MainePERS Employer Reporting Requirements

Payroll Reporting and Group Life Insurance

Effective with September 2011 reporting information due in October

On or about October 11, 2011, MainePERS will go live with a new web-based employer reporting system (ESS). The reporting requirements and specifications for this system are available in the Employer section of MainePERS website: [www.mainepers.org](http://www.mainepers.org). See “ESS Guides, ESS FAQs” and “Group Life Monthly GLI Rates - Effective September 2011.” Vendors are encouraged to review this information for a full explanation of required changes.

Employers will not report Group Life Insurance premiums on the September payroll report submitted to MainePERS in October.

Employers will receive an e-blast announcing that their Group Life Insurance invoice is available on-line (in ESS). The invoice will be for September premiums due for employees and PLD retirees, where applicable. The monthly invoice will be for 1/12 of the annual premium. Employers will make corrections on an invoice adjustment sheet that MainePERS will provide.

See the “View Reports” section of the [Employer Self-Service User Guide for Employers](http://www.mainepers.org) for instructions on how to view and print the GLI Employer Invoice.

Both the Employer Location Code and Invoice Number (Payment Identifier) located in the upper right corner of the invoice need to appear on the payment. If there are adjustments, employers will submit the Adjustment form at time of payment.

MainePERS will no longer accept advance payment of premiums; for example, premiums withheld in June to cover July and August.

Instructions for Processing Your OnLine EFT Payments are included in the [Employer Self-Service User Guide for Employers](http://www.mainepers.org) located in the Employer Section of MainePERS website. See the Forms section of our website for ACH Debit and Credit information.
Although MainePERS is confident that all vendors know of the upcoming changes in Employer Reporting Requirements, employers have shared the following concerns:

1. Assuring that the vendor product supports the shift to monthly Group Life Insurance premium billing.
2. How to derive the correct monthly premium deductions in instances when a given month includes three bi-weekly or five weekly pays.
3. Taking deductions for employees who only work ten months per year.
4. Making sure the April 1st level and age-based supplemental premium changes are accurately and timely reflected within the payroll deduction systems.
5. Vendors making the changes enough in advance of September payrolls in order to allow employers time to complete preliminary work within their payroll units.
6. Making sure electronic payment includes space for location code and invoice number/payment identifier.

MainePERS encourages employers to contact us by phone, 1-800-451-9800 or e-mail Employer.Services@mainepers.org with your questions.