

# PSERS Employer Bulletin

# Employer Bulletin - Vol 2 2023

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## Public School Employees' Retirement System

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# Employer Spring Workshops

The PSERS Employer Service Center (ESC) is excited to invite you to attend one of our Spring Employer Workshop sessions. This year's topic is about the PSERS' member journey, and how you as the employer fit into that journey.

From the moment you hire new employees, to the moment they terminate employment with your school, each action you take in reporting data to PSERS has an impact on the member's overall history and the information provided to them.

Workshop sessions are returning in-person and we are excited to meet you and answer your questions directly. We encourage attendance from anyone in your business office or human resource department that assists with employee recruitment, termination, and reporting. A virtual session will also be available for those who cannot attend in person. Registration is easy. Select a location to attend from the list below and complete the form that opens when you click on the link. Each person should register individually.

Not sure which location is closest to you? Take a look at the map on the ESC tab on the website.

**See pages 2-3 for full Spring Workshop Schedule**

# ESC Spring Workshop Schedule

## Northwest Region 1—ESC Rep DeAndre Albright

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

## Northcentral Region 2—ESC Rep Deanna Brown

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

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

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

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

Allegheny IU 3	Monday, 5/8/23	9:30 AM	Homestead	<a href="#">Click Here</a>
Intermediate Unit 1	Tuesday, 5/9/23	1:00 PM	Coal Center	<a href="#">Click Here</a>

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

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

### Southcentral Region 6—ESC Rep Rachael Riddle

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

### Southeast Region 7—ESC Rep Jeanette Riedel

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

## Voya's PayCloud Training

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

The webinar includes:

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

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

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

## Contact Roles: ESS has Three New Role Options

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

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

## System Access for Employer Reporting

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

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

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

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

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

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

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

# Introducing Your New Employees to PSERS

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

## Information for New Employees Handout

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

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

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

## “Introducing Your New Hires to PSERS” Email

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

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

## Employer Service Center Staff

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## Spotlight on Employer Accounting

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

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

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

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

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



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

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

PSERS Election Coordinator  
PSERS Executive Office  
5 North 5th Street Harrisburg, PA 17101  
[RA-PSELECCOORDINATOR@pa.gov](mailto:RA-PSELECCOORDINATOR@pa.gov)

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