ESS

Employer Self-Service
Electronic Payroll Filing Manual

MainePERS
PUBLIC EMPLOYEES RETIREMENT SYSTEM

TABLE OF CONTENTS

Employer Self-Service

Purpose

The purpose of this document is to describe the specifications employers must follow when submitting Electronic Payroll Files (EPF). This document also includes descriptions of the validations and resulting error or exception messages.
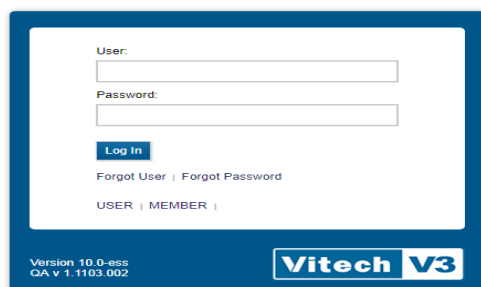
Overview

Using the Employer Self-Service (ESS) application, employers will be able to manage their accounts by directly accessing, updating and adding information. They will also submit payroll files using the self-service application. Just as the name suggests, the Employer Self-Service application can be accessed and operated by the authorized users who are associated with employers and have been given the appropriate security privileges. These users can access the website using a published secure web address (https – Hypertext Transfer Protocol Secure) published via a link on the MainePERS website.

ESS provides employers with the following functionality:

1. **Profile**: Maintaining employer demographics as well as adding and maintaining users and their security

2. **Account**: Maintaining and displaying financial information including work reports and payments

3. **Forms**: Enrolling and updating employee information via the submission of forms such as member and Group Life Insurance (GLI) applications as well as viewing forms already submitted to MainePERS

4. **Documents**: Viewing Employer Monthly Statements of Account, Annual Statements of Cost (PLD employers only) and monthly GLI Invoices produced before October 1, 2017

5. **Roster**: Viewing employee demographics and employment information

6. **EFT Payments**: Maintaining bank account information in order to schedule Electronic Fund Transfer (EFT) payments

7. **Reports**: Viewing Employer Remittance Reports, Monthly GLI Invoices produced after October 1, 2017 and GLI Level Reports
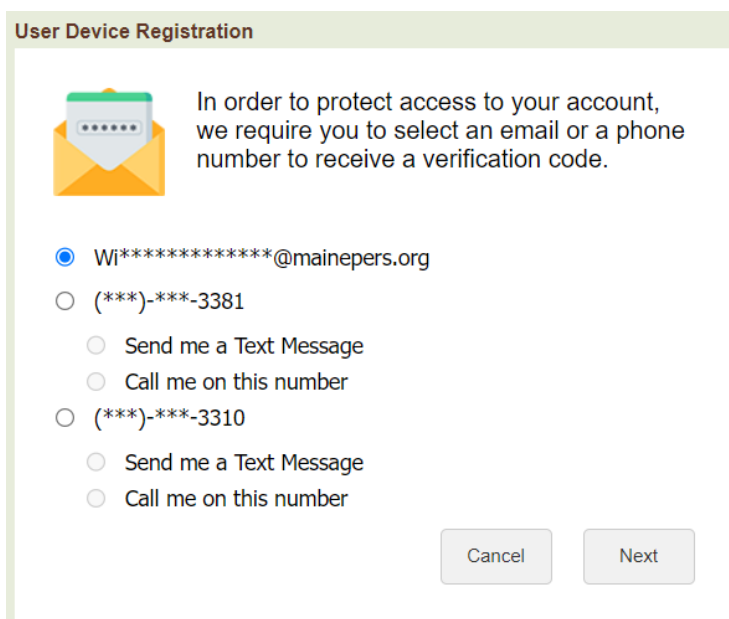
Login Page

To gain access to the self-service application, a user will go to the ESS link on the MainePERS website (www.mainepers.org). If a user requires assistance with logging into the system, they should contact the employer's designated administrator or contact Employer Services at 1-800-451-9800.

Multi-factor Authentication

After entering the correct username and password and clicking the log in button, the Multi Factor Authentication (MFA) screen will populate. Request your verification code by selecting one of the presented contact methods.

Depending on your User Profile setup, you may see up to 2 email addresses and 3 phone number fields. To add an additional MFA email address or phone number(s) to your profile, please contact your Employer's ESS Security Administrator.

Select the method of your choice to receive your 6 digit verification code and click Next. If you are requesting to receive your verification code via Text Message, please ensure your selected phone number is SMS compatible.

Enter the verification code you received either by Phone, Text or Email within the 15 minutes validation period and click Done.

NOTE: If you are registering for the first time, you will be asked to change your password; otherwise you will be directed to the ESS Home Page.

Home Page

When the user logs in the ESS Home page is displayed. The Home page contains links to functionality within Employer Location Details. The Home page is also the location where a user may find FAQs and News:
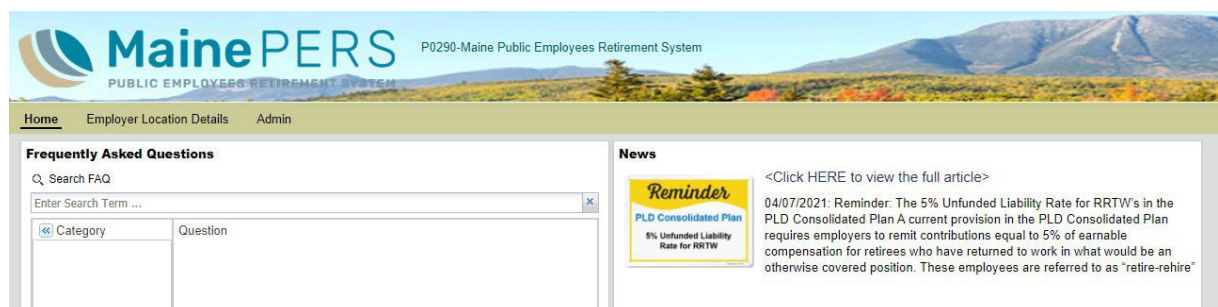
For additional instruction on using the ESS application, please reference detailed training material and the ESS User Guide available on the MainePERS website at www.mainepers.org.

Reminder: User Profile – Security Questions must be completed to allow you to unlock your account if you have forgotten your login information.

Filing Requirements

Detailed descriptions of the reporting requirements for individual fields and applicable codes may be found in the section entitled "File Specifications" of this manual and the appendices, respectively. If more information is required beyond that available from these sources, please contact MainePERS at 1-800-451-9800.

The following presents general processing requirements for employers involved in electronic filing through ESS:

1. An authorized user must be granted permission to import files. (See the ESS Security Administrator at your location for access).

2. Employers filing electronically must obtain a Transmitter Code from MainePERS or associate themselves with an established Transmitter.

3. Payroll filings submitted electronically must be imported within fifteen days of the end of the filing period being reported. Each monthly payroll report shall contain data relating to all payrolls paid during the month covered by the filing.

4. Any file submitted may contain employee data from more than one employer location code. However, the detail records from the different employer location codes must be grouped together and be accompanied by the appropriate header and summary records.

5. When a file received cannot be imported, the entire file will be rejected. Any files that cannot be imported are required to be corrected and another import attempt made.

6. Only employees paid within the reporting period should appear in the file.

7. A payroll file must have the capability to report more than one position code per month per employee and employer location.

Due Dates

Employers are expected to submit or process their payroll file, and remit full payment to MainePERS on or before the due date. Files and payment are due on the **fifteenth day of the month following the payroll filing period being reported,** unless that day is a weekend or holiday. You can find a schedule of due dates on our website. As stated in Chapter 201 of MainePERS Rules, MainePERS has the authority to assess interest or late charges on late reports and/or payments.

Reminder: Monthly payroll files can be entered, or uploaded into the ESS system, as early as the first day following your last pay date for the payroll month being reported. Employers are encouraged to complete this upload as soon as possible after the last pay date in order to allow for adequate time to correct any issues that may arise before the due date.

Payments should be made via electronic funds transfers (EFT). For more information on EFT submission, please see the user guide "Scheduling an Electronic Funds Transfer (EFT) Payment", available on our website, or contact MainePERS at 1-800-451-9800.

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

Employer Services
Email: **employer@mainepers.org**

ESS - Electronic Payroll Filing Process

ESS - Electronic Payroll Filing process consists of three steps:

1. The "**Import**" step is the act of selecting the file to be brought into the ESS application. At "Import" the system checks for file level errors, mostly file format (e.g. expected alpha or numeric data) and reconciliation of header/summary to detail records (e.g. transaction code does not match the summary record). If errors are encountered during the Import step, the file will be rejected and automatically void (these files cannot be changed or deleted) and the Status will be ***Loaded with Errors***. If no errors are encountered the file is loaded into a staging area for validation.

2. The "**Validate**" step is performed after the "Import" step is executed successfully. At "validate" the system will perform edit checks on the detail records to ensure the appropriate values are included. Depending upon the anomaly encountered, when applicable, the Status will be either ***Validated with Errors*** and/or ***Validated with Exceptions***. (see edit explanation below)

3. The "**Process**" step is performed after the file has been Validated Successfully or a Status of Validated with Exceptions (reviewed and agreeing with the data), now with the intent of loading the reported data into employer and member accounts. Once 'processed' the file cannot be changed, any information needing to be updated will require the adjustment form process to be completed.

Errors – *Validated with Errors*

The term Errors is used to describe Severe/Fatal conditions that result in a failure of a file or a record. At the "Import" step, error conditions will stop the import process and the file will not be loaded into the work area. At the "Validate" step individual rows (member records) will be flagged with error conditions that would prevent the whole file from being moved from the staging area and released into the employer and member accounts. Errors must be manually fixed within ESS or a new corrected file uploaded.

Exceptions - *Validated with Exceptions*

Exceptions are data anomalies, detected during the "Validate" step (not the import step) and generally result in a message that must be reviewed and corrections made if needed. Exceptions do not stop a file from being processed and released into employer and member accounts.

Import Step

The Import step will allow the user to select a file to import and then automatically validate that the file meets certain basic requirements for format and content. File Level Edits are performed during this function.

File Level Edits
File Level Edits are performed on the payroll file upon selecting the "New" button during the Import step. This type of error can include file or data format edits or field content requirements. Additionally, file consistency is reviewed; such as requiring data on header, detail and/or summary rows. When file level <u>errors</u> are encountered, they generally result in the rejection of the file, also known as 'Loaded with Errors'. In some cases edits occur after the file has been loaded into the staging tables. If an <u>error</u> occurs at this stage, the file may need to be voided and no further processing will be allowed on the file. Corrections can be made to the EPF data in the users system and re-imported into the ESS system.

Validate Step

The types of edits performed during the Validate function are listed below:

Individual Field Edits
Columns on the detail and summary records will be edited for format and content. In some cases, there will be no edit requirements for a column.

Consistency Edits
Consistency edits will compare fields on the payroll file to other fields on the payroll file. These comparisons may occur within one record type or across record types.

Business Rule Edits
Business Rule Edits are more complex edits that are performed if the data passes minimum requirements as specified for Individual Field Edits or Consistency Edits. For example, if a valid employer code is found then edits against that employer and its participation could be performed. The major Business Rule edits that will be performed during the Validate function include:

1. Validating an employee's payroll filing record against the employee's membership information.

2. Editing the position code reported against valid position codes for the employer location or plan.

Process Step

The file "Process" function performs three major functions: it determines if the process function can be run, performs all the edits conducted by the "Validate" function, and adds payroll filing data to employer and member accounts.

1. Determine if Process function can be run.

   a. If the Validate function has not been run, then the Process function will not be allowed.

   b. If the Validate function has been run and any of the rows have a status of 'Validated with Errors', then the Process function will not be allowed.

2. Validate the payroll file again

   a. All edits performed during the Validate function will be performed again during the Process function.

3. Post data to Accounts

   a. The payroll filing detail and summary information will be posted into the employer and member account.

Original Submission (File Type "O")

The first payroll submitted by an employer location for a payroll filing period is the original submission. If subsequent files are submitted as original submissions for the same employer location and payroll filing period, they would be rejected.

Filing Specifications

File Naming Conventions

The ASCII file name will be EEEEEEMMYYX.**txt**

EEEEE, or EEEEEE	Employer code assigned by MainePERS. The employer code assigned by MainePERS may be either a five or six character code.
MM	Employer reporting month.
YY	Employer reporting year.
X	"O" for an original filing

Table #1 - File Naming Convention

Example:
TCMAY1017O.**txt** – The first file submitted by the Mayberry School Department in October of 2017.

Data Format

The data must be recorded in ASCII format, and shall be unblocked, fixed length, 256 character records, with a CR/LF termination for each record for a total length of 258 characters per record. <u>The fields within the record shall NOT be delimited by commas</u> or anything else.

File Layout

The payroll file contains three distinct types of records: Header, Detail and Summary. Each employer location on a payroll file will have one header row, one or more detail rows and one summary row. Normally, each reporting employer location is required to submit a separate file for each employer location code. The following describes the scenario of one file containing a single employer location.

Single employer: EL1

Header row for EL1

Detail row for EL1 member 1

Detail row for EL1 member 2

Etc.…

Summary row for EL1

Record Specifications

The following rules apply to all fields regardless of the record type:

1. The term "Optional" (Opt) is used to mean only that failure to have an entry in the given field will not cause the file to be rejected in the import and/or processing mode. Its use must not be confused with the fact that compliance with the rules and terms of MainePERS membership and/or reporting requirements are not 'optional'. Similarly, the term "Required" (Req) is used to mean that failure to have a valid entry in the given field **will** cause the file to be rejected in the import mode.

2. All required fields must have data present. Optional fields may be blank or zero filled depending on field type, contingent upon the data being reported and the instructions provided in the field description column.

3. All fields that are not applicable to an employee must be initialized (i.e. numeric fields must be padded with zeros and alphanumeric fields filled with spaces).

4. Numerical data must be unsigned to report a positive value. Please refer to additional notes provided within the record layout to determine if a negative value is allowed for any given data element. To report a negative value, the negative symbol (-) must be entered in the left most space of the field and zero filled. The decimal is implicit in all fields reporting numeric values. A value of 00012345 would be entered in an eight character, numeric field to represent a dollar value of $123.45. A value of -0012345 would be entered in an eight character numeric field to represent a dollar value of (-$123.45).

5. Data contained in alphanumeric fields (i.e. those with an A in the "Data Type" column) must be in upper case and be left justified.

Legend for Validations:

Red - Error at Import
Orange - Error at Validation
Blue - Exception (warning)

Header Record ("H" Record)

This record defines information that remains consistent for all detail records that follow. There can only be one of these records for each employer location code contained in the file and it must appear before the first detail record in the file.

NOTE: All $$ fields no decimals; dollar and cents $100.50 field is 8 spaces 00010050

Data Element Field Num	Data Element Field Name	Req'd	Length	Data Type	Start Col	End Col	Field Description / Validations
1.	Transmitter Code	Req	5	A	1	5	This field must contain a valid transmitter code and is used to identify the facility that creates the file. **Import Error**: H1.1 - Transmitter Code missing
2.	Employer Name	Req	20	A	6	25	This field must contain the transmitter name.
3.	Employer Address	Req	50	A	26	75	This field must contain the address to which correspondence would be sent regarding the file.
4.	Contact Person	Req	20	A	76	95	This field must contain the name of the person responsible for providing the file to the MainePERS.
5.	Telephone Number	Req	10	N	96	105	This field must contain the telephone number at which the person listed above may be contacted.
6.	Run Date	Req	8	N	106	113	This field contains the date the file was created. The required format is MMDDYYYY (2-digit month, 2-digit day, 4-digit year).
7.	Filing Type	Req	1	A	114	114	This field must contain one valid code as follows: O-Original Filing **Import Error**: H7.1 - Header Filing Type contains invalid code. **Validation Error**: H7.3 - Second original submission submitted; only one is valid.
8.	File Version	Req	12	A	115	126	This indicates the start of the file identification section and must contain a value "FILE VERSION". (upper case)
9.	File Identification	Req	8	A	127	134	This field indicates the type of data contained in the file and must be "EPF".
10.	Filing Format	Req	3	N	135	137	This field contains the filing format version number by which data is recorded. The version number must be set to 004. The format of this field is 999
11.	Filler	-	118	-	138	255	This field is unused.
12.	Record Type	Req	1	A	256	256	This field contains an H, identifying it as the Header Record. **Import Error**: H12.1- First record is not a header record.

Table #3 - Header Record Descriptions and Layout

Detail Record ("D" Record)

- Reports payroll data for an employee.
- Normally one detail record per employee. However, sometimes multiple records may reflect multiple payroll transactions.
- Each detail record must contain all the required fields.
- Each record reported must represent pension contributions for an active member or retiree, or represent the earnable compensation of a member who has retired and returned to work.

Field Num	Field Name	Req'd	Length	Data Type	Start Col	End Col	Field Description Validations
1.	Transmitter Code	Req	5	A	1	5	See Transmitter Code definition in header record. Must have a matching header and summary record.
							Import Error: D1.1- Detail Transmitter Code does not match Header.
2.	Employer Location Code	Req	6	A	6	11	This field must contain the Employer Code of the employer being reported, as provided by the MainePERS.
							Import Error: D2.1- Detail Employer Location Code does not match Summary.
3.	Reporting Month/Year	Req	6	N	12	17	This field must contain the month and year of the payroll that is being reported in the file. For each detail record, this must be on or after the employee start month. The format of the date is MMYYYY (2-digit month and 4-digit year).
							Import Error: D3.1- Detail Reporting Month/Year format is invalid.
							Import Error: D3.2- Detail Reporting Month/Year does not match Summary.
							Validation Error: D3.6- The Reporting Month/Year is prior to the member contract start date for SSN <ssn>.
							Validate Exception: D3.7- The Reporting Month/Year is after the member contract stop date threshold for SSN <ssn>.
4.	Employee Social Security Number	Req	9	N	18	26	This field must contain the employee's Social Security Number. The SSN must match a member record on file at the MainePERS for this employer. The format of this field is 9(9)
							Import Error: D4.1- SSN <ssn> format is invalid.
							Validate Error: D4.3- SSN <ssn> is not a participant.
							Validate Error: D4.4- SSN <ssn> participant employment not valid for this employer.

Field Num	Field Name	Req'd	Length	Data Type	Start Col	End Col	Field Description Validations
5.	**Employee Name**	Req	30	A	27	56	This field must contain the employee's name with the last name listed first, followed by the first name and middle initial. The last and first names must be separated by a comma followed by a space. The middle initial may follow the first name with no comma. Any suffix must follow the last name with no comma or period: (for example, Smith Jr, John H)
							Validate Error: D5.1- SSN <ssn> has invalid employee name format.
6.	***FTE Annual Contracted Amount or Stipend** ***see Quick References located with ESS Manuals in the ESS Knowledgebase Library** *Invisible decimals – precede with zeros. For example: $1,111.00 should be reported as: 000111100*	Opt	9	N	57	65	This field must contain the *Full-Time Equivalent of the position's annual contract amount or activity stipend. This amount should not be pro-rated for part-time employees or partial year employees. **REPORTING EXCEPTIONS:** For time Unit "C", Contract: 1) Amount should be equal to or greater than prior period amount reported minus $100, where prior period amount exist. 2) Amount should be no more than 10% greater than prior amount reported. Amount should **be between $30,000. And $200,000** inclusive, excluding extra-curricular positions codes. 4) For an original submission, amount should be greater than zero. The format of this field is 9(7)v99.
							Import Error: D6.1- SSN <ssn> FTE Annual Contract Amount or Stipend is invalid format. **Validate Exception**: D6.3- SSN <ssn> FTE Annual Contracted Amount or Stipend is outside prior period threshold. **Validate Exception:** D6.4- SSN <ssn> FTE Annual Contracted Amount or Stipend is greater than the prior period percent threshold by 10%. **Validate Exception:** D6.5- SSN <ssn> FTE Annual Contracted Amount or Stipend is outside amount threshold. **Validate Error**: D6.6- SSN <ssn> FTE Annual Contracted Amount or Stipend should be greater than zero.

Field Num	Field Name	Req'd	Length	Data Type	Start Col	End Col	Field Description Validations
7.	**Filler**	-	11	A	66	76	Blank fill.
8.	**Date of Birth**	Req	8	N	77	84	This field must contain the employee's date of birth and must be reported in MMDDYYYY format (2-digit month, 2-digit day, 4-digit year).

Member is expected to be between 12 and 99 years of age.

Import Error: D8.1- SSN <ssn> DOB format is invalid

Validate Error: D8.4- SSN <ssn> does not match V3 participant's DOB. |
| 9. | **Personnel Status Code (PSC)** | Req | 2 | A | 85 | 86 | This field must contain a valid Personnel Status Code for the employee. A table containing valid codes and instructions for selecting the appropriate code is provided in the appendix. **Table 6 (pg 32)**

Validate Error: D9.2- SSN <ssn> PSC is invalid.

Validate Error: D9.5- SSN <ssn> contributions submitted for PSC 53 (RRTW)

Validate Error: D9.8- SSN <ssn> Rate Schedule not 53 or 96, but PSC is 53 (RRTW).

Validate Error: D9.10- SSN <ssn> Rate Schedule equal 53 or 96, but PSC is not 53 (RRTW).

Validate Error: D9.11- SSN <ssn> Personnel Status Code does not match member contract.

Validate Error: D9.13- SSN <ssn> PSC is 53 RRTW but Retirement Plan Participation is not A. |
| 10. | **Bargaining Unit Code** | Opt | 2 | A | 87 | 88 | **For State employees only**.

This field contains the Bargaining Unit Code. |

Field Num	Field Name	Req'd	Length	Data Type	Start Col	End Col	Field Description Validations
11.	**Position Classification Code**	Req	10	A	89	98	This field must contain a valid position code for the employee relative to the employer type (i.e. Teacher, PLD, etc.) and plan. Extra-Curricular positions must have a current contract recorded at MainePERS. *If the Position Classification Code requires authorization, such as position codes Y1001, Y0408, Y5555, Y0210 & Y0209 the position code should exist on member contract.* **See tables 7, 8, 9, 10 (pgs 32-36)**
							Validate Error: D11.2- SSN <ssn> position code invalid for employer type. Validate Error: D11.4- SSN <ssn> pre-authorized position code <position Classification Code> is not on member contract. **Validate Error**: D11.6- SSN <ssn> position code not valid for reported plan. Validate Error: D11.8- SSN <ssn> position code is different than member contract. **Validate Error:** D11.9- SSN <ssn> extra-curricular position with no basis for employment.
12.	**Filler**	-	1	A	99	99	Blank fill.
13.	**Filler**	-	1	A	100	100	Blank fill.
14.	**Payback Status** **(SCP)**	Opt	1	A	101	101	When filled in, this field indicates the type of deduction provided in the field "Employee Retirement Contributions - Additional." When a code exists in this field a value must exist in the "Employee Retirement Contributions - Additional" field. The valid payback code is "P" for Payback. Eligibility for payback contributions through payroll deductions must first be approved by the MainePERS. **Validate Error:** D14.1- SSN <ssn> invalid payback code, must be "P"

Field Num	Field Name	Req'd	Length	Data Type	Start Col	End Col	Field Description Validations
15.	**Filler**	-	1	A	102	102	Blank fill. **(Formerly Life Insurance Schedule Code)**
16.	**Filler**	-	6	A	103	108	Blank fill.
17.	**Filler**	-	3	A	109	111	Blank fill. **(Formerly Life Insurance Code)**
18.	**Retirement Plan Participation Status**	Req	1	A	112	112	This field must contain a valid code of "A" for Active or "Y" for employer paid, indicating the employee's relationship to the MainePERS. **Table #16 (pg 39)** **Import Error:** D18.1- SSN <ssn> invalid plan participation status. **Validate Error**: D18.3- SSN <ssn> plan participation status is inconsistent with participant employment.
19.	**Filler**	-	6	A	113	118	Blank fill. **(Formerly Life Insurance Basis)**
20.	**Filler**	-	5	A	119	123	Blank fill. **(Formerly Life Insurance Premium)**
21.	**Earnable Compensation** **(EC)** *Invisible decimals – precede with zero's $1,111.00 000111100*	Opt	8	N	124	131	For detail records reporting pension contributions, this field must contain the Employee's Earnable Compensation for the reporting period. This amount is that portion of the employee's earnings subject to a deduction for retirement contributions. Any earnings that are not subject to a retirement deduction must not be included in this amount. The format of the field is 9(6)v99. **Import Error**: D21.1- SSN <ssn> invalid format for earnable compensation. **Validate Error**: D21.5- SSN <ssn> earnable compensation submitted on original submission must be greater than zero..
22.	**Filler**	-	7	A	132	138	Blank fill.

Field Num	Field Name	Req'd	Length	Data Type	Start Col	End Col	Field Description Validations
23.	**Employee Retirement Contributions** **(EES)** *Invisible decimals – precede with zero's* *$1,111.00* *000111100*	Opt	7	N	139	145	For detail records reporting compensation subject to pension contributions, this field must contain the pension contributions withheld from the employee but should not include the amount reported in the "Additional Employee Retirement Contributions" field listed below. The format of the field is 9(5)v99. **Import Error**: D23.1- SSN <ssn> invalid format for employee retirement contributions. **Validate Error**: D23.7- SSN <ssn> employee contributions not allowed with this plan. **Validate Exception:** D23.8- SSN <ssn> employee contributions submitted do not match due amount of <$>.
24.	**Additional Employee Retirement Contributions** **(SCP-payback EES)** *Invisible decimals – precede with zero's* *$1,111.00* *000111100*	Opt	7	N	146	152	For detail records where the "Payback Status" field indicates an additional contribution, this field must contain employee deductions for the purchase, or repurchase, of creditable service. The format of the field is 9(5)v99. **Import Error**: D24.1- SSN <ssn> invalid format for additional employee retirement contributions. **Validate Error**: D24.2- SSN <ssn> a payback code was provided but no additional employee retirement contributions were reported. **Validate Error**: D24.3- SSN <ssn> additional employee retirement contributions reported but payback is null.

Field Num	Field Name	Req'd	Length	Data Type	Start Col	End Col	Field Description Validations
25.	**Time Paid** **(for the month)** ***Invisible decimal (16000) 160 hrs (02000) 20 days***	Opt	5	N	153	157	For detail records reporting pension contributions for hourly or daily employees, this field must contain the actual time paid to the employee for the reporting period covered by the filing. This field represents actual hours or days paid for hourly or daily employees respectively and may be left blank or contain zeros for contract employees. The format of the field is 999v99.
							Import Error: D25.1- SSN <ssn> invalid time paid for Time Unit Code. **Validate Exception**: D25.2- SSN <ssn> time paid inconsistent with Time Unit Code. **Validate Error**: D25.4- SSN <ssn> time paid without employee contributions.
26.	**Time Unit Code**	Opt	1	A	158	158	For detail records reporting pension contributions, this field must contain either an H,C or D, for hours, contract and days respectively, qualifying the value provided in the "Time Paid" field described above or, as in the case of "contract", qualifying the value provided in the "FTE Annual Contracted Amount or Stipend" field, #6 described above.
							Import Error: D26.1- SSN <ssn> invalid Time Unit Code.

Field Num	Field Name	Req'd	Length	Data Type	Start Col	End Col	Field Description Validations
27.	**Expected Full-time for One Week** *Invisible decimals – back fill (4000) 40 hrs (0500) 5 days*	Opt	4	N	159	162	For detail records reporting 'hourly' or 'daily' Time Unit Codes, this field must contain the expected full-time hours or days per week for the classification. This value must **be between 35-40 hours for PLD** employers and **between 25-40 hours for Teacher** employers. Daily expected full time per week should be reported as 5. This value must correspond to the Time Unit Code reported above. If Time Unit Code above is "C", field should be null. The format of the field is 99v99.
							Import Error: D27.1- SSN <ssn> invalid expected full-time for one week. **Validate Error:** D27.2- SSN <ssn> expected full-time for one week is inconsistent with the Time Unit Code of **"C".** **Validate Error**: D27.3- SSN <ssn> expected full-time for one week outside **Hourly** threshold. **Validate Error:** D27.4- SSN <ssn> expected full-time for one week is inconsistent with the Time Unit Code of **"D".**
28.	**Expected Weeks Per Year**	Opt	2	N	163	164	For detail records reporting 'hourly' or 'daily' Time Unit Codes, this field must contain the number of work weeks per year expected of a full-time employee in this classification. Acceptable value for Teacher and PLD reporters is between **36 and 52** weeks. If Time Unit Code above is "C", field should be blank. The format of the field is 99.
							Validate Error D28.3- SSN <ssn> expected weeks per year outside threshold.<36-52> **Validate Error**: D28.4- SSN <ssn> expected weeks per year inconsistent with Time Unit Code. "C"
29.	**Filler**	-	5	A	165	169	Blank fill
30.	**Filler**	-	8	A	170	177	Blank fill.

Field Num	Field Name	Req'd	Length	Data Type	Start Col	End Col	Field Description Validations
31.	Rate of Pay	Opt	6	N	178	183	For detail records reporting 'hourly' or 'daily' Time Unit Codes, this field must contain the base hourly rate or base daily rate of pay as indicated by the Time Unit Code. **REPORTING EXCEPTIONS:** If Time Unit Code is "H", Hourly: ➢ Rate of Pay is expected to be greater than $10.00 and less than $100.00 If Time Unit Code is "D", Daily: ➢ Rate of Pay is expected to be greater than $100.00 and less than $400.00. If Time Unit Code is "H" or "D": ➢ Rate of Pay is expected to be no more than 10% greater than the prior period rate of pay. The format of the field is 9(4)v99. **Import Error**: D31.1- SSN <ssn> invalid Rate of Pay. **Validate Exception**: D31.2- SSN <ssn> Rate of Pay outside Hourly threshold. <$10-$100> **Validate Exception:** D31.3- SSN <ssn> SSN <ssn> Rate of Pay outside Daily threshold. <$100-$400> Validate Error: D31.4 SSN <ssn> Rate of Pay inconsistent with Time Unit Code. **Validate Exception:** D31.5- SSN <ssn> Rate of Pay is more than 10% greater than the prior period.
32.	Filler	-	8	A	184	191	Blank fill.
33.	Report ID	Req	1	A	192	192	Should match file type in header of "O" Original
34.	Filler	-	33	A	193	225	Blank fill.

Field Num	Field Name	Req'd	Length	Data Type	Start Col	End Col	Field Description Validations
35.	**Benefit Plan Class** **(Plan Code)**	Req	5	A	226	230	For detail records reporting pension contributions, this field must contain the five character benefit plan class. A list of valid plan class codes is provided in the appendix. **Table 14 and 15 (pg 38 & 39)**
							Validate Error: D35.2- SSN <ssn> employer location participation not valid or active for this Plan Code.
							Validate Error: D35.3- SSN <ssn> participant employment not valid or active for this Plan Code.
							Validate Error: D35.6- SSN <ssn> member contract status is Declined.
36.	**Rate Schedule** **(RSN)**	Req	6	N	231	236	This field must contain the rate schedule number. A list of valid rate schedule numbers is provided in the appendix. The format of the field is 999999 **Table 13 (pg 38)**
							Import Error: D36.1- SSN <ssn> invalid Rate Schedule.
							Validate Error: D36.3- SSN <ssn> Rate Schedule number not on participant employment.
37.	**Filler**	-	7	A	237	243	Blank fill.
38.	**Transaction Date**	Req	8	N	244	251	This field contains 8 characters **representing the last pay date being reported on this payroll file**. This date should be reported in MMDDYYYY format.
							Import Error: D38.1- SSN <ssn> invalid Transaction Date.
							Validate Exception: D38.2-SSN <ssn> Transaction Date after participant DOD.
							Validate Error: D38.3- SSN <ssn> Transaction Date is after current date.
							Validate Exception: D38.4-SSN <ssn> Transaction Date outside Pay Dates.

Field Num	Field Name	Req'd	Length	Data Type	Start Col	End Col	Field Description Validations
39.	Transaction Type	Req	4	A	252	255	All detail records must have an "N" in this field.
							Import Error: D39.1- SSN <ssn> invalid Transaction Type.
40.	Record Type	Req	1	A	256	256	All detail records must have a "D"in this field.

Table #4 - Detail Record Field Descriptions and Layout

Summary Record ("S" Record)

- Describes the employer location code being reported.
- One record per employer location code.
- Summarizes detail records for this reporting period.

Field Num	Field Name	Req'd	Length	Data Type	Start Col	End Col	Field Description Validations
1.	Transmitter Code	Req	5	A	1	5	Transmitter Code must match code in Header Record.
							Import Error: S1.1- Summary Transmitter Code does not match Header.
2.	Employer Location Code	Req	6	A	6	11	This field must contain the Employer Location Code of the employer being reported, as provided by the MainePERS.
							Import Error: S2.2- Employer Location does not exist in V3.
3.	Employer Location Name	Req	20	A	12	31	This field must contain the Employer Location Name associated with the employer code provided in the previous field.
4.	Reporting Month/Year	Req	6	N	32	37	This field must contain the month and year of the payroll that is being reported on the file. The format of the date is MMYYYY (2-digit month and 4-digit year).
							Import Error: S4.1- Summary Reporting Month/Year is invalid.
							Validate Error: S4.3- EL <employer location code> merged/ dissolved prior to Reporting Month/Year.
							Validate Error: S4.4- No expectation exists for Reporting Month/Year for EL <employer location code>
							Validate Error: S4.5- Reporting Month/Year is in the future for EL <employer location code>.
							Validate Error: S4.6- Reporting Month/Year is less than a pay date for EL <employer location code>.

Field Num	Field Name	Req'd	Length	Data Type	Start Col	End Col	Field Description Validations
5.	**Pay Date 1 Reported**	Req	8	N	38	45	This field contains 8 characters representing the pay date within the reporting period. The date should be reported in MMDDYYYY format. The pay date must be within the period identified in "Reporting Month/Year" above.
							Import Error: S5.1- Pay Date 1 Reporting is invalid.
							Validate Exception: S5.2- Pay Date 1 Reported is outside Reporting Month/Year for EL <employer location code>.
							Validate Exception: S5.3- Pay Date 1 Reported is more than 90 days old for EL <employer location code>.
							Validate Error: S5.4- Pay Date 1 Reported does not match payroll calendar for EL <employer location code>.
							Validate Error: S5.5- Pay Date 1 Reported is before employer participation start for EL <employer location code>.
							Validate Error: S5.7- Pay Date 1 Reported is after employer participation stop for EL <employer location code>.
							Validate Error: S5.8- Two or more Pay Dates are equal for EL <employer location code>.
6.	**Pay Date 2 Reported**	Req	8	N	46	53	This field contains 8 characters representing the pay date within the reporting period. The date should be reported in MMDDYYYY format. The pay date must be within the period identified in "Reporting Month/Year" above. If there is only one pay date being reported, leave this field blank.
							Import Error: S6.1- Pay Date 2 Reported is invalid.
							Validate Exception: S6.2- Pay Date 2 Reported is outside Reporting Month/Year for EL <employer location code>.
							Validate Exception: S6.3- Pay Date 2 Reported is more than 90 days old for EL <employer location code>.
							Validate Error: S6.4- Pay Date 1 Reported does not match payroll calendar for EL <employer location code>.
							Validate Error: S6.6- Pay Date 2 Reported is after employer participation stop for EL <employer location code>.

Field Num	Field Name	Req'd	Length	Data Type	Start Col	End Col	Field Description Validations
7.	**Pay Date 3 Reported**	Req	8	N	54	61	This field contains 8 characters representing the pay date within the reporting period. The date should be reported in MMDDYYYY format. The pay date must be within the period identified in "Reporting Month/Year" above. If there is no third pay date, leave this field blank.
							Import Error: S7.1- Pay Date 3 Reported is invalid.
							Validate Exception: S7.2- Pay Date 3 Reported is outside Reporting Month/Year for EL <employer location code>.
							Validate Exception: S7.3- Pay Date 3 Reported is more than 90 days old for EL <employer location code>.
							Validate Error: S7.4- Pay Date 3 Reported does not match payroll calendar for EL <employer location code>.
							Validate Error: S7.6- Pay Date 3 Reported is after employer participation stop for EL <employer location code>.
8.	**Pay Date 4 Reported**	Req	8	N	62	69	This field contains 8 characters representing the pay date within the reporting period. The date should be reported in MMDDYYYY format. The pay date must be within the period identified in "Reporting Month/Year" above. If there is no fourth pay date, leave this field blank.
							Import Error: S8.1- Pay Date 4 Reported is invalid.
							Validate Exception: S8.2- Pay Date 4 Reported is outside Reporting Month/Year for EL <employer location code>.
							Validate Exception: S8.3 Pay Date 4 Reported is more than 90 days old for EL <employer location code>.
							Validate Error: S8.4- Pay Date 4 Reported is outside payroll calendar for EL <employer location code>.
							Validate Error: S8.6- Pay Date 4 Reported is after employer participation stop for EL <employer location code>.

Field Num	Field Name	Req'd	Length	Data Type	Start Col	End Col	Field Description Validations
9.	Pay Date 5 Reported	Req	8	N	70	77	This field contains 8 characters representing the pay date within the reporting period. The date should be reported in MMDDYYYY format. The pay date must be within the period identified in "Reporting Month/Year" above. If there is no fifth pay date, leave this field blank.
							Import Error: S9.1- Pay Date 5 Reported is invalid.
							Validate Exceptions: S9.2- Pay Date 5 Reported is outside Reporting Month/Year for EL <employer location code>.
							Validate Exception: S9.3 Pay Date 5 Reported is more than 90 days old for EL <employer location code>.
							Validate Error: S9.4- Pay Date 5 Reported is outside payroll calendar for EL <employer location code>.
							Validate Error: S9.6- Pay Date 5 Reported is after employer participation stop for EL <employer location code>.
10.	Employer Payroll Cycle	Opt	1	A	78	78	This field can contain a code that identifies the employer's payroll cycle. This is not required but we will accept the values as described in the table. **Valid Payroll Cycle Codes for State of Maine:** **A**- Cycle A **B**- Cycle B **Valid Payroll Cycle Codes for Teacher and PLD: when are your Paid Dates:** **W**- Weekly Payroll **T**- Bi-Weekly Payroll **M**- Monthly Payroll **Table #17 (pg 39)**
11.	Filler	-	5	A	79	83	Blank fill. **(Formerly Basic Insurance Rate)**
12.	MainePERS Reporting Code	Req	1	A	84	84	This field must contain either **M for Monthly** or B indicating whether the reporting cycle is Bi-weekly (STATE / MCCS ONLY) **Import Error**: S12.1- MainePERS Reporting Code is invalid.

Field Num	Field Name	Req'd	Length	Data Type	Start Col	End Col	Field Description Validations
13.	**Total Earnable Compensation** *Invisible decimals – precede with zero's* *$1,111.00* *000111100*	Opt	9	N	85	93	This field must contain the sum of all Earnable Compensation reported in the file, subject to a deduction for retirement contributions. This field should not contain earnable compensation reported for members with PSC 53. The format of the field is 9(7)v99.
							Import Error: S13.1- Total Earnable Compensation format is invalid. **Validate Error**: S13.2- Summary Total Earnable Compensation does not match total detail for EL <employer location code>.
14.	**Employer Paid Total Earnable Compensation** *Invisible decimals – precede with zero's* *$1,111.00* *000111100*	Opt	8	N	94	101	This field must contain the sum of the Earnable Compensation reported for all employees with a Y recorded in the "Membership Status" field (recorded as employer paid). The values used to derive this field are also included in "Total Earnable Compensation" listed above. (For use by the State of Maine or pre-approved PLDs only.) The format of the field is 9(6)v99.
							Validation Error: S14.1- Employer Paid Total Earnable Compensation format is invalid. **Validate Error**: S14.2- Employer Paid Total Earnable Compensation does not match total detail for EL<employer location code>.
15.	**Total Retirement Contributions** *Invisible decimals – precede with zero's* *$1,111.00* *000111100*	Opt	8	N	102	109	This field must contain the sum of all values in the "Employee Retirement Contributions" field in each detail record reporting retirement contributions. This field should not contain any amounts reported in the "Additional Employee Retirement Contributions" field. The format of the field is 9(6)v99.
							Import Error: S15.1- Total Retirement Contributions format is invalid. **Validate Error**: S15.2- Total Retirement Contributions does not match total detail for EL <employer location code>.
16.	**Total Additional Retirement Contributions** **(SCP –Payback)**	Opt	8	N	110	117	This field must contain the sum of the values in the "Additional Employee Retirement Contribution" field used to report Payback Contributions made by the employee. The format of the field is 9(6)v99.
							Import Error: S16.1- Total Additional Retirement Contributions format is invalid. **Validate Error**: S16.2- Total Additional Retirement Contributions does not match total detail for EL <employer location code>.

Field Num	Field Name	Req'd	Length	Data Type	Start Col	End Col	Field Description Validations
17.	Filler	-	8	A	118	125	Blank fill **(Formerly Total Life Insurance Premiums)**
18.	**Number of Detail Records**	Req	4	N	126	129	This field must contain the count of all detail records reported in this filing for the employer represented in the file. The format of the field is 9999.
							Import Error: S18.1- Number of Detail Records format is invalid. **Validate Exception**: S18.3- Number of Detail Records is greater than expected. Validate Expectation: S18.4 – Number of Detail records is lower than expected.
19.	Filler	-	8	A	130	137	Blank fill. **(Formerly Total Life Insurance Premiums- Active Basic)**
20.	Filler	-	8	A	138	145	Blank fill. **(Formerly Total Life Insurance Premiums- Retiree)**
21.	Filler	-	8	A	146	153	Blank fill. **(Formerly Total Life Insurance Premiums- Supplemental)**
22.	Filler	-	8	A	154	161	Blank fill. **(Formerly Total Life Insurance Premiums- Dependent)**
23.	Filler	-	25	A	162	186	Blank fill.
24.	Filler	-	8	A	187	194	Blank fill.

Field Num	Field Name	Req'd	Length	Data Type	Start Col	End Col	Field Description Validations
25.	**Total *Current* Month Grant Funded Compensation** *Invisible decimals – precede with zero's $1,111.00 000111100*	Opt	9	N	195	203	**For Teacher Employer use only.** This field must contain the net total of Grant Funded Compensation paid to employees in the period reported. The format of the field is 9(7)v99. **Import Error**: S25.1 -Total Grant Funded Compensation format is invalid. **Import Error**: S25.2 –Total Grant Funded Compensation invalid for Employer Location <employer code>. **Validate Exception**: S25.4 - Total Grant Funded Compensation **not submitted** for teacher for EL <employer location code>.
26.	**Total *Current* Month Grant Funded Employer Contributions** *Invisible decimals – precede with zero's $1,111.00 (000111100)*	Opt	9	N	204	212	**For Teacher Employer use only.** This field must contain the net total of Grant Funded Contributions due to be paid from the Employer for the period reported. The format of the field is 9(7)v99. **Import Error**: S26.1 - Total Grant Funded Employer Contributions is invalid. **Import Error**: S26.2 - Total Grant Funded Employer Contribution invalid for Employer Location <employer code>. **Validate Exception**: S26.4 - Total Grant Funded Employer Contributions not submitted for teacher for EL <employer location code>.
27.	**Total *Prior Month Data* Adjustments to Grant Funded Compensation** *Can only go back 1 fiscal year (July through June) for corrections* *Invisible decimals – precede with zero's $1,111.00 000111100* *$-1,111.00 -00111100*	Opt	9	N	213	221	**For Teacher Employer use only.** This field must contain <u>only</u> the net total of <u>adjustments that need to be made to Grant Funded Compensation that has already been reported</u>. Should the net total be a negative value, a negative sign (-) may be entered in position 213, followed by the negative value backfilled with zeros (0). This is one of only two exceptions where negative values are considered to be valid. The format of the field is 9(7)v99. **Import Error**: S27.1 - Total Adjustments to Grant Funded Compensation is invalid. **Import Error**: S27.2 - Total Adjustments to Grant Funded Compensation invalid for Employer Location <employer code>. **Validate Exception**: S27.3 - Employer <employer code> total adjustments to Grant Funded Compensation exceeds prior submitted amount.

Field Num	Field Name	Req'd	Length	Data Type	Start Col	End Col	Field Description Validations
28.	**Total *Prior Month Data* Adjustments to Grant Funded Employer Contributions** *Invisible decimals – precede with zero's* *$1,111.00* *000111100* *$-1,111.00* -00111100	Opt	9	N	222	230	**For Teacher Employer use only.** This field must contain <u>only</u> the net total of <u>adjustments that need to be made to Grant Funded Employer Contributions that have already been reported</u>. Should the net total be a negative value, a negative sign (-) may be entered in position 222, followed by the negative value backfilled with zeros (0). This is the second of only two exceptions where negative values are considered to be valid. The format of the field is 9(7)v99. **Import Error**: S28.1 - Total Adjustments to Grant Funded Employer Contributions is invalid. **Import Error**: S28.2 - Total Adjustments to Grant Funded Employer Contributions is invalid for Employer Location <employer code>. **Validate Exception**: S28.3 - Employer <employer code> total adjustments to Grant Funded Employer Contributions exceeds prior submitted amount.
29.	**Filler**	-	25	A	231	255	Blank fill.
30.	**Record Type**	Req	1	A	256	256	This field must contain an 'S'. **Import Error**: S30.1- Invalid record type.

Table #5 - Employer Summary Field Descriptions and Record Layout

Appendices

Personnel Status Codes (PSC)

PSC Code	Description: An employee who, in the pay periods covered by the payroll report:
11 - Full time	Is expected to work the full-time regularly scheduled standard work week prescribed by the employer.
12 - Part Time	Is scheduled to work less than the employer's prescribed full-time regularly scheduled work week, but more than 20 hours per week.
17 - Project/Intermittent FT & PT (not eligible for Group Life Insurance)	• Is scheduled to work 20 hours or less per week • Temporary position not seasonal or of recurring nature • An ongoing position, not of a temporary nature • Working from time to time irregular hours or weeks • Substitute Teachers
14 - Seasonal Full Time	Seasonal or Limited Period employees who normally work on a full-time basis, but for less than 5 months (21 weeks) during the normal work year.
15 - Seasonal Part Time	Seasonal or Limited Period employees who normally work on a less than full-time basis, but for less than 5 months (21 weeks) during the normal work year.
53 - Retired, Returned to Work	An employee who continues to draw a MainePERS retirement benefit from an employer in the System, and returns to work for the same employer without accruing additional benefits. (The State and all Teacher units are considered the same employer.) (Questions regarding Retired PLD members returning to work should be directed to the MainePERS PLD Department.)

Table #6 - Personnel Status Codes Table

Position Codes (POS)

Participating Local District (PLD) Position Classification Codes and Usage

Listed below are Position Classification Codes for Participating Local District employees (excluding School Support employees).

Position Classification Code	Position Classification
09901	Member With or Without Insurance Use this position classification code for "all other" classes of employees. No other classification codes listed in this section apply.
09903	Firefighter (Full- or part-time) Do not use for Firefighter Dispatcher.
09904	City or County Law Enforcement Employee Do not use for Police Dispatcher.
09905	County Corrections employee not considered Law Enforcement
09906	Elected and Appointed Officials Any person who is elected to the position which (s)he holds. Any person appointed for a fixed term. Not to be used for employee's per diem pay.
09907	Paramedic EMS (Full or part-time)
09908	Dispatcher - All (Full- or part-time)

Table #7 - PLD Position Classification Codes and Usage

Non-Teacher School Support PLD Position Classification Codes and Usage

Use one of the following codes for any staff support group member under the Participating Local District of a public school system. Persons using these codes must have properly completed and submitted a signed Application for Membership.

Position Classification Code	Position Classification
N0199	Assistant to Superintendent
N0200	Assistant to Principal
N0201	Educational Technician I (Teacher Aide)
N0203	Bilingual Facilitator (If not qualified under Y0203 Position Classification Code)
N0208	Food Services Assistant
N0350	Educational Technician I (Librarian Aide)
N0408	Dietitian (New employees after June 30, 1989)
N0409	Director/Supervisor of Food Services
N0411	Food Services Manager I
N0412	Food Services Manager II
N0413	Food Services Specialist
N0453	Volunteer Coordinator
N0454	Dir. Bi-lingual Education Projects
N0458	Employment Coordinator
N0459	Dir. Data Services
N0701	Director/Supervisor of Transportation
N0704	Supervisor of Buildings & Grounds
N0906	Business Administration Manager
N0907	Bookkeeper
N0908	Study Hall Monitor
N0909	Clerk
N1001	Secretary (New employees after June 30, 1989)
N1102	Bus Driver
N1103	Bus Mechanic
N1104	Director of Maintenance
N1105	Maintenance Worker I
N1106	Maintenance Worker II
N1107	Director of Janitorial Services
N1108	Janitor I
N1109	Janitor II
N2106	Building Custodian I
N2107	Building Custodian II
N2108	Building Custodian III
N2109	Building Custodian IV
N2201	Laborer
N2202	Maintenance Mechanic
N2203	Painter I

Position Classification Code	Position Classification
N2204	Painter II
N2301	Equipment Operator I
N2302	Equipment Operator II
N2401	Carpenter
N2402	Carpenter/Locksmith
N2403	Carpenter/Welder
N2501	Plumber I
N2502	Plumber II
N2601	Electrician I
N2602	Electrician II
N2603	Electrician III
N2701	Cafeteria Worker I
N2702	Cafeteria Worker II
N2703	Cook
N2704	Manager I
N2705	Manager II
N2706	Storekeeper
N2707	Driver Assistant
N2708	Utility Clerk
N2709	A.V. Technician I
N2710	A.V. Technician II
N2711	Printer Assistant
N2712	Printer
N2715	Substitute Caller
N2718	EXPO Director
N2719	Assistant EXPO Building Manager
N2720	Concession Manager
N2721	Station Manager - Channel 7
N2722	Channel 7 Staff
N2723	Coordinator of Evaluation & Data Management
N2724	School Board Member (Elected or Appointed)
N2725	Substance Abuse Counselor
N2726	Transportation Route man and Driver Trainer
N2727	Baker - Food Service
N2728	Server - Food Service
N2729	Boiler Repairman - Maintenance
N2730	Electrician - Maintenance
N2731	Grounds Keeper - Maintenance
N2732	Custodial Foreman
N2733	Maintenance Foreman
N2734	Grounds Foreman
N2735	Gifted and Talented Coordinator
N2736	Crossing Guide

Table #8 - Non-Teacher School Support Position Classification Codes and Usage

Teacher - Member Classification Codes and Usage

Persons with the Position Classification codes below must be teacher members having completed and mailed a fully signed Application for Membership.

Position Classification Code	Position Classification
Y0101	Classroom Teacher
Y0105	Special Education Teacher
Y0108	Special Teacher of Reading (Remedial) Literacy Specialist
Y0109	College Associate in Education (Use only for a teacher, instructor, and/or advisor at a college.)
Y0152	Itinerant Classroom Teacher
Y0203	Bi-lingual Facilitator
Y0206	Educational Technician III (Teacher Associate)
Y0207	Educational Technician II (Teacher Associate)
Y0209	Substitute Teacher
Y0210	Adult & Community Education Teacher (Effective July 1, 1991, membership is required from the first day of employment. Must be eligible under 5 MRSA, 17001 subsection 42 or a position on this list.)
Y0211	Tutor Teacher Member
Y0212	Director of Adult and Community Education (Adult Education Director)
Y0213	Assistant Director of Adult and Community Education
Y0301	Librarian/Media Specialist (Librarian)
Y0306	Librarian Associate - Educational Technician III
Y0307	Librarian Assistant - Educational Technician II
Y0401	Supervisor of Instruction
Y0403	Curriculum Coordinator
Y0408	Dietician (Only to be used for grand parented members. Must be eligible under 5 MRSA, 17001 subsection 42.)
Y0455	Department Head (use only if not a stipend position)
Y0456	Director of Services for Exceptional Children (Director of Special Education)
Y0457	Co-op Director
Y0460	Special Education Consultant
Y0501	Superintendent of School
Y0552	Director of Secondary Vocational
Y0603	Assistant Superintendent of Schools
Y0652	Assistant Director of Secondary Vocational
Y0707	Director of Health Services
Y0801	Principal
Y0802	Dean
Y0804	Athletic Director
Y0805	Director of Student Activities
Y0806	Assistant Headmaster
Y0807	Headmaster
Y0901	Assistant Principal
Y0904	Assistant Dean
Y1001	Secretary (Only to be used for grand parented members. Must be eligible under 5 MRSA, 17001 subsection 42.)
Y1501	Guidance Counselor
Y1502	Director of Guidance
Y1503	Vocational Education Evaluator
Y1601	School Psychologist

Position Classification Code	Position Classification
Y1701	Psychometric/Psychological Examiner
Y1801	School Social Worker
Y2001	School Nurse
Y2103	Speech and Hearing Clinician
Y2104	Physical Therapist
Y2105	Occupational Therapist
Y2725	Substance Abuse Counselor
Y2735	Gifted and Talented Coordinator

Table #9- Teacher Member Classification Codes and Usage

Teacher – Position Codes for Stipends

Contracted Stipends

YEX## = A stipend paid to a Teacher member, other than longevity pay, which is payment for additional duties/positions that are considered earnable compensation under MainePERS Rules where the payment is based on a contract amount or set rate (*not hourly or daily*), broken down by activity within one contract year.

Valid Code	Description
YEX01	For the first stipend position of the contract year
YEX02	For the second stipend position of the contract year
YEX03	For the third stipend position of the contract year
YEX04	For the fourth stipend position of the contract year
YEX05, YEX06, etc.	For the fifth, sixth, etc., stipend position of the contract year

Table #10a - Teacher Member Stipend Classification Codes and Usage

Hourly or Daily Stipends

A stipend paid to a Teacher member, other than longevity pay, which is payment for additional duties/positions that are considered earnable compensation under MainePERS Rules where the payment is based on an hourly or daily rate of pay during the contract year.

Valid Code	Description
Y0104	Athletic Coach (Must be eligible under 5 MRSA, 17001 subsection 42.) *Paid H or D if Contract use YEX*
Y0155	Co-Curricular Non-Athletic Stipend (Must be eligible under 5 MRSA, 17001 subsection 42.) *Paid H or D if Contract use YEX*
Y0452	Teacher Support Team Member Stipend

Table #10b - Teacher Member Stipend Classification Codes and Usage

State of Maine- Position Codes

State of Maine position codes are determined by the State of Maine.

Data Record Code Validation

The sections that follow provide a list of acceptable code values.

Header Record

Filing Type

The code entered in the filing type field indicates whether the file being submitted is an original, Adjustment, or test file.

Valid Code	Description
O	Original filing

Table #11 - Filing Type

Detail Record

Payback Status

Valid Code	Description
P	Purchase of Service

Table #12 - Payback Status

Rate Category/Rate Schedule Number (RSN) Determination Chart

Rate Schedule Number (RSN)	Explanation
STATE EMPLOYERS	List available by contacting MainePERS.
TEACHER EMPLOYERS	
000001	Regular employee and employer cost according to plan participation.
000053	Indicates Retiree Returned to Work.
PLD EMPLOYERS	
000053	Indicates Retiree Returned to Work before 10/02/2018.
000096	Indicates Retiree Returned to Work on or after 10/01/2018. These member have mandatory UL paid by Employer

Age 60 Plan		**Age 65 Plan**	
Joined Membership before 07/01/14		**Joined Membership on or after 07/01/14**	
Rate Category	**RSN**	**Rate Category**	**RSN**
REG	**000001**	REG1	**000011**
EPPLD	**000003**	EP7	**000037**
EP1	**000031**	EP8	**000038**
EP4	**000034**	EP 9	**000039**
Limited Period Open Enrollment RSN Codes (Post-tax Deduction ONLY)			
PTX	**000054**	PTX1	**000057**
PTXEP	**000055**	PTXEP1	**000058**

*Membership Applications only use the exact # <u>do not</u> enter the preceding Zero's.
If you are unsure of which RSN code to use, please contact MainePERS for assistance.

Table #13 – Rate Schedule Number Determination Chart

Plan Class (Code) Determination Chart for Participating Local Districts (PLD)

- 620 and 730 plan classes are no longer valid.

Two Character Plan Class Code	Employee Position Classification	Electronic Payroll File Use: Plan Class Code	MainePERS Use Only Clarification of Plan Code
AC	ALL	110AC	P REG A
AN	ALL	110AN	P REG A1
BC	ALL	110BC	P REG B
1C	Firefighter/Law/Government	3101C	P SPEC 1
1N	Firefighter/Law	3101N	P SPEC 1A
2C	Firefighter/Law/Government	3102C	P SPEC 2
2N	Firefighter/Law/Government	3102N	P SPEC 2A
3C	Firefighter/Law	3103C	P SPEC 3
3N	Firefighter/Law	3103N	P SPEC 3A
4C	Firefighter/Law	3104C	P SPEC 4
4N	Firefighter/Law	3104N	P SPEC 4A

If you are a Non-Consolidated employer, or if you are unsure of which plan code to use, please contact the MainePERS for assistance.

Table #14– Plan Code Determination Chart for Participating Local Districts

Plan Class Determination for Teacher Members Only

Electronic Payroll File Plan Code - 11000   {MainePERS reference: (REG)}
Our system converts this to 11001

Table #15 Plan Code Determinations for Teacher Members only

Participation Status in Retirement Plan

Valid Code	Description
A	Active
Y	Employer Paid

Table #16 - Participation Status

Employer Summary Record

Employer Payroll Cycle

The codes are:

Valid Code	Description
A	Cycle A for State of Maine Payroll
B	Cycle B for State of Maine Payroll
W	Weekly Payroll
T	Bi-Weekly Payroll
M	Monthly Payroll

Table #17 - Employer Payroll Cycle

NOTES: