

**EPF**  
**{Electronic Payroll File}**  
**QUICK REPORTING REFERENCE**

- ❖ **MainePERS.org**
- ❖ **Employers**
- ❖ **Employer Home**
- ❖ **ESS LOG-IN**
- ❖ **Log-in**
- ❖ **Employer Location Detail tab**
- ❖ **Details for that Employer Location**
- ❖ **Accounts tab**
  - **Upload File** – action button
    - **EPF Contribution**
      - **Browse** for file
      - **Import Description** (**MUST include your Employer Code MM/YYYY of file uploading**)
      - **Next**
- ❖ **Account tab**
  - **File History** – action button
    - **LOOK FOR...**
      - **Process Flag** – ‘Ready’
      - **Import Description** column – **as typed above**
      - **Status** – “Not Processed”
    - **Click Action** for the row **you just uploaded**
      - ◆ **Validate**
      - ◆ **Details**
      - ◆ **Process**
      - ◆ **Void**
      - **Status** – “Validate Successfully”
      - **Action**
        - ◆ **Validate**
        - ◆ **Details**
        - ◆ **Process**
        - ◆ **Void**
      - **Status** – “Processed Successfully”
- ❖ **Reports tab**
  - **Generate Reports - Remittance Report**
    - **Enter required Information:** Employer code; ER Location code; First day of month of report
    - **Next**
    - **Confirm**
    - **Print**

You have “Validated w/ERRORS  
and/or EXCEPTIONS”?



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and/or EXCEPTIONS”?

- ❖ Accounts tab
- ❖ File History tab
- ❖ Click in the row - payroll just uploaded
- ❖ Tools
  - Reports – Standard Import Report
    - 1 screen appears showing the whole payroll submitted and edits
    - Click on the **small black arrow** in the upper left corner to open the Sort screen
    - Under **Select Parameters – Detail Record Status** – select the type you want to see:
      - Validated with Errors
      - Validated with Exceptions etc.
    - Click ‘**RUN**’
    - **Print**

### Correcting Member Payroll Data (before Process)

- ❖ Accounts tab
  - ❖ File History action button
    - **Actions - Details**
    - **DETAILS**
      - Automatically in **Edit Mode**
        - Using the Edit Print- Find First Member to correct
        - Click **in the row** for that specific member
    - **Tools - View**
    - **View Row – Edit window appears of the members full data line**  
(you can expand the screen by dragging the top of the window up and down at the bottom) Then scroll as necessary.
      - ◆ **Make necessary corrections – click OK**
    - **Save**
    - **Close**
    - **Actions - Validate**
      - **Status – “Validated Successfully”**
    - **Action - Process**
      - **Status – “Processed Successfully”**  
(If still Validated with Errors/Exception repeat steps “Correcting Member”)
- ❖ Reports tab
  - **Generate Reports - Remittance Report**
    - **Enter required Information: Employer code; ER Location code; First day of month of report**
    - **Next**
    - **Confirm**
    - **Print**