

- Purchasing NQPT Service, Deadlines & Restrictions
- Foundations for Your Future
- PSERS Phone Hours
- Think You Might Retire Within Two Years?

& More...

From the Desk of the Executive Director

"Behind the Scenes at PSERS"

from PSERS Executive Director, Mr. Jeffrey B. Clay...

PSERS continues its series of "Behind the Scenes at PSERS" articles with a look at the PSERS' Board of Trustees.

PSERS is a trust fund that is governed by a 15 person Board of Trustees (Board). The membership of the Board is defined in the Public School Employees' Retirement Code at 24 Pa.C.S. §8501.

The Board includes:

- Three ex-officio members
 - State Treasurer (Honorable Robert M. McCord)
 - Secretary of Education (Ronald J. Tomalis)
 - Executive Director of the Pennsylvania School Boards Association (Stuart Knade)
- Two members appointed by the Governor (Hal Moss, Honorable Martin J. Silverstein)
- One member elected by school boards members (Richard Rose)

- Five members elected by the members of the Retirement System
 - One annuitant member (Sally J. Turley)
 - Four active members (Melva S. Vogler, Glen S. Galante, James M. Sando, Patricia A. Tozer)
- Two Members of the House of Representatives appointed by the Speaker of the House (Honorable Glen R. Grell, Honorable Joseph F. Markosek)
- Two Senators appointed by the President Pro Tem (Honorable Patrick M. Browne, Honorable Lawrence Farnese)

Some Board members are permitted in the Retirement Code to appoint designees to attend Board meetings in their place. The Board members permitted to appoint designees include: the three ex-officio members, the two members of the House

(continued on page 2)

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FAX 717-772-3860

Phone Hours
Weekdays
(except holidays):
8:00 a.m. - 5:00 p.m.

Website Address:
www.psers.state.pa.us
Email Address:
contactPSERS@pa.gov

PSERS is proud to be an equal
opportunity employer supporting
workforce diversity.

PSERS Board of Trustees Meeting Schedule

January 25, 2013
March 15, 2013
April 26, 2013
June 12, 2013
August 8, 2013
October 4, 2013
December 6, 2013

PSERS Board meetings are held in Harrisburg at PSERS, located at 5 N 5th Street. In addition to these Board meetings, Committee meetings are held throughout the year. All PSERS Board meetings are open to the public.

For exact meeting times or if you would like to attend and require an accommodation to participate, please call Barbara Book, PSERS Executive Office at 1-888-773-7748, extension 4617.

From the Desk of the Executive Director (continued from page 1)

of Representatives, and the two Senate members.

The Board meets in Harrisburg approximately seven to eight times a year, with special meetings scheduled as needed. The Board Chair and Vice-Chair are elected annually at the January meeting. Currently Melva Vogler serves as Board Chair and Sally Turley serves as the Vice-Chair.

All meetings are open to the public in accordance with the Commonwealth's Sunshine Law and generally occur over two days.

The Board's primary functions are to serve as the trustees for three separate Trusts, which include: the Retirement Fund, the Health Insurance Account for Premium Assistance, and the Health Insurance Fund for the Health Options Program. In addition, the Board provides oversight to three primary areas (investment operations, benefits administration, and agency administration) for all three Trusts.

Some of the Board's other key duties include:

- Establishing and monitoring the asset allocation for the Retirement Fund annually
- Selecting PSERS' key consultants
- Approving selection of external money managers
- Approving and monitoring PSERS' annual administrative, Health Options Program (HOP) and directed commissions budgets

- Conducting an annual actuarial valuation
- Establishing the employer contribution rate annually
- Conducting an independent annual financial audit of PSERS
- Adjudicating all benefits appeals
- Establishing and maintaining the plan design for the HOP

The members of the Board are fiduciaries and as such, have a duty of loyalty to invest and manage the funds for the exclusive benefit of PSERS members. The Board also has a duty of prudence to invest and manage the funds with the care, skill, and caution that a prudent investor would exercise under similar circumstances.

In closing, PSERS Board members are a dedicated and diverse group of individuals who represent all of our members and stakeholders. They have a great deal of responsibility and volunteer a significant amount of their time to serve the PSERS membership.

As pension funding remains a key issue in the news headlines across the Commonwealth and the entire country, you can rest assured that PSERS' Board will continue to work diligently on your behalf.

Purchasing NQPT Service, Deadlines & Restrictions

What is it?

Non-qualifying part-time (NQPT) service is part-time Pennsylvania public school employment where you worked less than 80 days (if hired on a per diem basis) or 500 hours (if hired on an hourly basis) within a single school year prior to becoming a member of PSERS or after a break in membership.

Deadline to Apply

A letter was sent to all PSERS members notifying them of the deadline in which they had to submit their applications to purchase this type of service credit.

An application to purchase NQPT service credit must be received within specific deadlines and while you are an active contributing member.

Eligibility Limitations

Retirement credit for work performed as a student is generally not eligible for purchase, because such service is restricted to students and/or tied to funding or other limitations that make the service not part of a true employer/employee relationship. Examples of such limitations include, but are not limited to, service performed:

- as part of a financial aid package (e.g. work study, etc.)
- in exchange for a tuition or housing waiver
- as part of the student's curriculum
- in exchange for academic credit
- as a Graduate or Resident Assistant

Service credit can be approved if the service could have been performed by any qualified person, even

if students were the only individuals recruited or hired for the position.

You have the responsibility to provide proof that a true employer/employee relationship existed and these limitations did not exist.

Processing the Purchase Request

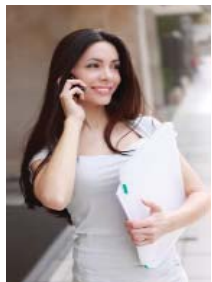
You should not expect to receive information regarding the processing of this type of purchase of service request until after your deadline to apply expires. More detailed information about this type of purchase and your deadline was provided to you in a personalized letter. Depending on when you became an active contributing member, your letter either states you have one year from your date of notification or you have until June 30, 2014.

We delay the processing to determine if the service is actually non-qualifying part-time service or qualifying part-time service, and that PSERS has received all of your applications. If you apply to retire prior to the processing of your application(s), PSERS will process your application(s) in conjunction with the processing of your retirement benefit.

To Apply

If you have this type of employment time in a Pennsylvania public school and you wish to apply, the application may be printed directly from the PSERS website, www.psers.state.pa.us, under the Forms button, and then under Purchase of Service. You may also contact PSERS to receive a copy of the form. The correct form on which to apply for this purchase is the *Purchase Credit for Part-Time Service* (PSRS-100).

PSERS Phone Hours



To more efficiently serve our members, PSERS has new phone hours. You will be able to reach the PSERS Member Service Center Monday through Friday (except holidays) from 8:00 a.m. through 5:00 p.m.

If you have any questions, please contact us by calling our toll-free number, 1-888-773-7748 (1-888-PSERS4U). Those calling from the Harrisburg area, please use 717-787-8540.

To contact PSERS by e-mail, use the following address: contactPSERS@pa.gov.

Foundations for Your Future (FFYF)

As a part of its educational outreach, PSERS provides *Foundations for Your Future* seminars for active members. PSERS regional representatives present these seminars throughout the school year to provide all active members with general information about PSERS benefits and services. Attendance at a *Foundations for Your Future* seminar will help you begin to plan for your retirement early in your career. During these programs, PSERS examines topics such as benefit options, withdrawal of contributions, rollovers, taxes, and legislative actions affecting PSERS.

As this printed schedule is subject to change due to weather or other unforeseen conditions, we highly suggest that prior to leaving for a meeting, you verify the dates and times listed through the schedule posted on the PSERS website. If a school location experiences an emergency/weather closing, the meeting will be canceled.

Listed below are seminars scheduled from January 2013 through April 2013 (not inclusive, more dates may be added in some areas). Seminars prior to January are listed on the PSERS website at www.psers.state.pa.us.

If you need directions to any of the locations, please contact your regional office, the PSERS Member Service Center at 1-888-773-7748, or access the PSERS website. If there is a demand for additional seminars during the year, PSERS may add seminars and post them to the PSERS website. PSERS employers in the area will receive seminar notices as well. **Please Note:** Advance registration is not required to attend any of these seminars. If you require an accommodation to participate, please contact your PSERS regional office.

Southwest Region, Toll-Free 1-888-773-7748, extension 5775 Counties Served: Allegheny, Fayette, Greene, & Washington

County	City	Location & Address	Date	Time
Allegheny	Homestead	Allegheny I.U., McGuffey & Sullivan Rooms, 475 E. Waterfront Dr.	January 16, 2013 March 27, 2013 April 17, 2013	4:30 p.m. 4:30 p.m. 4:30 p.m.
Allegheny	Pittsburgh	Clarion Hotel and Conference Center, 401 Holiday Dr.	February 13, 2013	4:30 p.m.
Allegheny	West Mifflin	Community College of Allegheny County, South Campus, Multi Purpose Room (Room A-306), 1750 Clairton Rd.	February 6, 2013	4:30 p.m.
Fayette	Uniontown	Holiday Inn Uniontown, Appalachian Ridge Room, 700 W. Main St.	February 7, 2013	4:30 p.m.
Greene	Waynesburg	Waynesburg Central High School, Auditorium, 30 Zimmerman Dr.	January 17, 2013	4:30 p.m.
Washington	Washington	Trinity Middle School, Auditorium, 50 Scenic Dr.	January 9, 2013 February 20, 2013 March 6, 2013	4:30 p.m. 4:30 p.m. 4:30 p.m.

Southeast Region, Toll-Free 1-888-773-7748, extension 5575 Counties Served: Bucks, Delaware, Montgomery, & Philadelphia

County	City	Location & Address	Date	Time
Bucks	Bensalem	Bensalem High School, North Wing Audion, 4319 Hulmeville Rd.	March 4, 2013	4:30 p.m.
Bucks	Quakertown	Quakertown Area High School, 600 Park Ave.	March 19, 2013	4:30 p.m.
Delaware	Morton	Delaware County I.U., Education Service Center, Rooms 171 & 172, 200 Yale Ave.	March 6, 2013 April 4, 2013	4:30 p.m. 4:30 p.m.
Montgomery	Kulpsville	Holiday Inn Lansdale, 1750 Sumneytown Pk.	March 14, 2013	4:30 p.m.

Southeast Region, Toll-Free 1-888-773-7748, extension 5575 (continued)				
County	City	Location & Address	Date	Time
Montgomery	Pottstown	Pottstown Senior High, N. Washington St.	March 7, 2013	4:30 p.m.
Philadelphia	Philadelphia	Ramada Philadelphia NE, 11580 Roosevelt Blvd.	March 20, 2013	4:30 p.m.
Philadelphia	Philadelphia	Philadelphia School District Education Center, Auditorium, 440 N. Broad St.	March 12, 2013 April 11, 2013	4:30 p.m. 4:30 p.m.
Southcentral Region, Toll-Free 1-888-773-7748, extension 5675				
Counties Served: Adams, Cumberland, Dauphin, Franklin, Fulton, Huntingdon, Juniata, Lancaster, Lebanon, Mifflin, Perry, & York				
County	City	Location & Address	Date	Time
Adams	New Oxford	Lincoln I.U., 65 Billerbeck St.	March 11, 2013	4:30 p.m.
Cumberland	Mechanicsburg	Cumberland Valley High School, Auditorium, 6746 Carlisle Pike	March 4, 2013	4:30 p.m.
Dauphin	Harrisburg	Susquehanna Township High School, Auditorium, 3500 Elmerton Ave	March 25, 2013	4:30 p.m.
Franklin	Chambersburg	Chambersburg Area Middle School, Auditorium, 1151 E. McKinley St.	April 8, 2013	4:30 p.m.
Lancaster	Lancaster	Lancaster Lebanon I.U., 1020 New Holland Ave.	March 18, 2013	4:30 p.m.
Lancaster	Lititz	Warwick Middle School, Auditorium, 401 W. Maple St.	March 14, 2013	4:30 p.m.
York	York	York Suburban High School, 1800 Hollywood Dr.	April 22, 2013	4:30 p.m.
Northeast Region, Toll-Free 1-888-773-7748, extension 5375				
Counties Served: Lackawanna, Luzerne, Monroe, Northampton, Pike, Susquehanna, Wayne, & Wyoming				
County	City	Location & Address	Date	Time
Lackawanna	Archbald	Valley View Jr./Sr. High School, Auditorium, 1 Columbus Dr.	February 7, 2013 April 16, 2013	4:30 p.m. 4:30 p.m.
Luzerne	Nanticoke	Luzerne County Community College, Educational Conference Center, Auditorium 132, 1333 S. Prospect St.	January 8, 2013 April 4, 2013	4:30 p.m. 4:30 p.m.
Monroe	Bartonsville	Howard Johnson, Banquet Room, 63 Route 611	January 10, 2013 April 3, 2013	4:30 p.m. 4:30 p.m.
Northampton	Easton	The Eastonian Banquet and Convention Center at the Holiday Inn Express, 90 Kunkle Dr.	January 16, 2013 March 5, 2013	4:30 p.m. 4:30 p.m.
Pike	Milford	Delaware Valley High School, Auditorium, Rt. 6 & 209	March 14, 2013	4:30 p.m.
Susquehanna	Montrose	American Legion Gardner - Warner Post 154, 14515 SR 3001	March 13, 2013	4:30 p.m.
Wayne	Hawley	Wallenpaupack High School, Library, HC 6	March 7, 2013	4:30 p.m.

Advance registration is not required to attend any of these seminars.

**Centraleast Region, Toll-Free 1-888-773-7748, extension 5475
Counties Served: Berks, Carbon, Chester, & Lehigh**

County	City	Location & Address	Date	Time
Berks	Reading	Reading-Muhlenberg Career & Technology Center, Warren Rd.	March 26, 2013	4:30 p.m.
Berks	Hamburg	Hamburg Area High School, LGI Room (Exit 2) 701 Windsor St.	March 07, 2013	4:30 p.m.
Carbon	Jim Thorpe	Jim Thorpe Area High School, 1 Olympian Way	March 05, 2013	4:30 p.m.
Chester	Downingtown	Chester County I.U., 455 Boot Rd.	March 21, 2013	4:30 p.m.
Lehigh	Schnecksville	Chester-Lehigh I.U., 4210 Independence Dr.	March 12, 2013	4:30 p.m.

**Centralwest Region, Toll-Free 1-888-773-7748, extension 5875
Counties Served: Armstrong, Bedford, Blair, Cambria, Indiana, Somerset, & Westmoreland**

County	City	Location & Address	Date	Time
Armstrong	Ford City	Lenape Heights Country Club, 950 Golf Course Rd.	March 7, 2012	4:30 p.m.
Bedford	Bedford	Bedford Inn, Clara's Place, 4517 Business 220	March 25, 2013	4:30 p.m.
Blair	Altoona	Ramada Inn-Altoona, I-99, exit 31, (Plank Road)	March 12, 2013	4:30 p.m.
Cambria	Ebensburg	Admiral Peary AVTS, Room 204, 948 Ben Franklin Hwy.	March 4, 2013	4:30 p.m.
Indiana	Indiana	IUP Kovalchick Convention and Athletic Complex, 711 Pratt Dr.	February 26, 2013	4:30 p.m.
Somerset	Somerset	Quality Inn, 215 Ramada Rd.	March 14, 2013	4:30 p.m.

Think You Might Retire Within Two Years?

If you are planning to retire within the next two years, you should consider taking certain steps toward your retirement to make your transition as easy and informed as possible:

- ✓ Apply to purchase any uncredited service, if applicable. See what types of service credit may be purchased by checking the PSERS website, www.psers.state.pa.us.
 - ✓ If you have divorced and never submitted a copy of the Domestic Relations Order (DRO), consider doing it now. Not having an approved DRO (ADRO) on file with PSERS may delay the processing of your retirement benefit. PSERS needs to review the terms of the DRO to ensure it meets PSERS distribution requirements. In the event that there is no Equitable Distribution of the PSERS funds, the former spouse must submit a *Waiver of Pension Benefits* form to PSERS.
 - ✓ Consider setting aside funds to cover your living expenses during your retirement benefit processing time frame. Errors on the application or missing information may take even longer to process.
 - ✓ Use the PSERS online retirement estimator to get an idea of what you may receive as your gross monthly benefit.
- You may also want to use the online federal tax withholding calculator to provide you with a better idea of your net monthly retirement benefit.
- ✓ **Attend a PSERS Foundations For Your Future program.** You may attend one of these sessions at any time during your career, but we highly recommend that you attend a program within 18 months of retirement. This program provides an overview of PSERS and benefits for which you may be eligible.

Centralwest Region, Toll-Free 1-888-773-7748, extension 5875 (continued)				
County	City	Location & Address	Date	Time
Westmoreland	Youngwood	Westmoreland County Community College 145 Pavilion Lane, Commissioners Hall	March 18, 2013	4:30 p.m.
Northwest Region, Toll-Free 1-888-773-7748, extension 5175 Counties Served: Beaver, Butler, Clarion, Clearfield (DuBois Area School District only), Crawford, Erie, Forest, Jefferson, Lawrence, Mercer, Venango, & Warren				
County	City	Location & Address	Date	Time
Beaver	Monaca	Community College of Beaver County, Health Sciences Building – Auditorium, 1 Campus Dr.	March 5, 2013	4:30 p.m.
Butler	Butler	Butler Area SD Intermediate School 551 Fairground Hill Rd.	March 26, 2013	4:30 p.m.
Clearfield	Dubois	Dubois Area Middle School, Auditorium, 404 Liberty Blvd.	March 14, 2013	4:30 p.m.
Erie	Edinboro	Northwest Tri-County I.U., 252 Waterford St.	March 6, 2013	4:30 p.m.
Lawrence	New Castle	Lawrence County Career Tech Center, 750 Phelps Way	April 2, 2013	4:30 p.m.
Mercer	Mercer	Mercer Jr./Sr. High School, Auditorium or LGI Room, W. Butler St.	March 27, 2013	4:30 p.m.
Venango	Franklin	Rocky Grove Jr./Sr. High School, Auditorium, 403 Rocky Grove Ave.	March 12, 2013	4:30 p.m.
Warren	Warren	Warren Area High School, Auditorium, 345 E 5th Ave.	February 28, 2013	4:30 p.m.
Northcentral Region, Toll-Free 1-888-773-7748, extension 5275 Counties Served: Bradford, Cameron, Centre, Clearfield (all districts except DuBois Area), Clinton, Columbia, Elk, Lycoming, McKean, Montour, Northumberland, Potter, Schuylkill, Snyder, Sullivan, Tioga, & Union				
County	City	Location & Address	Date	Time
Bradford	Towanda	Towanda Area High School, Large Group Instructional Room, 1 High School Dr.	April 18, 2013	4:30 p.m.
Centre	State College	State College Area High School South, Auditorium, 650 Westerly Pkwy.	March 5, 2013	4:30 p.m.
Clearfield	Clearfield	Clearfield Area Middle School, Auditorium, 602 Mill Rd.	April 11, 2013	4:30 p.m.
Clinton	Lock Haven	Best Western, 101 E. Walnut St.	January 15, 2013	4:30 p.m.
Elk	Kersey	Red Fern Banquet and Conference Center, 421 Old Kersey Rd.	April 9, 2013	4:30 p.m.
Lycoming	Williamsport	Holiday Inn Williamsport, 100 Pine St.	February 28, 2013	4:30 p.m. 4:30 p.m.
McKean	Smethport	Smethport Area Jr./Sr. High School, Auditorium, 412 S. Mechanic St.	March 12, 2013	4:30 p.m.
Northumberland	Montandon	Central Susquehanna I.U., Main Building, Lawton Ln.	March 7, 2013	4:30 p.m.
Schuylkill	Mar Lin	Schuylkill I.U., Education Center for Exceptional Children Gymnasium, 17 Maple Ave., Pottsville-Minersville Hwy.	March 26, 2013	4:30 p.m.
Union	New Berlin	SUN Area Career & Technology Center, Large Group Instructional Room, 21st Century Dr.	March 14, 2013	4:30 p.m.

It is never too early to plan for retirement!

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

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**Don't let a simple mistake
Contact your PSERS Regional Office for assistance!
As retirement season approaches, don't forget...
PSERS offers Exit Counseling for our members!
Public School Employees' Retirement System
Important Information from the
Commonwealth of Pennsylvania**