

Reminder: Payroll Filing Dates

Payroll filings are due to MainePERS by the fifteenth day of the month following the filing period being reported. You can upload your payroll file as early as the day after your last pay date for the month being reported. We encourage you to complete this upload as soon as possible after that last pay date so that we have time to work with you to correct any issues that may arise before the filing deadline.

Payroll Filing Deadlines for 2023

Covered Month	File and Payment Date
January	February 15, 2023
February	March 15, 2023
March	April 18, 2023
April	May 15, 2023
May	June 15, 2023
June	July 17, 2023
July	August 15, 2023
August	September 15, 2023
September	October 15, 2023
October	November 15, 2023
November	December 15, 2023
December	January 15, 2024

Reporting Grant Funding on Retirees

When a public school entity receives a federal grant to fund all or part of a position's salary and benefit costs, the school district must report the portion of compensation that is reimbursed with federal funds and remit additional contributions to reduce the unfunded liability associated with the position, in addition to an administrative assessment. This includes otherwise covered positions filled with retirees (RRTW) if the position is paid with federal funds.

Employee Contribution Rates

Employer and member contribution rates for the upcoming fiscal year, which begins July 1, 2023 and ends June 30, 2024, are now available on our website. To find your current rate information, go to www.maineper.org, click on the "Employers" tab at the top of the page and then select "Employer Rates and Rate Setting."

Grant funded teacher rate information is included in the "Teachers" section. The grant funded teacher costs do not include the additional amount due for teacher retiree health. This is established by and paid directly to State Employee Health and Benefits. You will receive a separate notification from Employee Health and Benefits for the amount due to fund retiree health coverage.

Coming Soon!

New Multi-Factor Authentication Protocol for the Employer Self-Service Portal

In an effort to improve our services and security, MainePERS will be updating the multi-factor authentication (MFA) process when you log on to the Employer Self Service (ESS) portal. The current process, which generates a telephone call confirming your login to ESS, will be replaced starting January 2023 with a new, yet very similar process. The existing MFA service generates a telephone call to your registered telephone number that requires you to press "1" on your telephone to authenticate. Under the new MFA, you will be given a six-digit passcode for you to enter on the ESS portal to complete your login.

This enhanced service will allow you to select how to receive your passcode: by telephone, by text, or by email. This new MFA process allows options for up to three telephone numbers and an email address for you to receive the security code. You may select whichever is most convenient to you. If you would like to add or change your telephone number(s) or email account on file, please contact your security administrator for assistance.

The transition should be seamless for registered users of the portal – no action is required to register for the new MFA process. However, when you log in for the first time, you may be asked to update your security questions.

MainePERS is always seeking ways to improve the services we provide to our employers, while continuing to maintain the security and integrity of your employees' data. This updated security service is our latest effort to protect the data we receive from you.



Employer Training Schedule

Our training schedule is on our website under the "Employer" section. All of our training sessions are currently being conducted virtually. If you would like to register for a training session, please contact Employer Reporting at 1-800-451-9800 or by email at employer@mainepers.org.

Group Life Insurance

It is that time of year again, and with the crisper weather comes the inevitable paperwork associated with new hires and terminations. Here are a few friendly reminders and updates.

Timely submission of your Personnel Status Change (PSC) Forms help keep your bills accurate. It is also vital to ensure that members receive notice about portability or conversation options, proper placement on member billing status while on an unpaid leave of absence, and a return to regular billing once they return from an unpaid leave of absence.

GLI Cancellation/Reduction of Coverage Forms should only be submitted when a member has decided to reduce or cancel what they have for current coverage. Please do not use this form as a replacement for a PSC termination form.

Submitting accurate applications also helps to ensure correct billing. Please be sure the submitted application reflects the actual date signed by the member, the hired date as the First Eligible Date, and the correct PSC Code.

Updated versions of our Designation of Beneficiary Forms for Group Life Insurance and Pre-Retirement are available on ESS and our website, MainePERS.org. Please discard any old forms you have. We recommend that you print forms as you need them to ensure you are using the most up-to-date version. Additionally, when completing the forms members should review the new information located on page 2.

We encourage you to consider using DocuSign when submitting forms for more efficient and timely filings. DocuSign is available from our website, as well as in Employer Self-Serve.

The following forms are now available for DocuSign self-service to our members:

- Request for Basic and/or Additional Insurance Coverage Requiring Evidence of Insurability
- Designation of Beneficiary – Group Life Insurance
- Designation of Beneficiary – Pre Retirement

Remember, if you are ever in doubt of what form to use for the event, or have questions on how to process them, please reach out to our friendly Survivor Services team. We would be happy to guide you.

IRS 10% Early Distribution Tax and Updated Employer Preliminary Benefit Certification Form Beginning March 1, 2023

MainePERS routinely reviews its adherence to federal and state regulations that apply to the administration of our public pension plan to ensure compliance. During a recent review, we learned of a compliance issue with IRS Code 72(t) the “early distribution tax.” Beginning March 1, 2023, MainePERS will adjust its processes on reporting distributions subject to this tax.

Under federal tax law, if an employee retires before 59½ and returns to work for the same employer without a bona fide termination, that retiree is subject to a 10% early distribution tax on their retirement benefits until they reach age 59½. A bona fide termination means there can be no explicit understanding or agreement that the employee will return to work after retirement. This tax does not apply if the employee retires before 59½ and returns to work for a different employer. It also does not apply if the employee returns to work for the same employer without a pre-retirement agreement that the employee would do so.

MainePERS must report on the retiree’s annual 1099-R that benefits received are subject to the 10% tax if the retiree has returned to work with the same employer without a bona fide termination. This will be reflected on the 1099-R beginning with the 2023 tax year.

Therefore, beginning March 1, 2023, MainePERS will require retiring members below age 59½ (or normal retirement age) and their MainePERS employers to provide certification of the nature of the employee’s termination. Employers will simply complete a new section on the Employer Preliminary Benefit Certification form that is already submitted to us when an employee retires. Updated versions of the Employer Preliminary Benefit Certification and instructions for completing the form will be provided on Employer Self-Serve prior to March 1.

MainePERS is incorporating this requirement in our retirement guidance moving forward so that members planning to return to work with the same employer after retirement include it in their decision making. The number of new retirees expected to be affected annually is minimal. To provide some additional information, we have developed a list of Frequently Asked Questions on our Retire and Return to Work webpage at www.maineper.org/retirement/return-to-work/.

MAINE START

MainePERS continues to offer the MaineSTART program to all Participating Local Districts and Public Schools. MaineSTART is a defined contribution plan that helps participants secure their financial future by using both traditional (pre-tax) and Roth (after-tax) accounts.

If you are interested in learning more about how you might provide MaineSTART to your employees, please contact Gary Emery at dcadmin@mainepers.org or call 207-512-3116.

GASB 68 & GASB 75 Audits

The GASB 68 (defined benefit plans) and GASB 75 (group life insurance) audit reports and schedules should be available on our website on or around January 31, 2023.