

Part 3 PSERS Website Updates/ Employer Accounting  
Information and Reminders

# 2020 Employer Workshop

Presented by PSERS' Employer Service Center  
Summer 2020

Welcome to part 3 of the 2020 workshop series! Thank you for attending this session with us. This year's workshop has been split into segments and is being shared via webinar because of the COVID-19 pandemic. Part 1, which was shared in May, covered the lessons learned from the implementation of Act 5 reporting. A review of the COVID-19 legislation and PSERS reporting guidance was also provided. Part 2 of the workshop was presented in June and covered General Reporting Concerns and Employer Self-Service (ESS) portal system enhancements that were part of a June software build. The first and second part of the workshop has been published to the PSERS website.

In the third and final part of the workshop, we will share the updated layout of the PSERS website and where resources can be found. We will also be covering information related to Employer Accounting and PNC Cash Con.

\*Staff introduction\*

# Agenda

- PSERS Website and Resources
  - Employer Tab Changes
  - Regional map Updated
- Employer Accounting
  - PNC Cash Con usage/issues
  - Subsidy Process
  - Contact Information



[www.pasbo.org](http://www.pasbo.org)

Today we will be sharing updates to the Employer Tab on our PSERS website so that you will be able to find information needed for reporting more quickly and efficiently. We will also be talking about some Employer Accounting reminders as well as a refresher on how the PNC Cash Con system operates.

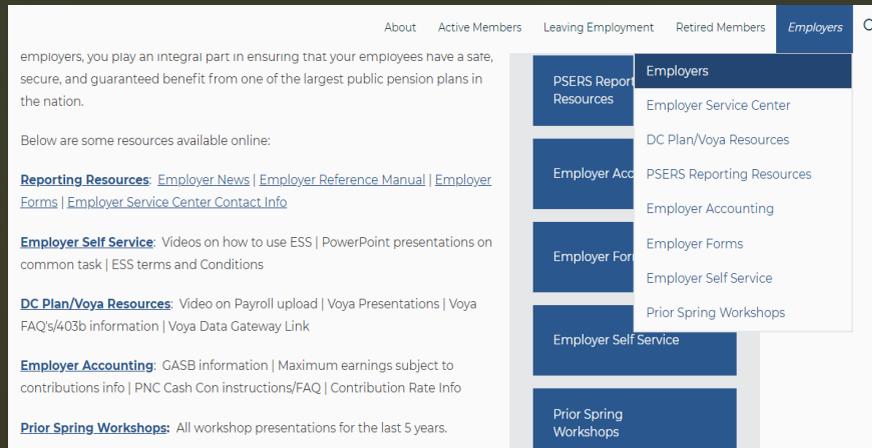
For the website portion, we will be walking through the different menu options live on the Employer tab so you can see where the resources have been moved.

# PSERS Website & Resources



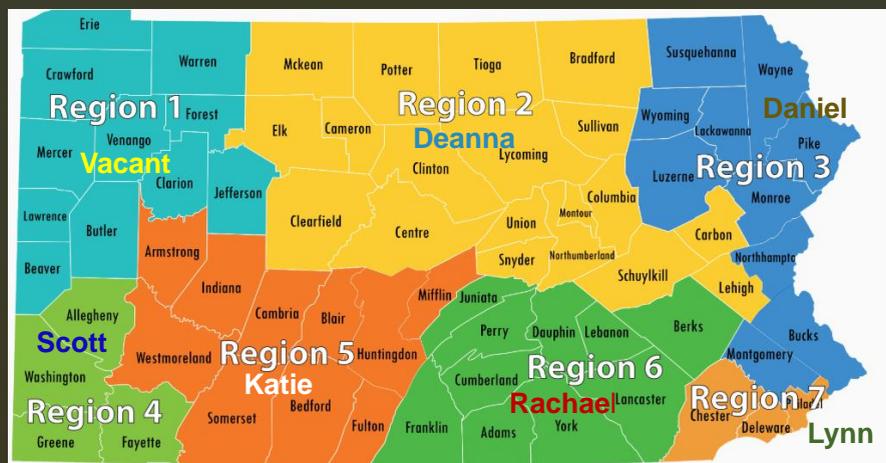
PSERS has been working hard to update and refresh the public website as a whole to make finding information easier for members and employers. At the beginning of August, the Employer Tab received a facelift. We are excited to show you where information has been placed and we would like to take you through the different tabs and highlight resources that will help you to find information you need quickly.

# Employer Tab Landing Page



To start, we created an Employer Landing Page. You can click on “Employers” at the top of the list to see the location of everything under the employer tab. The landing page names a few of the resources that can be found under each of the topics on the Employer tab options. If you are not sure where to find something, this may be a good place to skim over first. Each blue link has a list of other resources that can be found on each of the tab options so you can see the type of information related to those tabs. You can then click on the link found on the landing page or use the tab drop down on the left. On the right-hand side of most pages, a topic list is presented that will allow for easy transitioning from one resource to another as you need them.

## Employer Service Center (ESC) Regional Map Updated!



The Employer Service Center map has been updated to show that we have expanded into seven regions within the state. With the additional complexity of reporting Act 5 membership classes, PSERS recognizes the need to give you the customer service and training assistance you may need. We also realize that as we have trained new ESC reps, the person assigned to your school may have changed. Region 1—We hope to have a full-time rep for your region by the beginning of 2021. In the meantime if you need to know who your current Rep is you can look on the Employer Service Center tab on the PSERS website to see who is currently assigned to your county.

# DC Plan/Voya Resources

The screenshot shows a web interface for 'DC Plan/Voya Resources'. At the top, there is a navigation bar with icons and labels: 'Fraud, Waste and Abuse Reporting', 'FFYF', 'Processing Time Frames', 'Forms & Pubs', 'Employer Login (ESS)', and 'Member Login (MSS)'. Below this, the breadcrumb path is 'PSEBS > Employers > DC Plan/Voya Resources'. The main heading is 'DC Plan / Voya Resources'. Underneath, there are three sections: 'Videos' with a link to 'Voya Payroll Upload training video', 'Presentations' with links to 'Refresher Training', 'Act 5 Workshop', and 'PSEBS Class TG Enrollment Guide', and 'Documents' with links to 'Vendor Q&A' and 'Updated Vendor and School FAQ'. On the right side, there is a vertical menu with buttons for 'Employer Service Center', 'DC Plan/Voya Resources', and 'PSEBS Reporting Resources'.

The DC Plan and Voya Resources Tab contains information to guide you through using Voya Data Gateway (VDG) for reporting the DC component. You will find the Voya Payroll Upload training video, the specifications needed for the DC file format, and email blast notifications sent by Voya.

There are FAQ's that cover topics relating to Vendors and 403b information to ensure compliance with the Act 5 requirements. Lastly, the Voya Data Gateway User Guide and Payroll Upload Training FAQ are available here which walks you through reporting employees to Voya for the DC component. The Voya Data Gateway User Guide provides information on how to contact Voya if you have any questions.

# PSERS Reporting Resources

[PSERS](#) > [Employers](#) > PSERS Reporting Resources

## Reporting Resources

**What's New?**

- [Employer News](#)

**Manual and Guides**

- [Employer Reference Manual](#)
- [Employer Bulletin Archive](#)
- [Return to Service Exceptions](#)
- [New Employee Resources](#)
- [Planning Calendar](#)

**Forms**

- [Employer Forms](#)
- [Member Forms](#)

Employer Service Center

DC Plan/Voya Resources

PSERS Reporting Resources

Employer Accounting

The PSERS Reporting Resources tab may be the tab used most frequently. It houses the Employer News page and is also the new location for the Employer Reference Manual. You can see that the planning calendar can now be found on this page. This is a great resource to help you remember due dates for reporting and making payments to PSERS.

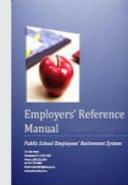
## The Employer Reference Manual

- 19 Chapters of information to assist you with system questions and PSERS reporting guidelines.
- How can we make it better? Please take the Employer Reference Manual survey!

### Employer Reference Manual

This manual provides information and instructions on submitting necessary reports to PSERS. Individual chapters are listed below for your convenience.

1. [Accessing the Online System](#) (May, 2018) (PDF)
2. [Membership - Mandatory, Optional, and Prohibited](#) (September, 2019) (PDF)
3. [Member Demographic Information](#) (May, 2019) (PDF)
4. [Member Contract Records](#) (August, 2018) (PDF)
5. [Monthly Work Report](#) (June, 2019) (PDF)
6. [Reporting - An Introduction](#) (July, 2016) (PDF)
7. [Reporting - Determining Member Contribution Rates](#) (August, 2019) (PDF)
8. [Reporting - Retirement Covered Compensation](#) (April, 2016) (PDF)
9. [Reporting - Service Time](#) (February, 2017) (PDF)
10. [Leaves of Absence](#) (May, 2016) (PDF)
11. [Reporting - Work Report Adjustments](#) (June, 2019) (PDF)
12. [Remitting to PSERS](#) (June, 2019) (PDF)
13. [Refund of Employer Retirement](#) (May, 2015) (PDF)
14. [How PSERS Responds to Work Reports and Payments](#) (April, 2015) (PDF)
15. [Purchase of Service \(POS\) - Employer Responsibilities](#) (February, 2017) (PDF)
16. [Charter Schools](#) (July, 2016) (PDF)
17. [Troubleshooting](#) (September, 2014) (PDF)
18. [File Formats](#) (April, 2015) (PDF)
19. [Contacting PSERS](#) (April, 2015) (PDF)



Whether you are a veteran or new to PSERS reporting, one of the most useful resources that you will use is the Employer Reference Manual. This is a 19-chapter document that contains everything from information on requesting access to reporting systems and how the system is used, to reporting guidelines, to who to contact when you need assistance. We work to keep this resource accurate as information changes, but the format has been the same for quite some time.

We want to hear from you about what could be changed to make this an even more useful guide. A survey was first sent on August 21st, with a reminder sent on Friday September 4th via email blast. We ask that you would respond to the survey to help us in creating resources that best serve you. If you did not receive these emails, you can also find the link to the Survey under Employer News on the PSERS website.

## New School Employee Handout

- This document is meant to be included with your welcome packet given to new employees.

**PSERS**  
PUBLIC SCHOOL EMPLOYEES RETIREMENT SYSTEM

### Information for New School Employees

**About PSERS**  
PSERS is a governmental, cost-sharing, multiple-employer pension plan to which public school employers, the Commonwealth, and school employees (members) contribute. Once you qualify for membership, you will have a defined benefit (DB) plan, a defined contribution (DC) plan, or a hybrid with both DB and DC components.

**PSERS Defined Benefit (DB) Plan**  
In the DB plan, the retirement benefit is based on a formula. The calculation used by PSERS includes a pension multiplier, your credited years of service, and your final average salary. Class T-C, Class T-D, Class T-E, and Class T-F have only a DB component.

$$\text{Final Average Salary} \times \text{Membership Class Multiplier} \times \text{Years of Service} = \text{Annual Maximum Single Life Annuity}$$

**PSERS Defined Contribution (DC) Plan**  
In the DC Plan, the retirement benefit is based on the amount of contributions made to the plan and the investment performance of those contributions. Your DC contributions and earnings, if any, are available for you to withdraw when you retire or leave employment. Class DC has only a DC component.

$$\text{Participant Contribution} + \text{Employer Contribution} + \text{Voluntary Contributions (after-tax, rollover)} + \text{Investment Performance of Your Account} = \text{Total Account Value}$$

**With PSERS, you're on your way!**  
The Public School Employees Retirement System (PSERS) and your school employer have partnered to assist you with planning and saving for your retirement.  
When you become a PSERS member, you join one of the nation's largest public pension funds. That means you're now in good company with more than 500,000 fellow PSERS members.  
PSERS has been proudly serving Pennsylvania public school employees for the past 100 years. Last year alone, PSERS disbursed more than \$6.6 billion to retirees. When it's your turn to retire, you can count on PSERS to be there for you and your retirement journey.

The New Employee Resources link has the Information for New School Employees. This handout should be included in your welcome packets when new employees are hired. It will give your new employees general information about PSERS membership.

It provides information on the formula used to determine a member's benefit, as well as what it takes to be a qualifying member. It also includes the membership class a new employee would come in at and that contributions will be withheld from the employee's paycheck. The option of waiving is also covered within this document provided the member meets the qualifications to do so.

The New Employee Resource link is a pdf resources that explains guidelines for enrolling employees.

# Employer Accounting

The screenshot shows a web page titled "Employer Accounting" under the breadcrumb "PSERS > Employers > Employer Accounting". The page content includes links for "GASB 68", "GASB 75", and "Maximum Earnings Table Link". It also features sections for "PNC Cash Con" with links to "PNC Cash Con System Instructions" and "PNC Cash Con FAQ", and "Contribution Rate Info" with links to "Correct Contribution Rates", "Employer Contribution Rates from 1960", and "Current Rates and Projections". On the right side, there is a vertical navigation menu with four blue buttons: "Employer Service Center", "DC Plan/Voya Resources", "PSERS Reporting Resources", and "Employer Accounting".

As questions come up frequently that relate to using PNC Cash Con, or what the contribution rate may have been for employers in any given year, we placed all financially-related information in one convenient location. Previously this information was spread throughout the Employerpedia. The GASB-68 and -75 links can be found at the top of the page. The instructions for using the PNC Cash Con system can be found on this page and they are laid out in the form of a slide show that you can access at any time. We will be covering some additional information on the use of the Cash Con system later in this presentation.

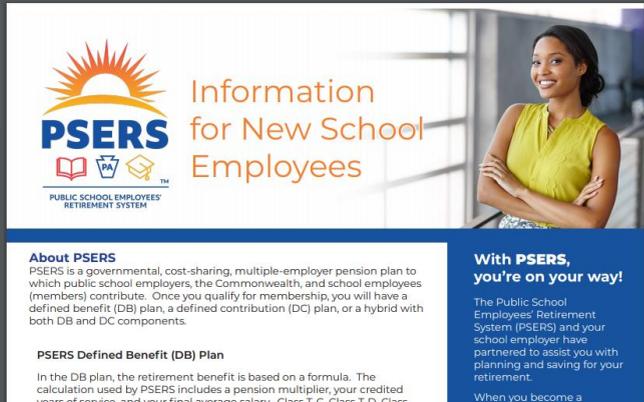
# Employer Forms

PSERS > Forms, Publications, and Presentations > Forms > Employer Forms

## Employer Forms

[Click here to view Information for New School Employees](#), (PDF)

- [Questionnaire to determine the applicant's eligibility for PSERS membership](#) (PDF) - PSRS-349
- [Authorization Agreement for Restricted \(ACH\) Debits](#) (PDF) - PSRS-610
- [Approved Leave of Absence - Employer Verification](#) (PDF) - PSRS 709A
- [Service Adjustments \(For Years 1977-2004\)](#) (PDF) - PSRS 726
- [Charter School Employer Information](#) (PDF) - PSRS 1233



The handout features the PSERS logo on the left, which includes a sun icon and the text 'PSERS PUBLIC SCHOOL EMPLOYEES RETIREMENT SYSTEM'. To the right of the logo is the title 'Information for New School Employees' in orange. Further right is a photograph of a smiling woman with her arms crossed. Below the title and photo, there are two columns of text. The left column is titled 'About PSERS' and describes the plan as a governmental, cost-sharing, multiple-employer pension plan. The right column is titled 'With PSERS, you're on your way!' and states that the Public School Employees' Retirement System (PSERS) and the school employer partner to assist with retirement planning.

The Employer Forms tab has not changed, although we do want to point out that none of our member forms are on this tab. Member forms are included in other sections of the website. As we discussed earlier, at the top of this page is the Information for New School Employees handout. Many schools use this document as part of their welcome packet for PSERS.

# Employer Self Service

PSERS > Employers > Employer Self Service

## Employer Self Service System

**Videos**

- [Home & Profile](#)
- [Roster-Manual New Hire](#)
- [Demographics](#)
- [Work Reports](#)
- [Adjustments](#)
- [Contracts](#)
- [School Contacts](#)

**Presentations**

- [ESS Training Slides](#)
- [Manual Work History Adjustment Training](#)
- [Employer Training Series-Manual New Hire](#)
- [File Upload Presentation](#)

Employer Service Center

DC Plan/Voya Resources

PSERS Reporting Resources

Employer Accounting

Within the Employer Self Service System Tab, we housed all the videos that have been created on how to operate ESS, the Roster Tab, and making work history adjustments within PSERS. These videos will be helpful if you are just learning how to navigate ESS or would like a refresher on where something can be located.

If you prefer Power Point Presentations rather than videos, we have several presentations that provide ESS overviews, as well as more specific trainings such as the Manual Work History Adjustment and Manual New Hire that can help you out if you get stuck.

# Prior Spring Workshops

The screenshot shows a web page titled "Prior Spring Workshops" under the navigation path "PSEERS > Employers > Prior Spring Workshops". The page lists links for workshops from 2015 to 2020. On the right side, there is a vertical menu with four blue buttons: "Employer Service Center", "DC Plan/Voya Resources", "PSEERS Reporting Resources", and "Employer Accounting".

PSEERS > Employers > Prior Spring Workshops

## Prior Spring Workshops

2020 - [Employer Workshop Part 1](#)  
- [Employer Workshop Part 2](#)

2019 - [Act 5 2019 Spring Workshop](#)

2018 - [Spring 2018 Employer Workshop](#)

2017 - [Spring 2017 Employer Workshop](#)

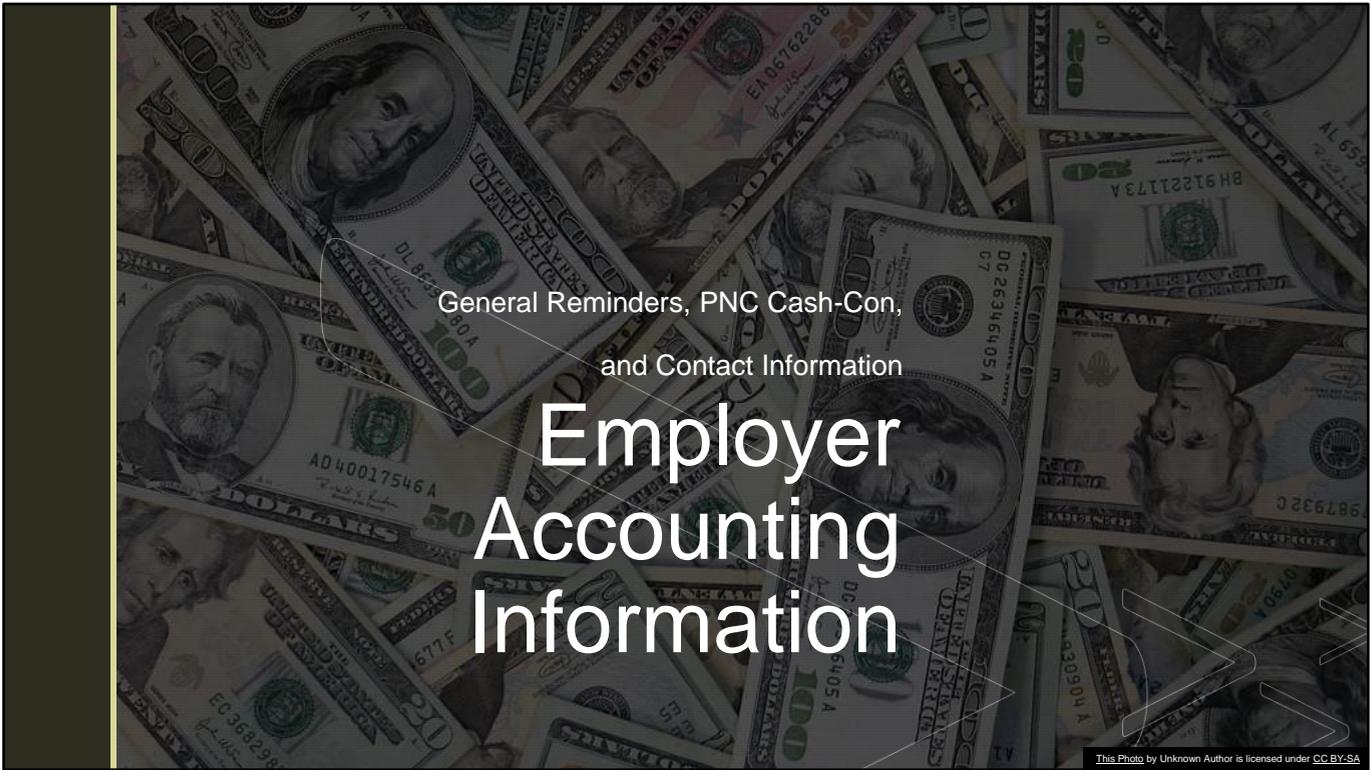
2016 - [Spring 2016 Employer Workshop](#)

2015 - [Spring 2015 Employer Workshop](#)

- Employer Service Center
- DC Plan/Voya Resources
- PSEERS Reporting Resources
- Employer Accounting

We post presentations each summer after the spring workshops have been shared, but felt there should be a dedicated place to find them easily. The Prior Spring Workshops tab is a brand-new tab created for employers to access our prior workshops! Many of you request copies of the spring workshops that we create each year. With this redesign they can all be found in one convenient location. To see the topics presented in them you will need to click on the link and then go to the Title Slide or Agenda within the presentation. They cover everything from how to report Leave records, to the changes and rules that were associated with Act 5. We will continue to post our workshops at this location moving forward for your reference.

**Presenter Note: This is the final slide you will be using to present live. Beginning with the next slide put Power Point back into presenter mode and make sure you are sharing the slide.**



Generally we share information that is specific on to how to use the ESS system, or a segment of reporting rules, but employer accounting is a huge piece of the PSERS process! In this section we'll review some general accounting information as well as the PNC Cash Con System.

## PSERS Payment Due Dates

- Member contributions and Member POS payments are due by the 10<sup>th</sup>
- Employer POS payments are due 90 days from the date of the Statement of Amount Due
- Employer Share contributions are due the 23<sup>rd</sup> of each quarter



Quarter due	Payment Due Date
2020-Quarter 1	6/23/2020 (Tuesday)
2020-Quarter 2	9/23/2020 (Wednesday)
2020-Quarter 3	12/23/2020 (Wednesday)
2020-Quarter 4	3/23/2021 (Wednesday)

Member contributions are due on the 10<sup>th</sup> of each month for the previous month. For example, on June 10<sup>th</sup> the member contributions for May are due to PSERS and paid through PNC Cash Con. This also applies to any money you are withholding from an employee's paycheck to pay off a Purchase of Services debt with PSERS.

The Employer Share Contributions are due typically the 23<sup>rd</sup> of each quarter, so March 23<sup>rd</sup>, June 23<sup>rd</sup>, September 23<sup>rd</sup> etcetera. When that payment is made it is not the quarter that just ended but for the quarter that ended previously. For example, the June 23<sup>rd</sup> payment does not cover April, May and June, but covers the months of January, February and March. The reason I said typically the 23<sup>rd</sup> of each quarter is because if the 23<sup>rd</sup> falls on a weekend, you will want to pay it the Friday before. There is a planning calendar found online under Reporting Resources that shows when payments are due to PSERS for your convenience.

If you have received an Employer Statement of Amount due for the Employer Share of a Purchase of Service, that is due 90 days from the date of the bill. These payments are made via a paper check and not through PNC Cash Con.

## DC Payment Credits

- Credits will show on your account tab
- Pay dates for Voya Submissions are included in the transaction identifier on the account tab
- Timely DC credits will apply to the Employer Share for the quarter in which they occurred.



Effective July 1, 2019, new classes were introduced that include a Defined Contribution component. DC Member and employer contributions are reported to Voya, our DC plan record keeper. When you complete your DC reporting for a specific pay date, payment is immediately withdrawn from your bank account **and submitted to Voya**. PSERS is notified about these transactions through a weekly import file and this process creates a new transaction line in the account tab showing the payroll date and the contribution amount you paid to the DC plan. This transaction will appear as a credit that applies to the corresponding work report month and reduces the overall total of that quarter's employer share bill. If credits are posted after the month they should have been applied to is closed out, then they will apply to the next quarters employer share balance due.

Voya is now advising submitting only the current pay date information on the work order scheduled for that pay date, then submitting the past work order information on a separate, manually created work order to alleviate the possibility of an error.

Voya Data Gateway is looking for work order files to have only one record per member, with a single pay date, on each work order file submitted.

## ESS Account Tab

Trans Type: All Manual Report

Status: Open

Report Status: All

Show Fund Details Show Fund Groups

Tools	Posting Date	Activity Date	Trans #	Trans Type	Trans Identifier	Trans Status	Report Status	Due Date	Emp Cont.	Mem Saving B...	Mem POS Bala...
<a href="#">Details</a>	01/21/2020	01/14/2020	2245196	DC Payment	DC Pmt 01/14/2020 for 01/15/2020 Payroll	Open			(\$1,675.04)	\$0.00	\$0.00
<a href="#">Actions</a>	01/15/2020	11/01/2019	2244370	WH Report	Billing Rpt 2019-11	Open	Released	12/10/2019	\$3,451,981.31	\$0.00	\$0.00
<a href="#">Details</a>	01/10/2020	01/10/2020	2242717	Payment	Dep. Date 01/10/2020	Open			\$0.00	\$0.00	(\$1,496.56)
<a href="#">Details</a>	01/10/2020	01/10/2020	2242716	Payment	Dep. Date 01/10/2020	Open			\$0.00	(\$728,360.70)	\$0.00
<a href="#">Details</a>	01/04/2020	12/30/2019	2239653	DC Payment	DC Pmt 12/30/2019 for 12/30/2019 Payroll	Open			(\$1,497.19)	\$0.00	\$0.00

The DC credits can be seen on the account tab.

You must use the account tab in reviewing transactions you have entered through adjustments, work reports, or payments as well as Voya DC credits and how they have applied to your account with PSERS.

Three funds display. They are: Member Contributions, Employer Contributions, and Member Purchase of Service. A black number showing in any of those columns denotes an outstanding balance still due to PSERS. A Red number in any of those columns denotes a credit, that has yet to be applied to an open receivable within the same fund. Once an open receivable appears that the credit can apply to, it automatically applies and will close that credit transaction.

Make sure to use the filters at the top to filter on transaction type, or the open and closed status. This can make it much easier to find the transaction you are looking for when doing a reconciliation for your account.

You will want to note the transaction number column as well as the transaction type column as those are going to be important when we cover making a payment through PNC Cash Con later in this presentation.

Most of you have already started to see DC employer share credits appearing on your statement. As we covered in last year's workshop those amounts are pulled by the employer share that you send directly to Voya. They only apply to the work report they are associated with and will then reduce the outstanding employer share that is due to PSERS.

For example, when you submit a work order to Voya in April, it will apply as a credit to your PSERS DB April WR.

We have held webinars previously on the use of the Account tab. If you'd like a more in-depth overview of the tab you can find a training video on the PSERS website under Employer and then the Employer Self Service System tab.

## Employer Statement of Account Summary Report

Posting Date	Trans #	Trans Type	Member Due Date	Member Savings	Member POS	Trans Identifier	Employer Due Date	Employer Contributions	Employer POS
12/01/2019				Beginning Balance	108,422.70	0.00		1,390,939.21	
12/12/2019	2233510	WH Adj.	01/10/2020	0.00	0.00	Cor Trimble 7709 FY2017-2018	03/23/2020	-20.99	
12/23/2019	2236780	DC Payment		0.00	0.00	DC Pmt 12/18/2019 for 12/19/2020 Payroll	03/23/2020	-244.53	
12/23/2019	2236779	DC Payment		0.00	0.00	DC Pmt 12/19/2019 for 12/20/2019 Payroll	03/23/2020	-260.74	
							Mar 2020 Total	-528.26	0.00
12/23/2019	2237331	Payment		-1,284,825.14	0.00	Dep. Date 12/23/2019		0.00	
12/31/2019		Ending Balance		-1,156,202.44	0.00			1,390,412.95	

Each month, around the 9<sup>th</sup>, your school receives a Statement of Account Detail Report and Statement of Account Summary Report. These two documents are uploaded to your documents tab inside ESS.

The Statement of Account Summary Report shows the beginning balance in each fund including if something was owed or if there was a credit. Then it will show the transactions for that month and the ending balance at the end of the month for each fund. This document is just a snapshot in time so make sure to use this in tandem with the accounts tab that is updated daily for the most current financial information between your school and PSERS.

# Employer SOA Detail Report

Posting Date	Trans #	Trans Type	Member Due Date	Member Savings	Member POS	Trans Identifier	Applied To	Employer Due Date	Employer Contributions	Employer POS
07/30/2019	2186061	WH Report	08/10/2019	0.00	0.00	Billing Rpt 2019-07		12/23/2019	384,417.52	
								Dec 2019 Total	384,417.52	0.00
11/07/2019	2221685	WH Report	11/10/2019	0.00	0.00	Billing Rpt 2019-10		03/23/2020	511,534.17	
11/08/2019	2221972	WH Adj.	12/10/2019	126.46	0.00	Oct 2019 D Mogregor		03/23/2020	578.15	
11/26/2019	2227195	WH Report	12/10/2019	108,296.24	0.00	Billing Rpt 2019-11		03/23/2020	484,718.84	
12/02/2019	2228602	DC Payment		0.00	0.00	DC Pmt 11/28/2019 for 11/27/2019 Payroll		03/23/2020	-309.47	
12/12/2019	2233510	WH Adj.	01/10/2020	0.00	0.00	Cor Trimble 7709 FY2017-2018		03/23/2020	-20.99	
12/23/2019	2236780	DC Payment		0.00	0.00	DC Pmt 12/18/2019 for 12/13/2020 Payroll		03/23/2020	-244.53	
12/23/2019	2236779	DC Payment		0.00	0.00	DC Pmt 12/19/2019 for 12/20/2019 Payroll		03/23/2020	-280.74	
								Mar 2020 Total	1,005,995.43	0.00

The Statement of Account Detail Report shows all the transactions that occurred during the month. It does not show the beginning and ending balances. But unlike the summary version, this one will actually show you which transactions the payments are applied to.

Both statements show DC credits and lists which payroll it is for and that lets you know which month that credit will apply to. They also now show what is currently due for the next employer share payment. That number will update as needed as you get closer to the payment date.

# PNC Cash Con information



The next topic we will be discussing is how PNC Cash con is used to make payments within PSERS and the importance of correct formatting. Also ensuring that the proper fund and transaction are being identified.

## Making Payments

- 3 Funds to Choose from:
  - Employee Contributions
  - Member POS
  - Employer Contributions

The screenshot shows a web form titled "Initiate Transaction" with the instruction "Specify requested information and click Continue, or enter transactions for specific units." Below the instruction is a table with three columns: "Unit ID", "Unit Name", and "Payment A". The table contains three rows of data:

Unit ID	Unit Name	Payment A
0000016101	0016 Employee Contributions	
0000016102	0016 Member POS	
0000016103	0016 Employer Contributions	

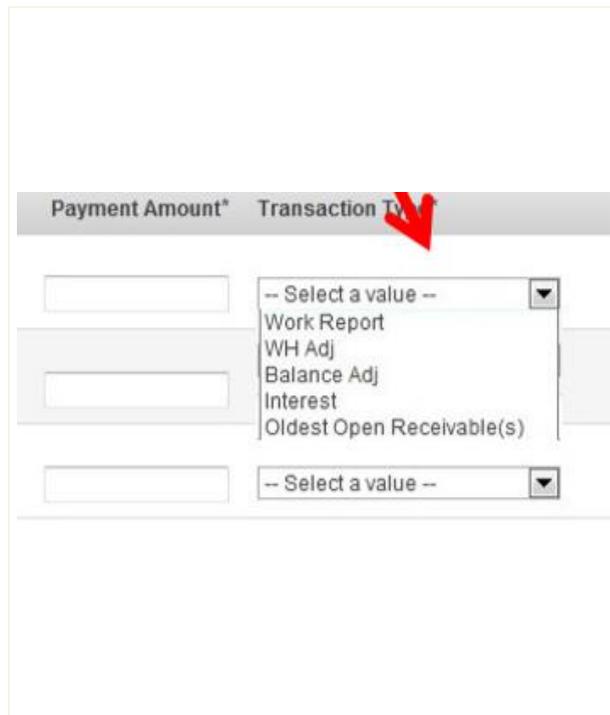
Below the table, there is a note: "indicates required field". Three red arrows point from the labels "Employee Contributions", "Member POS", and "Employer Contributions" at the bottom of the slide to the corresponding "Unit Name" entries in the table.

When making a payment through PNC Cash Con it is important to identify the correct fund that the payment is being applied to. The payments due monthly are the Employee Contributions and what is listed as Member POS in the screen shot on the slide. The final fund is the Employer Contributions. This is the fund that is paid quarterly, not monthly.

You will notice the Employer Share POS money is not listed as an option on this screen and that is because it is paid via a paper check. The ability to electronically pay for the Employer Share POS is slated as a future project so all transactions can be paid through one system.

## Payment Amount/Transaction Type

- The payment amount should match what is showing as due inside the account tab for the transaction selected.
- Transaction Type drop down allows you to chose what type of transaction you are trying to pay



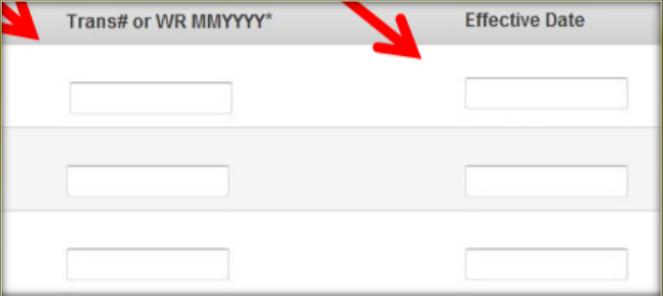
The screenshot shows a web form with two columns: "Payment Amount\*" and "Transaction Type". Below the "Payment Amount\*" header are three input fields. Below the "Transaction Type" header is a dropdown menu that is open, showing the following options: "-- Select a value --", "Work Report", "WH Adj", "Balance Adj", "Interest", and "Oldest Open Receivable(s)". A red arrow points to the dropdown menu.

When making a payment you can determine the transaction type by seeing how it is identified on your account tab inside ESS. Make sure if you are paying an individual transaction the type selected in Cash Con lines up with how it is listed on the accounts tab.

The oldest open receivable is typically used when you are paying more than one transaction at a time. This is primarily used for the quarterly payment as that covers three months at once. As a reminder, if the oldest open receivables is used, the total payment amount would then need to be equal to the total of the three months of employer share due for that quarter to PSERS.

## Transaction Number/Effective Date

- The transaction number can be found on the Account Tab
- The Effective Date is the day you want the funds taken from your bank account



Trans# or WR MMYYYY*	Effective Date
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

When making a payment for a specific transaction, enter the transaction number that is listed on the Account Tab. If you are paying a single work report, you can use either the transaction number or the work report month and year that you are trying to pay. The format for how the Work report needs to be entered is listed at the top of the column.

If you are making a quarterly payment and do not want to have to identify each transaction number as a separate payment you can choose "oldest open receivable" as the trans type as we discussed before. Enter a zero as the transaction number. The system will then pay the oldest transactions that are still open in the fund you identified this payment should apply to.

The effective date is used to determine the day you want the funds taken from your bank account. The earliest date is the next business day. A blank Effective Date will result in the payment processing on the next business date.

Once all the proper information is entered, click continue in the bottom left of the screen and then approve the transaction on the next screen which will summarize the payment you are about to make.

## Employer Accounting Contact Information

Topic	Resource Account
PNC Cash Concentration questions	<a href="mailto:RA-PSERSEMPACCT@pa.gov">RA-PSERSEMPACCT@pa.gov</a>
Subsidy Deductions or Delinquency Notification questions	<a href="mailto:RA-PSERSDELINQUENCY@pa.gov">RA-PSERSDELINQUENCY@pa.gov</a>
DC related questions or concerns (Voya)	<a href="mailto:ID-PSERSS@Voya.com">ID-PSERSS@Voya.com</a> Phone: 1-877-806-5652

Employer accounting has two methods in which you can contact them. If you are having issues logging into PNC Cash Con or general employer accounting questions you can contact them at RA-PSERSEMPACCT@pa.gov

For subsidy deduction or delinquency notification questions you can contact them at RA-PSERSDELINQUENCY@pa.gov

Finally, DC related questions would go to Voya at 1-877-806-5652 or ID-PSERSS@Voya.com

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Our Twitter and Facebook pages mainly feature retirement and investment information. Follow us @PA\_PSERS on Twitter and @PennPSERS on Facebook for news and updates that may affect you! This is a great way to find out when local Foundations For Your Future presentations are happening and other helpful information.



Thank you for  
attending!

Any  
Questions?

Thank you for attending the third session of the 2020 Workshop series. We will remain for an additional 15 minutes to answer questions using the Q/A feature.

A link to the Survey on this session has been placed in Conversation feature on the left-hand side of your Skype window, please take a few moments to click on the link and answer the questions in the survey.