1. Navigate to www.mainepers.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

- **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

- **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

   - Add and/or Delete member data, if necessary
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