

## Termination and Leave Contract Records: 7/10/2025

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Good Afternoon Employers,

The Employer Self Service (ESS) portal is currently experiencing an issue that is affecting end-dating of active record(s) when some termination and leave contract records are entered. Normally, PSERS system will automatically enter the end-date on all active member contract records when an employer submits the new leave or termination contract record. After our system maintenance at the end of May, it has been discovered that some active records are not being end dated. This may lead to a delay in processing retirements and refund processing.

If you have added these contract records since 5/28, please make sure to check the employee's contract record information on the Roster page in ESS to confirm that there are no open active records. If there are, an end-date that is the same as the termination start date should be added to the active record. If you added a leave record, the active record should have an end date the day before the leave start date.

On 7/18, there will be a fix put in place to correct this issue. As always it is recommended to check the Roster page for accuracy after adjusting contract records. Please feel free to reach out to your ESC Rep if you have any questions or concerns.

Thank you!

**Public School Employees' Retirement System (PSERS)**  
**Employer Service Center**  
**Bureau of Communication and Counseling**  
**5 N 5<sup>th</sup> ST | Harrisburg, PA 17101-1905**  
**Phone: 1.866.353.1844**  
**Fax: 717.772.3860**  
[www.psers.pa.gov](http://www.psers.pa.gov)

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