Multiple Employee Payroll Adjustment Form

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MainePERS
PUBLIC EMPLOYEES RETIREMENT SYSTEM

Payroll Adjustments
Single payroll submission with multiple employees needing adjustments

Instructions to Payroll Clerk: Complete and return this form via ESS whenever a member's payroll has been missed or submitted in error. Provide all of the original information as reported and <u>only</u> the necessary replacement information as it should have been reported (i.e. only note information that is different than the original).

Adjustment Information

Payroll Identifier: _____ Employer Location Code: _____ Employer Location Name: Maine Public Employees Retirement System

Member SSN Last Name	Type	Comp	EES	Hours	Days	Pay-rate Code	Rate of Pay	POS	PSC	Plan Class/ Code	RSN/ Rate Category	Payback/ SCP	FTE Days	FTE Hrs	Wks/ Yrs	FTE Contract
	Original															
	New															

- <u>Payroll Identifier</u>: Month/Year being adjusted
  - Acceptable: 09/2020, 1/20, or Jan. 2020
  - Not Acceptable: 10/19/2020, January 2020 (limited spacing)
- <u>Employer Location Code & Employer Location Name</u>
  - Auto-fill based on log-in information
- <u>Member SSN & Name</u>:
  - <u>Member SSN</u>: Full SSN, with or without dashes on top line
  - <u>Last Name</u>: Members Last Name (& first initial if duplicate last name) on bottom line
- <u>Type</u>
  - <u>Original</u>: ALL information originally submitted on payroll report, if adding new member, this line would be blank
  - <u>New</u>: Fill out column details ONLY for items being changed, if removing someone from a payroll, this would be all zeros.
- <u>Comp</u>: Eligible Earnable Compensation for Month
- <u>EES</u>: Employee Contributions on reported Earnable Compensation ('Comp')
- <u>Hours</u>: If paid hourly, how many hours worked for month
- <u>Days</u>: If paid daily, how many hours worked per month
- <u>Pay Rate Code*</u>: Hourly (H), Daily (D) or Contract (C)

- <u>Rate of Pay</u>: Base Rate of Pay per hour (if paid hourly) or daily (if paid daily)
- <u>POS*</u>: Position Code (i.e.: 09901, Y0101, N0101, etc.)
- <u>PSC*</u>: Personnel Status Code (i.e.: 11: Full-time, 12: Part-time, 53: RRTW, etc.)
- <u>Plan Class/Code*</u>: Plan Code (i.e.: 11000, 110AC, 3102C, etc.)
- <u>RSN/Rate Category*</u>: Rate Schedule Number (i.e.: 1: REG, 11: REG1, 53: RRTW, 96:RRTW2)
- <u>Pay-back/SCP</u>: Deduction for Service Credit Purchase with MainePERS to buy-back prior time (military, refunded service, etc.)
- <u>FTE Days*</u>: Full-Time Equivalent Days worked per week for Daily Employee
  - PLD & Teacher: 5 days
- <u>FTE Hours*</u>: Full-Time Equivalent Hours worked per week for Hourly Employee
  - PLD: 35-40 hours
  - Teacher: 25-40 hours
- <u>FTE Contract*</u>: Annual Full-Time Equivalent Contract Amount
- <u>Comments:</u> MUST be completed with reasoning for adjustment request

Note: Coding for fields with a '' can be located in the Electronic Payroll Filing Manual Appendices*

Updated: 10/27/2020