

Information for New School Employees

The Public School Employees' Retirement System (PSERS)

Toll-Free Information: 1-888-PSERS4U (1-888-773-7748)



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PSERS Membership - PSERS is a defined benefit plan. This means PSERS bases your retirement benefit on your years of service credit and your final average salary.

All full-time employees, as defined by PSERS, are required by law to be enrolled in PSERS, and must have retirement contributions withheld. Employees who work 5 or more hours a day, 5 days a week or its equivalent (25 or more hours a week) are considered full-time employees for retirement purposes even if the employer considers them part-time.

Part-time salaried employees qualify for PSERS membership as of their first day of employment, and must have retirement contributions withheld.

Part-time hourly and part-time per diem employees must meet minimum service requirements to qualify for PSERS membership. Employers may withhold retirement contributions for these part-time employees beginning with the first day of employment; however, retirement contributions must be withheld once minimum service requirements have been met.

All part-time employees may waive membership in PSERS. To qualify for the waiver, the part-time employee **must have an Individual Retirement Account and request a waiver within 30 days of starting employment.** When you waive membership in PSERS, all future rights to benefits for that school year are waived.

NOTE: If you are currently a PSERS retiree, your monthly benefit will stop upon re-employment unless you are hired under emergency or extracurricular employment (the provisions of Act 2004-63).

Contribution Rate - Contribution rates are based on a member's date of hire and class of service and are set by law. The contribution rate is 7.50 percent for members enrolled on or after July 1, 2001. Contributions are excluded from your gross income for federal tax purposes only and are federally tax deferred.

Benefit Eligibility

- Refund of Contributions and Interest (less than 5 years of service and under age 62)
- Death Benefits (extent of benefit based on credited service)
- Disability Retirement (5 years of service, if eligible)
- Vesting of Benefits (5 years of service, receipt of benefit deferred to later date)*
- Early (Withdrawal) Retirement (5 years of service at any age)

- Early Retirement (55 years of age with 25 years of service)
- Normal Retirement (35 years of service, age 60 with 30 years of service, or age 62 with 1 year of service)

**A former member hired after July 1, 2001, must earn at least one year of credited service before the member's previous service counts towards vesting requirements.*

PSERS Communications - PSERS will mail you a *Welcome Letter* and an *Active Member Handbook* after your employer provides your employment information to us. **It is important that you keep this handbook for future reference.**

If you are an active member of PSERS, you may be eligible to apply to purchase service credit. Please refer to your member handbook for additional details.

PSERS regional office staff offer meetings known as *Foundations for Your Future*, throughout the year to provide you with information concerning your retirement system. Meeting schedules can be found in the *Retirement Chalkboard* active member newsletter and on the PSERS website, www.psers.state.pa.us.

Naming a Beneficiary - After you are enrolled as a member of PSERS, you should designate a beneficiary and/or beneficiaries to receive your retirement benefits if you die before you receive your PSERS retirement funds. You will receive a *Nomination of Beneficiaries* form (PSRS-187) with your *Welcome Letter*. **A new *Nomination of Beneficiaries* (PSRS-187) must be filed with PSERS anytime you change your beneficiary.**

Multiple Service - 365 Day Election Deadline - If you have former service credited with the Pennsylvania State Employees' Retirement System (SERS) for work performed for the Commonwealth of Pennsylvania (for example, Department of Public Welfare, Labor & Industry, Transportation, etc.), you may elect multiple service, which combines state and school service. An election form is sent with the PSERS *Welcome Letter*. **You have only 365 days from the date of your enrollment letter to make your multiple service election.**

Keeping Your Address Current - PSERS sends publications and notifications to keep you informed of changes in your retirement benefits. It is extremely important for you to notify your employer if your name and/or address changes.

Please contact your regional office for further information. PSERS has eight regional offices to serve you. See reverse side for details.

PO Box 125
Harrisburg, PA 17108-0125
Toll-Free: 1-888-773-7748
Local: 717-787-8540
Fax: 717-772-3860
Web Address: www.psers.state.pa.us

PSERS FIELD SERVICES DIVISION

Harrisburg Headquarters
5 North 5th Street
PO Box 125
Harrisburg, PA 17108-0125

Northwest Regional Office

Suite C
Penn Wood Center
464 Allegheny Blvd.
Franklin, PA 16323-6210

Toll-Free: 1-888-773-7748, ext. 5175
Local: 814-437-9845
Fax: 814-437-5826

Serving: Beaver, Butler, Clarion, Clearfield (DuBois Area SD only), Crawford, Erie, Forest, Jefferson, Lawrence, Mercer, Venango, and Warren counties

Southcentral Regional Office

Suite 101
Three Crossgate Drive
Mechanicsburg, PA 17050-2459

Toll-Free: 1-888-773-7748, ext. 5675
Local: 717-795-9270
Fax: 717-795-9281

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Northcentral Regional Office

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Lock Haven, PA 17745-1903

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Fax: 570-893-4414

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Southwest Regional Office

Suite 208
900 Sarah Street
Pittsburgh, PA 15203-1106

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Northeast Regional Office

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Centralwest Regional Office

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Fax: 814-262-7625

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Southeast Regional Office

Suite 500
605 Louis Drive
Warminster, PA 18974-2825

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Centraleast Regional Office

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