



Maine State Retirement System Employer Update

AUGUST 2005

EMPLOYER ACCOUNT STATEMENTS

The Maine State Retirement System has begun issuing Statements of Account to you, our employers. These Statements provide an itemized summary of your outstanding Debit/Credit memos. Additionally, in those instances when a late payroll reporting remittance has resulted in the assessment of interest, the Statements will reflect those interest charges.

The Statements will be created on a regular monthly basis but will only be sent to you if you have open charges or credits awaiting closure or have been assessed interest, as determined by the reconciliation of your monthly payroll reports or the timeliness of your remittances.

Because Statements of Account may recap multiple transactions, the best method of paying a Debit Memo, utilizing a Credit Memo or paying assessed interest is to record its detail on the Monthly Summary Report with which the item is being paid or cleared, rather than simply entering the net amount shown on the Statement.

Questions regarding your Statements of Account may be directed to your assigned Employer Services Technician by calling the MSRS at 1-800-451-9800.

EMPLOYER PAYROLL REPORT and PAYMENT 2006 DUE DATES

Employer payroll reports and payments are due no later than 15 days after the end of each month. The due date is advanced to the next business day in instances when the 15th of the month falls on a weekend or holiday. The following are the 2006 due dates:

Tuesday, January 17th
Wednesday, February 15th
Thursday, March 15th
Tuesday, April 18th
Monday, May 15th
Thursday, June 15th
Monday, July 17th
Tuesday, August 15th
Friday, September 15th
Monday, October 16th
Wednesday, November 15th
Friday, December 15th

INTEREST CHARGES ON LATE PAYMENTS TO THE MAINE STATE RETIREMENT SYSTEM TO BEGIN IN DECEMBER

Maine State Retirement System (MSRS) Rule 201 calls for interest to be assessed on late payments to the MSRS by public schools and participating local districts. Beginning late this year, MSRS will implement this long-standing requirement.

The due date for payroll reports and payments is no later than the 15th of the month following the month for which the report is submitted. For example, November payroll reports and payments are due at MSRS by December 15th. MSRS will implement this requirement beginning with the November payroll report. Therefore, employer reports and payments not received by the established due date will be assessed interest at the rate of 6% (annualized) on the total amount due. Interest will continue to accrue until such time that payment is received.

Interest will be calculated at the time that the late payment is received by the MSRS and employers will see an interest charge on their next monthly Statements of Account. Payment of the interest in full will be due with the next payroll report submitted after the employer has been notified of the assessment of an interest charge.

Additional information regarding the assessment of interest charges on late payments to the MSRS is available [from the Employer Services Unit.](#)

ELECTRONIC FUNDS TRANSFERS NOW AVAILABLE

The Maine State Retirement System now has the capability of accepting monthly employer payroll payments electronically. This process affords employers the opportunity to pay amounts due to the MSRS nearly instantly, saving time and money. For more information or to receive the necessary authorization form, please contact your assigned Employer Services Technician at 1-800-451-9800.

ATTENTION TEACHER EMPLOYERS

NUMBERING TEACHER "STIPENDS" FOR MONTHLY REPORTING SIMPLIFIED

Employers responsible for reporting Teacher "Stipends" to the MSRS recently received information regarding how that reporting will change. Beginning with the September 2005 monthly payroll report, "Stipends" must be reported to the MSRS using a "C" (contract) Pay Rate/Time Unit Code and using the Position Classification Codes YEX01, YEX02, YEX03 . . . YEX99. The Maine State Retirement System is pleased to report that we have modified the reporting requirement in response to your requests.

"YEX##" Stipend Position Codes may now be assigned by you, the Employer, based on an association with the particular duty/activity being reported or, as previously required, based on a progressing numeric association with each member. This revision means that you may, if you choose, assign each stipended duty/activity its own distinct "YEX##" Position Code.

Please remember, all other requirements related to Teacher "Stipend" reporting remain the same.

- In order to be reported with a "YEX##" Position Code, the payment being reported must meet the definition of "stipend" as defined in the Teacher/PLD Training Manual, page 23.
- Stipends must be reported with a Personnel Status Code (PSC) of "23."
- Each duty/activity must be reported with a different "YEX##" Position Code.
- If more than one payment will be made to an employee for one duty/activity, the same "YEX##" Position Code must be used each time a payment is made. Example: the Football Coaching stipend of \$3,000 is to be paid in 3 increments of \$1,000 each. Each \$1,000 payment must be coded with the same "YEX##" Position Code.
- All payments reported with a "YEX##" Position Code must be reported using the "C" (contract) Pay Rate/Time Unit Code, based on a set amount (not hourly or daily).

If you have questions regarding this, or any other payroll reporting requirement, please call your assigned Employer Services Technician for clarification or assistance.

IMPORTANT REMINDERS FOR TEACHER EMPLOYERS

The deadline for complying with the Maine State Retirement System's monthly reporting standards for Teacher employers is quickly approaching. Effective with the September 2005 monthly payroll report, the following must be incorporated into your method of filing if you are a Teacher employer:

- ✓ **Electronic Payroll Filing** – Electronic Payroll Filing (EPF) is the expected mode of payroll submission for all Teacher employers. The specifications for filing electronically are available in your Teacher/PLD Training Manual. Specific questions regarding EPF may be directed to Tim Wing, Payroll Processing Sr. Technician at 1-800-451-9800.
- ✓ **Contract "C" Reporting of Teacher members** – Teacher members who are paid on an annualized contractual basis must be reported using the Pay Rate/Time Unit Code "C" and their annualized full-time equivalent contract amount is to be reported each month in the appropriate field. Detail regarding this reporting element is available in your Teacher/PLD Training Manual.

The Maine State Retirement System remains dedicated to assisting you with these reporting changes. In the next several weeks, your assigned Employer Technician will be contacting you to answer your questions and to confirm your progress toward complying with our new requirements. If at any time you require our assistance, please contact your assigned Employer Technician at 1-800-451-9800.