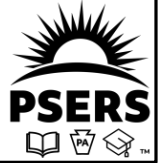


5 N 5th Street
Harrisburg PA 17101-1905
Toll-free: 1.888.773.7748
www.psers.pa.gov
Fax: 717.772.3860
PSRS-100 (07/2019)

Purchase of Former Part-Time Uncredited Service General Information



This form should only be completed by members who **did not** receive credit for the former part-time service being requested.

Any qualified employment period(s) for which you previously waived membership may not be purchased except in the case of a federally funded employee who had continuous service prior to July 1, 1975.

What Is Former Part-Time Uncredited Service?

Former part-time uncredited service is defined as part-time service performed as a public school employee for whom no contributions were reported when the service was rendered. There are two types of part-time service:

- Qualifying Part-Time – Service that met the qualification rules at the time the service was rendered.
- Non-Qualifying Part-Time – Service that did not meet the qualification rules at the time the service was rendered.

For a history of the qualification rules, please visit the Public School Employees' Retirement System (PSERS) website in the "New to PSERS?" tab under "Qualifying for Membership."

After reviewing your application, PSERS will determine whether the former part-time uncredited service you are applying to purchase is for qualifying or non-qualifying service.

Am I Eligible to Apply?

- You must meet one of these two conditions to be eligible to purchase former part-time uncredited service:
- You must be an active contributing member of the Public School Employees' Retirement System (PSERS) at the time your application is received to apply for either qualifying or non-qualifying former part-time uncredited service.
- You must be a multiple service member who is an active member of the State Employees' Retirement System (SERS) at the time your application is received to apply for qualifying former part-time uncredited service. SERS members are not eligible to purchase PSERS non-qualifying part-time service.

Is There a Deadline to Apply to Purchase Non-Qualifying Former Part-Time Uncredited Service?

Yes. The deadline depends on your membership class and member status.

- If on July 1, 2011, you were an active contributing member and your membership class was **Class T-C or Class T-D**, you had until June 30, 2014, to file a request to purchase non-qualifying part-time service.
- If on July 1, 2011, you were **not** an active contributing member and your membership class was **Class T-C or Class T-D**, you had one year from notification by PSERS after your date of re-entry into the System to purchase non-qualifying part-time service.
- If you are an active contributing member and your membership class is **Class T-E or Class T-F**, you have one year from notification by PSERS after your date of entry into the System to purchase non-qualifying part-time service.

How Do I Apply?

You and your employer where the former part-time uncredited service was rendered must complete the application. You complete Parts A through D then provide the application and instructions to the employer where the service was rendered for the completion of Parts E and F.

This application must be received by your employer or PSERS while you are an active contributing member.

Note: If your former part-time uncredited service was with more than one employer, you must submit a separate application for each employer.

Continued on reverse side

How Is the Cost Calculated?

Your membership class determines how the cost is calculated.

Class T-C and Class T-D Members:

Qualifying Part-Time service, the cost for qualifying former part-time uncredited service reflects a combination of both the member and employer contributions, which would have been paid on salary earned, plus 4 percent statutory interest. This interest is compounded annually from the date you returned to active school/state membership to the date your application is received at PSERS.

For qualified part-time service rendered prior to July 1, 1975, the total cost does not include employer contributions and interest.

Non-Qualifying Part-Time service, the cost for non-qualifying former part-time uncredited service reflects the contributions you would have paid on salary earned plus 4 percent statutory interest. This interest is compounded annually from the date you returned to active school/state membership to the date your application is received at PSERS.

Class T-E and Class T-F members:

Qualifying Part-Time service, the cost for qualifying former part-time uncredited service reflects a combination of both the member and employer contributions, which would have been paid on salary earned, plus 4 percent statutory interest. This interest is compounded annually from the date you returned to active school/state membership to the date your application is received at PSERS.

Non-Qualifying Part-Time service, the cost for non-qualifying former part-time uncredited service reflects the present value of the full actuarial cost of the increase in the projected superannuation annuity caused by the purchased service.

In other words, the cost equals the projected value this purchase would add to your retirement upon superannuation, discounted to today's dollars.

Who Is Responsible for Payment?

The purchase type determines who is responsible for paying the cost to purchase part-time service.

Non-Qualifying Part-Time Service

You are responsible for paying the total cost.

Qualifying Part-Time service

You are responsible for paying the member contribution and interest portion of the cost. The employer where you rendered the part-time uncredited service is responsible for paying the employer contribution and interest portion of the cost.

What Should I Do if I Need Assistance?

You can contact PSERS between the hours of 8:00 a.m. and 5:00 p.m. by calling the toll-free number, 1.888.773.7748 (1.888.PSERS4U). If you are a Harrisburg local resident, please use 717.787.8540.

Where Should I Send the Completed Application?

After both you and your employer (where the former part-time uncredited service was rendered) have completed the application, it must be sent to:

**PSERS
5 N 5th Street
Harrisburg, PA 17101-1905**

What Is My Next Step?

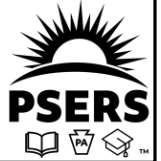
If you are eligible to purchase your former part-time uncredited service, PSERS will send you a *Statement of Amount Due* providing you with the cost and payment options.

If you are ineligible to purchase your former part-time uncredited service, PSERS will send you a letter providing the reason for the ineligibility.

If your application is not properly completed, PSERS will send you a letter providing additional instruction.

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Purchase of Former Part-Time Uncredited Service Instructions



Write your Social Security number and daytime phone number in the boxes at the top of your form. This will assist PSERS in identifying your account and providing contact information.

Indicate which type of former part-time uncredited service you are applying to purchase by placing a checkmark in the appropriate box.

If you had former part-time uncredited service with more than one employer, you must complete a separate application for each employer.

PART A MEMBER INFORMATION

Verify or enter your name, mailing address, date of birth, gender, and evening phone number.

If you are using an application where Part A is pre-filled with your information and any of the information is incorrect, you need to contact your employer to request any corrections.

If you are currently an active member of SERS, contact PSERS immediately if any information appears to be incorrect.

PART B CURRENT EMPLOYMENT INFORMATION

Provide the name of your **current** employer and your current employment status.

PART C PART-TIME SERVICE FOR WHICH YOU ARE REQUESTING TO RECEIVE CREDIT

Please assist your previous employer (where the part-time uncredited service was rendered) by completing this part to the best of your ability. Information pertains only to this employer.

Employer Name. Enter the name of the employer where the former part-time uncredited service was rendered for each period of service.

School Year(s). Enter the school year(s) in which the former part-time uncredited service was rendered (e.g., 2004-05). List each school year on a separate line.

For Which Months. Enter the name of the month(s) for each period of part-time uncredited service requested.

Position Held. Enter the position title(s) for each period of part-time uncredited service requested.

Hourly/Per Diem. Indicate if you were hired as an hourly or per diem employee for each period of part-time uncredited service requested.

In order for this to be completed, you may need to provide to your employer additional documentation regarding the requested service such as: W-2s, Social Security Certified Detailed Earnings Information, pay stubs, employer correspondence, time sheets, or any other document(s) that provide evidence of your salary and service.

PART D MEMBER CERTIFICATION

Your signature and the date you signed this form are required. By signing this form, you are:

- Requesting the cost to purchase former part-time uncredited service.
- Certifying that you have not received and are not eligible to receive retirement credit for this service in any other retirement system.

Sign and date your application.

Continued on reverse side

**PART E
EMPLOYMENT INFORMATION**

Your employer where you rendered the former part-time uncredited service must complete these parts. **Be sure to provide the employer with these instructions for accurate completion.**

Enter only information that has not been reported to PSERS.

Each school year (July 1 - June 30) must be listed on a separate line. If additional space is needed for service rendered for this employer, use a second application and staple it to this one.

Employer Name. Enter the employer name where the service was rendered for each period of service.

Employer Number. Enter your four-digit number assigned to you by PSERS.

College and Universities. Complete this part if service is with a college or university. Check the appropriate financial aid package.

School Year. Enter the school year(s) in which the former part-time uncredited service was rendered (e.g., 2004-05). List each school year on a separate line.

Wage Type. Enter the wage type for each period of former part-time uncredited service requested (SAL = salaried HRLY = hourly, PD = per diem).

Service Unit. Enter the unit of service that was rendered for each period requested (D = days, H = hours).

For Which Months. Enter the name of each month in which part-time uncredited service was rendered.

Hourly or Per Diem Rate. Enter the hourly or per diem rate for each period of part-time uncredited service rendered.

Salary Not Reported. Enter the salary that the employee earned during each period of part-time uncredited service rendered.

Service Rendered. Enter the service rendered (per school year) for each period of part-time uncredited service requested (e.g., 400 hours in the Hourly column; 80 days in the Per Diem column; or 3 hours/day, for 50 days within the Salaried column).

**PART F
EMPLOYER CERTIFICATION**

The signature of the employer where the former part-time uncredited service was rendered and the date this form was signed are required.

By signing this form, the employer is certifying that:

A. All information provided in Part E, "Employment Information," is correct.

- OR -

B. The employer was unable to verify that all information provided in Part E, "Employment Information," is correct.

After you have completed the *Purchase of Former Part-time Uncredited Service* application, please return this form to:

**PSERS
5 N 5th St
Harrisburg, PA 17101-1905**

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Purchase of Former Part-Time Uncredited Service



Mail Center

Social Security Number

Daytime Phone Number

This form should only be completed by members who did not receive credit for the former part-time service being requested.

The employer must complete Parts E and F. If you have more than one employer, you must complete a separate application for each employer.

Note: This application must be received by the employer or PSERS while you are an active contributing member.

Indicate which type of uncredited service you are applying to purchase. Check one:

 Former Part-Time Uncredited Service

 County Board of School Directors Service (school)

PART A. MEMBER INFORMATION

Changes to pre-filled information in Part A must be made through your employer. If you are currently an active member of the State Employees' Retirement System (SERS), contact PSERS immediately if any information appears to be incorrect.

Member Name (First, Middle Initial, Last)	Former Last Name
Mailing Address (Street, City, State, Zip+4)	
Date of Birth	Gender
Email Address (Optional)	Evening Phone Number

PART B. CURRENT EMPLOYMENT INFORMATION

Current Employer	Current Employment Status: Choose One: <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time
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PART C. PART-TIME SERVICE FOR WHICH YOU ARE REQUESTING TO RECEIVE CREDIT

Employer Name	School Year(s)	For Which Months	Position Held	Hourly / Per Diem

Social Security Number:

PART D. MEMBER CERTIFICATION

Any restrictions that apply to this purchase will be noted on your *Statement of Amount Due*. Please read your statement carefully.

It is important that you provide the employer with the instructions for accurate completion.

I request the cost to purchase my former part-time uncredited service. I understand that I am under no obligation to purchase **non-qualifying** part-time service; after notification of the cost, I will decide whether to complete this purchase.

I certify that I have not received credit for this service in any other retirement system.

Member Signature	Date Signed
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This application will be returned to you if the employment information and certification (Parts E and F) have not been completed **by the employer**.

PART E. EMPLOYMENT INFORMATION

The employer wherethepart-timeuncreditedservicewasrendered must complete Part E. Please use a separate line for each school year (July 1 – June 30).

Employer Name	Employer Number
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Enter only information that has **not** already been reported to PSERS.

School Year	Wage Type	Service Unit	For Which Months	Hourly or Daily Rate	Salary Not Reported	Service Rendered			
						Hourly	Per Diem	Part-Time Salaried	
						# of Hours	# of Days	# of Hours Per Day	# of Days Worked

For Colleges and Universities Only: Indicate the student's financial aid information. *Check one:*

<input type="checkbox"/> Paid through a financial aid package	<input type="checkbox"/> <u>Not paid</u> through a financial aid package
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PART F. EMPLOYER CERTIFICATION (*Check one*)

Employers must designate whether or not they were able to verify the information submitted as being accurate. This is after all employer records and pertinent information from the member has been reviewed.

- I have verified that the above record of service and compensation is accurate, was extracted from payroll records or other credible sources of information, and is available for examination upon request.
- After all the data has been reviewed, I am **unable** to verify that the above record of service and compensation is accurate and to provide accurate service and compensation information.

Authorized Signature of Employer	Employer Phone Number	
Print Name and Title	Date Signed	Date Received by Employer