

## We Have a New Name

We are updating the name of the department to better reflect the services we provide to you. Going forward, Employer Services will now be the Employer Reporting Department of MainePERS. Our name might be changing; however, the same team will be here to work with you.

## MainePERS Deferred Compensation Program Expansion

MaineSTART will soon be available to Public School Teachers! By joining this program, employers can provide their teachers with an opportunity to participate in another MainePERS offered retirement savings plan. MaineSTART offers tax advantaged deferred compensation and defined contribution options for your employees. These voluntary programs can help your employees save money to fund their retirement and help secure their financial future. MaineSTART offers both Traditional (pre-tax) and Roth (after-tax) accounts.



Please contact Gary Emery at (207) 512-3116 or [Gary.Emery@mainepers.org](mailto:Gary.Emery@mainepers.org) to explore adding the MaineSTART programs for your employees. Additional information is available at [www.mainestart.org](http://www.mainestart.org).

## Contact Information for Executives

If you have not recently done so, the next time you login to the Employer Self-Service Portal (ESS) please take a few minutes to review the contact information (name, phone number, and email address) for your chief executive officer and chief financial officer for your organization.

Occasionally, MainePERS needs to communicate information directly to the individuals in these positions. Having their contact information available in our records makes that communication process much easier. Common chief executives are Town Managers, School Superintendents, and Executive Directors; in ESS, select "Executive" as the contact role for this individual. Finance Directors, Business Managers, and Controllers are common "chief financial officers"; in ESS, select "Finance" as the contact role for this individual.

Thank you for keeping this important contact information up to date!

## Employee Contribution Rates

MainePERS publishes employer contribution rate information on our website as soon as it is available. Employer and member contribution rates for the upcoming fiscal year, which begins July 1, 2022, and ends June 30, 2023, are now available on our website

To find your rate information, go to [www.mainepers.org](http://www.mainepers.org), click on the "Employer" tab at the top of the page and then select Employer Rates and Rate Setting.

Grant funded teacher rate information is included in the Teacher 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.



## It's That Time Again

Please be sure to submit your May and June payroll filings by the due dates below. This helps us in preparing our actuarial valuation which is how we calculate your FY24 contribution rates. If you anticipate a delay in reporting either your May or June payroll data, please contact Employer Reporting as soon as possible. We can be reached by phone at 1-800-451-9800 or email [employer@mainepers.org](mailto:employer@mainepers.org).

May's Payroll Filing Due Date is: June 15th

June's Payroll filing Due Date is: July 15th

## Know the Website!



Did you know that bad actors are busy creating sites that look legitimate? Recently a site that looks like Zoom.us was used to download a known malware program that looked like an advertised Zoom update.

Do your employees know how to safely obtain updates for their computers? If not, with the best of intentions, they may resort to downloading what they think is an update disguised as malware. These types of actions could unintentionally infect your computer systems. This is why it is critically important for everyone that uses your network to know what your policy is for updates. Keep in mind even if you have sophisticated programs protecting your computers, your employees remain your best line of defense against unwanted malware infections.

What can you do to keep your computing environment safer?

- Submit a help desk ticket or email and allow your IT department or vendor to support you in keeping your systems up to date.
- Advise your staff to not go out to sites to update software, if in doubt, ask IT or your vendor.
- Consider security training, policy review, and making a resource available to address security questions.



### 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](mailto:employer@mainepers.org).



### Personnel Status Change Forms

Please submit Personnel Status Change (PSC) forms for your terminated employees in a timely manner. If we don't receive the forms timely, your employees could be at risk of losing their rights to continue Group Life Insurance coverage. For Teachers who are retiring, please use their actual termination date on the PSC forms.

## Keeping Your Internet Browser Current

Keeping your employee data safe is critical to MainePERS. One way we do that is by assuring that anyone connecting to the MainePERS Employer Self Service (ESS) Portal does so using a device that is running up to date operating systems and that the browser used is also current. Internet browsers are constantly being updated so you should periodically check the status of your internet browsers to make sure you are running the most current version.

MainePERS publishes ESS Desktop Technical Specifications for employers to refer to when determining if their computers and internet browsers are up to date. You can find that document on our website at <https://www.mainepers.org/employers/employer-reporting/guides/>. Please take a moment to review the specifications with your IT department or IT service provider to make sure you are up to date.

If you have questions about the importance of keeping up to date, or find you are unable to do so, please contact your Employer Reporting account representative for assistance.

