




1. Navigate to www.maineopers.org
 - Preferred Web Browser: **Google Chrome™**
2. Locate [Employer Self Service \(ESS\) Login](#)
 - Top Right Corner – '[EMPLOYER SELF SERVICE LOGIN](#)' or
 - Employers > 'Employer Self Service Log In'
3. Enter ESS [Username and Password](#)
 - Authenticate through Multi-Factor Authentication (MFA)
4. Select '[Employer Location Detail](#)' tab
5. Select '[Details](#)' for the Employer Location
6. Navigate to the '[Accounts](#)' tab
7. Locate '[Work Report](#)' in the lower section of the '[Account](#)' screen
 - Activity Date = 1st of payroll month, i.e. 11/01/2020 (November 2020 Payroll)
 - Trans Type = 'Work Report'
 - Trans Identifier (Due Date and ER Code) = i.e. '12/15/2020 P0999*'
 - Trans Status = 'Open'
 - Report Status = 'Initial'
8. Click '[Actions](#)' on the corresponding payroll Work Report row
 - Select 'Edit/View' Option
9. **Work Report Editor** is now open and in edit mode
 - Enter in all necessary payroll data for each member listed

<ul style="list-style-type: none"> ▪ Comp = Earnable Compensation ▪ EES = Employee Contributions ▪ Hours = Hours Worked, if applicable ▪ Days = Days Worked, if applicable ▪ Pay CD = Hourly, Contract, or Daily ▪ Pay Rate = Hourly or Daily Base Rate of Pay ▪ POS = Position Code, review for accuracy ▪ PSC = Personnel Status Code, review for accuracy ▪ Plan Code = Review for accuracy <ul style="list-style-type: none"> • Add and/or Delete member data, if necessary 	<ul style="list-style-type: none"> ▪ SCP = Buyback amount, if applicable ▪ FTE Days = Daily Expected Full Time per week should be reported as 5 days ▪ FTE Hrs = Hourly Expected Full Time per week, 35 – 40 hours per week (PLD), 25 – 40 hours per week (Teacher or PLD – School Support) ▪ Wks/Yr = Between 36 and 52 weeks per year ▪ FTE Contract = Full-Time Expected Annual Contract Amount
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10. Click '[Apply](#)'
11. Look at '[Actions](#)' Row for Error or Exception Warnings
 - Validated Successfully = 
 - Proceed to **Step 12**
 - Validated with Exceptions = 
 - Validated with Errors = 
 - Proceed to **Step 14**
12. Click '[Save](#)'
13. Click '[Actions](#)' on the corresponding payroll Work Report row
 - Select '[Submit](#)' Option
 - Proceed to **Step 18**

Manual Filing Status: 'Validated with Errors' or 'Validated with Exceptions'



14. To view error/exception report, click icon referenced in step 11, or click '[Tools](#)' directly above the entered payroll details
 - Select '[Reports](#)'
 - Select '[Exception Report](#)'
15. Review details of on Exception Report
 - **Errors:** Must be corrected prior to file submission
 - **Exceptions:** Must be reviewed, and corrected as necessary, prior to file submission
 - *Note: File may be submitted with Exceptions, only after review*
16. Return to 'Work Report Editor'
 - Make any necessary edits to payroll details and review all exceptions
 - For details on error/exception messaging, refer to the following:
 - '[ESS Electronic Payroll Filing Manual](#)'
 - '[ESS Validation Guide for Manual Payroll Filing](#)'
17. Return to **Step 10**
 - Repeat **Steps 10** through **17** until all errors have been corrected and exceptions have been reviewed and/or corrected as needed
 - Final status for each member prior to file submission should be '[Validated Successfully](#)' or '[Validated with Exceptions](#)' if exceptions do not require correction

Remittance Report and Payment to MainePERS



18. Navigate to the [‘Reports’](#) tab

- Click [‘Generate Report’](#)
- Select [‘Employer Remittance Report’](#)
 - Select [Employer Code](#)
 - Select [Employer Location Code](#)
 - Enter [Work Report Start Date](#) (1st of month)
 - ◆ Click [‘Next’](#)
 - ◆ Click [‘Confirm’](#)
 - ◆ Print or save, if desired

19. Schedule [Electronic Payment \(EFT\)](#) to MainePERS

- [Payment by ACH Credit](#): Schedule payment with financial institution, notify MainePERS of any inconsistencies in the amount being submitted
- [Payment by ACH Debit](#): Proceed to **Step 22**
 - For detailed instructions on setting up and making ACH Debit payments to MainePERS, please refer to the [‘Scheduling an Electronic Funds Transfer \(EFT\) Payment’ Guide](#)

20. Navigate to [‘Account’](#) Tab

- Locate Work Report requiring payment

21. Click [‘Actions’](#) for corresponding payroll row

- Click [‘Pay this Transaction’](#)

22. Complete details in the [Make Payment Wizard](#)

- Complete [‘One Time Payment’](#) Fields
 - [Payment Amount](#): Automatically populates what is due
 - ◆ If paying more or less, edit this field and click [‘Apply’](#)
 - [Payment Date](#): Enter Date you want payment deducted from account
 - [Description](#): Enter a description for the payment, *i.e. July 2020 Payroll Payment*
- Click [‘Next’](#)
- Select previously established *Payment Account*, or *Add New Payment Account*
- Click [‘Next’](#)
- Review payment details
 - [‘Back’](#) to edit details
 - [‘Confirm’](#) to complete payment