

5 N 5th Street
 Harrisburg PA 17101-0905
 Toll Free: 1.888.773.7748
 www.psers.state.pa.us

Guidelines for the Completion of *Service Adjustments* (Prior to FY 1977)

PSRS-1310 (09/2013)

Service Adjustments Prior to FY 1977

This form is to be completed for each member where you need to correct service previously reported to the Public School Employees' Retirement System (PSERS) for the fiscal (school) years (FY) prior to 1977. If you need to correct service previously reported for a fiscal (school) year after 1977 but before 2005, you will need to submit *Service Adjustments (For Years 1977-2004)* (PSRS-726) form. If you need to correct service previously reported for a fiscal (school) year after 2004, you need to submit a Work History Adjustment record using the PSERS Employer website. If you need assistance in the submission of the electronic file, please contact your PSERS Employer Service Center representative.

Top of Page

Complete the member name and social security number and employer name and number. Please indicate whether this form was requested by PSERS or you discovered the discrepancy and are initiating the request.

Instructions for Section A:

Fiscal year ending - enter the fiscal year ending for the period in which you are adjusting service. Example: you are correcting the service previously reported in the 1975-1976 fiscal year, you will enter "1976" in the field provided.

Employment Type - indicate whether the member was employed as a full-time or part-time employee. If you indicate that the Employment Type is part-time, **stop** and complete an *Application to Purchase Uncredited Part-time Service* (PSRS-100); otherwise proceed.

Expected Months - Enter the number of months that the full-time member would have normally been expected to work in that position during the fiscal (school) year being adjusted.

Actual Months - Enter the number of months the member actually worked during the fiscal (school) year being adjusted.

Total Salary Paid - Enter the amount of total wages earned by the member during the fiscal (school) year being adjusted.

Example 1: *For fiscal year 1967-1968, the employer originally reported the member as working 4 months; the member actually rendered 6 months*

Fiscal Year Ending	Employment Type	Expected Months	Actual Months	Total Salary Paid
1968	F	9	6	3500.00

Instructions for Section B

The authorized employer representative completing this form should print and sign his or her name and enter phone number, email address, and the date the form was completed. By signing this form, the employer representative is certifying that all information provided on this form is accurate.

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PSRS-1310 (09/2013)

Member Name	
Social Security Number	
Employer Name	
Employer Number	

Form Requested By: <input type="checkbox"/> PSERS <input type="checkbox"/> Employer
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A Service Correction *(see reverse side for instructions)*

Fiscal Year Ending	Employment Type	Expected Months	Actual Months	Total Salary Paid

B Employer Certification

I certify that the above record of service is accurate and was extracted from payroll records or from other credible sources of information, which are available for examination upon request.

Authorized Employer Name (printed)	Telephone Number	Date
Authorized Employer Signature	Email Address	