchase member service, eliminate the effects of a frozen present value, or correct a rate discrepancy.
- **Employer Contributions:** Contributions remitted by an employer to help fund member 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.
- **Employer POS:** Employer-share purchase of service (POS) payments made for part time employees who have qualified or are purchasing previous part time service or leave. This is the employer's share of the purchased service time.

Employers must remit all payments to PSERS by the due dates described below using ACH. Use the Internet remittance method described under *Methods of Remittance*.

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 an 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 2019; employer did not report the wages until Fiscal Year 2023. The member and the employer would be charged the contribution rate in effect in Fiscal Year 2019.

EXAMPLE 2: Member was paid a contract settlement in Fiscal Year 2021 for wages that were earned in Fiscal Year 2019. The employer reported the wages upon contract settlement. The member and the employer would be charged the contribution rate in effect in Fiscal Year 2023.

Due Dates

Member and employer contributions remittance Due Dates are set by the Retirement Code. PSERS realizes 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, employers 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 the payment receipt date).

EXAMPLE: If the Due Date is Saturday, October 10, then payment must be initiated 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

Employers must pay (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)

reported for that quarter in all monthly Work Reports and Work Report Adjustments released during the quarter.

PSERS posts the *Employer Statement of Account* in the Documents Page approximately the 10th of each month. **Employers are encouraged to use the Transaction Page for determining their current amount due.** The Employer Statement of Account is helpful in reconciliation of accounts and monitoring the quarter as it progresses and after it has ended.

All Employer Contribution payments will be applied based on employer payment designation outlined on PNC Cash Con when making payment. For instructions on making PNC Cash Con payments see PNC Cash Con Instructions on the Employer accounting Tab of PSERS Public Web under the Employer Tab.

Employer contribution receivables include the PSERS total reported within a quarter for all salary/wages reported (fields: Base, URCC, OT, and SUP) the sum is multiplied by the Employer Contribution Rate for the fiscal year. The system posts the Employer Contributions due to the employer's account with each work report or adjustment processed. If payments are not received by the due date, PSERS may charge delinquent interest per annum on any remaining due amount.

Employer Contribution Due Dates:
- **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*.

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: PSERS offers a planning calendar on the PSERS Public Web under Employer Resources to assist employers in remitting payments timely	

Employer Purchase of Service (POS)/LumpSum payments and due dates:

At any given time, current or past employees may be purchasing service credit for previously uncredited school service or a non-contributing leave permitting service purchase or employers may be adjusting an employee's account using "Uncredited School Service" reason code. This transaction is created by PSERS when a part time employee qualifies within a FY or has received and approved an application for purchase from a member or the employer has added previously missed reporting where contributions were not withheld for whatever administrative reason. PSERS will calculate the amount due using the Employer Contribution rates based on the fiscal year the member earned the funds regardless of the year of purchase.

Employer Statements of Amount Due for POS may be viewed on the Documents page. Searching the posting date from the transaction page will allow employer to find the statement easily. The statement includes the total amount due, the wages earned, and the FY associated with the purchase.

Employer Purchase of Service payments are due with the quarterly payment within the posting date of transaction.

EXAMPLE: A transaction description of Lump/Sum POS: XXX-XX-1234 is posted to the employer account on June 25th showing an amount due of $54.29 for Employer POS. This payment is required to be paid with the employers 2 QTR Employer Share payment 5 days after subsidy received in September.

Member (Employee) Contributions:

These are the required employees' portion of their retirement contributions. PSERS will calculate the amount due each month from the salaries reported in the monthly Work Reports and Work Report Adjustments based on each employee's contribution rate.

In most cases, the charges PSERS calculated, and the contributions withheld from employees' paychecks will match. **If withholdings do not match the amount that PSERS calculates is due, review the itemized charges on the report to find the discrepancy.** The discrepancy may be caused by rounding, an 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 and reconcile with the employee on the next paycheck.
- If the discrepancy is caused by incorrect withholdings, correct the problem by deducting or refunding the difference in the next payroll cycle and report the correct contributions on the current Work Report.
- If the discrepancy is caused by a rate error, review the employee's contract on the Roster Page. Once the correct rate is determined correct the Work Report and rectify the difference on the next paycheck for the employee.

PSERS will charge employer's account the calculated amount, **not the amount withheld** based on the payroll system reported value. It is important to ensure any class/rate differences are corrected quickly.

Member (Employee) Contributions Due Dates:
- Member (Employee) Contributions are **due at PSERS by the 10th of each month for the previous month.**
- PSERS applies payment of Member (Employee) Contributions based on the payment designation outlined below in the Payment Designation Method section.
- Member (Employee) Contribution fund receivables include:
  o 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 the Work Report and any Work Report Adjustments released during the month multiplied by the Member Contribution Rate.
  o Employer Purchase of Service Debts, as reported in the *Statement of Amount Due* sent to an employer 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 per annum on any remaining due amount.

Member (Employee) Purchase of Service (POS) Installments and due dates.
At any given time, some employees may be purchasing service credit through payroll deductions. In this case, the monthly Work Reports must include these deductions and these installment payments must be remitted 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 the payment designation outlined below in the Payment Designation Method section.
- Member POS Installment fund receivables include. The value of each month's Member POS Installment, 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 per annum on any remaining due amount.

Method of Remittance

Payment by Automated Clearing House (ACH) using PNC Cash Con

ACH is PSERS only method of payment where funds from the employer's bank account are transferred directly to PSERS through the Federal Reserve System.

The *Authorization Agreement for Restricted (ACH) Debits* (PSRS-610) form must be completed if:

- The employer has a new staff member assigned to making payments through PNC Cash Con. The form authorizes the staff member be issued a password and username.
- If an employer changes banks or account numbers. **The employer should keep the old account open** until the first transfer is approved from the new account.

To make a payment via ACH log on to PNC Cash Concentration website. This web address is included the instructions sent with authorization to use PNC Cash Con. For detailed instructions on the usage of the PNC Cash Con system, visit PSERS Public Web, Employer Accounting, PNC (pa.gov).

For challenges and concerns regarding ACH payments, please contact the PSERS Employer Accounting Section at

RA-PSERSEMPACCT@pa.gov

What 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.

Payment Designation Methods

Employers may designate payments in one of three ways:

- o Payments may be targeted to a specific **Transaction Number** taken from the Transaction Page by entering the below information in PNC Cash Con.

  - the Fund/Unit
  - Payment Amount- *be sure to verify amount shown on the Transaction Page as showing due for this transaction.*
  - Transaction Type,
  - Trans# from the Transaction Page or Work Report MMYYYY

NOTE: **If payment is not exact, Employer will see a credit or a remaining debit on the Transaction Page for this transaction.**

- o Payments may be applied to a specific **Transaction Type** paying the oldest due amount with the Transaction Type by entering the below information in PNC Cash Con. If this method of payment is chosen it will only apply the remittance to this Transaction Type.

  - The Fund/Unit
  - Total Payment being made
  - select Transaction Type,
  - enter 0 (zero) in the Trans# or Work Report MMYYYY

EXAMPLE: If there are multiple Transaction Types (Work Report and Work History Adjustment) and you select "**Work Report**" as the Transaction Type, the payment will *only* be applied to open receivables equal to "**Work Report**" for Transaction Type it will not pay Work History adjustments.

- o 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 by entering the below information in PNC Cash Con.

  - the Fund/Unit
  - Payment Amount
  - select "**Oldest Open Receivable(s)"** in the Transaction Type,
  - enter 0 (zero) in the Trans# or Work Report MMYYYY

EXAMPLE: If there are multiple Transaction Types to be paid with one payment (Work Report and Work History Adjustment) select "**Oldest Open Receivables(s**)" as the

Transaction Type. The payment will be applied to all open receivables until all moneys are applied regardless of the Transaction Type.

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.

    NOTE: The date used to determine "**New**" and "**Existing**" employees is the initial date of PSERS membership. This can be found on 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 07/01/1994Administering 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:

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:

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.

What do the Errors/Warnings Messages Mean?

Troubleshooting for file uploads

Condition	Action Required
The word "WEB" appears in the Import Description instead of the Import Description you entered	Delete the file. Re-upload verifying description has correct exchange. (.txt)

"Invalid Rows" has a value equal to Imported Rows	delete the file. Re-upload.
No "Successfully Uploaded Message" displayed	View Import Files Page to determine if file was successful or not. If no file is present, then re-upload.
"Invalid Rows" matches "Rows Imported" after Approval	Don't panic! 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 Edit in the Details Box; filter on "Any" error; correct all invalid records.
"Invalid Rows" other than zero after Approval	This condition will occur: • 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*
Header record has invalid length.	The Header Record has too many or not have enough characters. Check Header Row Format for possible correction
Invalid header record type.	The Record being submitted doesn't match the Header Record Type of the file. • D = Demographic File • C = Contract Record File

Message	Possible Action Required
	• R = Work Report File • A = Work Report Adjustment File
Incorrect Detail records count.	The Header Record Details doesn't match the Record Count of the File. Check to make sure none of the records dropped a character.
Employer code does not match record on file.	Check to make sure Employer Code is typed correctly.
Employer Code in the header record does not match the parameter.	Employer Code is missing or does not match the Log in ID. Check to make sure Employer Code is typed correctly. Enter the Employer Code in the proper placement within the file.
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.
Identical file already processed.	An exact match of the import is already uploaded in V3. Check to make sure the correct file for uploading is selected.
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. 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 2021, then the Fiscal Year Detail Record can only be 2021 or 2022. 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 2021, then the Fiscal Year Detail Record can only be 2022.

Message	Possible Action Required
Error processing file. Invalid period date format	The Month and Year of the Work Report must be 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	The Month and Year of the Work Report in the Header Record is either missing or has an invalid date format.
Identical file already processed.	Another Processed Work Report contains the same Month and Year combination as the uploaded file. Check to make sure you selected the correct file for uploading.
Work Reports in the future cannot be created.	The Work Report Header Record contains a future dated Month and Year. Employers 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. Code logic – if work report date is in the future, ----then stop the import process. EXAMPLE: If the current month is December 2021, and a future date of January 2022 is submitted, the system will reject all work reports that are submitted with a date later than December 2021.
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 URCC 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 (URCC) 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.

Message	Possible Action Required
Total OT 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 (OT) field in the Header Record must match the sum of all Overtime fields within the Work Report or the Work Report Adjustment file.
Total SUPP 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 (SUPP) field in the Header Record must match the sum of all Supplemental fields within the Work Report or the Work Report Adjustment file.
Total WNC 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 No Contributions (WNC) field in the Header Record must match the sum of all Wages fields within the Work Report or the Work Report Adjustment file.
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.

Message	Possible Action Required
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. *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 an 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.

Message	Possible Action Required
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 less than 111	Confirm the school employee's birth year doesn't contain a 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

Message	Possible Action Required
	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 the record doesn't contain any typographical errors. If not changed, the record will be updated.
Invalid Suffix	Populate the Suffix field from the valid values list.

Message	Possible Action Required
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.
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.

Message	Possible Action Required
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.
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". Employment Type must be based on PSERS definition of part time and full time.
Invalid Wage Type. Must equal "SA", "HR", or "PD"	Make sure the Wage Type field is not blank (null) or is equal to "SA", "PD", or "HR" based on employee's contract.
Invalid Work Status.	Make sure the Work Status field is not blank (null) or is equal to 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 employee's contract.
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, an invalid date format, or is less than 8 digits.
Work Status Start Date should not be earlier than July, 2004	Confirm the employee's Work Status Start Date doesn't contain a typographical error. If correcting a Contract Period prior to 07/01/2004, then contact ESC for assistance.
Start Date cannot be earlier than 07/01/2004. Please contact ESC for instructions if you need to enroll a member with a Start Date prior to 07/01/2004.	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.

Message	Possible Action Required
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, an invalid date format, or is 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". based on the position's full time equivalent.
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.
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.
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 school employee is working in the school year.
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.
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.

Message	Possible Action Required
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.
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.
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.
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.
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
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.
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.
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.
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.

Message	Possible Action Required
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.
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.
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.
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

Message	Possible Action Required
	fiscal year, then no adjustments can be made to the current fiscal year detail record.
	EXAMPLE 1: If the Header Record is November 2021, then the Work History Adjustment Fiscal Year Detail Record can contain any fiscal year from 1920 to 2021
	EXAMPLE 2: If the Header Record is July 2021 and no July 2021 Work Report has been approved, then the Work History Adjustment Fiscal Year Detail Record can contain any Fiscal Year from 1920 to 2020.
	EXAMPLE 3: If the Header Record is July 2021 and the July 2021 Work Report has been approved, then the Work History Adjustment Fiscal Year Detail Record can contain any Fiscal Year from 1920 to 2022.
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.
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.
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.
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,

Message	Possible Action Required
	STUDYN, EXCHGN, WKCMPN, LEAVEN, TRMNTN, or DECESD. The Wage Status value must be set based on the school employee's contract.
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 *must match* 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.
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 *must match* 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.
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.

Message	Possible Action Required
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.
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.
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.
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.
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.

Determine if the wages being reported are exactly retirement covered compensation or should be reported in the Non-Retirement Covered Compensation (NRCC) field. |

Message	Possible Action Required
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.
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.
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.
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.
Maximum supplemental wages cannot exceed $50,000.00 in any month	Confirm the school employee's Supplemental 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.
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.
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, review the employee's contract record details on the Roster Page to confirm the school employee's Member Contribution Rate.
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, UNCRDT, or CAWARD.
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. *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	Make sure the Wage Indicator field is not blank (null) or is equal to the valid value of "Y" or "N".

Message	Possible Action Required
Reason Code <<REASON CODE>>.	Make sure the Contributions Withheld field is not blank (null) or is equal to the valid value of "Y" or "N".
Hours must be greater than zero if wage type is Hourly	When the Wage Type is equal to Hourly, you must report hours.
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.
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.
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.
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.
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.
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.

Message	*Possible Action Required*
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. 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 and therefore should not be reported at all or in the NRCC column.
WNC amount must be zero for Full-time members	According to the Full-time Employment Type on the Contract Record you must withhold contributions from the employee's salary/wages. The salary/wages needs to be reported in the Base or SUP fields on the Work Report.
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 member's qualification is reported on the CROQ report. Report as if contributions were withheld and recoup from the employee. 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 member's qualification is reported on the CROQ report. Report as if contributions were withheld and recoup from the employee. Begin withholding contributions on your next payroll cycle.
Base, Supplemental, and WNC amounts cannot all be zero if status is ACTIVE	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

Message	Possible Action Required
and wage type is either Hourly or Per Diem	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, SSLSSC, SSLWCC, SABTLC, UNIONC, TRMNTN, or DECESD)	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.
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 retirement covered compensation or should be reported in the Non-Retirement Covered Compensation (NRCC) field.
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 from 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.

Message	Possible Action Required
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.

File Formats for Imported Files

To transmit a file to PSERS for the DB information, 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.

DO NOT mix Member Demographic Information, Member Contract Records, Work Report Records, and/or Work Report Adjustment Records into one file.

- Specific file extensions must be used when creating the file. The two types are .txt and V3D. No other file extension types will be accepted.
- When saving the file do not use colons or special characters in the file name.
- The first line in the file is a header row.
- Each individual record must appear on its own record row.
- All record rows must be in the ***fixed-record*** (fixed width) format.
- Report the fields in each record row in the order identified below.
- 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; do not leave it blank. Blank fields will corrupt the data fields that follow, and an error will occur in the 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 cause an error in 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 cause an error in 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.

Member Demographic Records Specification-- Format for Member Demographic Information Files

The Member Demographic Import is a process that allows employers to send a Member Demographic File to PSERS with detailed member indicative information so that the System can be updated with the most current address and census information for each member. The Member Demographic Import needs to be run separately from the Work

Report Process and/or Contract Record Process. The address information received via the Member Demographic Import will always update the member's Residence Address.

Employers must now submit member demographic and contract record files as soon as they are able after hiring a new employee as that creates the participant record with Voya which is needed to upload the work report to Voya on the staff's first pay date.

NOTE: The email address field is required for all demographic entries and changes.

A *Member Demographic Confirmation Letter* is generated and sent to the member when an initial demographic record is approved and for every change to the demographic record. 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. This letter may be sent electronically into the Members MSS account or through the mail.

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.

Field	R/O/C	Bytes	Start	Format/Values	Sample	Comments
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:

D002345002680102520211400

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, 2021 at 14:00 (2:00 p.m.).

Each Member Demographic Information Record must consist of a single row 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

Field	R/O	Bytes	Start	Format/ Values	Sample	Comments
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
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

Field	R/O	Bytes	Start	Format/ Values	Sample	Comments
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 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

Error = Entire record rejected. No V3 update will take place until the employer corrects the rejected record.

Warning/Exception = Record accepted. V3 is updated based on record details but with warning message(s) provided back to the employer.

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.

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	**Not Processed**	**Not Processed** because header record does not match expected length.
Header Record Type	If the Header Record Type <> D	**Not Processed**	**Not Processed** 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	**Not Processed**	**Not Processed** 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	**Not Processed**	**Not Processed** because employer code does not match record on file.
Detail Record	If the Detail Record length is incorrect	**Not Processed**	**Not Processed** 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	**Not Processed**	**Not Processed** because identical file already processed

Detail Record Validations

Field	Condition(s)	Error	Message
SSN	If NULL or all zeros	Error	SSN must be 9 digits.
	If less than 9 digits	Error	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).	Error	SSN [Member SSN] not in specified range
	If SSN is for a member whose status = Retired	Error	Retired member. Please contact your ESC Regional Representative for instructions.
Date of Birth	If NULL or all zeros	Error	Invalid birth date. Must be in MMDDYYYY format.
	If less than 8 digits	Error	Invalid birth date. Must be in MMDDYYYY format.
	If invalid date format	Error	Invalid birth date. Must be in MMDDYYYY format.
	If Age is not greater than 10	Error	Invalid birth date. Age must be greater than 10.
	If Age is greater than or equal to 111	Error	Invalid birth date. Age must be less than 111
	If Age is greater than 69, but less than or equal to 111	Warning	Age calculated is greater than 69. Confirm Date of Birth
	If existing SSN = incoming SSN **but** DOB 1 <> DOB2	Error	Date of Birth does not match existing record.
Gender	If NULL	Error	Gender must be M or F
	If <> M or F	Error	Gender must be M or F

Field	Condition(s)	Error	Message
First Name	If NULL	Error	First name cannot be blank
	If First Name1 <> First Name 2 **then** Replace First Name 1 with First Name 2	Warning	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	Warning	Middle name does not match existing record
Last Name	If NULL	Error	Last name cannot be blank
	If Last Name1 <> Last Name 2 **and** Gender 2 = "F" **then** Replace Last Name 1 with Last Name 2	Warning	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	Warning	Last name does not match existing file
Suffix	If <> to standard V3 list (see record layout above) **then** Do not update record	Warning	Invalid Suffix
	If Suffix 1 <> Suffix 2 Replace Suffix 1 with Suffix 2	Warning	Suffix does not match existing record
Street	If NULL	Error	Street Address cannot be blank
City	If NULL	Error	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.	Error	Invalid City, State, Zip Code Combination
State	If NULL	Error	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.	Error	Invalid City, State, Zip Code Combination
Zip	If NULL	Error	Zip cannot be blank

Field	Condition(s)	Error	Message
	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.	Error	Invalid City, State, Zip Code Combination
Address 1, Address 2, Address 3	If word "AND" is in Care Of, Apartment or Street Address	Error	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.
Address	If Address 1 = Address 2 and Invalid Address Indicator is on	Error	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	Warning Field NOT updated	Day Phone must be 10 digits
Day Phone Ext	If less than 5 digits	Warning Field NOT updated	Day Phone Extension must be numeric
Evening Phone	If less than 10 digits	Warning Field NOT updated	Evening Phone must be 10 digits
Evening Phone Ext	If less than 5 digits	Warning Field NOT updated	Evening Phone Extension must be numeric

Field	Condition(s)	Error	Message
Other Number	If less than 10 digits	Warning Field NOT updated	Other # must be 10 digits
Fax	If less than 10 digits	Warning Field NOT updated	Fax must be 10 digits
E-mail	If missing '@' sign	Warning Field NOT updated	Invalid E-mail. Email Address must contain @ symbol
Email	If missing	Error	An email address must be provided for all new members as part of the Demographic information.

V3 Error Processing - Error/Warning/Successful Processing Logic

The system will continue processing the record even when an error is encountered so that all the errors can be reported back to the employer collectively and the employer will only need to fix all the records once. The ESS system will identify the errors. Employers must use the filter options to determine which errors/warnings are present and correct them before processing the file.

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.

The demographic record will create a new member in V3 updating the Person, Member and Address table.

Format for Contract Record Files – Specification

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 be submitted electronically via the ESS system. The Contract Record contains work related

information to determine PSERS eligibility, final average salary (FAS) calculations, purchase of service (POS) functions, waiver requests, and voting status rights.

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. Also, with the addition of the DC component the contract records will be pulled at a much higher frequency and reported to PSERS. 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.

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.

Employers must submit their Contract Record Files as soon as they have a start date for their New Hire. This is because the information is needed for Voya to create a participant account and for qualification purposes if they are Full-Time or Salaried.

The Roster Page 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 manual Contact Record entry 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. ESS will check to see if the member has waived PSERS membership.

NOTE: Corrections to an erroneous Contract Record must be corrected via the Roster Page inside ESS. 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.

The following sample header uses the information as shown in the above table:

<div align="center">C002345002680102520211400</div>

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, 2021, at 14:00 (2:00 p.m.).

Record Rows in the Member Contract Information File

Each Member Contract Record must consist of a single row 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.

Field	R/O/C	Bytes	Start	Format/Values	Sample	Comments
Wage Type	C	2	138	SA = Salary HR = Hourly PD = Per Diem	SA	Required when Work Status = ACTIVE or ACTIVW, else Blank Used to determine "qualifying year", FAS calculations, and 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

Field	R/O/C	Bytes	Start	Format/Values	Sample	Comments
						WKCMPN = Worker's Comp 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 specific Job Title, the original Contract Record for that specific Job Title should be sent with a Work Status End Date.

Field	R/O/C	Bytes	Start	Format/Values	Sample	Comments
						. [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.
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

Field	R/O/C	Bytes	Start	Format/Values	Sample	Comments
						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

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

Error = *Entire record rejected. No V3 update will take place until the employer corrects the rejected record.*
Warning/Exception = *Record accepted. V3 is updated based on record details but with warning message(s) provided back to the employer.*
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".	**Error**	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	**Not Processed**	**Invalid** because header record does not match expected length.
Header Record Type	If the Header Record Type <> C	**Not processed**	**Invalid** 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	**Not processed**	**Invalid** 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	**Not processed**	**Invalid** because employer code does not match record on file.
Detail Record	If the Detail Record length is incorrect	**Not Processed**	**Invalid** because detail record does not match expected length.
SSN	If NULL or all zeros	Error	SSN must be 9 digits.
	If less than 9 digits	Error	SSN must be 9 digits.
	If alpha character	Error	SSN must be 9 digits.
	If no match found	Error	Demographic information has not been submitted for this member.
Last Name	If NULL	Error	Last name cannot be blank
	If Last Name1 <> Last Name 2	Error	Last name does not match existing file
First Name	If NULL	Error	First name cannot be blank
	If First Name1 <> First Name 2	Error	First Name does not match existing record.

Field	Condition(s)	Error Type	Message/Event
Date of Birth	If NULL	Error	Invalid birth date. Must be in MMDDYYYY format.
	If less than 8 digits	Error	Invalid birth date. Must be in MMDDYYYY format.
	If invalid date format	Error	Invalid birth date. Must be in MMDDYYYY format.
	If existing SSN = incoming SSN **but** DOB 1 <> DOB2	Error	Date of Birth does not match existing record.
Job Title	If Work Status = ACTIVE, or ACTIVW **and** Job Title = NULL	Error	Job Title cannot be blank
Employment Type	If Work Status = ACTIVE, or ACTIVW **and** Employment Type = NULL	Error	Invalid Employment Type. Must equal "PT" or "FT"
	If Work Status = ACTIVE or ACTIVW **and** Employment Type <> PT or FT	Error	Invalid Employment Type. Must equal "PT" or "FT"
Wage Type	If Work Status = ACTIVW **and** Wage Type = NULL	Error	Invalid Wage Type. Must equal "SA", "HR", or "PD"
	If Work Status = ACTIVE or ACTIVW **and** Wage Type <> SA, HR, or PD	Error	Invalid Wage Type. Must equal "SA", "HR", or "PD"
Work Status	If NULL	Error	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	Error	Invalid Work Status
	If Work Status = ACTMLC **and** Work Status Start Date is greater than 6/30/2013	Error	ACTMLC Contract Start Date cannot be after 6/30/2013
	If Work Status = ACTIVE, SABTLC, ACTMLC, SSLWCC, SSLSSC, STUDYC, EXCHGC, UNIONC, ACTMLN, SSLWCN, SSLSSN, STUDYN, EXCHGN, WKCMPN, LEAVEN, TRMNTN **and** V3 Member Status = Retired	Error	Retired member. Please contact your ESC Regional Representative for instructions.
Work Status Start Date	If NULL or all zeroes	Error	Invalid Work Status Start Date. Must be in MMDDYYYY format.

Field	Condition(s)	Error Type	Message/Event
	If less than 8 digits	Error	Invalid Work Status Start Date. Must be in MMDDYYYY format.
	If invalid date format	Error	Invalid Work Status Start Date. Must be in MMDDYYYY format.
	For all Work Statuses. if Work Status Start Date is < 7/1/2004	Error	- 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.)	Error	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	Error	Start Date cannot be more than 6 months in the future.
Work Status End Date	If less than 8 digits	Error	Invalid Work Status End Date. Must be in MMDDYYYY format.
	If invalid date format	Error	Invalid Work Status End Date. Must be in MMDDYYYY format.

Field	Condition(s)	Error Type	Message/Event
	If Work Status End Date is < Work Status Start Date	Error	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	Error	Expected Months must be "9 - 12".
	If Work Status not = Terminated and not = Deceased, then Expected Months cannot be NULL or zero	Error	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	Warning	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	Error	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.	Error	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.	Error	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	Warning	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	Error	Expected Units must be "180" or greater.
	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	Warning	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	Warning	Expected Units should be "200-230".

Field	Condition(s)	Error Type	Message/Event
	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	Warning	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	Warning	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	Warning	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	Warning	Expected Units should be "1100 – 1760"
	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	Warning	Expected Units should be "1200 – 2100"
Voting Status	If Work Status = ACTIVE and Voting Status = NULL	Error	Invalid Voting Status. Must be "Y" (Certified) or "N" (Non-Certified).
	If Work Status = ACTIVE **and** Voting Status <> "Y" or "N"	Error	Invalid Voting Status. Must be "Y" (Certified) or "N" (Non-Certified).

Field	Condition(s)	Error Type	Message/Event
BOC Flag	If Work Status = TRMNTN or DECESD **and** BOC Flag is NULL	Error	Invalid BOC Flag. BOC Flag must equal "Y" or "N"
	If Work Status = TRMNTN or DECESD **and** BOC Flag <> Y or N	Error	Invalid BOC Flag. BOC Flag must equal "Y" or "N"
	If BOC Flag or Outstanding Service Flag = Y **and** BOC/Svc End Date = NULL	Error	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	Error	Invalid BOC/Svc End Date. Must be in MMYYYY format.
	If invalid date format	Error	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.	Error	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	Error	Invalid Outstanding Service Flag. Must equal "Y" or "N"
	If Work Status = TRMNTN or DECESD) **and** Outstanding Service Flag <> Y or N	Error	Invalid Outstanding Service Flag. Must equal "Y" or "N"

V3 Error Processing - Error/Warning/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 enabling corrections. The V3 Import Module and ESS GUI will comma delimit the errors. Employers can view the Error Processing Status (i.e., Error, Warning, successful) for each record via the filter button in the details box of the file on the Imports Page.

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.

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. PSERS staff will be able to edit all fields on the Contract Record GUI including the records built as part of the 2004 Conversion.

An historical trail of the "fixed" Contract Records will not be stored in the System.

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."

Work Report Format

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 intent 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.

Employers will electronically submit work reports (salary, contributions, and service) monthly to PSERS (AKA DB Work Reports.) Where there is a DC component, reporting is based on the employer's pay dates, generally biweekly.   For more information about DC Reporting, see the Voya Data Gateway manual on the PSERS Public website under Employers: DC Plan Resources/Voya.

In most cases, the work history information for employees is extracted from the payroll software and/or human resource systems. 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. I**nformation received on the work report supports:

1) Details for salary and service for FAS calculation.
2) Member deductions for POS installments.
3) Employers reporting of unpaid wages and contributions for POS calculations.

Member contribution rates are determined by a member's qualification date which is based on the contract date. i.e., when did this member join PSERS – as well as if there was any Breaks in Service for this member. The framework of the work report is to provide salary/wage and service information. Full Time members not on a leave should have salary/wage information provided on each work report. The corresponding service information (hours and days) should accompany the salary/wage information in most cases except for during the summer months. Service is always reported with wages when wage type is per diem or hourly. Full Time salaried employee service information may be provided on the June work report which is fiscal year-end.

PSERS pension calculations use the information assigned to a given fiscal year, which runs from July1 to June 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. **Wages must be reported based on when they were earned, not when paid.**

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.

Field	R/O/C	Bytes	Start	Format/Values	Sample	Comments
Reporting Period Date	R	6	8	Date MMYYYY	052022	Employer reporting period used to track work report and payment due date. Used as the work report trans-identifier. For example WH Report 05-2022
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.

Field	R/O/C	Bytes	Start	Format/Values	Sample	Comments
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. 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	102520221300	File creation date and time. Sample was created on October 25, 2022 at 1 pm

All fields are required. "**Start**" indicates the column that field begins on the header line. "**Bytes**" indicates how many bytes (characters) are in the field. All fields are a fixed length.

EXAMPLE: The following sample Work Report header uses the information as shown in the above table:

R00234500268010252021400

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, 2021, at 14:00 (2:00 p.m.).

Record Rows in the Work Report File

Each Work Report row 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	2021	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:

Field	R/O/C	Bytes	Start	Format/Values	Sample	Comments
				WKCMPN LEAVEN TRMNTN DECESD		o Worker's Comp - SSLWCC o School Sponsored - SSLSSC • Paid Professional Study - STUDYC • Paid Exchange Teacher - EXCHGC • Paid Collective Bargaining 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, then base cannot be zero.

Field	R/O/C	Bytes	Start	Format/Values	Sample	Comments
						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 on the amount in that column.
						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 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.

Field	R/O/C	Bytes	Start	Format/Values	Sample	Comments
						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 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

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Field	R/O/C	Bytes	Start	Format/Values	Sample	Comments
						[*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.
						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.

V3 Contribution Processing Logic

Only one V3 Agreement exists for PSERS because each employer remits work reports monthly. 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 based on contract records.

The Employer Transactions 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 an Error message will be passed back to the employer for correction. If correction does not occur information will not be passed to PSERS.

The Member POS Installment information will be passed directly to the Member 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 of the Work Report.

EXAMPLE: The installment is reported in the November Work Report, the payment date is treated as December 10th, 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 Adjustment shows Released. Because the employer collected the money, the receivable is created in the Employer Transaction 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.**

Work History Adjustments

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.

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 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.

Field	R/O	Bytes	Start	Format/ Values	Sample	Comments
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.
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.

Field	R/O	Bytes	Start	Format/Values	Sample	Comments
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 justified; zero-padded left. If negative, sign must appear in first character.
Excess Salary Total	R	12	86	Numeric #########.##	666777888.99	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 #########.##	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. If negative, sign must appear in first character.
Create Date and Time	R	12	110	Date MMDDYYYY HHMM	102520211300	File creation date and time. Sample was created on October 25, 2021 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 the column that field begins on the header line. "**Bytes**" indicates how many bytes (characters) are in the field. All fields are a fixed length.

EXAMPLE: The following sample Work History Adjustment header uses the information as shown in the above table:

A002345000008102520211400

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, 2021, at 14:00 (2:00 p.m.).

Record Rows 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, LATRPT, SALARY or UNCRDT) then must be Y or N.

Field	R/O/C	Bytes	Start	Format/Values	Sample	Comments
Contributions Withheld Flag	C	1	25	"Y" or "N", or NULL	N	• If reason code = (UNCRDT) then must be N. • Otherwise not required
Payroll Corrected In	C	8	26	Date MMDDYYYY	10252021	Used to track which pay period an adjustment affects for reconciliation purposes against what was reported to the TPA. *NOTE*: Compensation totals reported to Voya and PSERS must be the same for the same pay period. • This field is required if Membership Class = TG, TH or DC • If Membership Class = TG, TH or DC, the date cannot be earlier than 7/1/2019 and cannot be greater than 30 days into the future.
Fiscal Year Ending	R	4	26	Date YYYY	2022	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	ACTIVE	Employers should use the contract work status that is in effect at the end of the month of reporting Actively working (contributing or non-contributing)- ACTIVE Waiver Request - ACTIVW Sabbatical - SABTLC

Field	R/O/C	Bytes	Start	Format/ Values	Sample	Comments
				STUDYC EXCHGC UNIONC ACTMLN SSLWCN SSLSSN STUDYN EXCHNGN WKCMPN LEAVEN TRMNTN DECESD		Paid Activated Military - ACTMLC Paid Special Sick Leave: Worker's Comp - SSLWCC 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 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.**
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.**

Field	R/O/C	Bytes	Start	Format/Values	Sample	Comments
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.**
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.**

Field	R/O/C	Bytes	Start	Format/Values	Sample	Comments
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.**
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.**

Field	R/O/C	Bytes	Start	Format/Values	Sample	Comments
Non-Retirement Covered Comp	O	10	130	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. If the employer is reporting a negative amount the "-" should precede the money amount. **Difference amount**

Error/Warning/Successful Processing Logic

System will continue processing records even when a fatal error is encountered in the detail records so that all 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 ESS GUI will identify these errors. If a record contains both fatal errors and Warnings, it will only appear once under the fatal error category in the import module. Employers can view the status (Error, Warning, successful) of each record on the web.

Field Level Validations:

Error = Entire Record Reject and no database insert

Warning/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	Error Message
Header Record	If the Header Record length is incorrect (Imported files only)	**Not Processed**	**Not Processed.** Header record has an invalid number of characters.
Header Record Type	If the Header Record Type is not = R) (Imported files only)	**Not Processed**	**Not Processed.** 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)	**Not Processed**	**Not Processed** because Detail Record Count does not match the number of Work Report or Work Adjustment Detail records.
Employer Code	NULL	**Not Processed**	**Not Processed. Header record has invalid Employer Code.**
	No match	**Not Processed**	**Not Processed. Header record has invalid Employer Code.**
	If the employer code is not found in the system (Imported files only)	**Not Processed**	**Not Processed** 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/Error	Error - Invalid fiscal year. Must be in current fiscal year
Reporting Period Date	Record Type = R If Null (Imported files only)	**Not Processed**	**Not Processed** Report month and year must be specified. Date format must be MMYYYY.

Field	Condition(s)	Error Type	Error Message
	If Invalid Date Format (Imported files only)	**Not Processed**	**Not Processed** Report month and year must be specified. Date format must be MMYYYY.
	Record Type = R If date was previously reported	**Not Processed**	**Not Processed** 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.	**Not Processed**	Display error message: A work report for this period has already been created.
	Record Type = R If date is in the future (Imported files only)	**Not Processed**	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 2021, and a future date of January 2022 is submitted, the system will reject all work reports that are submitted with a date later than December 2021.
	Record Type = R If date is in the future (Manually created work report)	**Not Processed**	Display error message window: "Work Reports in the future cannot be created."

Field	Condition(s)	Error Type	Error Message
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)	**Not Processed**	**Not Processed** because the BASE total in the header record does not equal the sum of the detail records
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)	**Not Processed**	**Not Processed** 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)	**Not Processed**	**Not Processed** 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)	**Not Processed**	**Not Processed** 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)	**Not Processed**	**Not Processed** 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)	**Not Processed**	**Not Processed** because the POS total in the header record does not equal the sum of the detail records

Field	Condition(s)	Error Type	Error Message
Employer Code	NULL (Imported files only)	**Not Processed**	**Not Processed** Employer Code is not Blank
	No match (Imported files only)	**Not Processed**	**Not Processed** Invalid Employer Code
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/Error	File Rejected. Record count in header does not match the number of records in the report.
Member SSN	If Null	Error	SSN cannot be blank.
	If No open contract record with matching Wage Type from this employer	Error	No contract record on file for this member.
	If Duplicate SSN and Wage Type and Fiscal Year	Error	Duplicate records submitted for SSN, Wage type, and Fiscal Year combination. Combination must be unique or combined into one record.
Member DOB	If existing SSN = incoming SSN but DOB 1 <> DOB2	Error	Invalid Birth Date. must be in MMDDYYYY format
	If NULL	Error	Birth Date does not match the date on file for this member.
Fiscal Year Ending	If Invalid date	Error	Fiscal Year cannot be Blank
	If before 2004, then workflow	Error	Invalid Fiscal Year. Must be in YYYY format
	If NULL	Error	Error - Invalid fiscal year. Fiscal year must be between 1919 and current fiscal year
Wage Type	If Not in (SA, PD, HR)	Error	Wage Type cannot be blank
	If Wage Type does not match existing Contract Record	Error	Wage Type must be SA, PD, or HR
	If NULL	Error	Wage Type does not match Contract Record
Work Status	For File Type= R or A, If Work Status= NOWORK	Error	Work Status cannot be blank

Field	Condition(s)	Error Type	Error Message
	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. **	Error	NOWORK is not a valid work status
	**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, Adjustment with a work status of TRMNTN or DECESD, cannot be reported after the BOC/Svc End Date on the Contract Record.	Error	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.
	If a Work Report is reported after the BOC/Svc End Date on the Contract Record.	Warning	Report period is after BOC Service End date.
	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)	Error	Contact ESC when reporting after the BOC End date. *NOTE*: The system will not trigger any workflows.
	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)	Error	Wages cannot be reported if Work Status is Waived.

Field	Condition(s)	Error Type	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)	Error	Base, URCC, OT, SUP, CONTRIB, POS, EXSAL and NRCC must be zero if Work Status is ACTMLN
	File Type = R If Work Status = ACTIVE and Supplemental AND Wages No Contribution are zero, then Base must be > 0.	Warning	Base, URCC, OT, SUP, CONTRIB, POS, EXSAL and NRCC should be zero if Work Status is ACTMLN
Base	File Type = R If work status = SABTLC and Base is NULL	Error	Base, SUP, and WNC amounts cannot all equal zero if status is ACTIVE
	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	Error	Base cannot be zero is status is SABTLC
	For File Type "R": If Base > 50,000	Error	Base and URCC cannot both be zero is status is <<code>>
	File Type = R If work status = SABTLC and Unpaid Retirement covered compensation is NULL	Error	Base cannot exceed $50,000.00 in any month.
Unpaid Retirement Covered Compensation	For File Type "R": If URCC > 50,000	Error	URCC cannot be zero if status is SABTLC
	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	Error	URCC cannot exceed $50,000.00 in any month.

Field	Condition(s)	Error Type	Error Message
	if Base is NULL, then Overtime cannot be > 0. (this condition only applies to Work Reports)	Error	BASE and URCC cannot both be zero if status is <<code>>
Over Time	For File Type "R": If Over Time > 50,000	Error	OT amount cannot be greater than zero if BASE is zero
	For File Type "R": If Supplemental > 50,000	Error	OT amount cannot exceed $50,000.00 in any month.
	If Base, Unpaid Retirement Covered Compensation, Overtime or Supplemental is not zero, then contributions cannot be zero	Error	SUP amount cannot exceed $50,000.00 in any month.

Contributions	**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 TH:
	
	• If ALL of the following conditions are met, display **Warning** message "Member Elected Class T-H, Update Rate"
	  a. Member's Effective Class = TH, AND
	  b. Contributions reported are more than current TH Contribution Rate when applied to Base, Unpaid Retirement covered Compensation, Over Time, and Supplemental (all 4 added together) plus 0.05, AND
	  c. Contributions reported are less than or equal to current TG Contribution Rate when applied to Base, Unpaid Retirement Covered Compensation, Over Time, and Supplemental (all 4 added together) plus 0.05, AND
	  d. This employer has not yet approved the monthly WR for the month following the month of TH Election (i.e., month of the insertion date of the TH row in the Membership Class table plus 1), and the Work Report month is still within the grace period defined above.
	
	NOTE: In this scenario only, the system needs to post the member Contributions in the
		Error	Contributions cannot be zero when an amount has been specified for BASE, URCC, OT, or SUP

	member's Work History and the employer's WR using the amount reported by the employer. This is because the member will be refunded for the difference between the TH rate and the amount reported.
	
	• Otherwise, if the member's Effective Class = 'TH' and the member Contributions reported are **greater than** the (V3 Mem Savings calculation plus 0.05), display a **_fatal_** error message "Contributions Rate Must be <<%>>"
	• Otherwise, if the member's Effective Class = 'TH' and the member Contributions reported are **less than** the (V3 Mem Savings calculation minus 0.05), display a **_fatal_** error message "Contribution Rate Must Be <<%>>"
	
	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 id DC.
	
	• If ALL of the following conditions are met, display **_Warning_** message "Member Elected Class DC, Update PSERS Rate to 0.00%"
	  a. Member's Effective Class = DC, AND
	  b. Contributions reported are greater than zero, AND
	  c. Contributions reported are less than or equal to current TG Contribution Rate when applied to Base, Unpaid Retirement covered Compensation,		

	Overt Time and Supplemental (all 4 added together) plus 0.05, AND d. This employer has not yet approved the monthly WR for the month following the month of DC Election (i.e., month of the insertion date of the DC row in the Membership Class table plus 1). *NOTE*: In this scenario only, the system needs to post the member Contributions in the member's Work History and the employer's WR using the amount reported by the employer. This is because the member will be refunded the amount reported. • Otherwise, if the member's Effective Class = DC and the member Contributions reported are greater than zero, display a **fatal** error message "Contributions Should be 0.00 for DC Members" **For File type "R"** When Reported Amount does not equal V3 Calculated Due Amount and the member's Effective Class is TC, TD, TE, or TG. • If the member Contributions reported are less than the (V3 Mem Savings calculation minus 0.05), display a **fatal** error message "Contribution Rate Must Be <<%>>. • Otherwise, if the member Contributions reported are greater than the (V3 Mem Savings calculation plus 0.05), display a **fatal** error message		

Field	Condition(s)	Error Type	Error Message
	"Contribution Rate Must Be <<%>>". • <u>Otherwise,</u> 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), 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: • 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 **Warning** message "Contribution rate should be << % >>" • <u>Otherwise,</u> 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), the system will "recognize" it as a valid record and will not display any messages.		
	File Type = A and Reason Code is not on the list	Warning / Error	Depending on which condition a record satisfies, message could be either: Contribution rate should be << % >> Or Member Elected Class T-F, Update Rate Or

Field	Condition(s)	Error Type	Error Message
			Member Elected Class T-H, Update Rate Or Member Elected Class DC, Update PSERS Rate to 0.00% Or Contributions Should be 0.00 for DC Members Or Grace Period Expired, Contribution Rate Must Be <<%>>
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.	Error	Invalid Reason Code
	File Type = A and reason code is CNTRCT, LMPSUM, LATRPT, SALARY, or UNCRDT and wage indicator is NULL.	Error	Base, URCC, OT, SUP, CONTRIB, POS, EXSAL and NRCC must be zero if Reason code is UNCRDT.
Wage Indicator		Error	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'	Error	Contributions Withheld Flag must be N for this Reason Code
	File Type = R If wage type = Hourly then hours field cannot be NULL or zero	Error	Hours cannot be zero if Wage Type is Hourly.
Hours	For File Type "R": If Hours > 300	Error	Hours should not exceed 300 in any month.

Field	Condition(s)	Error Type	Error Message
	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	Warning	Days cannot be zero if Wage Type is Per Diem
Days	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	Error	Annual service must be reported in June.
	If days is more than 365, then Error	Error	Days cannot exceed 365
	For File Type "R": If Work Report is for any month between Jul- Dec and Days > 130	Error	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	Warning	Verify Days: Should not report more than 280 days on January-June work reports.
Wages No Contribution	For File Type = R: If Work Status is (ACTMLN, SSLWCN, SSLSSN, STUDYN, or EXCHGN) AND WNC = 0		WNC amount cannot be zero if work status is <<Work Status>>
	For File Type = A: • If Work Status is (ACTMLN, SSLWCN, SSLSSN, STUDYN, or EXCHGN) AND WNC = 0 AND Reason Code = 'UNCRDT'	Error	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	Error	WNC amount cannot be zero if work status is <<Work 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	Error	WNC must equal zero for this leave status

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Field	Condition(s)	Error Type	Error Message
	"C") or Termination or Deceased; AND • Employment Type = Full Time; AND WNC ≠ 0		
	For File Type= R: 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 • WNC ≠ 0	Error	WNC amount must be zero for Full-time members
	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	Error	WNC amount must be zero for Salaried members

Field	Condition(s)	Error Type	Error Message
	Adjustment **AND** the Wage Type in the member's Work History equals Salaried, **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 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.		

Field	Condition(s)	Error Type	Error Message

	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 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
		Error	WNC amount must be zero for Salaried members

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Field	Condition(s)	Error Type	Error Message
	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.		
	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		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	Warning	Member is Qualified in FY being adjusted; WNC should not be reported

Field	Condition(s)	Error Type	Error Message
	• 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 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 Warning message for WRs submitted for January and February.		
	Validation WNC2 If the above **Validation WNC1** Warning 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	Warning	Member is Qualified, WNC Should Not Be Reported

Field	Condition(s)	Error Type	Error Message

	• this employer has approved the monthly WR for the month following the 'Qual Month' (i.e.: 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'
	
	• 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 Warning 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.		

	Validation WNC3 If the above **Validation WNC2** Error 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.	Error	Member is Qualified; WNC cannot be reported
	For File Type = R Only: If ALL of the following criteria are met:	Warning	Member is Qualified; begin withholding

Field	Condition(s)	Error Type	Error Message
	• 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		
	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	Error	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 = An 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	Error	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 = An Only:	Error	Base, Supplemental, and WNC amounts cannot all be zero if status

Field	Condition(s)	Error Type	Error Message
	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 • Adjustment Type does NOT equal Service Adjustment or Member POS AND • URCC = 0		is ACTIVE and wage type is either Hourly or Per Diem
	• For File Type "R": If WNC > 50,000	Error	Base, Supplemental, URCC and WNC amounts cannot all be zero if status is <<Work Status>> and wage type is either Hourly or Per Diem
	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.	Error	WNC cannot exceed $50,000.00 in any month.
Member POS Installment	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.	Error	No Receivable exists for this period.

Field	Condition(s)	Error Type	Error Message
	For File Type = R If MemPOS amount < 0	Error	No Receivable exists for this period.
	For File Type = A If Reason Code = MemPOS, then cannot be NULL	Error	Negative member POS [-NNN] amount. Here NNN is the amount displayed in the POS field.
	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	Error	The POS field cannot be blank if Reason Code is POS Correction.
	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	Error	Member has no POS balance due; POS field must be 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)	Error	Member has no POS balance due. POS field must be less than zero.
	File Type = R or A • If work status is LEAVEN or WKCMPN, then NRCC may be equal to or greater than zero.	Error	Member has no POS balance due. POS field must be zero.

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