Employer Statements of Account become available to you beginning in March. Accessed electronically through Employer Self Service (ESS), your Employer Statement of Account is a recap of your employer’s monetary transactions processed by MainePERS during the month, including any prior balance from previous months and an ending balance to be brought forward into the next month, if necessary.

The Employer Statement of Account is designed as a helpful tool, allowing you to see the financial results of transactions like payroll reporting, payroll adjustments and Group Life Insurance billing.

Here’s an example of what you’ll see . . .

![Employer Statement of Account](image-url)
Q. Where do I find my Monthly Statement of Account?
A. In Employer Self Service (ESS), from the Employer Management section, choose Review Payroll Reports, Billing History & Payments. Then, click on the Documents tab.

Q. How do I know when the monthly statement will be there?
A. Each month, sometime during the first week of the month, we will send an e-mail to notify you.

Q. What do I do with this document?
A. Please review it. The document is provided to you as a recap of financial activity processed by MainePERS during that month. Think of this document as something similar to a bank statement.

Q. The statement shows a balance due but I know payment has been made. What do I do?
A. It could be that your payment reached us after the closing date of the statement period. Please contact Employer Services with your question. We can research that missing payment for you.

Q. The statement shows “Prior Balance”. What is that for?
A. A “Prior Balance” is the ending balance that appeared on the previous month’s statement. Contact us. We can help you determine what the prior balance is for.

Q. The statement indicates that I need to pay the ending balance by the last day of this month. What do I do with that information?
A. If your records do not match the ending balance appearing on the statement (either a balance due or an overpayment), please contact us. We’re here to help research any discrepancies.

Remember, anytime your records do not match ours, feel free to contact us. Employer Services and Survivor Services can be reached by calling 1-800-451-9800 or e-mailing to employer@mainepers.org or survivorservices@mainepers.org.