

PSERS Employer Bulletin

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Public School Employees' Retirement System

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That's a Wrap on 2026 Employer Workshops

Thank you for attending PSERS' Employer Spring Workshop!

The presentation and handouts are available on PSERS' website under Employer Resources.

In total, we had 513 attend our in-person workshops and 143 attend the virtual workshop this year.

If you have questions related to the presentation or would like training on a specific topic, please reach out to your Employer Service Center (ESC) representative. We also appreciate your suggestions for future workshop topics. Your feedback helps us better develop future workshops.



(ESC representatives Terrell Davenport, Rachael Riddle, and Kristin Steck)

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Keeping Contact Information Current

Human Resources Contact

Does your employer have a current Human Resources (HR) contact listed in ESS? PSERS will begin sending important information about enrollment, termination, and returning to service to the HR contact listed in the PSERS Employer Self-Service (ESS) Portal.

When updating/adding a new HR contact in ESS, you must first Stop Date the current HR contact before adding a new individual to that role. To add a new HR contact, click the Employer Info page. Select "Add Contact" on the right side of the Contacts box. Once all information windows have been completed, review and confirm.

Main Employer Contact Information

Is your main employer email address up to date? Notices for the CROQ Report and Employer Statement of Account documents are directed to the main email address for the employer. This email address often belongs to a resource account but could be a specific individual and tends to be overlooked when other contact information is updated as people come and go. To check if yours is current, log into PSERS' ESS Portal and go to the Employer Info page. In the center of the screen to the right, the main school phone number and email address are listed.

Contact your ESC representative to update your main employer contact information.

Please make sure to whitelist PSERS and Voya Financial Email and IP Addresses.

PSERS Email Addresses:

- RA-PSESCBlast@pa.gov
Important notifications, news, and alerts from the ESC
- no_reply_psers_security@pa.gov
Automated emails if there is a failed ESS sign-in attempt
- RA-PSV3_EMAIL@pa.gov
Automated email notifying users when new documents are available
- RA-PSERSEMPACCT@pa.gov
Contact for PSERS Employer Accounting
- RA-PSERSDELINQUENCY@pa.gov
Contact for Employer Accounting involving subsidy deductions or delinquency notifications
- RA-PSPARUNIT@pa.gov
Contact for PSERS Participant Account Review Unit

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(Contact Information..continued)

Voya Financial IP Addresses:

- 208.82.211.28
- 208.82.211.68
- 208.82.211.69
- 208.82.211.27

Voya Financial Server Domains:

- *ID-PSERSS@voya.com*
- *mail.voya.dmpemail1.com*
- *mail.voyageneral.dmpemail1.com*
- *mail.voyaadmin.dmpemail1.com*
- *mail.habeas-trans.dmpemail1.com*

Voya Email Address:

- *ID-PSERSS@voya.com*

Year-End Reminders

Service days are required for salaried employees when completing your PSERS June work report. If service days for the fiscal year are not included, this will display a validation error on your work report for each record where it is missing. Please ensure that year end service is included in your file for all salaried employees before uploading the report.

**Remember, if an employee terminated mid-year and you did not report their service with their final work report, they must have service reported at year end. This will need to be completed using a “service” reason code adjustment.*

***If any employee worked during the year under a salaried wage type but did not have a transaction on the June work report, a service adjustment will be needed.*

Termination Records

Entering an accurate termination date is a key element for PSERS to process retirement benefits for your retirees. PSERS prioritizes accounts based on the termination date entered by employers and work report submissions. This ensures timely benefits to all retirees. The termination date for an active member should be the last day worked or the last day of active service. A retirement benefit cannot be calculated or processed without a termination record.

Why are termination dates important? *When a member applies for a retirement benefit within 90 days of terminating, their effective date of retirement is the day after their termination date, and they will receive retirement benefits retroactive to their effective date of retirement.*

Example: *The last day of work for an employee is June 6, and they submit their retirement application shortly thereafter. The employer submits a termination contract record with a start date of June 30. The member is not eligible to begin receiving a retirement benefit until July 1, which is their effective date of retirement. The member, therefore, misses 24 days of retirement benefits.*

When PSERS receives a retirement application for a member at any time before the employer has entered a termination record, a notice is sent to the employer requesting a termination contract record be submitted. If the employee has not advised the employer of their intent to retire or terminate, the employer should enter the termination date once the employee notifies the employer. The employer, however, will continue to receive the notice each month until the termination contract is entered.

Termination contract records should be entered only if an employer is sure of the last date of work for the terminating employee, including any summer part-time employment or hourly supplemental work, and only when the final payroll date of the employee is known.

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(Year-End Reminders..continued)

- Using the Balance of Contract (BOC) and Service (Svc) Flags enables the employer to enter a termination contract record up to 90 days before the last work report for the employee is submitted. Because employers cannot change dates once they have been entered, the termination contract record should be entered as close to the last day of work as possible to ensure accuracy. Termination and Deceased contracts are the only contract records for which the employer should complete the BOC Flag, BOC Svc Report, and Service flag fields.
- If a work report will be submitted for the month following the termination date, the BOC Flag should be set to “Yes.” This will indicate that reporting will continue beyond the month of termination. If the BOC flag is set to “Yes,” you will be prompted to enter the month of the work report that the employee’s final pay will be reported. This date should be entered as the last date of that month.

***Example:** An employee is terminating in June. July will be the last reporting month for the employee. The BOC flag would be set to “Yes” and the date 7/31/2026 would be entered. This allows the employer to report wages under the Termination work status until the July work report. If the employer tries to report wages on the August work report, a hard stop error will occur.*

- If all wages and service, **including any wages from extracurricular positions or part-time earnings**, are reported to PSERS within the same month as termination, the BOC flag can remain as “No” and there is no need to enter a date. PSERS technicians will know all reporting is completed with the monthly report of the term date.

If you believe that an incorrect termination date has been entered for one of your employees, please contact your ESC representative.

Is there ever a time when a date other than the last day of active service would be reported to PSERS? YES!

The employee and the employer may agree to report a future date to PSERS as the termination date to permit the employee to reach a retirement milestone (ex. 62/65/67 birthday -- depending on membership class). In these instances, the employer must enter: (1) a LEAVEN record starting the day after the last day of active service and (2) a termination contract record starting on the agreed upon future date.

***Example:** An employee turns 65 on July 16 of this year. The last day of school is June 10. The employee can retire at full retirement age of 65 years without a reduction. The employer may agree to enter a LEAVEN contract record with a start date of June 11 and an end date of July 16. The termination contract record will then be entered with a start date of July 16 and BOC flag set according to remaining pay, if any.*



Members on an approved leave, including a LEAVEN period, should not be asked to attend in-service trainings at the end or start of a school year.

PSERS Board Member Election for Public School Board Members

Let your school board members know that PSERS is conducting an election this fall for a public school board member to serve a three-year term on the Public School Employees' Retirement Board from January 1, 2027, to December 31, 2029.

School board members who desire to run for the 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 members from a minimum of 5 different Pennsylvania 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 Board members* can be found on PSERS' website.

Nomination packets are available by writing or emailing to:

PSERS Election Coordinator
PSERS Executive Office
5 North 5th Street Harrisburg, PA 17101
RA-PSELECCOORDINATOR@pa.gov

A completed affidavit, nominating petition, and biographical form must be returned at the email address or mailing address above by **June 12, 2026**. Late receipt will disqualify any candidate from the election ballot.

ESC Welcomes Kristin Steck

Kristin Steck has joined ESC as the new ESC Representative for Region 1. Kristin brings valuable knowledge to her new role in ESC, drawing on her experience across several positions within PSERS. She began her PSERS career in the Account Verification unit, where she applied provisions of the Retirement Code to ensure the accuracy of member reporting. She later built on this foundation by serving two years as the supervisor of the Retirement Processing unit, further strengthening her leadership skills and PSERS knowledge.

She also brings more than 13 years of prior experience working with the Commonwealth of Pennsylvania, where she began her career supporting veterans and military education. In that role, Kristin assisted in reviewing school district catalogs to ensure compliance with GI Bill approval guidelines. She also developed strong customer service skills through managing the department's phone line, assisting callers, and addressing a wide range of inquiries.

Outside of work, Kristin enjoys reading, cooking, and spending time with friends and family.

Kristin is eager to begin her role in ESC, sharing her expertise and partnering with employers to support accurate member reporting.