Commonwealth of Pennsylvania
State Employees' Retirement System
30 North 3rd Street, Suite 150
Harrisburg, Pennsylvania 17101-1716
www.SERS.pa.gov
Telephone: 1.800.633.5461
Fax: 717.237.0393

pennsylvania
STATE EMPLOYEES' RETIREMENT SYSTEM

SERS 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…

… via fax 717.237.0393
Attn: Director of Membership Services Division
Re: Employer Online Services

…via 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:	☐ **Personnel** ☐ **Payroll** ☐ **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	E-mail
Employee				
Supervisor				
Approving Authority				

SERS Internal Use Only	
SERS Authorization	**Date Authorized**
SERS Authorization for PEBTF	**Date Authorized**
OIT Technical Support	**Date Implemented**
OIT Database Administration	**Date Implemented**
Username Created	**Modules Authorized** HR/BUD PEBTF PSERS AGCYREP