

## Reminder - Our New Employer Training

All of our training sessions are currently conducted virtually. If you would like to register for a training session, please contact Employer Services at 1-800-451-9800 or by email at [employer@mainepers.org](mailto:employer@mainepers.org).

Training Date	Employer Type	Training Time
Thursday, October 21, 2021	Participating Local District (PLD) Employers	8:30 a.m. to 1:00 p.m.
Thursday, October 28, 2021	Teacher and School Support (PLD) Employers	8:30 a.m. to 1:00 p.m.
Tuesday, November 2, 2021	Participating Local District (PLD) Employers	8:30 a.m. to 1:00 p.m.
Tuesday, November 9, 2021	Teacher and School Support (PLD) Employers	8:30 a.m. to 1:00 p.m.
Tuesday, November 23, 2021	Teacher Employers	8:30 a.m. to 1:00 p.m.

**No Training for December 2021 - Stay tuned for the 2022 Training Schedule**

## In Search of Former Employees

State law allows MainePERS to refund the accounts of non-vested members after inactivity of three years or longer. Our Retirement Services staff have restarted this initiative and are finding we don't always have current contact information for these members. When that happens, we may send you a secure email asking for help.

Before we do, we will first check our records and use a contracted locator service. We will only email you if those methods do not result in contact, and the member had worked for you within the last five years.

Our request is, if you are able, that you either share the person's home address, email or telephone number, or reach out to them on our behalf to ask that they contact us.

Thank you in advance for your help.

### GASB 68 & GASB 75 Audits

The GASB 68 (defined benefit plans) and GASB 75 (group life insurance) audits will be conducted this fall and audit reports and schedules should be available on or around January 31, 2022. While conducting the audits, our external audit firm, BerryDunn, will reach out to selected employers for "census testing". This is a standard auditing activity in which BerryDunn will request payroll data from you to ensure that it agrees to what we have recorded here at MainePERS. This data is used for service credit calculations, average final compensation determinations, etc., and ensuring the accuracy of data stored at MainePERS and is a key component of the audits. MainePERS notifies employers who have been selected for this audit work prior to your receiving contact from BerryDunn.

### Roth 457 - MaineSTART

If you have made MaineSTART available to your employees, there is now an important additional option available to them for retirement savings. The MaineSTART Program has a "Roth" 457 option. This means, in addition to the longstanding tax deferred compensation options offered through MaineSTART, employees can now make after-tax contributions that grow tax-free if certain requirements are met, allowing for completely tax-free distributions during retirement. If you or your employees have questions about the role MaineSTART can play in retirement planning, please contact:

Gary Emery at (207) 512-3116  
or [Gary.Emery@MainePERS.org](mailto:Gary.Emery@MainePERS.org).



**MAINE  
START**

## Workers' Compensation

Employers should submit a Personnel Status Change form to MainePERS via ESS when an employee begins receiving workers' compensation benefits and again when the employee ceases receiving benefits.

We recognize that employers have varying approaches to handling payroll for employees who are receiving workers' compensation. For example, several Participating Local District employers keep employees on payroll and report the earnings and contributions to us just as they would if the employee was not on workers' comp. This approach ensures the contributions are paid for the employee and the earnings and service can be included in their benefits.

Conversely, other employers take such an employee entirely or partially off payroll and the employee receives workers' compensation benefits directly from a third party. In these situations, if the employee doesn't pay contributions on the earnings to MainePERS on their own, we will not include the earnings or any associated service credit in the calculation of their benefits. If an employee doesn't remit the contributions on workers' compensation earnings timely and later wants to purchase the workers' compensation service and earnings, interest will have accrued on the contributions due, costing the employee more to purchase the service. It is for this reason that when MainePERS learns of a member receiving workers' compensation, an informational letter is automatically generated and sent to the member. This letter informs them that they need to pay contributions if they want the credit for the earnings and service. If you keep your employees on payroll during a workers' compensation leave and they get this letter, assure them that you are paying the contributions for them and we are happy to confirm that if they contact us.



### Electronic Payments Reminder

MainePERS reminds you to please make all payments to us electronically. This includes payments for pension contributions, GLI premiums, adjustments, and mandatory cost payments. If you require assistance with making electronic payments, please contact your employer services representative.

### Survivor Services Reminder

For many employers, autumn is associated with the inevitable paperwork associated with new hires and terminations. With that in mind, here are a few friendly reminders and updates.

The Personnel Status Change Form available to you through ESS plays a vital role when it comes to keeping your life insurance premium bills accurate. When the status of an employee's employment changes with you, notifying us immediately is crucial. For example, the timeliness of our receiving the form will affect the accuracy of your Member Bill because we otherwise don't know when an employee terminates or begins an unpaid Leave of Absence, or if they have come back from an Unpaid Leave and need to be placed back on the regular billing.

GLI Cancellation/Reduction of Coverage Forms are only submitted in the event that a member has decided to reduce or cancel what they have for current coverage. Please do not use this form as a replacement for a PSC form for Termination. If you do, we will send it back to you and request the PSC form.

Submitting each Application for Life Insurance coverage accurately is also vital to the accuracy of your billing. Please be sure to submit them with the actual date on which the member signed the Application, the hired date as the First Eligible Date, and assigned with the correct PSC Code.

We are now accepting a variety of electronically signed documents using a service known as DocuSign. Eligible forms can be initiated and sent to members by MainePERS staff or downloaded from our website. The following forms are now available for self-service to our members:

- Request for Basic and/or Additional Insurance Coverage Requiring Evidence of Insurability
- Designation of Beneficiary – Group Life Insurance
- Designation of Beneficiary – Pre Retirement

Remember, if you are ever in doubt about what form to use, or have questions on how to process them, please reach out to our friendly Survivor Services team. We'd be happy to guide you.