

2025 SPRING WORKSHOP

Presented by PSERS Employer Service Center



Welcome to the 2025 PSERS Employer Workshop! Before we begin......



When we surveyed for possible training topics, the most common topics requested were related to how to resolve errors and warnings in the system when processing work reports and understanding how to reconcile or match up charges and payments to payroll. We've separated the information into 2 parts, the first focusing on Work Reports, and the second focusing on using the information in the PSERS Employer Self-Service, known as ESS, to help you manage payments, contribution rates, and be sure that what is being processed in your payroll matches the reporting you're submitting so you have less corrections to make at the end of year.



PSERS Reporting includes all members, including Class DC members and part time employees who have not yet qualified for membership. However, only the defined benefit (DB) contributions are reported alongside the wages and service on the PSERS work report. Today's training focuses only on the Defined Benefit (DB) reporting that is submitted through the Employer Self-Service (ESS) portal.

For qualified members who are part of Classes TG, TH, and DC, reporting is also submitted directly to Voya to provide the Defined Contribution (DC) participants and employer contributions. Information about that process and how Voya PayCloud (VPC) works, please see the DC Plan/Voya Resources section of the website.



Today we are concentrating on the Defined Benefit (DB) reporting for PSERS, but I want to take a moment to review DB reporting versus DC reporting. While the DB is reported monthly, almost one month after payroll, DC reporting occurs every payroll. DC reporting involves less validations as it only gives warnings for employee participation in DC and the contributions percentage to the reported wages. Voya will validate if an employee's demographics are on file with Voya and if that participant is showing as terminated. Contribution percentage is verified based on the employee's class election and if there is an ATC or voluntary additional contribution election by the member.



Before being able to submit work data for your employees, we need other critical information such as who they are, and what job they are doing for you. Demographics and contract record information can be submitted manually in one step through the Manual New Hire process or through two separate uploaded files. Work reports and Adjustments can be submitted manually, or through an uploaded file. The information builds on each other and should be submitted in this order to avoid errors. Any contract record additions or changes during the month you are reporting for should be completed before working on your monthly work report to avoid errors. For those new to reporting, Chapter 6 in the Employer Reference Manual on the PSERS website provides an overview of the order and when files should be submitted. One of the most critical pieces of information needed after someone is newly enrolled is determining that employee's membership class and contribution rate. Will discuss this in more detail later in the presentation.

Changes to Demographics or Contract Records should not occur while a work report is in Pending Status.

WHAT IS A WORK REPORT?

A work report provides PSERS a monthly total of wages earned, contributions withheld, and service rendered for the defined benefit (DB) portion of the PSERS plan.

Wages must be reported for all employees for the month unless the employee:

- Has waived PSERS membership
- Participates in an alternate retirement plan
- Is a PSERS retiree working under an emergency return to service provision
- Is on an unpaid or non-contributing leave



Initially, the demographic and contract record information is the most important aspect of a new employee's account but as time moves forward, the work reporting becomes the central element in crediting them with wages and service earned. The work report provides PSERS with wages, contributions withheld, and service rendered. All of your employees should be part of the work report, regardless of membership class or if they have qualified or not, unless they have waived membership in PSERS, participate in an alternate plan (available at some universities or charter schools) or they are a PSERS retiree working under one of the emergency return to service provisions.

PT members who have not yet qualified for membership need to be included on work reports because they may be working for more than one employer and reach qualification through a combined number of days or hours.

WORK REPORTS



- Work reports are submitted by file upload or created manually.
- Reporting must match wage type/status of member's contract record for the month being reported.
- A manual or file upload work history adjustment is used to correct member data.

Work Reports can be submitted by file upload or created manually. Although either option is available, typically employers that do not use a payroll software provider submit their work reports manually and larger schools upload a file from their payroll software. Make sure if you are attempting to complete a manual adjustment that you do not select manual work report in error. This causes major issues that are difficult to reverse.

Work reports should match the wage type (salaried, hourly, per diem) and status of a member's contract record for the month being reported. If adjustments are being made, they also need to correspond with the matching wage type/status of the member's contract record during the time frame.

Additionally, once a work report has been approved and is in a "pending" status, no other transactions may be made for that member until that action has changed to "released." For example, if you upload a work report and an hour later you realize that an adjustment for the same fiscal year should be made, an error will populate when you go to save the adjustment. The message will indicate that there is already something in progress for the same fiscal year. Transactions are usually "released" twice a day with a batch running over lunch and again overnight so the adjustment

would need to be re-entered after the initial transaction has been released in the system.



Work reports may be submitted through an upload process or by creating a manual work report via Employer Self-Service (ESS) by the 10th of each month and then approved/submitted to PSERS no later than the 20th of the month for the prior month's activity. PSERS recommends employers submit work reports prior to the due date for Member (Employee) Contributions and Member (Employee) Purchase of Service Installment amounts due. When a work report is submitted, PSERS calculates the amount due charged to the Employer's PSERS Account. This knowledge will aid with timely and accurate payment submissions and will enable PSERS to apply the total billed amounts accurately on the Transactions Page and the monthly Statement of Account.

If a work report is received late, interest charges may be assessed and all or a portion of your quarterly employer share subsidy reimbursement from the Commonwealth could be delayed.



For this part of the presentation, we will focus mainly on a work report upload. However, many of the errors discussed occur on both manually generated reports and uploaded reports. There are two different error types within an uploaded work report. File Header Errors and File Details Errors (Report Errors). Header errors must be resolved, or the entire report will process with zero valid rows. If report errors are not resolved the row with the error will fall off of the report but the remaining rows will process successfully. A report should have zero detail errors when it is submitted.



The header of an uploaded report describes the file and what is contained within it.

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1	Validated Successful R003333092024000230001559878.21000000000.00000030719.1200000000.0000000000.0000000000.00000000		
		- Siller	

After uploading a work report you can click on the "File Header" link to view the Header Row of the report. Shown here is an example of a header row of an uploaded work report that has been validated successfully without errors. Demographic and contract record uploads will also have a header row that looks similar to this. A work report header is designated with a leading "R", a demographic report starts with a "D", and a contract record report a "C".



All those numbers mean something! Let's take a minute to break it down. In yellow is the letter "R" indicating that this is a work report file. Your reporting unit number is the first six digits followed by the six-digit month and year of the report. Most employers have a 4-digit code, but some only have two or three digits. Zeros will fill in the spaces at the beginning to fill up this six-character space in blue. This header row shows a monthly report for September of 2024 in green. The system looks for a 2-digit month and 4-digit year.

The next six digits are the detail record count in purple. This report shows 230 rows. The detail record count is also shown in the bottom left of the File Details page. If you make changes to add or delete rows to the report, this number will need to be corrected.

In the middle is the information within the report.

Then finally is the time stamp located at the end of the header row following the date and time the file was created displayed in military time. This file was uploaded into ESS on Oct. 09, 2024, at 10:36 am.

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nport Files / File De	tails					Validate :
File Details File	Header					
4 608093 Nescription 2000435	Import Header Status Validated with Errors	Rows Imported 231	0	Valid Rows 0	Rows Deleted Last Updated On 01/02/2025 10:07:03 A	Rows Added

After uploading the report, if there are zero Invalid Rows and zero Valid Rows, that is an indication that there is a header error that must be corrected. If the error is not corrected the entire report will not be processed.

If an incorrect file was uploaded the report should be voided and a new file should be uploaded. To void a report, click on the three dots and "more" in the upper right corner. A voided report will not be removed form the Import Files Page, but it will be designated as voided and can no longer be edited or submitted.

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			PSERS

If there is a header error, click Error/Warnings under the Actions column to view the error. If you have determined that the header should be corrected, click edit in the top right corner. To clear the error, click Validate after editing.

СОММ	ON HEADER ERRORS	
	Record Detail Count does not match the number of Detail Records	
	Identical file already processed	
	Invalid report type	
	Future Work Reports cannot be created	
		PSERS

Here are the most common header errors.

Record Detail Count does not match the number of Detail Records- Adding or deleting rows sometimes requires you to change the detail record count. You can find the number of rows in a report at the bottom left of the Field Details page.

Identical file already processed- This error most often occurs if a file is processed with zero valid rows in error and the employer re-uploads the report. To correct this, the time stamp will need to be changed.

Invalid Report Type- If the wrong report type is selected, you will get a hard stop error and will not be able to upload the file.

Work Reports in the future can not be created- Work reports must be uploaded and processed in monthly order. If you receive this error either the header is showing the wrong month and year, or you are attempting to upload a report out of order.

If you encounter other unusual header errors, reach out to your ESC Rep for assistance.



Detail errors occur for rows in a work report that contain an error of your employee's reporting. If not corrected, these invalid records are considered fatal, and the information will not be transmitted to PSERS. In other words, they will "drop off" your work report. If the information is not corrected before the work report is approved, you will need to submit a work history adjustment for that member.



Click on "File Details" to check for errors and warnings. If errors are not corrected, they will fall off of the report after processing. Warnings will process, but the row should be reviewed for accuracy before processing.

Clicking on the "Errors/Warnings" link beside the row will display what the specific error is for that employee. We will discuss the most common detail errors that are displayed in the next several slides.

FILTERING TO FIND ERRORS/WARNINGS	
	Filters Apply Reset X
Click on the Filters button	Collapse All
Edit <u>i</u> More Riters	Filter by Control Cont
	Q Search
	None
Selecting Any Error will filter to only errors	✓ Any Error
Selecting Any Exception will filter to only warnings	Any Exception
Selecting Ary Exception withiner to only warnings	Any Informational
	ERR- Member Demographic Record File must be sent and processed prior
Selecting each error will filter to that error	ERR- Days must be greater than zero if wage type is Per Diem
	ERR- WNC amount must be zero for Full-time PSERS members

After uploading a work report, if there are any report errors or warnings you will need to edit the employee's row within the report. You can either go through the entire report to find any "errors/warnings" or you can use the filters to filter for any rows that need attention.

	Click here to edit rows within the report	Validate to clear errors/warnings after correcting and saving
Import Files / File Details		Validate : More
File Details File Header		
Import Details		Edit : 10 More Filters
mport Details		Edit : M More File

Begin correcting by clicking edit on the right side of the Import Details. A new window will populate where you can make your corrections. After correcting the row, click "Save" and then click "Validate" in the top right corner. Validating checks for issues and clears any errors you may have corrected. You may validate as many times as needed to clear errors. Selecting process under the three dots in the top corner to process the report may only be selected one time as this will submit the report. There can not be any corrections made after processing.

COMMON REPO	ORT ERRORS		
No valid member contract	Annual Service must be reported	Contribution Rate	Wage type does not match
Work Status does not match	Duplicate record	Qualified members can't be reported with WNC	Retired member
			PSERS ଜାଙ୍କିକ୍ 21

Ideally, your payroll software will create a file with zero error rows, but that is not always the case. Many different errors can be received on a work report, but we will be focusing on the most common ones. Here are some of the most common detail errors that ESC encounter regularly.

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Error:	No v	alid	member contract was found for	r the re	port	perio	od and/or fiscal year
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Ch	ieck t	he m	ember's contract records by using	the Rost	ter Pc	age	
Import E	Frrors ar	nd Exce	ptions (for more information, click the "?")	0 ×			
Seq No	Туре	Row	Message				
	Error	1	No valid member contract was found for the report period and/o	or fiscal year			
160				Import Err	rors and	Exceptio	ns (for more information, click the "?") $ \oslash imes $
160							
160				Seq No	Туре	Row	Message

PSERS systems will not know where to credit service or wages if there is not a valid contract record. The contract record tells PSERS when the member started, what their position is, what their employment type is [FT, PT] and their wage type [salaried, hourly, per diem]. Therefore, when you are reporting the month's information for a member, the system will validate that you are entering against a current contract record.

Example:

An employee has a contract record that identifies to the system that they are a fulltime hourly employee. If the work report uploads the information as FT per diem you will receive an error. There is no contract record identifying the employee as per diem.

FRROR	ONTAC	T FS	CF	REPORTING AFTER THE BOC I) ATF
rror: Contact	ESC whe	n repo	orting	after the BOC (Balance Of Contract) I	Date
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	Import Er	rrors and	Exceptio	ons (for more information, click the "?") $\textcircled{0}$ \times	
	Seq No	Туре	Row	Message	
			1	Contract ESC when reporting often the DOC date	DSED
	7	Error		Contact ESC when reporting after the BOC date	🗘 🖗 🔇

Contact ESC when reporting after the BOC Date. If a member has terminated or passed away, and there is no BOC Date populated on their contract record, you will see this error. Contact your ESC Representative and we will instruct you on how to proceed. If the member has already retired, the BOC date cannot be changed by ESC. The member's information will need to be reported as an adjustment and their retirement benefit will subsequently be adjusted by PSERS. It is important to set BOC flags/date correctly when entering termination contract records to avoid the consequences of this error.

EKKUK.	DAYS/HOL	JRS MUST BE GREATER THAN ZERO	
Error: Da Diem/Hc	ys/Hours mus ourly	t be greater than zero if wage type is Per	
Per Dier	n and Hourly er	nployees must have service reported monthly	
Enter th	e days/hours w	orked, save, and validate to clear the error	
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Import Errors and Ex	ceptions (for more information	n, click the "?") ⑦ ×	
Seq No Type Rov	ceptions (for more information	n, click the "?") ⑦ ×	
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Seq No Type Rov	ceptions (for more information Message Hours must be greater than zero	n, click the "?")	-
Seq No Type Rox 6 Error 1	ceptions (for more information Message Hours must be greater than zero	n, click the "?") o if wage type is Hourly and either Contribution amount or WNC amount is greater than zero Import Errors and Exceptions (for more information, click the "?") ③ × Seq No Type Row Message 6 Error 1 Days must be greater than zero if wage type is Per Diem	PSERS

If hours or days are not entered when reporting hourly or per diem wage type, you will receive a hard stop error. If WNC (Wages No Contributions is being report) for an employee that is not qualified, service must also be reported.



In this example, the system has retrieved member account information and sees that the Purchase of Service balance due is at zero therefore no payment is accepted. Your approved work reports now have a POS balance field. You should be verifying the balance each month to avoid unnecessary deductions. All these errors are prior to Approval except for the third error listed. This error must be approved after the report is filed and corrected with a work history adjustment. As the work report is uploaded to PSERS, the system is now validating again.

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Error	Contri	ibutio	n Rate Must B							<u>ر</u> مر	
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lf ye ple	ou hav ase co	e a qu ontact	Jestion as to the your ESC Repre	e con esento	tribu ative	tion r	ate that sh	ould be	e withh	eld fr	om a member's pay,
mport Err	ors and Exc	eptions (fo	r more information, click	the "?")	· ~			Import Err	ors and Exc	epuons (it	or more information, click the "?") $@~ imes$
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Seq No	Type Error	Row	r more information, click t Message Contribution Rate Must Be 5	.5%	/ ^			Seq No	Type Error	Row	or more information, click the "?") ⑦ × Message Contribution Rate Must Be 7.5%
Seq No	Type Error	Row 1	r more information, click f	.5%	rors and	d Exceptio	ons (for more inform	Seq No 7 ation, click th	Type Error	Row 1	or more information, click the "?") ③ × Message Contribution Rate Must Be 7.5%
Seq No	Type Error	Row	r more information, click t Message Contribution Rate Must Be 5	.5% Import Er Seq No	rors and Type	d Exceptio	ons (for more inform Message	Seq No 7 ation, click th	Type Error e "?") ⑦	Row 1	or more information, click the "?") ③ × Message Contribution Rate Must Be 7.5%

Contribution rates can change. Some examples of why contributions rate may change are:

The member elected a different class. Class TG members may elect to TH or DC only 90 days after qualification.

Purchase of Service – A member's class and rate could change due to a purchase of previous service.

PSERS correction of record - The class and rate could change after an account is reviewed.

Shared risk/gain – For certain classes (T-E, T-F, T-G, T-H), the rate could change due to shared risk/gain.

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ERRO	R: D	UPL	ICATE RECORD SUBMITTED	
Error: Dup Combine	olica ation	te re must	cords submitted for SSN, Wage type and fiscal year combination. t be unique or combined into one record.	
This erro emplo	or will yee w	appe vith th	ear after the work report is approved if there is more than one record for an a same wage type and fiscal year	
Unfortu	inate	ly, the	system only recognizes this error after the report is processed	
Import E	rrors a	nd Exce	ptions (for more information, click the "?") \odot \times	
Seq No	Туре	Row	Message	
316	Error	1	Duplicate records submitted for SSN, Wage type and fiscal year combination. Combination must be unique or combined into one record.	

All the previous detail errors occur prior to processing except for this one. In this instance you have two rows for the same employee, same wage type and in the same fiscal year. Unfortunately, the system only recognizes this error <u>after</u> the report is processed and will randomly drop one of the duplicate rows off of the report. It is important to review processed reports on the Import Files page to make sure nothing fell off the report due to this error.

To correct this error, an adjustment will need to be completed to add the missing payroll information. This is why it is important to check processed reports after they have been submitted to make sure there were no errors.

ERROR: ANNUAL JUNE SERVICE (FOR SALARIED RECORDS)

Error: Annual Service must be reported in June

This error will be displayed on your June work report if you do not have service reported for your salaried employees who are on your current work report.

Salary employees who terminated prior to June and are not included on the June work report will not appear as an error. It is important to review all salary employees in June to assure service for every employee is reported. Terminated employees will need to have a service adjustment completed to add their service.

Add service <u>days</u>, to any salaried employee, and this error will clear upon saving and validating.

Unlike hourly and per diem wage types which require service to be reported on each work report, service for salaried members is not required until the end of the year. Annual Service must be reported on the June work report. This error will be displayed on your June work report if you do not have service reported for your salaried employees.

Add service, in days, to any salaried employee, and this error will clear upon saving and validating. If you only report salaried days once a year, the total for the year will need to be reported in June. To avoid this issue, make sure that your payroll software is set properly so that when you create your June file, it includes service days.

PSERS

RNING	: MEM	BER IS G	QUALI	FIED	
Warnin	ig: Mei	mber is q	ualifie	d; Begin withholding	
Begir	withhol	ding contri	butions	for this employee on their next pay	
Look	up their	contributio	n rate ii	n the Roster page	
Remir	nder—P1	members	do not	need to requalify each year.	
	Import Er	rors and Exce	ptions (fo	or more information, click the "?") $ \oslash imes $	
	Seq No	Туре	Row	Message	
	490	Exception	1	Member is Qualified, begin withholding	

The first example is a warning received when a PT/hourly or PT/Per Diem employee qualifies for PSERS membership. WNC (Wages No Contributions) can be reported for this work report, but for future reports you will get an error when WNC is reported. Especially for members who qualify at the very end of the year with the June or even July work reports for that fiscal year, please make sure you make the update in your payroll system to withhold contributions for them in the new year when they return to work. These are often missed, and with the TG and TH classes, the DC contribution component also gets missed being withheld.

W	arning: Member Elected Class T-H or DC, Update Rate
	Update your payroll software with the new class and rate
	If a member elects DC only, you will need to update your payroll to indicate that 7.5% DC contributions should be withheld and 0% DB contributions
	The member should still appear on future PSERS work reports, but only wages and service should be reported with zero DB contributions

This warning is received when a member elects to a new class during the report period. This is a warning for this report period, but for future work reports a hard stop error would be received if the incorrect contributions are reported. When the CROQ Report notifies you that a member has made a class election the expectation is that the withholding and reporting are updated within one payroll after notification. There is a grace period in the ESS system which allows you to report what was previously withheld under the Class TG rates prior to reporting the new rate. In that case, you may see this warning.



Work History Adjustments are usually entered to correct previous reporting errors. Sometimes different errors display other than what you see when submitting work reports. One reason for this is because adjustments are specific to an entire fiscal year instead of a single month.

For example, sometimes a software error will over-report days monthly. At the end of the year the accumulation of days can be over 1000. But to get this information out of the system it will take a series of adjustments to correct. There are validations that prohibit the adjustment of service days in increments greater than 365 days, or 1 year.



This example is the result of attempting to submit an adjustment when a work report is in Pending status. Or, when attempting to add multiple rows for the same employee for the same fiscal year, wage type, or employment type. To resolve this error, you should combine the information into one row. Remember, adjustments are specific to an entire fiscal year instead of a single month.



Similar to the work reporting error, there must be a corresponding contract record to support the transaction you are trying to make. If there is not a contract record for the time period or if the contract does not match the wage type you are making the adjustment for, this error will display.

To fix this, you must go to the Roster page and check the existing contract records on file for that member. It could be that you've made in error in the information contained within the adjustment transaction or perhaps a contract needs to be corrected before the adjustment is processed.

If you are attempting to change information that is several years old and there is not already a contract to support your transaction, please reach out to your ESC rep to assist with the correction. Because there are so many membership classes and rate changes, it becomes complicated to make corrections for information that is several years old.



A work history adjustment can only remove 365 days at a time.

When completing a work history adjustment, the Payroll Corrected In field need only be completed for class TG/TH and DC members. This field indicates the date that the employee was paid the wages. It assists in reconciliation of Voya and PSERS reporting.

MASS ADJUSTMENT TEMPLATE AVAILABLE

Should you have a situation where a large amount of data needs to be corrected, ESC has a Mass Adjustment Template.

The template will help create a file for uploading corrections of multiple employees.

EXAMPLE: You reported a 10-month employee's summer pay in the new fiscal year instead of the year it was earned. The template will create a file where you remove the wages in the new FY and then add them to the correct FY for each employee incorrectly reported.

Whenever you have a challenging situation and you are not quite sure how to correct the issue, it is always best to reach out to your ESC Representative for guidance. ESC has tools available to assist you in correcting reporting such as the Mass Adjustment Template. The template will enable you to create an adjustment file to upload into ESS. Similar to a work report upload, you will have to correct any errors before submitting.

In some cases, you will need to do two mass adjustments to make your corrections, for example, if Balance of Contract money was accidentally reported in the incorrect fiscal year. To make the correction, one mass adjustment file would be needed to remove (negative values) the money for each person from the incorrect year, and another mass adjustment file would need to be done to add (positive values) into the correct fiscal year for each person.

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Additional Reporting guidance



After processing a work report, the number of rows processed should equal the number of rows imported less the header row. This means all your employees will be accepted and processed in PSERS system. If the rows processed does not equal the rows imported less the header, some of your employees will not have their wage information reported. It can also create additional work in reconciliation of payroll versus work reports later down the road and then there is the year end reconciliations for member statements.

CONTRACT RECORDS

- Do not change or add contract records for previous years to try to clear an error on a report. Call your ESC Representative for guidance.
- Adding new contract records for an employee working a new position is only necessary if position duties or employment and wage type have changed.

Example: Teacher promoted to administrator or PT sub that begins working as a FT teacher.

Employer should not manipulate or change contract records or add contract records from previous years to try and clear an error on a report. Unless the contract record does not match the reporting for wage type or work status. Reach out to your ESC Rep for assistance if a record needs added or corrected.

WAIT TO MAKE CHANGES



Please do not make changes to contract records until after the work report has released.

Wait to make other account adjustments until after the work report has released to avoid a duplicate record error.



This is a good time to express the importance of not changing any contract records or completing any adjustments while you have a work report uploaded to the system. Changing contract records in the system once your work report is in pending status will cause the work report to bounce out of processing and go back to initial status. This is because the contract record it is looking for has now been changed.

Uploading an adjustment that contains any employee that was originally on your work report, before the work report has been released will cause the duplicate error that happens after you submit the work report for processing. The system sees you uploaded an employee on two files in the same day and will kick out one record because you may only report an employee once in a day for the same wage type and fiscal year.

WORK REPORTS

Before adjusting data on the uploaded work report, verify work report reflects current work status and wage type from the Roster Page.

Make sure Roster Page status matches payroll software's status.

Avoid duplicate error by making sure Supplemental pay is reported on the same row as the primary base wages.

Do not report base wages for a salaried employee on one line and then supplemental wages for the same wage type (salaried) on another line. When you upload the report, PSERS will not identify an invalid entry because an open salaried contract exists. During validation, one line will "kick out" as invalid because we will not accept two separate entries for the same wage type in a work report.

WORK REPORTS

Terminated employees should have Balance of Contract BOC/SVC indicators when reporting wages after the month of termination.

Employees terminating mid-year should have final service reported on their last work report (**Example:** An employee terminates mid-year so 90 days are reported with their last work report).

Purchase of Service payments cannot start until the member has an open POS receivable.



Do not report Balance of Contract after month terminated without setting BOC/SVC indicators to Yes and entering month/year.

Report service with last work report for employees that have left school employment in the middle of the year. Service should be reported based on what the employee actually worked in a fiscal year. Service should be reported based on what the employee actually worked in a fiscal year. When reporting for salaried employees, make sure not to double report the days with the June work report.

If no POS exists and you are trying to report POS payments for a member an error message will appear that will prevent you from submitting this information.

COACHES, ADJUNCTS, AND MORE



Coaches, Adjunct Professors and many other extracurricular employees are stipend/salary employees and therefore qualify from day one.

Contributions must start with first pay for all <u>part-time</u> <u>salaried</u> employees including coaches and these other types of stipend/salary employees

unless

they have waived membership online through the MSS Portal or their hiring contract is specifically set up as hourly or per diem and time sheets are submitted each pay period.

PSERS

Coaches and Adjunct Professors. Both positions are normally considered part time salaried unless their contract is specifically set up as hourly or per diem. If an employee is paid with a stipend, it is most likely a salaried position, and the employee should have a PT/Salaried contract record.

FISCAL YEARS

Only one fiscal year may be reported on a work report <u>except</u> for the July, August, and September reports due to 10-month employees BOC paid over the summer.

Example: Teacher receives their 10-month salary over a 12-month pay period. The summer pay is earned in the previous FY and should be reported in that year. Not the year it is paid.

If an employee works in summer and has extended pay, this employee will be reported for two fiscal years over summer. Summer earnings in current fiscal year and BOC in previous fiscal year.

PSERS continues to see errors in reporting teacher balance of contract over the summer. This salary is being paid out in the following school year, but it is salary earned from the previous school year contract. A fiscal year is July 1st to June 30th.

Example: A teacher is paid in July and August 2024 for work done under their contract for 2023-2024. This must be reported as 2024 salary, even though you are paying it in the 2025 school year.

If that same employee also worked in July and August as a summer school teacher, then that salary would be reported as 2025 salary in July and August. This is because the work was performed after the end of the fiscal year. There would be two separate entries each month, one showing balance of contract for 2024 and the other showing salary for 2025.

PSERS

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CONTRIBUTION WARNINGS

Review Warnings: Usually, these warnings are contribution rate discrepancies.

*Contact ESC If you are unsure of why the warning was received.

Recoupment: Adjustments to balance/correct member contributions *only* should not be done because the system charges the correct member savings amount. Corrections should only be made in employer payroll software.

Warnings – Contributions reported in the work report reflect what was deducted from an employee's paycheck for PSERS contributions. Sometimes the wrong contribution rate is being used by the employer. Sometimes the PSERS side has to be adjusted because of breaks in service or other contract corrections. If you believe your rate is correct and PSERS is incorrect please contact us immediately prior to approving the report.

Whatever the employer reports as wages (Base, Overtime, Supplemental or URCC), PSERS will calculate the correct amount for the employee's *member savings account*.



Tips to avoid contribution warnings





Accurate reporting depends on withholding and reporting employees in the correct class with the correct contribution rates. This is why PSERS recommends employers verify new hire membership class, rate and qualification before the employee's first pay. This ensures you have withheld PSERS and Voya contributions correctly. Shown in this slide is how to verify a new hire's withholding by looking them up individually through the Roster Tab in ESS. After loading the new hire's demographic and contract information, you can search your Roster Tab to review PSERS membership class, rate, qualification and ATC if any. Shown in yellow is the membership class and if withholding is required or optional. Required means you must withhold both PSERS and Voya contributions. Optional means you cannot withhold VOYA contributions or report to VOYA for this employee until they qualify for membership when contributions will be required. PSERS contributions are optional on non-qualified employees. You will be notified by a CROQ report after reporting the qualifying service to PSERS of the employee's qualification for membership.

DETERMINING CONTRIBUTION RATES AND AFTER-TAX WITHHOLDING – CONTRACT FILE UPLOAD

			Note: You c file to comp payroll	an export the are with	Export Recor
DB Contrib Rate 🗐	DC Contrib Rate $=1$	DC Employer Share $\Xi \hat{\downarrow}$	After Tax Def% 🗐	Current Class $\Xi 1$	Withhold ≟↑
5.5	2.75	2.25	0	TG	Required
10.3	0	0	0	TF	Required
5.5	2.75	2.25	0	TG	Required
5.5	2.75	2.25	0	TG	Required
5.5	2.75	2.25	0	TG	Optional DB/No DC

If you prefer file uploads, all withholding information is easily found in the last columns of the upload. Scroll all the way to the right to view columns for membership class, rates and withholding requirements. Again, the blue box is the contributions percentages while the yellow box is membership class and required or optional. If you have upload more than a couple of new hires, you may want to export these records to compare with your payroll system and ensure you have entered all new hires correctly and checked all the necessary boxes for proper withholding.



By the time you have submitted a work report, it is too late to withhold contributions for a different class and rate. At this point you will want to reach out to your ESC rep and see what is the best way to correct the situation. There is also a new column on the Total Service Credit Report that shows ATC %. Periodically running this report on demand will help you stay up to date with any election changes made throughout the year.



For part two of todays presentation, we will concentrate on reconciling your records.



The best thing you can do to avoid any future reporting issues is to reconcile your work report each month after the report has been released in the system.

A Home	Your ESC Represe	ntative: RIDDLE, RACHAEL					
🏦 Employer Info							-0
Documents	Work Reports	(including Adjustmer	nts)				Filters
🚊 Roster	Filter: Activity Date	07/24/2023 to 07 🛞					
D Work Reports	Posting Date	Activity Date	Trans # 🗐	Туре	ldentifier	Status	Report Status
🚹 Import Files	07/03/2024 >	07/03/2024	2779822	WH Adj.	Adjustment Rpt FY 2024	Closed	Released
Transactions	07/03/2024 >	06/01/2024	2779821	WH Report	Billing Rpt 2024-06	Open	Initial
Forms and Reports	<u>06/04/2024</u> >	05/01/2024	2769956	WH Report	Billing Rpt 2024-05	Open	Released
	05/07/2024 >	04/01/2024	2761389	WH Report	Billing Rpt 2024-04	Open	Released

To determine if your work report has been released you will need to look at the work reports page. **The Imports Page will not provide this information**. On the top slide you can see one adjustment has been released and the April and May work reports have been released. The June work report is still in "Initial" status.

What does that mean? Reports may be in one of four statuses. Initial, Pending, Released and Hold. Initial status means you may still make changes to correct any errors. This report has not been submitted to PSERS. Pending status means, you have submitted the report, but it has not been sent to PSERS yet. PSERS processes and releases reports over lunch and overnight. Check back on the work reports page either after lunch or the next morning to ensure your report has successfully released. Released means PSERS has received your report.

When discussing errors, it is important to express any errors on a released work report have not been received by PSERS. Warnings have been received but should have been reviewed for accuracy.

The final report status HOLD can mean one of two things. If you miss the subsidy deadline for reporting, Employer Accounting will place a hold on all transactions until

subsidy has been calculated and released to employers. This is not a situation you want to happen. This means your district will need to wait until the next quarter to receive your subsidy payments. Another reason for a HOLD is you have submitted a court award adjustment. ESC will review this adjustment and release the hold once it is approved as RCC.

↑ Home	Your ESC Represent	ative: RIDDLE, RACHAEL		
🏦 Employer Info				Open released work
🖹 Documents	Work Reports (i	ncluding Adjustments)		roport from Work
🚊 Roster	Filter: Activity Date (08	8/05/2023 to 08 🗴		
Work Reports	Posting Date	Activity Date $\exists 1$		Reports page.
🚯 Import Files	<u>07/18/2024</u> >	05/01/2021		
Transactions	<u>07/18/2024</u> >	07/18/2024	•	Click on date.
A	06/13/2024 >	06/13/2024		

Once your report shows released, open the work report by clicking on the posting date

GO TO SUMMARY TAB/OR TR	ANSACTION	PAGE		
Work Reports / Work Report Summary	Fund	Due Calculated	Amount Paid	Amount Owed
Work Report Details Work Report Summary Work Report Transaction Details	Mem Saving	\$154,207.58	\$0.00	\$154,207.58
Work History Summary	Mem POS	\$0.00	\$0.00	\$0.00
Verify totals match your	Emp Share	\$678,414.91	\$0.00	\$678,414.91
payroll file totals.	Emp Prem	\$13,015.23	\$0.00	\$13,015.23
f the totals do not match, you must investigate.	Total in current view Total of all records	\$845,637.72 \$845,637.72	\$0.00 \$0.00	\$845,637.72 \$845,637.72

Г

Click on the Work Report Summary tab found at the top of the screen. You want to see if the totals for member savings, member pos and the employer share match the amounts in your payroll system. If all these figures match or are only off by a few cents, which is probably rounding, you are reconciled and need look no further. If they do not match you will want to investigate.

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MORE REVIEW				
Work Reports / Work Report Summary	Fund	Due Calculated	Amount Paid	Amount Owed
Work Report Details Work Report Summary Work Report Transaction Details Work History Summary	Mem Saving	\$154,207.58		\$154,207.58
	Mem POS	\$0.00	\$0.00	\$0.00
Have any transactions	Emp Share	\$678,414.91	\$0.00	\$678,414.91
what is owed and what	Emp Prem	\$13,015.23	\$0.00	\$13,015.23
was imported into the	Total in current view	\$845,637.72	\$0.00	\$845,637.72
system?	Total of all records	\$845,637.72	\$0.00	\$845,637.72
				54

Next look to see if the Due Calculated amount matches the Amount Owed? If not, another transaction has credited the fund. Before making payment, you will want to see what credited the amount due on your work report.

inancial Summary				
Fund	Due Calculated	Amount Paid	Amount Owed	
Mem Saving	\$211,548.24	\$57,259.74	\$154,288.50	EXAMPLE OF
Mem POS	\$0.00	\$0.00	0.00	MEMBER SAVINGS
Emp Share	\$940,038.89	\$7,306.35	\$932,732.54	ON WORK
Emp Prem	\$18,034.50	\$140.17	\$17,894.33	SUMMARY
Total in current view	\$1,169,621.63	\$64,706.26	\$1,104,915.37	
Total of all records	\$1,169,621.63	\$64,706.26	\$1,104,915.37	
1 - 4 of 5	K	< Page 1	of 2 > >I	

Here we see a Financial Summary that shows there is a payment for member savings already, but the amount **does not** match the total due, so it is not likely your estimated payment for member savings. This is probably credit from an adjustment. You will want to research and see where this credit came from if you were not expecting to see it.

Work Reports	/ Work Report Tr	ansaction Detai	Is Work Report Transaction Details		To see w came fro Work Rep Details to	he pay ck on t ansact	ment he ion	
Transaction Details								
Transaction Number: 2767872								
Transaction Number: 2767872 Posting Date	Activity Date	Trans Type	Identifier	Applied To	/From Employer Cont.	Member Sav	vings Contributions	Member POS Installm
Transaction Number: 2767872 Posting Date 05/28/2024	Activity Date	Trans Type Original	Identifier 2024-04 MASTER AGREEMENT	Applied To	/From Employer Cont. \$958,073.39	Member Sav	vings Contributions \$211,548.24	Member POS Installm
Posting Date 05/28/2024	Activity Date 04/01/2024 04/12/2024	Trans Type Original Credit In	Identifier 2024-04 MASTER AGREEMENT DC Payment Ref# - 2755036 (Auto)	Applied To	VFrom Employer Cont. \$958,073.39 (\$3,650.11)	Member Sav	rings Contributions \$211,548.24 \$0.00	Member POS Installm \$0
Transaction Number: 2767872 Posting Date 05/28/2024 05/28/2024 05/28/2024	Activity Date 04/01/2024 04/12/2024 04/25/2024	Trans Type Original Credit In Credit In	Identifier 2024-04 MASTER AGREEMENT DC Payment Ref# - 2755036 (Auto) DC Payment Ref# - 2758816 (Auto)	Applied To 2755036 2758816	VFrom Employer Cont. \$958,073.39 (\$3,650.11) (\$45.64)	Member Sav	vings Contributions \$211,548.24 \$0.00 \$0.00	Member POS Installm \$0 \$0 \$0 \$0
Transaction Number: 2767872 Posting Date 05/28/2024 05/28/2024 05/28/2024	Activity Date 04/01/2024 04/12/2024 04/25/2024 05/09/2024	Trans Type Original Credit In Credit In Credit In	Identifier 2024-04 MASTER AGREEMENT DC Payment Ref# - 2755036 (Auto) DC Payment Ref# - 2758816 (Auto) DC Payment Ref# - 2764149 (Auto)	Applied To 2755036 2758816 2764149	/From Employer Cont. \$958,073.39 (\$3,650.11) (\$45.64) (\$3,750.77)	Member Sav	vings Contributions \$211,548.24 \$0.00 \$0.00 \$0.00	Member POS Installm

Go to the Work report Transaction Details tab. Here in red we see the credit in member savings is from an adjustment. It appears this employer is quite behind on their member savings as this adjustment was done 8/12/2024 and is crediting a work report that was uploaded April 1st and processed May 28th. To view the adjustment, you can click on the Applied to/From or return to the work reports page and filter for the transaction number of the adjustment in the identifier.

Financial Summary				
Fund	Due Calculated	Amount Paid	Amount Owed	
Mem Saving	\$211,548.24	\$211,548.24	\$0.00	
Mem POS	\$0.00	\$0.00	\$0.00	
Emp Share	\$940,038.89	\$11,011.55	\$929,027.34	
Emp Prem	\$18,034.50	\$194.98	\$17,839.52	
Total in current view	\$1,169,621.63	\$222,754.77	\$946,866.86	
Total of all records	\$1,169,621.63	\$222,754.77	\$946,866.86	s Add
1 - 4 of 5	K	< Page 1	of 2 > >I	

Here we see a Financial Summary that shows there is a payment for Employer Share. This can be a credit from an adjustment or DC reporting or a combination of the two.

Work Report Details To see where the payment came from, click on the Work Report Details Work Report Details Work Report Summary Work Report Details Work Report Transaction Details								
'ransaction Details								
and a company of the second se								
Posting Date	Activity Date	Trans Type	Identifier	Applied To/From	n Employer Cont.	Member Savings Contributions	Member POS Installment	
Posting Date 05/28/2024	Activity Date	Trans Type Original	Identifier 2024-04 MASTER AGREEMENT	Applied To/From	m Employer Cont. \$958,073.39	Member Savings Contributions \$211,548.24	Member POS Installment \$0.00	
Posting Date 05/28/2024 05/28/2024	Activity Date 04/01/2024 04/12/2024	Trans Type Original Credit In	Identifier 2024-04 MASTER AGREEMENT DC Payment Ref# - 2755036 (Auto)	Applied To/From 2755036	m Employer Cont. \$958,073.39 (\$3,650.11)	Member Savings Contributions \$211,548.24 \$0.00	Member POS Installment \$0.00 \$0.00	
Posting Date 05/28/2024 05/28/2024 05/28/2024	Activity Date 04/01/2024 04/12/2024 04/25/2024	Trans Type Original Credit In Credit In	Identifier 2024-04 MASTER AGREEMENT DC Payment Ref# - 2755036 (Auto) DC Payment Ref# - 2758816 (Auto)	Applied To/From 2755036 2758816	m Employer Cont. \$958,073.39 (\$3,650.11) (\$45.64)	Member Savings Contributions \$211,548.24 \$0.00 \$0.00	Member POS Installment \$0.00 \$0.00 \$0.00	
Posting Date 05/28/2024 05/28/2024 05/28/2024 05/28/2024 05/28/2024	Activity Date 04/01/2024 04/12/2024 04/25/2024 05/09/2024	Trans Type Original Credit In Credit In Credit In	Identifier 2024-04 MASTER AGREEMENT DC Payment Ref# - 2755036 (Auto) DC Payment Ref# - 2758816 (Auto) DC Payment Ref# - 2764149 (Auto)	Applied To/From 2755036 2758816 2764149	Employer Cont. \$958,073.39 (\$3,650.11) (\$45,64) (\$3,750.77)	Member Savings Contributions \$211,548.24 \$0.00 \$0.00 \$0.00	Member POS Installment \$0.00 \$0.00 \$0.00 \$0.00	

Here we see from the Work Report Transaction Details tab; this employer share credit is for three file uploads of DC reporting. Here is a good practice to take a moment and check to ensure these May DC credits match your Voya files. If not, more investigation should happen. We will show where to look in Voya's PayCloud a little later in the presentation.

🖻 Rosti	er	Work History					
D Work	k Reports	_					
🚯 Impo	ort Files	Errors 💷 SSN 💷	Name 🗐	Wage	FY 🚉 Work Status 🚉	Base 🗐	
🖸 Tran	sactions			туре			
🗾 Form	ns and Repo	rts XXX-XX-278	🔍 Last, First	Per Diem	2024 ACTIVE	\$1,192.00	
PAQs		XXX-XX-058	5 💿 Last, First	Salaried	2024 ACTIVE	\$4,858.32	
🖵 Cont	tact Us	XXX-XX-7904	4 💿 Last, First	Hourly	2024 ACTIVE	\$1,997.84	
		XXX-XX-863	🛚 💿 🛛 Last. First	Per Diem	2024 ACTIVE	\$4,505.00	
Notice: the four	On f	the Work Rep s processed.	oorts page, On the Im	the release port Files po	ed work rep age, you se	port only show there were	′S
Notice: the four original	On t rows ly 21	the Work Rep s processed. records.	oorts page, On the Im	the release port Files po	ed work rep age, you se	port only show there were	'S
Notice: the four originall	On f rows ly 21	the Work Rep s processed. records.	oorts page, On the Im Header Status	the release port Files pc Process Flag	ed work rep age, you se Import Start Date = 1	port only show there were Import Type Rows Imported	'S Rows Proces
Notice: the four originall Reports	On 599259 >	the Work Rep s processed. records.	oorts page, On the Im Header Status Processed with Errors	the release port Files por Process Flag Processed with Errors	ed work rep age, you se Import Start Date El 07/18/2024 10:08:20 AM	Import Type Rows Imported Work Report 21	rS Rows Process 4

Another reason your totals don't match could be there were records that dropped off your report. To verify all records processed go to the Imports Page. Where you will be checking for added, deleted or rows that dropped off due to errors. **NOTE:** Dropped rows are not visible on the Work reports page. The released work report only shows rows that processed. To view errors, you must review the Impot Files Page.

CHECK THE IMPORT FILES PAGE

	IMPORT H	story					Add Import	Export Import
Documents	mporern	story					/ dd import	Export import
👤 Roster	ID	Description	Header Status	Process Flag	Import Start Date $=$ 1	Import Type	Rows Imported	Rows Processe
Work Reports	<u>599259</u> >	R00'	Validated with Errors	Validated	07/18/2024 10:08:20 AM	Work Report	21	0
Import Files	<u>597848</u> >	April 2024 Work Report	Processed Successfully	Completed	05/22/2024 9:36:15 AM	Work Report	644	640
Transactions	<u>595210</u> >	March 2024 Work Report	Processed with Exceptions	Completed	04/11/2024 10:41:21 AM	Work Report	645	639
	<u>595204</u> >	March 2024 Work Report	Voided	Completed	04/11/2024 10:26:53 AM	Work Report	645	0
Forms and Reports	<u>593592</u> >	February 2024 Work Report	Processed with Errors	Processed with Errors	03/19/2024 2:43:23 PM	Work Report	645	636

Let's take a closed look at the Import File Page. The Import Files Page provides additional valuable information. Let's look at the four different Header Status/Process Flags.

Validated – means you have not submitted this file and you may continue to correct the errors on file.

Processed with Exceptions - means you have submitted the file to PSERS with unresolved warnings. When the process flag is showing as completed, this file may no longer be corrected.

Processed with Errors - means you have submitted your file but there were unresolved errors which did not get submitted to PSERS. You will need to review these errors to determine what dropped off the file.

Voided - means you deleted the entire file..

Another great thing about this page is it gives you a quick way to determine what was processed by comparing the Rows Imported column to the Rows processed column as seen in the blue box. Rows Imported should be the number of employees you imported plus one for the header row and rows processed should be the number of employees on your file. In some situations, you may have deleted or added members, you want to verify the new number is as expected. If the rows imported

plus 1 does not match the rows processed, now is the time to investigate why. Current payroll information is still fresh in your mind. We will discuss this in a little bit.



Click on File ID number to open a work report.

ft Home	Import Files / File D	etails					
🏛 Employer Info							
Documents	File Details File H	eader					
2 Roster	Import Summa	iry					т
Uvork Reports							Filters
Import Files	1d 599259	Import Header Status Processed with Errors	Rows Imported 21	Invalid Rows 3	Valid Rows 4	Rows Deleted	Rows Added
Transactions	Description		Last Updated By			Last Updated On	

The Import Summary box shows the Rows Imported, Invalid Rows and see if you deleted any rows or added rows to your report. Each added or deleted row could change your totals making your work report different from your payroll. For this reason, it is a good idea to check this information while the work report is fresh in your mind and not three months later when employer share is due.

REVIEW W	ORK REPORT RO	WS		
Rows Imported 3973	Invalid Rows 1	Valid Rows 3959	Rows Deleted 12	Rows Added 0
 ✓ Does t numbe ✓ Are the ✓ Did yo report 	he number of re or of rows on yo ere any rows the u delete any ro these employe	ows on the in ur payroll file at are invalic ws? If so, wh	nport match th + 1 for the hec }? ny? Do you still	e ader row? need to
✓ Did yo	u add any rows	s? If so, why?		PSERS PSERS

Let's look closer at what you are looking for when you review the information on the Import Summary

Does the valid rows less the deleted row equal what you intended to report? In this example if you add 3,959 plus the 12 deleted rows and one invalid row and the header does it equal 3973? Is that the number of rows on your payroll file?

If you deleted rows, do you still need to report these employees? Review why you deleted these 12 rows. Was it because you could not get the row to process? Was it a duplicate row for supplemental that you added to the employee's base wage row? Was it an error where you reported a retiree? Was it a newly waived member? It is important to know the answers to ensure you have reported everything that needs to be reported.

If you added rows, were they on your payroll file? Why did you add rows? Do you need to correct something in your payroll system? Easier to do it now rather than wait till next pay when you may have to do adjustments or manual corrections.

YOU HAVE A HE	ADER ROW ERROR								
If you see zero valid rows and all your row detail status says, "Not Processed," you have a header row error.	File Details File Header								
	Import Summary								
	Id Import Header Status Rows Imported Invalid Rows 0 602379 Validated With Errors 21 0 Description Las: Updated By R001200 OGC62EE4BTETSMZ	Rows Deleted Rows Adde Last Updated On 11/22/2024 10:15:35 AM							
	Import Details Edit								
	Errors/Warnings = Sequence =1 Detail Status =1 Deleted? =1 Member ssn								
	2 Not Processed No 001782781								
	3 Not Processed No 005840585								
	4 Not Processed No 006667904								
	J 100 FIUCESSED NO 00/768058								

Just another review because this happens frequently. As we talked about in the error corrections part of this presentation, when you see a screen that looks like this with all your rows unprocessed it means you have an error in your header row. This can happen as you are moving along making corrections and deletions. If you do not validate periodically, the system will not update the detail record count and can bounce into a header row error. If you see this, click the file header tab, notated in red and view your error.



One thing ESC sometimes sees when reviewing amounts due with employers is that they have not gone back and corrected reporting for rows that dropped off their report during processing. This creates a difference in what is paid and what was due. And can cause a lot of additional work to back track what happened and where each new transaction went. The longer this goes unnoticed and reconciled the harder it is to track. Let's see how to find these before that happens.

	ILIERING ON UPLOAD FILE	SPAGE		
	-			
A Home	Import Files / File Details			
Employer Info	File Details File Header			
Documents Roster	This file can no longer be edited, since it has been submitted to PSERS.			
Work Reports		. 🕠 🔽		
Import Files	Import Details	Edit : Fiters	Filters Apply Reset X	
Transactions	Filter: Errors/Warnings (Any)		Collapse All	
Forms and Reports	Actions Envoys Nume Status	Member	Errors/Warnings • ^	
🖓 FAQs	Proc		None	
🛁 Contact Us	Errors/Warnings Error 96 d No SSN Last, First	02141964 20	✓ Any	
	Erro		Any Exception	
	Proc		Any Informational	
	esse d		WRN- Max hours should not exceed 300 in any	
	Errors/Warnings Warning46 With No SSN Last, First Exce	03151999 20	month	SAL
	ptio	•	Sequence Number	
	Total for All Records	Ÿ	Q Sequence Number	DOP

The easiest way is to use ESS filters on the Import Files Page. This slide depicts a filter on Any Error or Warning. The blue circle correlates to the grey bubble in a blue circle. Always check your filters that are applied.

The yellow boxes show where you can find a particular error for each row. You may select one of the errors listed in the yellow box to view only that error should you prefer to concentrate on one error type at a time.

mport Files / File Details File Ontails File Instair This file can no longer be edited, since it has been submitted to PSBRS. Import Details	This row dropped off and will need to be reported through an adjustment. Employer will want to verify the additional wages under duplicate wage type.
Riter Errors/Warnings (My) trions Errors Seque Detail Delets Member I Member Name I Proc. esse Errors/Warnings rrors/Warnings rrors/Warnin	Click on the Error/Warning to reveal error
Proc esse d SSN Last First	Import Errors and Exceptions (for more information, click the "?") ⑦ ×

As a matter of routine, you should be going back in to make sure any rows that dropped off are reported promptly. This slide shows a very common error for employees who have more than one position. Some payroll softwares will submit a row for each position's wages, this causes a duplicate row error that is not caught until AFTER you submit your work report for processing. You will want to review which position's wages dropped off the report and do an adjustment to report those wages as soon as possible. Catching these issue early makes it easier to correct.



If you have more than one or two errors or you want to maintain a record of the errors that dropped from your file, export the filtered results by clicking more. This reveals the Export records button. Click that to export your errors to an excel file. Now you have all the information you need to create the manual adjustments. Larger districts such as Philly uses this method each month. They have over 20,000 employees to report and average 200 errors per work report. They export the errors so they can review and make corrections. Some employers also do screenshots if there is just one or two errors.

Filters App Validated Successful Bypassed Deleted? • ✓ Yes No	ly Reset X Collapse All	Edit	Export R	Filters ecords		•	Cli "E> Sa yo aft	vs – ck N kpor ve fi ur a ease	usin Aore t Re ile to djus epor ed	g fi cor o m tme t is	a Iter ds' ake
Sequence Number DetailStatus Deleted 75 NotProcessed TRUE 307 NotProcessed TRUE 309 NotProcessed TRUE 406 NotProcessed TRUE	Member SSN Member Name	Member DOB Fi 10042000 3231998 2141965 12181947 6091965	scal Year Ending Wage Type 2024 Hourly 2024 Hourly 2024 Hourly 2024 Hourly 2024 Hourly	Work Status ACTIVE - Actively Working ACTIVE - Actively Working ACTIVE - Actively Working ACTIVE - Actively Working	BASE UR 0 0 138 0	CC OT 5 0 0 0 0 0 0 0 0 0 0	UP CONTR 0 0 0 0 11	RIB Hours D 0 160 0 10 0 101 .04 12 0 102	ays WNC 0 2200 0 112.13 0 1222.1 0 0 1231.18	POS EXSA 0 0 0 0 0	AL NRCC 0 0 0 0 0 0 0 0 0 0 0 0 0 0

The filters can also be used to export deleted rows. This gives you the same opportunity to have all the details handy as you do your research.


Don't forget to add up the reporting for any errors or dropped rows.



Once the adjustments have been completed, the combined totals for the work report and the adjustments should match your payroll. Don't forget to make sure any employee with an error has been corrected in your payroll system so the error does not happen next month.



How many here have been through the year end Member Statement of Account review? It can be quite time consuming if you wait till year end to begin looking for account discrepancies, especially for employees who may have left mid year. If you take a few minutes and do a quick quarterly reconciliation you can save yourself a lot of time and frustration when member statements are due.

GENERATE AN ESS EMPLOYER SUMMARY REPORT

Employer Info Documents	ibortcuts						
Documents S	ibortcuts	0 0					
		Report Report parameters					
Roster	Generate a Report >	Please select a report from the following list:					
Work Reports	Run an Employer sen-service report	O ESS - Employer POS NQ Refund Report					
Import Files	Employer Reference Manual > This manual provides information and instructions on submitting necessa	ESS Employer summary report					
		ESS Employer total service credit report					
	atte	O Employer Notification CROQ Report O Open and Past Due Employer Transactions					
		O Open and Past Due Member Transactions					
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Let's look at a way to use excel and your payroll system to reconcile all your employees quickly. First you will want to run a Summary report. From the home page select Generate report. A new window will open giving six options, select ESS Employer Summary Report. The summary report provides every employee who has had any reporting for the fiscal year selected. The report shows all reporting including any adjustments you may have done for terminated employees that are credited to the fiscal year you selected. As a side note, if this happens and the terminated employee was terminated prior to beginning of the fiscal year of the report, you will want to review that information. It is possible you reported wages in the wrong year.

Please note that a summary report can be generated at any time as many times as you would like for any fiscal year to check PSERS work reporting for each of your employees. Don't wait until the end of the year to make sure reporting is correct. Reconcile accounts at least every quarter to make the year end review easier.



A couple of important reminders when scheduling your summary report. Make sure you select CSV so the file may be filtered or sorted once produced. Next if you do not enter the fiscal year the report will get stuck. If this happens, you must wait till the next day to schedule a new report.

OPEN	ESS EMPLOYER SUMMARY	REPO	ORT				
V3PREPROD-AL Report Reque	RT@pagov st 101862 - ESS Employer summary report - Aug 5, 2024	4 suc 10	:31	Once you email aler ready. O Forms and) rece t, you pen re d Repo	ive the r report port fro orts Page	is m e.
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Your report will be set to run and process. Once the report has finalized you will receive an email alert and the report will show on your Forms and Reports Page as "Processed Successfully" Click on the report to open the report.

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ESS EMPLOYER SUMMARY REPORT

Member Name SSN Wage Type Hours Days Base URCC OT SUPP Total Salary WNC Contributions POS Mem Date: DUKE, DAISY 001-78-2781 Per Diem 0 26 3,384.00 0 0 3,384.00 0 211.5 0 211.5 1,128.90 21.6 DUKE, DAISY 006-66-7904 Hourly 917 0 18,446.12 0 0 46,583.20 0 3,086.40 1,448.26 0 1,448.26 6,441.96 123.5 1,247.33 310.9 DUGK, DAISY 007-78-6638 Per Diem 0 116 25,217.50 0 2,017.40 0 2,017.40 8,412.56 161.3 MOUSE, MINNE 010-74-4067 Hourly 20 0 0 0 0 0 0 0 0 0 0 0 2,400.00 0 0 0 0 2,400.00 0 0 0 2,440.03 3,582.00 2,5582.39																	
Member Name SSN Wage Type Hours Days Base URC OT SUPP Total Salary WNC Contributions POS Mem Savings Intruder:					Fiscal Year :	2024									D. D. L.		
Outer, Date Outs	Member Name	SSN	Wage Type	Hours	Dave	Base	LIRCC	OT	SUPP	Total Salary	WNC	Contributions	POS	Mem Savings	Run Date :	EMPISH	ΕΜΡ ΡΔ
DUCK, DONALD 005-84-0585 Salary 0 0 48,583.20 0 48,583.20 0 3,036.42 0	DUKE, DAISY	001-78-2781	Per Diem	0	26	3,384,00	0	0	0	3.384.00	0	211.5	0	211.5		1.128.90	21.66
DUCK, DUSY 006-66-7904 Houry 917 0 18,446.12 0 0 864.31 19,310.33 0 1,448.26 0 1,448.29 6,441.96 123.5 MOUSE, MIXEE 007-78-8638 Per Dem 0 116 25,217.50 0 0 2,017.40 0 2,017.40 0 2,017.40 0 2,017.40 0 2,017.40 0	DUCK, DONALD	005-84-0585	Salary	0	0	48,583.20	0	0	0	48,583.20	0	3,036.42	0	3,036.48		16,207.38	310.92
MOUES, MICKEY 007-78-6838 Per Diem 0 116 25,217.50 0 0 0 2,017.40 8,412.56 161.3 MOUSE, MINNE 010-74-4067 Hourty 202 0 0 0 0 2,017.40 4,159.60 116.502.40 34.49 0 2,017.40 0 1,502.40 0 5,582.40 <td>DUCK, DAISY</td> <td>006-66-7904</td> <td>Hourly</td> <td>917</td> <td>0</td> <td>18,446.12</td> <td>0</td> <td>0</td> <td>864.31</td> <td>19,310.43</td> <td>0</td> <td>1,448.26</td> <td>0</td> <td>1,448.29</td> <td></td> <td>6,441.96</td> <td>123.59</td>	DUCK, DAISY	006-66-7904	Hourly	917	0	18,446.12	0	0	864.31	19,310.43	0	1,448.26	0	1,448.29		6,441.96	123.59
MOUSE, MINNE 010-74-087 Hourly 202 0 <	MOUSE, MICKEY	007-78-8638	Per Diem	0	116	25,217.50	0	0	0	25,217.50	0	2,017.40	0	2,017.40		8,412.56	161.39
DOG, GOOFY 000-64.2981 Salary 0 0 54.961.74 0 5506 14.159.68 0 4.159.68 14.502.04 354.961.74 PAN, PETER 042-76.007 Salary 0 0 74.431.52 0 0 5.582.40 0 5.582.39 24.830.33 476.3 ELEPHANT, DUMBO 047-74-8949 Salary 0 0 66.38 68.849.96 0 5.163.70 0 5.163.77 22,980.35 440.55 Summary report will show everything reported year to date for every employee reported to PSERS from July 1 of the fiscal year entered. Total includes work reports and adjustments released to date of the report. The Summary report generates in Social Security number order to order. Generate a year-to-date payroll excel report in Social Security number order to order to	MOUSE, MINNIE	010-74-4067	Hourly	202	0	0	0	0	0	0	2,400.00	0	0	0		0	0
PAN, PETER 042-76-8087 Salary 0 0 74,431.52 0 0 74,431.52 0 5,582.40 0 5,582.39 24,830.33 476.3 ELEPHANT, DUMBO 047-74-8949 Salary 0 0 68,383.60 0 0 466.36 68,849.96 0 5,582.40 0 5,582.37 22,898.35 440.6 Summary report will show everything reported year to date for every employee reported to PSERS from July 1 of the fiscal year entered. Total includes work reports and adjustments released to date of the report. The Summary report generates in Social Security number order to order. Generate a year-to-date payroll excel report in Social Security number order to avery entered.	DOG, GOOFY	030-64-2981	Salary	0	0	54,961.74	0	0	500	55,461.74	0	4,159.68	0	4,159.60		18,502.04	354.94
ELEPHANT, DUMBO 047-74-8949 Salary 0 0 68.383.60 0 0 466.36 68.49.36 0 5.163.70 0 5.163.77 22,968.35 440.6 Summary report will show everything reported year to date for every employee reported to PSERS from July 1 of the fiscal year entered. Total includes work reports and adjustments released to date of the report. The Summary report generates in Social Security number order to order. Generate a year-to-date payroll excel report in Social Security number order to aveil.	PAN, PETER	042-76-8097	Salary	0	0	74,431.52	0	0	0	74,431.52	0	5,582.40	0	5,582.39		24,830.33	476.39
Summary report will show everything reported year to date for every employee reported to PSERS from July 1 of the fiscal year entered. Total includes work reports and adjustments released to date of the report. The Summary report generates in Social Security number order. Generate a year-to-date payroll excel report in Social Security number order to	ELEPHANT, DUMBO	047-74-8949	Salary	0	0	68,383.60	0	0	466.36	68,849.96	0	5,163.70	0	5,163.77		22,968.35	440.65
easily compare column totals.																	

Here is what your CSV Summary report will look like when you open the report. You will want to save it as an excel file so you can keep any changes or formatting you add to the report. Looking at the columns you can see social security number, wage type, hours, days, base, URCC if any, OT, Supplemental and a total of all the wages. If an employee has more than one wage type contract, they will have two rows on the report. Once you have this report, you will want to generate a year-to-date payroll report from your payroll software. The report should be in excel and in social security order.

HERE IS AN EXAMPLE FY SUMMARY FROM A PAYROLL PROVIDER

SSN/ID	Name	Staff First Name	Staff Last Name	Ret Eligible	Ret Class	FY	Ret Gross	Total Withheld	DB	DC	Days	Hours
001-78-2781	Duke,	Daisy	Duke	Y	TG	24	3384.00	287.64	211.50	76.14	25.00	0.00
005-84-0585	Duck,	Donald	Duck	Y	TD 7.5%	24	48583.20	3886.66	3886.66	0.00	180.00	0.00
006-66-7904	Duck,	Daisy	Duck	Y	TD 7.5%	24	19310.43	1448.28	1448.28	0.00	0.00	917.00
007-78-8638	Mouse,	Mickey	Mouse	Y	TE 7.5-9.5%	24	25217.50	2017.40	2017.40	0.00	110.00	0.00
010-74-4067	Mouse,	Minnie	Mouse	Y	TG	24	2400.000	204.00	150.00	54.00	0.00	202.00
030-64-2981	Dog,	Goofy	Dog	Y	TE 7.5-9.5%	24	55461.74	4436.94	4436.94	0.00	182.00	0.00
042-76-8097	Pan,	Peter	Pan	Y	TD 7.5%	24	74431.52	5582.36	5582.36	0.00	260.00	0.00
047-74-8949	Elephant,	Dumbo	Elephant	Y	TD 7.5%	24	68849.96	5163.75	5163.75	0.00	182.00	0.00
Each	payr	oll provi	ider will	have	a slig	htly c	liffere	ent form	nat fo	or		
			wh Vari	· ·			Land		ft			

company to assist you in creating a similar report.

This slide depicts a popular payroll system's file for year-to-date data. The next step will be to sort data on both sheets, so they are in the same order, making sure employees with more than one row on one sheet have the same number of row on the other sheet. If not, you will want to combine totals if not already combined and delete extra rows on the sheet with those extra rows. This sounds difficult, but it really is a quick process once you have done it once or twice. You recognize who has those rows and may quickly make the changes..

		0	0	Ca	libri • 11 • A	a [*] \$ - % ' 🖻	On your Summary
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0) (3,976.79	81,826.39	i i	Paste Options:	0 6,136.98	Salary" and right click to
C) () 0	70,522.04		ĥ	0 7,263.76	Sully and light click it
0) (1,840.00	76,548.80		Paste Special	0 5,741.20	insert a new column
0		11,089.82	85,798.62		Insert	0 6,434.93	
- 0		2,298,30	57.063.80	`	Delete	0 4,279,78	Reneat for difference
0) (0 0	49,441.01		Clear Contents	0 5,092.45	Repear for anterence
C) (846.17	46.094.17		erear contents	0 3.457.06	column

Next, we want to have excel do all the math for us. You want to add two columns next to the Total Salary column on the Summary report. One column is for the payroll totals and the other is for the difference. This slide shows how to add the columns, your version of excel may be slightly different but the process should be similar. Right click on the column after Total salary and select Insert. Do this twice to make two columns.

SUMMARY REPORT WITH TWO ADDITIONAL COLUMNS

5514	Wage Type	Hours	Days	Base	URCC	OT	SUPP		Total Salary	Payroll	Difference	WNC	Contributions	POS	Mem Savings
001-78-2781	Per Diem	0	26	3,384.00		0	0	0	3,384.00			0	211.50	0	211.50
005-84-0585	Salary	0	180	48,583.20		0	0	0	48,583.20			0	3,036.42	. 0	3,036.48
006-66-7904	Hourly	917	0	18,446.12		0	0	0	18,446.12			0	1,448.26	0	1,448.29
007-78-8638-	Per Diem	0	116	25,217.50		0	0	0	25,217.50			0	2,017.40	0	2,017.40
010-74-4067	Hourly	202	0	2,400		0	0	0	4,800			2,400.00	150.00	0	0
030-64-2981	Salary	0	182	54,961.74		0	0 50	00.00	55,461.74			0	4,159.68	C	4,159.60
042-76-8097	Salary	0	260	74,431.52		0	0	0	74,431.52			0	5,582.40	C	5,582.39
047-74-8949	Salary	0	180	68,383.60		0	0 46	6.36	68,849.96			0	5,163.70	0	5,163.77
This is after nam	s who you ed yo	at y ha our	ve ve co	shou add Iumr	uld ed ns.	see and	d								PSERS

You can label your new columns. For this to work, both sheets have to have employees in the exact same order, do one last review to ensure they are in the same order. Then do a simple copy and paste of the total wages from your payroll report onto the Summary report.

alary c v)	olur	nn le	etter _	D E ours Days	F Base 25 2,201	G URCC OT	H I SUPP Tota	J K al Salary Payroll 2,201.00	L Difference 0 0.00
Wage Type	Hours	Days	Base	URCC	OT	SUPP	Total Salary	Payroll	Difference
Per Diem	0	26	3,384.00	0	0	0	3,384.00	3384.00	
Salary	0	180	48,583.20	0	0	0	48,583.20	48583.20	
Hourly	917	0	18,446.12	0	0	0	18,446.12	19310.43	
Per Diem	0	116	25,217.50	0	0	0	25,217.50	25217.50	
Hourly	202	0	2,400	0	0	0	4,800	2400.000	
Salary	0	182	54,961.74	0	0	500.00	55,461.74	55461.74	1
Salary	0	260	74,431.52	0	0	0	74,431.52	74431.52	
Salary	0	180	68,383.60	0	0	466.36	68,849.96	68849.96	
		Af	ter ad	ding,	сор	y the	formula	a dowr	/
	Wage Type Per Diem Salary Hourly Per Diem Hourly Salary Salary Salary	Wage TypeHoursPer Diem0Salary0Hourly917Per Diem0Hourly202Salary0Salary0Salary0Salary0	Wage Type Hours Days Per Diem 0 26 Salary 0 180 Hourly 917 0 Per Diem 0 116 Hourly 202 0 Salary 0 182 Salary 0 260 Salary 0 180	Wage Type Hours Days Base Per Diem 0 26 3,384.00 Salary 0 180 48,583.20 Hourly 917 0 18,446.12 Per Diem 0 116 25,217.50 Hourly 202 0 2,400 Salary 0 182 54,961.74 Salary 0 260 74,431.52 Salary 0 180 68,383.60	Wage Type Hours Days Base URCC Per Diem 0 26 3,384.00 0 Salary 0 180 48,583.20 0 Hourly 917 0 18,446.12 0 Per Diem 0 116 25,217.50 0 Hourly 202 0 2,400 0 Salary 0 182 54,961.74 0 Salary 0 180 68,383.60 0	Wage Type Hours Days Base URCC OT Per Diem 0 26 3,384.00 0 0 0 Salary 0 180 48,583.20 0 0 0 Hourly 917 0 18,446.12 0 0 0 Per Diem 0 116 25,217.50 0 0 0 Hourly 202 0 2,400 0 0 0 Salary 0 182 54,961.74 0 0 0 Salary 0 180 68,383.60 0 0 0	Date F G Wage Type Hours Days Base URCC OT SUPP Per Diem 0 26 3,384.00 0 0 0 0 Salary 0 180 48,583.20 0 0 0 0 Hourly 917 0 18,446.12 0 0 0 0 Per Diem 0 116 25,217.50 0 0 0 0 Hourly 202 0 2,400 0 0 0 0 Salary 0 182 54,961.74 0 0 0 0 Salary 0 180 68,383.60 0 0 466.36	Description F G H I Wage Type Hours Days Base URCC OT SUPP Total Salary Per Diem 0 26 3,384.00 0 0 0 3,384.00 Salary 0 180 48,583.20 0 0 0 48,583.20 Hourly 917 0 18,446.12 0 0 0 25,217.50 Hourly 917 0 18,446.12 0 0 0 25,217.50 Hourly 202 0 2,400 0 0 48,800 Salary 0 182 54,961.74 0 500.00 55,461.74 Salary 0 180 68,383.60 0 0 466.36 68,849.96	Description F G H I J K Vision Days Base URCC OT SUPP Total Salary Payroll Payroll Payroll Total Salary Payroll Total Salary Payroll Payroll </td

In the column added to determine the difference, if any, enter a formula. In this example it is column k minus column j. After entering the formula in the first row. Copy and paste that formula down your difference column. The result will be the difference in what your payroll has for the total wages of each employee and what has currently been reported for the employee. Anything other than a zero needs to be addressed.

WAGES TO BE ADJUSTED

Total Salary	Payroll	Difference	WNC
3,384.00	3384.00	0.00	0
48,583.20	48583.20	0.00	0
18,446.12	19310.43	864.31	0
25,217.50	25217.50	0.00	0
4,800.00	2400.00	-2,400.00	2400
55,461.74	55461.74	0.00	0.00
74,431.52	74431.52	0.00	0
68,849.96	68849.96	0.00	0

Hours	Payroll	Difference	Days	Payroll	Difference
0	0.00	0.00	26	25.00	-1.00
0	0.00	0.00	170	180.00	10.00
900	917.00	17.00	0	0.00	0.00
0	0.00	0.00	116	110.00	-6.00
202	202.00	0.00	0	0.00	0.00
0	0.00	0.00	182	182.00	0.00
0	0.00	0.00	260	260.00	0.00
0	0.00	0.00	180	182.00	2.00
					PSERS
					81

SERVICE TO BE ADJUSTED

This slide shows you the results. Highlighted in yellow would be the adjustments that should be made to match your reporting to your payroll records. Notice on the Wages to be Adjusted row showing total salary as \$4,800 but payroll has the \$2,400 and \$2,400 in WNC. You will want to verify your reporting for this member to ensure accuracy. I recommend the first time you try this method of reconciliation you set up a teams meeting with your ESC representative and do it together. Once you have tried it, I think you will find it a huge time saver. Having accurate reporting keeps you from spending a lot of time researching questions and answering emails from PSERS!



MEMBER AMOUNT DUE

If you are not able to process the work report prior to the due date, you will **ESTIMATE** your member savings payment by using the payroll file total.

Remember to go back and check your estimated payment was **correct**.



PSERS still recommends employers upload their monthly work report before the tenth of the following month when possible. This eliminates having to use the totals from your payroll file to make payment to PSERS. The most accurate way to make payment is to verify the total due from your released work report. In this way you will have the exact amount after all corrections on the file have been made.

REVIEW THE MEMBER SAVINGS AMOUNT DUE!



If you made a payment based on payroll totals review the Work Report Transaction Details or the Transactions Page to make sure the amount you paid on the 10th was correct.

Errors or adjustments may have altered your amount due.

PSERS

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PSERS understands some business offices are not able to process their work report by the member savings fund due date and therefore must make payment from what their payroll file states is due. If this is the situation for your office, you will want to make sure that you have gone back into the released work report and verified you made the correct payment.

DUE DATES AND AMOUNTS DUE COLUMNS

Member Due Date -

The 10th of the month following the reporting month.

For example: The May Work report is due by the 10th of June for member savings contributions and member POS installment. **Employer Due Date** – Five days after receipt of the Commonwealth subsidy issued by PDE for the previous quarter.

For example: Employer contribution amounts owed for Jan, Feb, March transactions are due June 26th.

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Let's just review the dues dates for PSERS payments.

Member Due Date –

The 10th of the month following the reporting month.

For example: May Work report employee contributions withheld are due by the 10th of June for member savings contributions and member POS installment.

Employer Due Date –

Five days after PA Dept of Ed retirement subsidy check is issued for the previous quarter.

For example: Employer contribution amounts owed for Jan, Feb, March transactions are due June 26th. The first quarter payment should include the Jan, Feb, March work reports and adjustments that posted Jan, Feb, March.



When making payments it is important to use the right fund in PNC Cash Con.

Employer Contributions-

Employer share amount due as calculated by ESS using the employer share rate for the FY being reported. Amount includes Employer share and Employer Premium Assistance Plus any Lump Sum POS payments due for employee purchases of previously non-qualified service. It is important to note, all LumpSum POS payments be made to the Employer POS fund and not the Employer Share fund

Member Savings Contributions-

Member Savings amount due as calculated by ESS using the combined total wages being reported for each member multiplied by their contributions rate according to their membership class.

Member POS Installments-

Amount withheld by the employer to pay a member's purchase of service. Employers should monitor amounts owed by employee, so overpayment does not occur. On the Work Reports page in ESS, you can view the remaining amount owed by searching the Mem POS Balance column of a processed work report.



Shown on this slide are the options in PNC Cash Con for making payments to PSERS.

NOTE: The Employer Contributions Column does not separate the Employer POS contributions from the Employer Share, the employer must add all Employer POS transactions and make those payments in the correct fund Group on PNC Cash Con to avoid having those transaction left unpaid and a credit in the Employer Share fund. Making a payment to the incorrect fund can cause you to think you paid something when in fact you submitted the payment to the wrong fund. This could cause additional interest charges if not caught before the payment due date.

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B Roter Date I Date I Date I Emp Cont. Contributions Installment Work Reports 0.805/2024 > 065/7024 2776347 WH Adj. adjustment Opin 0910/2024 12/3/2024 (11/0.00) (140.00) 50.00 Import Files 0.702/2024 > 0601/2024 2774932 Estimated Work Ext WH Rpt 2024-06 Opin 07/10/2024 13/58,288.33 3:290,519.11 \$0.00 Import Files 0.702/2024 > 0501/2024 2774932 WH Adj. Billing Rpt 2024-05 Opin 06/10/2024 9/3/3/2024 \$1.00 \$888.39 \$0.00 Import Files 0.7018/2024 > 07/18/2024 2774832 WH Adj. Billing Rpt 2024-05 Opin 06/10/2024 9/3/3/2024 \$4.00 \$888.39 \$0.00 Import Files 0.7018/2024 > 07/18/2024 2774832 WH Adj. Billing Rpt 2024-05 Opin 06/10/2024 9/3/3/2024 \$4.00 \$4.25.0 \$0.00 Import Files 0.7018/2024 27/718/3/20 WH Adj. Billing Rpt 2024-05 Opin 06/10/2024 \$12/3/20/24 \$4.00 \$4.25.0	Image: Point of the p	Employer Info Filter: Status (Open Hold) Khow Eurod Daralize Khow Eurod Daralize	Documents	Postine Activity of T	frans			Mbr Due	Emp Due		Member Savings	Member POS
Dotation Date Tans Type 1 Menufiler 1 Sature Bin Due Emp Core. Bin Due Bin Due <th< td=""><td>Number Problem Probant <th< td=""><td>Filter: Status (Open, Hold) 😵</td><td>m Employer into</td><td>Show Fund Groups Show Fund Det:</td><td>taik</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></th<></td></th<>	Number Problem Probant Probant <th< td=""><td>Filter: Status (Open, Hold) 😵</td><td>m Employer into</td><td>Show Fund Groups Show Fund Det:</td><td>taik</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></th<>	Filter: Status (Open, Hold) 😵	m Employer into	Show Fund Groups Show Fund Det:	taik							
Browr Stowr Fund Groups Stowr	Norw Fund Groups Show Fund Groups<		Employer Info	Filter: Status (Open, Hold) 😵								

Here we see a typical Transaction Page where you should be looking for your financial information. The transaction page defaults to Fund Groups. As I mentioned earlier, Employer Contributions Fund Group includes the Lump-Sum POS, The Employer Share, and Employer Premium Assistance. Member Savings is the amount PSERS will be billing you for employee contributions withheld. Member POS Installments are the payments the employer withholds from employees to pay their share of a purchase of service.

Each Fund Column on the transaction page has a total due at the bottom of the page. If there is more than one page of open transactions, there will be a page total and an overall total for each column. It is important to know that not all payments are due at the same time, so this total is not necessarily what is due on your next due date. To make it easier to determine your amount due, the Transaction Page provides due dates for Employer Share, Lump-Sum POS Employer Share and Member Share and Member POS.

An easy way to determine the amount you owe is to filter and if needed export from the transaction page.

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	EKING								
							Help Center	User Profile	Logout
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The default filter on the Transaction Page is Open and Hold transactions. This would be all transactions that have an amount due or a credit. The Hold transaction are those that employer accounting has placed on hold for subsidy calculations and will be released once those are completed.

Use the filter button on the top right corner to filter or sort the transactions by date, type, status, due dates, etc. Click Apply to apply the filter or sort you have selected. Clicking Reset will reset to the defaults.

	DTIONS		
Scroll down filter options to locate either Member or Employer due date filters.	Filters Search by	Apply Reset X	
16 17 18 23 24 25 30 31 1	✓ Open Mbr Due Date Last 3 Months Last 6 Months Last 12 Months Custom Dates Emp Due Date ✓ Last 3 Months Last 6 Months Last 6 Months Custom Dates	Collapse All	PSERS B & S &

For member or employer amounts due, Scroll down filter to find Member or Employer due date

ED											
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Filter	" Status (Open, Hol	ld) 😵 Filter: I	Emp Due Date	e (01/01/2024 to 😵							
Sho	w Fund Groups	Show Fund D	Details								
	Date Date	Activity Date	#	Type 💷	Identifier 🗐	Status 🗐	Mbr Due	Emp Due Date	Emp Cont.	Member Savings Contributions	Installment
	<u>07/22/2024</u> >	06/01/2024	2774925	Estimated Work Report	Est WH Rpt 2024-06	Open	07/10/2024	09/23/2024	\$1,358,288.33	\$290,519.11	\$0.00
	<u>07/18/2024</u> >	05/01/2024	2774833	WH Report	Billing Rpt 2024-05	Open	06/10/2024	09/23/2024	\$0.00	\$888.39	\$0.00
	06/13/2024 >	06/13/2024	2772258	WH Adj.	Shared Risk Tests TD 7.5	Open	07/10/2024	09/23/2024	\$692.60	\$150.00	\$0.00
	05/28/2024 >	04/01/2024	2767872	WH Report	Billing Rpt 2024-04	Open	05/10/2024	09/23/2024	\$950,626.87	\$211,548.24	\$0.00
	<u>05/28/2024</u> >	05/28/2024	2767697	WH Adj.	Cor Lora 0710 FY 22,23	Open	06/10/2024	09/23/2024	\$6.90	\$0.00	\$0.00
	<u>05/22/2024</u> >	05/22/2024	2766647	POS Employer Contribution	Lump POS: SSN POS 647045	Open	08/20/2024	09/23/2024	\$277.08	\$0.00	\$0.00
	<u>05/22/2024</u> >	05/22/2024	2766621	POS Employer Contribution	Lump POS: SSN POS 646934	Open	08/20/2024	09/23/2024	\$52.86	\$0.00	\$0.00
	<u>05/17/2024</u> >	05/17/2024	2765439	POS Employer Contribution	Lump POS: SSN POS 646808	Open	08/15/2024	09/23/2024	\$12.43	\$0.00	\$0.00
	<u>05/14/2024</u> >	05/14/2024	2764650	POS Employer Contribution	Lump POS: SSN POS 646470	Open	08/12/2024	09/23/2024	\$212.65	\$0.00	\$0.00
Total	in current view								\$2,306,830.16	\$503,105.74	\$0.00
	of all records								\$5 573 521 40	\$503 595 76	(\$44.24) -

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Here is the result of filtering by Employer due date. On this slide the employer due date is 9/23/2024. Note the activity and posting dates are all in the second quarter with a due date of the third quarter. On the slide you can also see there is more than one page as the totals at the bottom are different.

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	Export Transaction List	Pilters	You can export transactions to have a paper copy or to use
r Due Emp te Due ≞‡ te Date	Member Emp Cont. Savings Contributions	Member POS Installment	excel to manipulate data

Some employers need to have paper justification for PNC Cash Con payments, exporting the filtered Transaction page will provide you with a list of all transactions paid.

Posting Date	Activity Date	Trans #	Туре	Identifier	Status	Mbr Due Date	np Due Date	mployer Cont.	Member Savings	Mbr POS Installment
11/20/2024	10/1/2024	2794209	Estimated Work Report	Est WH Rpt 2024-10	Open	11/10/2024	3/25/2025	3,591,868.54	\$771,558.59	\$700.88
10/31/2024	10/31/2024	2793045	Interest	Interest # 2793045	Open	11/10/2024	3/25/2025	\$22,422.81	\$0.00	\$0.00
10/4/2024	9/30/2024	2790908	Interest	Interest # 2790908	Open	10/10/2024	12/23/2024	\$5,063.22	\$0.00	\$0.00
8/23/2024	9/1/2024	2787222	WH Report	Billing Rpt 2024-09	Open	10/10/2024	12/23/2024	\$419.40	\$0.00	\$0.00
8/23/2024	8/1/2024	2787221	WH Report	Billing Report 8/31/2024	Open	9/10/2024	12/23/2024	\$303.34	\$0.00	\$0.00
7/31/2024	7/31/2024	2785480	Interest	Interest # 2785480	Open	8/10/2024	12/23/2024	\$0.00	\$546.89	\$0.00
7/18/2024	6/1/2024	2784967	WH Report	Billing Rpt 2024-06	Open	7/10/2024	9/23/2024	3,781,911.13	\$0.00	\$0.00
7/15/2024	7/12/2024	2783678	DC Payment	DC Pmt 07/12/2024 for 07/12/2024 Payroll	Open		12/23/2024	(\$22,818.71)	\$0.00	\$0.00
7/3/2024	7/3/2024	2779650	WH Adj.	Cor Majesky 3175 FY23	Open	8/10/2024	12/23/2024	\$2,059.03	\$0.00	\$0.00
7/2/2024	7/2/2024	2779358	WH Adj.	COR Lafata Oatman 6594 FY23-24	Open	8/10/2024	12/23/2024	\$81.04	\$0.00	\$0.00
7/2/2024	7/2/2024	2779353	WH Adj.	Cor Tipo 9654 FY 23, 24	Open	8/10/2024	12/23/2024	\$26.49	\$0.00	\$0.00
6/20/2024	6/20/2024	2774946	POS Employer Contribution	Lump POS: SSN 000-00-0000: POS 647699	Open	9/18/2024	9/23/2024	\$36.99	\$0.00	\$0.00
6/17/2024	5/1/2024	2774467	WH Report	Billing Rpt 2024-05	Open	6/10/2024	9/23/2024	5,023,477.28	\$0.00	\$0.00
6/13/2024	6/13/2024	2773651	WH Adj.	Cor Perry 0264 FY2024-2023	Open	7/10/2024	9/23/2024	\$63.60	\$0.00	\$0.00
6/13/2024	6/13/2024	2773597	POS Employer Contribution	Lump POS: SSN 000-00-0000: POS 647588	Open	9/11/2024	9/23/2024	\$823.31	\$0.00	\$0.00
6/12/2024	6/12/2024	2773447	WH Adj.	Cor Boyer 7105 FY21, 22+24	Open	7/10/2024	9/23/2024	\$0.29	\$0.00	\$0.00
5/30/2024	5/30/2024	2768472	POS Employer Contribution	Lump POS: SSN 000-00-0000: POS 647134	Open	8/28/2024	9/23/2024	\$31.09	\$0.00	\$0.00
5/15/2024	4/1/2024	2764840	WH Report	Billing Rpt 2024-04	Open	5/10/2024	9/23/2024	3,250,453.21	\$0.00	\$0.00
5/14/2024	5/14/2024	2764655	WH Adj.	Cor Cook 3015 FY 23-24	Open	6/10/2024	9/23/2024	\$81.82	\$0.00	\$0.00
5/13/2024	5/13/2024	2763972	WH Adj.	Cor Thomas 2537 FY23-24	Open	6/10/2024	9/23/2024	\$78.42	\$0.00	\$0.00
5/9/2024	5/9/2024	2762132	WH Adj.	Cor Powers 9269 FY 23-24	Open	6/10/2024	9/23/2024	\$84.25	\$0.00	\$0.00
5/3/2024	5/3/2024	2760427	POS Employer Contribution	Lump POS: SSN 000-00-0000: POS 646168	Open	8/1/2024	9/23/2024	\$17.94	\$0.00	\$0.00
5/2/2024	5/2/2024	2760098	POS Employer Contribution	Lump POS: SSN 000-00-0000: POS 646198	Open	7/31/2024	9/23/2024	\$258.88	\$0.00	\$0.00
3/18/2024	3/18/2024	2743973	WH Adj.	Cor Overreported POS Payment 3019	Open	4/10/2024	6/26/2024	\$0.00	\$0.00	(\$91.53)
8/22/2023	8/22/2023	2674216	Payment	Dep. Date 08/22/2023	Open			\$0.00	\$0.00	(\$150.53)

This is what an export of the transaction page without due date filters looks like. The blue column shows the member due date, and the yellow shows the employer due date. You may manipulate this data by due date and use excel to add totals. This method will give you the most accurate an up-to-date amount due for each fund. Don't make the mistake of including the LumpSum POS rows in your payment of the Employer Share. These transactions need to go to the Employer POS Fund as shown in a previous slide from PNC Cash Con. When manipulating the data you will need to separate out these rows and determine their total due separately from the Employer Share total. Fortunately, the Member POS and Member Savings have their own column.

EMPLOYER ST	ATEMENT OF ACCOUNTS (SOA)	
You Trai	u can view the monthly Member and Employer nsactions under your Documents Page in ESS	
	Document Name 🗐	
	Monthly Statement of Employer Transaction Details >	
	Monthly Summary of Employer Transactions >	
	Monthly Statement of Member Transaction Details >	
	Monthly Summary of Member Transactions >	
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Employer Statement of Accounts (SOA) are added to your Documents page monthly. These statements are a snapshot of all open transactions. Transaction details are listed in separate documents for Member Transactions and Employer Transactions.

Statements for both Member and Employer Transactions will be provided in two versions, a Summary version to provide beginning and ending totals, and a Detailed version to provide a comprehensive listing of the open transactions within the month.

Member Transaction statements will be available on the second or third business day of the month and will include an Amount Past Due, if applicable. Employer Transaction statements will be available around the 10th of the month to capture all final reporting to the DC plan from the prior month. Employer Statements will include Amount Due & Amount Past Due.

OPEN AND PAST DUE TRANSACTIONS Scheduling a Report

ft Home	Your ESC Representative: RIDDLE, RACHAEL			
💼 Employer Info		0		
Documents	Shortcuts			
🚊 Roster	Generate a Report >	Report	Report parameters	
D Work Reports	Run an Employer Self-Service report	Please select a report from the following list:		
 Import Files 	Employer Reference Manual > This manual provides information and instructions on submitting necess	a		
		 ESS - Employer POS NQ Refund Report 		
		O ESS Employer summary report		
		O ESS Employer total service credit report		
		O Employer Notification CROQ Report		
Gener	ating these two	O Open and Past Due Employer Transactions		
what is	s will help determine	Open and Past Due Member Transactions		

An additional way to view what is owed and what is due is to generate the Open and Past Due Employer and Member Transaction report. You can generate these reports at any time as a PDF or as an excel spreadsheet. These reports display the posting date of the transaction, the transaction number, the transaction type, identifier, the due date, and the amount owed. The total amount owed is shown at the bottom of the report.



Now let's look at determining the amount due for your work report member savings and member POS

REVIEW RELEASED WORK REPORT TRANSACTION DETAILS Work Reports / Work Report Transaction Details Comments Work Report Transaction Details Do these totals Member Saving Contributions Member POS Posting Date Activity Date Trans Applied To/From Employer Cont Identifier Туре Installr match \$194,504.14 \$43,226.05 03/04/2024 02/01/2024 Original 2024-02 MASTER AGREEMENT \$52.16 your payroll file DC Payment Ref# - 2733859 (\$1,124.40) 03/04/2024 02/08/2024 Credit In 2733859 \$0.00 \$0.00 totals?

(\$1,181.69)

\$192,198.05

\$192,136.18

\$0.00

\$0.00

(\$0.88)

\$0.00

\$43,225.17

\$0.00

\$0.00

\$52.16

\$0.00

PSERS

97

2737403

2737759

DC Payment Ref# - 2737403

Payment Ref# - 2737759 (Auto)

03/04/2024

02/23/2024

03/04/2024 02/26/2024

Total in current view

Credit In

Credit In

Let's take a quick review. To figure out the amount you need to pay by the member savings due date of the 10th of the month or the last business day prior to the tenth. If you are paying only your current work report, you can open the released work report and click on the Transaction Details tab. You are looking to see if the amount due is what you expect it to be based on your payroll software file. You are verifying once again just to make sure nothing new has credited the report since you processed it. This slide depicts a report with two pages so you will want to look at both pages. Notice on page one there is 88 cent credit for the member savings. If you forget to use this credit when making your member savings payment you will receive one of those notices from employer accounting stating your payment amount was incorrect.

nis	Transaction Number: 2754379							
the	Posting Date	Activity Date	Trans Type	Identifier	Applied To/From	Employer Cont.	Member Savings Contributions	Member POS Installment
nt	04/12/2024	03/01/2024	Original	2024-03 MASTER AGREEMENT		\$1,421,428.88	\$314,361.78	\$0.00
ted	04/12/2024	03/28/2024	Credit In	DC Payment Ref# - 2750147 (Auto)	2750147	(\$3,478.75)	\$0.00	\$0.00
:	04/12/2024	04/01/2024	Credit In	DC Payment Ref# - 2752029 (Auto)	2752029	(\$3,520.15)	\$0.00	\$0.00
	04/12/2024	03/25/2024	Credit In	Payment Ref# - 2747748 (Auto)	2747748	\$0.00	(\$13,958.26)	\$0.00
	Total in current	view				\$1,414,429.98	\$300,403.52	\$0.00
	Total of all reco	rds				\$1,414,321.81	\$0.00	\$0.00

Let's look at another example where there is a substantial credit applied to the work report. This slide shows a payment of \$13,958.26 is being credited to the work report posted on April 12, 2024. This credit has an activity date of 3/25/2024 which meant it waited until there was debt in the member savings fund where the credit could be applied. This happened when the work report posted on 4/12/2024. The quickest way to see what caused the credit is to click the Applied to/From button shown with the yellow box. This will take you directly to the transaction causing the credit.

ransaction Number:									
Posting Date	Activity Date	Trans Type	Identifier		Applied To/From	Emp Cont. Member S	avings Contributions	Member POS Installment	
03/25/2024	03/25/2024	Original	Dep. Date 03/25/2024			\$0.00	(\$224,601.57)	\$0.00	Original
03/25/2024	03/25/2024	Credit Out	Estimated Work Report -	2745215 (Auto)	2745215	\$0.00	\$218,750.72	\$0.00	payment
04/02/2024	03/25/2024	Credit Out	Interest 03/31/2024 - 274	19621	2749621	\$0.00	\$1,282.91	\$0.00	uniouni
04/11/2024	04/11/2024	R-Credit In	Reverse - Estimated Wor	k Report - 2745215 (Au	uto) <u>2745215</u>	\$0.00	(\$218,750.72)	\$0.00	
Total in curren	nt view						(#222.210.66)		
						\$0.00	(\$223,310.00)	\$0.00	
Total of all rec	ords					\$0.00	\$0.00	\$0.00	
Total of all rec	ords	Transaction N 2747748 Posting I	umber: Date Activity Date	Trans Type	Identifier	\$0.00 \$0.00 Applied To/From	(\$223,318.00) \$0.00 Emp Cont.	\$0.00 \$0.00 Member Savings Contributio	ons Member POS installment
Cred	it on	Transaction N 2747748 Posting 04/11/20	umber:	Trans Type Credit Out	Identifier WH Report - 2754169 (Auto	\$0.00 \$0.00 Applied To/From 22754169	(\$223,316.00) \$0.00 Emp Cont. \$0.00	\$0.00 \$0.00 Member Savings Contribution \$209.360	ons Member POS installment
Cred seco page	it on nd	Transaction N 2747748 Posting 1 04/11/20 04/12/20	Activity Date Activity Date 03/25/2024 03/25/2024	Trans Type Credit Out Credit Out	Identifier WH Report - 2754169 (Auto WH Report - 2754379 (Auto	\$0.00 \$0.00 Applied To/From 2754159 2754379	(\$223,318.00) \$0.00 Emp Cont. \$0.00 \$0.00	\$0.00 \$0.00 Member Savings Contribution \$209.360 \$13.958	ons Member POS installment .40 \$0.00 .26 \$0.00
Cred Secol page	it on nd	Transaction N 2747748 Posting I 04/11/20 04/12/20 Total In c	Attivity Date Attivity Date 03/25/2024 03/25/2024 uurrent view vurrent view	Trans Type Credit Out Credit Out	Identifier WH Report - 2754169 (Auto WH Report - 2754379 (Auto	\$0.00 \$0.00 Applied To/From 22754169 2754379	(\$223, 10.00) \$0.00 Emp Cont. \$0.00 \$0.00 \$0.00	\$0.00 \$0.00 Member Savings Contributis \$209.360 \$13,958 \$223,318	ons Member POS installment .40 \$0.00 .26 \$0.00 .66 \$0.00

Here we see the original payment of \$224,601.57 made through PNC Cash Con on 3/25/2024. In looking at the slide, it appears the employer was late in both making their payment and in reporting. Notice the Estimated Work Report with an amount due of \$218,750.72. This report is automatically created by ESS when an employer has not met their reporting deadline. It is a place holder for when the employer does complete their reporting. In this instance the estimated work report and the payment were made on the same day. Looking at page two of the transaction details we see the employer processed their work report on April 12, 2024 (several weeks late). This caused the estimated work report to be reversed. (Point to the debit and credit of the estimated report)

Because the employer paid their member savings amount due prior to processing their work report, they also overpaid the member savings amount due by #13,958.26. The actual work report had an amount due of \$209,360.40 plus there was an interest amount due for late payment of \$1,282.91. These were subtracted from the payment amount of \$224,601.57 which is where the \$13,958.26 credit came from on the employer's next monthly work report.

As you can see it can get quite confusing if you miss deadlines or do not reconcile

with every work report. If this employer reconciled their work report after they process the report, they will know to expect a credit in the amount due and will be prepared to make the adjustment in the amount due on their next member savings payment. If they do not, they may start a rolling credit where this \$13 thousand will continue to carry over every month as a credit. The longer it goes the more difficult it is to determine where the credit started.

Point...The time you think you are saving by pushing off reconciling your released work report may cost you three times the amount of time you saved. It is a lot easier to find answers early on rather than waiting for the end of the quarter or year. Employer will want to go back and see what they were trying to pay with that original payment amount.

Work Report Details Work Report Summary Work Report Transaction Details	Fund	Due Calculated	Amount Paid	Amount Owed
Work History Summary	Mem Saving	\$154,207.58	\$0.00	\$154,207.58
Has work report been	Mem POS	\$0.00	\$0.00	\$0.00
uploaded and released	Emp Share	\$678,414.91	\$0.00	\$678,414.91
before Member Savings	Emp Prem	\$13,015.23	\$0.00	\$13,015.23
payment is due on the 10 th	Total in current view	\$845,637.72	\$0.00	\$845,637.72
or last business day before the 10 th ?	Total of all records	\$845,637.72	\$0.00	\$845,637.72

This slide is a simple one. Nothing has been credited to either the member savings. So nothing has changed your amount due since you uploaded the work report and it was released. As long as this is the same total as your payroll file, there is nothing to investigate. It is always your best practice to verify the amount due before entering your payments in PNC Cash Con.



Now let's look at determining the amount due for your work report member savings and member POS



Another way to verify you are paying the correct amount is to look at your Transaction Page. Here you will find all your OPEN and Hold transactions as the default filter. As a review, open status indicates there is still a credit or debit to be paid on the transaction. Many employers miss making the total amount due by not reviewing the transaction page before entering their PNC Cash Con payment. This is an important step, especially if you use the "Oldest Open Receivable" method of payment. Oldest Open Receivable will direct your payment to go to the oldest transaction showing on your transaction page for the fund you select in PNC Cash Con. Shown highlighted on this slide is an often overlooked interest charge. An interest charge can occur when any open receivables go past their due date. If this employer makes their next member savings payment using the oldest open receivable because they have not yet processed their work report by the due date of the tenth, that payment will first credit the interest shown on the transaction page resulting in a shortage of payment for the member savings account. If the employer never goes back to the transaction page to see if payment was made and if it was correctly applied, they will continue to have interest charges as their payments will not include the missing interest charges only what their payroll says is due.

OMP								ENITS
						Member Contributions	Member POS	
					Past Due	212,078.26	-163.63	
	Monthly Activity							,
	Post Date	Trans#	Trans Type	Trans Identifier	Member Due Date	Member Contributions	Member POS	
	05/01/2024		Beginning Balance			91,716.64	-884.41	
	05/20/2024 05/20/2024	2766179 2766179	Adjustment Estimated Work	Est WH Rpt 2024-04 Est WH Rpt 2024-04	05/10/2024 05/10/2024	-215,275.58 215,275.58	0.00 0.00	
	05/28/2024	2767872	Report WH Report	Billing Rpt 2024-04	05/10/2024	211,548.24	0.00	
					May 2024 Total	211,548.24	0.00	
	05/31/2024	2768689	Balance Adj.	Interest 05/31/2024	06/10/2024	1,394.11	0.00	
					Jun 2024 Total	1,394.11	0.00	
	05/30/2024	2768353	Payment	Dep. Date 05/30/2024 - Check #339266130		-91,186.62	0.00	<u> </u>
				Page 1 of 2				PS

Many employers rely on the Statements produced and dropped into documents around the 9th or 10th of the month to make their payments. Point out the amount past due and the credit in Member POS. In the upper right hand side any past due amounts will be shown on your statement. If there is a past due amount, this is an indication you should look for the additional interest charges and make sure they are paid. Making payment from the statement of account, provides a paper trail but it is not the most accurate or efficient way to make payment as your SOA is merely a snapshot of what your account looked like on the day it was produced. Should any additional payments or reports happen after the statement is created, you could be missing credits or debits when making your payments.

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	03/21/2024	2/40014	Contribution	POS POS	1 Identifier	-		Trans #	Emp Cont.	Emp Due Date	
					2 DC Pmt 09/10/ 3 DC Pmt 09/05	/2024 for 09/06/3 /2024 for 09/06/3	2024 Payroll 2024 Payroll	2802494 2799576	(\$19.20) (\$1.910.55)		
					4 Lump POS: SS	N	POS 646760	2765127	\$281.28	9/23/2024	
	05/03/2024	2760509	WH Adj.	Adjustment Rpt	5 Marra-Tucker- 6 Adjustment Br	-K at FY 2024		2774700 2760509	\$3,528.95 \$45.05	9/23/2024	1
	05/03/2024	2760390	WH Report	Billing Rpt 2024-04	7 Billing Rpt 202	4-06		2785272	\$618,764.04	9/23/2024	
	05/16/2024	2/0512/	Contribution	Lump POS: SSN OS	8 Billing Rpt 202	4-05		2771376	\$793,276.99	9/23/2024	
	06/07/2024	2771376	WH Report	646760 Billing Rpt 2024-05	10	4-04		2700350	\$321,003.33	5/23/2024	
	06/18/2024	2774700	WH Adj.	Marra-Tucker-Krim	11						
	07/19/2024	2785272	WH Report	Billing Rpt 2024-06	12				\$1,936,901.84		- 1 🗡 🖊
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					< >	Contribution	s_Transac	+ :		-	🗘 🗘

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Your statement is a useful tool for reconciliation and keeping a record of what has been paid. Think of your SOA as a bank statement- you are comparing your handwritten check register with what the bank says has cleared your bank for payment. You can use the SOA in the same way. Depicted on this slide is an SOA and an export of the transaction page. The SOA can be cross referenced with the transaction page helping you reconcile amounts due and amounts paid.

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ld _{ilt}	Mem _≞ Savings	MEM POS ^{≞↑}	EMP SH ≞Ĵ	EMP PA ≞‡	ACT29 Exist	ACT29 Exist = 1 BOC	ACT29 New	ACT29 New =1 BOC	Mem POS = I Balance	Scroll to Mem POS column and sort to find
2003	\$749.27	\$101.34	\$3,323.75	\$62.94	\$0.00	\$0.00	\$9,990.22	\$0.00	\$3,665.51	
2023	\$215.88	\$69.50	\$1,305.85	\$24.73	\$0.00	\$0.00	\$3,925.00	\$0.00	\$653.15	employees
2012	\$124.27	\$0.00	\$551.27	\$10.44	\$0.00	\$0.00	\$1,656.96	\$0.00		making POS
1997	\$637.84	\$0.00	\$2,829.47	\$53.58	\$0.00	\$0.00	\$8,504.58	\$0.00		payments – Scroll
2016	\$359.44	\$0.00	\$1,594.46	\$30.19	\$0.00	\$0.00	\$4,792.50	\$0.00		to Mem POS
1999	\$557.59	\$0.00	\$2,473.46	\$46.84	\$0.00	\$0.00	\$7,434.50	\$0.00		Balance column
	\$19,905.54	\$170.84	\$87,730.18	\$1,661.28	\$34,632.42	\$0.00	\$229,059.08	\$0.00	\$4,318.66	
	\$386,152.14	\$170.84	\$1,782,297.11	\$33,749.36	\$331,092.35	\$0.00	\$5,025,977.33	\$0.00	\$4,318.66	

As a reminder, if you see a credit in the member POS (Purchase of Service) past due amount, you should be looking for the employee or employees who have overpaid their member POS installment. You will want to go into your last released work report and sort by the member POS Balance to find who has a credit in this column. POS information will only be displayed in a processed work report that contains member POS reporting. It is your responsibility to create an adjustment reversing the overpayment and reimbursing your employee for the overpayment.



We would be remiss if we did not mention reconciling your VOYA or DC reporting.

TR	ANSA	CTIO	N HIST	TORY	REVIE	W			
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	625010 - F	SERS SCH	DOL EMPL	OYEES' DE	FINED		Work History		
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							page to		
	Select Division	/Location		•	Payroll Date (MM/DD/YYYY)				ensure vour
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	5102962	08/14/2024	08/13/2024			C Ready to Post	View Details		unu
	5102916	08/14/2024	08/13/2024			Contains Errors	View Details		accepted by
	5102896	08/13/2024	08/13/2024			File Processing Erro	View Details I Delete		
	5102863	08/14/2024	08/13/2024			Contains Errors	View Details		VOYA.
	5102804	08/14/2024	08/13/2024			Contains Errors	View Details		

Just like you review and verify your work report has been released you also want to review the transaction history page on VOYA's PayCloud to make sure your files were successfully processed. In looking at this slide, none of these files were processed. They were submitted but VOYA did not receive them and neither did PSERS. Files containing errors need to be corrected. These files are not accepted as submitted if they contain errors. If you do not know how to correct these files, you will need to reach out to VOYA and ask them to walk you through correcting the files. If there are files that are no longer required, you will want to make sure they are deleted so they do not cause confusion when trying to determine what was reported.

C	COM	PA	RE	V	ΟΥΑ Ι	REPORTING	TO) TRA	ANSA		PAGE		
												NO	
Acco	ount										Export Transaction List	T- (2) Filters	
Filter:	Status (Open, Hold	0 🕲											
Show	w Fund Groups	Show Fund	Details										
•	Posting Date	Activity Date	≞≣ #	ans Et	Туре ≒1	Identifier = 1	Status	Mbr Due Date	Emp Due Date	Emp Cont.	Member Savings Contributions	Member POS ^	
	<u>12/04/2024</u> >	12/04/2024	28	29769	POS Employer Contribution	Lump POS: SSN 000-00-0000: POS 652454	Open	03/04/2025	03/25/2025	\$369.76	\$0.00	\$0.00	
ו	<u>12/02/2024</u> >	11/29/2024	28	29114	DC Payment	DC Pmt 11/29/2024 for 11/29/2024 Payroll	Open			(\$18,780.28)	\$0.00	\$0.00	
כ	<u>11/19/2024</u> >	11/19/2024	28	25954	POS Employer Contribution	Lump POS: SSN 000-00-0000: POS 652262	Open	02/17/2025	03/25/2025	\$310.95	\$0.00	\$0.00	
כ	<u>11/18/2024</u> >	11/15/2024	28	25628	DC Payment	DC Pmt 11/15/2024 for 11/15/2024 Payroll	Open			(\$18,603.63)	\$0.00	\$0.00	
	<u>11/15/2024</u> >	10/01/2024	28	25006	WH Report	Billing Rpt 2024-10	Open	11/10/2024	03/25/2025	\$2,035.412.94	\$0.00	\$8.06	
	<u>11/13/2024</u> >	11/13/2024	28	24399	POS Employer Contribution	Lump POS: SSN 000-00-0000: POS 651837	Open	02/11/2025	03/25/2025	\$101.62	\$0.00	\$0.00	
	<u>11/12/2024</u> >	11/12/2024	28	24208	POS Employer Contribution	Lump POS: SSN 000-00-0000: POS 651818	Open	02/10/2025	03/25/2025	\$1,180.31	\$0.00	\$0.00	Shile
	<u>11/12/2024</u> >	11/12/2024	28	23792	POS Employer Contribution	Lump POS: SSN 000-00-0000: POS 651683	Open	02/10/2025	03/25/2025	\$40.99	\$0.00	\$0.00	
otal i	n current view									\$2,006,888.26	\$0.00	\$8.06	PSERS
otal c	of all records									\$14,207,133.02	\$1,737,505.96	\$3,132.94	, ₩₩%,

File transfer happens over the weekend. This means you can verify your DC reporting has been received by PSERS on Monday of the following week. You will be able to see your VOYA credit on the Transaction Page until the corresponding work report is processed. On Monday, you can verify the <u>employer share credit</u> is what you expected. If not, review your VOYA file and compare to the work history found on VOYA PayCloud. This can be done anytime after your report to VOYA but keep in mind, VOYA credits will auto apply to the monthly work report corresponding to your pay date so they will no longer show on the transaction page as an open transaction. In this slide the DC credits are for payrolls dated 11/15/2024 and 11/29/2024. This DC credits will be applied to the November work report and no longer show as open transactions on the transaction page once your November work report is released. After the credits are applied to the Employer Share for the work report, you will need to open the November Work Report Details to see the DC credits.

		PT						
		13						
Work Reports /	Work Report Tran	saction Detail	s				Comments	
Work Report Det	ails Work Repor	Summary	Work Report Transaction Details					
Transaction Number 2739767		_						Did you have
Posting Date	Activity Date	Trans Type	Identifier	Applied To/From	Employer Cont.	Member Savings Contributions	Member POS Installment	two VOYA reports and
03/04/2024	02/01/2024	Original	2024-02 MASTER AGREEMENT		\$194,504.14	\$43,226.05	\$52.16	do these
03/04/2024	02/08/2024	Credit In	DC Payment Ref# - 2733859 (Auto)	2733859	(\$1,124.40)	\$0.00	\$0.00	credits
02/04/2024	02/23/2024	Credit In	DC Payment Ref# - 2737403 (Auto)	2737403	(\$1,181.69)	\$0.00	\$0.00	your DC
03/04/2024			Payment Ref# - 2737759 (Auto)	2737759	\$0.00	(\$0.88)	\$0.00	payroll file?
03/04/2024	02/26/2024	Credit In						
03/04/2024 03/04/2024 Total in curre	02/26/2024 nt view	Credit In			\$192,198.05	\$43,225.17	\$52.16	

If you have missed your review before the DC credit is applied to your work report, fear not. You can review these credits in the work report Transaction Details from your Work Reports page. This slide depicts 2 DC credits applied to the March work report. In this example you will want to make sure there ais credit for each payroll in March. As in our previous slide you want to verify the employer share for the DC reporting matches what you reported. As a refresher, you are paying the 2.5% employer share of employee payroll through ACH when reporting to VOYA. This is a partial pre- payment of the total Employer Share amount due. Each quarter. When comparing the activity date to the posting date, it is usually one month before the posting date. (assuming you reported timely) This is because you report to VOYA on a er payroll basis and report to PSERS after all payroll have been completed or the next month.



In case you don't know how to reach Voya, the PSERS public web has a page dedicated to DC Reporting Resources. The first topic is Contact the right group for your DC Plan Questions. Other important resources include the Reporting to the DC Plan training and the Voya PayCloud Training and the Voya PayCloud user guide.

EMPLOYER CONTACT INFO



Using the right contact information will help speed your response time! Your ESC Representative is always your first line of contact. On this slide are other common contacts for employers.

The Voya help line can assist with general issues in submitting your work order. If you have challenges and need more detailed assistance with Voya reporting contact Voya by emailing the PSERS payroll in box

Employer accounting may be reached by email and is only able to assist with accounting issues not reporting. Any reporting questions should be directed to your ESC Representative.



There are seven Employer Service Center regions within the state. All regions have a dedicated representative to ensure you receive the customer service and training assistance you may need.

Not sure who your representative is? When you log into your ESS account, your Representative's name will be in the banner at the top of each page.



The Employer Service Center (ESC) is your primary and first line of contact for questions or if you need help with reporting.

ESC representatives are available Monday through Friday, 8 AM to 4 PM, to assist employers either by email or by the Employer HELP LINE 1.866.353.1844.

ESC representatives are available for in-person or virtual trainings for new monthly reporting staff or for cross training any additional staff members. There are also many recorded trainings on the PSERS website.

ESC can assist with basic DC reporting questions, but employers should reach out to VOYA for assistance with the Voya PayCloud system.



This concludes the 2025 Employer Workshop. If you would like to hear this presentation again or if you know of a co-worker who was not able to attend, the PowerPoint with speaker notes and a recording of the presentation will be posted to the PSERS website under the Workshops page in early June.