PSERS Employer Bulletin

Employer Bulletin - Volume 4 2026 **Publication #9269**

Inside:

Introducing Monthly Webinar Trainings

Timely Reporting and Due Dates

New Alert in the Employer Self-Service Portal

& More

Public School Employees' Retirement System
5 N 5th Street
Harrisburg, PA 17101

Toll-Free
866-353-1844

Local
717-787-1755

FAX
717-783-8760

Email
ContactESC@pa.gov

Introducing Monthly Webinar Trainings

The Employer Service Center (ESC) reviewed the survey results from our spring employer workshop. Many of you want to learn more about a variety of topics. Later this fall, ESC will begin offering short monthly webinars, each about a specific topic. The goal is to deliver concise, bite-sized insights in 20-30 minute sessions.

Click to register for the upcoming webinar trainings:

- Nov. 3, 2026, at 11 a.m. — Employer Resources
- Dec. 1, 2026, at 11 a.m. — Coaches
- Jan. 5, 2027, at 11 a.m. — Leaves of Absence

Voya PayCloud Training Resources Available

Thank you for attending Voya's PayCloud training in August! If you were unable to attend or would like to reference information shared during those sessions, the recordings and materials are available on the PSERS website.

Did you miss the Voya PayCloud webinars in August about submitting payroll files for the PSERS Defined Contribution (DC) Plan? Do you have Voya PayCloud questions now that the school year has started? We want to help!

Click to register for the upcoming webinar trainings:

- Monday, Oct. 26, 2026, at 10 a.m.
- Thursday, Oct. 29, 2026 at 2 p.m.

Timely Reporting and Due Dates

PSERS is helping employers with timely reporting and payments by providing a 2026 Planning Calendar, which includes due dates and important dates/reminders.

Remember:

- **Member Share Payments are due on the 10th of the month**, or two business days prior to the 10th, for the previous month.
- PSERS DB **Monthly Work Reports are due on the 20th of the month**, or last business day prior to the 20th, for the previous month.
- **Employer Share payments are due quarterly**, five business days after the subsidy payment is received from the Pennsylvania Department of Education.

Meeting these due dates ensures members receive accurate account information on their statements and in their Member Self-Service (MSS) portal as well as efficient and timely processing of member requested benefits.

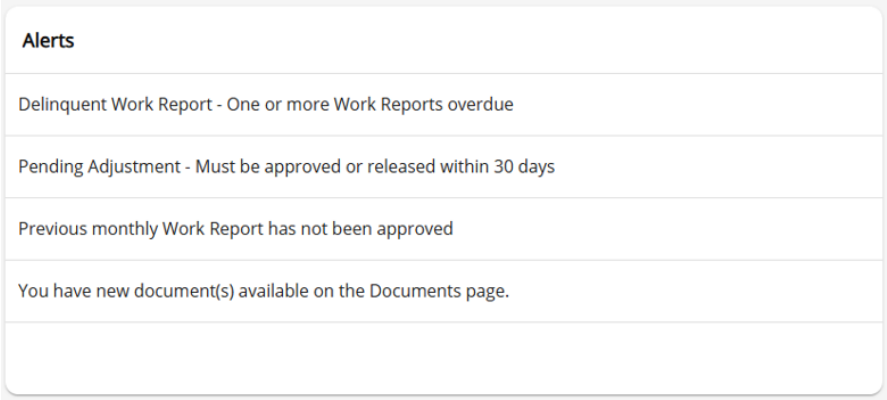
The Employer Self-Service (ESS) portal also has functionality to ensure timely reporting.

- **Due Dates in ESS:** Due dates are displayed along with the amount owed for each transaction on the Transaction Page in ESS. These due dates can also be found on the monthly statement of employer and member transactions found on the Documents page.
- **Estimated Work Reports:** On the first business day after the 20th of the month, when the PSERS work report is due, the system will look for missing work reports and will trigger the creation of an estimated work report in its place. Because the system does not know the actual totals of the work report, the estimated work report will be based on the previous year's reporting for the same month. The estimated work report will include an increase of 5% to account for salary growth and additional staff. This estimated work report will be visible with the system-calculated total on the ESS Transaction Page. The Employer Statement of Account will also show the estimated amount if the late reporting is not resolved prior to the statements running. The estimate is a place holder for billing purposes. When the actual work report is submitted, the estimated work report will be reversed to zero and the totals from the actual work report will replace the estimated totals. If the actual work report is not loaded before payment is due for the work report, the estimated totals will be charged along with delinquency interest for late reporting.
- **Delinquency Interest:** An automated process occurs that applies interest to delinquent employer accounts due to incorrect or late payments of Member Contributions, Member Purchase of Service, Employer Contributions, and Employer Purchase of Service. For example, member contribution payments are due on the 10th of each month. If the payment is late or is less than the amount due, interest will automatically be posted. Delinquency interest is calculated using PSERS' Assumed Rate of Return.
- **ESS Alert:** ESS displays an alert if there is a delinquent work report after the 20th of the month.

New Alert in the Employer Self-Service (ESS) Portal

Included in our newest system build, ESS will now display an alert if there is a new document that has been added to the Documents Page in ESS. Alerts can be found in the lower right corner of the Home Page.

ESS contains other useful alerts such as if there is an adjustment or work report that is in Initial Status and not yet submitted, or if a work report for the previous month has not yet been submitted.



Employer Service Center Staff

Deanna Brown
Regional Office Administrator
deabown@pa.gov

Scott Rainey
Regional Office Administrator
scorainey@pa.gov

Region 1 - Kristin Steck
krsteck@pa.gov
Beaver, Butler, Clarion, Crawford, Erie, Forest, Jefferson, Lawrence, Mercer, Venango

Region 2 - Beth Jones
bethjones@pa.gov
Bradford, Cameron, Centre, Clearfield, Clinton, Columbia, Elk, Luzerne, Lycoming, McKean, Montour, Northumberland, Potter, Snyder, Union, Sullivan, Tioga, Wyoming

Region 3 - Daniel Tapia-Ortiz
dtapiaorti@pa.gov
Bucks, Carbon, Lackawanna, Lehigh, Monroe, Northampton, Pike, Susquehanna, Wayne

Region 4 - Catherine Nollau
cnollau@pa.gov
Allegheny, Washington, Greene

Region 5 - Kathleen Pajtis
kpajtis@pa.gov
Armstrong, Bedford, Blair, Cambria, Fayette, Fulton, Huntingdon, Indiana, Juniata, Mifflin, Somerset, Westmoreland

Region 6 - Rachael Riddle
rariddle@pa.gov
Adams, Cumberland, Dauphin, Franklin, Lancaster, Lebanon, Perry, York

Region 7 - Jeanette Riedel
jeariedel@pa.gov
Berks, Chester, Montgomery, Schuylkill

Region 8 - Terrell Davenport
tdavenport@pa.gov
Delaware, Philadelphia

Hiring PSERS Retirees

The Retirement Code generally prohibits PSERS retirees from returning to school service for a public school in any capacity, full-time or part-time, temporary or permanent, qualifying or nonqualifying service, while receiving a PSERS retirement benefit. Members must terminate all public school employment and experience a bona fide break in service to be eligible to retire. Once retired, a PSERS retiree may return to assist without their monthly retirement benefit being stopped if one of the following extremely limited exceptions applies, subject to review by PSERS:

- **Personnel Shortage** – Employment in the event of a shortage of appropriate subject-certified teachers or other personnel. The employer must first attempt to fill the position with a non-retiree.

- **Emergency that Increases the Workload** – Employment resulting from an unforeseen emergency which increases the workload and creates a serious impairment of service to the public.

- **Extracurricular Position** – Employment in a position for which the duties are performed primarily outside of the employer's regular instructional hours and are not part of the mandated educational curriculum or the established academic course structure. There must be a separate written contract that includes the statutorily required verbiage regarding PSERS membership.

- **Independent Contractor** – Employment when validly employed as an independent contractor under a separate written contract.

- **Employment with a Third-Party Employer** – Employment when validly employed by, and providing services through, a legitimate third-party employer that is not a reporting unit of PSERS.

- **Enrollment in Alternate Retirement Plan** – Employment by any of the state's community colleges, Pennsylvania State University, the 14 state-owned universities, and charter schools where the PSERS retiree enrolls in an alternate retirement plan – such as the State Employees' Retirement System or the Teachers Insurance and Annuity Association.

These exceptions, including the request and approval process, are detailed in the *Return to Service Exceptions* publication available on the PSERS website.

As the employer, you should obtain approval from PSERS using one of the approval processes for exceptions before hiring a PSERS retiree. If the PSERS retiree returns to service under one of the exceptions, then the retiree cannot earn or purchase service credits for the time period they were employed under the exception. If the PSERS retiree does not qualify under an exception, their monthly payment will be stopped and they will be reenrolled as an active, contributing member of PSERS. The PSERS retiree will also be required to pay back the benefit they received, if any, after their return to active service to when their annuity stopped. Special rules may apply for employment at a community college, public university, or Pennsylvania charter school.

Please contact your Employer Service Center representative if you have questions about hiring a PSERS retiree.