

SSN	Name	Start Date	Stop Date	Comp	EES	Hours	Days	Pay Rt CD	Pay Rate	PSC	POS	Plan Name	Rate Category	SCP	FTE Days	FTE Hrs	Wks/Yr	FTE Contract
999-7...	JONHSO...	10/01/2020	10/31/2020	\$8,367.35	\$677.75	0.00	0	Contract	\$0.00	11	09906	Participating Local District Plan: A	REG	\$0.00	0	0.00	0	\$64,580.00

- ***SSN:** Member Social Security Number
 - This field CANNOT be edited
- ***Name:** Member Name (Last, First)
- ***Start Date:** First day of month being reported
 - This field CANNOT be edited
- ***Stop Date:** Last day of month being reported
 - This field CANNOT be edited
- **Comp:** Eligible Earnable Compensation for Month
- **EES:** Employee Contributions on reported Earnable Compensation ('Comp')
- **Hours:** If paid hourly, how many hours worked for month
- **Days:** If paid daily, how many hours worked for month
- **Pay Rt (Rate) Code:** Hourly, Daily or Contract
- **Pay Rate (Rate of Pay):** Base Rate of Pay per hour (if paid hourly) or daily (if paid daily)
- ***PSC:** Personnel Status Code (i.e.: 11: Full-time, 12: Part-time, 53: RRTW, etc.)
- ***POS:** Position Code (i.e.: 09901, Y0101, N0101, etc.)
- ***Plan Name:** Plan Name for corresponding contributions
- ***Rate Category:** Rate Schedule Number/RSN (i.e.: 1: REG, 11: REG1, 53: RRTW, 96:RRTW2)
- **SCP (Buyback):** Deduction for Service Credit Purchase with MainePERS to buy-back prior time (military, refunded service, etc.)
- **FTE Days:** Full-Time Equivalent Days worked per week for Daily Employee
 - PLD & Teacher: 5 days
- **FTE Hours:** Full-Time Equivalent Hours worked per week for Hourly Employee
 - PLD: 35-40 hours
 - Teacher: 25-40 hours
- **FTE Contract:** Annual Full-Time Equivalent Contract Amount, for Contract Employee

Fields with an '*' will be automatically populated, based on details submitted via Membership Application, when MainePERS creates the monthly Work Report shell. Unless noted otherwise, fields may be changed from what auto-populates, but be aware making changes to these columns could require submission of a new Membership Application.

For instructions on adding or deleting a member from a payroll work report, please refer to the [Employer Self Service \(ESS\) User Guide](#). Additionally, coding for these fields are located in the appendices of the [Electronic Payroll Filing Manual](#).