

Clicking on a category below, will jump you to that section of Q & As. For further information on any topic, please contact the Employer Services unit.

**Forms**

**Group Life Insurance**

**Information Access**

**Member Self Service**

**New Hire**

**Payment**

**Reporting**

**Security Access**

**Testing**

**Forms**

1. **Q)** Will any member information pre-populate on any of the on-line forms?  
A) Yes.
2. **Q)** Will there be a place on the on-line Membership Application and Group Life Insurance Application for the employee to sign his/her name?  
A) Yes.
3. **Q)** There is no beneficiary information on the Group Life Insurance Applications?  
A) Due to confidentiality, beneficiary information will continue to be reported separately.
4. **Q)** Will the beneficiary forms change with V3?  
A) No.
5. **Q)** Will Membership Applications contain payroll information?  
A) Membership Applications will mostly capture member demographics as well as information directly related to being eligible to participate. Payroll information, such as rate of pay, will come in with the payroll report.
6. **Q)** If an employer completes a membership form on-line will the information update the member in the MainePERS data base without the need to go to other screens?  
A) Yes.

7. Q) Will there be a place on the on-line Membership Application and Group Life Insurance Application for the employee to sign his/her name?  
A) Yes.
8. Q) Can an employer enter a Membership Application on-line for both joining and declining employees?  
A) Yes. An employee's choice to join or decline MainePERS must be entered into the system.
9. Q) Will the submission of an on-line Membership Application immediately update the system?  
A) Yes.
10. Q) Can an employer fill in the on-line Membership Application and then print it for the member's signature before submitting the information on-line?  
A) Yes.
11. Q) When a Teacher transfers from one district to another, how much information will pre-populate into the Membership Application?  
A) Only demographic information will pre-populate.

### **Group Life Insurance**

12. Q) Will the invoice for GLI Direct Billing be mailed or available only on-line?  
A) The GLI Direct Bill will be available on-line. The employer can print, make corrections and return the printout to MainePERS.
13. Q) If an employer has several employer locations, will the GLI Direct Bill include all locations or will each location have a separate bill?  
A) The GLI invoice will be by employer location.
14. Q) How should GLI premiums be submitted for teachers not paid in the summer and when the monthly premiums deducted from an employee's check do not equal 1/12 of the annual premium?  
A) With GLI Direct Billing, 1/12 of the annual premium will be submitted each month. Any shortage will be billed to the member and any overage will be refunded to the member unless there has been an event take place like the beginning of a leave or the employee terminates.
15. Q) Has MainePERS finalized the decision to require W-2 files in order to determine GLI annual levels for members?  
A) Statute mandates that this level be set by W-2 information.

16. Q) Not all employers file W2s with the IRS electronically. Some employers mail W2s to the IRS. How can an employer submit the needed information to MainePERS?  
A) Employers should contact their payroll vendor to assist them.
17. Q) What if the W2 information reported doesn't show actual gross earnings?  
A) MainePERS will be looking at the information that would appear on the W-2 in Box 1, Box 10, Box 12 except 12C and Box 14.
18. Q) How will the GLI level be determined for an employee who has been employed less than a year?  
A) The level will remain the same as when first established if the employee has not participated in the program for a full calendar year. The system will also check for leaves of absence before lowering the level of coverage. In either case, if the W-2 indicates a higher level the coverage will increase.
19. Q) Will employers be informed of GLI level changes effective April 1<sup>st</sup> each year?  
A) Yes.
20. Q) Will GLI W2 file data be shared with other agencies?  
A) MainePERS will not share W3 file data with other agencies.

### **Information Access**

21. Q) Will employer locations have the ability to limit their own user's access to certain groups of employees within the same employer location?  
A) The user has access to all employees within the same employer location based upon the privileges granted. As an example, if the user has access to view the Member Menu, all employees may be viewed.
22. Q) Can a V3 user's rights be removed from the system?  
A) Yes. The administrative role will have the authority to add, delete or change privileges of a user. MainePERS will also have the authority to add, delete or change the privileges of an administrator.
23. Q) Will employer locations be able to view a member's leave of absence history in the new system?  
A) Yes.
24. Q) Will existing members be brought forward automatically into the new system?  
A) Yes.
25. Q) Can employers check to see if an employee is already a member (has a basis for membership)?  
A) No. Employers should contact MainePERS for this information.

26. Q) Will the Employer Statement of Account be mailed to employers?  
A) The Monthly Employer Statement of Account will only be available electronically.
27. Q) Can an employer view previous Employer Statements of Account?  
A) Yes. An employer will be able to view previously issued Employer Statements of Account beginning with those created by the new system.

### **Member Self Service**

28. Q) Can members see their own information?  
A) Member Self Service will be available in mid 2010.

### **New Hire**

29. Q) How would a teacher employer establish membership for a teacher going from one school district to another?  
A) The Membership Application process will be used both for a new teacher member and for a new teacher employee transferring between school districts.

### **Payment**

30. Q) Will electronic payment be a requirement?  
A) MainePERS strongly encourages employers to consider making payments electronically as an alternative to mailing a paper check.

### **Reporting**

31. Q) If one payroll contact is responsible for submitting more than one payroll report, such as a report for the Town Office and a report for School Support, can the two be combined into one report?  
A) No. Each employer location number must be reported separately.
32. Q) At what point will the payroll be rejected if a member is reported on payroll before membership is established?  
A) The payroll will not be accepted at the validation step of the import process.
33. Q) Will member demographic changes that are not entered into the system prevent submission of the payroll filing?  
A) No. Most demographic data is not part of the payroll file so those changes would not prevent payroll submission.
34. Q) Can the same member be reported by two different employers during the same period?  
A) Yes.

35. Q) Can employers still report a terminated employee on the payroll?  
A) Yes.
36. Q) Will Employer Self Service require an employer to use all functions of the new system?  
A) Employers will be required to file monthly payroll files via Employer Self Service whether that means uploading an EPF file or keying payroll data directly into the system. MainePERS strongly encourages all employers to use Employer Self Service to submit GLI and Membership forms as well.
37. Q) Is there an advantage to changing over to Electronic Payroll Filing (EPF) now?  
A) Yes. Those monthly reports not yet coming to us via EPF will require two new data elements and a change to an existing data element. All three of these changes, however, have already been incorporated into the EPF method of payroll filing.
38. Q) With changes to paper payroll files, will the new data be required on every file? Where can we find the plan conversion chart?  
A) Yes. The new requirements affect all future payrolls. The plan conversion chart can be found in the Electronic Payroll Reporting Manual, located on the MainePERS web site at [www.maineopers.org](http://www.maineopers.org).
39. Q) Will paper filing employers be required to enter the payroll data into the new system or can the new system interface with an employer's payroll software?  
A) Only EPF filers can directly uploaded to the V3 system. Paper filers will need to enter payroll data into the system.
40. Q) What should an employer do to change over to EPF?  
A) Let your vendor know you want to change to EPF. Then, contact MainePERS, who will work with you and/or your vendor to establish a transmitter code.
41. Q) Does MainePERS have staff that will instruct employers on how to adjust fields to comply with the new paper filer's payroll report?  
A) No. If an employer's software needs to be changed to accommodate the new requirements, employers should contact their current payroll vendors for technical assistance.
42. Q) With respect to a paper filer complying with the new rate schedule number format, will different PSC's and Position Codes that have a participation status of "A" still be 000001?  
A) Yes. 000001 will be used whenever an active employee is paying the full portion of the employee's contributions. "Retirees Returned to Work" will have an RSN of 000053.

43. Q) Has MainePERS contacted vendors about the changes being made to the paper format in September?  
A) Yes.
44. Q) Does my payroll vendor offer the EPF format now?  
A) Most payroll vendors do. Please contact your vendor directly to verify.
45. Q) As a result of MainePERS new pension system, are there changes happening to the current EPF file layout?  
A) The EPF file layout itself will not change. Group Life Insurance data elements, however, will no longer be reported as part of the monthly payroll file.
46. Q) If a third party vendor currently uploads a client's monthly payroll file on behalf of the employer, will the vendor be allowed to upload the file in V3?  
A) Yes. The employer is responsible for giving the vendor security (setting the vendor up to be a user). The employer and vendor also need to consider who will make corrections, if needed, to the file during the validation process.
47. Q) What is the timeline for these changes?  
A) The system is expected to go live in early calendar year 2010.

### **Security Access**

48. Q) How many times will an incorrect password be allowed before the system will perform a lock-out?  
A) After 3 unsuccessful attempts, a user will be locked out.

### **Testing**

49. Q) Is it possible to have 'external BETA' (sandbox) testing as an option?  
A) Yes. And, all employers will be required to submit a test file before the system goes live.
50. Q) Will data entered into the sandbox testing area by an employer populate the "live" system?  
A) No.