



## Group Life Insurance Level Changes

Now is the time to send us your Group Life Insurance (GLI) covered employees' 2019 earnings information so that we can accurately reflect their new level of group life insurance coverage that will be effective with your April GLI invoice. Please submit this information through the Employer Self Service portal using the Import function.

Simple Format (CSV) - GLI Level:

- This is a comma-separated value (csv) or comma delimited file with four items for each employee: Year, Employer location code, SSN and Level. Easily done in Excel - be sure to save and import as a .csv file. (Example: 2019 GP2X01 006100101 50000.00)
- Go to ESS Import Files and click on "GLI Level."
- Follow the step-by-step guidelines in our ESS User Guide beginning on page 38 (<http://www.maineper.org/Employers/ESS-Guides.htm>).

**How is the level defined?** This will typically be your employee's 2019 annual gross compensation rounded up to the next \$1,000.

**How will I know what the new level is?** The GLI Level Report will be in your Employer Self Service (ESS) report location. Look for the drop down that says "GLI Level Report."

**What is my responsibility once I receive the new level report?** Review the report carefully and contact Survivor Services if you believe something is incorrect.

## 2020 Employer Payroll Report and Payment Due Dates

Employer payroll filings and payments are due no later than the 15th of the month following the end of the month for which payroll data is being submitted. Due dates are advanced to the next business day in months when the 15th falls on a weekend or holiday. Having these deadlines in your calendar along with a reminder far enough ahead of time so the work can get done will help to prevent a late filing and the interest that will be assessed. The following are due dates for 2020:

Covered Month	Due Date
January	February 18, 2020
February	March 16, 2020
March	April 15, 2020
April	May 15, 2020
May	June 15, 2020
June	July 15, 2020
July	August 17, 2020
August	September 15, 2020
September	October 15, 2020
October	November 16, 2020
November	December 15, 2020
December	January 15, 2021



## Security Reminder

MainePERS takes data security very seriously. If your business, school or town falls victim to a security breach, please contact the Employer Services Unit immediately. Depending on the circumstances we may need to take precautions regarding your access to the Employer Self Service system and communications with MainePERS electronically. Reporting any issue at the time you become aware of it is an essential part of maintaining data security. Please call us as soon as you discover a problem.

We also ask that when you have a change in your Security Administrator or details about your Security Administrator demographic information need to be updated, please contact us immediately so we can keep your employer account up to date.

## Making Electronic Payments

A letter and flier were sent out at the end of January 2020 to all employers not currently making electronic payments to MainePERS, discussing benefits of electronic payment and MainePERS' requirement that all payments be made electronically by December 31, 2020. If you have not already switched to electronic payments, please consider changing soon. If you have any questions, please contact us.