

DEFINED BENEFIT PLAN ONLINE EMPLOYER SERVICES SYSTEM ACCESS REQUEST FORM



SERS Online Employer Services allow participating employers and certain business partners to verify or report select information to the pension system as well as check the status of some transactions. Employers and business partners designate and SERS approves users for this site. SERS' review process typically takes less than two weeks. Once approved, users are notified by e-mail and provided with credentials and access instructions. To designate a user for SERS' approval, complete and return this form by fax or mail as described below.

Fax

717.237.0393

Attn: Director of Membership Services Division

Re: Employer Online Services

Mail

State Employees' Retirement System

Director of Membership Services Division

30 North 3rd Street, Suite 150

Harrisburg, PA 17101-1716

Agency Code & Name:			Agency FEIN:
Name of Employee to Grant Access:			
Work Address:			
Work Phone & Extension:	Ext:	Work Email:	
Job Classification:			
Job Function:	<input type="checkbox"/> Personnel <input type="checkbox"/> Payroll <input type="checkbox"/> Other (check all that apply)		
If "Other," Please Specify:			
Agency Codes to Access:			

Select the screen for which access is required: (check all that apply)

- ☐ **Human Resources & Budget Information** for determining SERS membership of new hire; credited service; amount of leave payout; credited service for health coverage eligibility; member's contribution, interest, and status for salary research
- ☐ **Agency Reporting** for reporting personnel and payroll data to SERS
- ☐ **Public School Employees' Retirement System** for researching members with multiple service (PSERS only)
- ☐ **Pennsylvania Employees Benefit Trust Fund** for viewing retired members' health insurance data (PEBTF/AOPC only)

- ☐ I understand that unauthorized access to SERS online employer services or inappropriate use of information accessed will, at a minimum, result in having my access revoked.
- ☐ I also understand that if I have not accessed SERS online employer services for 90 days that my account will be deactivated.

	Printed Name	Signature	Date	Email
Employee				
Supervisor				
Approving Authority				

SERS USE ONLY	
SERS Authorization	Date Authorized
SERS Authorization for PEBTF	Date Authorized
OIT Technical Support	Date Authorized
OTI Database Administration	Date Authorized
Username Created	Modules Authorized HR/BUD PEBTF PSERS AGCYREP