MainePERS
PUBLIC EMPLOYEES RETIREMENT SYSTEM

Adding a Member to an Electronic Payroll File (EPF)

This guide is intended to assist employers filing payroll electronically to MainePERS, who are in need of adding a member to a report prior to making payment. The following actions must be completed as soon as the uploaded payroll file is processed successfully, and in 'Prebill' status.

- Contact an Employer Services Technician, and/or Account Associate to set file to 'Initial' Status.
  - This will allow payroll details to be edited by the employer

- Once the file is set to 'Initial' Status, proceed with the following steps:

1. Navigate to 'Account' tab
2. Locate corresponding 'Work Report' row
   - Select 'Actions'
   - Select 'Edit/View'
     - Opens 'Work Report Editor'
3. Within the Work Report Editor, click 'Add Member'; this action will create a new row in the payroll details section.
4. To add a member, type the **Social Security Number** (without dashes) in the 'Name' field and hit 'Enter' on your keyboard.
5. Once the member's Name and SSN populate, enter the remaining payroll details as follows:
   - **Comp**: Earnable Compensation
   - **EES**: Employee Contributions
   - **Hours**: Hours worked, if hourly
   - **Days**: Days worked, if daily
   - **Pay Rt Code**: Hourly, Daily or Contract
   - **Pay Rate**: Base Rate of Pay, if hourly or daily
   - **PSC**: Personnel Status Code
   - **POS**: Position Code
   - **Plan:** *Select the appropriate Plan, *if applicable
   - **Rate Category**: Rate Schedule Name
   - **SCP**: Payback Amount, if applicable
   - **FTE Days**: Full-time Equivalent Days per week, if daily
   - **FTE Hrs**: Full-time Equivalent Hours per week, if hourly
   - **Wks/Yr**: Full-time equivalent weeks per year
   - **FTE Contract**: Full Time Equivalent Contract Amount, if contract

   If you are unable to locate the employee when you enter the SSN, please ensure that you have submitted a Membership Application for the member.
6. When all payroll details are complete, click 'Apply'. Review the report for any exceptions or errors that may have occurred, and correct accordingly. Once all corrections are complete, click 'Save'.
7. Return to 'Account' tab
8. Click 'Actions' on Work Report row
   - Click 'Submit'
     - This process may take some time, but once completed will display a pop-up message indicating the file was submitted successfully. Click 'OK' when this message appears
9. Navigate to 'Reports' tab to view updated Remittance Report totals
10. Proceed with any additional steps for remitting payment to MainePERS.