

# MainePERS Employer Services

## Submission of Application for Membership

An 'Application for Membership', or Membership Application, is a required document that must be submitted to MainePERS, via ESS, on any employee that is eligible for MainePERS membership, regardless of membership election (join or decline). While this form shows the initial employment record with the reporting employer, it also provides MainePERS with other valuable information pertaining to certain changes for members during their employment.

The following chart provides an outline showing common changes to employee/employment data that would require the submission of a 'Membership Application' through ESS, before you can report the employee to MainePERS.

Change in Member Employment	PLD	Teacher	State
1. <b>ER LOC:</b> Employer Location	Yes	Yes	Not required for a department/ agency transfer only
2. <b>RSN:</b> Rate Schedule Number <sup>1</sup>	Yes	Yes	Yes
3. <b>POS:</b> Position Code	Yes	Changing to special codes <sup>2</sup>	No
4. <b>PSC:</b> Personnel Status Change Code	Yes	ONLY when changing to RRTW (53)	ONLY when changing to RRTW (53)
5. Plan Class Code <sup>3</sup>	Yes	Yes	Yes

<sup>1</sup> When entering the RSN code remember not to enter the preceding zeroes, only enter the number(s) after the zero. (Ex: 1, 11, 53 or 96)

<sup>2</sup> Teacher Position Codes requiring a new Application include: Y1001, Y0408, Y5555, Y0210 & Y0209 and positions requiring prior "basis", if the basis is not with the reporting employer location (YEX##, Y0104, Y0155, Y0452, Y0455).

<sup>3</sup> Plan class changes from Regular Plan to Special Plan, and vice versa will always require an Application for Membership. This includes any Special Plan member who has met their plan requirement, and may now contribute to the regular plan.

**Position Codes (POS)** can be found on the MainePERS website, in the ESS Guides section - Electronic Payroll Filing Manual: PLD – page 32, School Support – page 33, and Teacher – page 35.

**Plan Class & Rate Schedule Number Codes (RSN)** can be found on the MainePERS website, in the ESS Guides section - Electronic Payroll Filing Manual – page 40

[Still not sure? Contact MainePERS Employer Services Unit for additional assistance](#)