

Multiple Employee Payroll Adjustment Form



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Payroll Adjustments

Single payroll submission with multiple employees needing adjustments

Instructions to Payroll Clerk: Complete and return this form via ESS whenever a member's payroll has been missed or submitted in error. Provide all of the original information as reported and only the necessary replacement information as it should have been reported (i.e. only note information that is different than the original).

Adjustment Information

Payroll Identifier: Employer Location Code: Employer Location Name:

Member SSN Last Name	Type	Comp	EES	Hours	Days	Pay- rate Code	Rate of Pay	POS	PSC	Plan Class/ Code	RSN/ Rate Category	Payback/ SCP	FTE Days	FTE Hrs	Wks/ Yrs	FTE Contract
	Original															
	New															

- **Payroll Identifier:** Month/Year being adjusted
 - Acceptable: 09/2020, 1/20, or Jan. 2020
 - Not Acceptable: 10/19/2020, January 2020 (limited spacing)
- **Employer Location Code & Employer Location Name**
 - Auto-fill based on log-in information
- **Member SSN & Name:**
 - **Member SSN:** Full SSN, with or without dashes on top line
 - **Last Name:** Members Last Name (& first initial if duplicate last name) on bottom line
- **Type**
 - **Original:** ALL information originally submitted on payroll report, if adding new member, this line would be blank
 - **New:** Fill out column details ONLY for items being changed, if removing someone from a payroll, this would be all zeros.
- **Comp:** Eligible Earnable Compensation for Month
- **EES:** Employee Contributions on reported Earnable Compensation ('Comp')
- **Hours:** If paid hourly, how many hours worked for month
- **Days:** If paid daily, how many hours worked per month
- **Pay Rate Code*:** Hourly (H), Daily (D) or Contract (C)
- **Rate of Pay:** Base Rate of Pay per hour (if paid hourly) or daily (if paid daily)
- **POS*:** Position Code (i.e.: 09901, Y0101, N0101, etc.)
- **PSC*:** Personnel Status Code (i.e.: 11: Full-time, 12: Part-time, 53: RRTW, etc.)
- **Plan Class/Code*:** Plan Code (i.e.: 11000, 110AC, 3102C, etc.)
- **RSN/Rate Category*:** Rate Schedule Number (i.e.: 1: REG, 11: REG1, 53: RRTW, 96:RRTW2)
- **Pay-back/SCP:** Deduction for Service Credit Purchase with MainePERS to buy-back prior time (military, refunded service, etc.)
- **FTE Days*:** Full-Time Equivalent Days worked per week for Daily Employee
 - PLD & Teacher: 5 days
- **FTE Hours*:** Full-Time Equivalent Hours worked per week for Hourly Employee
 - PLD: 35-40 hours
 - Teacher: 25-40 hours
- **FTE Contract*:** Annual Full-Time Equivalent Contract Amount
- **Comments:** MUST be completed with reasoning for adjustment request

Note: Coding for fields with a "*" can be located in the Electronic Payroll Filing Manual Appendices