

## Employer Self Service

### Helpful Hints

#### Log in

Are you an employer responsible for reporting more than one monthly report to us? If yes, you may have separate ESS log-ins for each Employer Location Code. Remember to log in accordingly for each report being submitted.



State/Teacher Plan Code 11000 vs. 11001 Plan Code: 11000 is the only valid State/Teacher Plan Code on the electronic Membership Application. Once a member's record is established with the 11000 code, that will be the only valid code to use on the monthly report for that member. If you are reporting 11001 on members already with us as of September 2011, it's okay to continue.



If your employees require more than one position code to be reported and you are experiencing difficulty reporting those multiple positions, call us. Employer Services is available to help you set up your employees' records in ESS.

## Expanded Purpose for Membership Applications

In Employer Self Service (ESS), the Membership Application takes on a more important role. No longer just for joining or declining membership, it is used to report certain other employment changes.

The following chart shows which types of changes require the submission of a Membership Application before you can report the employee to MainePERS.

Change in Member Employment/ Member Contract	Teacher	PLD	State
1. Employer Location	Yes	Yes	not required for a department/ agency (company) transfer only
2. Plan Class	Yes	Yes	Yes
3. RSN (rate schedule number)	Yes	Yes	Yes
4. Position	not required (except special codes)*	Yes	No
5. PSC (personnel status code)	not required unless changing to PSC 53 (retired returned to work)	Yes	not required unless changing to PSC 53 (retired returned to work)

*\*Teacher Position Codes requiring update include grandfathered positions, pre-authorized positions and positions requiring "basis" if the basis is not with the reporting employer location.*

# Retirees Returning to Work



Employees retired from MainePERS who return to work for the “same employer”\* are reported on your regular payroll reports, much like actively contributing employees. The process begins with a Membership Application which sets up the employee as Retiree Returned to Work (RRTW). These employees have a specific code, identifying them as Retirees Returned to Work, such as Personnel Status Codes of 53. Retirees no longer, contribute\*\* to the retirement plan under which they retired.

\* For State and Teacher retirees, “same employer” means employment in any position covered under the State/Teacher retirement plan. For Participating Local District (PLD) employees, it means employment in a covered capacity with any PLD in the Consolidated Plan, or retiring from, and returning to work with, a PLD that is not part of the consolidated Plan.

\*\* RRTWs do not contribute to the retirement plan under which they retired. There are times, however, when a retiree returns to active service and contributions resume. If your employee indicates that they were previously retired as a MainePERS disability retiree please contact MainePERS so that we can help you choose the right re-employment codes.



We appreciate how employers are doing their best to learn the new system. We welcome your questions and comments! Visit our website to “Ask Us!”

## Employer Payroll Report and Payment Due Dates

2012	
Covered Month	Report & Remittance Due
January 2012	February 15, 2012
February 2012	March 15, 2012
March 2012	April 17, 2012
April 2012	May 15, 2012
May 2012	June 15, 2012
June 2012	July 16, 2012
July 2012	August 15, 2012
August 2012	September 17, 2012
September 2012	October 15, 2012
October 2012	November 15, 2012
November 2012	December 17, 2012
December 2012	January 15, 2013

*Happy Holidays!*