

PSERS/Voya

Accessing the new Employer Recon Report

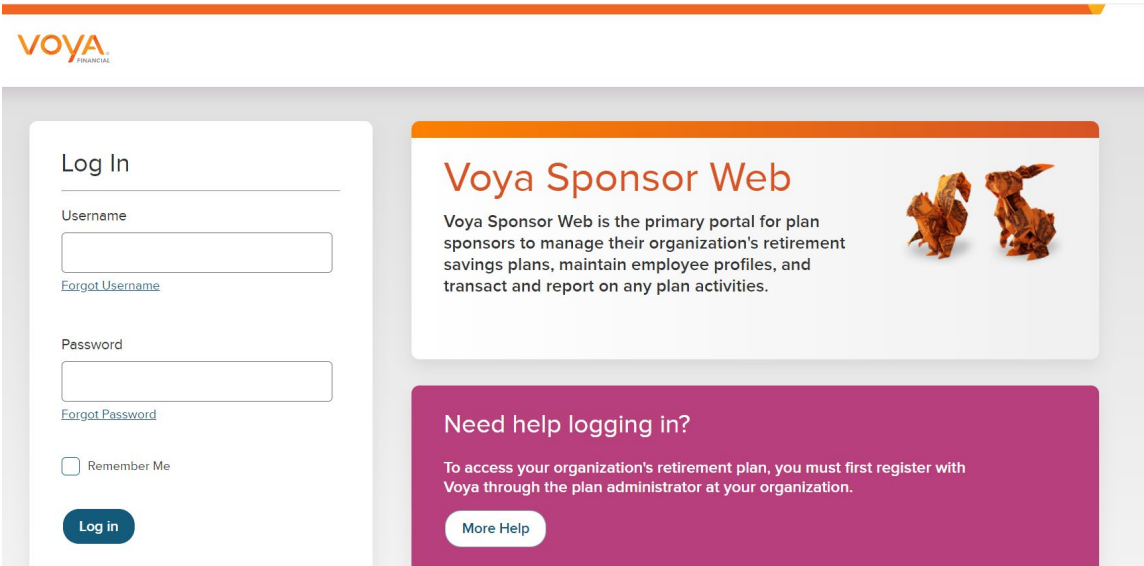
You asked, we listened!

Voya and PSERS are excited to announce the new Employer Recon Report. This report is designed to help employers see and reconcile what is posted monthly at the participant level. The report will have SSN, RCC, RCC Less Pickups, URCC, Mandatory Employee Contributions, Employer Contributions, Voluntary After-Tax Contributions, Pay Period and Date Posted, as well as totals both by pay period per participant and a full monthly total.

The report is generated on the last business day of the month and available on the first business day of the following month. There will also be a fiscal year report available at the end of the year.

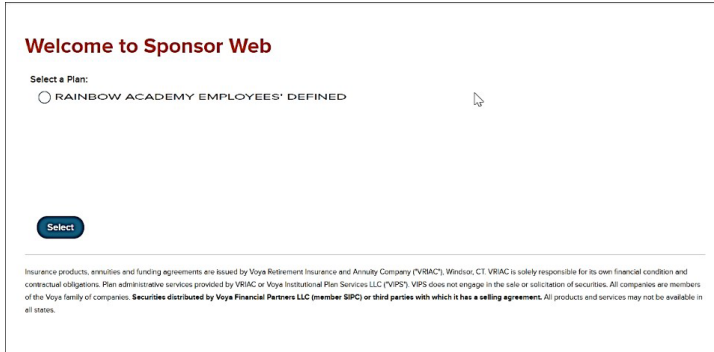
The first report will be available on September 2, 2025 for August 2025 transactions. On September 3, the July 2025 report will be available as well as the fiscal year report for July 1, 2025 – June 30, 2025. In the future, Employer Recon Reports will be available on the first business day of the month.

This job aid will help you access this report within Voya PayCloud (VPC).

STEP	ACTION
1	<p>Visit https://sponsor.voya.com to access Sponsor Web.</p>  <p>Enter your user ID and password and click <i>Log in</i> to continue.</p> <p>Note: Sponsor Web user IDs cannot be shared between users. Each user needs their own unique user ID and password.</p>

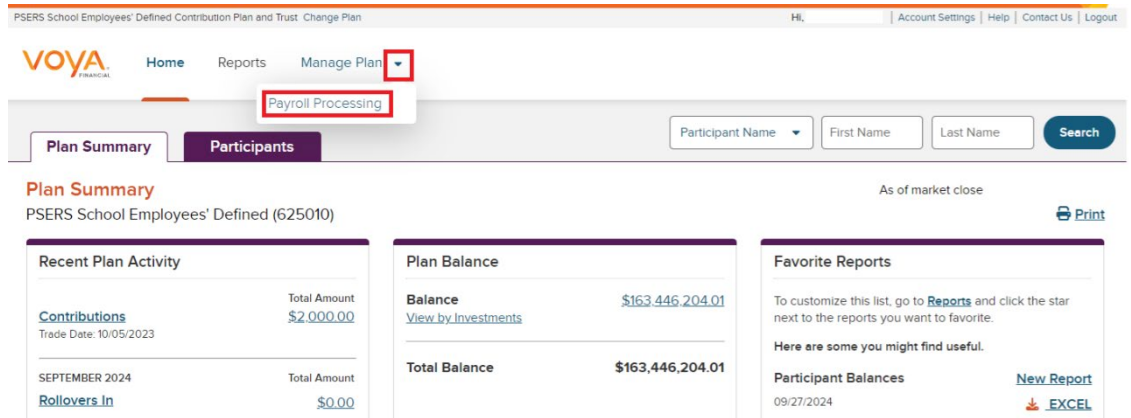
Note: If you are logging in from a non-registered device, you will be prompted to enter a one-time passcode to enter the site. The passcode will be delivered to the email address or mobile number associated with the user ID entered. You will then have the option to register your device for future access.

If you have permission to access more than one employer, you will see the Select a Company Code screen. You can select any of the employers listed and click *Continue*.



Note: Voya PayCloud will enable you to access your affiliated employers. Access is not limited to the employer selected on the Select a Company Code screen on Sponsor Web.

From the toolbar at the top of the next screen, hover over the *Manage Plan* and select *Payroll Processing* from the drop down menu.

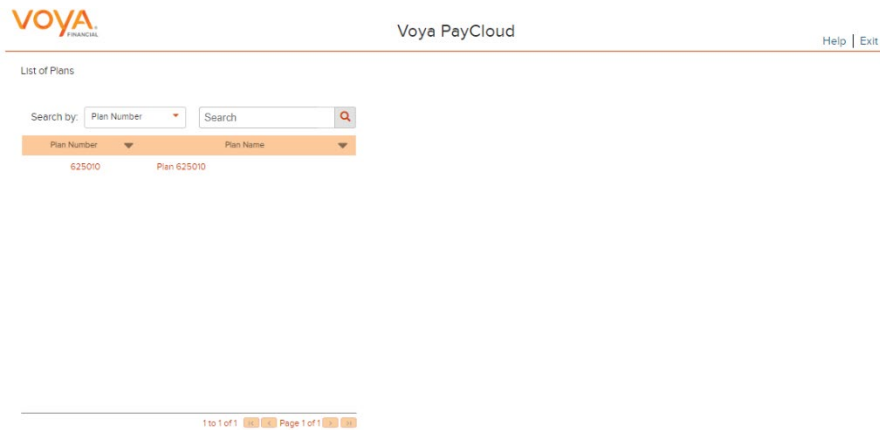


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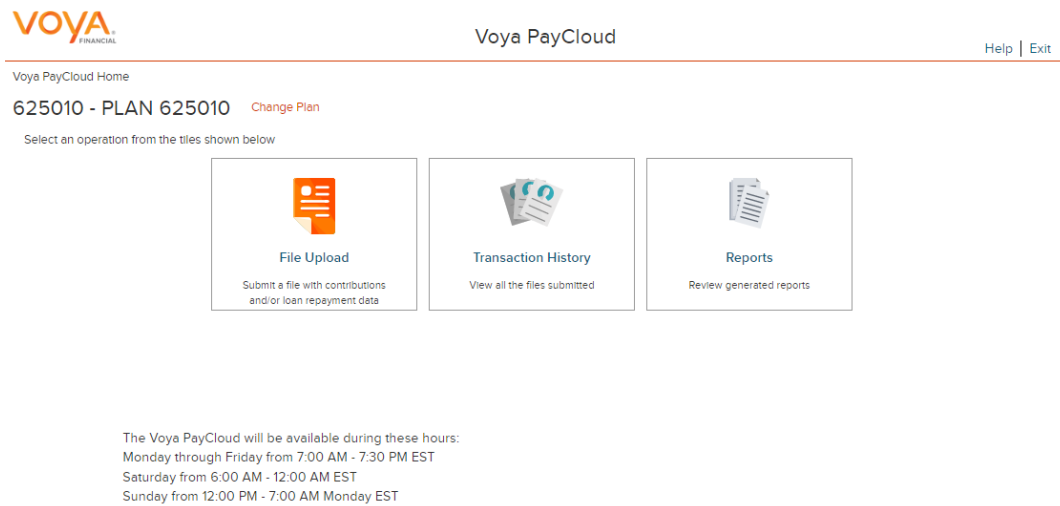
On the next screen, select a plan from the List of Plans screen to be directed to the home screen. You will only see lists of plans that you have access to.

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On the plan's home screen, you will see three options. **File Upload** is used to submit payroll. **Transaction History** allows you to see the payroll files that have been submitted. **Reports** is where you will find the Employer Recon Report. Click *Reports* to continue.

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You have three options within Reports. **BIRT Reports** and **CCA Reports** were previously available in Voya PayCloud. The new **Employer Recon Report** is available under **Receive Reports and Files**.

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On the Receive Reports and Files page, choose *Reports* as the File Type. Next, choose the Activity Period. Since these reports generate on the first business day of the month, make sure your report matches the period you are looking for. After choosing *Reports* and your activity period, click *Search*. Your reports will display below the Search button, as shown by the third arrow.

NOTE: You will only be able to see the reports for the Employers that you have access to.

Select the report that you want and click *Download* to have it downloaded to your web browser where you can then save it for review.

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Voya PayCloud

Voya PayCloud Home > Reports Home > Receive Reports and Files

625010 - PSERS SCHOOL EMPLOYEES' DEFINED

File Type
Reports

Activity Period
July 2025

File Name
Enter beginning of the file name or the entire file name (e.g. enter loan for your loanspymt or pymt for your pymt_dollar_confirm reports)

File Name Search

File to download

File Name
EMPLOYER_STATEMNT...20250709_052025.CSV
EMPLOYER_STATEMNT...20250709_052025.CSV
EMPLOYER_STATEMNT...20250709_052025.CSV
EMPLOYER_STATEMNT...20250709_052025.CSV
EMPLOYER_STATEMNT...20250711_090832.CSV
EMPLOYER_STATEMNT...20250711_090832.CSV
EMPLOYER_STATEMNT...20250711_090832.CSV

Select a file above, then click Download

Download

Questions?

If you have any questions, please email ID-PSERSS@voya.com and reference your PSERS four-digit Employer Code and question topic in the subject line. You can also call the Voya PSERS Help Line at 1.877.806.5652 weekdays from 9:00 a.m. – 5:00 p.m.