



Maine Public Employees Retirement System

46 State House Station
Augusta, Maine 04333-0046

Specifications for the State of Maine Electronic Payroll Filing

Version 4.1SOM

April 9, 2009

EPF Website Information

MainePERS now has a Web Page designed for the sole purpose of uploading Electronic Payroll Files (EPF). All payrolls uploaded to this website must be formatted according to the specifications contained within this manual. The Web address is:

<http://www.MainePERS.org:808>

Upon entering this site you will be brought directly to the MainePERS banner page where you will be required to enter a valid USER ID and PASSWORD. Only those participating employers who have been preauthorized to file their MainePERS payrolls in an electronic format will be allowed to access this site. If you have not been preauthorized, or if you require assistance, please contact the MainePERS EPF Representative, Tim Wing. You can reach us by either clicking on the E-mail icon at the bottom of the Webpage or by calling 1-800-451-9800. A screen print of the Website Banner Page is shown on the next page of this document.

Instructions for entering the site:

1. Enter your USER ID and Password. These fields are case sensitive; please make sure that you enter them exactly as assigned.
2. Press the Browse button and select the file or files you would like to upload. The files you selected should appear in the “Select File to Upload” view box on the Webpage.
3. Press the Upload File button. After a few seconds, you will receive a message indicating that the Upload was successful. At this point you can exit the Website.
4. If the Upload was not successful, you will be prompted to enter your USER ID and Password again. There will not be any message to indicate the reason the upload was not successful. Please re-enter your USER ID and Password, select the file to upload, and upload the file.
5. The most common reasons why the file upload was not successful are: you either entered the wrong USER ID or Password, or they were not entered in the correct case. (Remember, these codes are case sensitive)
6. If you continue to encounter difficulties in uploading your files, please contact the MainePERS Representative for assistance.

MAINE STATE RETIREMENT SYSTEM

ELECTRONIC PAYROLL FILING SYSTEM

Welcome to the Maine State Retirement System (MSRS) Electronic Payroll Filing Entry page. This site is to be used only by those participating employers, preauthorized to file their MSRS payroll remittances in an electronic format.

As an approved user of this site, you have already been educated in its use, provided detailed instructions for its use and informed of your USER ID and PASSWORD.

If you have accessed this page in error, please exit now.

USER ID:

USER PASSWORD:

SELECT FILE TO UPLOAD:

Click [here](#) to email us for assistance.

Contact Information

MainePERS Representatives

Tim Wing, Senior Technician, Payroll Processing\EPF.....1-800-451-9800

Mary Richards, Employer Services Specialist.....1-800-451-9800

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Filing Specifications

Where to File

Maine Public Employees Retirement System

46 State House Station

Augusta, Maine 04333-0046.

File Naming Conventions

The MS-DOS file name format will be EEEEEEMM.YYX

EEEE, or EEEEE	Employer (company) code assigned by MainePERS. The employer(company) code assigned by the MainePERS may be either a five or six character code.
MM	Employer (company) reporting month.
YY	Employer (company) reporting year.
X	Code, A through Z, which uniquely identifies this file from others for the same employer (company), reporting month, and reporting year.

Table 1 - File Naming Convention

Example:

S0100001.08A = the first file submitted by employer (company) S01000 in January of 2008.

Data Format

The data must be recorded in ASCII format, and shall be unblocked, fixed length, 256 character records, with a CR/LF termination for each record for a total length of 258 characters per record. The fields within the record shall NOT be delimited by commas or anything else.

Contents of File

Record Specifications

The following rules apply to all fields regardless of the record type within which they reside:

1. All required fields must have data present. Optional fields may be blank or zero filled in depending on field type. Contingent upon the data being reported and the instructions provided in the field description column (i.e. if pension and group life insurance data is being reported for an employee then all “optional” fields are required, if only pension data is being reported then only those “optional” fields associated with pension contributions are required, and if only GLI premium is being reported then only those “optional” fields associated with GLI premium are required).
2. All fields that are not applicable to an employee must be initialized (i.e. numeric fields must be padded with zeros and alphanumeric fields filled with spaces)
3. Numerical data must be unsigned (i.e. negative values are not allowed). The decimal is implicit in all fields reporting numeric values. A value of 00012345 would be entered in an eight character, numeric field to represent a dollar value of \$123.45. Notes are provided adjacent to each field listed in the record layout.
4. Data contained in alphanumeric fields (i.e. those with an A in the “Data Type” column) must be in upper case and be left justified.

Records should appear in the file produced in the following order:

One Header Record (“H” Record) identifying the transmitter filing.
One or more Detail Records (“D” Record) providing individual employee data.
One Employer (company) Summary Record (“S” Record) summarizing the employee information reported.
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Table 2 - File Structure

Header Record (“H” Record)

This record defines information that remains consistent for all the detail records that follow. There can only be one of these records for each filing contained in the file and it must appear before the first detail record in the file.

Field Num	Field Name	Req'd	Length	Data Type	Start Col	End Col	Field Description
1.	Transmitter Code	Req	5	A	1	5	This field must contain a valid transmitter code and is used to identify the facility that creates the file.
2.	Transmitter Name	Req	20	A	6	25	This field must contain the transmitter name.
3.	Transmitter Address	Req	50	A	26	75	This field must contain the address to which correspondence would be sent regarding the file.
4.	Contact Person	Req	20	A	76	95	This field must contain the name of the person responsible for providing the file to the MainePERS.
5.	Telephone Number	Req	10	N	96	105	This field must contain the telephone number at which the person listed above may be contacted.
6.	Run Date	Req	8	N	106	113	This field contains the date the file was created. The required format is MMDDYYYY (2-digit month, 2-digit day, 4-digit year).
7.	Filing Type	Req	1	A	114	114	This field must contain one of the four valid codes as provided in the appendices.
8.	File Version	Req	12	A	115	126	This indicates the start of the file identification section and must contain a value FILE VERSION. (upper case)
9.	File Identification	Req	8	A	127	134	This field indicates the type of data contained in the file and, for electronic payroll filings, must be EPF.
10.	Filing Format	Req	3	N	135	137	This field contains the filing format version number by which data is recorded. The version number must be set to 4.
11.	Filler	Req	118		138	255	This field is unused.
12.	Record Type	Req	1	A	256	256	This field contains an H, identifying it as the Header Record.

Table 3 - Header Record Descriptions and Layout

Detail Record (“D” Record)

- Reports payroll data for an employee.
- Normally one detail record per employee. However, sometimes multiple records may reflect multiple payroll transactions.
- Each detail record must contain all the required fields.
- Each record reported must represent pension contributions and/or group life insurance premium payments for an active member or retiree, or represent the earnable compensation of a member who has retired and returned to work.

	Field Name	Req'd	Length	Data Type	Start Col	End Col	Field Description
1.	Transmitter Code	Req	5	A	1	5	See Transmitter Code definition in header record.
2.	Employer(company) Code	Req	6	A	6	11	This field must contain the Employer (company) Code of the employer (company) being reported, as provided by the MainePERS.
3.	Reporting Month/Year	Req	6	N	12	17	This field must contain the month and year of the payroll that is being reported in the file. The format of the date is MMYYYY (2-digit month and 4-digit year).
4.	Employee Social Security Number	Req	9	N	18	26	This field must contain the employee's Social Security Number.
5.	Employee Name	Req	30	A	27	56	This field must contain the employee's name in the form last name first, first name last and middle initial. The last and first names must be separated by a comma followed by a space. The middle initial may follow the first name with no comma. Any suffix must follow the last name with no comma or period (for example, SMITH JR, JOHN H)
6.	*FTE Annual Contracted Amount or Stipend	Opt	9	N	57	65	For Teacher use only. This field must contain the *Full-Time Equivalent of the member's annual contract amount or activity stipend. This amount should not be prorated for part-time teachers or partial year teachers. The format of the field is 9(7)v99.
7.	Filler	-	11	-	66	76	Blank field.
8.	Date of Birth	Req	8	N	77	84	This field must contain the employee's date of birth and must be reported in MMDDYYYY format (2-digit month, 2-digit day, 4-digit year).

9.	Personnel Status Code	Req	2	A	85	86	This field must contain a valid Personnel Status Code (position split and position type) for the employee. A table containing valid codes for State employers (companies), and instructions for selecting the appropriate code, is provided in the appendix. Please see Table 6 in the Appendices section of this manual.
10.	Bargaining Unit Code	Opt	2	A	87	88	For State employees this field contains the Bargaining Unit Code.
11.	Position Classification Code	Req	10	A	89	98	This field must contain a valid position (job classification) code for the employee. For coding of Teacher Stipends, please see Table 12 in the Appendices Section.
12.	Filler	-	1	-	99	99	Blank fill.
13.	Filler	-	1	-	100	100	Blank fill.
14.	Excess/Payback Status	Opt	1	A	101	101	When filled in, this field indicates the type of deduction provided in the field “Employee Retirement Contributions - Additional.” When a code exists in this field a value must exist in the “Employee Retirement Contributions - Additional” field. A list of valid Excess/Payback Status codes is provided in the appendix. Eligibility for excess or payback contributions through payroll deductions must first be approved by the MainePERS.
15.	Life Insurance Schedule Code	Opt	1	A	102	102	For detail records reporting life insurance premiums, this field must contain the code for the schedule used to withhold the premiums. A list of valid Life Insurance Schedule codes is provided in the appendices.
16.	Filler	-	6	-	103	108	Blank fill.
17.	Life Insurance Code	Opt	3	A	109	111	For detail records reporting life insurance premiums, this field must contain the employee’s life insurance code. A list of valid life insurance codes is provided in the appendices.
18.	Retirement Plan Participation Status	Opt	1	A	112	112	This field must contain a valid code, as provided in the appendix and indicates the employee’s relationship to the MainePERS.

19.	Life Insurance Basis	Opt	6	N	113	118	<p>For all detail records reporting life insurance premium payments, this field must contain the employee’s annual gross compensation as reported on the previous year’s Federal Wage and Tax Statement, rounded up to the nearest thousand dollars.</p> <p>The format of the field is 9(6).</p>
20.	Life Insurance Premium	Opt	5	N	119	123	<p>For any employee enrolled in the group life insurance program, this field must contain the premiums paid over the payroll cycles reported in the filing. This amount must contain both the employer(company) and employee portion. The amount reported must be the total premium (i.e. the premium attributable to the combination of basic, supplemental and dependent coverage).</p> <p>The format of the field is 999v99.</p>
21.	Earnable Compensation	Opt	8	N	124	131	<p>For detail records reporting pension contributions, this field must contain the Employee’s Earnable Compensation for the reporting period. This amount is that portion of the employee’s earnings subject to a deduction for retirement contributions. Any earnings that are not subject to a retirement deduction must not be included in this amount. Include the Earnable Compensation for Retired Returned to Work employees (PSC 53), in this field.</p> <p>The format of the field is 9(6)v99.</p>
22.	Filler		7		132	138	<p>Blank Fill (Grant Funded Earnable Compensation is no longer required on the detail record)</p>
23.	Employee Retirement Contributions	Opt	7	N	139	145	<p>For detail records reporting compensation subject to pension contributions, this field must contain the pension contributions withheld from the employee but should not include the amount reported in the “Additional Employee Retirement Contributions” field listed below.</p> <p>The format of the field is 9(5)v99.</p>

24.	Additional Employee Retirement Contributions	Opt	7	N	146	152	For detail records where the “Excess/Payback Status” field indicates an additional contribution, this field must contain employee deductions for the purchase, or repurchase, of creditable service or for excess contributions. The format of the field is 9(5)v99.
25.	Time Worked	Opt	5	N	153	157	For detail records reporting pension contributions, this field must contain the actual time worked by the employee for the reporting period covered by the filing. This time is actual hours worked for hourly employees and scheduled hours worked for salaried employees. The format of the field is 999v99.
26.	Time Unit Code	Opt	1	A	158	158	For detail records reporting pension contributions, this field must contain either an H, C or a D, for hours, contract or days respectively, qualifying the value provided in the “Time Worked” field described above or, as in the case of “contract”, qualifying the value provided in the “FTE Annual Contracted Amount or Stipend” field, #6 described above.
27.	Expected Full-time for One Week	Opt	4	N	159	162	For detail records reporting pension contributions, this field must contain the expected full-time hours or days per week for the classification (for further definition of “Full-Time” see attached Personnel Status Code instructions). This value must correspond to the “Time Unit” code reported above. The format of the field is 99v99.
28.	Expected Weeks Per Year	Opt	2	N	163	164	For detail records reporting pension contributions, this field must contain the number of work weeks per year expected of a full-time employee in this classification. The format of the field is 99.

29.	Furlough/Shutdown Days or Hours	Opt	5	N	165	169	For detail records reporting pension contributions, this field must contain the number of lost days or hours resulting from Shutdown or Furlough for this payroll period. This value must correspond to the “Time Unit” code reported above. The format of the field is 999v99.
30.	Furlough/Shutdown Earnable Compensation	Opt	8	N	170	177	For detail records reporting pension contributions, this field must contain the amount of lost compensation in this reporting period due to Furlough or Shutdown. The format of the field is 9(6)v99.
31.	Rate of Pay	Opt	6	N	178	183	For detail records reporting pension contributions, this field must contain the hourly rate or daily rate of pay as indicated by the “Time Unit” code. The format of the field is 9(4)v99.
32.	Filler		8		184	191	Blank Fill (Date of Hire is no longer required)
33.	Report ID	Req	1	A	192	192	Sequential Code. This is the same as the File Naming Conventions which is referred to on Page 1.
34.	Filler		33		193	225	Blank Fill.
35.	Benefit Plan Code	Req	5	A	226	230	For detail records reporting pension contributions, this field must contain the five character benefit plan code. For those employees that have chosen to participate only in the Group Life Insurance program, plan code is not required. For state employees the MFASIS Plan ID and Option should be reported in this field.

36.	Rate Schedule	Opt	6	N	231	236	For detail records reporting pension contributions for pension plans with multiple rate schedules in place, this field must contain the rate schedule number, as provided by the MainePERS, used for this record. If no value is entered in this field the rate schedule number used will default to 1. The format of the field is 999999.
37.	Filler		7		237	243	Blank Fill.
38.	Transaction Date	Req	8	N	244	251	This field contains 8 characters representing the last pay date being reported on this payroll file. This date should be reported in MMDDYYYYY format.
39.	Transaction Type	Req	4	A	252	255	All detail records must have either a N, A or R or for Normal, Adjusted or Retroactive in this field.
40.	Record Type	Req	1	A	256	256	All detail records must have a D in this field.

Table 4 - Detail Record Field Descriptions and Layout

Employer(company) Summary Record (“S” Record)

- Describes the employer(company) being reported
- One record per employer(company).
- Summarizes detail records for this reporting period.

	Field Name	Req'd	Length	Data Type	Start Col	End Col	Field Description
1.	Transmitter Code	Req	5	A	1	5	This field must contain a valid transmitter code and is used to identify the facility that creates the file.
2.	Employer(company) Code	Req	6	A	6	11	This field must contain the Employer(company) Code assigned to the employer(company) being reported.
3.	Employer(company) Name	Req	20	A	12	31	This field must contain the employer(company) name associated with the employer(company) code provided in the previous field.
4.	Reporting Month/Year	Req	6	N	32	37	This field must contain the month and year of the payroll that is being reported on the file. The format of the date is MMYYYY (2-digit month and 4-digit year).
5.	Pay Date 1 Reported	Req	8	N	38	45	This field contains 8 characters representing the pay date within the reporting period. The date should be reported in MMDDYYYY format. The pay date must be within the period identified in “Reporting Month/Year” above.
6.	Pay Date 2 Reported	Req	8	N	46	53	This field contains 8 characters representing the pay date within the reporting period. The date should be reported in MMDDYYYY format. The pay date must be within the period identified in “Reporting Month/Year” above. <u>If there is no second pay date being reported, leave this field blank.</u>
7.	Pay Date 3 Reported	Req	8	N	54	61	This field contains 8 characters representing the pay date within the reporting period. The date should be reported in MMDDYYYY format. The pay date must be within the period identified in “Reporting Month/Year” above. <u>If there is no third pay date being reported, leave this field blank.</u>

8.	Pay Date 4 Reported	Req	8	N	62	69	This field contains 8 characters representing the pay date within the reporting period. The date should be reported in MMDDYYYY format. The pay date must be within the period identified in "Reporting Month/Year" above. <u>If there is no fourth pay date being reported, leave this field blank.</u>
9.	Pay Date 5 Reported	Req	8	N	70	77	This field contains 8 characters representing the pay date within the reporting period. The date should be reported in MMDDYYYY format. The pay date must be within the period identified in "Reporting Month/Year" above. <u>If there is no fifth pay date being reported, leave this field blank.</u>
10.	Employer(company) Payroll Cycle	Req	1	A	78	78	This field must contain a code that identifies the employer(company)'s payroll cycle. A list of valid payroll cycle codes is provided in the appendix.
11.	Basic Insurance Rate	Opt	5	N	79	83	This field contains the basic rate used by the employer(company) when calculating the life insurance premium. This rate is the cost-per-thousand for coverage adjusted for the payroll cycle. The format of the field is 999v99.
12.	MainePERS Reporting Code	Opt	1	A	84	84	This field must contain a B indicating that the reporting cycle is (Bi- weekly).
13.	Total Earnable Compensation	Opt	9	N	85	93	This field must contain the sum of the Earnable Compensation for each employee reported in the file, subject to a deduction for retirement contributions. This total must include the amounts in the "Earnable Compensation " field. The format of the field is 9(7)v99.
14.	Employer(company) Paid Total Earnable Compensation	Opt	8	N	94	101	This field must contain the sum of the Earnable Compensation reported for all employees with a Y recorded in the "Membership Status" field. The values used to derive this field are included in "Total Earnable Compensation" listed above. The format of the field is 9(6)v99.

15.	Total Retirement Contributions	Opt	8	N	102	109	<p>This field must contain the sum of the values in the "Employee Retirement Contributions" field in each detail record reporting retirement contributions. This field may not contain any amounts reported in the "Additional Employee Retirement Contributions" field.</p> <p>The format of the field is 9(6)v99.</p>
16.	Total Additional Retirement Contributions	Opt	8	N	110	117	<p>This field must contain the sum of the values in the "Additional Employee Retirement Contributions" field used to report Payback or Excess Contributions made by the employee.</p> <p>The format of the field is 9(6)v99.</p>
17.	Total Life Insurance Premiums	Opt	8	N	118	125	<p>This field must contain the sum of the values in the "Life Insurance Premium" field used to report life insurance premiums withheld from the employee.</p> <p>The format of the field is 9(6)v99.</p>
18.	Number of Detail Records	Req	4	N	126	129	<p>This field must contain the count of all detail records reported in this filing for the employer(company) represented in the file.</p> <p>The format of the field is 9999.</p>
19.	Total Life Insurance Premiums - Active Basic	Req	8	N	130	137	<p>This field must contain the total dollar amount of the Life Insurance Basic Premiums for Actives.</p> <p>The format of the field is 9(6)v99.</p>
20.	Total Life Insurance Premiums - Retiree	Req	8	N	138	145	<p>This field is not applicable to State employees. This should be filled with all zeroes.</p> <p>The format of the field is 9(6)v99.</p>

21.	Total Life Insurance Premiums – Supplemental	Req	8	N	146	153	This field must contain the total dollar amount of the Life Insurance Supplemental premiums. The format of the field is 9(6)v99.
22.	Total Life Insurance Premiums – Dependent	Req	8	N	154	161	This field must contain the total dollar amount of the Life Insurance Dependent premiums. The format of the field is 9(6)v99.
23.	Reserved	Req	25	A	162	186	Reserved for MainePERS use.
24.	Filler	Req	69	A	187	255	This field is unused.
25.	Record Type	Req	1	A	256	256	This field must contain an S.

Table 5 - Employer(company) Summary Field Descriptions and Record Layout

Appendices

Personnel Status Codes(Position Split and Position Type)

PSC Code	Description: An employee who, in the pay periods covered by the payroll report:
11 - Full time	Is expected to work the full-time regularly scheduled standard work week prescribed by the employer.
12 - Part Time	Is scheduled to work less than the employer's prescribed full-time regularly scheduled work week, but more than 20 hours per week.
17 - Project/Intermittent FT & PT (not eligible for Group Life Insurance)	<ul style="list-style-type: none"> • Is scheduled to work 20 hours or less per week • Temporary position not seasonal or of recurring nature • An ongoing position, not of a temporary nature, • Working from time to time irregular hours or weeks
14 - Seasonal Full Time	Seasonal or Limited Period employees who normally work on a full-time basis, but for less than 5 months (21 weeks) during the normal work year.
15 - Seasonal Part Time	Seasonal or Limited Period employees who normally work on a less than full-time basis, but for less than 5 months (21 weeks) during the normal work year.
53 - Retired, Returned to Work	An employee who continues to draw a MainePERS retirement benefit from an employer under the system, and returns to work for the same employer without accruing additional benefits. (The State and all teacher units are considered the same employer.) (Questions regarding Retired PLD members returning to work should be directed to the MainePERS PLD Department.)
65 - Insurance Only, Active	Active participants in the Group Life Insurance program only. These employees do not contribute and are not members of the Maine Public Employees Retirement System.

Table 6 - Personnel Status Codes

Data Record Code Validation

The sections that follow provide a list of acceptable code values.

Header Record

Filing Type

The code entered in the filing type field indicates whether the file being submitted is an original or test file.

Valid Code	Description
O	Original filing
T	Test filing
R	Replacement filing

Table 6 - Filing Type

Detail Record

Excess/Payback Status

Valid Code	Description
E	Excess Contributions
P	Purchase of Service

Table 7 - Excess/Payback Status

Life Insurance Schedule Code

This code indicates the number of payroll periods from which life insurance premiums are deducted and is used to calculate the premium.

Biweekly Payroll Cycle

Valid State Codes	Valid Teacher Codes	Valid PLD Codes	Description
A	B	K	26 Biweekly
	C	L	24 Biweekly
	D	M	23 Biweekly
	E	N	22 Biweekly
	F	O	21 Biweekly
	G	P	20 Biweekly
	H	Q	18 Biweekly
	I		Monthly, 12 months

Table 8 - Life Insurance Schedule Code (Bi-weekly Payroll Cycle)

Life Insurance Code

The possible codes are:

Valid Code	Description
B	Basic coverage for the employee only
HA	Basic coverage and Dependent Plan A
HB	Basic coverage and Dependent Plan B
S1	Basic coverage and Supplemental 1
S2	Basic coverage and Supplemental 2
S3	Basic coverage and Supplemental 3
F1A	Basic, Supplemental 1 and Dependent Plan A
F2A	Basic, Supplemental 2 and Dependent Plan A
F3A	Basic, Supplemental 3 and Dependent Plan A
F1B	Basic, Supplemental 1 and Dependent Plan B
F2B	Basic, Supplemental 2 and Dependent Plan B
F3B	Basic, Supplemental 3 and Dependent Plan B
OC	Other Coverage
I	Ineligible
R	Refused Insurance Coverage

Table 9 - Life Insurance Codes

Retirement Plan Participation Status

Valid Code	Description
A	Active
N	Ineligible
R	Refused Membership in the MainePERS
Y	Employer(company) Paid

Table 10 - Participation Status

Employer(company) Summary Record

Employer(company) Payroll Cycle

The codes are:

Valid Code	Description
A	Cycle A for State of Maine Payroll
B	Cycle B for State of Maine Payroll

Table 11 - Employer(company) Payroll Cycle

Teacher – Job Class (Position) Codes for Stipends

YEX## = A stipend paid to a Teacher-like member, other than longevity pay, which is payment for additional duties/positions that are considered earnable compensation under MainePERS Rules where the payment is based on a set rate (not hourly or daily), broken down by activity within one contract year (beginning with number 1 and continuing in numeric sequence for each stipended job class or position).

Valid Code	Description
YEX01	For the first stipended job class (position) of the contract year
YEX02	For the second stipended job class (position) of the contract year
YEX03	For the third stipended job class (position) of the contract year
YEX04	For the fourth stipended job class (position) of the contract year
YEX05, YEX06, etc.	For the fifth, sixth, etc, stipended job class (position) of the contract year

Table 12 – Teacher – Stipend Job Class (Position) Codes