

Reminder: Payroll Filing Dates

Payroll filings are due to MainePERS by the fifteenth day of the month following the payroll-filing period being reported. You can upload your payroll file as early as the next day after your last pay date for the payroll 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. Please note that State law allows MainePERS to assess interest or late charges on delinquent payments.

Payroll Filing Deadlines for 2022

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| August | September 15, 2022 |
| September | October 17, 2022 |
| October | November 15, 2022 |
| November | December 15, 2022 |
| December | January 17, 2022 |

MAINE START

MaineSTART Defined Contribution Plan

The MaineSTART 457 plan is now available to public school teachers and municipalities. If you want to provide your employees a comprehensive approach to retirement planning, please send an email to dcadmin@mainepers.org for more information.

Reporting Reminder: Time Unit Codes and Other Data Elements

There are three (3) Time Unit Codes used in reporting payroll information to MainePERS:

- “C” = Contract
- “D” = Daily
- “H” = Hourly

Each code works together with other data elements to interpret your reported payroll information and converts that payroll information into retirement service credit. Understanding the requirements of each Time Unit Code and reporting data elements correctly will ensure your payroll information is processed more efficiently. In addition, your employees will receive the retirement service credit they deserve.

Here are tips to follow:

- Use “C” to report employees paid according to an Annual Contract. Salaried employees who do not have a contract should also be reported using this code. Time Unit Code “C” can be used by all types of employers.
 - The payroll detail line must include an Annual Full-time Equivalent Contract (FTE) amount for the position being reported.
 - The data element “Time Paid” must be blank when using “C”.
- Use “D” to report employees paid a Daily rate of pay.
 - The payroll detail line must include a base Daily rate of pay.
 - When using “D”, the data element “Full-time Expected for One Week” must be 5.
 - When using “D” and your report is for a PLD employer, the data element “Full-time Expected Weeks per Year” must be between 36 and 52.
- Use “H” to report members paid an Hourly rate of pay.
 - The payroll detail line must include a base Hourly rate of pay.
 - When using “H” and your report is for a PLD, the data element “Full-time Expected for One Week” must be between 35 and 40 hours.
 - When using “H” and your report is for a PLD, the data element Full-time Expected Weeks per Year” must be between 36 and 52.

Employer Reporting is available to help answer your questions. Call us at 1-800-451-9800 or e-mail us at employer@mainepers.org.

Teacher Employers: Send Us Your Contracts

Please send copies of your school's current agreements to: teacher@mainepers.org OR
MainePERS PO Box 349 Augusta, ME 04332-0349

Comprehensive Contracts = group salary agreements, schedules of benefits, and onetime special agreements

Teacher Members = teachers, superintendents, administrators, education technicians II and III, nurses, and some secretaries

This information allows MainePERS to accurately calculate benefits and answer members' questions about their benefits. This is especially important if you have employees who are retiring.

Questions? Contact us any weekday between 8:00 a.m. and 4:00 p.m. at 512-3100 or 1-800-451-9800.



Digital Signatures with DocuSign

Did you know that MainePERS accepts digital signatures on Pre-Retirement Death Beneficiary and Group Life Insurance Beneficiary forms using "DocuSign?" This digital option allows your employees to complete and submit forms easily, quickly, and securely online. These and other "digital signature forms" are available online in a "self-serve" manner. They can be found in the forms section of the MainePERS website, www.mainepers.org, located under links containing the word "DocuSign." All forms remain available in paper for manual completion, signature, and return to MainePERS via mail or in-person drop-off. DocuSign is an additional option to provide your employees more flexibility.

GASB 68 & 75 Audits

The GASB 68 (defined benefit plans) and GASB 75 (group life insurance) audits will be conducted this fall, and audit reports and schedules should be available on or around January 31, 2023. While conducting the audits, our external audit firm, BerryDunn, will reach out to selected employers for "census testing." This is a standard auditing activity in which BerryDunn will request payroll data from you to ensure that it agrees with what we have recorded here at MainePERS. This data is used for service credit calculations, average final compensation determinations, etc., and ensuring the accuracy of data stored at MainePERS is a key component of the audits. MainePERS notifies employers who have been selected for this audit work prior to contact from BerryDunn.

Updating Employer Contacts

Communicating with the key personnel at each employer is an important part of what MainePERS does. To make the correct contact, we need to know not only who your payroll clerk is but also who other people are – like the Town, City, or County Manager; Executive Director; School, Water, Sewer, or Utility District Superintendent; and Library or Finance Director. Our partnership partly depends on complete and up-to-date information, so please take a minute to check your contacts and make all updates and additions that are needed. If you require assistance with this or have questions, please reach out to your Employer Reporting representative.

Group Life Insurance Adjustments

Is there a discrepancy on your Group Life Insurance invoice? If the amount of your payment differs from the amount billed on your invoice, please complete a GLI Adjustment sheet to accompany your payment. The adjustment sheet allows Survivor Services to properly apply credits and make corrections to your account. If you have any questions, please contact your Survivor Services Account Technician for assistance.

Google Auto-Fill

MainePERS wants to remind employers to disable the Google auto-fill feature when completing employer forms in Employer Self Service (ESS). This will allow the form to be completed with the appropriate member's information. If you have any questions on this please reach out to Employer Reporting at 207-512-3200 or employer@mainepers.org.

New Quick Tip Videos for Your Employees Considering Retirement

Do you have employees thinking about setting a retirement date in the next two years? MainePERS has four new Quick Tip Videos available that focus on frequently asked questions by members beginning to consider retirement. The topics include when to contact MainePERS of your approaching retirement, how to select a benefit plan, how benefits are paid, and when benefits may cover the cost of insurance. The videos are available for viewing on the MainePERS website at www.mainepers.org/while-working/getting-ready-to- retire/.