



**Specifications for Teacher and PLD
Electronic Payroll Filing**

Version 4.0SCH

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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.



ELECTRONIC PAYROLL FILING SYSTEM

Welcome to the Maine Public Employees Retirement System (MainePERS) Electronic Payroll Filing Entry page. This site is to be used only by those participating employers, preauthorized to file their MainePERS 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.](#)

General

Purpose

The purpose of this document is to set forth the specifications which transmitters must follow when submitting EPF (Electronic Payroll Filing).

Overview

The Maine Public Employees Retirement System (MainePERS) requires employers to report their employee payrolls on at least a monthly basis. Detailed descriptions of the reporting requirements for individual fields and applicable codes may be found in the section entitled “File Specifications” of this manual and the appendices, respectively. If information beyond that available from these sources is required, please contact the MainePERS representative at the number provided in the “EPF Website Information” section of this manual, page i.

Distinction between Transmitter and Employer

Organizations filing electronically should understand the distinction between a “Transmitter” and an “Employer.” An “Employer” is an organization that currently offers, or has previously offered, benefit plans (retirement plans and group life insurance plans, for example) administered by the MainePERS, to its employees or retirees. A “Transmitter” is the organization responsible for submitting information electronically to the MainePERS.

The distinction between the two is one of function. An organization that functions as a “Transmitter” may also function as an “Employer,” under the definitions just provided (see Example B, below). However, not all “Transmitters” are “Employers.” Similarly, not all “Employers” are “Transmitters.” For example, a transmitter may be responsible for an employer’s filing (see Example A, below).

Example A: “City of X” uses ABC Payroll Service to process its payroll and requires that ABC Payroll Service complete and “transmit” its monthly filings to the MainePERS. In this example, the “City of X” is the “Employer” and ABC Payroll Service is the “Transmitter.”

Example B: The accounting department in the “City of Y” processes the payroll for employees of the city, the local water district, the public school teachers, and the support staff for the public school teachers. Each of these four groups of employed people work for different “Employers,” as defined by the MainePERS, and need to be reported separately. The accounting department of the “City of Y” decides to file electronically. The accounting department would apply for a transmitter code and become a “Transmitter” for the four “Employers.”

It is important to keep this distinction in mind when reviewing the remainder of the document.

Filing Requirements

The following section presents general processing requirements for transmitters and employers involved in electronic filing:

1. Employers filing electronically must first obtain a Transmitter Code from the MainePERS, or associate themselves with an established Transmitter. The Transmitter is the organization responsible for submitting the file to the MainePERS and may be, but is not of necessity, an employer (see previous section entitled "Distinction between Transmitter and Employer"). An organization may obtain a Transmitter Code by contacting the MainePERS representative. A code will be assigned and the applicant will be notified of the code.
2. Test files must be submitted to, and acceptable results must be acknowledged by the MainePERS before a transmitter may start sending "live" data. The MainePERS may request both the printed forms and the electronic file(s) to verify the filing or payroll format.
3. Payroll filings submitted electronically must be submitted to the MainePERS within fifteen days of the end of each month. Each monthly payroll report shall contain data relating to all payrolls paid during the month covered by the filing.
4. Any file submitted may contain employee data from more than one employer. However, the detail records from the different employers must be grouped together and be accompanied by the appropriate header and summary records.
5. *A "Payroll Summary Report" must be submitted with the remittance and the employer must indicate on the report that the filing has been sent separately.*
6. When a file received cannot be processed, or contains inconsistencies in the data or invalid codes, the entire file will be rejected. Any other files that can be processed will be processed. Any files that cannot be processed must be resubmitted as a "Replacement" file with the appropriate code in the File Type field of the header record, subsequently defined in the "Record Specifications" section.
7. Only employees paid within the reporting period, or those reporting group life insurance premiums within the reporting period, should appear in the file.

Test Files

Test filings must first be submitted and approved by the MainePERS before live data may be submitted to the MainePERS. These test files will go through the same process that a live, or original, payroll filing would, except that no commitment or posting will be made to the membership database. The MainePERS reserves the right to request additional test filings from the transmitter before the MainePERS approves the electronic filing arrangement.

Due Dates

The due date for monthly employer payroll filings is the **fifteenth day of the month following the payroll filing period being reported**. This due date applies to both the electronic filing as well as the summary page, which must still be submitted on paper along with any required remittance.

The failure to report a payroll on time could potentially cause a delay for the MainePERS in the processing and finalizing of refunds, estimates and retirement benefits for our members and your employees. Additionally, as stated in Chapter 201 of the Maine State Retirement Rules, the MainePERS has the authority to assess interest charges on delinquent reports.

Contact Information

MainePERS Representatives

Tim Wing, Payroll Processing/EPF 1-800-451-9800

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

John Mavodones, Network & Operations Supervisor 1-800-451-9800

Filing Specifications

Where to File

Maine Public Employees Retirement System

46 State House Station

Augusta, ME 04333-0046

File Naming Conventions

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

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

Table 1 - File Naming Convention

Example:

TCPOR01.04A - The first file submitted by the Portland School Department in January of 2004.

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:

1. The term “Optional” (Opt) is used to mean only that failure to have an entry in the given field will not cause the file to be rejected in the processing mode. Its use must not be confused with the fact that compliance with the rules and terms of MainePERS membership and/or reporting requirements are not ‘optional’. Similarly, the term “Required” (Req) is used to mean that failure to have a valid entry in the given field **will** cause the file to be rejected in the processing mode.
2. All required fields must have data present. Optional fields may be blank or zero filled 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 Group Life Insurance premium is being reported then only those “optional” fields associated with Group Life Insurance premium are required).
3. 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).
4. Numerical data must be unsigned to report a positive value. Negative values will be accepted in reporting ‘adjustments to Grant Funded’ on the Summary record **only**. To report a negative value, the negative symbol (-) must be entered in the left most space of the field and zero filled. 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. A value of -0012345 would be entered in an eight character numeric field to represent a dollar value of (-\$123.45). Additional notes are provided adjacent to each field listed in the record layout.
5. 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 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 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. Table 13
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 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 004. The format of this field is 999
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 Num	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 Code	Req	6	A	6	11	This field must contain the Employer Code of the employer 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. The format of this field is 9(9)
5.	Employee Name	Req	30	A	27	56	This field must contain the employee's name in the form last name first, first name 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 position's annual contract amount or activity stipend. This amount should not be pro-rated for part-time teachers or partial year teachers. The format of this 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 for the employee. A table containing valid codes and instructions for selecting the appropriate code, is provided in the appendix. Table 9
10.	Bargaining Unit Code	Opt	2	A	87	88	For State employees only. This field contains the Bargaining Unit Code.

Field Num	Field Name	Req'd	Length	Data Type	Start Col	End Col	Field Description
11.	Position Classification Code	Req	10	A	89	98	This field must contain a valid position code for the employee.
12.	Filler	-	1	-	99	99	Blank fill.
13.	Filler	-	1	-	100	100	Blank fill.
14.	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 Payback Status codes is provided in the appendix. Eligibility for payback contributions through payroll deductions must first be approved by the MainePERS. Table 14
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. Table 18 and 19
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. Table 20
18.	Retirement Plan Participation Status	Req	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. Table 21
19.	Life Insurance Basis	Opt	6	N	113	118	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. The format of the field is 9(6).

Field Num	Field Name	Req'd	Length	Data Type	Start Col	End Col	Field Description
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 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.</p> <p>The format of the field is 9(6)v99.</p>
22.	Filler	-	7	-	132	138	<p>Blank fill. (Formerly Grant Funded Compensation)</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	<p>For detail records where the "Payback Status" field indicates an additional contribution, this field must contain employee deductions for the purchase, or repurchase, of creditable service.</p> <p>The format of the field is 9(5)v99.</p>

Field Num	Field Name	Req'd	Length	Data Type	Start Col	End Col	Field Description
25.	Time Paid	Opt	5	N	153	157	<p>For detail records reporting pension contributions for hourly or daily employees, this field must contain the actual time paid to the employee for the reporting period covered by the filing. This field represents actual hours or days paid for hourly or daily employees respectively, scheduled hours or days paid for salaried employees and may be left blank for contract Teacher employees.</p> <p>The format of the field is 999v99.</p>
26.	Time Unit Code	Opt	1	A	158	158	<p>For detail records reporting pension contributions, this field must contain either an H, C or D, for hours, contract and days respectively, qualifying the value provided in the "Time Paid" 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.</p>
27.	Expected Full-time for One Week	Opt	4	N	159	162	<p>For detail records reporting 'hourly' or 'daily' Time Unit Codes, 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.</p> <p>The format of the field is 99v99.</p>
28.	Expected Weeks Per Year	Opt	2	N	163	164	<p>For detail records reporting 'hourly' or 'daily' Time Unit Codes, this field must contain the number of work weeks per year expected of a full-time employee in this classification.</p> <p>The format of the field is 99.</p>
29.	Furlough/Shutdown Days or Hours	Opt	5	N	165	169	<p>For State employees only. For detail records reporting 'hourly' or 'daily' Time Unit Codes, 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.</p> <p>The format of the field is 999v99.</p>

Field Num	Field Name	Req'd	Length	Data Type	Start Col	End Col	Field Description
30.	Furlough/Shutdown Earnable Compensation	Opt	8	N	170	177	<p>For State employees only. For detail records reporting pension contributions, this field must contain the amount of lost compensation in this reporting period due to Furlough or Shutdown.</p> <p>The format of the field is 9(6)v99.</p>
31.	Rate of Pay	Opt	6	N	178	183	<p>For detail records reporting 'hourly' or 'daily' Time Unit Codes, this field must contain the hourly rate or daily rate of pay as indicated by the Time Unit Code.</p> <p>The format of the field is 9(4)v99.</p>
32.	Filler	-	8	-	184	191	Blank Fill. (Formerly Date of Hire - no longer required.)
33.	Report ID	Req	1	A	192	192	Sequential Code. (A – Z) Uniquely identifies this file from others for the same employer, reporting month and year. "A" being the first filing, "B" being the second filing, etc. This code should agree with code attached to the file name, described in the Filing Specifications on page 4. Table 22
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 Employees with only Group Life Insurance, a plan code is not required. A list of valid plan codes is provided in the appendix. Table 17
36.	Rate Schedule	Opt	6	N	231	236	<p>This field must contain the rate schedule number. A list of valid rate schedule numbers is provided in the appendix.</p> <p>The format of the field is 999999. Table 15</p>
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 MMDDYYYY format.
39.	Transaction Type	Req	4	A	252	255	All detail records must have either an N, A or R 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 Summary Record (“S” Record)

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

Field Num	Field Name	Req'd	Length	Data Type	Start Col	End Col	Field Description
1.	Transmitter Code	Req	5	A	1	5	See Transmitter Code in Header Record
2.	Employer Code	Req	6	A	6	11	This field must contain the Employer Code of the employer being reported, as provided by the MainePERS.
3.	Employer Name	Req	20	A	12	31	This field must contain the employer name associated with the employer 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. If there is only one pay date being reported, leave this field blank.
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. If there is no third pay date, leave this field blank.
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. If there is no fourth pay date, leave this field blank.

Field Num	Field Name	Req'd	Length	Data Type	Start Col	End Col	Field Description
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. If there is no fifth pay date, leave this field blank.
10.	Employer Payroll Cycle	Req	1	A	78	78	This field must contain a code that identifies the employer'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 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	Req	1	A	84	84	This field must contain either an M or B indicating whether the reporting cycle is Monthly or Bi-weekly .
13.	Total Earnable Compensation	Opt	9	N	85	93	This field must contain the sum of all Earnable Compensation reported in the file, subject to a deduction for retirement contributions. The format of the field is 9(7)v99.
14.	Employer 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 (recorded as employer paid). The values used to derive this field are also included in "Total Earnable Compensation" listed above. (For use by the State of Maine or pre-approved PLDs only.) The format of the field is 9(6)v99.
15.	Total Retirement Contributions	Opt	8	N	102	109	This field must contain the sum of all values in the "Employee Retirement Contributions" field in each detail record reporting retirement contributions. This field should not contain any amounts reported in the "Additional Employee Retirement Contributions" field. The format of the field is 9(6)v99.

Field Num	Field Name	Req'd	Length	Data Type	Start Col	End Col	Field Description
16.	Total Additional Retirement Contributions	Opt	8	N	110	117	This field must contain the sum of the values in the "Additional Employee Retirement Contribution" field used to report Payback Contributions made by the employee. The format of the field is 9(6)v99.
17.	Total Life Insurance Premiums	Opt	8	N	118	125	This field must contain the sum of the values in the "Life Insurance Premium" field used to report life insurance premiums withheld from employees. The format of the field is 9(6)v99.
18.	Number of Detail Records	Req	4	N	126	129	This field must contain the count of all detail records reported in this filing for the employer represented in the file. The format of the field is 9999.
19.	Total Life Insurance Premiums - Active Basic	Opt	8	N	130	137	This field must contain the total dollar amount of the Life Insurance Basic Premiums for Active Employees. The format of the field is 9(6)v99.
20.	Total Life Insurance Premiums - Retiree	Opt	8	N	138	145	This field must contain the total dollar amount of the Life Insurance Basic premiums for Retirees (Participating Local Districts only). The format of the field is 9(6)v99.
21.	Total Life Insurance Premiums – Supplemental	Opt	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	Opt	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	8	A	187	194	This field is unused.

Field Num	Field Name	Req'd	Length	Data Type	Start Col	End Col	Field Description
25.	Total Grant Funded Compensation	Opt	9	N	195	203	<p>For Teacher and Teacher like member use only. This field must contain the net total of Grant Funded Compensation paid to employees in the period reported.</p> <p>The format of the field is 9(7)v99.</p>
26.	Total Grant Funded Employer Contributions	Opt	9	N	204	212	<p>For Teacher and Teacher like member use only. This field must contain the net total of Grant Funded Contributions due to be paid from the Employer for the period reported</p> <p>The format of the field is 9(7)v99.</p>
27.	Total Adjustments to Grant Funded Compensation	Opt	9	N	213	221	<p>For Teacher and Teacher like member use only. This field must contain <u>only</u> the net total of <u>adjustments that need to be made to Grant Funded Compensation that has already been reported.</u> Should the net total be a negative value, a negative sign (-) may be entered in position 213, followed by the negative value backfilled with zeros (0). This is one of only two exceptions where negative values are considered to be valid.</p> <p>The format of the field is 9(7)v99.</p>
28.	Total Adjustments to Grant Funded Employer Contributions	Opt	9	N	222	230	<p>For Teacher and Teacher like member use only. This field must contain <u>only</u> the net total of <u>adjustments that need to be made to Grant Funded Employer Contributions that have already been reported.</u> Should the net total be a negative value, a negative sign (-) may be entered in position 222, followed by the negative value backfilled with zeros (0). This is the second of only two exceptions where negative values are considered to be valid.</p> <p>The format of the field is 9(7)v99.</p>
29.	Filler	-	25	-	231	255	Blank Filled.
30.	Record Type	Req	1	A	256	256	This field must contain an S.

Table 5 - Employer Summary Field Descriptions and Record Layout

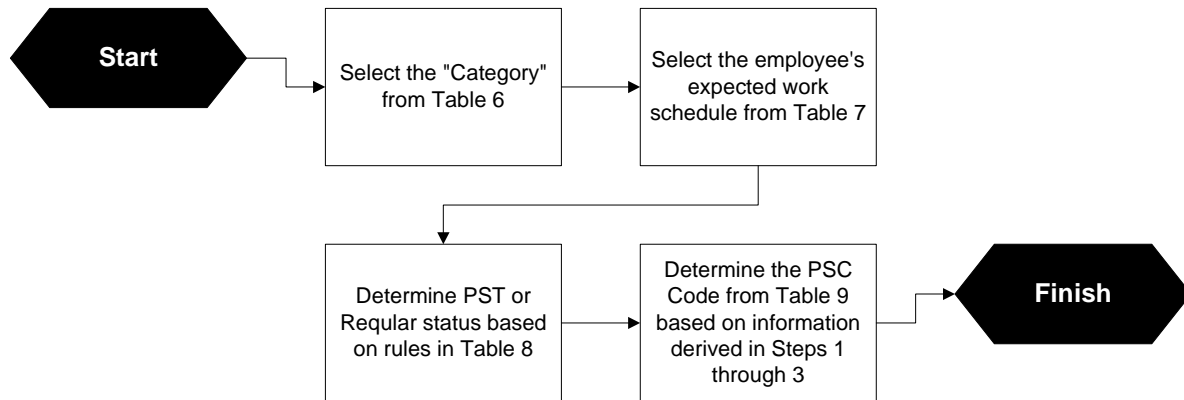
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Appendices

Instructions for Determining Personnel Status Codes

To select the appropriate Personnel Status Code for an employee follow these three steps:



Category Selection

Step 1. Determine the correct category below:

Category	Description
Permanent	An ongoing position not of a temporary nature and established for a period of one full year or more, including contracted teachers expected to return the following year.
Seasonal	An ongoing position not of a temporary nature and established for less than a full year period and on a regularly occurring basis.
Project	A temporary position which is restricted to a planned work program to be completed within a specified limited period and is not seasonal or of regularly recurring nature, and can be extended.
Insurance only - retired*	A retired employee who has employer-paid Group Life Insurance coverage.
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.)
Insurance* only*	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.
Substitute teacher	A teacher hired in a position which calls for no scheduled workdays, may have no contract and be on call only, or be under short-term contract as a temporary replacement. (TEACHER ONLY)

Table 6 - Employee Category

*NOTE: "Expected Full-Time Hours for 1 Week" and "Expected Work Weeks Per Year" (Field number 27 and 28) need not be reported for these categories.

Work Schedule Selection

Step 2. Determine the employee's expected work schedule according to the following rules:

Category	Description
Full-time	An employee who, in the pay periods covered by the payroll report, is expected to work the full-time regularly scheduled standard hours prescribed by the employer. For teachers, not less than 180 days, 25 hours per week, at 5 classroom hours per day, for 36 weeks, can be prescribed as full-time. *For all other employees, not less than 35 hours per week can be prescribed as full-time.
Part-time	Any employee who, in the pay period covered by the payroll report, is scheduled to work less than the employer's prescribed full-time regularly scheduled standard.
Intermittent	Any employee in an ongoing position, not of a temporary nature, working from time to time irregular hours or weeks, not more than 500 hours in 12 consecutive months.

Table 7 - Employee Work Schedule

PST or Regular Selection

Step 3. Determine if the employee is a Special PST or Regular Member according to the following rules:

Category	Description
Special PST members	<p>a) A part-time employee whose normal scheduled work week is 20 hours or less, except teachers employed by a post-secondary educational institution who normally have classroom hours of at least one-half of the number of classroom hours designated by that institution as full-time.</p> <p>b) 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.</p> <p>c) Temporary employees under contract for 2 years or less, with no significant likelihood of contract extension.</p>
Regular members	<p>All members who do not meet one of the above criteria for Special PST Members, or are:</p> <p>a) Retirees Returned to Work, full- or part-time.</p> <p>b) Insurance-only employees, full- or part-time.</p> <p>c) Elected officials and election workers paid in excess of \$100 annually.</p>

Table 8 - Employee Classification Rules

Personnel Status Codes

All valid Personnel Status combinations can be found in the following table, along with the appropriate associated codes. Employment categories are defined in the attached instructions.

Personnel status	Regular Member - Full-time	Regular Member-Part-time	Special PST Member - Full-time	Special PST Member - Part-time	Special PST Member - Intermittent
Permanent	11	12	21	22	23
Seasonal	14	15	24	25	26
Project	17	18	27	28	29
Limited Period	1A	1B	2A	2B	2C
Insurance Only Retired**	52	52	N/A	N/A	N/A
Retired Returned to Work	53	53	N/A	N/A	N/A
Insurance Only**	65	67	N/A	N/A	N/A
Substitute Teacher*	N/A	N/A	61	61	61
Adult Education After 9/1/78*	N/A	N/A	N/A	64	64

Table 9 - Personnel Status Codes

* applies to Teacher members only

** PLD Only

Position Codes

PLD Position Classification Codes and Usage

Listed below are Position Classification Codes for Participating Local District employees (except School Support employees). **Must be reported as hourly or daily.**

Position Classification Code	Position Classification
00000	Retiree Insured Code Only (Used for all insured retirees except school support.) Use only with personnel status code 52.
09901	Member With or Without Insurance Use this position classification code for "all other" classes of employees. No other classification codes listed in this section apply.
09902	Participant Insurance Only Use for all persons who are not MainePERS members, and who are participants in Social Security only and have insurance coverage in the Group Life Insurance Program. Use this code only with Personal Status Codes 65 and 67.
09903	Firefighter (Full- or part-time) Do not use for Firefighter Dispatcher.
09904	Police Officer (Full- or part-time). Do not use for Police Dispatcher.
09905	Law Enforcement Employees (County) (Full- or part-time)
09906	Elected and Appointed Officials (Full- or part-time) Any person who is elected to the position which (s)he holds. Any person appointed for a fixed term. If you have any questions contact the Direct Services Specialist, PLD Unit, MainePERS. Not to be used for employee's per diem pay.
09908	Police Dispatcher Only (Full- or part-time)
09909	Firefighter Dispatcher Only (Full- or part-time)

Table 10 - PLD Position Classification Codes and Usage

Non-Teacher School Support Position Classification Codes and Usage

Use one of the following codes for any staff support group member under the Participating Local District of a public school system. Persons using these codes must have properly completed and submitted a signed Application for Membership. **These position codes must be reported as hourly or daily.**

Position Classification Code	Position Classification
NNNNN	Retired Insured Code Only (Used for all insured retirees, school support only.) Use only with personnel status code 52.
N9902	Participant Insurance Only. Use for all persons who are school system employees and who are participants in Social Security only and have insurance coverage in the Group Life Insurance Program. Use this code only with Personnel Status Codes 65 and 67
N0199	Assistant to Superintendent
N0200	Assistant to Principal
N0201	Educational Technician I (Teacher Aide)
N0203	Bilingual Facilitator (If not qualified under Y0202 Position Classification Code)
N0208	Food Services Assistant
N0350	Educational Technician I (Librarian Aide)
N0408	Dietitian (New employees after June 30, 1989)
N0409	Director/Supervisor of Food Services
N0411	Food Services Manager I
N0412	Food Services Manager II
N0413	Food Services Specialist
N0453	Volunteer Coordinator
N0454	Dir. Bi-lingual Education Projects
N0458	Employment Coordinator
N0459	Dir. Data Services
N0701	Director/Supervisor of Transportation
N0704	Supervisor of Buildings & Grounds
N0906	Business Administration Manager
N0907	Bookkeeper
N0908	Study Hall Monitor
N0909	Clerk
N1001	Secretary (New employees after June 30, 1989)
N1102	Bus Driver
N1103	Bus Mechanic
N1104	Director of Maintenance
N1105	Maintenance Worker I
N1106	Maintenance Worker II
N1107	Director of Janitorial Services
N1108	Janitor I
N1109	Janitor II
N2106	Building Custodian I
N2107	Building Custodian II
N2108	Building Custodian III
N2109	Building Custodian IV
N2201	Laborer
N2202	Maintenance Mechanic
N2203	Painter I

Position Classification Code	Position Classification
N2204	Painter II
N2301	Equipment Operator I
N2302	Equipment Operator II
N2401	Carpenter
N2402	Carpenter/Locksmith
N2403	Carpenter/Welder
N2501	Plumber I
N2502	Plumber II
N2601	Electrician I
N2602	Electrician II
N2603	Electrician III
N2701	Cafeteria Worker I
N2702	Cafeteria Worker II
N2703	Cook
N2704	Manager I
N2705	Manager II
N2706	Storekeeper
N2707	Driver Assistant
N2708	Utility Clerk
N2709	A.V. Technician I
N2710	A.V. Technician II
N2711	Printer Assistant
N2712	Printer
N2715	Substitute Caller
N2718	EXPO Director
N2719	Assistant EXPO Building Manager
N2720	Concession Manager
N2721	Station Manager - Channel 7
N2722	Channel 7 Staff
N2723	Coordinator of Evaluation & Data Management
N2724	School Board Member (Elected or Appointed)
N2725	Substance Abuse Counselor
N2726	Transportation Routeman and Driver Trainer
N2727	Baker - Food Service
N2728	Server - Food Service
N2729	Boiler Repairman - Maintenance
N2730	Electrician - Maintenance
N2731	Grounds Keeper - Maintenance
N2732	Custodial Foreman
N2733	Maintenance Foreman
N2734	Grounds Foreman
N2735	Gifted and Talented Coordinator
N2736	Crossing Guide

Table 11 - Non-Teacher School Support Position Classification Codes and Usage

Teacher Member Classification Codes and Usage

Persons with the Position Classification codes below must be teacher members having completed and mailed a fully signed Application for Membership.

Position Classification Code	Position Classification
Y0101	Classroom Teacher
Y0104	Athletic Coach (Must be eligible under 5 MRSA, 17001 subsection 42.)
Y0105	Special Education Teacher
Y0108	Special Teacher of Reading (Remedial) Literacy Specialist
Y0109	College Associate in Education (Use only for a teacher, instructor, and/or advisor at a college.)
Y0152	Itinerant Classroom Teacher
Y0155	Co-Curricular Non Athletic (Must be eligible under 5 MRSA, 17001 subsection 42.)
Y0203	Bi-lingual Facilitator
Y0206	Educational Technician III (Teacher Associate)
Y0207	Educational Technician II (Teacher Associate)
Y0209	Substitute Teacher (Effective September 20, 2007, MainePERS membership is optional).
Y0210	Adult & Community Education Teacher (Effective July 1, 1991, membership is required from the first day of employment. Must be eligible under 5 MRSA, 17001 subsection 42 or a position on this list.)
Y0211	Tutor Teacher Member
Y0212	Director of Adult and Community Education (Adult Education Director)
Y0213	Assistant Director of Adult and Community Education
Y0301	Librarian/Media Specialist (Librarian)
Y0306	Librarian Associate - Educational Technician III
Y0307	Librarian Assistant - Educational Technician II
Y0401	Supervisor of Instruction
Y0403	Curriculum Coordinator
Y0408	Dietician (Must be eligible under 5 MRSA, 17001 subsection 42.)
Y0452	Teacher Support Team Member
Y0455	Department Head (use only if not a stipended position)
Y0456	Director of Services for Exceptional Children (Director of Special Education)
Y0457	Co-op Director
Y0460	Special Education Consultant
Y0501	Superintendent of School
Y0552	Director of Secondary Vocational

Position Classification Code	Position Classification
Y0603	Assistant Superintendent of Schools
Y0652	Assistant Director of Secondary Vocational
Y0707	Director of Health Services
Y0801	Principal
Y0802	Dean
Y0804	Athletic Director
Y0805	Director of Student Activities
Y0806	Assistant Headmaster
Y0807	Headmaster
Y0901	Assistant Principal
Y0904	Assistant Dean
Y1001	Secretary (Must be eligible under 5 MRSA, 17001 subsection 42.)
Y1501	Guidance Counselor
Y1502	Director of Guidance
Y1503	Vocational Education Evaluator
Y1601	School Psychologist
Y1701	Psychometrist/Psychological Examiner
Y1801	School Social Worker
Y2001	School Nurse
Y2103	Speech and Hearing Clinician
Y2104	Physical Therapist
Y2105	Occupational Therapist
Y2725	Substance Abuse Counselor
Y2735	Gifted and Talented Coordinator

Teacher – Position Codes for Stipends

YEX## = A stipend paid to a Teacher 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

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

Table 12- Teacher Member Classification Codes and Usage

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 13 - Filing Type

Detail Record

Excess/Payback Status

Valid Code	Description
P	Purchase of Service

Table 14 - Payback Status

Schedule Number Determination Chart for PLD's and Teacher's

PSC Code	Electronic Payroll File Schedule Number
53	000053
52, 65, 67	Leave Blank
All other Codes	000001

Table 15 – Schedule Number Determination Chart for PLD and Teacher employers

Plan Code Determination Chart for Participating Local Districts

<u>Two Character Plan Code</u>	<u>Employee Position Classification</u>	<u>Electronic Payroll File Plan Code</u>
AC	All	110AC
AN	All	110AN
BC	All	110BC
1C	Firefighter	3101C
1C	Law Enforcement	6201C
1C	General Government	7301C
1N	Firefighter	3101N
1N	Law Enforcement	6201N
2C	Firefighter	3102C
2C	Law Enforcement	6202C
2C	General Government	7302C
2N	Firefighter	3102N
2N	Law Enforcement	6202N
2N	General Government	7302N
3C	Firefighter	3103C
3C	Law Enforcement	6203C
3N	Firefighter	3103N
3N	Law Enforcement	6203N
4C	Firefighter	3104C
4C	Law Enforcement	6204C
4N	Firefighter	3104N
4N	Law Enforcement	6204N

If you are a Non-Consolidated employer, or if you are unsure of which plan code to use, please contact MainePERS for assistance.

Table 16– Plan Code Determination Chart for Participating Local Districts

Plan Code Determination for Teacher Members Only

	<u>Electronic Payroll File Plan Code</u>
If the Teacher was hired on or before 6/30/93	11000
If the Teacher was hired on or after 7/1/93	11001

Table 17 Plan Code Determination Chart for Teacher Members only

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 Teacher Codes	Valid PLD Codes	Description
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 18- Life Insurance Schedule Code (Bi-weekly Payroll Cycle)

Weekly Payroll Cycle

Valid Teacher and PLD Code	Description
R	48 Weekly
S	46 Weekly
T	44 Weekly
U	43 Weekly
V	42 Weekly
W	38 Weekly
X	36 Weekly
Y	52 Weekly
Z	Monthly

Table 19- Life Insurance Schedule (Weekly Payroll Cycle)

Life Insurance Coverage 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
C	Canceled (To be used only under the direction of MainePERS)

Table 20 – Life Insurance Codes

Basic coverage is coverage for the employee only. The coverage is the amount of the employee's annual salary rounded up to the next \$1000. The premium for this coverage is a fixed cost per thousand dollars of coverage and differs among employers.

Dependent plans: Plan B has a higher coverage amount than A.

Supplemental coverage is additional coverage equal to the amount of Basic coverage in effect. S3 coverage would be coverage for 4 times the basic coverage.

The code “OC” indicates member has multiple detail records and only one record can have an insurance code.

These coverage codes combine the available types of coverage.

Participation Status in Retirement Plan

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

Table 21 - Participation Status

Employer Summary Record

Employer Payroll Cycle

The codes are:

Valid Code	Description
A	Cycle A for State of Maine Payroll
B	Cycle B for State of Maine Payroll
W	Weekly Payroll
T	Bi-Weekly Payroll
M	Monthly Payroll

Table 22 - Employer Payroll Cycle

Basic Insurance Rate

For current insurance rates see MainePERS.org or contact MainePERS Survivor Services Unit.

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