

## MainePERS Membership Application Changes Coming with the New System



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

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

Change in Member Employment/Member Contract	Employer Type		
	Teacher	PLD	State
1. Employer Location	required	required	not required for department transfer
2. Plan Class	required	required	required
3. RSN	required	required	required
4. Position	not required (except special codes)*	required	required
5. PSC	not required (except PSC 53)	required	not required (except PSC 53)

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



### Employer Reporting Reminder

Have a new employee? Membership Applications are the way to go. One time election forms are no longer in use.

Many thanks to all the employers who worked so hard to get the One-Time Election Forms in by the deadline.





## Employer Self Service Test Payroll Files Most Common Edit Messages

Thank you to all employers who have submitted test files/reports. Your participating gives us valuable feedback for the development of the new Employer Self Service (ESS) system. If you haven't yet submitted your test file/report, please consider doing so soon.

We recently reviewed the most common errors and exceptions appearing in your test files. Here are some helpful hints to interpret and correct those we've identified.

Error/Exception Number	Message Received	Interpretation and Action
D4.3 - error	SSN is not a participant	The Social Security number does not exist in MainePERS' system. Submit a Membership Application before reporting a new employee in a payroll file.
D6.6 - exception	FTE Annual Contracted Amount or Stipend should be greater than zero.	For employees reported with a Time Unit Code of "C" (for contract), ESS will require either the stipend or annualized contract amount.
D8.4	SSN does not match Participant's DOB	Research the date of birth and either change the date in the payroll file, or inform MainePERS if our date is incorrect.
D11.2 - error	Position Classification Code invalid for Employer Location type	Position Codes reported must be valid for the type of employer reporting (Teacher, PLD or State). Position Codes are case sensitive, as well. Example: For Teacher employers, "Y" is the beginning letter of all Position codes and "y" is invalid.
D23.8 - exception	Employee retirement contributions submitted not matching contributions calculated by MainePERS	ESS calculates employee contributions due based on Earnable Compensation, Plan Class Code and Rate Schedule Number. To correct the exception, verify all applicable data elements.
D26.1 - error	Invalid Time Unit Code	Employer has reported an employee with a Time Unit Code of something other than "H" for hourly, "D" for daily or "C" for contract.
S13.2 - error	Summary Total Earnable Compensation does not match detail.	Review detail and Summary line for source of error.
S15.2 - error	Summary Retirement Contributions does not match detail.	Review detail and Summary line for source of error.

### Remaining Employer Payroll Report and Payment Due Dates for 2010

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.

Reporting Month	July	August	September	October	November	December
Payment Due at MainePERS	<b>August 16, 2010</b>	<b>September 15, 2010</b>	<b>October 15, 2010</b>	<b>November 15, 2010</b>	<b>December 15, 2010</b>	<b>January 17, 2011</b>