***This alert has been revised to include information on the deferral of the new classes for Capital Police, Park Rangers and State Police.***

**New SERS Class Designations**

* Information on the new SERS class designations as identified in Act 120.

As a result of recent retirement legislation, Act 120, two new retirement classes have been created for new hires and rehires effective January 1, 2011 that do not have a prior footprint in the SERS system.

When submitting a new hire or rehire action to the HR Service Center, agency HR offices should attach the completed new hire information form to the E-PAR. The HR Service Center will verify prior service/membership and designate the appropriate SERS class in SAP.

The new classes are:

* A-3 with a 6.25% employee contribution
* A-4 with a 9.30% employee contribution

Employees hired or rehired effective January 1, 2011 will be processed as follows:

* If employee indicates on the New Employee Information Form that there is prior service, the employee will be defaulted into Class AA.
* If employee indicates on the New Employee Information Form that there is no prior service, the employee will be defaulted into Class A-3.

SERS will confirm the designation of all employees and will mail a welcome packet to each employee based on their class. The Class A-4 election form will be included in Class A-3 employee packets.

SERS will notify the HR Service Center (or the independent agency) of any changes that may need to be made to the employee’s SERS enrollment if prior employment is found in the SERS system.

If the employee elects Class A-4, SERS will notify the HR Service Center (or the independent agency) to update SAP retroactive to the date of hire. The retroactive deductions will be taken in one lump sum and election of this class is irrevocable.

Upon notification of a designation change by SERS, agencies not supported by the HR Service Center should follow these steps to update the SERS class designation in SAP:

1. Via PA30, enter infotype 0169, Savings Plans
2. Click OVERVIEW and select the applicable SERS record
3. Click CHANGE, and change the BENEFIT PLAN to the applicable class identified by SERS
4. Click the REGULAR CONTRIBUTIONS tab and change the PERCENTAGE field from 6.25 to 9.3 (if applicable for A-4 classes)
5. Add text to the record to explain the action taken

The attached SERS crosswalk document dated January 19, 2011 contains the full listing of SERS classes with applicable plan codes and contribution rates.

The classes for State Police, Capital Police and Park Rangers will be implemented at the expiration of the current contracts as follows:

* Capital Police and Park Rangers – July 1, 2011
* State Police – July 1, 2012

**Capital Police and Park Rangers –** New employees will be enrolled as follows:

* Hired on or after 1/01/2011 but prior to the expiration of their contract on 6/30/2011, will be enrolled with SERS as Class AA.
* Hired on or after 7/1/2011 will be enrolled with SERS as Class A-3, Cat 7, which is the new coverage S317.

**State Police Troopers** – New employees will be enrolled as follows:

* Hired on or after 1/01/2011 but prior to the expiration of their contract on 6/30/2012 will be enrolled with SERS as Class AA.
* Hired on or after 7/1/2012 will be enrolled with SERS as Class A-3, Cat 5, which is the new coverage S315.

**SAP Questions?**
Please submit a help desk ticket in the benefits category.

**E-PAR Questions?**
If you have any questions regarding the SERS designations for a new hire E-PAR, please submit an [**HR help desk ticket**](http://oaiss.state.pa.us/HR-Pay_Help_Desk/) in the benefits category. You may also call the HR Service Center, Agency Services Division at 877.242.6007.