

# Welcome To Today's Webinar

- The Webinar Will Begin Shortly
- All Participants Are In a Listen-Only mode
- Questions Will Be Reviewed At The End Of The Webinar, Instructions Will Be Provided\*
- Please Complete The Survey That Will Be Emailed To You After Today's Session

\* If you still have questions after today's session, you may direct questions to the Voya Payroll Team via email or the Help Line.

- Email: [ID-PSERSS@voya.com](mailto:ID-PSERSS@voya.com) - General payroll inquiries, requests for adjustments to files, negative contributions or corrections needed
  - Please reference your 4-digit Employer Code and the topic of correspondence in the subject line
- Employer Payroll Help Line: 877-806-5652 between 9:00 am EST and 5:00 pm EST.



# Today's Agenda

- Membership Eligibility
- Part-time Qualification
- Identifying Membership Classes
- Correcting Reporting Errors
- Refresher On Voya Data Gateway Reporting Tool
- Top FAQs



# Full-time Membership Eligibility

- Employment type (full-time or part-time) is a key element in determining PSERS membership eligibility.
- For PSERS' purposes, full-time employment is classified as:
  - Salaried=works at least 5 full days per week
  - Hourly=works at least 25 hours per week
  - Per Diem=works at least 5 full days per week and is hired and paid on a daily basis
  - Adjunct=works at least 30 credit hours in a fiscal year
- A workday must include a minimum of 5 hours to be considered a full workday.



# Full-Time (FT) and Salaried Employees

- Salaried and FT employees qualify from day 1
- **Must enter demographic and contract information by the employee's start date.**
- **Must check system for correct membership class/rate after entering demo and contract info into ESS system.**
- Enroll into Class T-G (contributions must be at the correct rate)
  - DB member contributions withheld at 5.50%
  - DC participant contributions withheld at 2.75%
- These employees will be on your payroll file for Voya before you submit a monthly work report to PSERS.



# Part-Time Membership Eligibility

Part-time employment is classified as:

- Salaried=works fewer than 5 hours per day
- Salaried=works 5 or more hours per day, but fewer than 5 days per week
- Hourly (hired and paid on an hour-to-hour basis)=works less than 25 hours a week
- Per Diem (hired and paid on a day-to-day basis)=works fewer than 5 days per week
- Adjunct=works fewer than 30 credit hours in a fiscal year

PT hourly and per diem employees **must qualify** for membership before becoming a member

- PT hourly must render 500 hours to qualify
- PT per diem must render 80 days to qualify



# Part Time (PT) Employees

- Before PT employees have qualified:
  - Employers may choose whether to withhold DB contributions immediately, or to wait until qualification is met
    - Use Wages No Contributions (WNC) to report members not having contributions deducted.
    - Report earnings under base if withholding contributions.
- Once PT employees have qualified:
  - Employers will be notified each Monday of qualification and election changes through their CROQ Report
    - Can be accessed through Documents Tab or under Generate Reports link on ESS dashboard.
  - DC contributions should begin to be withheld at 2.75% after you are notified they have reached qualification.
    - This is in addition to withholding DB member contributions.


# Membership Classes

- Reporting cannot be based on what an employee tells the district.
- An employee's membership class will be determined by when they first qualified for membership.
- Change in Member **C**lass/**R**ate or **O**btaining **Q**ualification (**CROQ**) Report is generated every Monday.
  - Members that made a class election prior to joining your roster will not appear of the CROQ report when new to your district.
  - Save CROQ reports if you wish to keep a record of these members.



# Identify Correct Membership Class

- How do I know what a member's contribution rate is?
  - View under View/Edit Member Contract after you have entered the demographic and contract record.
  - Once the contract record upload has been processed go back into it under file history and you can see the rate, class and whether or not to withhold by scrolling to the right.
  - Call or Email your ESC representative



BOC/Svc End Date	DB Contrib Rate	DC Contrib Rate	DC Employer Share	After Tax Def%	Current Class	Withhold
	7.5	0	0	0	TE	
	5.5	2.75	2.25	0	TG	Required
	7.5	0	0	0	TE	Required
	7.5	0	0	0	TE	Optional DB/No DC
	7.5	0	0	0	TE	
	7.5	0	0	0	TE	
	5.5	2.75	2.25	0	TG	Optional DB/No DC



# View Membership Class and Qualification

**Member Contract**

Change

Employer:	[REDACTED]	Withhold:	Required	DC Contrib Rate:	2.75 %
SSN:	[REDACTED]	Current Class:	TG	DC Employer Share:	2.25 %
Name:	STARK, ARYA BLAYLOCK-TEST	DB Contrib Rate:	5.5 %	After Tax Def%:	0 %

Member Contract

Job Title:	SAFETY & SECURITY M	Employment Type:	Full-Time
Wage Type:	Salaried	Work Status:	ACTIVE - Actively Work
Start Date:	03/15/2019	End Date:	mm/dd/yyyy

- **Another way to verify membership class, rate and qualification:**
- Go to the Roster Tab and put the full SSN in the Search Field.
- Click Actions and View/Edit Member Contract beside the open contract.

# Voya Reporting Errors—Reported Classes T-D, T-E, T-F member

- Only membership classes with a DC component can be reported to Voya.
- If you report a member that does not have a DC component, this will need to be deleted from the work order file submitted.
- If this error is the only error on your Child Work Order, you should delete the entire file.
- If there are additional types of errors on your Child Work Order, only the records for this type of error should be deleted.

