

# Member Statement of Account (SOA)

Employer Action Steps for a Successful SOA Season

Presented by PSERS Employer Service Center

August 2023

# Member Statement of Account (SOA) Why is it so important?

**Engagement**-Members can see their retirement account growing each year.



**Accuracy**- If there is a mistake in reporting, it is easier to fix right away.



**Planning**-Members use their SOA to make retirement decisions.

**Statement of Account for School Year Ending June 30, 2023**Member SOA  
page 1First Last Name  
Address**Defined Benefit Primary Beneficiary(ies)**

Name

**Defined Benefit Primary Beneficiary(ies):** This section shows the person(s) or entity(ies) you currently have designated to receive a benefit in the event of your death.

- If your beneficiary is shown on this statement, please check to make sure the information is up to date.
- If your statement reads "Beneficiary Not Shown at Your Request" and you want this information listed on future statements, you can opt to display your beneficiary information through the Member Self Service (MSS) Portal or complete a new *Nomination of Beneficiaries* (PSRS-187) form.
- If "No Beneficiary on File" is shown in the block above, PSERS encourages you to name a beneficiary via our Member Self Service (MSS) module, which can be accessed from the PSERS website at [www.psers.pa.gov](http://www.psers.pa.gov).

Personal Data	
PSERS ID	0000000
Date of Birth	06/08/1986
Gender	Female
Membership Class	T-G
Contribution Rate	6.25 %

- Member's Personal Data
- Beneficiary Information
- Employer Reported Defined Benefit (DB) Information

Reported for 2022 - 2023 by Employer					
Employer(s)	Wages Without Contributions Withheld	Wages With Contributions Withheld	Contributions	Days Worked	Hours Worked
WEST CHESTER AREA SD	\$0.00	\$44,368.27	\$2,773.02	185.00	26
<b>Total</b>	\$0.00	\$44,368.27	\$2,773.02	185.00	26

# Member SOA page 2

Breakdown of Your Account				
	Contributions	Interest	Contributions & Interest	Service
Beginning Balance July 1, 2022	\$7,405.75	\$287.43	\$7,693.18	2.00
2022 - 2023 Information	\$2,773.02	\$363.19	\$3,136.21	0.02
Adjustments	\$0.00	\$0.00	\$0.00	0.00
Purchase of Service	\$0.00	\$0.00	\$0.00	0.00
Purchase of Service Adjustments	\$0.00	\$0.00	\$0.00	0.00
<b>Ending Balance June 30, 2023</b>	<b>\$10,178.77</b>	<b>\$650.62</b>	<b>\$10,829.39</b>	

Total Service Credits by Class as of June 30, 2023	
T-G	
2.02	

Listed below are your basic options. Under the basic options, you may name one or more beneficiaries and may change beneficiaries at any time. Additional options are available upon request. Contact PSERS at 1.888.773.7748 or check the Online Estimate Calculator at <a href="http://www.psers.pa.gov">www.psers.pa.gov</a> .	<b>As of June 30, 2022</b>
<b>Death Prior to Retirement</b> This amount is equal to the total value of your retirement account and will be paid to your beneficiary(ies) should you die before you retire.	\$34,281
<b>Disability Retirement</b> This disability retirement option provides you with the maximum monthly benefit payable to you while you meet the disability eligibility requirements. If you die before receiving payments equal to the total value of your retirement account, any remaining balance will be paid to your beneficiary(ies).	\$0
<b>Regular Retirement Options - Monthly Benefit with NO Withdrawal of Your Contributions and Interest</b>	
<b>Maximum Single Life Annuity</b> This regular retirement option provides you with the maximum monthly benefit for life. If you die before receiving payments equal to your contributions and interest, any remaining balance will be paid to your beneficiary(ies).	\$0
<b>Option 1</b> This regular retirement option provides you with the maximum monthly benefit for life, reduced to protect a death benefit based on the total value of your account. If you die before receiving payments equal to the total value of your retirement account, any remaining balance will be paid to your beneficiary(ies).	\$0
<b>Regular Retirement Options – Monthly Benefit with a TOTAL Withdrawal of Your Contributions and Interest</b>	
<b>Contributions and Interest Eligible for Withdrawal</b>	\$0
<b>Maximum Single Life Annuity Reduced for Withdrawal of Your Contributions and Interest</b> This regular retirement option provides you with the maximum monthly benefit for life, reduced by the withdrawal of your contributions and interest. If you die before receiving payments equal to the total of your contributions and interest, any remaining balance will be paid to your beneficiary(ies).	\$0
<b>Option 1 Reduced for Withdrawal of Your Contributions and Interest</b> This regular retirement option provides you with a monthly benefit for life, reduced by the withdrawal of your contributions and interest and to protect a death benefit based on the total value of your account. If you die before receiving payments equal to the total value of your retirement account, any remaining balance will be paid to your beneficiary(ies).	\$0

# Member SOA page 3

# Defined Contribution Participant Summary

Provided to Class T-G and T-H members in addition to the main SOA statement.

## Defined Contribution Participant Summary on June 30, 2023

<b>Defined Contribution Primary Beneficiary(ies)</b>
No Beneficiary on File

**Defined Contribution Primary Beneficiary(ies):** This section shows the person(s) or entity(ies) you currently have designated to receive a benefit in the event of your death.

- If your beneficiary is shown on this statement, please check to make sure the information is up to date.
- If your statement reads "Beneficiary Not Shown at Your Request" and you want this information listed on future statements, you can opt to display your beneficiary information through the Member Self Service (MSS) Portal or complete a new *Nomination of Beneficiaries* (PSRS-187) form.
- If "No Beneficiary on File" is shown in the block above, PSERS encourages you to name a beneficiary via our Member Self Service (MSS) module, which can be accessed from the PSERS website at [www.psers.pa.gov](http://www.psers.pa.gov).

**PSERS selected Voya Financial® as the service provider of PSERS Defined Contribution (DC) Plan.**

For more information about your PSERS Defined Contribution (DC) account, please contact Voya at [PSERSDC.voya.com](http://PSERSDC.voya.com) or 833.432.6627 (833.4DC.MMBR) . The Voya call center is staffed each business day from 8:00 a.m. to 8:00 p.m.

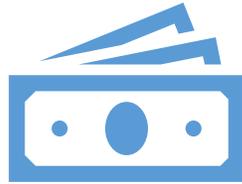
<b>DC Eligibility Points as of June 30, 2023:</b>	2.00
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A participant earns one eligibility point for each fiscal year (12-month period beginning July 1) in which school service is rendered and the participant makes a DC participant contribution to the PSERS DC Plan.

<b>Non-Vested Balance as of June 30, 2023:</b>	\$2540.41
<b>Vested Balance as of June 30, 2023:</b>	\$3080.60

The DC account balance displayed is as of June 30, 2023. For the most up-to-date balance, visit your DC account through PSERS MSS Portal.

# Getting the Member SOA Season Started



Submit the August Work Report . This completes the fiscal year reporting.



Accurate member information is needed to properly credit member accounts.



Action is needed from you within 30 days to confirm PSERS can generate statements.

# SOA Instructions Email

Good Morning,

You are receiving this email because you recently submitted your August work report, which completes reporting for the 2022-2023 fiscal year. Each fall, PSERS must distribute Member Statement of Account documents to all members. To ensure that the information displayed on the statements is accurate, we need some help from you. Please complete these action steps in the next 30 days.

Next Steps:

1. Generate the Summary Report for the 2023 year. [Instructions for Reviewing the Summary Report 2023.pdf \(pa.gov\)](#)
2. Copy the Summary Report into the 2023 template: [2023 summary template for ESS CSV Report.xlsx](#) using these instructions: [Transferring Data to the Summary Report Template Instructions 2023.pdf \(pa.gov\)](#) This template will show you which records you may need to review and correct the overall fiscal year salary and service previously reported.
3. Correct information in ESS by making the necessary adjustments. [How to complete Manual Adjustments.pdf \(pa.gov\)](#)
4. Re-run the Summary Report. Do you still have rows that may need corrected? After making adjustments, confirm that the new values match your records. Adjust information as necessary.
5. All done with your review? **Confirm** that you are done with these steps by sending an email to your ESC Rep stating that PSERS can run Member Statements of Account for your employees.

\*Please note: All 2023 reporting/service (DB and DC) needs to be correct, however, the Member Statement of Account information is dependent on completing adjustments for the Defined Benefit reporting (PSERS work reports). The Defined Contribution component reported on the statement is based on information within the members DC account (Voya reporting) as of June 30, 2023. The DC reporting still needs to be corrected but any changes made after June 2023 will not appear on the PSERS Member SOA. Members can go into their DC accounts at any time to see their current balance.

Please contact your ESC Rep by email or call 1.866.353.1844 for assistance. Thank you.

# Employer Actions Steps for SOA

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## Timeframe for review:

**30 Days -**  
starting when  
you receive  
your SOA  
email.

1. Generate the Summary report
2. Copy the Summary Report into the Summary Report Template
3. Review your Summary Report with focus on the highlighted rows
4. Correct information in ESS by making the necessary adjustments.
5. Re-run the Summary Report. All done with your review?
6. CONFIRM that you are ready for PSERS to generate Member SOAs for your employees by sending an email to your ESC Rep.

# Summary Report Information

## **What is a Summary Report?**

This report shows all wages, service and defined benefit (DB) contributions that were reported through PSERS work reporting for each of your employees for that fiscal year.

## **How do I generate a Summary Report?**

Use the Generate Reports link on your ESS Home Page to run the Summary Report for the fiscal year that closed in June.

## **How do I use the Summary Report?**

The Summary Report is a tool to help you reconcile what was reported to PSERS compared to the information for each employee in your payroll software.

The Summary Report helps you to identify if data reported to PSERS is incorrect and requires corrections to be accurate.

# Step 1 - Summary Report

How to generate and read the report

REPORT



# Generating the Summary Report

The screenshot displays a web application interface. On the left is a dark blue sidebar menu with the following items: Home, Employer Info, Documents, Roster, Work Reports, Import Files, Transactions, Forms and Reports, FAQs, and Contact Us. The main content area has a white background. At the top right, it says 'Your ESC Representative: NOLLAU, CATHERINE'. Below this is a 'Shortcuts' section containing several links, each with an icon and a description. The first link, 'Generate a Report >', is highlighted with a red rounded rectangle. The other links are: 'Employer Reference Manual >', 'PNC Cash Concentration >', 'PSERS External Linking Policy >', 'GASB Links >', 'Voya Employer Self Service Portal >', and 'W-9 Forms >'.

Home

Employer Info

Documents

Roster

Work Reports

Import Files

Transactions

Forms and Reports

FAQs

Contact Us

Your ESC Representative: NOLLAU, CATHERINE

### Shortcuts

-  [Generate a Report >](#)  
Run an Employer Self-Service report
-  [Employer Reference Manual >](#)  
This manual provides information and instructions on submitting necessary reports to PSERS
-  [PNC Cash Concentration >](#)  
Use Cash Concentration to make a payment to PSERS
-  [PSERS External Linking Policy >](#)  
External Linking Policy and Disclaimer
-  [GASB Links >](#)  
Employer GASB 68 & 75 Links to Information
-  [Voya Employer Self Service Portal >](#)  
Report Salary and Defined Contributions to Voya for Class T-G and T-H members and Class DC participants
-  [W-9 Forms >](#)  
PSERS DB and DC Plan W-9 Forms

# Generating the Summary Report

- Six types of reports can be created on demand.
- Select the Summary Report and click the Next button.

Scheduling a Report ×

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1 ————— 2  
Report Report parameters

Please select a report from the following list:

- ESS - Employer POS NQ Refund Report
- ESS Employer summary report
- ESS Employer total service credit report
- Employer Notification CROQ Report
- Open and Past Due Employer Transactions
- Open and Past Due Member Transactions

# Generating the Summary Report

- This report requires a specific fiscal year to be entered.
- Only one fiscal year can be entered at a time.
  - **Correct Example: 2023**
  - Not accepted: 22/23 or 2022/2023
- Click Schedule at the bottom right to confirm your report.

Scheduling a Report ×

Report 1 — Report parameters 2

Please enter the following details for this report request

Notify me when the report is done

Send a status notification to `scorainey@pa.gov`

Export Type

PDF  CSV

Schedule Type

One Time  Recurring

You must enter the "Fiscal Year" below if requested for this report type.

Fiscal Year \*

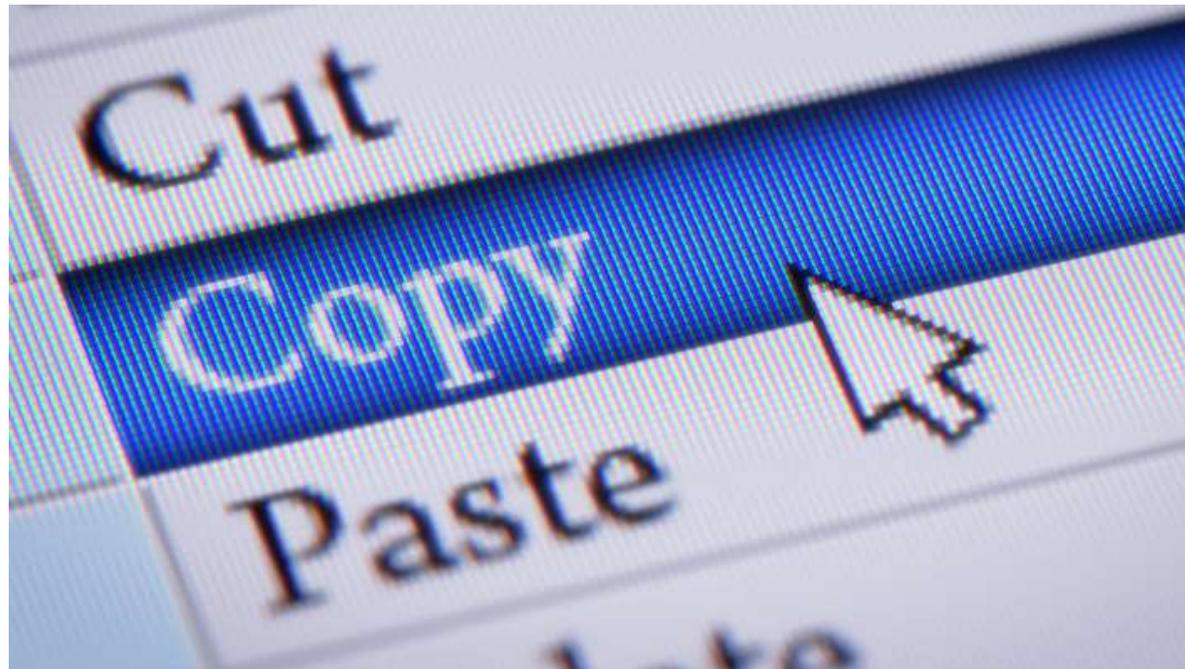
2023

# Generating the Summary Report

- After the summary report is generated, it will show on the Forms and Reports page under Reports.
- Clicking on the report will cause it to pop up at the bottom.
- Open the FY 2023 Summary Report CSV file from your computer.

Previously-Run Reports	Status	Image	Inserted Date	Process Start Date
<a href="#">ESS Employer summary report</a> >	Processed successfully		07/10/2023 09:55 AM	07/10/2023 09:56 AM

## Step 2 - Copy the Summary Report into the Report Template



# Transferring Data to the Summary Report Template

1. Open the FY Summary Report CSV file from your computer.
2. Highlight the information contained in the Member Name Field through the POS Field for all of your employees.
3. Select Copy
4. Go to the Summary Report Template

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W
1	Employer Summary Report																						
2		Employer ###		Employer Nam	TEST SD					Fiscal Year :	2022							Run Date :		7/27/2022			
3																							
4	Member Name		SSN		Wage Type	Hours	Days	Base		URCC	OT	SUPP	Total Salary	WNC	Contributions	POS	Mem Savings	EMP SH	EMP PA				
5	LAST NAME, FIRST NAME		000-00-0000		Salary	40	181	50,000.00		0	0	500	50,500.00	0	3787.5	0	3787.5	0.00	0				
6	LAST NAME, FIRST NAME		000-00-0000		Hourly	1300	1	10,000.00		0	0	100	10,100.00	0	757.50	0	757.50	0.00	0				
7	LAST NAME, FIRST NAME		000-00-0000		Per Diem	0	50	5,000.00		0	0	0	5,000.00	0	375.00	0	375.00	0.00	0				

# Transferring Data to the Summary Report Template

6. Click in the first available block on the Summary Template.

7. Right click in the box, select Paste.

8. Your information should now be pasted to the spreadsheet. You should see highlighted rows and red comments in the Recommended Action Field.

**\*\*Important\*\* For 1000+ employees on your Summary report you must copy the formula in columns Y, Z and AC down to the bottom of your spreadsheet.**

	A	D	F	H	I
1	Member Summary				
2	Gener				
3	Member Name	SSN	WageType	Hours	Days
4	Paste special - all merging conditional formats				

Step 3 - Review your Summary Report with focus on the highlighted rows



# Summary Report in the Template

Use the Recommended Action column to spot potential reporting errors quickly.

	A	D	F	H	I	J	M	N	O	P	Q	R	S	T	V	X	Y	Z	AA	AB	AC		
1	# (Your school code)																						
2	Member Summary for Fiscal Year Ending June 2023																						
3	Generated on 07/10/2023																						
3	Member Name	SSN	WageType	Hours	Days	BASE	URCC	OT	SUPP	Total Salary	WNC	CONTRIB	POS	0	0	0	Hourly Rate	Daily Rate			Recommended Action:		
4	Member Name	SSN	Wage Type	Hours	Days	Base	URCC	OT	SUPP	Total Salary	WNC	Contributions	POS	0	0	0	#VALUE!	#VALUE!			#VALUE!		
5	LAST, FIRST	000-00-0000	Per Diem	0	135.29	21,646.40	0	0	0	21,646.40	0	1,352.90	0	3,208.21	12,490.72	355.03		160.00					
6	LAST, FIRST	000-00-0000	Hourly	1,206.00	0	25,315.50	0	0	0	25,315.50	0	1,898.71	0	4,100.09	15,963.07	453.75	20.99						
7	LAST, FIRST	000-00-0000	Salary	0	0	89,554.30	0	0	0	89,554.30	0	6,716.60	0	660.57	2,571.83	73.11					No service reported - adjustment needed		
8	LAST, FIRST	000-00-0000	Salary	15	0	51,023.16	0	0	450	51,473.16	0	3,860.55	0	5,193.86	20,221.39	574.82	3,431.54				Do adjustment if wages or service are incorrect		
9	LAST, FIRST	000-00-0000	Salary	2	0	36,067.24	0	45.41	0	36,112.65	0	2,888.94	0	297.48	1,158.18	32.92	18,056.33				Do adjustment if wages or service are incorrect		
10	LAST, FIRST	000-00-0000	Salary	0	0	61,415.86	0	0	0	61,415.86	0	6,633.00	0	2,229.65	8,680.77	246.74					No service reported - adjustment needed		
11	LAST, FIRST	000-00-0000	Salary	15	0	50,437.62	0	0	450	50,887.62	0	3,180.47	0	87.79	341.79	9.71	3,392.51				Do adjustment if wages or service are incorrect		
12	LAST, FIRST	000-00-0000	Hourly	1,866.00	0	32,433.52	0	2,126.28	0	34,559.80	0	2,592.02	0	0	0	0	18.52						
13	LAST, FIRST	000-00-0000	Salary	0	0	74,958.66	0	0	0	74,958.66	0	5,621.94	0	1,062.94	4,138.43	117.64					No service reported - adjustment needed		
14	LAST, FIRST	000-00-0000	Hourly	656	0	9,501.15	0	0	0	9,501.15	0	760.09	0	4,954.38	19,288.96	548.27	14.48						
15	LAST, FIRST	000-00-0000	Per Diem	0	0.5	0	0	0	0	0	48.75	0	0	3,186.20	12,404.90	352.63		97.50					
16	LAST, FIRST	000-00-0000	Salary	0	0	58,419.72	0	0	0	58,419.72	0	4,381.56	0	5,399.56	21,022.24	597.52					No service reported - adjustment needed		
17	LAST, FIRST	000-00-0000	Salary	15	0	51,266.88	0	0	450	51,716.88	0	3,878.73	0	0	0	0	3,447.79				Do adjustment if wages or service are incorrect		
18	LAST, FIRST	000-00-0000	Hourly	1,212.00	0	25,305.00	0	0	402.16	25,707.16	0	2,056.57	0	5,661.69	22,042.87	626.57	21.21						
19	LAST, FIRST	000-00-0000	Salary	121	0	59,057.28	0	0	3,805.00	62,862.28	0	4,714.64	0	4,669.21	18,178.69	516.71	519.52				Do adjustment if wages or service are incorrect		
20	LAST, FIRST	000-00-0000	Salary	0	0	74,482.58	0	0	0	74,482.58	0	5,586.17	0	78	303.68	8.63					No service reported - adjustment needed		
21	LAST, FIRST	000-00-0000	Salary	0	0	47,689.18	0	0	0	47,689.18	0	3,576.76	0	0	0	0					No service reported - adjustment needed		
22	LAST, FIRST	000-00-0000	Hourly	1,067.00	0	19,471.25	0	0	259	19,730.25	0	1,479.78	0	5,284.32	20,573.64	584.8	18.49						
23	LAST, FIRST	000-00-0000	Hourly	693	0	3,410.00	0	0	0	3,410.00	11,814.00	213.13	0	4,649.17	18,100.82	514.49	21.97						

# How to read your Summary Report

- Total Salary--Sum of the BASE, URCC, OT, and SUP columns
- Contributions (DB)--Reflects the combined amount reported on your monthly reports and should equal what was actually withheld from each employee
- Each wage type that you report for a member will have its own row (hourly, salaried, per diem)
- WNC is listed separately and is not included in Total Salary.



Step 4 - Correct information in ESS by making the necessary Adjustments.



# Incorrect Information and Adjustments

- If you find that the information on the Summary report is incorrect you will need to enter an adjustment for that employee.
- Adjustments are necessary if it is going to change the outcome of the members total salary or service credit
  - Example: You reported 168 days, but the days worked was actually 180. You will need to make the correction to add 12 days. This is a necessary adjustment because a full service credit is 180 days.
  - Example: You reported 192 days of service, and the employee actually worked 188 days. This employee received 1 year of service credit because over 180 days was reported. A service adjustment would have no impact on the member's account.
- Adjustments can be entered two ways
  - Manual adjustment
  - Mass adjustment via file upload

# WNC – Wages No Contribution Adjustment Hint:

- If all earnings were reported as WNC and you need to adjust just the service, please enter 1 penny (0.01) in the WNC field
  - This will tie the days or hours to the WNC and ensure that service credit (negative or positive) will not show in the person's account. Service is not credited for non-qualified WNC unless the member decides to purchase it. Qualified WNC will automatically be billed by PSERS, and the service credit will apply when the purchase is processed.



# Entering Adjustments

- To enter a manual adjustment, go to the Work Repots page in ESS.
- Click on Manual Adjustment in the upper right corner.
- Please make sure you **do not** select Manual Work Report.

The screenshot displays the ESS Work Reports interface. On the left is a dark blue navigation sidebar with icons and labels for Home, Employer Info, Documents, Roster, and Work Reports. The main content area has a header bar with the text 'Your ESC Representative: NOLLAU, CATHERINE'. Below this is a section titled 'Work Reports (including Adjustments)'. In the top right of this section, there are two buttons: 'Manual Work Report' and 'Manual Adjustment'. The 'Manual Adjustment' button is highlighted with a red rectangular box. To the right of the 'Manual Adjustment' button is a 'Filters' button with a blue notification badge containing the number '1' and a help icon. Below the buttons is a filter bar showing 'Filter: Activity Date (07/10/2022 to 07...' with a close button. At the bottom, a table header is visible with columns: Posting Date, Activity Date (with a sort icon), Trans # (with a sort icon), Type, Identifier, Status, and Report Status.

# Rename the Identifier

Click in the identifier box to rename the Identifier to what will appear on the monthly statements

Create Manual Work History Adjustment ×

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1 ————— 2

WHA Dates Confirmation

You are creating a Manual Work History Adjustment.

Identifier\*  
FY 2023 Adjustments

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Start Date  
07/10/2023

Stop Date  
07/10/2023

Agreement Name  
MASTER AGREEMENT

Cancel Next

# Begin the Adjustment

<input type="checkbox"/>	Posting Date	Activity Date	Trans #	Type	Identifier	Status	Report Status
<input type="checkbox"/>	07/10/2023 >	07/10/2023	2655678	WH Adj.	Billing Report 7/10/2023	Open	Initial

## Work History

Edit

More

Filters

Errors	SSN	Name	Reason	Wage Indicator	Contrib Withheld	Payroll Corrected In	Wage Type	FY	Work Status	Base
--------	-----	------	--------	----------------	------------------	----------------------	-----------	----	-------------	------

There are no rows in this report.

## Edit Work History Details

<input type="checkbox"/>	Errors	Search/SSN	Name	Reason	Wage Indicator	Contrib Withheld	Payroll Corrected In	Wage Type	FY	Work Status	Base	URCC	OT
--------------------------	--------	------------	------	--------	----------------	------------------	----------------------	-----------	----	-------------	------	------	----

No data found.

More

Filters

X

- Add Member
- Add Ten Members
- Copy Selected
- Delete Selected
- Export Work History Details

# Entering the Adjustment Information

Edit Work History Details

<input type="checkbox"/>	Errors	Search/SSN	Name	Reason	Wage Indicator	Contrib	Payroll Corrected	Wage	FY	Work
<input type="checkbox"/>		test								
Total for All Records										

Search ×

	Sort Name	SSN	Birth Date
<input type="radio"/>	TEST, TEST	XXX-XX-1234	10/03/1999

<input type="checkbox"/>	Errors	Search/SSN	Name	Reason	Wage Indicator	Contrib Withheld	Payroll Corrected In	Wage Type	FY	Work Status	Base
<input type="checkbox"/>		XXX-XX-1234	TEST, TEST	Payroll Correction	Yes	Yes	06/30/2023	Salaried	2023	ACTIVE - Actively Working	\$100.00
Total for All Records											\$100.00

# Mass Adjustments



- A mass adjustment is completed by using a Mass Adjustment Template.
- All information goes onto the template, then the adjustment file is uploaded into the system.
- This method should be used if there are many members to adjust at the same time.
  - Example: Balance of Contract was reported for the wrong year for all teachers. One mass adjustment would take the salary out of the incorrect year, and another mass adjustment would be completed to enter the salary into the correct year.

# Correction Example #1

Member has 180 days reported but they only worked 80 days; you will need to submit an adjustment for -100 days.

When making adjustments to correct data:  
Adjustments should be submitted for the **DIFFERENCE** of what needs to be reported.

## Correction Example #2

Member has \$29,000 in Base reported but their base salary was actually \$30,000

You will need to submit an adjustment to add \$1,000 in the Base field along with the appropriate Contributions.

## Steps 5 & 6

After any adjustments have been submitted and released, re-generate your Summary Report to verify it matches your records.



If everything is reported correctly, CONFIRM that you are ready for PSERS to generate Member SOAs.

**Send an email to your ESC Rep. stating that SOAs can be sent to your employees.**

# A Few More Details....

Make necessary adjustments: If total wages or service are accurate, you do not need to move them to different “buckets”.

PSERS must issue Member Statement of Accounts by Dec 31st

DC adjustments still must happen but if these changes occur after June 30, they will not appear on the member's SOA until next year.

Be sure to review total wages/service for employees working multiple positions.

The earlier you complete your review, the better.

# Employer Actions Steps for Member SOA Season

## Timeframe for review:

**30 Days -**  
starting when  
you receive  
your SOA  
email.

1. Generate the Summary report
2. Copy the Summary Report into the Summary Report Template
3. Review your Summary Report with focus on the highlighted rows
4. Correct information in ESS by making the necessary adjustments.
5. Re-run the Summary Report. All done with your review?
6. CONFIRM that you are ready for PSERS to generate Member SOAs for your employees by sending an email to your ESC Rep.

Questions?  
Thank you for  
attending!

