NEW EMPLOYEES COMING ON BOARD IN AUGUST & SEPTEMBER?

Congratulations on your new hires!

Don’t forget to offer MainePERS Group Life Insurance (GLI) to all eligible employees.

- Coverage begins the first day of the month after one full month of eligible employment.
- Use the GLI application for employees enrolling in GLI as well as those who decline.
- The GLI Application Form (GLI-0908) is available in ESS.
- Use ESS to submit employee GLI Application for Coverage forms.
- New employees will appear on your GLI Invoice based on the information submitted on the application form (level of coverage, coverage elected and effective date).

Questions? E-mail or call us - we are here to help!

E-mail - survivorservices@mainepers.org
Phone: 1-800-451-9800 ext. 3244.
EMPLOYER SELF SERVICE (ESS) SECURITY ALERT

The following are a few good habits to ensure the security of the web-based ESS system, as well as your own:

ALWAYS: Log out of an ESS session using the logout function.

NEVER: Leave the ESS session using the “X” in the upper right-hand corner.

PASSWORDS:

✓ Make your password between six to ten characters long.
✓ Use at least two alphabetic characters and at least one numeric or special character. Special characters are “@”, “#”, “$”, or “_” (underscore). Other non-alphanumeric characters are not allowed.
✓ Passwords cannot begin with a numeric or special character.
✓ Passwords are case sensitive.
✓ Do not share your password with other employees or users.

The Preview function on member forms in ESS is only designed to prepopulate a member’s demographic (name and address) information for you.

If you wish to use the preview function, enter ONLY the fields that are outlined in RED. Once you have entered the "red" fields, go directly to the bottom of the form and choose "preview."

✓ If the person’s information is already on file with MainePERS, the form will populate the member’s name and address. Please verify for accuracy and correct as needed. You can then enter the other required fields and choose submit.

✓ If the person’s information isn’t already on file with MainePERS, you will receive a message indicating this. You should then fill in all required fields on the form, including name and address, and choose submit.