Employer Self Service (ESS) User Guide
V10
TABLE OF CONTENTS

Accessing Employer Self-Service (ESS) ___________________________ 1
  Logging into ESS ________________________________________________ 1
  Logging out of ESS _______________________________________________ 3
  Retrieving a Forgotten Username ___________________________________ 3
  Retrieving a Forgotten Password ____________________________________ 4
  Accessing the User Profile _________________________________________ 5
  Changing Password/Security Questions/View Login History_______________ 5

‘Home’ Tab ______________________________________________________ 6

‘Employer Location Details’ Tab ______________________________________ 7

‘Profile’ Tab ______________________________________________________ 9
  Updating Employer Demographics ____________________________________ 9
  Adding and Updating Employer Contacts ________________________________ 11
  Editing Existing Contacts ___________________________________________ 13

‘Account’ Tab _____________________________________________________ 16
  Viewing and Filtering Transations_____________________________________ 17
  ‘Actions’ Button Option _____________________________________________ 18
  Balance(s) for your Employer Location_________________________________ 18
  ‘Details’ Button Option ______________________________________________ 19
  Uploading an ‘EPF Contribution’ File ___________________________________ 20
  Correcting Errors and Exceptions/Retrieving ‘Standard Import Details’ Edit Report _______ 23
    Note: ‘Remittance Report’ found on page 62
  Manually Submitting Payroll through ESS______________________________ 31
  Uploading a ‘Defined Contribution’ (DC) File __________________________ 37
  Uploading a ‘GLI Level’ File _________________________________________ 38
  Viewing File History ________________________________________________ 42
  Scheduling an Electronic Funds Transfer (EFT) Payment ___________________ 44
  Viewing Payment History ____________________________________________ 45

‘Forms’ Tab ______________________________________________________ 46
  Submitting Online Forms_____________________________________________ 47
  Finishing ‘Forms in Progress’__________________________________________ 51
  Viewing Submitted Forms _____________________________________________ 52

‘Documents’ Tab __________________________________________________ 53
  Group Life Insurance (GLI) Invoice____________________________________ 53
‘Roster’ Tab ________________________________________________ 54
‘Actions’ Button Option ________________________________________ 55
‘EFT Payments’ Tab __________________________________________ 57
‘Reports’ Tab _______________________________________________ 58
‘Remittance Report’ and ‘GLI Level’ Report ________________________ 58
‘Admin’ Tab __________________________________________________ 61
Creating an ESS User Account ____________________________________ 63
Multi-Factor Authentication – MFA Direct Phone Number _____________ 65
Registering as a User for ESS ________________________________ 67
Maintaining a User Account in ESS ______________________________ 69
Resetting a User Account ______________________________________ 70
Updating User Access _________________________________________ 71
Viewing Login History _________________________________________ 72
Change User Details____________________________________________ 73

Contact Information:
MainePERS . . . . . . . . . . . . . . . 1-800-451-9800

Employer Services
Email:  employer@mainepers.org

Group Life Insurance & Survivor Services
Email:  survivorservices@mainepers.org
Employer Self-Service

Note  An email will be sent to all registered users to advise them of any changes made to their account.

ACCESSING EMPLOYER SELF SERVICE (ESS)

LOGGING INTO ESS

1. From the MainePERS website, www.mainepers.org, navigate to the Employers Home page and click on ESS Log-in.

2. Enter your login credentials.

3. Click Log In.

4. Multi Factor Authentication (MFA) DUO screen will populate to activate the verification process.

5. If you have one phone number listed you will only see the ‘Call Me’ and a non-functioning Enter a Bypass Code. To add an additional MFA phone number to your profile, please contact your Employer’s ESS Security Administrator.
6. If you have more than one phone number listed to connect to you, pick the number you are currently at, you will see a drop down, choose the phone number you want to call to go to, click ‘Call Me’.

7. Answer the recorded call and follow the directions; click on number 1 will automatically log you into ESS.

The ESS Home Page tab looks like this:
LOGGING OUT OF ESS

Click the Profile Image icon next to your username (top right).

1. Select Logout.

RETRIEVING A FORGOTTEN USER NAME

The steps to retrieve a forgotten user name are as follows:

1. Click Forgot User on the ESS Login window.

The Forgot User Name pop-up displays.

2. Enter your email address (ensure it is the one that you used to create your username in ESS) and click OK.

3. You will receive an email with your login user name.
RETRIEVING A FORGOTTEN PASSWORD

The steps to retrieve a forgotten password are as follows:

1. Click **Forgot Password** on the ESS Login window.

A pop-up displays, with the **Account Lookup** tab highlighted by default.

2. Enter your **User Name**.

3. Click **Next**.

The **Security Questions** tab displays.

4. Complete the security questions presented.

5. Click **Next**. The **Password Reset** tab displays.

6. Enter your new password (follow the rules displayed on the tab) in the **Password** field.

7. Re-enter the password in the **Confirm Password** field.

8. Click **Confirm**.

The **Password Reset** tab displays. And, you are sent an email confirming that your password has been changed.
ACCESSING THE USER PROFILE

1. Click the Profile Image icon next to your username (top right).
2. Select User Profile.

Changing a Password/Changing Security Questions/View Login History

1. Click the Profile Image icon next to the username (top right).
2. Select User Profile.
3. Click either: Change Password, Change Security Questions or View Login History based on your need.
4. Follow the prompts for the topic you have selected.
HOME TAB

- View Frequently Asked Questions

- View News
  - Check here regularly for important information and updates from MainePERS
EMPLOYER LOCATION DETAILS TAB

The Employer Location Details tab displays the location available for you to view, depending on your setup and security settings. The Employer Location Name and Code are displayed.

1. Click the Details link to view the Employer Location Info. The Profile tab displays for the employer location by default.

2. The Back button enables you to return to the Employers Location Details tab and, if you press it again, to the Home tab.
The following tabs are available:

- **Profile** Tab – displays Employer Location demographics information and lists Contacts
- **Account** Tab – lists work reports, where you go to upload and process payroll files, see account balances and make electronic payments
- **Forms** Tab – displays the list of forms available to submit through ESS and forms already submitted
- **Documents** Tab – displays a list of Employer Statements of Account and Annual Statements of Cost (formerly known as “green/white sheets” for PLDs) and Monthly GLI Invoice
- **Roster** Tab – provides you with a list of employees, active and terminated for your employer only
- **EFT Payments** Tab – where you set up account information to be used for Electronic Funds Transfers (EFTs)
- **Reports** Tab – provides you with the Employer Remittance Report and ESS GLI Level Report
PROFILE TAB

The Profile tab contains basic demographic and contact information for the Employer Location.

Updating Employer Location Demographics

You can update the demographics of your employer by navigating to the Employer Location Details section by clicking on the Details link. Then, at the Profile tab click Change, which generates an editable Employer Location Info window.

1. Click the Details link for the appropriate employer location.

The Employer Location Profile tab displays by default.

2. Click Change to enter edit mode.

The Employer Location Info pop-up displays.

3. Click in the field you wish to update.
The *Edit Correspondence Address* pop-up displays.

4. Make the necessary edits to the address.

5. Click **OK** to close the *Edit Correspondence Address* pop-up.

6. Click **Save**.

7. Click **Confirm** to close the *Employer Info* pop-up.

You have successfully updated your employer’s address.
ADDING AND UPDATING EXISTING EMPLOYER CONTACTS

Based on your security role, you can add a contact or update existing contact information.

Adding a Contact (Adding/Updating ESS Users see page)

Based on your security role, you can create a contact in ESS.

1. Click the Add a new Contact button in the Contacts section.

The New Contact wizard displays, showing the New Contact Search subtab by default.

2. Enter the last name, first name in the search criteria
   (e.g., the name of the person you are adding as a Contact – Smith, John T).

3. Click Search.

4. If the search returns a member for which you want to create a contact, click on
   that person’s name.

5. If the search does not return the name of the person you wish to add, select the
   Add Individual button.
The Enter Details sub-tab displays. If you chose a person, some information is already completed.

The New Contact sub-tab displays.

6. Complete the fields as needed (note that some fields are required).

7. Please refrain from using all CAPITAL or all lower case letters when updating or adding contacts.
   
   Correct Example: John D. Smith, 123 Maine St., Augusta, ME 04330
   Incorrect Example: JOHN D> SMITH, 123 main st., augusta, me 04330

8. Click Next.

   The Confirm subtab displays.

9. Review the information and, if everything is accurate, click Confirm.

10. The new contact has been created.
Editing Existing Contact Information

To edit existing contact information for an employer location contact:

1. From the Profile tab, click on Actions and then Details of the name of the person you wish to edit.

The appropriate pop-up displays.

2. Then click the Change button in the upper left corner of the pop-up.
3. Click in the field you wish to update.

The appropriate pop-up displays.

4. Make the necessary updates and click OK.

5. Click Save
6. Click **Confirm** to commit the changes.

Updated contact information

<table>
<thead>
<tr>
<th>Name</th>
<th>Contact Role</th>
<th>Phone</th>
<th>Email</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gomer Pyle</td>
<td>B (207) 249-1234</td>
<td><a href="mailto:gple@cityhall.net">gple@cityhall.net</a></td>
<td>123 City Circle Augusta ME 04306</td>
<td></td>
</tr>
<tr>
<td>Sandy Beach</td>
<td>B (207) 512-3228</td>
<td><a href="mailto:sb@gmail.com">sb@gmail.com</a></td>
<td>321 Maverry Lane Augusta ME 04330</td>
<td></td>
</tr>
<tr>
<td>Sammy Solde</td>
<td>B (207) 249-9999</td>
<td><a href="mailto:deedee@maupier.org">deedee@maupier.org</a></td>
<td>123 Maverry Lane Augusta ME 04333</td>
<td></td>
</tr>
<tr>
<td>Opi Taylor</td>
<td>H (207) 555-5555</td>
<td><a href="mailto:opi.taylor@mainepers.org">opi.taylor@mainepers.org</a></td>
<td>123 Maverry Lane Augusta ME 04333</td>
<td></td>
</tr>
</tbody>
</table>
ACCOUNT TAB

From the Account Tab, you may:

- View and filter transactions
- Upload an EPF Contribution File
- Manually Submit a Payroll through ESS
- Uploading a Defined Contribution File
- Uploading a GLI Level File
- Viewing File History
- Scheduling a EFT payment
- Viewing Payment History
- Account Balances - debits & (credits)
Viewing and Filtering Transactions

The Filter section on the Account tab lets you define filter criteria based on what you need to see.

1. Navigate to the Account tab.

2. The ability to Filter the Account Detail screen below can be done within these three topics below:
   - **Trans Type** – Filter by the Type Column on the transaction: Payment or Work Report
   - **Status** – Filter by the Status Column on the transaction: Open, Closed or All
   - **Report Status** – Filter by the Report Status Column on the transaction: Prebill, Released or Initial

The Actions Button Options

Certain types of transactions have an Actions link.

The following actions are available for transactions:
- **Details**: Displays transaction summary details on the *Transaction Summary* pop-up. This is available for all transaction types. See “The Details Button Options” section, below, for additional information.

- **Edit/View**: Generates the *Work Report Editor* pop-up. The report will only be editable if it is in *Initial* status.

- **Submit**: Sends the work report to MainePERS and is available for manual filers, only.

**Balance(s) For Your Employer**
The Details Button Options

Certain types of transactions have a Details link. The Details link can only be viewed. You cannot edit information from here.

When you click the Details link, the Transaction Details pop-up displays:

- **Transaction Section:** Shows information about that transaction in its current state, including the Type of transaction, the payment type (Pre-Retirement contributions, ER contributions), Identifier information, and the Due Date.
- **Details Section:** Shows the history of the transaction
- **Actions – Detail** = this will show you the audit trail for the transaction you are looking at.
UPLOADING AN EPF CONTRIBUTION FILE

Through ESS, employers upload necessary payroll data of the employees participating in MainePERS plans.

To upload an EPF Contribution File:

1. Navigate to the Account tab.
2. Click Upload File dropdown.
3. Select EPF Contribution.
4. Complete the following fields:
   - Import Filename: Browse for the appropriate file, click on your file and click Open.
   - Import Description: Examples: TCMAY 06/2017 Payroll
5. Click Next.

The Upload EPF Contribution pop-up displays.

The Upload EPF Contribution pop-up updates with the results that the file has been submitted for processing.

6. Close the Upload EPF Contribution pop-up.
7. To review the uploaded file, click **File History**.

![File History](image)

The **File History** window displays with a **Process Flag** of **Ready** for the EPF Contribution file just uploaded.

**NOTE:** If a **Status** of **Loaded with Errors** appears, the file must be reviewed for formatting issues and, once corrected, the file must be uploaded again.

8. Click on the row created for the file you just uploaded (**Status will indicate Not Processed**).

![File History](image)

9. Click the **Actions** link for the EPF Contribution file you just uploaded.

10. Select **Validate**.

![File History](image)

**Note:** **Refresh** functionality no longer exists. Look for changes to **Process Flag** and **Status**.

11. Check **Process Flag** and **Status** columns. The **Process Flag** should indicate **Validated** when the validation process is complete. The **Status** message indicates whether
Errors and/or Exceptions exist within the file or whether the file is ready for processing. If no Errors or Exceptions are indicated, proceed to Step 14, below. If you do have Errors or Exceptions, proceed to Correcting Errors and Exceptions, page 23.

12. Review Exceptions and correct **ALL** Errors if indicated. (See next section page 23 to correct Exceptions and Errors.)

13. Re-**Validate** and repeat until no more action is necessary (all Errors have been resolved and Exceptions reviewed). Look for the **Status** to change to **Validated Successfully**.

14. Once Errors are no longer indicated, click **Actions** and then **Process** for the EPF Contribution file you are working on.

15. The **Process Flag** column updates to a status of **Completed** and the **Status** column updates to **Processed Successfully**.

- **Close** the File History window.


**Note**: To Update the Account Tab for the current balance: click ‘Back’ – Details, this will refresh the Account Tab.
CORRECTING ERRORS AND EXCEPTIONS
RETRIEVING THE STANDARD IMPORT REPORT

If you have Errors or Exceptions in your EPF file, the entry in the Status Column indicates Validated with Errors or Validated with Exceptions. The steps to correct file issues are as follows:

1. Click File History.

   ![File History screen](image1)

   The File History screen displays.

2. Click on the line of the file requiring corrections. Then, click Tools – Reports – Standard Import Report

   ![Standard Import Report](image2)
3. The **Standard Import Report** can be sorted by *All, Validated with Errors, Validated with Exceptions*, etc.

4. Click the arrow in the upper left corner to expand your split screen.

5. Select the **Detail Record Status** drop down, choose the option you want to see (Validated with Errors or Validated with Exceptions) and click **Run**.

6. Select the **Data string View** drop down: change the option to **Detail** and click **Run**

7. Click **Print**, then **Close**

The **Import Record Seq. No** column indicates the line of the file with the error. The **Error Message** column describes the issue, and all errors and exceptions are described in the **ESS Validation Guide for Electronic Payroll Filing**, available on the MainePERS website.
8. Back at the File History screen, click **Actions** then **Details**.

9. You are now in a mode allowing you to edit data (see that **Save** and **Cancel** are the only options available while in edit mode).

Note: three sections to this Details Screen:
- Header Section – Detail Section – Summary Section
10. To show only problem rows, click on the View Rows dropdown arrow and select Show Problem Rows.

11. Highlight the row needing to be corrected.

12. Click Tools then View.
13. You can stretch this window out by clicking on the top of the View Row Tool screen. Hold and drag up to the top of the screen.

14. Click and drag the bottom edge of the View Row Tool window to lengthen it.
15. Go to the data element that the edit indicates is incorrect. In this example, *Date of Birth*.

![Image of data element with incorrect date]

16. Correct the data element by double clicking in the Value box, make the change.

![Image of corrected date]

17. Click **OK**.

18. Continue correcting all errors and review/correct any exceptions.
19. Click **Save** (often) and **Close**.

You are back at the **File History** tab

20. Validate the file again (**Actions/Validate**)

Repeat steps (1 – 16) as needed until all Errors are resolved and Exceptions are reviewed.

21. Once the file is correct, proceed to **Process** the file.

22. Click **Actions**, then **Process**.

23. Your file has now been processed, and is with MainePERS. At this time, the file can no longer be edited by you.
24. You now can print your Remittance Report. See page 69 for instructions to print Remittance Report. **Always send a copy of the Remittance Report with your payment.**
MANUALLY SUBMITTING A PAYROLL THROUGH ESS

Through the Account tab in ESS, you can enter, edit, save and submit a payroll report by manually entering data. Only reports with a Report Status of Initial can be edited and submitted. The steps are as follows:

1. Navigate to the Account tab.

2. Click on the row of the file you wish to edit and submit. The Trans Identifier field will reflect the due date of your payroll. (ex: May payroll due 6/15/2017)

3. Click Actions, then Edit/View.

4. A list of current members appears in the Work Report Editor.
5. Enter each member’s data into appropriate fields. *A list of acronyms is provided for you on the MainePERS website.*

6. If a member is not included in the list of members, you may add the missing member by clicking 'Add Member'.

7. Add the member’s SSN in the Name field, click Enter.

8. Complete the New Member’s monthly payroll information. Click Apply.
9. If a member should be removed from this list, check the box at beginning of row and click on **Delete Selected**. Confirm pop-up displays; click ‘Yes’ then ‘OK’.

10. Once you have completed all data entry or wish to save data entered, click on the **Save** button.

   ![Image](image1.png)

   **Note:** The **Apply** function is also available to you. **Apply** will save your entered data without exiting from the **Edit** mode.

11. A pop-up may show you the status of your data whether or not errors or exceptions exist.

   ![Image](image2.png)

12. If errors exist, errors must be resolved. If exceptions exist, exceptions must be reviewed for accuracy and resolved if necessary.

13. To determine what errors and exceptions need correction or review, go to **Actions** then **Edit View**, which opens the **Work Report Editor**.
14. **Red** indicates error, **yellow** indicates exception, and **blue** indicates no errors or exceptions.

15. Click the colored symbol to display the errors or exceptions. This window can be closed or printed if you choose.

*If you have more than one edit - to list all edits for a manual file:

16. To make necessary corrections to the data previously entered, you need to be in the Work Report Editor (Actions, then Edit/View), make necessary corrections to the data and 'Save'.
17. On the **Account** screen, click *Actions* and *Submit* to finalize your submission.

The following pop-up displays:

18. Select **OK**.
19. The **Report Status** changes from **Initial** to **Prebill**.

![Account Screen](image)

20. You now can print your Remittance Report. See page 69 for instructions to print Remittance Report. **Always send a copy of the Remittance Report with your payment.**

![Remittance Report](image)
You may also offer our MaineSTART Defined Contribution Plan. If you do offer our MaineSTART Defined Contribution Plan, use these import instructions to upload your MaineSTART file.

To upload a MaineSTART Defined Contribution File:

1. Navigate to the Account tab.
2. Click Upload File.

The Upload Defined Contribution pop-up displays.

4. Complete the following fields:
   - Import File Name: Browse for the appropriate file
   - Import Description: DC_P0999_04-06-2017 (as an example)

5. Click Next.

The Upload Defined Contribution pop-up updates with the results that the file has been submitted for processing.

6. Close the Upload Defined Contribution pop-up.

Note: If an error is received, please check that the file you submitted is a CSV file.

- Your MaineSTART Defined Contribution upload process is now complete.
- Do not Validate or Process this file, these steps are for MainePERS to complete.

Thank you.
UPLOADING A GLI LEVEL FILE

On an annual basis, employers upload the Annual compensation of the employees in their organization. Annual compensation is used in Group Life Insurance Premium calculation and to determine the value the member is insured at.

To upload a GLI Level File:

1. Navigate to the Account tab.
2. Click Upload File.
3. Select GLI Level.
4. The Upload GLI Level pop-up displays.
5. Complete the following fields:
   - File Name: Browse for the appropriate file
   - Import Description: Enter an appropriate description for the import
6. Click Next.

The Upload GLI Level pop-up updates with the results that the file has been submitted for processing.
7. Close the Upload GLI Level pop-up.
7. Click File History.

The *File History* window displays with a Ready status for the GLI Level file.

8. Click the **Actions** link for the GLI Level upload file.

9. Select **Validate**.

The Process Flag column updates with a status of Validated.

10. Click the **Actions** link for the GLI Level upload file.

11. Select **Process**.
The Process Flag column updates to Completed and the Status column updates to Processed Successfully.

12. Close the File History window.

13. To verify that the file processed successfully, navigate to the Reports tab. Click on Generate Report.

15. The Report parameters pop up tab displays. Select Employer code from drop down box. Select Employer Location Code from drop down box. Click Next. Confirm.

16. Export PDF file pop up will display in the bottom left corner. Click to display report.

17. Verify information imported on the report is as expected.
VIEWING FILE HISTORY

You can use **Viewing File History** to access previously imported files.

1. Navigate to the *Account* tab and click *File History*.

   The *File History* pop-up displays.

2. Filter records by **File Definition** and **Status**.
'Actions' Options in the File History Pop-Up

For additional information, see pages 23-30 titled Correcting Errors & Exceptions.

<table>
<thead>
<tr>
<th>Action</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Validate</td>
<td>Validates or revalidates an electronically uploaded payroll (EPF) file.</td>
</tr>
<tr>
<td>Details</td>
<td>Displays the details of an EPF file.</td>
</tr>
<tr>
<td>Process</td>
<td>Processes an EPF file.</td>
</tr>
<tr>
<td>Void</td>
<td>Voids an EPF file. This action is only available for files that have not been processed.</td>
</tr>
</tbody>
</table>
SCHEDULING AN ELECTRONIC FUNDS TRANSFER (EFT) PAYMENT

For assistance with scheduling an EFT payment, please refer to the Scheduling an Electronic Funds Transfer (EFT) Payment Guide located on the ESS portal or on MainePERS website at: https://mainepers.org/Employers/ESS-Guides.htm.
VIEWING PAYMENT HISTORY

To view payment history:

1. Navigate to the Account tab.
2. Click Payment History.

   ![Payment History pop-up display](image)

   The Payment History pop-up displays.

3. Schedules tab lists all ACH payments waiting to be processed.

   ![Schedules tab](image)

4. Click the History tab.

   ![History tab](image)

5. Select an 'As Of' option from the drop-down, to select how far in the past you would like to see the payments made.

6. Close the Payment History pop-up.

7. Back at the Account Tab you will see the balance for your payroll.

   ![Account tab](image)
FORMS TAB

The *Forms* tab allows you to create and submit necessary forms.

![Forms tab interface](image)
SUBMITTING FORMS ON-LINE

The Online Forms section shows all of forms that are available to be edited and submitted to MainePERS. Forms are used to update member data and submit information to MainePERS.

### FORM # | FORM NAME | PURPOSE
--- | --- | ---
ADJ_001 | Single Employee Payroll Adjustment Web Form | Report whenever a single member payroll has been missed or submitted in error for one or more payroll identifier months.  
ADJ_002 | Multiple Employees Payroll Adjustment Form | Report whenever a single member(s) payroll has been missed or submitted in error for one or more payroll identifier months.  
CL-0050 | Vacation / Sick Leave Form | Report final pay and leave accrual information used in benefit calculation.  
CL-0102 | Application for Membership | Creates an active or decline member contract for the reporting employer location.  
CL-0555 | Employer Preliminary Benefit Certification Form | Certify employee termination and other relevant information in order to begin paying service or disability retirement benefits.  
CL-0874 | Evidence of Insurability | Request for Basic and/or additional life insurance coverage.  
GI_0681 | Dependent Insurance | Selection of dependent coverage if member had no dependents when first eligible for coverage and is now acquiring their first eligible dependent or previously had Dependent Plan A and is acquiring a spouse and would like to increase to Dependent Plan B.  
GI_0881 | Cancellation/Reduction in Coverage | Cancels/Reduces life insurance coverage of record.  
GI_0905 | Application for Coverage GLI | Submitted on behalf of a member in order to enroll them for life insurance coverage.  
MM_0001 | Personnel Status Change Form | Reports Member leaves of absence or member termination event.  
MM_0002 | Member/Benefit Recipient Data Update | Update's current member's / benefit recipient's name and/or address.
**Note:** CL-0102 Application for Membership – When to submit?

Member Employment (ESS Member Contract) consists of five data elements: Employer Location, Plan Class, Rate Schedule Number (RSN), Position, and Personnel Status Code (PSC). A chart is provided below to help you recognize when changes to a member’s employment record will require a Membership Application prior to reporting the new data on payroll.

<table>
<thead>
<tr>
<th>If this employment data is changing:</th>
<th>Teacher</th>
<th>PLD</th>
<th>State</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employer Location</td>
<td>required</td>
<td>required</td>
<td>not required for department transfer</td>
</tr>
<tr>
<td>Plan Class</td>
<td>required</td>
<td>required</td>
<td>required</td>
</tr>
<tr>
<td>RSN**</td>
<td>required</td>
<td>required</td>
<td>required</td>
</tr>
<tr>
<td>Position</td>
<td>not required (except special codes)*</td>
<td>required</td>
<td>not required</td>
</tr>
<tr>
<td>PSC</td>
<td>not required except PSC 53</td>
<td>required</td>
<td>not required except PSC 53</td>
</tr>
</tbody>
</table>

*Teacher Position Codes requiring update include grandfathered positions, authorized positions and positions requiring “basis” if the basis is not with the reporting employer location. For example, a member reported with the following codes for the first time under the reporting location would require submission of the membership application prior to payroll processing: Y1001, Y0408, Y5555, Y0210, Y0209, Y0155, Y0104 and all YEX codes, unless the member has basis with the reporting employer location.

**PLD RSN codes for RRTW members will be a 53 for those hired prior to 10/02/18, and a 96 for anyone hired on or after 10/01/18.**

**Note:** Employee Employment Termination

If you are submitting any form to MainePERS reporting the date an employee is terminating employment, the form CANNOT be submitted to MainePERS until on or after the reported termination date. Any forms received before that date will be voided and a new form will be required to be submitted in ESS.

**Forms:**
- CL-0050 Vacation/Sick Leave Form
- CL-0555 Employer Preliminary Benefit Certification Form
- MM-0001 Personnel Status Change Form
1. Click the **Start** link.

The form displays in a new window.

2. Complete the form as needed.
   - **Employee Section – Demographics (Capitalize each word – do not use all CAPS or all lower case)**
     - i. Prefix, First, Middle Initial, Last, and Suffix
     - ii. Social Security Number, Date of Birth (mm/dd/yyyy), Gender, E-mail Address (personal e-mail preferred)
     - iii. Mailing Address – Use State abbreviation
     - iv. Choose the correct election box (Join, Decline, Retiree Return to Work)
   - **Employer Section:**
     - i. Employer Location Code – Prepopulates once the employer opens the form
ii. **Employer Location Name** - Prepopulates once the employer opens the form

iii. **Membership Start Date** – first date that the employee becomes eligible

iv. **PLD Base Hours?**

v. **Title of Position**

vi. **Position Class Code, Plan Class, Personnel Status Code, and Rate Schedule:** See ESS EPF Filing Manual

vii. **Employee is paid** (Calendar, Fiscal, or School)

viii. **Election to enroll (Yes/No)** – If “Yes” check off appropriate letter (a-i)

ix. **Certifying Official Signature, Date, Print/Type Name, Phone, and E-mail** - Prepopulates once the employer opens the form (if it doesn’t fill in manually)

3. When you are finished, select one of the following options at the bottom of the form:
   - **Cancel**: closes the form without saving any updates.
   - **Preview**: saves the form as a draft but doesn’t close the form. The *Preview* function is used to prepopulate demographic information on a member already set up in the MainePERS system.
   - **Save as Draft**: saves the form as a draft, which can be accessed to finalize at a later time/date, and closes it. *This is a new feature.*
   - **Save as Final**: saves and delivers the form to MainePERS.
FINISHING FORMS IN PROGRESS (THOSE SAVED AS DRAFT)

The Forms in Progress section shows all forms that have been started but not yet completed. You can resume editing them or delete them.

To resume editing:
1. Click the Actions link and select Resume from the drop-down.

   The partially-completed form displays.

2. Make updates as needed.
3. When you are finished, select one of the following options at the bottom of the form:
   - Cancel: close the form without saving any updates
   - Save: save the form as a draft and close it
   - Save as Final: deliver the form

To delete a form:
1. Click the Actions link and select Delete from the drop-down.

   The Delete Confirmation pop-up displays.

2. Click Yes.

That form is no longer listed in the Forms in Progress section.
VIEWING SUBMITTED FORMS

The Submitted Forms button shows all forms that have been submitted to MainePERS.

The list of submitted forms displays in a pop-up.

Click View to see the details of any form listed. The form displays in a document viewer. You cannot edit a form from this list.
The documents tab lists all the documents that were created for you by MainePERS. All Employer Location specific documents will be available to you for viewing. Types of Documents to be found here are:

- GLI Invoice (Group Life Insurance monthly bill – *new location for this document*)
- Employer Statement of Account
- Statement of Annual Cost (formerly known as “green sheets”)
ROSTER TAB

The Roster tab allows you to view a roster of your employees. Active employees as well as those terminated appear here.

This is a read-only tab. Changes to employee information must be submitted to MainePERS via Forms.
The Actions Button Options

The following actions are available on the Roster listing.

- Details
- Employee Information

Details

Selecting this button generates the Member Contract pop-up window. This is an informational only page. No changes to employees can be made from here.
Employee Information

Selecting this option generates a new window with two tabs:

- Member Demographics (top screen)
- Member GLI Level (bottom screen)

You can use the Back button to return to the Roster tab (making the other tabs visible as well).
EFT PAYMENTS TAB

For assistance with setting up an EFT payment account, please refer to the Scheduling an Electronic Funds Transfer (EFT) Payment Guide located on the ESS portal or on MainePERS website at: https://mainepers.org/Employers/ESS-Guides.htm.
REPORTS TAB

You can view reports by navigating to the Reports tab and clicking Generate Report.

The following reports are available in ESS:

- **ESS GLI Level Report**: This report provides you with a record of GLI levels which have been uploaded to MainePERS.

- **Employer Remittance Report**: The Employer Remittance Report provides you with the allocation of amounts due as a result of submitting your payroll file information.

- **GLI Invoice**: GLI bills produced before October 1, 2017 are available from this location. See the Documents Tab, page 55, to find your monthly GLI bills posted after October 1, 2017 (September 2017 invoice)
1) Click **Select** for the report requesting

![Diagram of report selection](image)

2) Enter required data
   a. Employer Code
   b. Employer Location Code
   c. Work Report Start Date

3) Click **Next**

![Diagram of report parameter entry](image)
4) Click Confirm

5) This will open a screen requiring you to click on it to get your PDF Report

If you are not seeing this it may involve your Popup Blocker.

6) Print your Report

7) X out of the PDF window.

8) Submit a copy of the Remittance report with your payment.
The Admin tab is used by your employer’s ESS Security Administrator to establish other users in ESS.

On the Admin tab, only your employer’s ESS Security Administrator can perform the following tasks:

- User Pre-Defined Groups
- Creating an ESS USER Account
- Registering as a USER for ESS
  (You cannot ‘fix’ a User until they complete the registration process)
- Maintaining a USER Account
Pre-Defined Groups

**R**=Read Only  **W**=Writable

<table>
<thead>
<tr>
<th>ESS Admin</th>
<th>HR only</th>
<th>Payroll only</th>
<th>HR and Payroll</th>
<th>Read only</th>
</tr>
</thead>
</table>

**Profile**
- Demographics: W W R W R
- Contacts: W W R W R

**Account**
- Upload File: W R W W R
- File History: W R W W R
- Schedule Payment: W R W W R
- Payment History: R R R R R
- Work Report Editor: W W W W R

**Forms**
- Start: W W W W W
- Submitted Forms: R R R R R

**Documents**
- R R R R R

**Roster**
- R R R R R

**EFT Payments**
- Add Payment: W R W W R

**Reports**
- R R R R R
CREATING AN ESS USER ACCOUNT

To create an ESS user account, from your Admin tab:

1. Click Add User.

The Add User wizard displays.

2. Enter the user’s First Name and Last Name.

3. Click Go.
4. Search results display:

5. Create a new person by clicking **New**. The **Add User** wizard displays the **Account Info** tab, which is prepopulated with the new user’s name. A **User name** is automatically assigned to the new User.
6. Complete the Account Info section * required information, the information will be used for verification during the User Registration process, inform the USER.

- **First Name**: Verify/enter the user’s first name
- **Last Name**: Verify/enter the user’s last name
- **User Name**: Verify/update the user name
- **E Mail**: Enter the user’s work email address
- **Birth Date**: Enter the user’s date of birth (this field is mandatory) MM/DD/YYYY
- **Mobile Phone**: This should be a direct phone number to the ESS USER; not mandatory unless there is no direct business phone available. **This number is only to ring you for you to press 1.
- **Business Phone**: Enter the user’s business phone number
- **MFA Phone**: enter a direct phone # to the User (same number can be entered for both business phone and MFA phone numbers)
- **MFA Email**: not a required field

7. Click Next.
The wizard displays the Access Info tab.

8. Select the appropriate Employer Location Code(s) to be associated with the User being set up.

9. Select the appropriate account access and security roles for the user. Please refer to page 73, (Pre-defined Group Descriptions) for specific information about each role.

10. Click Next.

   The wizard displays the Confirmation Info tab.

11. Verify the information.

12. Click Confirm.

13. Click OK

   The new User receives an email inviting him or her to complete the registration process.
REGISTERING AS A USER FOR ESS

As a new user, they must register for ESS access upon receipt of their invitation email which contains a link directing you to the Registration wizard in ESS.

1. Copy and paste the URL provided, in the email, into your browser.

   ![Image of Verify User Registration wizard]

   The browser opens the first step of the Verify User Registration wizard in ESS.

2. Complete the fields that are displayed. **Must match exactly to the SA setup**

3. Click Next.
The second step of the wizard generates.

4. Select and enter three security questions and answers.

5. Enter and confirm your new password.

6. Click **Next**.

![Security Setup](image)

The third step of the wizard generates.

7. Verify the information.

8. Click **Confirm**.

![Confirmation](image)

You have completed the **Registration Wizard**.
MAINTAINING A USER ACCOUNT

After navigating to the Admin tab, only ESS Security Administrators can perform the following actions on existing user accounts:

- Reset User Account – only available before USER has registered
- Update User Access -
- View Login History
- Change User Details -

Note: If you are the ESS Security Administrator and require assistance with your own account, please call Employer Services at 1-800-451-9800 or email employer@mainepers.org.
RESETTING A USER ACCOUNT

Option is only available to use before the USER completes the registration process.

Selecting this action generates the Reset User Account pop-up, which the ESS Security Administrator uses to resend a registration email to an existing user.

1. To resend a registration email to a user the ESS Security Administrator must type “YES” (all letters must be uppercase) in the confirmation box.

2. Make sure the Extension numbers are visible, if applicable, if they are not re-enter the Ext #, this will need to be done each time you reset the account.

3. Click Reset Account.

Note Resetting a User Account is only available if the user types “YES” in the Please type ‘YES’ in all capital letters and click ‘Reset Account’ field.
UPDATING USER ACCESS

Selecting this action generates the *Update Security Profile* pop-up, which the ESS Security Administrator uses to modify the user’s access level or security role. See page 66 for descriptions of the Pre-defined Roles. The ESS Security Administrator must select new values, and click OK to make any changes to the user’s security profile.

Admin users may also deactivate an account from this location if desired.

![Update Security Profile](image-url)
VIEWING LOGIN HISTORY

Selecting this action generates the Login History pop-up, which the administrator uses to view a user’s login history.
CHANGE USER DETAILS

Selecting this action allows the Security Administrator to change any of the information necessary to keep the USER information up to date. An additional MFA – Multi Factor Authentication phone number can be added at this time.

1. Click the Pencil to edit the field you want.
2. Click Add